DOES POH 2022 Q25_Org Chart

DOES Office of Customer Experience

Updated January 2022

FTE: 40
Vacant: 3

Kim Davis
Program Manager
Grade 14
00001377

Patricia Mobley
Customer Service Supervisor
Grade 12
00084771

Gregory Gamble
Unemp Call Center Rep.
Grade 9
00016048

John McCray
Unemp Call Center Rep.
Grade 7
00018589

Aissatou Drame
Program Support Asst
Grade 9
00024638

Donna Darby
UI Claims Examiner
Grade 9
00042679

Vacant
Unempl Call Ctr Rep.
Grade 7
00021481

Nicole Tabron
Unempl Call Center Rep.
Grade 9
00086192

Ikea Hicks
Unempl Call Ctr Rep.
Grade 7
00016847

Heather Minor
Unemp Call Center Rep.
Grade 7
00086191

Miya Anderson
Unempl Call Center Rep
Grade 9
00086189

LaJuan Lee
Unemp Call Center Rep
Grade 7
00067587

Gwendolyn Jones
Unempl Call Center Rep.
Grade 9
00047303

Trevor Peterson
Unempl Call Ctr Rep.
Grade 5
00025506

Brock Brown
Unempl Call Ctr Rep.
Grade 7
00022147

Gerren Jackson
Unempl Call Ctr Rep.
Grade 7
00021451

Tyler Carpenter
Program Manager
Grade 13
00097068

Deborah Easley
Customer Service Rep
Grade 11
00098184

Dashawn James
Contact Rep.
Grade 9
00100186

Talanna Stone
Contact Center Rep
Grade 9
00097391

Douglas McCray
Contact Rep.
Grade 9
00097388

Joshua Wood
Staff Assistant
Grade 9
00044881

Brandon Walker
Staff Assistant
Grade 11
00092129

Shantae Davis
Customer Service Rep
Grade 9
00097389

Cedric Brumley
Contact Rep.
Grade 9
00100187

Daryl McNeil
Contact Rep
Grade 9
00100185

Rosalyn Young
Contact Rep.
Grade 9
00097390

Deborah Easley
Customer Rep.
11
00098184

Leonard Shands
Supervisory IT Specialist
Grade 14
00024898

Wage-Hour/
Workforce/OWC

Tammie Goodson
CLERICAL ASSISTANT(OA)
Grade 6
00019027

Amy Jirasophakul
Program Support Asst.
7
00077784

Beverly Gillis
Program Support Asst.
7
00075070

Aja Gillis
Workforce Dev Spec
5
00067588

Sandra Gibbs
Program Support Asst.
7
00101871

Maria Amaya
MANPOWER DEVELOPMENT SPECIALIS
Grade 7
00007926

John Bryant
Clerical Assistant
7
00015200

Anthony Summers
CLERICAL ASSISTANT(OA)
6
00015171

Destyni Lewis
Clerical Assistantt.
5
00020251

Vacant
Clerical Assistant
7
00026282

Melinda Salinas
Program Analyst
Grade 12
00007649

Aria Kemp
Program Manager
Grade 13
00102913

Yonne Liser
Program Analyst
Grade 12
00102922

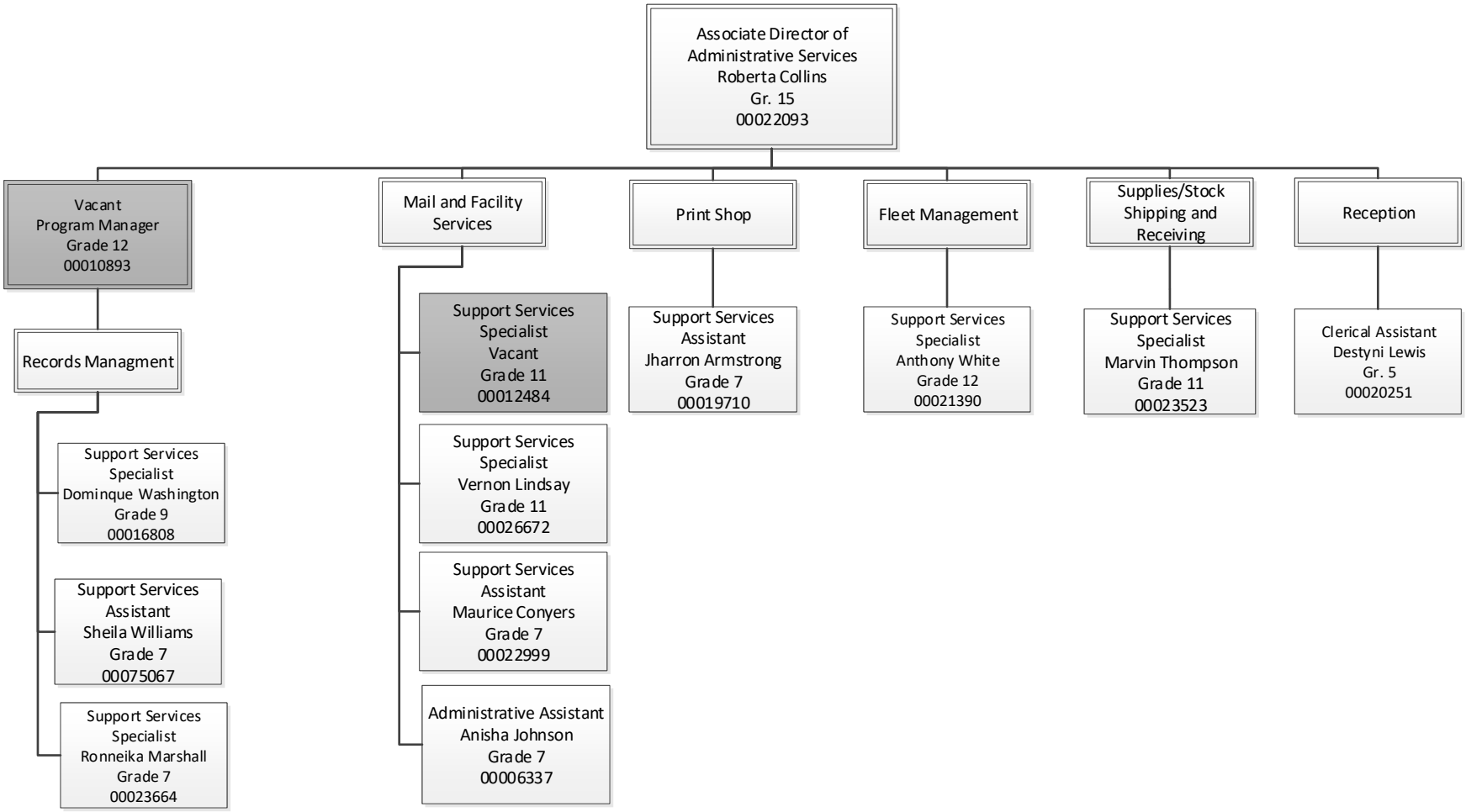
Vacant
Staff Assistant
Grade 11

DOES POH 2022 Q25_Org Chart

DOES Office of Administrative Services (OAS) Organizational Chart

Updated January 2022

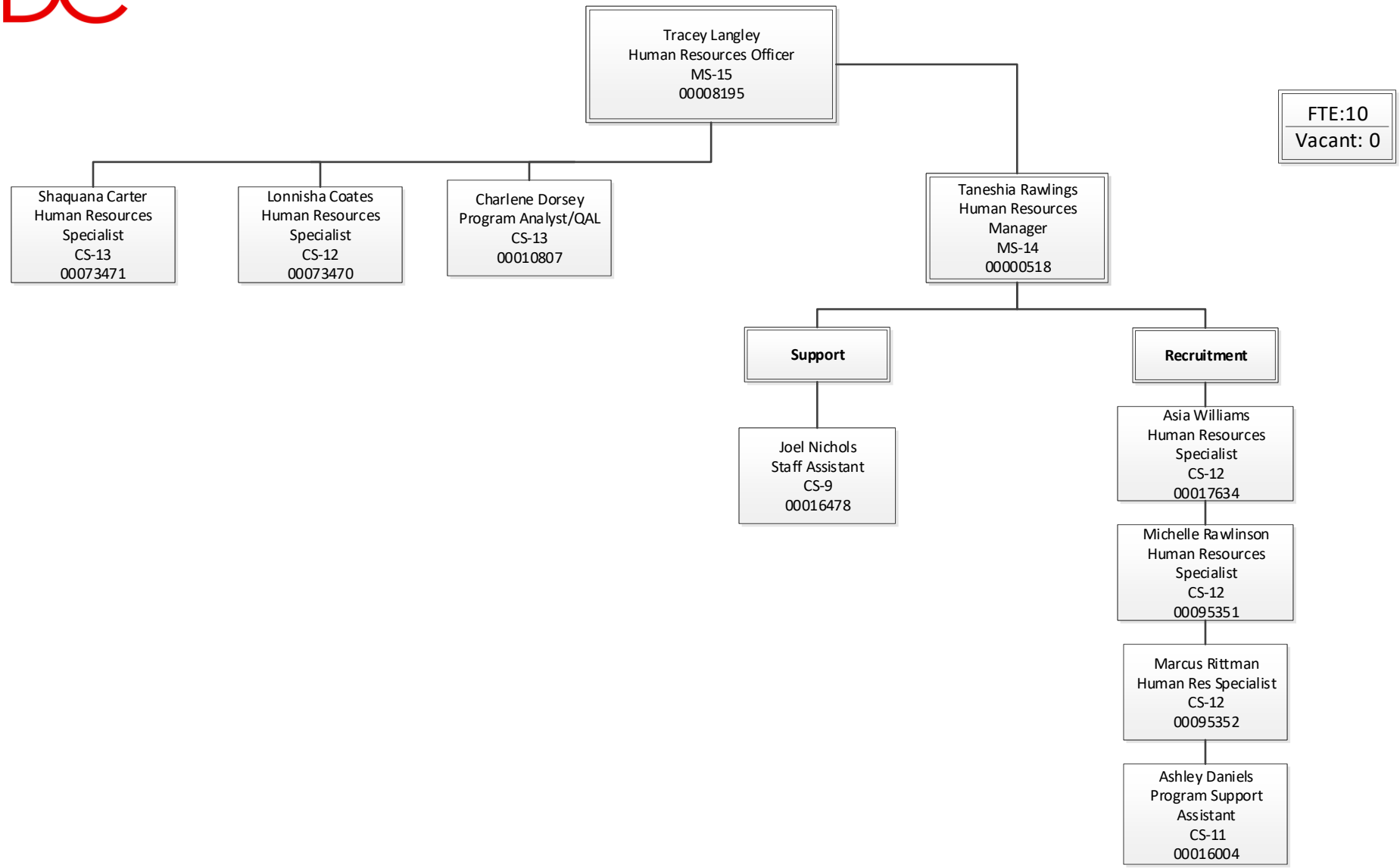
FTE: 10
Vacant: 2



DOES POH 2022 Q25_Org Chart

DOES Office of Human Resources

Updated January 2022



DOES POH 2022 Q25_Org Chart

DOES Office of Information Technology

Updated January 2022

FTE: 38
Vacant: 1

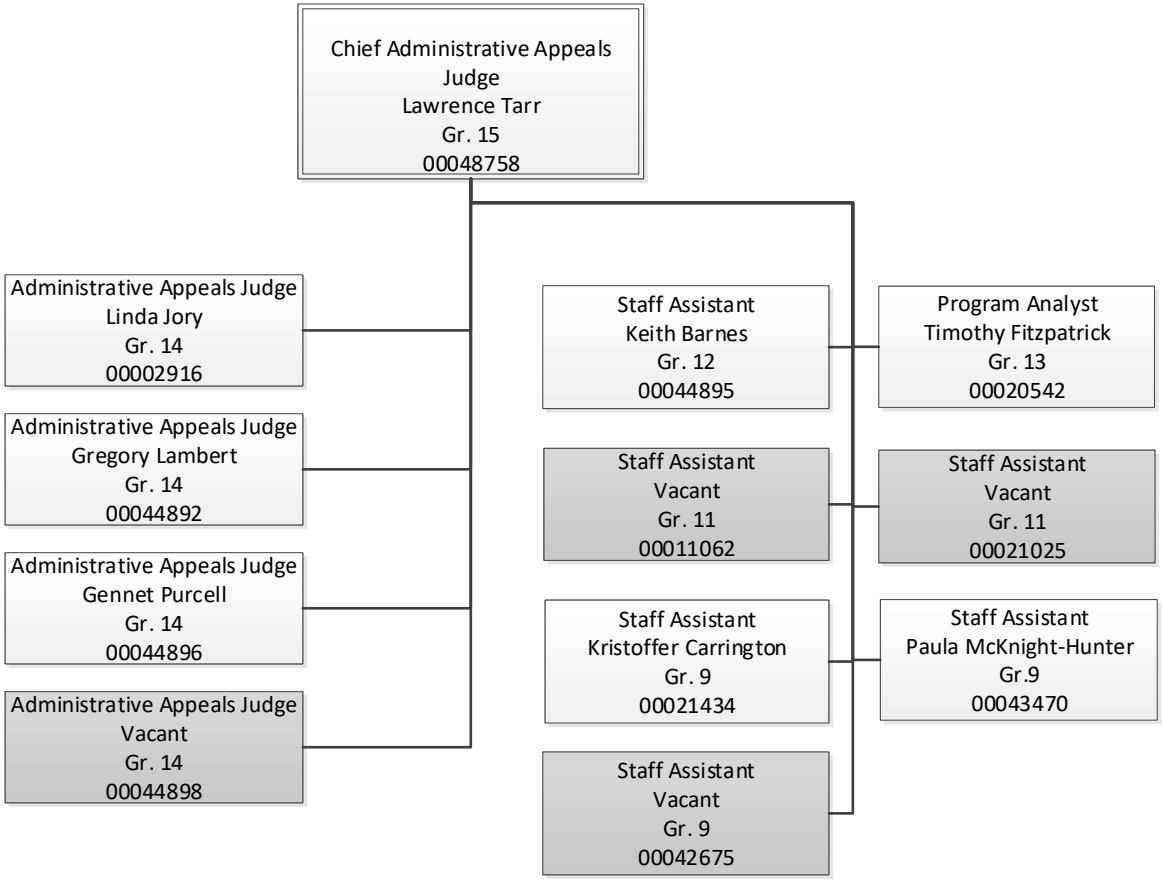
- Thomas Fontenot, Chief Information Officer, Grade 16, 00028384
  - Jacelyn Stephenson-Dale, Staff Assistant, Grade 9, 00044876
  - Emmanuel Fields, Program Analyst, Grade 13, 00010604
  - Sean Josiah, PMO, Grade 14, 00016371
    - Kiran Koyyalamudy, IT Spec (Appsw/ Sysanalysis), Grade 14, 00034031
      - Anjani Jujjavarapu, IT Specialist, Grade 14, 00021210
        - Carlton Carr, IT Specialist, Grade 13, 00086248
    - Henok Tadele, IT Specialist, Grade 13, 00086249
      - Sujin Shakya, IT Specialist, Grade 13, 00086247
  - Andrew Sabatelli, Supervisory IT Specialist, Grade 14, 00044883
    - Caribe Skinner, Operations Supervisor, Grade 13, 00028381
      - Eric McSween, IT Specialist, Grade 12, 00043614
        - Lisa Blackwell, IT Specialist, Grade 12, 00018602
          - Keith Wimbush, IT Specialist, Grade 12, 00018441
            - Ronald Whaley, IT Specialist, Grade 12, 00043930
      - Michael Cloud, IT Specialist, Grade 13, 00000618
        - Darnell Moore, IT Specialist, Grade 12, 00102923
          - KyJuan Wrenn, IT Specialist, Grade 12, 00102924
            - Porscha Hall, IT Specialist, Grade 12, 00102925
    - James Taylor, Telecom Spec., Grade 11, 00019989
    - Socorro Diaz-Perry, IT Specialist, Grade 12, 00016575
      - Winsor Joyner, IT Specialist, Grade 13, 00008188
  - Gelinda Jones, Project Manager, Grade 15, 00099203
    - Jason Bough, PMO, Grade 12, 00013736
      - Ivan Cruz, Clerical Assistant, Grade 7, 00043928
      - Vacant, IT Specialist, Grade 11, 00017008
    - Nicole Sims, Supervisory IT Specialist, Grade 14, 00028378
      - Sean Braunstein, IT Specialist, Grade 14, 00086246
      - Kavitha Chakravartula, IT Specialist, Grade 13, 00086245
  - Rekha Nambiar, IT Project Manager, Grade 14, 00095149
    - Marcus Williams, Staff Assistant, Grade 11, 00097359
    - Kheira Benkreira, IT Spec., Grade 12, 00095146
    - Tyesha Ray, IT Spec., Grade 12, 00095147
    - David Deboer, IT Spec., Grade 14, 00095148
    - Pavel Mjavanadze, IT Spec., Grade 14, 00097088
    - Rediat Ado, IT Spec., Grade 12, 00097360
    - Bir Sunwar, IT Spec., Grade 13, 00097362
    - Dang Phan, IT Spec., Grade 13, 00097363
    - Jarone Robinson, IT Spec. (Security), Grade 13, 00097387

DOES POH 2022 Q25_Org Chart

DOES Labor Standards Bureau – Compensation Review Board Organizational Chart

Updated January 2022

FTE: 8
Vacant: 4



DOES POH 2022 Q25_Org Chart

DOES Labor Standards Bureau – Office of Administrative Hearings Organizational Chart

Updated January 2022

FTE: 16
Vacant: 5

Administrative Hearings Division
Chief Administrative Law Judge
Joan Knight
Gr. 15
00011359

Administrative Law Judges

- Administrative Law Judge, Vacant, Gr. 14, 00000467
- Administrative Law Judge, Donna Henderson, Gr. 14, 00013285
- Administrative Law Judge, Douglas Seymour, Gr. 14, 00082555
- Administrative Law Judge, Gerald Roberson, Gr. 14, 00028374
- Administrative Law Judge, Amelia Govan, Gr. 14, 00002203
- Administrative Law Judge, Mark Bertram, Gr. 14, 00028388
- Administrative Law Judge, Vacant, Gr. 14, 00028395
- Administrative Law Judge, Fred Carney Jr., Gr. 14, 00048759
- Administrative Law Judge, Gwenlynn D'Souza, Gr. 14, 00001954
- Administrative Law Judge, Lilian Shepard, Gr. 14, 00082553
- Administrative Law Judge, Tiffany Oates, Gr. 14, 00034030

Support Staff

- Paralegal Specialist, Robie Beatty, Gr. 12, 00020143
- Special Assistant, Alva LaBeach, Gr. 13, 00042965
- Paralegal Specialist, Kashmir Spells, Gr. 12, 00008285
- Staff Assistant, Vacant, Gr. 9. Union, 00018831
- Paralegal Specialist, James Niblock, Gr. 12, 00028401
- Program Support Assistant, Corey Rush, Gr. 9. Union, 00022302
- Staff Assistant, Vacant, Gr. 9 Union, 00043155
- Program Support Assistant, Carolyn Harris, Gr. 7 Union, 00043472
- Paralegal Specialist, Vacant, Gr. 11, 00012943

Notes: *Hold – employee in temporary promotion/reassignment

DOES POH 2022 Q25_Org Chart

DOES Labor Standards Bureau – Office of the Deputy Director Organizational Chart

Updated January 2022

FTE: 131
Vacant: 24

Deputy Director
Mohammad Sheikh
Gr. 16
00002915

Workers Compensation

Assoc Director
Lisa James-Baxter
Gr. 15
00011615

Wage Hour

Assoc Director
Michael Watts
Gr. 15
00009111

Administrative Hearings

Chief Admin Law Judge
Joan Knight
Gr. 15
00011359

Compensation Review Board

Chief Admin Law Judge
Larry Tarr
Gr. 15
00048758

Business Relationship Analyst
Keith Lopes
Gr. 12
00012770

Program Analyst
Sandra Gresham
Gr. 14
00011639

Program Analyst
Frances Berry
Gr. 14
00010057

Program Analyst (Bil)
Rosa Fernandez
Gr. 12
00026807

Clerk
Frederick Lockett
Gr. 6 Union
00014403

Program Analyst
Louis Hirsch
Gr. 13
00014172

Program Support Spec.
Jihadah Williams
Gr. 9
00009537

Staff Assistant
Vacant
Gr. 11 Union
00016655

Clerical Assistant
Vacant
Gr. 7 Union
00015811

OWC Investigators

Lead Investigator
Kevin Hargrave
Gr. 13
00016158

Investigator
Jahi Greene
Gr. 12
00020268

Investigator
Nicholas Ruggiero
Gr. 9
00019893

DOES POH 2022 Q25_Org Chart

DOES Labor Standards Bureau

Office of Wage-Hour

Updated January 2022

FTE: 49
Vacant: 6

- Michael Watts, Associate Dir for Wage & Hour, 15, 00009111
  - OSH
    - Thomas Herbert, Supvy Safety & Occup Hlth Spec, 14, 00000053
      - Vacant, Safety & Occup Hlth Spec, 11, 00012319
      - Darlene Isip, INDUSTRIAL HYGIENIST, 11, 00028387
      - Rasheeda Canty, Wage & Hour Compliance Spec, 9, 00047365
      - Adam Redd, Safety & Occup Hlth Spec, 12, 00019122
      - Chybria Farmer, Safety & Occup Hlth Spec, 7, 00009859
      - Bryon Gillum, Clerical Assistant, 7, 00028403
  - Sheree Price, Program Manager, 13, 00034053
    - Zulema Gallo Buruca, CLERICAL ASSISTANT(OA), 6, 00014994
    - LaShonda Dorsey, Program Support Assistant, 7, 00096710
    - Patrice Ali, Program Support Assistant (OA), 7, 00096709
    - Kevin Calloway, Wage & Hour Compliance Spec, 9, 00101837
    - Tyvon Fortson, Prog Support Assistant, 7, 00034029
    - Amy Jirasophakul, Prog Support Assistant, 7, 00077784
  - First Source
    - Terry Kenner, Supvy Manpower Develop Spec, 13, 00044901
      - Decarlo Washington, Manpower Development Spec, 12, 00034038
      - Louis Johnson, PGM ANALYST, 13, 00046586
      - Carlton Morrison, Program Analyst (Acct. Exec, 13, 00017343
      - Rhonda Bowden, Program Analyst, 12, 00084811
      - Latysha Short, Compliance Spec, 9, 00008699
      - Alex Underwood, Manpower Development Spec, 12, 00084812
      - LaVondia Shelton, Program Support Assistant (OA), 7, 00047915
      - Joseph Taylor, PGM ANALYST, 12, 00084813
  - Daniel King, Supervisory Program Analyst, 14, 00082552
    - Chioma Amah, Program Analyst, 12, 00034047
    - Miya Morgan, Wage & Hour Compliance Spec, 9, 00082550
    - Donna Brown, Wage & Hour Comp Spec, 11, 00020603
    - Maurice Black, INSURANCE EXAM WORKER COMP, 11, 00021359
    - Mark Roy, Wage & Hour Compliance Spec, 9, 00082549
    - Tonysha Strickland, Wage & Hour Compliance Spec, 9, 00092172
    - Vacant, Wage & Hour Compliance Spec, 7, 00047306
    - Carlos Thomas, Clerical Assistant, 6, 00021448
    - Margaret Ngamdab, Wage & Hour Comp Spec, 11, 00021448
    - Leslie Benjamin, Paralegal Specialist, 11, 00051476
    - Vacant, Program Manager, Wage & Hour, 12, 00101842
  - Brandyn Csorgo, Program Manager, Wage & Hour, 13, 00084810
    - Jim Alvarenga, Wage & Hour Comp Spec (Biling), 12, 00038872
    - Jameka Ingram, Wage & Hour Compliance Spec, 9, 00094159
    - Vacant, Wage & Hour Comp Spec, 7, 00083536
    - Shawn Scott, Wage & Hour Compliance Spec, 11, 00094158
    - Asia Ford, Wage & Hour Compliance Spec, 9, 00092173
    - Chavara Bartley, Wage & Hour Comp Spec (Biling), 12, 00007752
    - Vacant, Wage & Hour Comp Spec, 7, 00101841
    - Melvin Samuels, Wage & Hour Compliance Spec, 11, 00094160
    - Malcolm Jackson, Wage & Hour Compliance Spec, 7, 00101839
    - Sherie White, Wage & Hour Compliance Spec, 9, 00101838
    - Alexis Arrington, Wage & Hour Compliance Spec, 9, 00102507
    - Pierre Cook, Wage & Hour Compliance Spec, 7, 00101840
  - WH
    - Ralphine Pughsley, Wage & Hour Compliance Spec, 9, 00092171
    - Aliyah Glenn, Wage & Hr Compliance Prog Spec, 13, 00022170
    - Mallory Johnson, Program Analyst, 11, 00008940
    - Ramon Gillead, Program Analyst, 12, 00028371
    - Vacant, Wage & Hour Compliance Spec, 9, 00092170
    - Tom Gay, Program Analyst, 11, 00102506

DOES Labor Standards Bureau – Office of Workers' Compensation

DOES FOH 2022 Q2_Org Chart

Organizational Chart

January 2022

FTE: 47
Vacant: 7

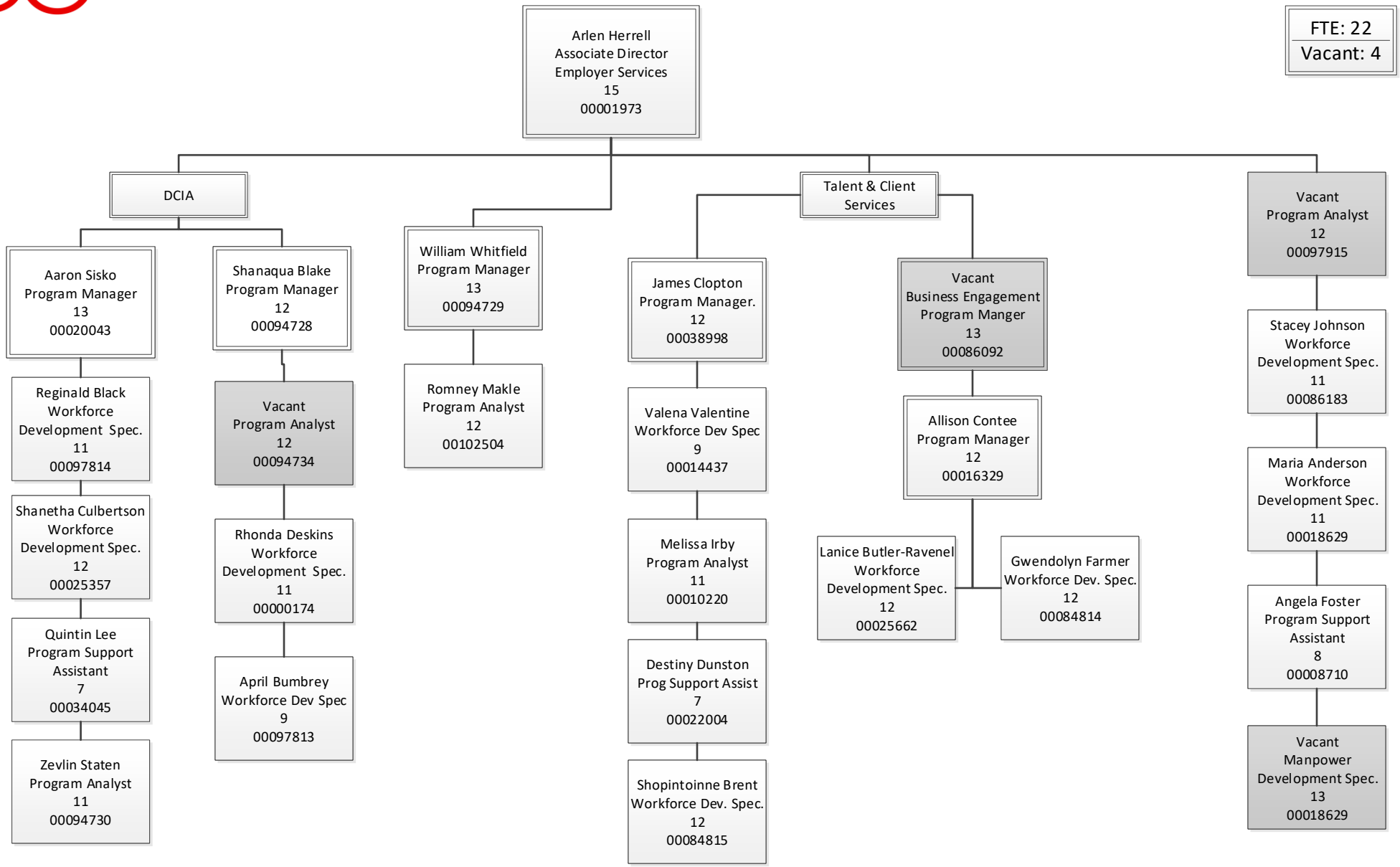
- Office of Worker's Compensation (OWC) Associate Director, Lisa James-Baxter, Gr. 15, #11615
  - OWC Claims Examiner Supv - Unit #1, Alice Goldring, Gr. 14, #25659
    - WC Claims Examiner, Sinead Smith, Gr. 11 Union, #07640
    - WC Claims Examiner, Marsha Thompson, Gr. 12 Union, #07483
    - Program Support Asst, Tarantella Johnson, Gr. 7 Union, #11384
    - Staff Assistant, Valerie B. Thompson, Gr. 9 Union, #08293
    - Claims Clerk, Tyleisha Mabry, Gr. 7 Union, #17573
    - Clerk, Willie Jones, Gr. 6 Union, #13641
    - WC Claims Examiner, Myrna I. Parada, Gr. 12 Union, #18808
    - Clerical Assistant, Vacant, Gr. 7 Union, #18526
    - WC Claims Examiner, Edith A. Tyler, Gr. 11 Union, #25818
    - WC Claims Examiner, Clyde O. Carrington, Gr. 12 Union, #19780
    - WC Claims Examiner, Telita Y. Estes, Gr. 12 Union, #28379
    - Staff Assistant, Lynorra Walker, Gr. 11 Union, #27086
    - Program Support Asst, George Young III, Gr. 7 Union, #28398
    - Support Services, Kathy R. Eaddy, Gr. 7 Union, #21690
    - Clerical Assistant, Dwahza C. Moore, Gr. 7 Union, #28408
    - WC Claims Examiner, Demetrius Patillo, Gr. 7 Union, #28399
    - WC Claims Examiner, Ashley Johnson, Gr. 9 Union, #15601
  - OWC Claims Examiner Supv. - Unit #2, Jevan Edwards, Gr. 14, #21010
    - WC Claims Examiner, Robyn Abrams, Gr. 12 Union, #06034
    - WC Claims Examiner, Sandra Miller, Gr. 9 Union, #02990
    - WC Claims Examiner, David Potter, Gr. 12 Union, #13139
    - Executive Assistant, Rosita L. Clemmons, Gr. 13, #10143
    - Staff Assistant, Sarita Lassiter, Gr. 9 Union, #15674
    - Clerk (OA), Angela L. Watson, Gr. 7 Union, #15223
    - Clerical Assistant, Tomiko W. Nickens, Gr. 6 Union, #18921
    - WC Claims Examiner, Antoinette D. Green, Gr. 12 Union, #16663
    - WC Claims Examiner, Vacant, Gr. 13, #20466
    - Program Sppt Asst, Veronica Williams, Gr. 7 Union, #18989
    - Clerical Assistant, Sheila Carper, Gr. 6. Union, #22357
    - WC Claims Examiner, Catherine Williams, Gr. 12 Union, #21659
    - WC Claims Examiner, Karen D. Bivins, Gr. 12 Union, #25297
    - Clerk, Marlene D. Hurt, Gr. 5 Union, #22456
    - Claims Clerk, Linda Parker, Gr. 6 Union, #25440
    - WC Claims Examiner, Cathy A. Scruggs, Gr. 12 Union, #25417
    - Clerical Assistant, Clifton Padgett, Gr. 7 Union, #17322
  - OWC Claims Examiner Supv. - Unit #2, Vacant, Gr. 14, #20405
    - Insurance Examiner, Brian Wade, Gr. 11 Union, #19089
    - Lead Insurance Exam., Michael O. Etumnu, Gr. 13, #09862
    - Claims Clerk, Vacant, Gr. 6 Union, #18647
    - Clerical Assistant, Freda D. Brooks, Gr. 6 Union, #23080
    - Insurance Examiner, Michelle Davis, Gr. 11 Union, #12627
    - Clerical Assistant, Angela J. Britt, Gr. 7 Union, #17961
    - Management Analyst, Joycelyn Wong-Henry, Gr. 13 Union, #20435
    - Insurance Examiner, John G. Freeman, Gr. 11 Union, #21887
    - Insurance Examiner, Bobbi Strang, Gr. 11 Union, #24963
  - Associate Director Support Staff
    - WC Claims Examiner, Norman N. Jackson, Gr. 12 Union, #24198
    - Management Analyst, Vacant, Gr. 13 Union, #24595
    - Insurance Examiner, Vacant, Gr. 11 Union, #16328
    - Staff Assistant, Vacant, Gr. 9 Union, #20432
    - WC Claims Business, Jery Jimenez, Gr.12 Union, #16765
    - Program Analyst, Sylvia Lane, Gr. 12, #44886
    - Program Analyst, Ann E. Wilson-Jelani, Gr. 13 Union, #03302

DOES POH 2022 Q25_Org Chart

DOES Innovation & Partnerships

Updated January 2022

FTE: 22
Vacant: 4

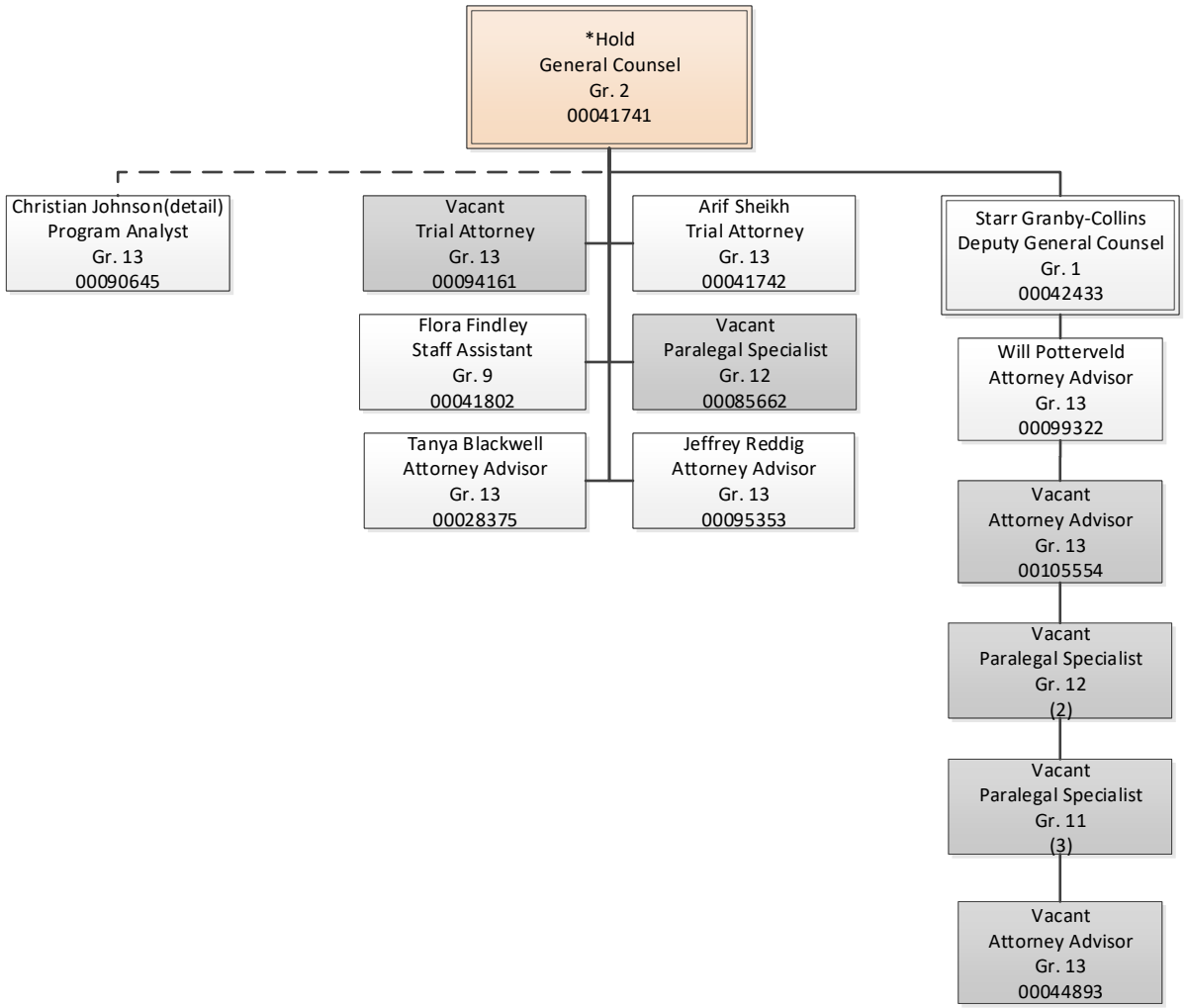


DOES POH 2022 Q25_Org Chart

DOES Office of General Counsel

January 2022

FTE: 6
Vacant: 10

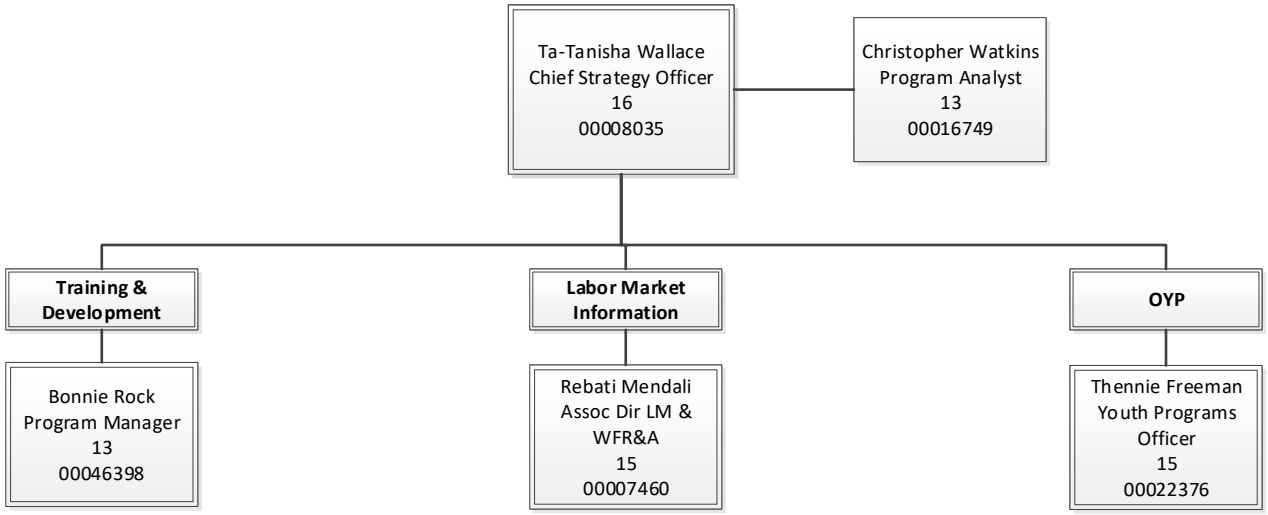


Notes: *Hold – employee in temporary promotion/reassignment

DOES POH 2022 Q25_Org Chart

DOES Office of the Chief Strategy Officer

Updated January 2022

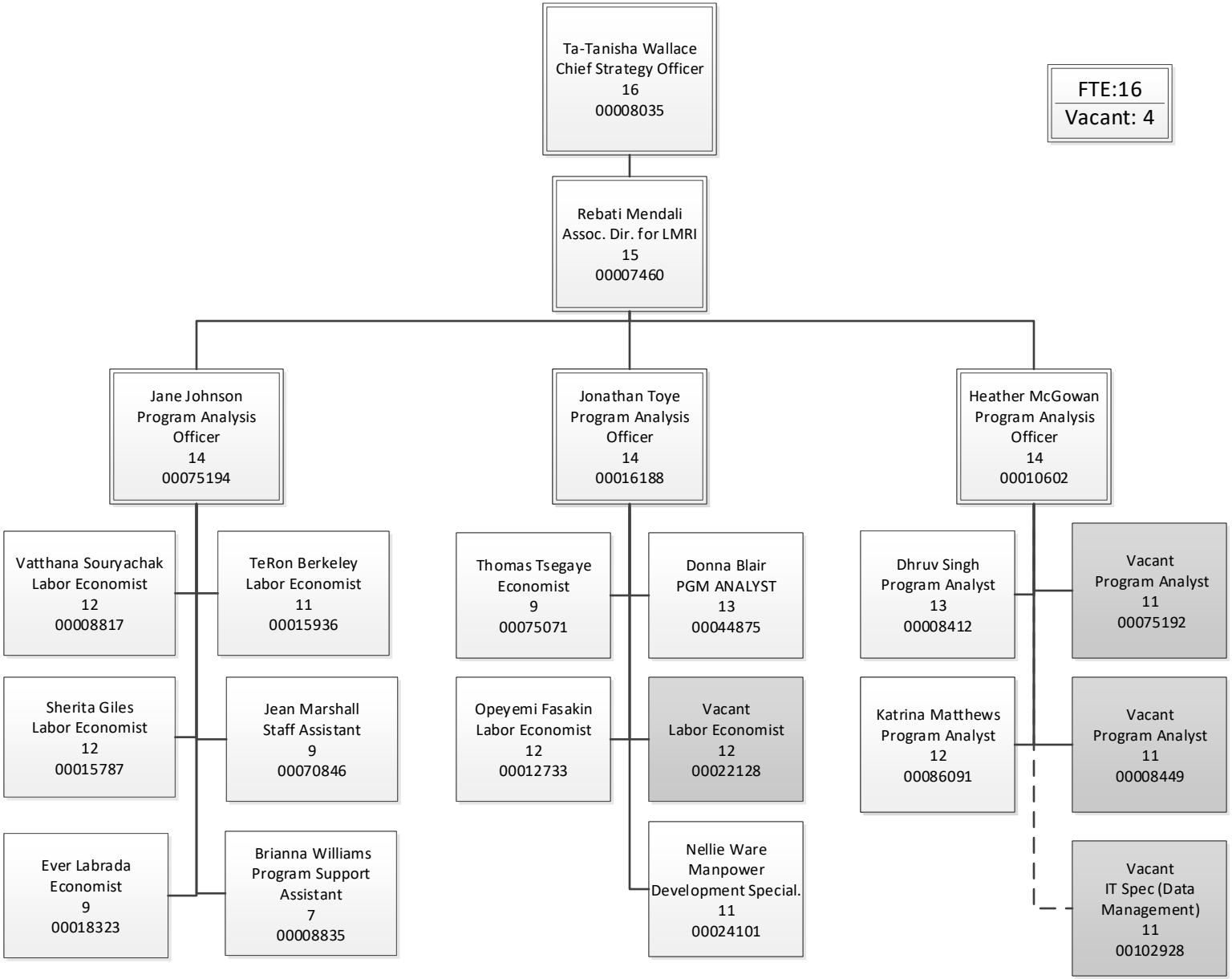


FTE: 57
Vacant: 14

DOES Education and Workforce Innovation
Labor Market Research & Information Organizational Chart

Updated January 2022

FTE:16
Vacant: 4



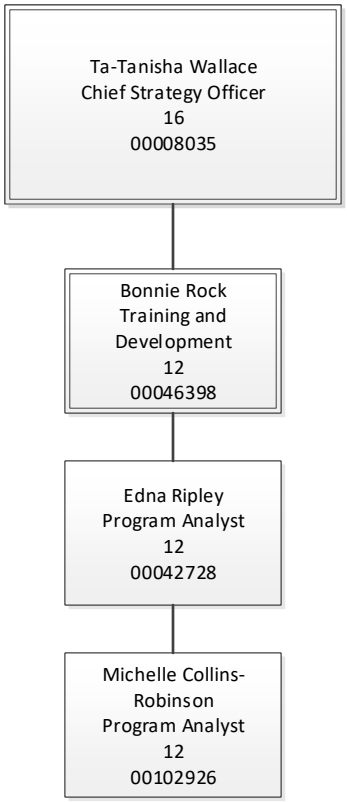
DOES POH 2022 Q25_Org Chart

DOES Office of Education & Workforce Innovation

Training & Development

Updated January 2022

FTE: 3
Vacant: 0



DOES POH 2022 Q25_Org Chart

DOES Education & Workforce Innovation

Office of Youth Programs

Updated January 2022

FTE: 36
Vacant: 10

Thennie Freeman
Associate Director of Office of Youth Programs
Gr. 15
00022376

Deborah Ali
Program Analyst
Gr. 13
00092011

W. Gregory Harris
WD Specialist
Gr. 12
00092010

Ayana Williams
Program Dev. Specialist
Gr. 12
00041296

Traci Hamilton
Prog. Analyst
Gr. 13
00087373

Vacant
Manpower Dev. Specialist
Gr. 11
00016814

Christina Brew
Program Manager
Gr. 13
00044882

Robert Goings
WD Specialist
Gr. 11
00036287

Lee Thompson
WD Specialist
Gr. 11
00041009

Dashara Brown
(WDS) OSY-PYAP Case Monitor
Gr. 9
00028407

Shirley Nelson
WD Specialist
Gr. 12
00090661

Wayne Ryan
Workforce Dev. Spec
Gr. 9
00090662

Penelope Diggs
WD Specialist
Gr. 11
00087375

Stephanie Bussey-Reeder
Manpower Dev. Spec.
Gr. 11
00019193

Vacant
MYSYEP Program Monitors
5
00010640

Phillip Walker
Prog. Manager
Gr. 13
00018665

Roena Carson
Manpower Dev. Spec.
Gr. 11
00025622

Hope McLane-Coleman
Manpower Dev. Spec.
Gr. 11
00017742

Vacant
WD Specialist
Gr. 11
00087370

Vacant
Youth Trainer
Gr. 5
00036299

Brandon Fields
WD Specialist (MYBLI Level Leader)
Gr. 11
00087372

Danielle Greenfield
WD Specialist Coordinator
Gr. 9
00038999

Nishelle Goins
WD Specialist
Gr. 9
00036298

Lakita Cooley
WD Specialist
Gr. 9
00037661

Kemry Hughes
Program Analyst
Gr. 12
00090668

Hakeem Rogers
Supv. Manpower Development Specialist
Gr. 14
00022913

Dawan Davenport
WD Specialist
Gr. 9
00092007

Adrian Jefferies
WD Specialist
Gr. 12
00092009

Darren Speight
WD Specialist
9
00036302

Vacant
WD Specialist
Gr. 5
00090666

Devontez Blackwell
WD Specialist
9
00086196

Amy Powell
Prog. Support Assistant
Gr. 5
00090664

Myra Deloatch
Program Analyst
Gr. 12
00087369

Vacant
MYSYEP Monitors
Gr 5
00001069

Ty Hobson Powell
Program Analyst
12
00102541

Stephanie Campbell
Prog. Manager
Gr. 13
00022773

Samuel Moore
(WDS) OSY-YEALP Case Monitor
Gr. 11
00087371

Jacobi Green
Prog. Analyst
Gr. 5
00090665

Vacant
Program Analyst
Gr. 12
00105344

Vacant
WD Specialist
Gr. 9
00105345

Vacant
WD Specialist
Gr. 9
00105347

Rodney Gainous
(MDS) OSY-PYAP Case Monitors
Gr 11
00040005

Marva Smith
OSY Program Intake
Gr. 9
00086197

Billie Johnson
WD Specialist
Gr. 11
00087374

Terita Russel
WD Specialist
Gr. 9
00026707

Vacant
WD Specialist
Gr. 9
00105346

DOES Office of Paid Family Leave

Updated January 2022

DOES POH 2022 Q25_Org Chart

FTE: 74
Vacant: 15

- Tyler Carpenter, Contact Center Supv, Grade 13, 00097068
  - Contact Center Rep, Grade 9, (8)
  - Vacant Contact Center Rep, Grade 9, (2)
- HR Specialist, Grade 12, (2)
- Jeffrey Reddig, Attorney Advisor, Grade 13, 00095353
- Andrew Debraggio, Program Analyst, Grade 13, 00099860
- Vacant (OLA), Program Analyst, Grade 13, 00094619
- Jacob Wong, Associate Director, Grade 15, 00094616
  - Aji Ogun, Staff Assistant, Grade 11, 00102675
  - Rekha Nambiar, IT Project Manager, Grade 14, 00095149
    - VACANT, IT/QA Business Analyst, Grade 13, 00097361
      - Kheira Benkreira, IT Business Analyst, Grade 12, 00095146
      - Rediat Ado, IT/QA Business Analyst, Grade 12, 00097360
      - Jarone Robinson, System Administrator, Grade 12, 00097387
      - Tyesha Ray, IT Developer, Grade 12, 00095147
      - David Deboer, Software Integration Architect, Grade 14, 00095148
    - Bir Sunwar, Database Administrator, Grade 13, 00097362
      - Dang Phang, IT Specialist/ Developer, Grade 13, 00097363
      - Vacant, IT Specialist/ Developer, Grade 13, 00097364
      - Vacant, Writer Editor, Grade 13, 00097386
      - Pavel Mjavanadze, SCRUM/ Training Engineer, Grade 14, 00097088
      - Marcus Williams, Staff Assistant, Gr. 11, 00097359
  - Vacant, Operations Manager, Grade 14, 00095345
    - Tera Jones, Comm. Manager, Grade 13, 00095346
      - Vacant, Public Affairs Spec., Grade 12, 00095354
    - Robin Barnes, Training and Quality Review Manager, Grade 13, 00095355
      - Temps, Staff Assistants, Grade 9, 00097728 (3)
      - Vacant, QA Specialist, Grade 12, 00100197
      - William Whittaker, QA Specialist, Grade 12, 00100198
    - Bria Walker, Staff Assistant, Grade 9, 00099904
      - VACANT, Economist, Grade 13, 00099915
      - Vacant, Program Analyst, Grade 12, 00095356
      - Spencer GoPaul, Program Analyst, Grade 12, 00094617
  - Parastue Zarghami, Tax Chief, Grade 14, 00095358
    - Donaver Cameron, Audit & Compliance Supervisor, Grade 13, 00097067
      - PFL Tax Examiner, Grade 11, (7)
    - Janira Ramirez, Accounting Supervisor, Grade 13, 00097065
      - PFL Tax Examiner, Grade 11, (8)
    - Vacant, Status Supervisor, Grade 13, 00097066
      - PFL Tax Examiner, Grade 9, (5)
      - VACANT, PFL Tax Examiner, Grade 9
    - Joy Diggs, Collections Supervisor, Grade 13, 00097096
      - PFL Tax Examiner, Grade 11, (7)
    - Vacant, Business Analyst (Tax), Grade 12, 00095349
      - Vacant, Business Analyst (Tax), Grade 12, 00095357
      - Joshua Berk, Program Analyst, Grade 12, 00095348
  - Blanca Bejarano, Chief of Benefits, Grade 14, 00097771
    - Analysts
      - Evan Raborn, Business Analyst, Grade 12, 00095347
      - Michellay Atieku, Business Analyst, Grade 12, 00097098
      - Taion Walters, Staff Assistant, Grade 9, 00100199
      - Makayla Lewis, Business Analyst, Grade 12, 00095350
    - Paul Hirsh, BPC Supervisor, Grade 13, 00100087
      - Nicole Clayton, Program Support Asst, Grade 9, 00100690
        - PFL Claims Examiner, Grade 11, (3)
        - Vacant, PFL Claims Examiner, Grade 12
      - PFL Claims Examiner, Grade 12, (2)
    - Alicia Love, Validation Supervisor, Grade 13, 00100079
      - PFL Claims Examiner, Grade 11, (4)
      - Brionca Dorsey, Program Support Asst, Grade 9, 00100691
      - Vacant, PFL Claims Examiner, Grade 11, (2)
    - Tonya Callender, Adjudication Supervisor, Grade 13, 00100088
      - PFL Claims Examiner, Grade 12, (6)
      - Vacant, PFL Claims Examiner, Grade 12, (2)
  - Ajit Nair, Hearing & Appeals Supv., Grade 13, 00100200
    - Sophaila Zia, Program Support, Grade 9, 00101826
    - Sean Mack, Hearing Examiner, Grade 13, 00101835
    - Vacant, Hearing Examiner, Grade 13, 00101834

DOES POH 2022 Q25 Org Chart

Office of Unemployment Compensation – Benefits/BPC/Appeals Division Organizational Chart

Updated January 2022

FTE: 116
Vacant: 57

VACANT
Assoc. Director, Unemployment Insurance
15
00084777

Terrance Albert
Program Manager
Gr. 12 #47931

Rochelle Blackmon
UI Claims Examiner
Gr. 11 (UN)
#51487

Vacant
Supv. Claims Examiner (Quality Review/Work Search)
Gr. 13 #51463

Vacant Temp
Supvy. Claims Examiner
Gr. 12
#104623

Sherril Stone
Staff Assistant
Gr. 9 (UN)
#51486

Vacant
Chief of Benefits
Gr. 14 #63214

Vacant Temps
Quality Control Coordinator
Gr. 12
(2)

Vacant Temps
Claims Examiner
Gr. 9
(7)

Vacant Temps
Claims Examiner
Gr. 11
(2)

Vacant
Unemp Comp Claims Officer
Gr. 14 #12385

Navigation Center Employees

Patricia Mobley
Customer Service Supv.
Gr. 12 #84771

Gregory Gamble
Unemployment Call Center Rep.
Gr. 7 (UN) #16048

John McCray
Unemployment Call Center Represent.
Gr. 5 (UN) #18589

Nicole Tabron
Unemployment Call Center Rep.
Gr. 7 (UN) #86192

Donna Darby
UI Claims Examiner
Gr. 5 (UN) #42679

LaJuan Lee
Unemployment Call Center Rep.
Gr. 7 (UN) #67587

Aissatou Drame
Unemployment Call Center Rep.
Gr. 7 (UN) #24638

Gwendolyn Jones
Unemployment Call Center Rep.
Gr. 9 #47303

Heather Minor
UI Call Center Rep
Gr. 7 (UN)
#86191

Vacant
Unemployment Call Center Rep.
Gr 7 #21481

Miya Anderson
DS-7
Unempl Call Center Rep (UN)
#86189

Brock Brown
Unemployment Call Center Rep.
Gr.7 #22147

Gerren Jackson
Unemployment Call Center Rep.
Gr.7 #21451

Ikea Hicks
Unemployment Call Center Rep.
Gr.7 #16847

Trevor Peterson
Unemployment Call Center Rep.
Gr. 5 #25506

Vera Orlando
Supv. Claims Examiner (Validations Unit)
Gr. 12 #11172

Ebony Brown
UI Claims Examiner
Gr. 7 (UN) #77782

Eddie Hamilton
UI Claims Examiner
Gr. 9 (UN)
#67593

Christina Boyd
UI Claims Examiner
Gr. 7 (UN)
#51473

Temps
Program Support Assistants Gr. 7
(4)

Rochelle Diggs
UI Claims Examiner
Gr. 7 (UN) #85661

Kaylin Jones
UI Clms Exmr
Gr. 7 (UN)
#51472

Vacant
UI Claims Examiner
Gr. 7 (UN) #17538

Vacant
UI Claims Examiner
Gr. 9 #102630

* Hold
Bilingual UI Claims Examiner
Gr. 9 (UN) #84776

Sylaine Anderson
UI Clms Exmnr
Gr. 7 (UN)
#51466

Obbie English
Clerical Assistant
Gr. 5 (UN)
#42681

Munirat Yusuff
Clerical Asst.
Gr. 9 (UN)
#15552

Temps
UI Claims Examiner Gr. 7
(2)

Vacant
Program Support Assistant
Gr. 7 (UN)
#77781

Tanise Brown
UI Tax Examiner
Gr. 9 (UN)
#86184

Anthony Cabbell
UI Claims Examiner
Gr. 7
(UN) #15330

Vacant
UI Claims Examiner
Gr. 7 #102649

Vacant
UI Claims Examiner
Gr. 7 #102632

Elizabeth Ignacio-Fabian Temp
Supv. Claims Exam.
Gr. 12 #101820

Vacant
UI Claims Examiner
Gr. 11 #20514

HaShawna Bates
Clerical Assistant
Gr. 7
#101809

Haley Carpenter
UI Claims Examiner
Gr. 9 #101811

Lolita Ratchford
UI Claims Examiner
Gr. 9 #101816

Kiara Aull
Clerical Assistant
Gr. 7
#101807

UI Claims Examiner Temp
Gr. 9 (5)

UI Claims Examiner
Gr. 7
(2)

Breona Samuels
UI Claims Examiner
Gr. 9 #101818

Maalik Hawkins
UI Claims Examiner
Gr. 9 #101812

Dionne Bettis
Clerical Assistant
Gr. 7
#101808

Tamika Herndon
UI Claims Examiner
Gr. 9 #101810

Valerie Woods
UI Claims Examiner
Gr. 9 #101814

Dennine Scott
Program Support Assistant
Gr. 7 #101873

Vacant
UI Claims Examiner
Gr. 9 (3)

Adjudication Spec Temp
Gr. 11 (5)

Rachel Burrows-Nikolow Temp
Supv. Claims Exam.
Gr. 12 #104622

Kuturah Aldridge
UI Claims Examiner
Gr.9 (UN)
#51483

Wayne Goring
Claims Examiner
Gr. 9 (UN)
#83544

Paulette Jackson
UI Claims Examiner
Gr. 9 (UN)
#84774

Jasmine Lyle
UI Claims Examiner
Gr. 9 (UN)
#43116

Vacant
UI Claims Examiner Gr. 9
#84775

Vacant
Claims Examiner
Gr. 9 (UN) #27051

Vacant
Program Support
Gr. 7 (UN) #86190

Vacant
Supv. Claims Examiner (Separations Unit)
Gr. 13 #10411

Beverly Liggins
UI Clms Exmnr
Gr. 11 (UN)
#43148

Vacant
Program Support
Gr. 7
#101877

Antoinette Carter
UI Claims Examiner
Gr. 11 (UN)
#22595

Erica Flood
UI Cms Exmnr
Gr. 11 (UN)
#16406

Lamicha Tyler
UI Claims Examiner
Gr. 11 (UN)
#27777

Nazriet Gembremeskel
UI Clms Exmnr
Gr. 11 (UN)
#25120

Vacant
UI Claims Examiner
Gr. 11 (UN)
#27714

Amarjeet Kaur
UI Claims Examiner
Gr. 11 (UN)
#04621

*Hold
UI Claims Examiner
Gr. 11 (UN)
#24682

Ivan Tavares
Claims Examiner
Gr. 11 (UN)
#41299

Margaret Allen
UI Claims Examiner
Gr. 11 (UN)
#24716

Adjudication Specialists
Gr. 11
(6)

Vacant
UI Claims Examiner
Gr. 11 (UN)
#07655

Vacant
Adjudication Specialists
Gr. 11
(8)

Alexia Hogan
UI Claims Examiner
Gr. 11 (UN)
#19254

Vacant UI Clms Examiner
Gr. 11 (UN)
#22008

Xzaquoinett Warrick
Supv. Claims Examiner (AJC)
Gr. 12 #51471

Ana Sagastume
Clerical Asst.
Gr. 6 (UN)
#27229

Allison Cropp-Rollins
UI Clms Exmnr
Gr. 7 (UN)
#51482

Tamica Milner
UI Claims Examiner
Gr. 7 (UN)
#51461

Sean Burns
UI Claims Examiner
Gr. 7 (UN)
#44144

Vacant
UI Claims Examiner
Gr. 7 #51462

Taylor Woodard
UI Claims Examiner
Gr. 9 (UN)
#51465

Rebekah Zepeda
Claims Examiner
Gr. 9 (UN)
#42680

Jewel Gorham Temp
Supv. Claims Examiner
Gr. 12 #21239

Vacant Temp
Program Support
Gr. 7
#101872

Vacant Temp
Adjudication Spec
Gr. 11
#101889

Tahfere Gidderon
UI Claims Examiner
Gr. 7 (UN)
#83537

Takidah Riggsbee
UI Claims Examiner
Gr. 9 (UN)
#48794

Dionte Kemp
UI Claims Examiner
Gr. 9 (UN)
#14151

Coco Chanel Drew
Clerical Asst.
Gr. 7
#17943

Lizbeth Macias
Claims Examiner
Gr. 7
#51459

Dana Rodriguez
Program Manager
Gr. 13 #44140

Randy Mills
UI Business Analyst
Gr. 12 #22217

Lawrence Moore
UI Business Analyst
Gr. 12 #34039

Temps
Program Analyst
Gr. 12
(2)

Temp UI Business Analyst
Gr. 12
(3)

Jennifer Dewberry
Supv. Claims Examiner
Gr. 12 #42726

Natasha Shannon
Claims Examiner
Gr. 11 (UN)
#83543

Tracey Locke
Claims Examiner
Gr. 9 (UN)
#09451

John Price
Claims Examiner
Gr. 11 (UN)
#12651

Donata Younger
UI Claims Examiner
Gr. 11 (UN)
#26124

Erik Melendez
UI Claims Examiner
Gr. 7 (UN)
#47932

Vacant
Claims Examiner
Gr. 5
#05911

Temps
Claims Examiner
Gr. 9
(4)

Nicola Jamison
Claims Examiner
Gr. 9 (UN)
#51460

Vacant Temps
Claims Examiner
Gr. 9
(3)

Frank Crawford
Claims Examiner
Gr. 5 (UN)
#48756

Rachel Harris
Claims Examiner
Gr. 11
#44143

Vacant
Supv. Claims Examiner
Gr. 12 #05491

Eric Murphy
Claims Examiner
Gr. 9 (UN)
#51484

Stephon Lynch
Claims Examiner
Gr. 9 (UN)
#84772

Vacant
UI Clms Exmnr
Gr. 7 (UN)
#13535

Vacant
UI Clms Exmnr
Gr. 7 (UN)
#67589

Helen Foster
Supv. Claims Examiner
Gr. 12
#15654

Cornelia Meadows
Claims Examiner
Gr. 7 (UN)
#67594

Temps
Program Support
Gr. 7
(3)

Temps
Claims Examiner
Gr. 9
(6)

Charles Johnson Jr.
Supv. Claims Exam. (BPC)
Gr. 12 #102625

Myneesha Mills-Robinson
Claims Examiner
Gr. 7 (UN)
#47373

Vacant
Program Support
Gr. 7
#07823

*Hold
Claims Examiner
Gr. 11 (UN)
#23035

Ikeya January
Claims Examiner
Gr. 7 (UN)
#51464

Vacant
Supv. Claims Examiner (appeals)
Gr. 13
#10598

Derrick Bullock
Temp
Hearing Examiner
Gr. 12
#104618

Kara Cheatham
Hearing Examiner
Gr. 12
#10727

Lakisha Favorite
Hearing Examiner
Gr. 12
#47931

Vacant Temp
Hearing Examiner
Gr. 12
#104619

Notes:*Hold – employee in temporary promotion/reassignment

Office of Unemployment Compensation – Tax/Quality Assurance Organizational Chart January 2022

DOES POH 2022 Q25_Org Chart

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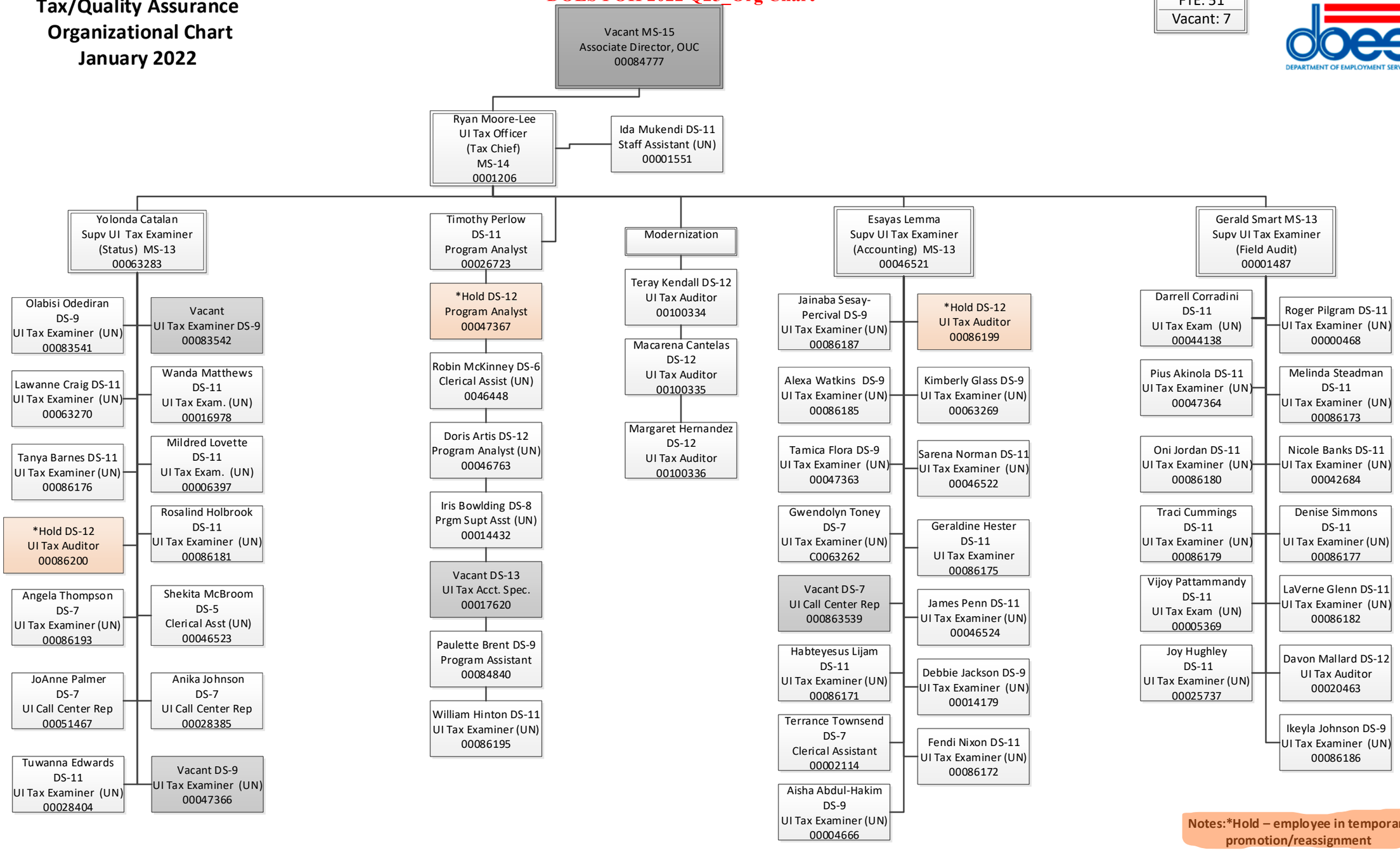
Vacant: 7



Notes:*Hold – employee in temporary promotion/reassignment

DOES POH 2022 Q25_Org Chart

DOES – Economic Stability and Benefits

Updated January 2022

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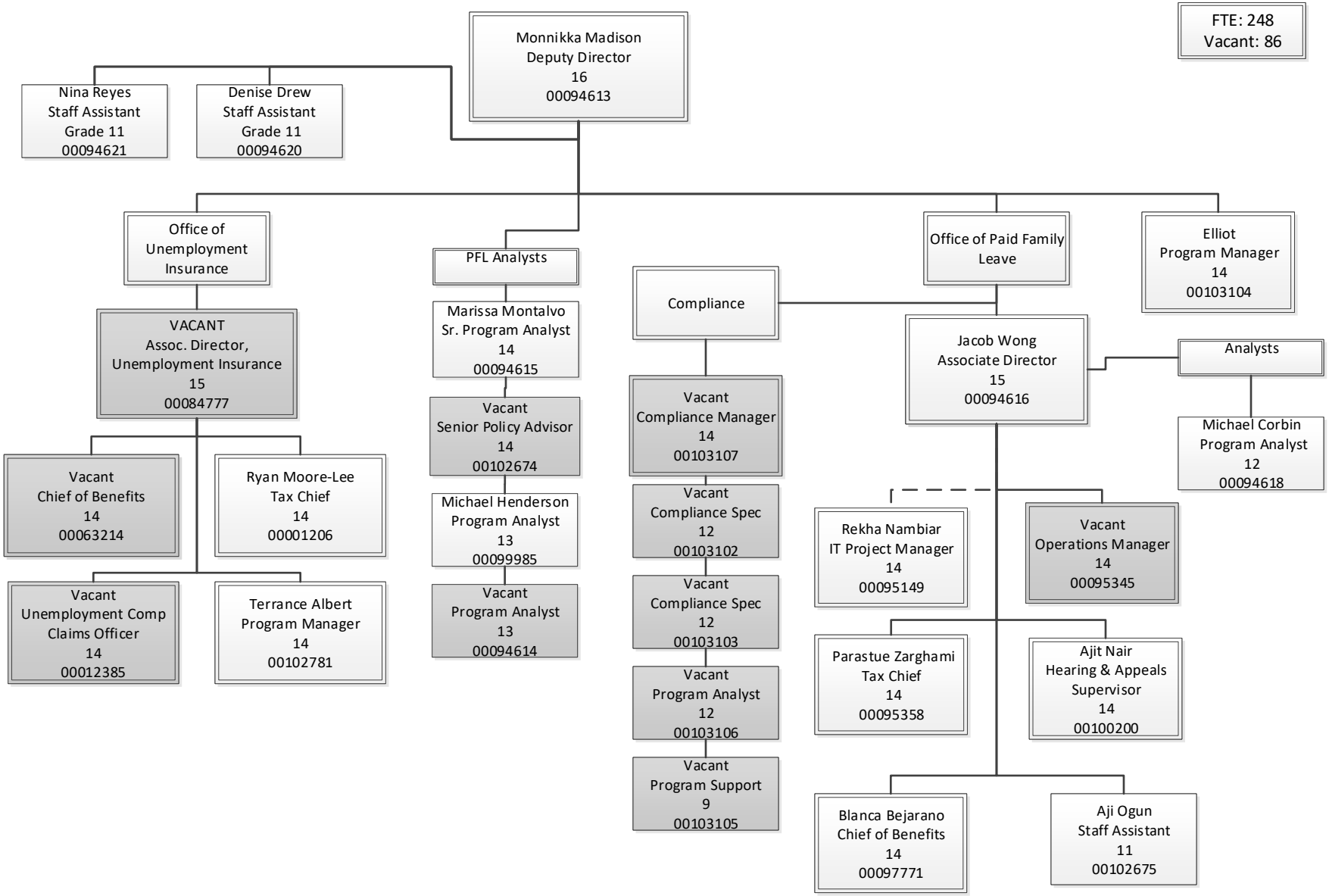
Vacant: 86



DOES State Initiatives

DOES FY22 FY23 Org Chart

Updated January 2022

FTE: 34
Vacant: 8

Christian Johnson
Program Analyst
Gr. 13
00090645

Charles Jones
State Initiatives
Deputy Director
Gr. 16
00039345

Vacant
Associate Director
Gr. 15
00038417

Virginia Santiago
Program Analyst
Gr. 11
00090646

Steven Lockwood
Supv Manpower Dev Spec
Gr. 14
00092119

Vacant
Program Manager
Gr.12
00083192

Marcita Bentley-Pinkston
Program Manager
Gr. 13
00038416

Ulysses Glen Jr.
Program Manager
Gr. 13
00002451

Akil Waite
PE Job Coach
Gr. 9
00046394

James Smith
PE WD Specialist (Job Coach)
Gr. 12
00038418

Ed Moody
Diversion Program Coordinator
Gr. 12
00032923

Sherman Justice
WD Specialist
Gr. 9
00090651

Dashana Callender
WD Specialist
Gr. 9
00092127

Alec Vincent
WD Specialist
Gr. 12
00041013

David Gill
PE Facilitator
Gr. 11
00090649

Lakisha Lewis
PE Intake Specialist
Gr. 12
00092130

Tonya Pickett
PE Job Coach
Gr. 9
00088592

Rhonda Gray
WD Specialist
Gr. 9
00090659

Vacant
WD Specialist
Gr. 12
00004348

Jesse Snead
WD Specialist
Gr. 11
00090648

Spencer Chenier
WD Spec.
Gr. 11
00090650

Akande Johnson
CC Facilitator
Gr. 9
00090652

Clarence Barner
Program Support
Gr. 7
00092128

Leon Samuels
WD Specialist
Gr. 11
00090657

Ricky Lewis
PE Facilitator
Gr. 12
00032333

Ernest Kashif
WD Specialist
Gr. 7
00090647

Charles Smith
PE WD Specialist (Job Coach)
Gr. 11
00070848

Sharlene Miles
PE Job Coach
Gr. 11
00046626

Liz Ogudugu
WD Specialist
9
00090654

Alecia Wilson
PE Staff Assistant
Gr. 9
00038419

Vacant
Staff Assistant
Gr. 11
00037660

Vacant
WD Specialist
Gr. 11
00016104

Derrick Timmons
WD Spec.
Gr. 9
00095172

Valerie Warren
Staff Assistant
Gr. 9
00088593

Vacant
Program Analyst
Gr. 12
00008799

Kenya Harris
Program Analyst
Gr. 12
00038415

Richard Williams Jr
WD Specialist
Gr. 11
00092124

Vacant
WD Specialist
Gr. 11
00090655

Vacant
WD Specialist
Gr. 11
00090653

Amina McWhirter
WD Spec.
Gr. 11
00092122

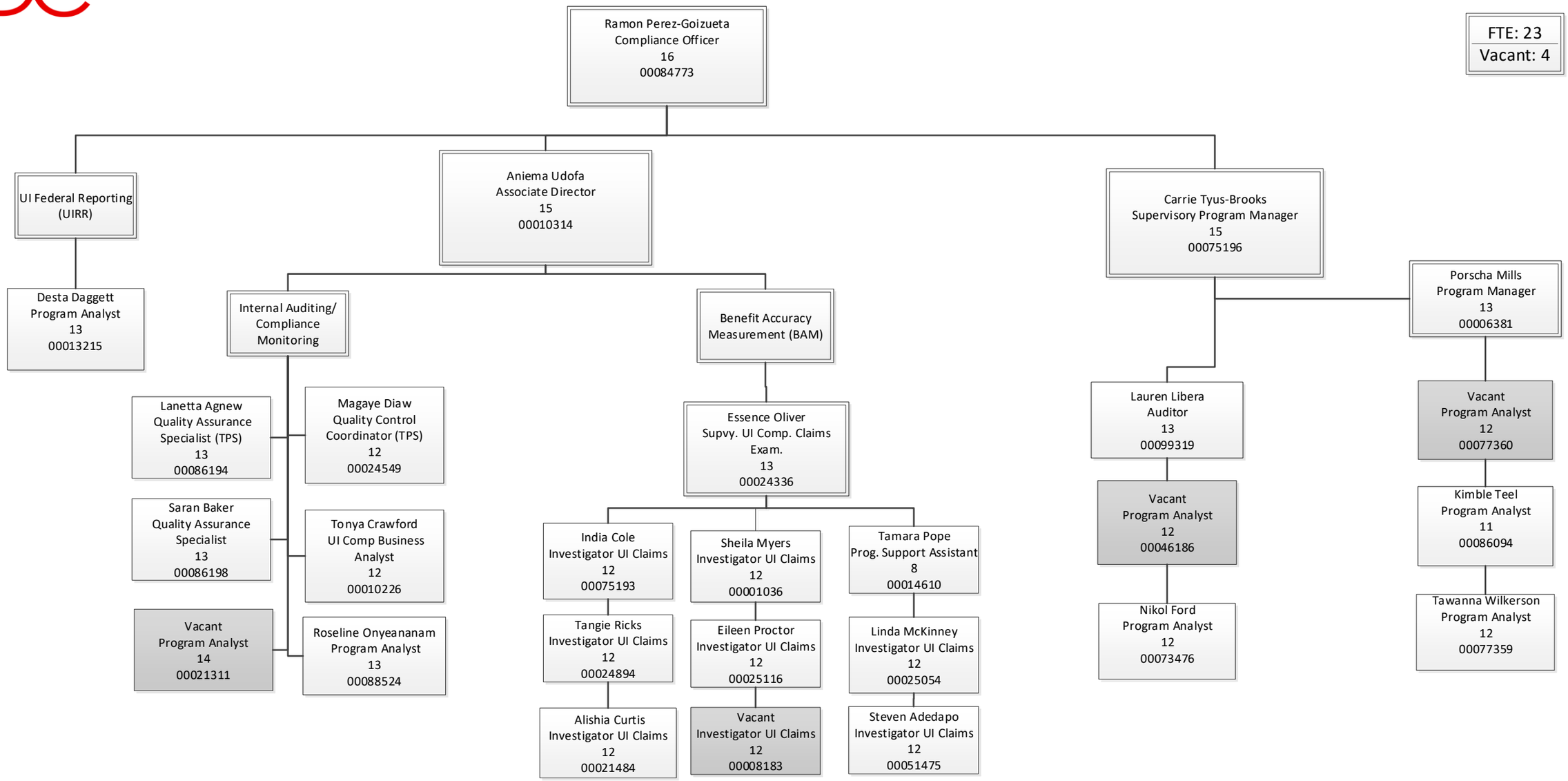
Michael Skinner
Account Executive
Gr. 12
00039390

Vann-Di Galloway
Account Executive
Gr. 11
00007240

DOES Bureau of Compliance and Independent Auditing (BCIA) Organizational Chart

January 2022

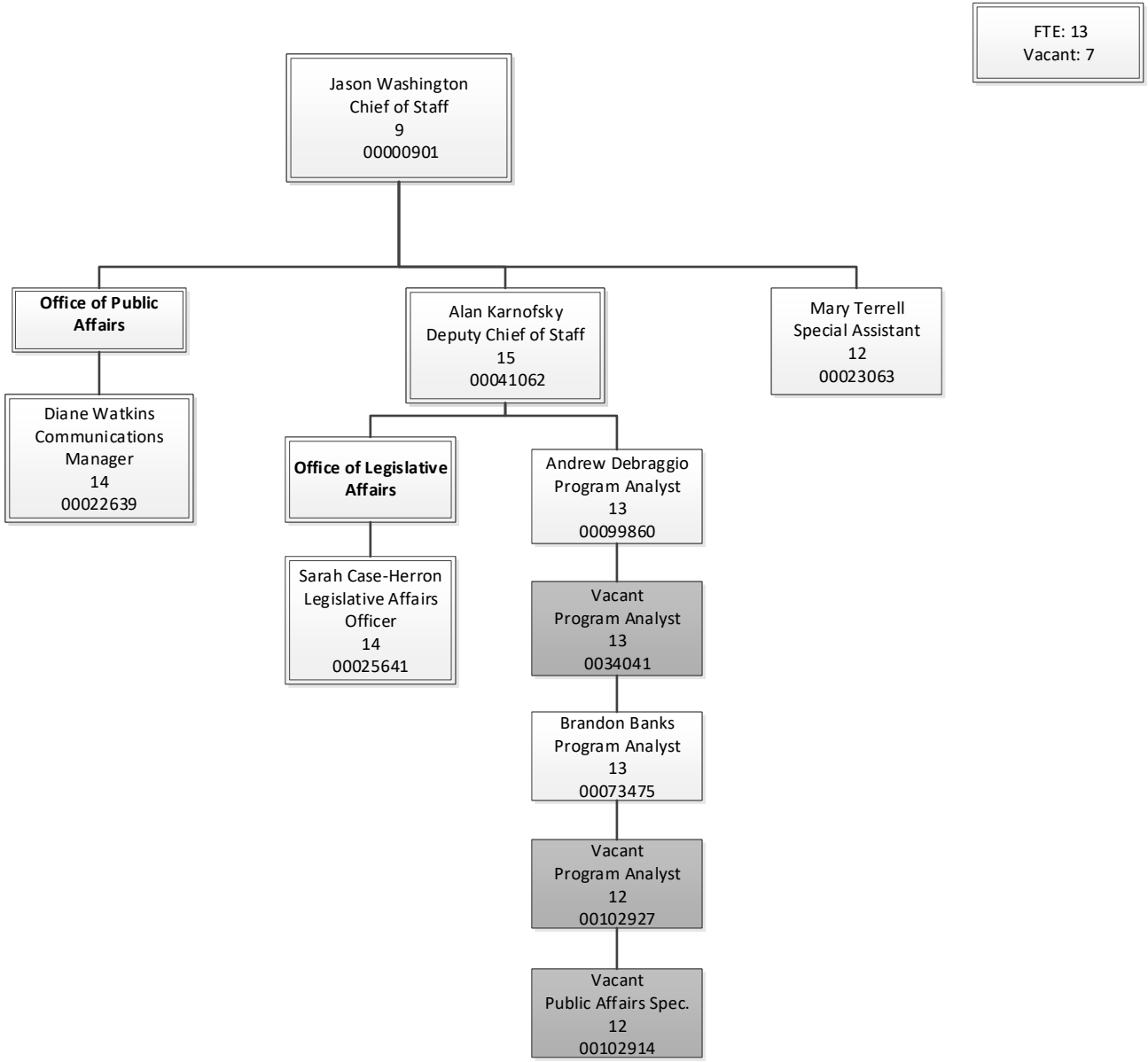
FTE: 23
Vacant: 4



DOES POH 2022 Q25_Org Chart

DOES Chief of Staff

Updated January 2022

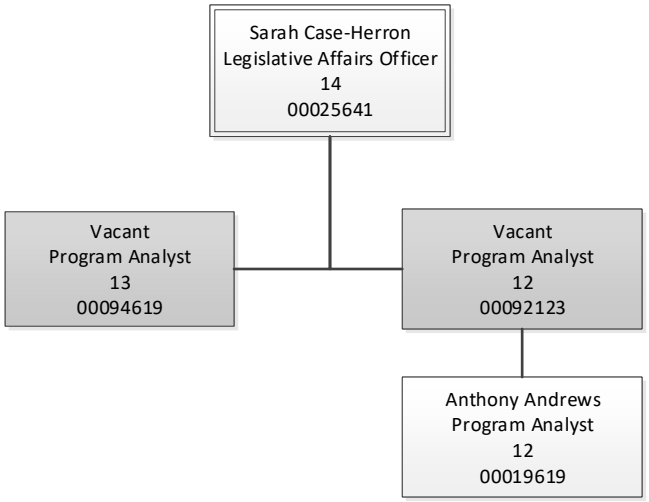


DOES POH 2022 Q25_Org Chart

DOES Office of Legislative Affairs

Updated January 2022

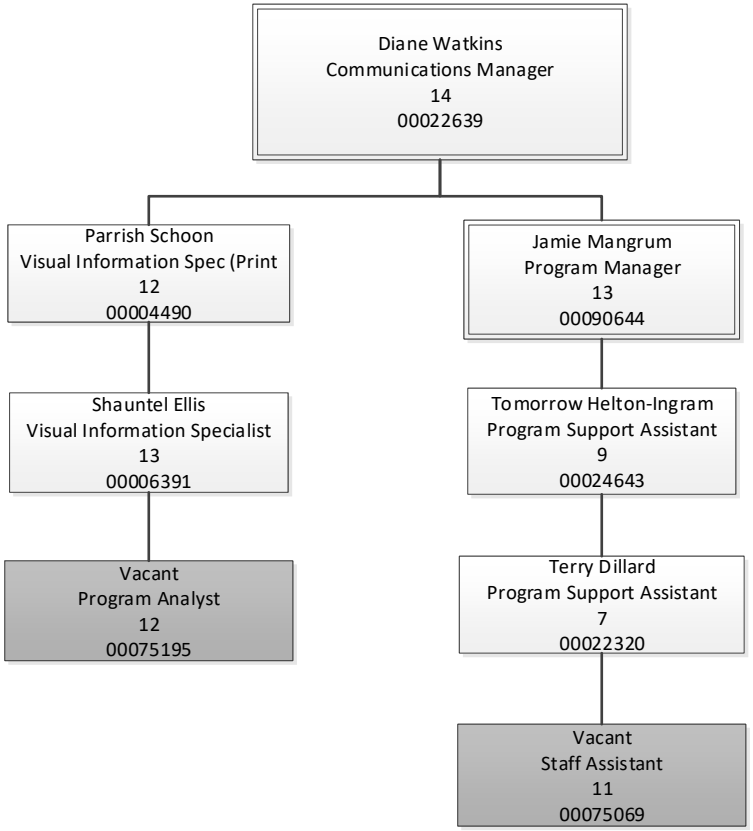
FTE: 2
Vacant: 2



DOES POH 2022 Q25_Org Chart

DOES Office of Public Affiars

Updated January 2022



FTE: 6
Vacant: 2

DOES POH 2022_Q26 Schedule A Position Funding

Posn Nbr	Title	Hire Date	Vac Stat	Salary	FTE x Dist %	Proj Nbr	Proj Phase	Grant Nbr	Grant Phas	Fund Code	Prgm Code	Activity	F/P Time	Reg/Temp/	WAE
00000053	Supvy Safety & Occup Hlth Spec	9/29/2008	F	110000	0.1					0100	3300	3300	F	Reg	N
00000053	Supvy Safety & Occup Hlth Spec	9/29/2008	F	110000	0.9			645OSH	22	8200	3300	3300	F	Reg	N
00000174	Workforce Development Spec.	9/3/2019	F	75509	1					0100	4260	4260	F	Reg	N
00000229	SENIOR ACCOUNTANT	5/27/1997	F	126506	1					0624	120F	100F	F	Reg	N
00000363	Workforce Dev. Special (DVOP)	1/7/2019	F	77722	1			203DVP	21	8200	4530	4530	F	Reg	N
00000467	ADMIN LAW JUDGE		V	105730	1					0611	3500	3500	F	Reg	N
00000468	UNEMPLOYMENT TAX EXAMINER	1/22/2018	F	84361	1			UI21PY	22	8200	2100	2100	F	Reg	N
00000485	Program Analyst	10/29/2018	F	77722	1			WDSLFY	21	8200	4600	4600	F	Term	N
00000518	Human Resources Manager	1/14/2013	F	110000	0.163					0611	1010	1010	F	Reg	N
00000518	Human Resources Manager	1/14/2013	F	110000	0.837			CFIDCR	22	8200	1010	4000	F	Reg	N
00000618	INFORMATION TECHNOLOGY SPEC.	2/20/2014	F	126508	0.143					0620	1040	1000	F	Reg	N
00000618	INFORMATION TECHNOLOGY SPEC.	2/20/2014	F	126508	0.142					0611	1040	1040	F	Reg	N
00000618	INFORMATION TECHNOLOGY SPEC.	2/20/2014	F	126508	0.715					0100	1040	1040	F	Reg	N
00000684	Director, Dept of Employ. Svcs	10/22/2012	F	192977.4	0.715					0100	1090	1090	F	Reg	N
00000684	Director, Dept of Employ. Svcs	10/22/2012	F	192977.4	0.142					0611	1090	1090	F	Reg	N
00000684	Director, Dept of Employ. Svcs	10/22/2012	F	192977.4	0.143					0620	1090	1000	F	Reg	N
00000901	Chief of Staff	1/2/2015	F	147792.5	0.143					0620	7100	7100	F	Reg	N
00000901	Chief of Staff	1/2/2015	F	147792.5	0.715					0100	7100	7100	F	Reg	N
00000901	Chief of Staff	1/2/2015	F	147792.5	0.142					0611	7100	7100	F	Reg	N
00001036	Investigator (Unemp Comp Clms)	12/29/2011	F	84873	1			UI21PY	22	8200	2500	2500	F	Reg	N
00001047	UNEMPLOYMENT COMPENSATION CLAI	2/4/2009	F	88787	1			RESREA	21	8200	4600	4600	F	Reg	N
00001069	Workforce Development Speciali		V	35128	1					0100	4820	4820	F	Temp	N
00001206	Unemployment Tax Officer	12/17/2012	F	112749.3	1			UI21PY	22	8200	2100	2100	F	Reg	N
00001361	Assoc Dir, One-Stop Ctr Oper.	7/23/2018	F	122099.7	0.05			WDSRPY	21	8200	4600	4600	F	Reg	N
00001361	Assoc Dir, One-Stop Ctr Oper.	7/23/2018	F	122099.7	0.2			WADLFY	20	8200	4600	4600	F	Reg	N
00001361	Assoc Dir, One-Stop Ctr Oper.	7/23/2018	F	122099.7	0.05			RESREA	21	8200	4600	4600	F	Reg	N
00001361	Assoc Dir, One-Stop Ctr Oper.	7/23/2018	F	122099.7	0.05			203DVP	21	8200	4530	4530	F	Reg	N
00001361	Assoc Dir, One-Stop Ctr Oper.	7/23/2018	F	122099.7	0.3					0100	4250	4000	F	Reg	N
00001361	Assoc Dir, One-Stop Ctr Oper.	7/23/2018	F	122099.7	0.35			WDSLFY	21	8200	4600	4000	F	Reg	N
00001377	Program Manager	10/25/2010	F	147304.6	0.143					0620	1090	1000	F	Reg	N
00001377	Program Manager	10/25/2010	F	147304.6	0.715					0100	1090	1090	F	Reg	N
00001377	Program Manager	10/25/2010	F	147304.6	0.142					0611	1090	1090	F	Reg	N
00001482	Workforce Dev. Special (DVOP)	7/13/2015	F	82148	1			203DVP	21	8200	4530	4530	F	Term	N
00001487	SUPVY UNEMPLOYMENT TAX EXAMINE	2/24/2014	F	113977.3	0.5			UI21PY	22	8200	2100	2100	F	Reg	N
00001487	SUPVY UNEMPLOYMENT TAX EXAMINE	2/24/2014	F	113977.3	0.5			UI21PY	22	8200	2100	2100	F	Reg	N
00001539	Workforce Development Spec.	12/24/2007	F	88787	1			WDSLFY	21	8200	4600	4000	F	Reg	N
00001551	Staff Assistant	12/9/2019	F	70818	1			UI21PY	22	8200	2200	2200	F	Term	N
00001562	Program Analyst	4/30/1985	F	89690	0.3			WADLFY	20	8200	4600	4600	F	Reg	N
00001562	Program Analyst	4/30/1985	F	89690	0.55			WDSLFY	21	8200	4600	4600	F	Reg	N
00001562	Program Analyst	4/30/1985	F	89690	0.15					0100	4250	4000	F	Reg	N
00001954	ADMIN LAW JUDGE	9/22/2014	F	126049	1					0611	3500	3500	F	Reg	N
00001973	Assoc Dir for Employer Svcs	12/14/2015	F	142800	1					0100	7200	7000	F	Reg	N
00002114	Clerical Assistant	3/5/2007	F	57187	1			UI21PY	22	8200	2100	2100	F	Reg	N
00002181	Program Analyst (Accnt. Exec.)	10/24/2001	F	126508	0.5			ESWPPY	21	8200	4600	4600	F	Reg	N
00002181	Program Analyst (Accnt. Exec.)	10/24/2001	F	126508	0.5			WDSLFY	21	8200	4600	4000	F	Reg	N
00002203	ADMIN LAW JUDGE	9/2/1987	F	136208	1					0611	3500	3500	F	Reg	N
00002451	Program Manager	9/13/2021	F	133912	0.6					0100	5100	5100	F	Reg	N
00002451	Program Manager	9/13/2021	F	133912	0.4	FSETTE	22			0700	5100	5100	F	Reg	N

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00002915	DEPUTY DIRECTOR	9/5/1978	F	170927.8	1					0611	3400	3400	F	Reg	N
00002916	ADMIN LAW JUDGE	1/19/1996	F	136208	1					0611	3600	3600	F	Reg	N
00002990	Workers' Compensation Claims E	4/19/1993	F	71770	1					0611	3400	3400	F	Reg	N
00003302	PGM ANALYST	8/23/1978	F	126508	1					0611	3400	3400	F	Reg	N
00004221	AGENCY FISCAL OFFICER	5/17/2004	F	197450	0.163					0611	110F	110F	F	Reg	N
00004221	AGENCY FISCAL OFFICER	5/17/2004	F	197450	0.837					0100	110F	110F	F	Reg	N
00004348	Workforce Development Spec.		V	85209	1					0100	5100	5100	F	Reg	N
00004490	Visual Information Spec (Print	9/29/1996	F	109023	0.837					0611	1080	1080	F	Reg	N
00004490	Visual Information Spec (Print	9/29/1996	F	109023	0.163					0100	1080	1080	F	Reg	N
00004621	UNEMPLOYMENT COMPENSATION CLAI	10/27/2008	F	79935	1			UI21PY	22	8200	2200	2200	F	Reg	N
00004635	UNEMPLOYMENT COMPENSATION CLAI	11/9/2009	F	71770	1			RESREA	21	8200	4600	4600	F	Reg	N
00004666	Unemployment Tax Examiner	3/15/2021	F	60814	1			UI21PY	22	8200	2100	2100	F	Term	N
00005369	UNEMPLOYMENT TAX EXAMINER	10/7/1991	F	88787	1			UI21PY	22	8200	2100	2100	F	Reg	N
00005491	Supvy Unemp Comp Claims Exam.		V	99810	1			UI21PY	22	8200	2200	2200	F	Reg	N
00005514	Supvy. Workforce Dev. Special.	2/2/2009	F	91492.1	0.3			RESREA	21	8200	4600	4600	F	Reg	N
00005514	Supvy. Workforce Dev. Special.	2/2/2009	F	91492.1	0.7			RESREA	21	8200	4600	4600	F	Reg	N
00005907	Workforce Development Spec.	6/23/2008	F	88787	0.85			WADLFY	20	8200	4600	4600	F	Reg	N
00005907	Workforce Development Spec.	6/23/2008	F	88787	0.15			WDSLFY	21	8200	4600	4600	F	Reg	N
00005911	Unemploy. Comp. Claims Exam.		V	38538	1			UI21PY	22	8200	2400	2400	F	Reg	N
00006034	Workers' Compensation Claims E	9/21/1983	F	109023	1					0611	3400	3400	F	Reg	N
00006079	Program Support Assistant	12/20/1981	F	66868	0.5			WDSLFY	21	8200	4600	4000	F	Reg	N
00006079	Program Support Assistant	12/20/1981	F	66868	0.5			WADLFY	20	8200	4600	4600	F	Reg	N
00006337	Program Support Assistant (OA)	3/24/2014	F	50605	0.143					0620	1088	1000	F	Reg	N
00006337	Program Support Assistant (OA)	3/24/2014	F	50605	0.715					0100	1088	1000	F	Reg	N
00006337	Program Support Assistant (OA)	3/24/2014	F	50605	0.142					0611	1088	1088	F	Reg	N
00006356	Program Manager	9/3/2019	F	117667.2	0.5			WADLFY	20	8200	4600	4600	F	Reg	N
00006356	Program Manager	9/3/2019	F	117667.2	0.5			WDSLFY	21	8200	4600	4600	F	Reg	N
00006381	Program Manager	3/24/2014	F	101307.4	0.333					0100	4200	4200	F	Reg	N
00006381	Program Manager	3/24/2014	F	101307.4	0.333			WYTLPY	19	8200	4200	4810	F	Reg	N
00006381	Program Manager	3/24/2014	F	101307.4	0.334			WDSLFY	21	8200	4200	4200	F	Reg	N
00006391	Visual Information Specialist	5/18/2015	F	109528	0.143					0620	1080	1000	F	Reg	N
00006391	Visual Information Specialist	5/18/2015	F	109528	0.142					0611	1080	1080	F	Reg	N
00006391	Visual Information Specialist	5/18/2015	F	109528	0.715					0100	1080	1080	F	Reg	N
00006397	Unemployment Tax Examiner	5/2/1972	F	84361	1			UI21PY	22	8200	2100	2100	F	Reg	N
00007145	APPRENTICESHIP TRAINING REP	5/12/1997	F	110768	1					0100	4300	4300	F	Reg	N
00007240	Manpower Development Special.	9/29/2014	F	79935	1					0100	5100	5100	F	Reg	N
00007423	Executive Assistant	7/16/2012	F	103793	0.142					0611	1090	1090	F	Reg	N
00007423	Executive Assistant	7/16/2012	F	103793	0.143					0620	1090	1000	F	Reg	N
00007423	Executive Assistant	7/16/2012	F	103793	0.715					0100	1090	1090	F	Reg	N
00007460	Assoc. Dir. for LM and WFR&A	8/2/2021	F	129540	1					0100	4900	4900	F	Reg	N
00007483	Workers' Compensation Claims E	10/16/2006	F	101085	1					0611	3400	3400	F	Reg	N
00007640	Workers' Comp Claims Examiner	1/12/2015	F	68870	1					0611	3400	3400	F	Reg	N
00007649	Program Analyst	10/29/2011	F	84873	1					0100	7200	7000	F	Reg	N
00007655	UNEMPLOYMENT COMPENSATION CLAI		V	68870	1			UI21PY	22	8200	2200	2200	F	Reg	N
00007752	Wage & Hour Comp Spec (Biling)	2/22/1993	F	109023	1					0100	3200	3200	F	Reg	N
00007823	Program Support Assistant (OA)		V	47317	1			UI21PY	22	8200	2400	2400	F	Reg	N
00007830	Program Manager	5/19/2014	F	120183.4	1					0100	4300	4300	F	Reg	N
00007926	MANPOWER DEVELOPMENT SPECIALIS	4/21/1982	F	62122	1			ESWPPY	21	8200	4600	4600	F	Reg	N

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00008035	Chief Strategy Officer	8/9/2004	F	173349	0.147					0620	1090	1000	F	Reg	N
00008035	Chief Strategy Officer	8/9/2004	F	173349	0.074			WDSLFY	21	8200	7200	4500	F	Reg	N
00008035	Chief Strategy Officer	8/9/2004	F	173349	0.099					0100	7100	7100	F	Reg	N
00008035	Chief Strategy Officer	8/9/2004	F	173349	0.136					0611	1090	1090	F	Reg	N
00008035	Chief Strategy Officer	8/9/2004	F	173349	0.074					0100	7200	7000	F	Reg	N
00008035	Chief Strategy Officer	8/9/2004	F	173349	0.22					0100	4810	4810	F	Reg	N
00008035	Chief Strategy Officer	8/9/2004	F	173349	0.25					0100	4820	4820	F	Reg	N
00008183	Investigator (Unemp Comp Clms)		V	77649	1			UI21PY	22	8200	2500	2500	F	Reg	N
00008188	INFORMATION TECHNOLOGY SPECIAL	7/24/2006	F	126508	0.143					0620	1040	1000	F	Reg	N
00008188	INFORMATION TECHNOLOGY SPECIAL	7/24/2006	F	126508	0.142					0611	1040	1040	F	Reg	N
00008188	INFORMATION TECHNOLOGY SPECIAL	7/24/2006	F	126508	0.715					0100	1040	1040	F	Reg	N
00008195	Human Resources Officer	5/27/2008	F	161204.1	0.163					0611	1010	1010	F	Reg	N
00008195	Human Resources Officer	5/27/2008	F	161204.1	0.837			CFIDCR	22	8200	1010	4000	F	Reg	N
00008285	PARALEGAL SPECIALIST	4/8/2013	F	99323	1					0611	3500	3500	F	Reg	N
00008293	Staff Assistant	10/1/1984	F	71770	1					0611	3400	3400	F	Reg	N
00008412	Program Analyst	5/10/2021	F	95192	0.143					0620	1090	1000	F	Reg	N
00008412	Program Analyst	5/10/2021	F	95192	0.142					0611	1090	1090	F	Reg	N
00008412	Program Analyst	5/10/2021	F	95192	0.715					0100	1090	1090	F	Reg	N
00008449	Program Analyst		V	68870	0.143					0620	1090	1000	F	Reg	N
00008449	Program Analyst		V	68870	0.715					0100	1090	1090	F	Reg	N
00008449	Program Analyst		V	68870	0.142					0611	1090	1090	F	Reg	N
00008625	Workforce Development Spec.		V	68870	0.25			WDSLFY	21	8200	4600	4000	F	Reg	N
00008625	Workforce Development Spec.		V	68870	0.75			WADLFY	20	8200	4600	4600	F	Reg	N
00008699	Workforce Dev Spec. (1st Sourc	8/10/2015	F	62640	1					0100	3700	3700	F	Reg	N
00008710	Program Support Assistant	3/30/2009	F	65212	1					0100	7200	7000	F	Reg	N
00008799	Program Analyst		V	77649	0.6					0100	5100	5100	F	Reg	N
00008799	Program Analyst		V	77649	0.4	FSETTE	22			0700	5100	5100	F	Reg	N
00008817	Labor Economist	8/27/2001	F	103731	0.4			124ES2	22	8200	7300	7000	F	Reg	N
00008817	Labor Economist	8/27/2001	F	103731	0.6			122LES	22	8200	7300	7000	F	Reg	N
00008835	Program Support Assistant (OA)	10/1/2018	F	52252	0.6			124ES2	22	8200	7300	7000	F	Term	N
00008835	Program Support Assistant (OA)	10/1/2018	F	52252	0.4			123OES	22	8200	7300	7000	F	Term	N
00008940	Program Analyst	1/12/2015	F	75509	1					0100	3200	3200	F	Reg	N
00008946	ACCOUNTING OFFICER	5/30/2017	F	138342	0.163					0611	120F	120F	F	Reg	N
00008946	ACCOUNTING OFFICER	5/30/2017	F	138342	0.837					0100	120F	120F	F	Reg	N
00008974	Workforce Development Spec.	5/29/2018	F	75509	1			WDSLFY	21	8200	4600	4000	F	Term	N
00009111	Associate Dir for Wage & Hour	5/26/2009	F	147740.6	1					0100	3200	3200	F	Reg	N
00009326	Adjudication Specialist	4/27/2020	F	68801	1			UI21PY	22	8200	2200	2200	F	Term	N
00009451	UNEMPLOYMENT COMPENSATION CLAI	6/16/2014	F	57162	1			UI21PY	22	8200	2400	2400	F	Term	N
00009518	PROGRAM ANALYST	2/25/2002	F	115262	0.715					0100	1090	1090	F	Reg	N
00009518	PROGRAM ANALYST	2/25/2002	F	115262	0.142					0611	1090	1090	F	Reg	N
00009518	PROGRAM ANALYST	2/25/2002	F	115262	0.143					0620	1090	1000	F	Reg	N
00009537	Program Support Specialist	9/8/2014	F	62068	1					0611	3400	3400	F	Reg	N
00009600	Manpower Develop Program Spec	5/20/2002	F	123360	0.3					0100	4100	4100	F	Reg	N
00009600	Manpower Develop Program Spec	5/20/2002	F	123360	0.7			SCSEPY	21	8200	4100	4100	F	Reg	N
00009602	Workforce Development Spec.	9/2/2008	F	86574	1			WDSLFY	21	8200	4600	4000	F	Reg	N
00009859	Safety & Occupational Health S	11/13/2007	F	52252	0.9			645OSH	22	8200	3300	3300	F	Reg	N
00009859	Safety & Occupational Health S	11/13/2007	F	52252	0.1					0100	3300	3300	F	Reg	N
00009862	Lead Workers' Comp Claims Exam	3/8/1993	F	103793	1					0611	3400	3400	F	Reg	N

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00009972	Staff Assistant	10/15/2018	F	75509	0.3			WADLFY	20	8200	4600	4600	F	Term	N
00009972	Staff Assistant	10/15/2018	F	75509	0.55			WDSLFY	21	8200	4600	4000	F	Term	N
00009972	Staff Assistant	10/15/2018	F	75509	0.15					0100	4250	4000	F	Term	N
00010057	Program Analyst	4/8/2013	F	126049	1					0611	3400	3400	F	Reg	N
00010143	EXECUTIVE ASST	4/10/2000	F	115262	1					0611	3400	3400	F	Reg	N
00010220	Program Analyst	9/26/2016	F	73296	1			WOTCFY	21	8200	7200	7000	F	Reg	N
00010226	Unemployment Compensation Busi	1/11/2016	F	89690	1			UI21PY	22	8200	2500	2500	F	Reg	N
00010314	Associate Director (Ofc. of Pr	1/13/2014	F	151969.7	1					0100	2500	2500	F	Reg	N
00010411	Supv Unemp Comp Claims Exam		V	114782	0.25			UI21PY	22	8200	2200	2200	F	Reg	N
00010411	Supv Unemp Comp Claims Exam		V	114782	0.25			UI21PY	22	8200	2200	2200	F	Reg	N
00010411	Supv Unemp Comp Claims Exam		V	114782	0.25			UI21PY	22	8200	2200	2200	F	Reg	N
00010411	Supv Unemp Comp Claims Exam		V	114782	0.25			UI21PY	22	8200	2200	2200	F	Reg	N
00010443	SENIOR ACCOUNTANT	12/27/2004	F	117063	0.163					0611	120F	120F	F	Reg	N
00010443	SENIOR ACCOUNTANT	12/27/2004	F	117063	0.837					0100	120F	120F	F	Reg	N
00010598	Supv Unemp Comp Claims Exam		V	114782	0.5			UI21PY	22	8200	2100	2100	F	Reg	N
00010598	Supv Unemp Comp Claims Exam		V	114782	0.5			UI21PY	22	8200	2100	2100	F	Reg	N
00010602	Program Analysis Officer	12/10/2006	F	127209.8	0.717					0100	1090	1090	F	Reg	N
00010602	Program Analysis Officer	12/10/2006	F	127209.8	0.136					0611	1090	1090	F	Reg	N
00010602	Program Analysis Officer	12/10/2006	F	127209.8	0.147					0620	1090	1000	F	Reg	N
00010604	Program Analyst	2/16/2021	F	115262	0.715					0100	1040	1040	F	Reg	N
00010604	Program Analyst	2/16/2021	F	115262	0.142					0611	1040	1040	F	Reg	N
00010604	Program Analyst	2/16/2021	F	115262	0.143					0620	1040	1000	F	Reg	N
00010640	Workforce Development Speciali		V	35128	1					0100	4820	4820	P	Temp	Y
00010727	HEARING APPEALS EXAMINER	12/27/2016	F	84873	0.5			UI21PY	22	8200	2200	2200	F	Term	N
00010727	HEARING APPEALS EXAMINER	12/27/2016	F	84873	0.5			UI21PY	22	8200	2200	2200	F	Term	N
00010807	Program Analyst	7/13/1992	F	126508	0.715					0100	1090	1090	F	Reg	N
00010807	Program Analyst	7/13/1992	F	126508	0.143					0620	1090	1000	F	Reg	N
00010807	Program Analyst	7/13/1992	F	126508	0.142					0611	1090	1090	F	Reg	N
00010811	CONTROLLER	7/24/2006	F	193952	0.163					0611	120F	120F	F	Reg	N
00010811	CONTROLLER	7/24/2006	F	193952	0.837					0100	120F	120F	F	Reg	N
00010843	Workforce Development Speciali	3/30/2009	F	79935	0.5			WDSLFY	21	8200	4600	4000	F	Term	N
00010843	Workforce Development Speciali	3/30/2009	F	79935	0.5			WADLFY	20	8200	4600	4600	F	Term	N
00010893	Program Manager		V	99810	0.142					0611	1030	1030	F	Reg	N
00010893	Program Manager		V	99810	0.143					0620	1030	1000	F	Reg	N
00010893	Program Manager		V	99810	0.715					0100	1030	1030	F	Reg	N
00010909	Adjudication Specialist		V	62751	1			UI21PY	22	8200	2200	2200	F	Reg	N
00011062	Staff Assistant		V	68870	1					0611	3600	3600	F	Reg	N
00011172	Supvy Unemp Comp Claims Exam.	6/2/2014	F	116445	0.333			UI21PY	22	8200	2200	2200	F	Reg	N
00011172	Supvy Unemp Comp Claims Exam.	6/2/2014	F	116445	0.333			UI21PY	22	8200	2200	2200	F	Reg	N
00011172	Supvy Unemp Comp Claims Exam.	6/2/2014	F	116445	0.333			UI21PY	22	8200	2200	2200	F	Reg	N
00011358	Program Analyst	5/1/2017	F	104472	0.3			WDSLFY	21	8200	4600	4000	F	Reg	N
00011358	Program Analyst	5/1/2017	F	104472	0.7			WADLFY	20	8200	4600	4600	F	Reg	N
00011359	CHIEF ADMIN LAW JUDGE	2/5/2007	F	146103	1					0611	3500	3500	F	Temp	N
00011384	Program Support Assistant	6/14/1993	F	62122	1					0611	3400	3400	F	Reg	N
00011615	Assoc. Dir. for Workers' Comp.	7/4/1984	F	133342	1					0611	3400	3400	F	Reg	N
00011639	PGM ANALYST	8/14/1978	F	136208	1					0611	3400	3400	F	Reg	N
00011918	PGM ANALYST	6/25/2018	F	112503	0.5					0100	4250	4000	F	Reg	N
00011918	PGM ANALYST	6/25/2018	F	112503	0.5			WDSLFY	21	8200	4600	4600	F	Reg	N

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00011962	Workforce Development Speciali	5/20/2013	F	64466	1			RESREA	21	8200	4600	4600	F	Term	N
00011996	Program Manager	2/25/2013	F	103844.5	1			WDSLFY	21	8200	4600	4000	F	Reg	N
00012319	Safety & Occup. Health Spec.		V	68870	0.1					0100	3300	3300	F	Reg	N
00012319	Safety & Occup. Health Spec.		V	68870	0.9			645OSH	22	8200	3300	3300	F	Reg	N
00012385	Unemploy. Comp. Claims Officer		V	132000	1			UI21PY	22	8200	2100	2100	F	Reg	N
00012484	Support Services Specialist		V	57162	0.142					0611	1070	1070	F	Reg	N
00012484	Support Services Specialist		V	57162	0.143					0620	1070	1000	F	Reg	N
00012484	Support Services Specialist		V	57162	0.715					0100	1070	1070	F	Reg	N
00012517	Workforce Development Program		V	89457	1			202LVR	21	8200	4530	4530	F	Reg	N
00012609	Chief Operating Officer	11/19/2012	F	178602	0.715					0100	1090	1090	F	Reg	N
00012609	Chief Operating Officer	11/19/2012	F	178602	0.143					0620	1090	1000	F	Reg	N
00012609	Chief Operating Officer	11/19/2012	F	178602	0.142					0611	1090	1090	F	Reg	N
00012627	INSURANCE EXAMINER	10/10/1989	F	79935	1					0611	3400	3400	F	Reg	N
00012651	UC CLAIMS EXAMINER	6/22/2020	F	75509	1			UI21PY	22	8200	2400	2400	F	Term	N
00012733	Labor Economist	7/1/2013	F	89690	1			1STOPY	21	8200	7300	7000	F	Reg	N
00012770	Business Relationship Analyst	10/29/2018	F	87855	1					0611	3400	3400	F	Reg	N
00012943	Staff Assistant		V	68870	1					0611	3500	3500	F	Reg	N
00013138	PROGRAM ANALYST BILINGUAL	9/15/1986	F	115262	1			WDSLFY	21	8200	4600	4000	F	Reg	N
00013139	Workers' Compensation Claims E	1/22/2008	F	93147	1					0611	3400	3400	F	Reg	N
00013215	Program Analyst	11/14/2005	F	115262	1			UI21PY	22	8200	2500	2500	F	Reg	N
00013285	ADMIN LAW JUDGE	12/1/2014	F	136208	1					0611	3500	3500	F	Reg	N
00013518	FINANCIAL MGR		V	136260	0.837					0100	110F	110F	F	Reg	N
00013518	FINANCIAL MGR		V	136260	0.163					0611	110F	110F	F	Reg	N
00013535	Unemploy Comp Claims Exam		V	47317	1			UI21PY	22	8200	2200	2200	F	Reg	N
00013641	CLAIMS CLERK	4/20/2015	F	50144	1					0611	3400	3400	F	Reg	N
00013736	Program Manager	8/27/2012	F	90949.85	0.715					0100	1040	1040	F	Reg	N
00013736	Program Manager	8/27/2012	F	90949.85	0.143					0620	1040	1000	F	Reg	N
00013736	Program Manager	8/27/2012	F	90949.85	0.142					0611	1040	1040	F	Reg	N
00013829	FINANCIAL MGR	6/22/2009	F	149496	0.163					0611	110F	110F	F	Reg	N
00013829	FINANCIAL MGR	6/22/2009	F	149496	0.837					0100	110F	110F	F	Reg	N
00014151	UNEMPLOYMENT COMPENSATION CLAI	6/1/2015	F	66292	1			UI21PY	22	8200	2200	2200	F	Term	N
00014172	PGM ANALYST	3/10/2014	F	98059	1					0611	3400	3400	F	Reg	N
00014179	Unemployment Tax Examiner	9/29/2014	F	71770	1			UI21PY	22	8200	2100	2100	F	Reg	N
00014403	CLERK	10/1/1990	F	54608	1					0611	3400	3400	F	Reg	N
00014432	Program Support Assistant	9/23/1985	F	66868	1			UI21PY	22	8200	2100	2100	F	Reg	N
00014437	Workforce Dev Spec. (1st Sourc	9/4/2018	F	64466	1					0100	7200	4500	F	Reg	N
00014453	BUDGET OFFICER	6/8/2009	F	171123	0.163					0611	110F	110F	F	Reg	N
00014453	BUDGET OFFICER	6/8/2009	F	171123	0.837					0100	110F	110F	F	Reg	N
00014464	Program Support Assistant	10/3/1988	F	66868	1			WDSLFY	21	8200	4600	4000	F	Reg	N
00014610	Program Support Assistant	12/7/1992	F	66868	1			UI21PY	22	8200	2500	2500	F	Reg	N
00014612	Workforce Development Spec.	11/1/1993	F	82148	1			WDSLFY	21	8200	4600	4600	F	Reg	N
00014994	CLERICAL ASSISTANT(OA)	9/7/1993	F	56096	1					0100	3200	3200	F	Reg	N
00015171	Clerical Assistant (OA)	8/10/2015	F	44616	1					0611	3400	3400	F	Reg	N
00015200	Clerical Assistant	2/4/2008	F	58832	1			ESWPPY	21	8200	4600	4600	F	Reg	N
00015223	Clerical Assistant (OA)	12/9/1996	F	53897	1					0611	3400	3400	F	Reg	N
00015330	Unemploy Comp Claims Exam	6/13/2016	F	50607	1			UI21PY	22	8200	2200	2200	F	Term	N
00015552	UNEMPLOYMENT COMPENSATION CLAI	8/31/2020	F	58988	1			UI21PY	22	8200	2200	2200	F	Term	N
00015601	Workers' Compensation Claims E	9/21/2015	F	58988	1					0611	3400	3400	F	Reg	N

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00015654	Supervisory Unemployment Compe	1/27/2003	F	98179	1			UI21PY	22	8200	2400	2400	F	Reg	N
00015674	Staff Assistant	2/16/1988	F	68118	1					0611	3400	3400	F	Reg	N
00015718	CLERICAL ASSISTANT(OA)	2/19/1989	F	56096	1			ESWPPY	21	8200	4600	4600	F	Reg	N
00015752	Workforce Development Spec.	7/19/2010	F	60477	1			ESWPPY	21	8200	4600	4600	F	Reg	N
00015787	Labor Economist	11/10/2008	F	98439	1			123OES	22	8200	7300	7000	F	Reg	N
00015792	SPECIAL ASSISTANT	5/6/2002	F	115262	0.715					0100	1090	1090	F	Reg	N
00015792	SPECIAL ASSISTANT	5/6/2002	F	115262	0.143					0620	1090	1000	F	Reg	N
00015792	SPECIAL ASSISTANT	5/6/2002	F	115262	0.142					0611	1090	1090	F	Reg	N
00015811	Clerical Assistant (OA)		V	47317	1					0611	3500	3500	F	Reg	N
00015819	Adjudication Specialist		V	62751	1			UI21PY	22	8200	2200	2200	F	Reg	N
00015931	APPRENTICESHIP TRAINING REP	9/25/1976	F	126508	1					0100	4300	4300	F	Reg	N
00015936	Labor Economist	11/27/2017	F	77722	1			124ES2	22	8200	7300	7000	F	Term	N
00016004	Human Resources Specialist	11/13/2018	F	62751	0.837			CFIDCR	22	8200	1010	4000	F	Reg	N
00016004	Human Resources Specialist	11/13/2018	F	62751	0.163					0611	1010	1010	F	Reg	N
00016039	Manpower Development Spec		V	85209	1					0100	4260	4260	F	Reg	N
00016048	Unemployment Call Center Repre	11/17/2014	F	57162	1			UI21PY	22	8200	2200	2200	F	Term	N
00016104	Workforce Development Spec.		V	68870	0.4	FSETTE	22			0700	5100	5100	F	Reg	N
00016104	Workforce Development Spec.		V	68870	0.6					0100	5100	5100	F	Reg	N
00016158	Lead Investigator	3/18/2019	F	95191.5	1					0611	3400	3400	F	Reg	N
00016188	Program Analysis Officer	5/5/2014	F	112583.6	0.55			WDSLFY	21	8200	4600	4600	F	Reg	N
00016188	Program Analysis Officer	5/5/2014	F	112583.6	0.3			WADLFY	20	8200	4600	4600	F	Reg	N
00016188	Program Analysis Officer	5/5/2014	F	112583.6	0.15					0100	4250	4000	F	Reg	N
00016328	INSURANCE EXAM WORKERS COMP		V	68870	1					0611	3400	3400	F	Reg	N
00016329	Program Manager	3/1/2021	F	94860	0.5			WDSLFY	21	8200	4600	4000	F	Reg	N
00016329	Program Manager	3/1/2021	F	94860	0.5			WADLFY	20	8200	4600	4600	F	Reg	N
00016371	Supervisory IT Specialist	2/18/2020	F	137700	0.715					0100	1040	1040	F	Reg	N
00016371	Supervisory IT Specialist	2/18/2020	F	137700	0.143					0620	1040	1000	F	Reg	N
00016371	Supervisory IT Specialist	2/18/2020	F	137700	0.142					0611	1040	1040	F	Reg	N
00016406	UNEMPLOY COMP CLAIMS EXAMINER	9/8/2014	F	77722	1			UI21PY	22	8200	2200	2200	F	Term	N
00016478	Staff Assistant		V	52080	0.837			CFIDCR	22	8200	1010	4000	F	Reg	N
00016478	Staff Assistant		V	52080	0.163					0611	1010	1010	F	Reg	N
00016575	Information Technology Spec.	11/23/2020	F	87281	0.142					0611	1040	1040	F	Reg	N
00016575	Information Technology Spec.	11/23/2020	F	87281	0.715					0100	1040	1040	F	Reg	N
00016575	Information Technology Spec.	11/23/2020	F	87281	0.143					0620	1040	1000	F	Reg	N
00016655	Staff Assistant		V	62751	1					0611	3500	3500	F	Reg	N
00016663	Workers' Compensation Claims E	10/25/1989	F	101085	1					0611	3400	3400	F	Reg	N
00016696	Adjudication Specialist		V	62751	1			UI21PY	22	8200	2200	2200	F	Reg	N
00016749	Program Analyst	10/10/2017	F	109528	0.715					0100	1090	1090	F	Reg	N
00016749	Program Analyst	10/10/2017	F	109528	0.142					0611	1090	1090	F	Reg	N
00016749	Program Analyst	10/10/2017	F	109528	0.143					0620	1090	1000	F	Reg	N
00016765	Workers Compensation Business	4/19/2004	F	95793	1					0611	3400	3400	F	Reg	N
00016808	Support Services Specialist	2/24/2014	F	62640	0.715					0100	1030	1030	F	Reg	N
00016808	Support Services Specialist	2/24/2014	F	62640	0.142					0611	1030	1030	F	Reg	N
00016808	Support Services Specialist	2/24/2014	F	62640	0.143					0620	1030	1000	F	Reg	N
00016814	MANPOWER DEVELOPMENT SPECIALIS		V	68870	1					0100	4810	4810	F	Reg	N
00016847	Unemployment Call Center Rep.	8/30/2021	F	43118	1			UI21PY	22	8200	2200	2200	F	Term	N
00016978	Unemployment Tax Examiner	10/22/1981	F	84361	1			UI21PY	22	8200	2100	2100	F	Reg	N
00017008	Information Technology Special		V	62751	0.142					0611	1040	1040	F	Reg	N

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00017008	Information Technology Special		V	62751	0.143					0620	1040	1000	F	Reg	N
00017008	Information Technology Special		V	62751	0.715					0100	1040	1040	F	Reg	N
00017043	Workforce Development Spec.	6/22/2009	F	79935	1			RESREA	21	8200	4600	4600	F	Reg	N
00017322	Clerical Assistant (OA)	11/13/1984	F	60477	1					0611	3400	3400	F	Reg	N
00017343	Program Analyst (Accnt. Exec.)	11/19/1983	F	126508	1					0100	3700	3700	F	Reg	N
00017538	Unemploy Comp Claims Exam		V	47317	1			UI21PY	22	8200	2200	2200	F	Reg	N
00017567	ACCOUNTS PAYABLE SUPV	2/20/2007	F	117063	0.837					0100	120F	120F	F	Reg	N
00017567	ACCOUNTS PAYABLE SUPV	2/20/2007	F	117063	0.163					0611	120F	120F	F	Reg	N
00017573	Clerical Assistant (OA)	6/8/2020	F	48962	1					0611	3400	3400	F	Term	N
00017620	UNEMPLOYMENT TAX ACCT SPEC		V	89457	1			UI21PY	22	8200	2100	2100	F	Reg	N
00017632	Grants Program Manager	8/22/2016	F	120211	0.119			WDSLFY	21	8200	110F	100F	F	Reg	N
00017632	Grants Program Manager	8/22/2016	F	120211	0.004			SCSEPY	21	8200	110F	100F	F	Reg	N
00017632	Grants Program Manager	8/22/2016	F	120211	0.016			645OSH	22	8200	110F	100F	F	Reg	N
00017632	Grants Program Manager	8/22/2016	F	120211	0.016			1STOPY	21	8200	110F	100F	F	Reg	N
00017632	Grants Program Manager	8/22/2016	F	120211	0.013			124ES2	22	8200	110F	100F	F	Reg	N
00017632	Grants Program Manager	8/22/2016	F	120211	0.013			WDSSFY	21	8200	110F	100F	F	Reg	N
00017632	Grants Program Manager	8/22/2016	F	120211	0.059			WDSCVD	20	8231	110F	100F	F	Reg	N
00017632	Grants Program Manager	8/22/2016	F	120211	0.057			WYTLPY	19	8200	110F	100F	F	Reg	N
00017632	Grants Program Manager	8/22/2016	F	120211	0.046			EUPUAP	21	8231	110F	100F	F	Reg	N
00017632	Grants Program Manager	8/22/2016	F	120211	0.026			WADLFY	20	8200	110F	100F	F	Reg	N
00017632	Grants Program Manager	8/22/2016	F	120211	0.044			ESWPPY	21	8200	110F	100F	F	Reg	N
00017632	Grants Program Manager	8/22/2016	F	120211	0			RESREA	21	8200	110F	100F	F	Reg	N
00017632	Grants Program Manager	8/22/2016	F	120211	0			WDSRPY	21	8200	110F	100F	F	Reg	N
00017632	Grants Program Manager	8/22/2016	F	120211	0.523			UI21PY	22	8200	110F	100F	F	Reg	N
00017632	Grants Program Manager	8/22/2016	F	120211	0.004			122LES	22	8200	110F	100F	F	Reg	N
00017632	Grants Program Manager	8/22/2016	F	120211	0.004			OWESIC	20	8200	110F	100F	F	Reg	N
00017632	Grants Program Manager	8/22/2016	F	120211	0.006			121CES	22	8200	110F	100F	F	Reg	N
00017632	Grants Program Manager	8/22/2016	F	120211	0.007			WDSRPY	20	8200	110F	100F	F	Reg	N
00017632	Grants Program Manager	8/22/2016	F	120211	0.009			123OES	22	8200	110F	100F	F	Reg	N
00017632	Grants Program Manager	8/22/2016	F	120211	0.01			WYTSPY	20	8200	110F	100F	F	Reg	N
00017632	Grants Program Manager	8/22/2016	F	120211	0.011			202LVR	21	8200	110F	100F	F	Reg	N
00017632	Grants Program Manager	8/22/2016	F	120211	0.013			WADSFY	21	8200	110F	100F	F	Reg	N
00017634	Human Resources Specialist	9/17/2018	F	80057	0.163					0611	1010	1010	F	Reg	N
00017634	Human Resources Specialist	9/17/2018	F	80057	0.837			CFIDCR	22	8200	1010	4000	F	Reg	N
00017742	MANPOWER DEVELOPMENT SPECIALIS	4/30/1990	F	82148	1					0100	4830	4830	F	Reg	N
00017943	Clerical Assistant	7/22/2019	F	50607	1			UI21PY	22	8200	2200	2200	F	Term	N
00017961	Clerical Assistant	5/24/1999	F	62122	1					0611	3400	3400	F	Reg	N
00018220	Workforce Development Spec.	5/16/2018	F	85209	1			WDSLFY	21	8200	4600	4000	F	Reg	N
00018323	Economist	5/15/2017	F	64466	0.9					0100	4900	4900	F	Term	N
00018323	Economist	5/15/2017	F	64466	0.1			124ES2	22	8200	7300	7000	F	Term	N
00018441	Information Technology Spec.	12/3/1990	F	109023	0.715					0100	1040	1040	F	Reg	N
00018441	Information Technology Spec.	12/3/1990	F	109023	0.143					0620	1040	1000	F	Reg	N
00018441	Information Technology Spec.	12/3/1990	F	109023	0.142					0611	1040	1040	F	Reg	N
00018526	Clerical Assistant (OA)		V	47317	1					0611	3400	3400	F	Reg	N
00018589	Unemployment Call Center Rep.	4/26/2021	F	47317	1			UI21PY	22	8200	2200	2200	F	Term	N
00018602	Information Technology Spec.	12/8/1986	F	109023	0.715					0100	1040	1040	F	Reg	N
00018602	Information Technology Spec.	12/8/1986	F	109023	0.143					0620	1040	1000	F	Reg	N
00018602	Information Technology Spec.	12/8/1986	F	109023	0.142					0611	1040	1040	F	Reg	N

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00018629	Workforce Development Spec.	10/11/1988	F	78884	1			WDSLFY	21	8200	7200	4500	F	Reg	N
00018647	CLAIMS CLERK		V	42704	1					0611	3400	3400	F	Reg	N
00018665	Program Manager	5/7/2012	F	105217.2	1					0100	4830	4830	F	Reg	N
00018808	Workers' Compensation Claims E	7/12/1982	F	109023	1					0611	3400	3400	F	Reg	N
00018831	Staff Assistant		V	57162	1					0611	3500	3500	F	Reg	N
00018921	CLERICAL ASSISTANT(OA)	10/9/1990	F	56096	1					0611	3400	3400	F	Reg	N
00018985	Program Support Assistant (OA)	6/28/2019	F	66868	0.715					0100	1090	1090	F	Reg	N
00018985	Program Support Assistant (OA)	6/28/2019	F	66868	0.143					0620	1090	1000	F	Reg	N
00018985	Program Support Assistant (OA)	6/28/2019	F	66868	0.142					0611	1090	1090	F	Reg	N
00018989	Program Support Assistant (OA)	5/26/2020	F	48962	1					0611	3400	3400	F	Term	N
00019027	CLERICAL ASSISTANT(OA)	5/22/1989	F	56096	1					0100	4200	4200	F	Reg	N
00019089	Workers' Compensation Claims E	1/8/2007	F	68118	1					0611	3400	3400	F	Reg	N
00019122	SAFETY & OCCUP HLTH SPEC	9/27/2021	F	87855	0.1					0100	3300	3300	F	Reg	N
00019122	SAFETY & OCCUP HLTH SPEC	9/27/2021	F	87855	0.9			645OSH	22	8200	3300	3300	F	Reg	N
00019193	Workforce Development Spec.	12/6/2021	F	68870	1					0100	4820	4820	F	Term	N
00019254	UNEMPLOYMENT COMPENSATION CLAI	10/25/2021	F	73296	1			UI21PY	22	8200	2200	2200	F	Term	N
00019619	Program Analyst	3/30/2020	F	99323	0.715					0100	1090	1090	F	Reg	N
00019619	Program Analyst	3/30/2020	F	99323	0.143					0620	1090	1000	F	Reg	N
00019619	Program Analyst	3/30/2020	F	99323	0.142					0611	1090	1090	F	Reg	N
00019710	Support Services Assistant	11/3/2014	F	55542	0.143					0620	1070	1000	F	Reg	N
00019710	Support Services Assistant	11/3/2014	F	55542	0.715					0100	1070	1070	F	Reg	N
00019710	Support Services Assistant	11/3/2014	F	55542	0.142					0611	1070	1070	F	Reg	N
00019745	Program Analyst	9/4/2018	F	72834	1					0100	4250	4000	F	Reg	N
00019764	Workforce Dev. Special (DVOP)	9/2/2008	F	88787	1			202LVR	21	8200	4530	4530	F	Reg	N
00019780	Workers' Compensation Claims E	4/19/1993	F	98439	1					0611	3400	3400	F	Reg	N
00019893	Investigator	10/13/2020	F	64466	1					0611	3400	3400	F	Reg	N
00019989	TELECOMMUNICATIONS SPECIALIST	9/29/2008	F	88787	0.142					0611	1040	1040	F	Reg	N
00019989	TELECOMMUNICATIONS SPECIALIST	9/29/2008	F	88787	0.143					0620	1040	1000	F	Reg	N
00019989	TELECOMMUNICATIONS SPECIALIST	9/29/2008	F	88787	0.715					0100	1040	1040	F	Reg	N
00020043	Program Manager	12/10/2018	F	108737.1	1					0100	4260	4260	F	Reg	N
00020143	PARALEGAL SPECIALIST	1/2/1977	F	99323	1					0611	3500	3500	F	Reg	N
00020251	Clerical Assistant (OA)	3/4/2019	F	43910	0.143					0620	1030	1000	F	Reg	N
00020251	Clerical Assistant (OA)	3/4/2019	F	43910	0.715					0100	1030	1030	F	Reg	N
00020251	Clerical Assistant (OA)	3/4/2019	F	43910	0.142					0611	1030	1030	F	Reg	N
00020268	Investigator	10/16/2006	F	89690	1					0611	3400	3400	F	Reg	N
00020325	Workforce Dev. Spec. (Bil.)	3/30/2009	F	82148	0.5			WADLFY	20	8200	4600	4600	F	Term	N
00020325	Workforce Dev. Spec. (Bil.)	3/30/2009	F	82148	0.5			WDSLFY	21	8200	4600	4600	F	Term	N
00020405	SUPV WORKERS COMP EXAM		V	132000	1					0611	3400	3400	F	Reg	N
00020432	Staff Assistant		V	57162	1					0611	3400	3400	F	Reg	N
00020435	MGMT ANALYST	3/23/1982	F	126508	1					0611	3400	3400	F	Reg	N
00020463	Unemployment Tax Auditor	6/8/2009	F	84873	0.5			UI21PY	22	8200	2100	2100	F	Term	N
00020463	Unemployment Tax Auditor	6/8/2009	F	84873	0.5			UI21PY	22	8200	2100	2100	F	Term	N
00020466	Lead Workers' Comp Claims Exam		V	89457	1					0611	3400	3400	F	Reg	N
00020514	UC CLAIMS EXAMINER		V	68870	1			EUPUAP	21	8231	2200	2200	F	Reg	N
00020542	Program Analyst	3/31/2008	F	103793	1					0611	3600	3600	F	Reg	N
00020557	Workforce Development Spec.	4/1/2019	F	75509	1			WDSLFY	21	8200	4600	4000	F	Term	N
00020603	Program Analyst	9/21/2015	F	93147	1					0100	3200	3200	F	Reg	N
00020729	Deputy Dir for Workforce Dev	8/19/2008	F	155713.2	0.065			SCSEPY	21	8200	4100	4100	F	Reg	N

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00020729	Deputy Dir for Workforce Dev	8/19/2008	F	155713.2	0.065			WADSFY	21	8200	4900	4900	F	Reg	N
00020729	Deputy Dir for Workforce Dev	8/19/2008	F	155713.2	0.065			WYTSPY	20	8200	4900	4900	F	Reg	N
00020729	Deputy Dir for Workforce Dev	8/19/2008	F	155713.2	0.065			WDSSFY	21	8200	4900	4900	F	Reg	N
00020729	Deputy Dir for Workforce Dev	8/19/2008	F	155713.2	0.081			WADLFY	20	8200	4600	4600	F	Reg	N
00020729	Deputy Dir for Workforce Dev	8/19/2008	F	155713.2	0.107			WDSLFY	21	8200	4600	4600	F	Reg	N
00020729	Deputy Dir for Workforce Dev	8/19/2008	F	155713.2	0.129			202LVR	21	8200	4530	4530	F	Reg	N
00020729	Deputy Dir for Workforce Dev	8/19/2008	F	155713.2	0.339					0100	4250	4000	F	Reg	N
00020729	Deputy Dir for Workforce Dev	8/19/2008	F	155713.2	0.003			RESREA	21	8200	4600	4600	F	Reg	N
00020729	Deputy Dir for Workforce Dev	8/19/2008	F	155713.2	0.003			203DVP	21	8200	4530	4530	F	Reg	N
00020729	Deputy Dir for Workforce Dev	8/19/2008	F	155713.2	0.003			WDSRPY	21	8200	4600	4600	F	Reg	N
00020729	Deputy Dir for Workforce Dev	8/19/2008	F	155713.2	0.032					0100	4300	4300	F	Reg	N
00020729	Deputy Dir for Workforce Dev	8/19/2008	F	155713.2	0.045			WDSLFY	21	8200	4600	4000	F	Reg	N
00021010	SUPV WORKERS COMP CLAIMS EXAM	3/29/1981	F	119311.5	1					0611	3400	3400	F	Reg	N
00021024	Program Analyst	7/23/2017	F	101085	1			WYTLPY	19	8200	4840	4000	F	Term	N
00021025	Staff Assistant		V	62751	1					0611	3600	3600	F	Reg	N
00021056	Program Manager	2/28/2011	F	83174.88	0.7			WDSLFY	21	8200	4600	4000	F	Reg	N
00021056	Program Manager	2/28/2011	F	83174.88	0.3			ESWPPY	21	8200	4600	4600	F	Reg	N
00021210	INFORMATION TECHNOLOGY SPECIAL	3/6/2006	F	149496	0.715					0100	1040	1040	F	Reg	N
00021210	INFORMATION TECHNOLOGY SPECIAL	3/6/2006	F	149496	0.143					0620	1040	1000	F	Reg	N
00021210	INFORMATION TECHNOLOGY SPECIAL	3/6/2006	F	149496	0.142					0611	1040	1040	F	Reg	N
00021239	Supvy Unemp Comp Claims Exam.	8/31/2020	F	83175	1			UI21PY	22	8200	2200	2200	F	Temp	N
00021311	Program Analyst		V	105730	1			UI21PY	22	8200	2500	2500	F	Reg	N
00021359	INSURANCE EXAM WORKER COMP	3/20/1980	F	88787	1					0100	3200	3200	F	Reg	N
00021390	Support Services Specialist	9/19/1994	F	93147	0.143					0620	1070	1000	F	Reg	N
00021390	Support Services Specialist	9/19/1994	F	93147	0.715					0100	1070	1070	F	Reg	N
00021390	Support Services Specialist	9/19/1994	F	93147	0.142					0611	1070	1070	F	Reg	N
00021434	Staff Assistant	1/8/2007	F	64466	1					0611	3600	3600	F	Reg	N
00021448	CLERICAL ASSISTANT	7/1/2013	F	51632	1					0100	2500	2500	F	Reg	N
00021451	Unemployment Call Center Rep.	9/13/2021	F	43118	1			UI21PY	22	8200	2200	2200	F	Term	N
00021481	Unemployment Call Center Rep.		V	43118	1			UI21PY	22	8200	2200	2200	F	Reg	N
00021484	Investigator (Unemp Comp Clms)	8/8/2005	F	92098	1			UI21PY	22	8200	2500	2500	F	Reg	N
00021613	FINANCIAL MGR	11/26/2007	F	138342	0.163					0611	110F	110F	F	Reg	N
00021613	FINANCIAL MGR	11/26/2007	F	138342	0.837					0100	110F	110F	F	Reg	N
00021659	Workers' Compensation Claims E	10/26/1987	F	101085	1					0611	3400	3400	F	Reg	N
00021690	SUPPORT SRVS SUPV	1/5/1987	F	56595	1					0611	3400	3400	F	Reg	N
00021887	INSURANCE EXAMINER	12/10/1987	F	88787	1					0611	3400	3400	F	Reg	N
00021910	PROGRAM ANALYST	6/15/1987	F	109023	1			WDSLFY	21	8200	4600	4600	F	Reg	N
00022004	Program Support Assistant (OA)	4/20/2015	F	47317	1					0100	7200	4500	F	Term	N
00022008	UNEMPLOY COMP CLAIMS EXAMINER		V	68870	1			UI21PY	22	8200	2200	2200	F	Reg	N
00022093	Assoc Dir for Admin Svcs	9/10/2012	F	142801.5	0.715					0100	1030	1030	F	Reg	N
00022093	Assoc Dir for Admin Svcs	9/10/2012	F	142801.5	0.143					0620	1030	1000	F	Reg	N
00022093	Assoc Dir for Admin Svcs	9/10/2012	F	142801.5	0.142					0611	1030	1030	F	Reg	N
00022128	Labor Economist		V	85209	1			1STOPY	21	8200	7300	7000	F	Reg	N
00022147	Unemployment Call Center Rep.	4/13/2020	F	55097	1			UI21PY	22	8200	2200	2200	F	Term	N
00022170	Program Analyst	4/4/2016	F	90501	1					0100	3200	3200	F	Reg	N
00022217	Unemployment Compensation Busi	3/10/2014	F	87281	0.1					0100	1090	1090	F	Reg	N
00022217	Unemployment Compensation Busi	3/10/2014	F	87281	0.9			UI21PY	22	8200	2200	2200	F	Reg	N
00022270	CLERICAL ASSISTANT(OA)	2/19/1985	F	56096	1			WDSLFY	21	8200	4600	4600	F	Reg	N

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00022302	Program Support Specialist	1/15/2002	F	71770	1					0611	3500	3500	F	Reg	N
00022320	Staff Assistant	4/18/2017	F	52252	0.142					0611	1090	1090	F	Term	N
00022320	Staff Assistant	4/18/2017	F	52252	0.143					0620	1090	1000	F	Term	N
00022320	Staff Assistant	4/18/2017	F	52252	0.715					0100	1090	1090	F	Term	N
00022357	CLERICAL ASSISTANT(OA)	11/17/1986	F	56096	1					0611	3400	3400	F	Reg	N
00022376	Youth Programs Officer	8/19/2008	F	134309.1	0.179					0100	4830	4830	F	Reg	N
00022376	Youth Programs Officer	8/19/2008	F	134309.1	0.612					0100	4810	4810	F	Reg	N
00022376	Youth Programs Officer	8/19/2008	F	134309.1	0.21					0100	4820	4820	F	Reg	N
00022393	Adjudication Specialist	4/20/2020	F	70818	1			UI21PY	22	8200	2200	2200	F	Term	N
00022456	CLERK	9/27/1987	F	50625	1					0611	3400	3400	F	Reg	N
00022534	Accounts Payable Technician		V	47321	0.163					0611	120F	120F	P	Temp	Y
00022534	Accounts Payable Technician		V	47321	0.837					0100	120F	120F	P	Temp	Y
00022595	UNEMPLOYMENT COMPENSATION CLAI	11/24/1997	F	79935	1			UI21PY	22	8200	2200	2200	F	Reg	N
00022639	Supervisory Public Affairs Spc	4/20/2015	F	109999.3	0.142					0611	1080	1080	F	Reg	N
00022639	Supervisory Public Affairs Spc	4/20/2015	F	109999.3	0.143					0620	1080	1000	F	Reg	N
00022639	Supervisory Public Affairs Spc	4/20/2015	F	109999.3	0.715					0100	1080	1080	F	Reg	N
00022756	Accounts Payable Specialis	12/30/1982	F	106372	0.837					0100	120F	120F	F	Reg	N
00022756	Accounts Payable Specialis	12/30/1982	F	106372	0.163					0611	120F	120F	F	Reg	N
00022773	Program Manager	1/11/2016	F	95651.52	1					0100	4820	4820	F	Reg	N
00022913	Supervisory Manpower Developme	5/23/2016	F	109999.9	0.5					0100	4810	4810	F	Reg	N
00022913	Supervisory Manpower Developme	5/23/2016	F	109999.9	0.5					0100	4820	4820	F	Reg	N
00022999	Support Services Assistant	1/8/2018	F	62122	0.715					0100	1070	1070	F	Term	N
00022999	Support Services Assistant	1/8/2018	F	62122	0.143					0620	1070	1000	F	Term	N
00022999	Support Services Assistant	1/8/2018	F	62122	0.142					0611	1070	1070	F	Term	N
00023035	UNEMPLOYMENT COMPENSATION CLAI		V	68870	1			UI21PY	22	8200	2400	2400	F	Reg	N
00023063	Special Assistant	4/13/2015	F	96914	1					0100	4250	4000	F	Reg	Y
00023080	CLERICAL ASSISTANT	6/26/1990	F	56096	1					0611	3400	3400	F	Reg	N
00023143	Workforce Development Spec.	8/8/2016	F	62640	1			WYTLPY	19	8200	4840	4000	F	Reg	N
00023446	ACCOUNTANT	6/22/2020	F	95793	0.163					0611	120F	120F	F	Reg	N
00023446	ACCOUNTANT	6/22/2020	F	95793	0.837					0100	120F	120F	F	Reg	N
00023523	Support Services Specialist	5/3/1993	F	82148	0.715					0100	1070	1070	F	Reg	N
00023523	Support Services Specialist	5/3/1993	F	82148	0.143					0620	1070	1000	F	Reg	N
00023523	Support Services Specialist	5/3/1993	F	82148	0.142					0611	1070	1070	F	Reg	N
00023585	Program Support Assistant (OA)	8/10/2015	F	53897	1			ESWPPY	21	8200	4600	4600	F	Term	N
00023607	Staff Assistant	9/22/2014	F	71770	1			WDSLFY	21	8200	4600	4000	F	Term	N
00023664	Support Services Assistant	12/10/2018	F	50607	0.142					0611	1070	1070	F	Reg	N
00023664	Support Services Assistant	12/10/2018	F	50607	0.715					0100	1070	1070	F	Reg	N
00023664	Support Services Assistant	12/10/2018	F	50607	0.143					0620	1070	1000	F	Reg	N
00023874	Grants Management Specialist	1/7/2008	F	120211	0.026			WADLFY	20	8200	110F	100F	F	Reg	N
00023874	Grants Management Specialist	1/7/2008	F	120211	0.044			ESWPPY	21	8200	110F	100F	F	Reg	N
00023874	Grants Management Specialist	1/7/2008	F	120211	0.046			EUPUAP	21	8231	110F	100F	F	Reg	N
00023874	Grants Management Specialist	1/7/2008	F	120211	0.057			WYTLPY	19	8200	110F	100F	F	Reg	N
00023874	Grants Management Specialist	1/7/2008	F	120211	0.059			WDSCVD	20	8231	110F	100F	F	Reg	N
00023874	Grants Management Specialist	1/7/2008	F	120211	0.119			WDSLFY	21	8200	110F	100F	F	Reg	N
00023874	Grants Management Specialist	1/7/2008	F	120211	0.523			UI21PY	22	8200	110F	100F	F	Reg	N
00023874	Grants Management Specialist	1/7/2008	F	120211	0.016			645OSH	22	8200	110F	100F	F	Reg	N
00023874	Grants Management Specialist	1/7/2008	F	120211	0.016			1STOPY	21	8200	110F	100F	F	Reg	N
00023874	Grants Management Specialist	1/7/2008	F	120211	0.013			124ES2	22	8200	110F	100F	F	Reg	N

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00023874	Grants Management Specialist	1/7/2008	F	120211	0.013			WDSSFY	21	8200	110F	100F	F	Reg	N
00023874	Grants Management Specialist	1/7/2008	F	120211	0.013			WADSFY	21	8200	110F	100F	F	Reg	N
00023874	Grants Management Specialist	1/7/2008	F	120211	0.011			202LVR	21	8200	110F	100F	F	Reg	N
00023874	Grants Management Specialist	1/7/2008	F	120211	0.01			WYTSPY	20	8200	110F	100F	F	Reg	N
00023874	Grants Management Specialist	1/7/2008	F	120211	0.009			123OES	22	8200	110F	100F	F	Reg	N
00023874	Grants Management Specialist	1/7/2008	F	120211	0.007			WDSRPY	20	8200	110F	100F	F	Reg	N
00023874	Grants Management Specialist	1/7/2008	F	120211	0.006			121CES	22	8200	110F	100F	F	Reg	N
00023874	Grants Management Specialist	1/7/2008	F	120211	0.004			122LES	22	8200	110F	100F	F	Reg	N
00023874	Grants Management Specialist	1/7/2008	F	120211	0.004			SCSEPY	21	8200	110F	100F	F	Reg	N
00023874	Grants Management Specialist	1/7/2008	F	120211	0			WDSRPY	21	8200	110F	100F	F	Reg	N
00023874	Grants Management Specialist	1/7/2008	F	120211	0			RESREA	21	8200	110F	100F	F	Reg	N
00023874	Grants Management Specialist	1/7/2008	F	120211	0.004			OWESIC	20	8200	110F	100F	F	Reg	N
00024101	Manpower Development Special.	1/12/2015	F	82148	0.143					0620	1090	1000	F	Reg	N
00024101	Manpower Development Special.	1/12/2015	F	82148	0.142					0611	1090	1090	F	Reg	N
00024101	Manpower Development Special.	1/12/2015	F	82148	0.715					0100	1090	1090	F	Reg	N
00024198	Workers' Compensation Claims E	10/20/2003	F	109023	1					0611	3400	3400	F	Reg	N
00024336	Unemploy. Comp. Claims Officer	9/23/2013	F	109999.9	1			UI21PY	22	8200	2500	2500	F	Reg	N
00024549	Qual. Control Coordinator (UI)	7/27/2015	F	87281	1			UI21PY	22	8200	2500	2500	F	Reg	N
00024595	Management Analyst		V	98176	1					0611	3400	3400	F	Reg	N
00024638	Unemployment Call Center Repre	8/21/2017	F	57162	0.5			UI21PY	22	8200	2200	2200	F	Term	N
00024638	Unemployment Call Center Repre	8/21/2017	F	57162	0.5			UI21PY	22	8200	2200	2200	F	Term	N
00024643	Staff Assistant	8/12/2013	F	62068	0.142					0611	1080	1080	F	Reg	N
00024643	Staff Assistant	8/12/2013	F	62068	0.715					0100	1080	1080	F	Reg	N
00024643	Staff Assistant	8/12/2013	F	62068	0.143					0620	1080	1000	F	Reg	N
00024682	UNEMPLOYMENT COMPENSATION CLAI		V	68870	1			UI21PY	22	8200	2200	2200	F	Reg	N
00024711	Workforce Development Spec.		V	68870	1			WDSLFY	21	8200	4600	4000	F	Reg	N
00024716	UNEMPLOY COMP CLAIMS EXAMINER	2/17/2009	F	79935	1			UI21PY	22	8200	2200	2200	F	Term	N
00024796	MANPOWER DEVELOPMENT SPECIALIS	7/1/1974	F	88787	1			WDSLFY	21	8200	4600	4600	F	Reg	N
00024824	ACCOUNTANT	6/22/2020	F	93148	0.837					0100	120F	120F	F	Reg	N
00024824	ACCOUNTANT	6/22/2020	F	93148	0.163					0611	120F	120F	F	Reg	N
00024894	Investigator (Unemp Comp Clms)	4/13/2009	F	89690	1			UI21PY	22	8200	2500	2500	F	Reg	N
00024898	Supervisory IT Specialist	4/7/2014	F	135988.8	0.372			UI21PY	22	8200	2200	2200	F	Reg	N
00024898	Supervisory IT Specialist	4/7/2014	F	135988.8	0.372			UI21PY	22	8200	2100	2100	F	Reg	N
00024898	Supervisory IT Specialist	4/7/2014	F	135988.8	0.257					0100	4810	4810	F	Reg	N
00024963	INSURANCE EXAM WORKERS COMP	9/24/2012	F	73296	1					0611	3400	3400	F	Reg	N
00025054	Investigator (Unemp Comp Clms)	7/22/1987	F	94506	1			UI21PY	22	8200	2500	2500	F	Reg	N
00025116	Investigator (Unemp Comp Clms)	10/22/2012	F	98439	1			UI21PY	22	8200	2500	2500	F	Reg	N
00025120	UNEMPLOY COMP CLAIMS EXAMINER	9/22/2014	F	79935	1			UI21PY	22	8200	2200	2200	F	Term	N
00025157	Workforce Development Spec.	10/25/2021	F	71083	1			ESWPPY	21	8200	4600	4600	F	Reg	N
00025243	Program Analyst		V	105730	0.15					0100	4250	4000	F	Reg	N
00025243	Program Analyst		V	105730	0.85			WDSLFY	21	8200	4600	4000	F	Reg	N
00025297	Workers' Compensation Claims E	4/20/1993	F	109023	1					0611	3400	3400	F	Reg	N
00025357	Workforce Development Spec.	5/15/2017	F	95793	1					0100	4260	4260	F	Term	N
00025417	Workers' Compensation Claims E	10/25/1982	F	109023	1					0611	3400	3400	F	Reg	N
00025440	CLAIMS CLERK	2/5/1990	F	56096	1					0611	3400	3400	F	Reg	N
00025506	Unemployment Call Center Repre	4/13/2020	F	37568	1			UI21PY	22	8200	2200	2200	F	Term	N
00025622	MANPOWER DEVELOPMENT SPECIALIS	4/5/1982	F	82148	1					0100	4830	4830	F	Reg	N
00025641	Legislative Affairs Officer	4/21/2015	F	123624	0.715					0100	1090	1090	F	Reg	N

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00025641	Legislative Affairs Officer	4/21/2015	F	123624	0.142					0611	1090	1090	F	Reg	N
00025641	Legislative Affairs Officer	4/21/2015	F	123624	0.143					0620	1090	1000	F	Reg	N
00025659	Supvy Workers Comp Claims Exam	7/23/1984	F	126784.3	1					0611	3400	3400	F	Reg	N
00025662	Workforce Development Spec.	10/31/2016	F	95793	1			WDSLFY	21	8200	4600	4600	F	Term	N
00025737	UNEMPLOYMENT TAX EXAMINER	5/18/2015	F	79935	0.5			UI21PY	22	8200	2100	2100	F	Term	N
00025737	UNEMPLOYMENT TAX EXAMINER	5/18/2015	F	79935	0.5			UI21PY	22	8200	2100	2100	F	Term	N
00025818	Workers' Comp Claims Examiner	10/25/1982	F	84361	1					0611	3400	3400	F	Reg	N
00025825	Accountant	8/21/2017	F	62640	0.837					0100	120F	120F	F	Reg	N
00025825	Accountant	8/21/2017	F	62640	0.163					0611	120F	120F	F	Reg	N
00025945	Program Analyst	2/2/1993	F	120212	1			WDSLFY	21	8200	4600	4600	F	Reg	N
00025989	FINANCIAL MGR	4/3/2017	F	149496	0.163					0611	110F	110F	F	Reg	N
00025989	FINANCIAL MGR	4/3/2017	F	149496	0.837					0100	110F	110F	F	Reg	N
00026096	MANPOWER DEVELOPMENT SPECIALIS	7/9/1985	F	88787	0.5			WADLFY	20	8200	4600	4600	F	Reg	N
00026096	MANPOWER DEVELOPMENT SPECIALIS	7/9/1985	F	88787	0.5			WDSLFY	21	8200	4600	4000	F	Reg	N
00026124	UC CLAIMS EXAMINER	1/22/2018	F	79935	1			UI21PY	22	8200	2400	2400	F	Term	N
00026282	Clerical Assistant (OA)	1/19/2021	F	56595	0.142					0611	1088	1088	F	Reg	N
00026282	Clerical Assistant (OA)	1/19/2021	F	56595	0.143					0620	1088	1000	F	Reg	N
00026282	Clerical Assistant (OA)	1/19/2021	F	56595	0.715					0100	1088	1000	F	Reg	N
00026295	BUDGET ANALYST	4/19/1993	F	109016	0.163					0611	110F	110F	F	Reg	N
00026295	BUDGET ANALYST	4/19/1993	F	109016	0.837					0100	110F	110F	F	Reg	N
00026672	Support Services Specialist	5/3/1993	F	88787	0.143					0620	1030	1000	F	Reg	N
00026672	Support Services Specialist	5/3/1993	F	88787	0.142					0611	1030	1030	F	Reg	N
00026672	Support Services Specialist	5/3/1993	F	88787	0.715					0100	1030	1030	F	Reg	N
00026707	Workforce Development Spec.	1/9/2017	F	68118	1					0100	4810	4810	F	Term	N
00026723	Program Analyst	3/1/2021	F	86574	1			UI21PY	22	8200	2100	2100	F	Term	N
00026807	PROGRAM ANALYST (BILINGUAL)	6/12/2005	F	106377	1					0611	3500	3500	F	Reg	N
00026989	Workforce Development Spec.	7/25/2016	F	84361	1			ESWPPY	21	8200	4600	4600	F	Term	N
00027051	UNEMPLOYMENT COMPENSATION CLAI		V	57162	1			UI21PY	22	8200	2200	2200	F	Reg	N
00027086	Staff Assistant	12/28/1992	F	82148	1					0611	3400	3400	F	Reg	N
00027229	CLERICAL ASSISTANT(OA)	12/28/1994	F	56096	1			UI21PY	22	8200	2200	2200	F	Reg	N
00027269	MANPOWER DEVELOPMENT SPECIALIS	10/21/1992	F	86574	0.25			WDSLFY	21	8200	4600	4600	F	Reg	N
00027269	MANPOWER DEVELOPMENT SPECIALIS	10/21/1992	F	86574	0.75			WADLFY	20	8200	4600	4600	F	Reg	N
00027714	UNEMPLOYMENT COMPENSATION CLAI		V	68870	1			UI21PY	22	8200	2200	2200	F	Reg	N
00027777	UNEMPLOYMENT COMPENSATION CLAI	2/20/2005	F	79935	0.333			UI21PY	22	8200	2200	2200	F	Reg	N
00027777	UNEMPLOYMENT COMPENSATION CLAI	2/20/2005	F	79935	0.333			UI21PY	22	8200	2200	2200	F	Reg	N
00027777	UNEMPLOYMENT COMPENSATION CLAI	2/20/2005	F	79935	0.333			UI21PY	22	8200	2200	2200	F	Reg	N
00028371	Apprenticeship & Training Rep	4/14/2008	F	106377	1					0100	4300	4300	F	Reg	N
00028374	ADMIN LAW JUDGE	4/30/2007	F	136208	1					0611	3500	3500	F	Reg	N
00028375	Attorney Advisor	11/23/2020	F	113481	1					0100	3200	3200	F	Reg	N
00028376	Workforce Development Spec.	6/7/2010	F	84361	1			ESWPPY	21	8200	4600	4600	F	Reg	N
00028378	Supervisory IT Specialist	8/17/2020	F	137700	0.143					0620	1040	1000	F	Reg	N
00028378	Supervisory IT Specialist	8/17/2020	F	137700	0.142					0611	1040	1040	F	Reg	N
00028378	Supervisory IT Specialist	8/17/2020	F	137700	0.715					0100	1040	1040	F	Reg	N
00028379	Workers' Compensation Claims E	12/10/2007	F	106377	1					0611	3400	3400	F	Reg	N
00028381	Supervisory IT Specialist	6/26/2017	F	103989.7	0.715					0100	1040	1040	F	Reg	N
00028381	Supervisory IT Specialist	6/26/2017	F	103989.7	0.142					0611	1040	1040	F	Reg	N
00028381	Supervisory IT Specialist	6/26/2017	F	103989.7	0.143					0620	1040	1000	F	Reg	N
00028384	Chief Information Officer	1/7/2008	F	183937	0.143					0620	1040	1000	F	Reg	N

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00028384	Chief Information Officer	1/7/2008	F	183937	0.142					0611	1040	1040	F	Reg	N
00028384	Chief Information Officer	1/7/2008	F	183937	0.715					0100	1040	1040	F	Reg	N
00028385	Unemployment Call Center Rep.	4/20/2020	F	49108	1			UI21PY	22	8200	2100	2100	F	Term	N
00028387	INDUSTRIAL HYGIENIST	3/30/2020	F	73296	0.9			645OSH	22	8200	3300	3300	F	Reg	N
00028387	INDUSTRIAL HYGIENIST	3/30/2020	F	73296	0.1					0100	3300	3300	F	Reg	N
00028388	ADMIN LAW JUDGE	1/12/2015	F	126049	1					0611	3500	3500	F	Reg	N
00028394	Investigator Worker's Compensa	5/10/2021	F	57074	1					0611	3400	3400	F	Reg	N
00028395	ADMIN LAW JUDGE		V	105730	1					0611	3500	3500	F	Reg	N
00028398	Program Support Assistant (OA)	12/16/2013	F	57187	1					0611	3400	3400	F	Reg	N
00028399	Workers' Comp Claims Examiner	8/5/2019	F	53897	1					0611	3400	3400	F	Reg	N
00028401	Paralegal Specialist	11/12/2019	F	77649	1					0611	3500	3500	F	Reg	N
00028403	Clerical Assistant (OA)	4/12/2021	F	47317	0.1					0100	3300	3300	F	Term	N
00028403	Clerical Assistant (OA)	4/12/2021	F	47317	0.9			645OSH	22	8200	3300	3300	F	Term	N
00028404	Unemployment Tax Examiner	5/4/2015	F	71083	1			UI21PY	22	8200	2100	2100	F	Term	N
00028407	Workforce Development Spec.	1/13/2014	F	66292	1					0100	4810	4810	F	Reg	N
00028408	Clerical Assistant (Office Aut	6/21/1984	F	62122	1					0611	3400	3400	F	Reg	N
00032333	Workforce Development Spec.	9/24/2012	F	85209	0.6					0100	5100	5100	F	Reg	N
00032333	Workforce Development Spec.	9/24/2012	F	85209	0.4	FSETTE	22			0700	5100	5100	F	Reg	N
00032923	MANPOWER DEVELOPMENT SPECIALIS	7/16/1998	F	109023	1					0100	5100	5100	F	Reg	N
00034029	Program Support Assistant (OA)	8/21/2017	F	53897	1					0100	3200	3200	F	Term	N
00034030	Administrative Law Judge	9/8/2014	F	136208	1					0611	3500	3500	F	Reg	N
00034031	IT Spec (Appsw/Sysanalysis)	10/15/2007	F	149496	0.142					0611	1040	1040	F	Reg	N
00034031	IT Spec (Appsw/Sysanalysis)	10/15/2007	F	149496	0.715					0100	1040	1040	F	Reg	N
00034031	IT Spec (Appsw/Sysanalysis)	10/15/2007	F	149496	0.143					0620	1040	1000	F	Reg	N
00034037	Workforce Development Spec.	1/20/1987	F	84361	1			ESWPPY	21	8200	4600	4600	F	Reg	N
00034038	Manpower Development Spec	3/12/2001	F	103731	1					0100	3700	3700	F	Reg	N
00034039	Unemployment Compensation Busi	2/22/2016	F	80057	1			UI21PY	22	8200	2100	2100	F	Term	N
00034041	Program Analyst		V	89457	0.715					0100	7100	7100	F	Reg	N
00034041	Program Analyst		V	89457	0.143					0620	7100	7100	F	Reg	N
00034041	Program Analyst		V	89457	0.142					0611	7100	7100	F	Reg	N
00034045	Program Support Assistant (OA)	5/24/2021	F	47611	1					0100	4260	4260	F	Term	N
00034047	Program Analyst	7/6/2021	F	85209	1					0100	3200	3200	F	Reg	N
00034053	Program Manager	9/22/2014	F	96009.54	1					0100	3200	3200	F	Reg	N
00036287	Workforce Development Spec.	6/26/2017	F	71083	1					0100	4820	4820	F	Reg	N
00036298	Workforce Development Spec.	6/19/2017	F	57162	1					0100	4830	4830	F	Reg	N
00036299	Workforce Development Speciali		V	35128	1					0100	4820	4820	P	Temp	Y
00036302	Workforce Development Spec.	3/1/2021	F	57162	1					0100	4820	4820	F	Term	N
00036808	Workforce Dev. Special (DVOP)	2/11/2013	F	88787	1			203DVP	21	8200	4530	4530	F	Term	N
00037251	Program Manager	12/12/2005	F	91451.98	1			WDSLFY	21	8200	4600	4000	F	Reg	N
00037257	Workforce Development Spec.	3/16/2020	F	77722	1			WYTSPY	20	8200	4900	4900	F	Reg	N
00037260	Program Analyst	3/15/2021	F	90501	0.25					0100	4300	4300	F	Term	N
00037260	Program Analyst	3/15/2021	F	90501	0.25			WYTSPY	20	8200	4900	4900	F	Term	N
00037260	Program Analyst	3/15/2021	F	90501	0.25			WADSFY	21	8200	4900	4900	F	Term	N
00037260	Program Analyst	3/15/2021	F	90501	0.25			WDSSFY	21	8200	4900	4900	F	Term	N
00037301	Workforce Development Speciali	6/22/2009	F	79935	1			RESREA	21	8200	4600	4600	F	Term	N
00037660	Staff Assistant		V	68870	0.4	FSETCC	22			0700	5200	5200	F	Reg	N
00037660	Staff Assistant		V	68870	0.6					0100	5200	5200	F	Reg	N
00037661	Workforce Development Spec.	12/12/2016	F	64466.01	1					0100	4830	4830	F	Reg	N

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00038412	Workforce Development Spec.		V	68870	1			WDSLFY	21	8200	4600	4000	F	Reg	N
00038415	Manpower Development Spec	3/31/2008	F	99323	1					0100	5200	5200	F	Reg	N
00038416	Program Manager	11/8/2021	F	95652	1					0100	5100	5100	F	Reg	N
00038417	Workforce Development Spec.		V	68870	1					0100	5100	5100	F	Reg	N
00038418	Workforce Development Spec.	1/8/2007	F	101085	0.4	FSETTE	22			0700	5100	5100	F	Reg	N
00038418	Workforce Development Spec.	1/8/2007	F	101085	0.6					0100	5100	5100	F	Reg	N
00038419	Staff Assistant	9/19/2016	F	71770	0.4	FSETTE	22			0700	5100	5100	F	Term	N
00038419	Staff Assistant	9/19/2016	F	71770	0.6					0100	5100	5100	F	Term	N
00038872	Wage & Hour Comp Spec (Biling)	4/30/2007	F	98439	1					0100	3200	3200	F	Reg	N
00038974	Program Manager	8/2/2021	F	119033	1			WDSLFY	21	8200	4600	4000	F	Reg	N
00038998	Program Manager	5/23/2011	F	96009.54	0.5					0100	7200	4500	F	Reg	N
00038998	Program Manager	5/23/2011	F	96009.54	0.5			WDSRPY	21	8200	7200	7000	F	Reg	N
00038999	Workforce Development Spec.	10/17/2011	F	68118	1					0100	4810	4810	F	Reg	N
00039345	Deputy Director for Workforce	6/20/2011	F	167717.1	0.3					0100	5200	5200	F	Reg	N
00039345	Deputy Director for Workforce	6/20/2011	F	167717.1	0.7					0100	5100	5100	F	Reg	N
00039390	Workforce Development Spec.	8/6/2007	F	93147	1					0100	5100	5100	F	Reg	N
00040005	MANPOWER DEVELOPMENT SPECIALIS	10/30/2006	F	88787	1					0100	4810	4810	F	Reg	N
00040462	Supervisory Manpower Developme	8/3/2020	F	109999.9	0.3			APPREN	20	8200	4300	4000	F	Reg	N
00040462	Supervisory Manpower Developme	8/3/2020	F	109999.9	0.3					0100	4300	4300	F	Reg	N
00040462	Supervisory Manpower Developme	8/3/2020	F	109999.9	0.4					0100	4300	4300	F	Reg	N
00040465	Program Support Assistant (OA)	9/16/2019	F	52252	0.5			WDSLFY	21	8200	4600	4600	F	Term	N
00040465	Program Support Assistant (OA)	9/16/2019	F	52252	0.5			WADLFY	20	8200	4600	4600	F	Term	N
00041009	Workforce Development Spec.	7/5/2016	F	73296.63	1					0100	4810	4810	F	Reg	N
00041013	Workforce Development Spec.	10/3/2005	F	87855	0.2			WDSLFY	21	8200	4600	4600	F	Reg	N
00041013	Workforce Development Spec.	10/3/2005	F	87855	0.5			ESWPPY	21	8200	4600	4600	F	Reg	N
00041013	Workforce Development Spec.	10/3/2005	F	87855	0.3			WADLFY	20	8200	4600	4600	F	Reg	N
00041062	Deputy Chief of Staff	1/4/2016	F	158100	0.715					0100	1090	1090	F	Reg	N
00041062	Deputy Chief of Staff	1/4/2016	F	158100	0.143					0620	1090	1000	F	Reg	N
00041062	Deputy Chief of Staff	1/4/2016	F	158100	0.142					0611	1090	1090	F	Reg	N
00041063	Program Manager	12/27/2016	F	108120	1			WDSLFY	21	8200	4600	4000	F	Reg	N
00041271	Workforce Development Spec.	6/2/2014	F	66292	1			WYTLPY	19	8200	4840	4000	F	Reg	N
00041296	Program Analyst	6/1/2015	F	82465	1					0100	4820	4820	F	Reg	N
00041299	UNEMPLOYMENT COMPENSATION CLAI	10/1/1994	F	82148	1			UI21PY	22	8200	2200	2200	F	Reg	N
00041741	SUPERVISORY ATTORNEY ADVISOR		V	167085	0.163					0611	1060	1060	F	Reg	N
00041741	SUPERVISORY ATTORNEY ADVISOR		V	167085	0.837			CFIDCR	22	8200	1060	4000	F	Reg	N
00041742	Trial Attorney	9/8/2014	F	113481	0.837			CFIDCR	22	8200	1060	4000	F	Reg	N
00041742	Trial Attorney	9/8/2014	F	113481	0.163					0611	1060	1060	F	Reg	N
00041802	Staff Assistant	12/12/1983	F	70818	0.163					0611	1060	1060	F	Reg	N
00041802	Staff Assistant	12/12/1983	F	70818	0.837			CFIDCR	22	8200	1060	4000	F	Reg	N
00042433	Deputy General Counsel	3/30/2009	F	148961.8	0.715					0100	1090	1090	F	Reg	N
00042433	Deputy General Counsel	3/30/2009	F	148961.8	0.143					0620	1090	1000	F	Reg	N
00042433	Deputy General Counsel	3/30/2009	F	148961.8	0.142					0611	1090	1090	F	Reg	N
00042675	Staff Assistant		V	57162	1					0611	3600	3600	F	Reg	N
00042678	Adjudication Specialist	4/6/2020	F	82465	1			UI21PY	22	8200	2200	2200	F	Term	N
00042679	Unemployment Call Center Repre	4/22/2013	F	57162	1			UI21PY	22	8200	2200	2200	F	Term	N
00042680	UNEMPLOYMENT COMPENSATION CLAI	2/21/2017	F	60814	1			UI21PY	22	8200	2200	2200	F	Term	N
00042681	Clerical Assistant (OA)	10/13/2020	F	43910	1			UI21PY	22	8200	2200	2200	F	Term	N
00042684	UNEMPLOYMENT TAX EXAMINER	12/26/2006	F	84361	1			UI21PY	22	8200	2100	2100	F	Reg	N

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00042726	Supvy Unemp Comp Claims Exam.	9/14/2020	F	91800	1			UI21PY	22	8200	2400	2400	F	Reg	N
00042728	Program Analyst	11/23/2020	F	84873	0.715					0100	7100	7100	F	Term	N
00042728	Program Analyst	11/23/2020	F	84873	0.143					0620	7100	7100	F	Term	N
00042728	Program Analyst	11/23/2020	F	84873	0.142					0611	7100	7100	F	Term	N
00042965	Special Assistant	10/3/1983	F	115262	1					0611	3500	3500	F	Reg	N
00043116	UNEMPLOYMENT COMPENSATION CLAI	5/24/2021	F	71770	0.25			UI21PY	22	8200	2200	2200	F	Term	N
00043116	UNEMPLOYMENT COMPENSATION CLAI	5/24/2021	F	71770	0.25			UI21PY	22	8200	2200	2200	F	Term	N
00043116	UNEMPLOYMENT COMPENSATION CLAI	5/24/2021	F	71770	0.25			UI21PY	22	8200	2200	2200	F	Term	N
00043116	UNEMPLOYMENT COMPENSATION CLAI	5/24/2021	F	71770	0.25			UI21PY	22	8200	2200	2200	F	Term	N
00043148	UNEMPLOYMENT COMPENSATION CLAI	6/8/2020	F	73296	1			UI21PY	22	8200	2200	2200	F	Term	N
00043155	Staff Assistant		V	57162	1					0611	3500	3500	F	Reg	N
00043470	Staff Assistant	2/5/2007	F	68118	1					0611	3600	3600	F	Reg	N
00043472	Program Support Assistant	7/25/2005	F	58832	1					0611	3500	3500	F	Reg	N
00043614	Information Technology Spec.	2/21/2017	F	87281	0.715					0100	1040	1040	F	Reg	N
00043614	Information Technology Spec.	2/21/2017	F	87281	0.142					0611	1040	1040	F	Reg	N
00043614	Information Technology Spec.	2/21/2017	F	87281	0.143					0620	1040	1000	F	Reg	N
00043928	Clerical Assistant	9/19/2016	F	53897	0.715					0100	1040	1040	F	Term	N
00043928	Clerical Assistant	9/19/2016	F	53897	0.142					0611	1040	1040	F	Term	N
00043928	Clerical Assistant	9/19/2016	F	53897	0.143					0620	1040	1000	F	Term	N
00043930	INFORMATION TECHNOLOGY SPECIAL		V	85209	0.143					0620	1040	1000	F	Reg	N
00043930	INFORMATION TECHNOLOGY SPECIAL		V	85209	0.142					0611	1040	1040	F	Reg	N
00043930	INFORMATION TECHNOLOGY SPECIAL		V	85209	0.715					0100	1040	1040	F	Reg	N
00044138	UNEMPLOYMENT TAX EXAMINER	7/25/2005	F	88787	0.5			UI21PY	22	8200	2100	2100	F	Reg	N
00044138	UNEMPLOYMENT TAX EXAMINER	7/25/2005	F	88787	0.5			UI21PY	22	8200	2100	2100	F	Reg	N
00044140	Program Manager	8/3/2020	F	96009	1			UI21PY	22	8200	2200	2200	F	Reg	N
00044143	UNEMPLOYMENT COMPENSATION CLAI	7/19/2021	F	73296	1			UI21PY	22	8200	2400	2400	F	Term	N
00044144	Unemploy Comp Claims Exam	12/12/2005	F	62122	1			UI21PY	22	8200	2200	2200	F	Reg	N
00044875	PGM ANALYST	1/25/1993	F	126508	0.33			WDSSFY	21	8200	4900	4900	F	Reg	N
00044875	PGM ANALYST	1/25/1993	F	126508	0.34			WYTSPY	20	8200	4900	4900	F	Reg	N
00044875	PGM ANALYST	1/25/1993	F	126508	0.33			WADSFY	21	8200	4900	4900	F	Reg	N
00044876	Staff Assistant	7/11/2016	F	62640	0.142					0611	1040	1040	F	Term	N
00044876	Staff Assistant	7/11/2016	F	62640	0.143					0620	1040	1000	F	Term	N
00044876	Staff Assistant	7/11/2016	F	62640	0.715					0100	1040	1040	F	Term	N
00044881	Staff Assistant	3/9/2015	F	58739	0.715					0100	1040	1040	F	Term	N
00044881	Staff Assistant	3/9/2015	F	58739	0.142					0611	1040	1040	F	Term	N
00044881	Staff Assistant	3/9/2015	F	58739	0.143					0620	1040	1000	F	Term	N
00044882	Program Manager	10/16/2017	F	95651.88	0.6					0100	4820	4820	F	Reg	N
00044882	Program Manager	10/16/2017	F	95651.88	0.4	FSETSY	22			0700	4820	4820	F	Reg	N
00044883	Supervisory IT Specialist	11/24/2008	F	124235.6	0.715					0100	1040	1040	F	Reg	N
00044883	Supervisory IT Specialist	11/24/2008	F	124235.6	0.142					0611	1040	1040	F	Reg	N
00044883	Supervisory IT Specialist	11/24/2008	F	124235.6	0.143					0620	1040	1000	F	Reg	N
00044886	Program Analyst	3/6/2017	F	99323	1					0611	3400	3400	F	Reg	N
00044892	Admin. Law/Appeals Judge	6/16/2014	F	136208	1					0611	3600	3600	F	Reg	N
00044893	Attorney Advisor		V	100133	1					0611	3400	3400	F	Reg	N
00044895	Staff Assistant	3/18/2019	F	82465	1					0611	3600	3600	F	Reg	N
00044896	ADMIN LAW JUDGE	4/20/2015	F	136208	1					0611	3600	3600	F	Reg	N
00044897	Workforce Dev. Spec. (Bil.)	6/22/2009	F	84361	0.3			WDSLFY	21	8200	4600	4000	F	Reg	N
00044897	Workforce Dev. Spec. (Bil.)	6/22/2009	F	84361	0.7			WADLFY	20	8200	4600	4600	F	Reg	N

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00044898	Admin. Law/Appeals Judge		V	105730	1					0611	3600	3600	F	Reg	N
00044901	Supvy Manpower Develop Spec	10/20/2014	F	118184	1					0100	3700	3700	F	Reg	N
00046186	Auditor		V	77649	0.25			WYTLPY	19	8200	4200	4810	F	Reg	N
00046186	Auditor		V	77649	0.5			WDSLFY	21	8200	4200	4200	F	Reg	N
00046186	Auditor		V	77649	0.25			WYTLPY	19	8200	4200	4810	F	Reg	N
00046394	Workforce Development Speciali	5/2/2016	F	60403	1					0100	5100	5100	F	Term	N
00046398	Program Manager	3/10/2014	F	107864.1	0.142					0611	7100	7100	F	Reg	N
00046398	Program Manager	3/10/2014	F	107864.1	0.143					0620	7100	7100	F	Reg	N
00046398	Program Manager	3/10/2014	F	107864.1	0.715					0100	7100	7100	F	Reg	N
00046448	CLERICAL ASSISTANT(OA)	7/14/2004	F	56096	1			UI21PY	22	8200	2100	2100	F	Term	N
00046521	SUPERVISORY UNEMPLOYMENT TAX E	3/11/2013	F	95651.52	1			UI21PY	22	8200	2100	2100	F	Reg	N
00046522	UNEMPLOYMENT TAX EXAMINER	7/6/1998	F	71083	1			UI21PY	22	8200	2100	2100	F	Term	N
00046523	CLERICAL ASSISTANT	8/24/2015	F	46596	1			UI21PY	22	8200	2100	2100	F	Term	N
00046524	Unemployment Tax Examiner	5/26/2009	F	79935	0.5			UI21PY	22	8200	2100	2100	F	Reg	N
00046524	Unemployment Tax Examiner	5/26/2009	F	79935	0.5			UI21PY	22	8200	2100	2100	F	Reg	N
00046586	PGM ANALYST	6/1/1982	F	126508	1					0100	3700	3700	F	Reg	N
00046626	Workforce Development Spec.	10/5/2015	F	79935	1					0100	5100	5100	F	Reg	N
00046763	Program Analyst	1/23/2006	F	109023	0.5			UI21PY	22	8200	2100	2100	F	Reg	N
00046763	Program Analyst	1/23/2006	F	109023	0.5					0100	7200	7000	F	Reg	N
00047303	Unemployment Call Center Repre	2/11/2013	F	53745	1			UI21PY	22	8200	2200	2200	F	Reg	N
00047304	Adjudication Specialist	1/4/2021	F	77649	1			UI21PY	22	8200	2200	2200	F	Term	N
00047305	Adjudication Specialist	5/11/2020	F	87281	1			UI21PY	22	8200	2200	2200	F	Term	N
00047306	Wage Hour Compliance Specialis		V	43118	1					0618	3200	3200	P	Temp	Y
00047363	Unemployment Tax Examiner	8/18/2008	F	68118	0.5			UI21PY	22	8200	2100	2100	F	Reg	N
00047363	Unemployment Tax Examiner	8/18/2008	F	68118	0.5			UI21PY	22	8200	2100	2100	F	Reg	N
00047364	UNEMPLOYMENT TAX EXAMINER	7/7/2008	F	88787	1			UI21PY	22	8200	2100	2100	F	Reg	N
00047365	Wage & Hour Compliance Spec	11/30/2015	F	64466	0.1					0100	3300	3300	F	Reg	N
00047365	Wage & Hour Compliance Spec	11/30/2015	F	64466	0.9			645OSH	22	8200	3300	3300	F	Reg	N
00047366	Unemployment Tax Examiner		V	57162	1			UI21PY	22	8200	2100	2100	F	Reg	N
00047367	Program Analyst		V	77649	1	UIM02C	05			0304	2200	2200	F	Reg	N
00047373	Unemploy Comp Claims Exam	2/22/2016	F	48962	1			UI21PY	22	8200	2400	2400	F	Term	N
00047915	Program Support Assistant (OA)	3/7/2016	F	53897	1					0100	3700	3700	F	Term	N
00047931	HEARING APPEALS EXAMINER	11/22/2021	F	99323	1			UI21PY	22	8200	2200	2200	F	Term	N
00047932	Unemploy Comp Claims Exam	6/15/2020	F	57187	1			UI21PY	22	8200	2200	2200	F	Term	N
00048756	Unemploy Comp Claims Exam	1/12/2015	F	53897	1			UI21PY	22	8200	2400	2400	F	Term	N
00048758	Chief Administrative Law Judge	7/7/2008	F	142378.9	1					0611	3600	3600	F	Reg	N
00048759	ADMIN LAW JUDGE	2/22/1993	F	132821	1					0611	3500	3500	F	Reg	N
00048794	UNEMPLOYMENT COMPENSATION CLAI	8/10/2015	F	57162	1			UI21PY	22	8200	2200	2200	F	Term	N
00051459	Unemploy Comp Claims Exam	6/27/2016	F	53897	1			UI21PY	22	8200	2200	2200	F	Term	N
00051460	UNEMPLOYMENT COMPENSATION CLAI	11/28/2016	F	64466	1			UI21PY	22	8200	2400	2400	F	Term	N
00051461	Unemploy Comp Claims Exam	10/15/2019	F	52252	1			UI21PY	22	8200	2200	2000	F	Term	N
00051462	Unemploy Comp Claims Exam		V	47317	1			UI21PY	22	8200	2200	2200	F	Reg	N
00051463	Supv Unemp Comp Claims Exam		V	114782	1			UI21PY	22	8200	2200	2200	F	Reg	N
00051464	Unemploy Comp Claims Exam	11/9/2020	F	62122	1			UI21PY	22	8200	2400	2400	F	Term	N
00051465	UNEMPLOYMENT COMPENSATION CLAI	6/21/2021	F	57162	1			UI21PY	22	8200	2200	2200	F	Term	N
00051466	Unemploy Comp Claims Exam	1/22/2008	F	60477	0.333			UI21PY	22	8200	2200	2200	F	Reg	N
00051466	Unemploy Comp Claims Exam	1/22/2008	F	60477	0.333			UI21PY	22	8200	2200	2200	F	Reg	N
00051466	Unemploy Comp Claims Exam	1/22/2008	F	60477	0.333			UI21PY	22	8200	2200	2200	F	Reg	N

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00051467	Unemployment Call Center Rep.	4/20/2020	F	56595	1			UI21PY	22	8200	2100	2100	F	Term	N
00051471	Supvy Unemp Comp Claims Exam.	8/6/2007	F	113052.9	0.1			RESREA	21	8200	4600	4600	F	Reg	N
00051471	Supvy Unemp Comp Claims Exam.	8/6/2007	F	113052.9	0.9			UI21PY	22	8200	2200	2200	F	Reg	N
00051472	Unemploy Comp Claims Exam	6/7/2021	F	47317	1			UI21PY	22	8200	2200	2200	F	Term	N
00051473	Unemployment Compensation Clai	4/20/2015	F	55542	1			UI21PY	22	8200	2200	2200	F	Term	N
00051475	Investigator (Unemp Comp Clms)	6/12/2007	F	89690	1			UI21PY	22	8200	2500	2500	F	Reg	N
00051476	Paralegal Specialist	10/25/2021	F	71083	1					0618	3200	3200	F	Reg	N
00051482	Unemploy Comp Claims Exam	9/22/2014	F	55542	1			UI21PY	22	8200	2200	2200	F	Term	N
00051483	UNEMPLOYMENT COMPENSATION CLAI	10/14/2008	F	66292	1			UI21PY	22	8200	2200	2200	F	Reg	N
00051484	UNEMPLOYMENT COMPENSATION CLAI	3/30/2009	F	64466	1			UI21PY	22	8200	2200	2200	F	Term	N
00051485	Workforce Development Speciali	4/27/2020	F	43910	1			WDSLFY	21	8200	4600	4600	F	Term	N
00051486	Staff Assistant	6/8/2020	F	71770	1			UI21PY	22	8200	2200	2200	F	Term	N
00051487	Unemploy Comp Claims Examiner	10/5/2015	F	77722	1			UI21PY	22	8200	2200	2200	F	Term	N
00063214	Chief of Benefits		V	132000	0.25			UI21PY	22	8200	2200	2200	F	Reg	N
00063214	Chief of Benefits		V	132000	0.25			UI21PY	22	8200	2200	2200	F	Reg	N
00063214	Chief of Benefits		V	132000	0.5			UI21PY	22	8200	2200	2200	F	Reg	N
00063262	Unemployment Tax Examiner	9/8/2015	F	66292	1			UI21PY	22	8200	2100	2100	F	Term	N
00063264	Workforce Dev Spec. (1st Sourc	4/13/2020	F	60814	1			WDSLFY	21	8200	4600	4000	F	Term	N
00063269	Unemployment Tax Examiner	8/31/2020	F	58988	0.5			UI21PY	22	8200	2100	2100	F	Term	N
00063269	Unemployment Tax Examiner	8/31/2020	F	58988	0.5			UI21PY	22	8200	2100	2100	F	Term	N
00063270	Unemployment Tax Examiner	1/6/1997	F	88787	1			UI21PY	22	8200	2100	2100	F	Reg	N
00063283	SUPVY UNEMPLOYMENT TAX EXAMINE	10/17/2005	F	112179.8	1			UI21PY	22	8200	2100	2100	F	Reg	N
00067587	Unemployment Call Center Rep.	12/7/2020	F	53897	1			UI21PY	22	8200	2200	2200	F	Term	N
00067588	Workforce Development Speciali	8/10/2015	F	43910	1			ESWPPY	21	8200	4600	4600	F	Term	N
00067589	Unemploy Comp Claims Exam		V	47317	1			UI21PY	22	8200	2200	2200	F	Reg	N
00067593	UNEMPLOYMENT COMPENSATION CLAI	4/27/2009	F	66292	0.333			UI21PY	22	8200	2200	2200	F	Reg	N
00067593	UNEMPLOYMENT COMPENSATION CLAI	4/27/2009	F	66292	0.333			UI21PY	22	8200	2200	2200	F	Reg	N
00067593	UNEMPLOYMENT COMPENSATION CLAI	4/27/2009	F	66292	0.333			UI21PY	22	8200	2200	2200	F	Reg	N
00067594	Unemploy Comp Claims Exam	3/16/2020	F	48962	1			UI21PY	22	8200	2400	2400	F	Term	N
00070846	Staff Assistant	5/29/2018	F	62640	1			121CES	22	8200	7300	7000	F	Term	N
00070848	Workforce Development Spec.	4/21/2014	F	85209	1					0100	5100	5100	F	Reg	N
00073470	Human Resources Specialist	10/25/2021	F	84873	0.163					0611	1010	1010	F	Reg	N
00073470	Human Resources Specialist	10/25/2021	F	84873	0.837			CFIDCR	22	8200	1010	4000	F	Reg	N
00073471	Human Resources Specialist	5/5/2014	F	98059	0.163					0611	1010	1010	F	Reg	N
00073471	Human Resources Specialist	5/5/2014	F	98059	0.837			CFIDCR	22	8200	1010	4000	F	Reg	N
00073475	Program Analyst	4/18/2016	F	95192	0.715					0100	1090	1090	F	Reg	N
00073475	Program Analyst	4/18/2016	F	95192	0.142					0611	1090	1090	F	Reg	N
00073475	Program Analyst	4/18/2016	F	95192	0.143					0620	1090	1000	F	Reg	N
00073476	Auditor	9/28/2020	F	89690	0.3					0100	4200	4200	F	Reg	N
00073476	Auditor	9/28/2020	F	89690	0.3			WYTLPY	19	8200	4200	4810	F	Reg	N
00073476	Auditor	9/28/2020	F	89690	0.4			WDSLFY	21	8200	4200	4200	F	Reg	N
00073478	Program Analyst	1/14/2013	F	101085	0.75			WDSLFY	21	8200	4600	4000	F	Term	N
00073478	Program Analyst	1/14/2013	F	101085	0.25			WADLFY	20	8200	4600	4600	F	Term	N
00075067	Support Services Assistant	3/11/2013	F	55542	0.142					0611	1088	1088	F	Reg	N
00075067	Support Services Assistant	3/11/2013	F	55542	0.715					0100	1088	1000	F	Reg	N
00075067	Support Services Assistant	3/11/2013	F	55542	0.143					0620	1088	1000	F	Reg	N
00075068	Staff Assistant	1/13/2003	F	62068	0.715					0100	1088	1000	F	Reg	N
00075068	Staff Assistant	1/13/2003	F	62068	0.143					0620	1088	1000	F	Reg	N

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00075068	Staff Assistant	1/13/2003	F	62068	0.142					0611	1088	1088	F	Reg	N
00075069	Staff Assistant		V	62751	0.715					0100	1088	1000	F	Reg	N
00075069	Staff Assistant		V	62751	0.142					0611	1088	1088	F	Reg	N
00075069	Staff Assistant		V	62751	0.143					0620	1088	1000	F	Reg	N
00075070	Program Support Assistant (OA)	1/9/2017	F	49107.9	0.142					0611	1088	1088	F	Reg	N
00075070	Program Support Assistant (OA)	1/9/2017	F	49107.9	0.143					0620	1088	1000	F	Reg	N
00075070	Program Support Assistant (OA)	1/9/2017	F	49107.9	0.715					0100	1088	1000	F	Reg	N
00075071	Economist	4/4/2016	F	64466	1			1STOPY	21	8200	7300	7000	F	Term	N
00075192	Program Analyst		V	68870	0.142					0611	1090	1090	F	Reg	N
00075192	Program Analyst		V	68870	0.143					0620	1090	1000	F	Reg	N
00075192	Program Analyst		V	68870	0.715					0100	1090	1090	F	Reg	N
00075193	Investigator (Unemp Comp Clms)	3/25/2013	F	94506.06	1			UI21PY	22	8200	2500	2500	F	Reg	N
00075194	Program Analysis Officer	4/20/2015	F	109999.7	0.1			121CES	22	8200	7300	7000	F	Reg	N
00075194	Program Analysis Officer	4/20/2015	F	109999.7	0.1			1STOPY	21	8200	7300	7000	F	Reg	N
00075194	Program Analysis Officer	4/20/2015	F	109999.7	0.2			122LES	22	8200	7300	7000	F	Reg	N
00075194	Program Analysis Officer	4/20/2015	F	109999.7	0.2			123OES	22	8200	7300	7000	F	Reg	N
00075194	Program Analysis Officer	4/20/2015	F	109999.7	0.4			124ES2	22	8200	7300	7000	F	Reg	N
00075195	Program Analyst		V	77649	0.715					0100	1080	1080	F	Reg	N
00075195	Program Analyst		V	77649	0.143					0620	1080	1000	F	Reg	N
00075195	Program Analyst		V	77649	0.142					0611	1080	1080	F	Reg	N
00075196	Supervisory Program Manager	2/10/2014	F	134308.9	0.333			WYTLPY	19	8200	4200	4810	F	Reg	N
00075196	Supervisory Program Manager	2/10/2014	F	134308.9	0.334			WDSLFY	21	8200	4200	4200	F	Reg	N
00075196	Supervisory Program Manager	2/10/2014	F	134308.9	0.333					0100	4200	4200	F	Reg	N
00075197	Program Analyst	7/8/2015	F	85209	1			WYTLPY	19	8200	4840	4000	F	Reg	N
00075201	PROGRAM ANALYST	2/1/2001	F	92098	0.143					0620	1090	1000	F	Reg	N
00075201	PROGRAM ANALYST	2/1/2001	F	92098	0.715					0100	1090	1090	F	Reg	N
00075201	PROGRAM ANALYST	2/1/2001	F	92098	0.142					0611	1090	1090	F	Reg	N
00077359	Auditor	5/2/2005	F	92098	0.25					0100	4200	4200	F	Reg	N
00077359	Auditor	5/2/2005	F	92098	0.25			WYTLPY	19	8200	4200	4810	F	Reg	N
00077359	Auditor	5/2/2005	F	92098	0.25			WYTLPY	19	8200	4200	4810	F	Reg	N
00077359	Auditor	5/2/2005	F	92098	0.25			WADLFY	20	8200	4600	4600	F	Reg	N
00077360	Auditor		V	77649	0.25			WADLFY	20	8200	4600	4600	F	Reg	N
00077360	Auditor		V	77649	0.125			WYTLPY	19	8200	4200	4810	F	Reg	N
00077360	Auditor		V	77649	0.25					0100	4200	4200	F	Reg	N
00077360	Auditor		V	77649	0.375			WYTLPY	19	8200	4200	4810	F	Reg	N
00077779	Workforce Development Speciali	1/4/2021	F	42567	1			ESWPPY	21	8200	4600	4600	F	Term	N
00077781	Program Support Assistant (OA)		V	47317	0.5			UI21PY	22	8200	2200	2200	F	Reg	N
00077781	Program Support Assistant (OA)		V	47317	0.5			UI21PY	22	8200	2200	2200	F	Reg	N
00077782	Unemploy Comp Claims Exam	5/15/2017	F	62122	1			UI21PY	22	8200	2200	2200	F	Term	N
00077784	Program Support Assistant (OA)	2/22/2016	F	47611	1					0100	3200	3200	F	Term	N
00077785	Workforce Development Speciali	12/10/1984	F	71770	0.7			WDSLFY	21	8200	4600	4000	F	Reg	N
00077785	Workforce Development Speciali	12/10/1984	F	71770	0.3			ESWPPY	21	8200	4600	4600	F	Reg	N
00082549	Wage & Hour Compliance Spec	5/10/2021	F	62640	1					0100	3200	3200	F	Reg	N
00082550	Wage & Hour Compliance Spec	4/15/2019	F	60814	1					0100	3200	3200	F	Reg	N
00082552	Supervisory Program Analyst	6/2/2014	F	120999.7	1					0100	3200	3200	F	Reg	N
00082553	Administrative Law Judge	2/2/2009	F	129435	1					0611	3500	3500	F	Reg	N
00082555	Administrative Law Judge	12/15/2014	F	136208	1					0611	3500	3500	F	Reg	N
00083192	Program Manager		V	99810	0.42					0100	5100	5100	F	Reg	N

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00083192	Program Manager		V	99810	0.4	FSETTE	22			0700	5100	5100	F	Reg	N
00083192	Program Manager		V	99810	0.18					0100	5200	5200	F	Reg	N
00083443	Staff Assistant		V	57162	0.163					0611	110F	110F	F	Reg	N
00083443	Staff Assistant		V	57162	0.837					0100	110F	110F	F	Reg	N
00083536	Wage Hour Compliance Specialis		V	43118	1					0618	3200	3200	P	Temp	Y
00083537	Unemploy Comp Claims Exam	7/22/2019	F	55542	1			UI21PY	22	8200	2200	2200	F	Term	N
00083539	Unemployment Call Center Rep.		V	43118	1			UI21PY	22	8200	2100	2100	F	Reg	N
00083541	Unemployment Tax Examiner	8/30/2021	F	58988	1			UI21PY	22	8200	2100	2100	F	Term	N
00083542	Unemployment Tax Examiner		V	57162	1			UI21PY	22	8200	2100	2100	F	Reg	N
00083543	UNEMPLOYMENT COMPENSATION CLAI	11/3/2014	F	88787	1			UI21PY	22	8200	2400	2400	F	Term	N
00083544	UNEMPLOYMENT COMPENSATION CLAI	6/26/2017	F	64466	1			UI21PY	22	8200	2200	2200	F	Term	N
00083652	Accounting Technician	10/12/2021	F	47321	0.163					0611	120F	120F	F	Reg	N
00083652	Accounting Technician	10/12/2021	F	47321	0.837					0100	120F	120F	F	Reg	N
00084771	Customer Service Supervisor	6/7/2010	F	95880	1			UI21PY	22	8200	2200	2200	F	Reg	N
00084772	UNEMPLOYMENT COMPENSATION CLAI	5/18/2020	F	62640	1			UI21PY	22	8200	2200	2200	F	Term	N
00084773	Compliance Officer	7/2/2012	F	166612.8	0.139					0100	4200	4200	F	Reg	N
00084773	Compliance Officer	7/2/2012	F	166612.8	0.091					0100	2500	2500	F	Reg	N
00084773	Compliance Officer	7/2/2012	F	166612.8	0.034			WADLFY	20	8200	4600	4600	F	Reg	N
00084773	Compliance Officer	7/2/2012	F	166612.8	0.636			UI21PY	22	8200	2500	2500	F	Reg	N
00084773	Compliance Officer	7/2/2012	F	166612.8	0.018			WDSLFY	21	8200	4200	4200	F	Reg	N
00084773	Compliance Officer	7/2/2012	F	166612.8	0.082			WYTLPY	19	8200	4200	4810	F	Reg	N
00084774	UNEMPLOYMENT COMPENSATION CLAI	7/15/2013	F	66292	1			UI21PY	22	8200	2200	2200	F	Term	N
00084775	UNEMPLOYMENT COMPENSATION CLAI		V	57162	1			UI21PY	22	8200	2200	2200	F	Reg	N
00084776	UNEMPLOYMENT COMPENSATION CLAI		V	57162	1			UI21PY	22	8200	2200	2200	F	Reg	N
00084777	Assoc. Director, Unempl. Comp.		V	146519	1			UI21PY	22	8200	2200	2200	F	Reg	N
00084810	Program Manager	10/13/2020	F	83174.88	1					0100	3200	3200	F	Reg	N
00084811	Program Analyst	3/30/2009	F	85209	1					0100	3700	3700	F	Reg	N
00084812	Manpower Development Spec	1/29/2015	F	98439	1					0100	3700	3700	F	Reg	N
00084813	PGM ANALYST	4/6/2015	F	98439	1					0100	3700	3700	F	Reg	N
00084814	Workforce Development Spec.	9/8/2014	F	103731	1			ESWPPY	21	8200	4600	4600	F	Term	N
00084815	Workforce Development Spec.	10/6/2014	F	98439	1			WDSRPY	21	8200	7200	7000	F	Term	N
00084816	Workforce Development Spec.		V	85209	1			WDSLFY	21	8200	7200	4300	F	Reg	N
00084840	Unemployment Tax Examiner	1/3/2012	F	66292	1			UI21PY	22	8200	2100	2100	F	Reg	N
00085115	Grants Financial Specialist	7/6/2020	F	82151	0			RESREA	21	8200	110F	100F	F	Reg	N
00085115	Grants Financial Specialist	7/6/2020	F	82151	0			WDSRPY	21	8200	110F	100F	F	Reg	N
00085115	Grants Financial Specialist	7/6/2020	F	82151	0.523			UI21PY	22	8200	110F	100F	F	Reg	N
00085115	Grants Financial Specialist	7/6/2020	F	82151	0.119			WDSLFY	21	8200	110F	100F	F	Reg	N
00085115	Grants Financial Specialist	7/6/2020	F	82151	0.059			WDSCVD	20	8231	110F	100F	F	Reg	N
00085115	Grants Financial Specialist	7/6/2020	F	82151	0.057			WYTLPY	19	8200	110F	100F	F	Reg	N
00085115	Grants Financial Specialist	7/6/2020	F	82151	0.046			EUPUAP	21	8231	110F	100F	F	Reg	N
00085115	Grants Financial Specialist	7/6/2020	F	82151	0.044			ESWPPY	21	8200	110F	100F	F	Reg	N
00085115	Grants Financial Specialist	7/6/2020	F	82151	0.026			WADLFY	20	8200	110F	100F	F	Reg	N
00085115	Grants Financial Specialist	7/6/2020	F	82151	0.016			645OSH	22	8200	110F	100F	F	Reg	N
00085115	Grants Financial Specialist	7/6/2020	F	82151	0.016			1STOPY	21	8200	110F	100F	F	Reg	N
00085115	Grants Financial Specialist	7/6/2020	F	82151	0.013			124ES2	22	8200	110F	100F	F	Reg	N
00085115	Grants Financial Specialist	7/6/2020	F	82151	0.013			WDSSFY	21	8200	110F	100F	F	Reg	N
00085115	Grants Financial Specialist	7/6/2020	F	82151	0.013			WADSFY	21	8200	110F	100F	F	Reg	N
00085115	Grants Financial Specialist	7/6/2020	F	82151	0.011			202LVR	21	8200	110F	100F	F	Reg	N

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00085115	Grants Financial Specialist	7/6/2020	F	82151	0.01			WYTSPY	20	8200	110F	100F	F	Reg	N
00085115	Grants Financial Specialist	7/6/2020	F	82151	0.009			123OES	22	8200	110F	100F	F	Reg	N
00085115	Grants Financial Specialist	7/6/2020	F	82151	0.007			WDSRPY	20	8200	110F	100F	F	Reg	N
00085115	Grants Financial Specialist	7/6/2020	F	82151	0.006			121CES	22	8200	110F	100F	F	Reg	N
00085115	Grants Financial Specialist	7/6/2020	F	82151	0.004			OWESIC	20	8200	110F	100F	F	Reg	N
00085115	Grants Financial Specialist	7/6/2020	F	82151	0.004			122LES	22	8200	110F	100F	F	Reg	N
00085115	Grants Financial Specialist	7/6/2020	F	82151	0.004			SCSEPY	21	8200	110F	100F	F	Reg	N
00085116	Grants Financial Specialist	12/10/2018	F	84365	0.004			SCSEPY	21	8200	110F	100F	F	Reg	N
00085116	Grants Financial Specialist	12/10/2018	F	84365	0.004			122LES	22	8200	110F	100F	F	Reg	N
00085116	Grants Financial Specialist	12/10/2018	F	84365	0.006			121CES	22	8200	110F	100F	F	Reg	N
00085116	Grants Financial Specialist	12/10/2018	F	84365	0.004			OWESIC	20	8200	110F	100F	F	Reg	N
00085116	Grants Financial Specialist	12/10/2018	F	84365	0			WDSRPY	21	8200	110F	100F	F	Reg	N
00085116	Grants Financial Specialist	12/10/2018	F	84365	0			RESREA	21	8200	110F	100F	F	Reg	N
00085116	Grants Financial Specialist	12/10/2018	F	84365	0.523			UI21PY	22	8200	110F	100F	F	Reg	N
00085116	Grants Financial Specialist	12/10/2018	F	84365	0.119			WDSLFY	21	8200	110F	100F	F	Reg	N
00085116	Grants Financial Specialist	12/10/2018	F	84365	0.059			WDSCVD	20	8231	110F	100F	F	Reg	N
00085116	Grants Financial Specialist	12/10/2018	F	84365	0.057			WYTLPY	19	8200	110F	100F	F	Reg	N
00085116	Grants Financial Specialist	12/10/2018	F	84365	0.046			EUPUAP	21	8231	110F	100F	F	Reg	N
00085116	Grants Financial Specialist	12/10/2018	F	84365	0.044			ESWPPY	21	8200	110F	100F	F	Reg	N
00085116	Grants Financial Specialist	12/10/2018	F	84365	0.026			WADLFY	20	8200	110F	100F	F	Reg	N
00085116	Grants Financial Specialist	12/10/2018	F	84365	0.016			645OSH	22	8200	110F	100F	F	Reg	N
00085116	Grants Financial Specialist	12/10/2018	F	84365	0.016			1STOPY	21	8200	110F	100F	F	Reg	N
00085116	Grants Financial Specialist	12/10/2018	F	84365	0.013			124ES2	22	8200	110F	100F	F	Reg	N
00085116	Grants Financial Specialist	12/10/2018	F	84365	0.013			WDSSFY	21	8200	110F	100F	F	Reg	N
00085116	Grants Financial Specialist	12/10/2018	F	84365	0.013			WADSFY	21	8200	110F	100F	F	Reg	N
00085116	Grants Financial Specialist	12/10/2018	F	84365	0.011			202LVR	21	8200	110F	100F	F	Reg	N
00085116	Grants Financial Specialist	12/10/2018	F	84365	0.01			WYTSPY	20	8200	110F	100F	F	Reg	N
00085116	Grants Financial Specialist	12/10/2018	F	84365	0.009			123OES	22	8200	110F	100F	F	Reg	N
00085116	Grants Financial Specialist	12/10/2018	F	84365	0.007			WDSRPY	20	8200	110F	100F	F	Reg	N
00085661	Unemploy Comp Claims Exam	8/10/2015	F	53897	1			UI21PY	22	8200	2200	2200	F	Term	N
00085662	Staff Assistant		V	62751	1			UI21PY	22	8200	2400	2400	F	Reg	N
00086086	Workforce Development Spec.	8/30/2021	F	62640	0.34			ESWPPY	21	8200	4600	4600	F	Term	N
00086086	Workforce Development Spec.	8/30/2021	F	62640	0.66			WDSLFY	21	8200	4600	4600	F	Term	N
00086087	Workforce Development Spec.	9/22/2014	F	79935	0.5			WDSLFY	21	8200	4600	4600	F	Term	N
00086087	Workforce Development Spec.	9/22/2014	F	79935	0.5			WADLFY	20	8200	4600	4600	F	Term	N
00086088	Program Manager		V	99810	0.5			WDSLFY	21	8200	4600	4000	F	Reg	N
00086088	Program Manager		V	99810	0.5			WADLFY	20	8200	4600	4600	F	Reg	N
00086090	Staff Assistant	7/5/2016	F	87281	1			WDSLFY	21	8200	4600	4600	F	Term	N
00086091	Program Analyst	4/30/2018	F	109023	0.142					0611	1090	1090	F	Reg	N
00086091	Program Analyst	4/30/2018	F	109023	0.143					0620	1090	1000	F	Reg	N
00086091	Program Analyst	4/30/2018	F	109023	0.715					0100	1090	1090	F	Reg	N
00086092	Program Manager		V	114782	1					0100	7200	7000	F	Reg	N
00086094	Program Analyst	4/1/2019	F	73296	0.125			WYTLPY	19	8200	4200	4810	F	Term	N
00086094	Program Analyst	4/1/2019	F	73296	0.25			WADLFY	20	8200	4600	4600	F	Term	N
00086094	Program Analyst	4/1/2019	F	73296	0.375			WYTLPY	19	8200	4200	4810	F	Term	N
00086094	Program Analyst	4/1/2019	F	73296	0.25					0100	4200	4200	F	Term	N
00086171	UNEMPLOYMENT TAX EXAMINER	9/22/2014	F	79935	1			UI21PY	22	8200	2100	2100	F	Reg	N
00086172	UNEMPLOYMENT TAX EXAMINER	6/8/2020	F	73296	1			UI21PY	22	8200	2100	2100	F	Term	N

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00086173	UNEMPLOYMENT TAX EXAMINER	2/5/2018	F	68870	1			UI21PY	22	8200	2100	2100	F	Term	N
00086175	UNEMPLOYMENT TAX EXAMINER	9/21/2015	F	82148	1			UI21PY	22	8200	2100	2100	F	Reg	N
00086176	UNEMPLOYMENT TAX EXAMINER	10/5/2015	F	88787	1			UI21PY	22	8200	2100	2100	F	Reg	N
00086177	Unemployment Tax Examiner	11/24/1997	F	79935	0.5			UI21PY	22	8200	2100	2100	F	Reg	N
00086177	Unemployment Tax Examiner	11/24/1997	F	79935	0.5			UI21PY	22	8200	2100	2100	F	Reg	N
00086179	UNEMPLOYMENT TAX EXAMINER	11/16/2015	F	79935	0.5			UI21PY	22	8200	2100	2100	F	Term	N
00086179	UNEMPLOYMENT TAX EXAMINER	11/16/2015	F	79935	0.5			UI21PY	22	8200	2100	2100	F	Term	N
00086180	UNEMPLOYMENT TAX EXAMINER	10/5/2015	F	79935	0.5			UI21PY	22	8200	2100	2100	F	Term	N
00086180	UNEMPLOYMENT TAX EXAMINER	10/5/2015	F	79935	0.5			UI21PY	22	8200	2100	2100	F	Term	N
00086181	UNEMPLOYMENT TAX EXAMINER	5/18/2015	F	68870	0.5			UI21PY	22	8200	2100	2100	F	Term	N
00086181	UNEMPLOYMENT TAX EXAMINER	5/18/2015	F	68870	0.5			UI21PY	22	8200	2100	2100	F	Term	N
00086182	UNEMPLOYMENT TAX EXAMINER	9/21/2015	F	82148	0.5			UI21PY	22	8200	2100	2100	F	Reg	N
00086182	UNEMPLOYMENT TAX EXAMINER	9/21/2015	F	82148	0.5			UI21PY	22	8200	2100	2100	F	Reg	N
00086183	Workforce Development Speciali	1/11/2016	F	82148	1					0100	7200	7000	F	Reg	N
00086184	Unemployment Tax Examiner	8/10/2015	F	64050	0.5			UI21PY	22	8200	2200	2200	F	Term	N
00086184	Unemployment Tax Examiner	8/10/2015	F	64050	0.5			UI21PY	22	8200	2200	2200	F	Term	N
00086185	Unemployment Tax Examiner	4/13/2020	F	57162	1			UI21PY	22	8200	2100	2100	F	Term	N
00086186	Unemployment Tax Examiner	8/3/2020	F	64466	1			UI21PY	22	8200	2100	2100	F	Term	N
00086187	Unemployment Tax Examiner	9/22/2014	F	66292	1			UI21PY	22	8200	2100	2100	F	Reg	N
00086189	Unemployment Call Center Repre	8/25/2014	F	62640	1			UI21PY	22	8200	2200	2200	F	Reg	N
00086190	Program Support Assistant (OA)		V	47317	1			UI21PY	22	8200	2100	2100	F	Reg	N
00086191	Unemployment Call Center Rep.	5/24/2021	F	47317	1			UI21PY	22	8200	2200	2200	F	Term	N
00086192	Unemployment Call Center Repre	8/10/2015	F	57162	1			UI21PY	22	8200	2200	2200	F	Term	N
00086193	Unemployment Tax Examiner	3/1/2021	F	47317	1			UI21PY	22	8200	2100	2100	F	Term	N
00086194	Quality Assurance Specialist	5/4/2015	F	100926	1			UI21PY	22	8200	2500	2500	F	Reg	N
00086195	Unemployment Tax Examiner	6/2/2014	F	75509	0.5			UI21PY	22	8200	2100	2100	F	Term	N
00086195	Unemployment Tax Examiner	6/2/2014	F	75509	0.5			UI21PY	22	8200	2100	2100	F	Term	N
00086196	Workforce Development Spec.	5/23/2016	F	55230	1					0100	4810	4810	F	Reg	N
00086197	Workforce Development Spec.	7/6/2015	F	64466	1					0100	4810	4810	F	Reg	N
00086198	Quality Assurance Specialist	12/27/2016	F	95192	1			UI21PY	22	8200	2500	2500	F	Reg	N
00086199	Unemployment Tax Auditor		V	77649	1	UIM02C	05			0304	2200	2200	F	Reg	N
00086200	Unemployment Tax Auditor		V	77649	1	UIM02C	05			0304	2200	2200	F	Reg	N
00086245	Information Technology Special	9/8/2015	F	103793	0.715					0100	1040	1040	F	Reg	N
00086245	Information Technology Special	9/8/2015	F	103793	0.143					0620	1040	1000	F	Reg	N
00086245	Information Technology Special	9/8/2015	F	103793	0.142					0611	1040	1040	F	Reg	N
00086246	Information Technology Special	6/12/2006	F	136208	1			STIMOD	09	8230	1040	1040	F	Reg	N
00086247	Information Technology Special		V	89457	1					0100	1040	1040	F	Reg	N
00086248	Information Technology Special	8/24/2015	F	106660	1					0100	1040	1040	F	Reg	N
00086249	Information Technology Special	1/23/2017	F	115262	0.142					0611	1040	1040	F	Reg	N
00086249	Information Technology Special	1/23/2017	F	115262	0.715					0100	1040	1040	F	Reg	N
00086249	Information Technology Special	1/23/2017	F	115262	0.143					0620	1040	1000	F	Reg	N
00087369	Program Analyst	8/20/2018	F	93147	1					0100	4820	4820	F	Term	N
00087370	Workforce Development Speciali		V	68870	1					0100	4830	4830	F	Reg	N
00087371	Workforce Development Speciali	10/19/2015	F	79935	0.5					0100	4810	4810	F	Reg	N
00087371	Workforce Development Speciali	10/19/2015	F	79935	0.5					0100	4820	4820	F	Reg	N
00087372	Workforce Development Speciali	3/11/2013	F	79935	1					0100	4810	4810	F	Reg	N
00087373	Program Analyst	5/2/2005	F	98059	1					0100	4810	4810	F	Reg	N
00087374	Workforce Development Speciali	3/6/2017	F	81508	1					0100	4810	4810	F	Term	N

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00087375	Workforce Development Speciali	8/19/2008	F	79935	1					0100	4810	4810	F	Reg	N
00088524	Program Analyst	6/11/2018	F	106660	1			UI21PY	22	8200	2500	2500	F	Reg	N
00088592	Workforce Development Spec.	11/28/2016	F	71770	0.6					0100	5200	5200	F	Reg	N
00088592	Workforce Development Spec.	11/28/2016	F	71770	0.4	FSETCC	22			0700	5200	5200	F	Reg	N
00088593	Staff Assistant	8/22/2016	F	58988	1					0100	5200	5200	F	Term	N
00090644	Program Manager	3/29/2021	F	102000	0.142					0611	1090	1090	F	Reg	N
00090644	Program Manager	3/29/2021	F	102000	0.715					0100	1090	1090	F	Reg	N
00090644	Program Manager	3/29/2021	F	102000	0.143					0620	1090	1000	F	Reg	N
00090645	Program Analyst	3/16/2020	F	100926	0.7					0100	5100	5100	F	Reg	N
00090645	Program Analyst	3/16/2020	F	100926	0.3					0100	5200	5200	F	Reg	N
00090646	Program Analyst	4/26/2021	F	82465	0.6					0100	5100	5100	F	Term	N
00090646	Program Analyst	4/26/2021	F	82465	0.4	FSETTE	22			0700	5100	5100	F	Term	N
00090647	Workforce Development Spec.	10/16/2017	F	55542	0.6					0100	5100	5100	F	Term	N
00090647	Workforce Development Spec.	10/16/2017	F	55542	0.4	FSETTE	22			0700	5100	5100	F	Term	N
00090648	Workforce Development Spec.	10/2/2017	F	79935	0.6					0100	5100	5100	F	Term	N
00090648	Workforce Development Spec.	10/2/2017	F	79935	0.4	FSETTE	22			0700	5100	5100	F	Term	N
00090649	Workforce Development Spec.	8/22/2016	F	86574	0.6					0100	5100	5100	F	Term	N
00090649	Workforce Development Spec.	8/22/2016	F	86574	0.4	FSETTE	22			0700	5100	5100	F	Term	N
00090650	Workforce Development Spec.	5/29/2018	F	84361	1					0100	5200	5200	F	Term	N
00090651	Workforce Development Spec.	8/8/2016	F	60814	1					0100	5200	5200	F	Term	N
00090652	Workforce Development Spec.	9/19/2016	F	62640	0.4	FSETCC	22			0700	5200	5200	F	Term	N
00090652	Workforce Development Spec.	9/19/2016	F	62640	0.6					0100	5200	5200	F	Term	N
00090653	Workforce Development Speciali		V	68870	0.4	FSETCC	22			0700	5200	5200	F	Reg	N
00090653	Workforce Development Speciali		V	68870	0.6					0100	5200	5200	F	Reg	N
00090654	Workforce Development Spec.	12/6/2021	F	62640	0.4	FSETCC	22			0700	5200	5200	F	Term	N
00090654	Workforce Development Spec.	12/6/2021	F	62640	0.6					0100	5200	5200	F	Term	N
00090655	Workforce Development Spec.		V	68870	1					0100	5200	5200	F	Reg	N
00090657	Workforce Development Spec.	10/16/2017	F	79935	0.4	FSETTE	22			0700	5100	5100	F	Term	N
00090657	Workforce Development Spec.	10/16/2017	F	79935	0.6					0100	5100	5100	F	Term	N
00090659	Workforce Development Spec.	3/15/2021	F	66292	0.4	FSETTE	22			0700	5100	5100	F	Term	N
00090659	Workforce Development Spec.	3/15/2021	F	66292	0.6					0100	5200	5200	F	Term	N
00090660	Administrative Officer	5/4/2015	F	120000	0.142					0611	1090	1090	F	Reg	N
00090660	Administrative Officer	5/4/2015	F	120000	0.143					0620	1090	1000	F	Reg	N
00090660	Administrative Officer	5/4/2015	F	120000	0.715					0100	1090	1090	F	Reg	N
00090661	Workforce Development Spec.	12/9/1986	F	98439	1					0100	4810	4810	F	Reg	N
00090662	Workforce Development Spec.	4/29/2019	F	64466.01	0.6					0100	4820	4820	F	Reg	N
00090662	Workforce Development Spec.	4/29/2019	F	64466.01	0.4	FSETSY	22			0700	4820	4820	F	Reg	N
00090664	Workforce Development Speciali	9/17/2018	F	45253	0.6					0100	4820	4820	F	Term	N
00090664	Workforce Development Speciali	9/17/2018	F	45253	0.4	FSETSY	22			0700	4820	4820	F	Term	N
00090665	Workforce Development Speciali	5/29/2018	F	49282	1					0100	4810	4810	F	Term	N
00090666	Workforce Development Speciali		V	38538	0.4	FSETSY	22			0700	4820	4820	F	Reg	N
00090666	Workforce Development Speciali		V	38538	0.6					0100	4820	4820	F	Reg	N
00090667	Program Support Assistant (OA)	8/22/2016	F	53897	1			WYTLPY	19	8200	4840	4000	F	Term	N
00090668	Program Analyst	6/1/2015	F	85209	0.4	FSETSY	22			0700	4820	4820	F	Reg	N
00090668	Program Analyst	6/1/2015	F	85209	0.6					0100	4820	4820	F	Reg	N
00092007	Workforce Development Spec.	2/6/2017	F	64466	1					0100	4820	4820	F	Reg	N
00092008	Workforce Development Spec.	2/21/2017	F	64466	1			WYTLPY	19	8200	4840	4000	F	Term	N
00092009	Workforce Development Spec.	3/9/1992	F	95793	1					0100	4820	4820	F	Reg	N

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00092010	Workforce Development Spec.	4/25/2005	F	98439	1					0100	4820	4820	F	Reg	N
00092011	Program Analyst	8/30/2009	F	110768	1					0100	4820	4820	F	Reg	N
00092119	Supvy Manpower Dev Spec (TEP)	11/25/2019	F	109999.9	0.7					0100	5100	5100	F	Reg	N
00092119	Supvy Manpower Dev Spec (TEP)	11/25/2019	F	109999.9	0.3					0100	5200	5200	F	Reg	N
00092122	Workforce Development Spec.	4/29/2019	F	75509	1					0100	5100	5100	F	Reg	N
00092123	Program Analyst		V	77649	0.142					0611	1090	1090	F	Reg	N
00092123	Program Analyst		V	77649	0.143					0620	1090	1000	F	Reg	N
00092123	Program Analyst		V	77649	0.715					0100	1090	1090	F	Reg	N
00092124	Workforce Development Spec.	8/30/2021	F	75509	1					0100	5100	5100	F	Term	N
00092127	Workforce Development Spec.	12/6/2021	F	62640	0.4	FSETTE	22			0700	5100	5100	F	Term	N
00092127	Workforce Development Spec.	12/6/2021	F	62640	0.6					0100	5100	5100	F	Term	N
00092128	Program Support Assistant (OA)	8/8/2016	F	55542	1					0100	5200	5200	F	Reg	N
00092129	Staff Assistant	3/6/2017	F	68870	1					0100	5200	5200	F	Reg	N
00092130	Workforce Development Spec.	4/18/2005	F	87855	1					0100	5200	5200	F	Reg	N
00092170	Wage & Hour Comp Spec		V	68870	1					0100	3200	3200	F	Reg	N
00092171	Wage & Hour Compliance Spec	3/29/2021	F	62640	1					0100	3200	3200	F	Term	N
00092172	Wage & Hour Compliance Spec	3/18/2019	F	58988	1					0100	3200	3200	F	Reg	N
00092173	Wage & Hour Compliance Spec	11/9/2020	F	64466	1					0100	3200	3200	F	Reg	N
00092295	Workforce Development Spec.	3/23/2015	F	98439	1					0100	4250	4000	F	Term	N
00094158	Wage & Hour Comp Spec	2/2/2009	F	71083	1					0100	3200	3200	F	Reg	N
00094159	Wage & Hour Compliance Spec	12/11/2017	F	64466	1					0100	3200	3200	F	Term	N
00094160	Wage and Hour Specialist	7/11/2016	F	78884	1					0100	3200	3200	F	Reg	N
00094161	Trial Attorney		V	100133	1					0100	3200	3200	F	Reg	N
00094613	DEPUTY DIRECTOR	11/28/1994	F	170249.5	0.5					0620	6100	6000	F	Reg	N
00094613	DEPUTY DIRECTOR	11/28/1994	F	170249.5	0.5			UI21PY	22	8200	2200	2200	F	Reg	N
00094614	Program Analyst		V	89457	1					0620	6100	6000	F	Reg	N
00094615	Program Analyst	8/25/2014	F	112503	1					0620	6100	6000	F	Reg	N
00094616	Associate Director, Paid Famil	1/19/2016	F	160211.4	1					0620	6100	6000	F	Reg	N
00094617	Program Analyst	9/14/2020	F	87281	1					0620	6100	6000	F	Term	N
00094618	Program Analyst	9/14/2020	F	87281	1					0620	6100	6000	F	Term	N
00094619	Program Analyst		V	89457	1					0620	6100	6000	F	Reg	N
00094620	Staff Assistant	7/14/2014	F	68801	1					0620	6100	6000	F	Reg	N
00094621	Staff Assistant	9/14/2020	F	70818	1					0620	6100	6000	F	Term	N
00094728	Program Manager	8/5/2019	F	102118.3	1					0100	4260	4260	F	Reg	N
00094729	Program Manager	4/30/2018	F	117077.6	1					0100	4260	4260	F	Reg	N
00094730	Program Analyst	4/30/2018	F	72834	1					0100	4260	4260	F	Term	N
00094731	Workforce Development Spec.	5/16/2018	F	78884	1			WDSLFY	21	8200	4600	4000	F	Term	N
00094733	Workforce Development Spec.		V	62751	0.5			WDSLFY	21	8200	4600	4600	F	Reg	N
00094733	Workforce Development Spec.		V	62751	0.5			WADLFY	20	8200	4600	4600	F	Reg	N
00094734	Program Analyst		V	77649	1					0100	4260	4260	F	Reg	N
00094735	Supervisory Program Manager	1/4/2010	F	131676.6	0.15			APPREN	20	8200	4300	4000	F	Reg	N
00094735	Supervisory Program Manager	1/4/2010	F	131676.6	0.15					0100	4300	4300	F	Reg	N
00094735	Supervisory Program Manager	1/4/2010	F	131676.6	0.2					0100	4300	4300	F	Reg	N
00094735	Supervisory Program Manager	1/4/2010	F	131676.6	0.5			WYTLPY	19	8200	4840	4000	F	Reg	N
00095146	Information Technology Spec.	4/1/2019	F	99323	0.5					0620	6100	6000	F	Term	N
00095146	Information Technology Spec.	4/1/2019	F	99323	0.5	UIM02C	05			0304	2200	2200	F	Term	N
00095147	Information Technology Spec.	12/23/2019	F	84873	1					0620	6100	6000	F	Term	N
00095148	Information Technology Spec.	4/13/2020	F	136208	1					0620	6100	6000	F	Term	N

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00095149	IT Project Manager	1/22/2019	F	147504.2	1					0620	6100	6000	F	Reg	N
00095172	Workforce Development Speciali	4/18/2017	F	58988	1					0100	5100	5100	F	Term	N
00095345	Operations Manager		V	132000	1					0620	6100	6000	F	Reg	N
00095346	Communications Manager	10/29/2018	F	95652	1					0620	6100	6000	F	Reg	N
00095347	Program Analyst	8/31/2020	F	93147	1					0620	6200	6000	F	Term	N
00095348	Program Analyst	7/22/2019	F	77649	1					0620	6300	6000	F	Term	N
00095349	Program Analyst		V	85209	1					0620	6300	6000	F	Reg	N
00095350	Program Analyst	8/19/2019	F	77649	1					0620	6200	6000	F	Term	N
00095351	Human Resources Specialist	9/13/2021	F	99323	1					0620	6100	6000	F	Reg	N
00095352	Human Resources Specialist	9/13/2021	F	77649	1					0620	6100	6000	F	Reg	N
00095353	Attorney Advisor	9/17/2018	F	110144	1					0620	6100	6000	F	Term	N
00095354	PUBLIC AFFAIRS SPECIALIST		V	77649	1					0620	6100	6000	F	Reg	N
00095355	Program Manager	4/18/2016	F	95651.88	1					0620	6100	6000	F	Reg	N
00095356	Program Analyst		V	77649	1					0620	6100	6000	F	Reg	N
00095357	Program Analyst		V	85209	1					0620	6300	6000	F	Reg	N
00095358	Tax Chief, Paid Family Leave	7/27/2015	F	120824.8	1					0620	6300	6000	F	Reg	N
00096709	Program Support Assistant (OA)	10/1/2018	F	49108	1					0618	3200	3200	F	Reg	N
00096710	Program Support Assistant (OA)	9/4/2018	F	49108	1					0618	3200	3200	F	Term	N
00097065	Supervisory Tax Examiner(Paid	8/10/2015	F	95651.88	1					0620	6300	6000	F	Reg	N
00097066	Supervisory Tax Examiner(Paid		V	114782	1					0620	6300	6000	F	Reg	N
00097067	Supervisory Tax Examiner(Paid	7/22/2019	F	95651.88	1					0620	6300	6000	F	Reg	N
00097068	Program Manager	9/3/2019	F	104236	1					0620	6200	6000	F	Reg	N
00097088	Information Technology Special	10/13/2020	F	112503	1					0620	6100	6000	F	Term	N
00097089	SENIOR ACCOUNTANT	4/22/2013	F	113915	1					0620	120F	100F	F	Reg	N
00097090	Accountant	10/12/2021	F	109016	1					0620	120F	100F	F	Reg	N
00097091	BUDGET ANALYST	10/15/2019	F	95793	1					0620	110F	100F	F	Reg	N
00097092	Financial Specialist	7/15/2013	F	73295	1					0620	110F	100F	F	Reg	N
00097096	Supervisory Tax Examiner(Paid	10/28/2019	F	95651.52	1					0620	6300	6000	F	Reg	N
00097097	Paid Family Leave Claims Exami		V	68870	1					0620	6200	6000	F	Reg	N
00097098	Program Analyst	9/8/2014	F	84873	1					0620	6200	6000	F	Term	N
00097099	BUDGET ANALYST	4/18/2017	F	95793	1					0620	110F	100F	F	Reg	N
00097100	Staff Assistant		V	52080	1					0620	6300	6000	F	Reg	N
00097101	Accountant	9/30/2019	F	68867	1					0620	120F	100F	F	Reg	N
00097359	Staff Assistant	8/30/2021	F	80900	0.5					0620	6100	6000	F	Term	N
00097359	Staff Assistant	8/30/2021	F	80900	0.5			UI21PY	22	8200	2200	2200	F	Term	N
00097360	Information Technology Spec.	4/8/2019	F	87281	1					0620	6100	6000	F	Term	N
00097361	INFORMATION TECHNOLOGY SPEC.		V	89457	0.5					0620	6100	6000	F	Reg	N
00097361	INFORMATION TECHNOLOGY SPEC.		V	89457	0.5	UIM02C	05			0304	2200	2200	F	Reg	N
00097362	INFORMATION TECHNOLOGY SPEC.	6/24/2019	F	115262	0.5					0620	6100	6000	F	Term	N
00097362	INFORMATION TECHNOLOGY SPEC.	6/24/2019	F	115262	0.5	UIM02C	05			0304	2200	2200	F	Term	N
00097363	INFORMATION TECHNOLOGY SPEC.	4/29/2019	F	106660	1					0620	6100	6000	F	Term	N
00097364	INFORMATION TECHNOLOGY SPEC.		V	89457	0.5					0620	6100	6000	F	Reg	N
00097364	INFORMATION TECHNOLOGY SPEC.		V	89457	0.5	UIM02C	05			0304	2200	2200	F	Reg	N
00097386	Writer Editor		V	89457	1					0620	6100	6000	F	Reg	N
00097387	IT Specialist (Security)	11/18/2013	F	100926	0.5					0620	6100	6000	F	Term	N
00097387	IT Specialist (Security)	11/18/2013	F	100926	0.5			UI21PY	22	8200	2200	2200	F	Term	N
00097388	Contact Representative	8/3/2020	F	55409	1					0620	6200	6000	F	Term	N
00097389	Customer Service Representativ	7/23/2018	F	58739	1					0620	6300	6000	F	Term	N

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00097390	Contact Representative	4/27/2020	F	58739	1					0620	6200	6000	F	Term	N
00097391	Customer Service Representativ	6/8/2020	F	53745	1					0620	6200	6000	F	Term	N
00097676	Paid Family Leave Tax Examiner	6/10/2019	F	82148	1					0620	6300	6000	F	Term	N
00097677	Paid Family Leave Tax Examiner	7/22/2019	F	82148	1					0620	6300	6000	F	Term	N
00097678	Paid Family Leave Tax Examiner	6/10/2019	F	88787	1					0620	6300	6000	F	Term	N
00097679	Paid Family Leave Tax Examiner	6/10/2019	F	77722	1					0620	6300	6000	F	Term	N
00097680	Paid Family Leave Tax Examiner	4/4/2016	F	68870	1					0620	6300	6000	F	Term	N
00097681	Paid Family Leave Tax Examiner	9/16/2019	F	84361	1					0620	6300	6000	F	Term	N
00097682	Paid Family Leave Tax Examiner	8/19/2019	F	77722	1					0620	6300	6000	F	Term	N
00097683	Paid Family Leave Tax Examiner	7/20/2020	F	71083	1					0620	6300	6000	F	Term	N
00097684	Paid Family Leave Tax Examiner	5/28/2019	F	77722	1					0620	6300	6000	F	Term	N
00097685	Paid Family Leave Tax Examiner	10/28/2019	F	77722	1					0620	6300	6000	F	Term	N
00097686	Paid Family Leave Tax Examiner	10/28/2019	F	77722	1					0620	6300	6000	F	Term	N
00097687	Paid Family Leave Tax Examiner	8/31/2020	F	75509	1					0620	6300	6000	F	Term	N
00097688	Paid Family Leave Tax Examiner	5/28/2019	F	73296	1					0620	6300	6000	F	Term	N
00097689	Paid Family Leave Tax Examiner	5/28/2019	F	73296	1					0620	6300	6000	F	Term	N
00097722	Paid Family Leave Tax Examiner		V	57162	1					0620	6300	6000	F	Reg	N
00097723	Paid Family Leave Tax Examiner	6/5/2017	F	60814	1					0620	6300	6000	F	Term	N
00097724	Paid Family Leave Tax Examiner	10/5/2015	F	68118	1					0620	6300	6000	F	Term	N
00097725	Paid Family Leave Tax Examiner	6/8/2020	F	62640	1					0620	6300	6000	F	Term	N
00097726	Paid Family Leave Tax Examiner	5/31/2016	F	62640	1					0620	6300	6000	F	Term	N
00097727	Paid Family Leave Tax Examiner	10/17/2016	F	73596	1					0620	6300	6000	F	Term	N
00097728	Staff Assistant	11/25/2019	F	52080	1					0620	6100	6000	F	Temp	N
00097728	Staff Assistant	8/31/2020	F	52080	1					0620	6100	6000	F	Temp	N
00097728	Staff Assistant	8/2/2021	F	52080	1					0620	6100	6000	F	Temp	N
00097729	Paid Family Leave Tax Examiner	10/28/2019	F	75509	1					0620	6300	6000	F	Term	N
00097730	Staff Assistant	11/14/2016	F	68801	1					0620	6300	6000	F	Term	N
00097731	Paid Family Leave Tax Examiner	9/16/2019	F	77722	1					0620	6300	6000	F	Term	N
00097732	Paid Family Leave Tax Examiner	3/15/2021	F	71083	1					0620	6300	6000	F	Term	N
00097733	Paid Family Leave Tax Examiner	8/19/2019	F	77722	1					0620	6300	6000	F	Term	N
00097734	Paid Family Leave Tax Examiner	8/19/2019	F	77722	1					0620	6300	6000	F	Term	N
00097771	Chief of Benefits	9/6/2016	F	109999.9	1					0620	6200	6000	F	Reg	N
00097813	Workforce Development Spec.	10/22/2012	F	64466	1					0100	4260	4260	F	Reg	N
00097814	Workforce Development Spec.	1/21/2020	F	88787	1					0100	4260	4260	F	Reg	N
00097915	Program Analyst		V	85209	1					0100	4260	4260	F	Reg	N
00098184	CUSTOMER SERVICE REPRESENTATIV	10/28/2019	F	70818	1					0620	6300	6000	F	Term	N
00099203	Project Manager	8/15/2011	F	141722.9	1	UIM02C	05			0304	2200	2200	F	Reg	N
00099312	Workforce Development Spec.	6/8/2020	F	84361	1			ESWPPY	21	8200	4600	4600	F	Reg	N
00099313	Workforce Development Speciali	12/9/2019	F	73296	1			WYTSPY	20	8200	4900	4900	F	Reg	N
00099315	Program Analyst		V	77649	0.333			WYTSPY	20	8200	4900	4900	F	Reg	N
00099315	Program Analyst		V	77649	0.333			WADSFY	21	8200	4900	4900	F	Reg	N
00099315	Program Analyst		V	77649	0.333			WDSSFY	21	8200	4900	4900	F	Reg	N
00099317	AUDITOR	3/2/2020	F	92324	0.333			WADSFY	21	8200	4900	4900	F	Reg	N
00099317	AUDITOR	3/2/2020	F	92324	0.333			WYTSPY	20	8200	4900	4900	F	Reg	N
00099317	AUDITOR	3/2/2020	F	92324	0.333			WDSSFY	21	8200	4900	4900	F	Reg	N
00099319	AUDITOR	11/1/2015	F	95192	0.333			WDSSFY	21	8200	4900	4900	F	Reg	N
00099319	AUDITOR	11/1/2015	F	95192	0.333			WADSFY	21	8200	4900	4900	F	Reg	N
00099319	AUDITOR	11/1/2015	F	95192	0.333			WYTSPY	20	8200	4900	4900	F	Reg	N

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00099322	Attorney Advisor	1/21/2020	F	130166	0.333			WYTSPY	20	8200	4900	4900	F	Reg	N
00099322	Attorney Advisor	1/21/2020	F	130166	0.333			WADSFY	21	8200	4900	4900	F	Reg	N
00099322	Attorney Advisor	1/21/2020	F	130166	0.333			WDSSFY	21	8200	4900	4900	F	Reg	N
00099665	Program Analyst	5/15/2015	F	98439.89	1			APPREN	19	8200	4300	4000	F	Term	N
00099860	Program Analyst	9/27/2021	F	95192	1					0620	6200	6000	F	Reg	N
00099864	Program Manager	3/16/2020	F	85249.56	0.7					0100	4300	4300	F	Reg	N
00099864	Program Manager	3/16/2020	F	85249.56	0.3					0100	4300	4300	F	Reg	N
00099904	Staff Assistant	10/26/2020	F	52080	1					0620	6100	6000	F	Term	N
00099915	ECONOMIST		V	89457	1					0620	6100	6000	F	Reg	N
00099985	Program Analyst	6/26/2017	F	92324	1					0620	6100	6000	F	Term	N
00100079	Supervisory Validation Examine	5/24/2021	F	97920	1					0620	6200	6000	F	Reg	N
00100087	Supervisory Benefits Payment E	9/5/2017	F	95651.52	1					0620	6200	6000	F	Reg	N
00100088	Supervisory, Adjudications Exa	6/8/2020	F	96640.5	1					0620	6200	6000	F	Reg	N
00100185	Contact Representative	11/13/2018	F	53745	1					0620	6300	6000	F	Term	N
00100186	Contact Representative	3/16/2020	F	58739	1					0620	6300	6000	F	Term	N
00100187	Contact Representative	3/16/2020	F	53745	1					0620	6200	6000	F	Term	N
00100197	Quality Assurance Specialist		V	62751	1					0620	6200	6000	F	Reg	N
00100198	Quality Assurance Specialist	6/22/2020	F	78884	1					0620	6300	6000	F	Term	N
00100199	Staff Assistant	6/8/2020	F	63733	1					0620	6200	6000	F	Term	N
00100200	Supervisory Hearing and Appeal	1/9/2017	F	115499.7	1					0620	6400	6000	F	Reg	N
00100217	Paid Family Leave Claims Exami		V	68870	1					0620	6200	6000	F	Reg	N
00100218	Paid Family Leave Claims Exami	8/31/2020	F	75509	1					0620	6200	6000	F	Term	N
00100219	Paid Family Leave Claims Exami	6/11/2018	F	75509.46	1					0620	6200	6000	F	Term	N
00100220	Paid Family Leave Claims Exami	8/24/2015	F	71083	1					0620	6200	6000	F	Term	N
00100221	Paid Family Leave Claims Exami	5/31/2016	F	71083	1					0620	6200	6000	F	Term	N
00100334	Unemployment Tax Auditor	2/24/2014	F	89690	1	UIM02C	05			0304	2200	2200	F	Term	N
00100335	Unemployment Tax Auditor	9/13/2010	F	89690	1	UIM02C	05			0304	2200	2200	F	Reg	N
00100336	Unemployment Tax Auditor	3/25/2013	F	92098	1	UIM02C	05			0304	2200	2200	F	Reg	N
00100395	Paid Family Leave Claims Exami		V	85209	1					0620	6200	6000	F	Reg	N
00100396	Paid Family Leave Claims Exami	6/8/2020	F	87855	1					0620	6200	6000	F	Term	N
00100397	Paid Family Leave Claims Exami	6/8/2020	F	87855	1					0620	6200	6000	F	Term	N
00100398	Paid Family Leave Claims Exami	7/22/2019	F	87855	1					0620	6200	6000	F	Term	N
00100399	Paid Family Leave Claims Exami	6/8/2020	F	87855	1					0620	6200	6000	F	Term	N
00100400	Paid Family Leave Claims Exami		V	85209	1					0620	6200	6000	F	Reg	N
00100401	Paid Family Leave Claims Exami	7/6/2020	F	87855	1					0620	6200	6000	F	Term	N
00100402	Paid Family Leave Claims Exami	9/5/2017	F	85209	1					0620	6200	6000	F	Term	N
00100404	Paid Family Leave Claims Exami	10/13/2020	F	77722	1					0620	6200	6000	F	Term	N
00100405	Paid Family Leave Claims Exami	1/4/2021	F	75509	1					0620	6200	6000	F	Term	N
00100406	Paid Family Leave Claims Exami	10/13/2020	F	75509	1					0620	6200	6000	F	Term	N
00100407	Paid Family Leave Claims Exami		V	85209	1					0620	6200	6000	F	Reg	N
00100408	Paid Family Leave Claims Exami	6/21/2021	F	93147	1					0620	6200	6000	F	Term	N
00100409	Paid Family Leave Claims Exami	5/28/2019	F	85209	1					0620	6200	6000	F	Term	N
00100690	Program Support Specialist	8/31/2020	F	64466	1					0620	6200	6000	F	Term	N
00100691	Program Support Specialist	3/15/2020	F	58988	1					0620	6200	6000	F	Term	N
00100707	Workforce Development Spec.	11/9/2020	F	75509	1			WDSLFY	21	8200	4600	4000	F	Term	N
00100708	Workforce Development Spec.	11/9/2020	F	75509	1			WDSLFY	21	8200	4600	4000	F	Term	N
00101807	Clerical Assistant (OA)	2/1/2021	F	43118	1			EUPUAP	21	8231	2200	2200	F	Term	N
00101808	Clerical Assistant (OA)	8/17/2020	F	49108	1			EUPUAP	21	8231	2200	2200	F	Term	N

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00101809	Clerical Assistant (OA)	8/3/2020	F	49108	1			EUPUAP	21	8231	2200	2200	F	Term	N
00101810	UNEMPLOYMENT COMPENSATION CLAI	6/24/2019	F	58739	1			EUPUAP	21	8231	2200	2200	F	Term	N
00101811	UNEMPLOYMENT COMPENSATION CLAI	8/3/2020	F	58739	1			EUPUAP	21	8231	2200	2200	F	Term	N
00101812	UNEMPLOYMENT COMPENSATION CLAI	6/15/2020	F	58739	1			EUPUAP	21	8231	2200	2200	F	Term	N
00101813	UNEMPLOYMENT COMPENSATION CLAI	3/1/2021	F	57074	1			EUPUAP	21	8231	2200	2200	F	Temp	N
00101814	UNEMPLOYMENT COMPENSATION CLAI	2/1/2021	F	52080	1			EUPUAP	21	8231	2200	2200	F	Term	N
00101815	UNEMPLOYMENT COMPENSATION CLAI		V	52080	1			EUPUAP	21	8231	2200	2200	F	Temp	N
00101816	UNEMPLOYMENT COMPENSATION CLAI	8/17/2020	F	58739	1			EUPUAP	21	8231	2200	2200	F	Term	N
00101817	UNEMPLOYMENT COMPENSATION CLAI		V	52080	1			EUPUAP	21	8231	2200	2200	F	Reg	N
00101818	UNEMPLOYMENT COMPENSATION CLAI	8/31/2020	F	58739	1			EUPUAP	21	8231	2200	2200	F	Term	N
00101819	UNEMPLOYMENT COMPENSATION CLAI		V	52080	1			EUPUAP	21	8231	2200	2200	F	Reg	N
00101820	Supvy Unemp Comp Claims Exam.	12/12/2016	F	83174.88	1			EUPUAP	21	8231	2200	2200	F	Reg	N
00101826	Program Support Specialist	8/31/2020	F	64466	1					0620	6400	6000	F	Term	N
00101834	Hearing Examiner		V	89457	1					0620	6400	6000	F	Reg	N
00101835	Hearing Examiner	4/26/2021	F	98059	1					0620	6400	6000	F	Term	N
00101837	Wage & Hour Compliance Spec	11/8/2021	F	57162	1					0620	6100	6000	F	Temp	N
00101838	Wage & Hour Compliance Spec	8/17/2020	F	57162	1					0620	6100	6000	F	Temp	N
00101839	Wage Hour Compliance Specialis	8/17/2020	F	47317	1					0620	6100	6000	F	Temp	N
00101840	Wage Hour Compliance Specialis	8/31/2020	F	47317	1					0620	6100	6000	F	Temp	N
00101841	Wage Hour Compliance Specialis		V	47317	1					0620	6100	6000	F	Temp	N
00101842	Program Manager		V	99810	1					0620	6100	6000	F	Reg	N
00101851	Clerk		V	30960	1			WDSCVD	20	8231	4600	4600	F	Temp	N
00101852	Clerk		V	30960	1			WDSCVD	20	8231	4600	4600	F	Temp	N
00101853	Clerk		V	30960	1			WDSCVD	20	8231	4600	4600	F	Temp	N
00101854	Clerk		V	30960	1			WDSCVD	20	8231	4600	4600	F	Temp	N
00101855	Clerk		V	30960	1			WDSCVD	20	8231	4600	4600	F	Temp	N
00101867	Program Support Assistant (OA)	10/13/2020	F	43118	1					8150	COV9	COV9	F	Temp	N
00101868	Program Support Assistant (OA)	9/28/2020	F	43118	1					8150	COV9	COV9	F	Temp	N
00101869	Program Support Assistant (OA)	9/28/2020	F	43118	1					8150	COV9	COV9	F	Temp	N
00101870	Program Support Assistant (OA)	9/28/2020	F	43118	1					8150	COV9	COV9	F	Temp	N
00101871	Program Support Assistant (OA)	10/13/2020	F	43118	1					8150	COV9	COV9	F	Temp	N
00101872	Program Support Assistant (OA)		V	43118	1					8150	COV9	COV9	F	Temp	N
00101873	Program Support Assistant (OA)	10/13/2020	F	43118	1					8150	COV9	COV9	F	Temp	N
00101874	Program Support Assistant (OA)	9/28/2020	F	43118	1					8150	COV9	COV9	F	Temp	N
00101875	Program Support Assistant (OA)	10/13/2020	F	43118	1					8150	COV9	COV9	F	Temp	N
00101876	Program Support Assistant (OA)	11/9/2020	F	43118	1					8150	COV9	COV9	F	Temp	N
00101877	Program Support Assistant (OA)		V	43118	1					8150	COV9	COV9	F	Temp	N
00101878	Program Support Assistant (OA)	9/28/2020	F	43118	1					8150	COV9	COV9	F	Temp	N
00101879	Adjudication Specialist		V	62751	1					8150	COV9	COV9	F	Temp	N
00101880	Adjudication Specialist		V	62751	1					8150	COV9	COV9	F	Temp	N
00101881	Adjudication Specialist		V	62751	1					8150	COV9	COV9	F	Temp	N
00101882	Adjudication Specialist		V	62751	1					8150	COV9	COV9	F	Temp	N
00101883	Adjudication Specialist	9/14/2020	F	62751	1					8150	COV9	COV9	F	Temp	N
00101884	Adjudication Specialist	9/14/2020	F	62751	1					8150	COV9	COV9	F	Temp	N
00101885	Adjudication Specialist	9/14/2020	F	62751	1					8150	COV9	COV9	F	Temp	N
00101886	Adjudication Specialist	9/14/2020	F	62751	1					8150	COV9	COV9	F	Temp	N
00101887	Adjudication Specialist	4/12/2021	F	68801	1					8150	COV9	COV9	F	Temp	N
00101888	Adjudication Specialist		V	62751	1					8150	COV9	COV9	F	Temp	N

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00101889	Adjudication Specialist		V	62751	1					8150	COV9	COV9	F	Temp	N
00101890	Adjudication Specialist	1/19/2021	F	62751	1					8150	COV9	COV9	F	Temp	N
00102211	Workforce Development Spec.	10/26/2020	F	62751	1			OWESIC	20	8200	4100	4100	F	Temp	N
00102352	Workforce Development Spec.	1/19/2021	F	82148	1			WYTLPY	19	8200	4840	4000	F	Term	N
00102353	Program Analyst	3/16/2020	F	95793	1			WYTLPY	19	8200	4840	4000	F	Reg	N
00102354	Program Manager	1/7/2019	F	96009.54	1			WYTLPY	19	8200	4840	4000	F	Reg	N
00102504	Program Analyst	10/16/2017	F	98439	1					0100	4260	4260	F	Term	N
00102506	Program Analyst	1/19/2021	F	80900	1					0100	3200	3200	F	Reg	N
00102507	Wage & Hour Compliance Spec	3/18/2019	F	58988	1					0100	3200	3200	F	Reg	N
00102508	Wage & Hour Comp Spec	11/13/2018	F	71083	1					0100	3200	3200	F	Reg	N
00102541	Program Analyst	12/21/2020	F	85209	1					0100	4810	4810	F	Temp	N
00102611	UNEMPLOYMENT COMPENSATION CLAI	4/12/2021	F	52080	1			EUPUAP	20	8231	2400	2400	F	Temp	N
00102612	UNEMPLOYMENT COMPENSATION CLAI	12/21/2020	F	52080	1			EUPUAP	20	8231	2400	2400	F	Temp	N
00102613	UNEMPLOYMENT COMPENSATION CLAI		V	52080	1			EUPEUC	20	8231	2400	2400	F	Temp	N
00102614	UNEMPLOYMENT COMPENSATION CLAI	8/17/2020	F	52080	1			EUPUAP	20	8231	2400	2400	F	Temp	N
00102615	UNEMPLOYMENT COMPENSATION CLAI	8/17/2020	F	52080	1			EUPUAP	20	8231	2400	2400	F	Temp	N
00102616	UNEMPLOYMENT COMPENSATION CLAI	8/17/2020	F	52080	1			EUPUAP	20	8231	2400	2400	F	Temp	N
00102617	UNEMPLOYMENT COMPENSATION CLAI	12/21/2020	F	52080	1			EUPUAP	20	8231	2400	2400	F	Temp	N
00102618	UNEMPLOYMENT COMPENSATION CLAI	2/1/2021	F	52080	1			EUPUAP	20	8231	2400	2400	F	Temp	N
00102619	UNEMPLOYMENT COMPENSATION CLAI		V	52080	1			EUPUAP	20	8231	2400	2400	F	Temp	N
00102620	UNEMPLOYMENT COMPENSATION CLAI	8/17/2020	F	52080	1			EUPUAP	20	8231	2400	2400	F	Temp	N
00102621	UNEMPLOYMENT COMPENSATION CLAI	10/25/2021	F	52080	1			EUPUAP	20	8231	2400	2400	F	Temp	N
00102622	UNEMPLOYMENT COMPENSATION CLAI		V	52080	1			EUPEUC	20	8231	2400	2400	F	Temp	N
00102623	UNEMPLOYMENT COMPENSATION CLAI	3/1/2021	F	52080	1			EUPUAP	20	8231	2400	2400	F	Temp	N
00102624	Unemployment Compensation Busi	10/12/2021	F	77649	1			EUPUAP	20	8231	2400	2400	F	Temp	N
00102625	Supvy Unemp Comp Claims Exam.	2/2/2009	F	83175	1			EUPUAP	20	8231	2400	2400	F	Reg	N
00102626	UNEMPLOYMENT COMPENSATION CLAI	12/21/2020	F	52080	1			EUPUAP	21	8231	2200	2200	F	Temp	N
00102627	UNEMPLOYMENT COMPENSATION CLAI	12/21/2020	F	52080	1			EUPUAP	21	8231	2200	2200	F	Temp	N
00102628	UNEMPLOYMENT COMPENSATION CLAI	2/16/2021	F	52080	1			EUPUAP	21	8231	2200	2200	F	Temp	N
00102629	UNEMPLOYMENT COMPENSATION CLAI	2/16/2021	F	52080	1			EUPUAP	21	8231	2200	2200	F	Temp	N
00102630	UNEMPLOYMENT COMPENSATION CLAI		V	52080	1			EUPUAP	21	8231	2200	2200	F	Temp	N
00102631	UNEMPLOYMENT COMPENSATION CLAI	3/29/2021	F	52080	1			EUPUAP	20	8231	2400	2400	F	Temp	N
00102632	UNEMPLOYMENT COMPENSATION CLAI		V	62751	1			EUPEUC	20	8231	2200	2200	F	Temp	N
00102636	Apprenticeship & Training Rep	2/16/2021	F	85209	1			APPREN	20	8200	4300	4000	F	Temp	N
00102647	Unemploy Comp Claims Exam	5/10/2021	F	43118	1			EUPEUC	20	8231	2200	2200	F	Temp	N
00102648	Unemploy Comp Claims Exam	2/1/2021	F	43118	1			EUPEUC	20	8231	2200	2200	F	Temp	N
00102649	Unemploy Comp Claims Exam		V	43118	1			EUPEUC	20	8231	2200	2200	F	Temp	N
00102667	Clerical Assistant (OA)	7/6/2021	F	46113	1					0611	3400	3400	F	Term	N
00102668	Clerical Assistant (OA)	6/21/2021	F	43118	1					0611	3400	3400	F	Term	N
00102669	Clerical Assistant (OA)	6/21/2021	F	46113	1					0611	3400	3400	F	Term	N
00102674	PGM ANALYST		V	105730	1					0620	6100	6000	F	Reg	N
00102675	Staff Assistant	6/21/2021	F	62751	1					0620	6100	6000	F	Term	N
00102676	Paid Family Leave Tax Examiner	4/12/2021	F	75509	1					0620	6300	6000	F	Term	N
00102677	Paid Family Leave Tax Examiner	3/16/2020	F	68870	1					0620	6300	6000	F	Term	N
00102678	Paid Family Leave Tax Examiner	10/28/2019	F	73296	1					0620	6300	6000	F	Term	N
00102781	Program Manager	8/2/2021	F	114240	1			UI21PY	22	8200	2100	2100	F	Reg	N
00102912	Senior Deputy Director		V	162584	1					8150	COV9	COV9	F	Reg	N
00102913	Program Manager	4/12/2021	F	95651.52	1					8150	COV9	COV9	F	Temp	N

DOES POH 2022_Q26 Schedule A Position Funding

Posn Nbr	Title	Hire Date	Vac Stat	Salary	FTE x Dist %	Proj Nbr	Proj Phase	Grant Nbr	Grant Phas	Fund Code	Prgm Code	Activity	F/P Time	Reg/Temp/	WAE
00102914	Public Affairs Specialist		V	77649	1					8150	COV9	COV9	F	Temp	N
00102918	Program Analyst	11/12/2019	F	80057	1					8150	COV9	COV9	F	Temp	N
00102919	Program Analyst	7/19/2021	F	77649	1					8150	COV9	COV9	F	Temp	N
00102920	Unemployment Compensation Busi	7/19/2021	F	96914	1					8150	COV9	COV9	F	Temp	N
00102921	Unemployment Compensation Busi	9/27/2021	F	77649	1					8150	COV9	COV9	F	Temp	N
00102922	Program Analyst		V	77649	1					8150	COV9	COV9	F	Temp	N
00102923	Information Technology Spec.	10/25/2021	F	77649	1					8150	COV9	COV9	F	Temp	N
00102923	Information Technology Spec.	10/25/2021	F	77649	1					8150	COV9	COV9	F	Temp	N
00102924	Information Technology Spec.	11/8/2021	F	77649	1					8150	COV9	COV9	F	Temp	N
00102925	Information Technology Spec.	3/29/2021	F	77649	1					8150	COV9	COV9	F	Temp	N
00102926	Program Analyst	4/26/2021	F	68801	1					8150	COV9	COV9	F	Temp	N
00102927	Program Analyst		V	77649	1					8150	COV9	COV9	F	Temp	N
00102928	Information Technology Special		V	62751	1					8150	COV9	COV9	F	Temp	N
00102929	Program Analyst		V	62751	1					8150	COV9	COV9	F	Temp	N
00103102	Compliance Specialist		V	77649	1					0620	6600	6000	F	Reg	N
00103103	Compliance Specialist		V	77649	1					0620	6600	6000	F	Reg	N
00103104	Program Manager	10/1/2018	F	110000	1					0620	6600	6000	F	Reg	N
00103105	Program Support Specialist		V	52080	1					0620	6600	6000	F	Reg	N
00103106	Program Analyst		V	77649	1					0620	6100	6000	F	Reg	N
00103107	Program Manager		V	132000	1					0620	6600	6000	F	Reg	N
00104608	Unemploy Comp Claims Exam	11/8/2021	F	47611	1			EUPEUC	20	8231	2200	2200	F	Temp	N
00104609	Qual. Control Coordinator (UI)		V	77649	1			EUMEUC	21	8231	2200	2200	F	Temp	N
00104610	Qual. Control Coordinator (UI)		V	77649	1			EUMEUC	21	8231	2200	2200	F	Temp	N
00104611	UNEMPLOYMENT COMPENSATION CLAI		V	52080	1			EUPUAP	20	8231	2400	2400	F	Temp	N
00104612	UNEMPLOYMENT COMPENSATION CLAI		V	52080	1			EUPUAP	20	8231	2400	2400	F	Temp	N
00104613	UNEMPLOYMENT COMPENSATION CLAI		V	52080	1			EUPUAP	20	8231	2400	2400	F	Temp	N
00104614	UNEMPLOYMENT COMPENSATION CLAI		V	52080	1			EUPUAP	20	8231	2400	2400	F	Temp	N
00104615	UNEMPLOYMENT COMPENSATION CLAI		V	52080	1			EUPEUC	20	8231	2400	2400	F	Temp	N
00104616	UNEMPLOYMENT COMPENSATION CLAI		V	52080	1			EUPEUC	20	8231	2400	2400	F	Temp	N
00104617	UNEMPLOYMENT COMPENSATION CLAI		V	52080	1			EUPEUC	20	8231	2400	2400	F	Temp	N
00104618	HEARING APPEALS EXAMINER	4/13/2020	F	77649	1			EUMEUC	21	8231	2200	2200	F	Term	N
00104619	HEARING APPEALS EXAMINER		V	77649	1			EUPEUC	20	8231	2200	2200	F	Temp	N
00104620	UNEMPLOYMENT COMPENSATION CLAI		V	62751	1			EUPEUC	20	8231	2200	2200	F	Temp	N
00104621	UNEMPLOYMENT COMPENSATION CLAI		V	62751	1			EUPEUC	20	8231	2200	2200	F	Temp	N
00104622	Supvy Unemp Comp Claims Exam.	6/16/2014	F	87928	1			EUPEUC	20	8231	2200	2200	F	Reg	N
00104623	Supvy Unemp Comp Claims Exam.		V	99810	1			EUPEUC	20	8231	2200	2200	F	Temp	N
00105344	Program Analyst		V	85209	1					0100	4810	4810	F	Reg	N
00105345	Workforce Development Spec.		V	57162	1					0100	4810	4810	F	Reg	N
00105346	Workforce Development Spec.		V	57162	1					0100	4810	4810	F	Reg	N
00105347	Workforce Development Spec.		V	57162	1					0100	4810	4810	F	Reg	N
00105532	Contact Representative		V	52080	1					0620	6200	6000	F	Reg	N
00105533	Contact Representative		V	52080	1					0620	6200	6000	F	Reg	N
00105549	Paralegal Specialist		V	62751	1					8157	1088	1088	F	Reg	N
00105550	Paralegal Specialist		V	62751	1					8157	1088	1088	F	Reg	N
00105551	Paralegal Specialist		V	62751	1					8157	1088	1088	F	Temp	N
00105552	Paralegal Specialist		V	77649	1					8157	1088	1088	F	Temp	N
00105553	Paralegal Specialist		V	77649	1					8157	1088	1088	F	Temp	N
00105554	Attorney Advisor		V	104766	1					8157	1088	1088	F	Temp	N

DOES POH 2022 Q26_Schedule A Position Funding

DOES POH 2022_Q26 Schedule A Position Funding

Posn Nbr	Title	Hire Date	Vac Stat	Salary	FTE x Dist %	Proj Nbr	Proj Phase	Grant Nbr	Grant Phas	Fund Code	Prgm Code	Activity	F/P Time	Reg/Temp/	WAE
TOTAL POSITIONS PRINTED = 1392															

DOES POH 2022 Q27b_Vacant Positions

Position Number	Title	Grade	Union	Date Vacated	Days Vacant	Status
00000467	ADMIN LAW JUDGE	14	XAA	12/19/2021	19	Pending Posting
00001069	Workforce Development Speciali	5	XAA	8/28/2021	132	Hold for Summer Temp Positions
00004348	Workforce Development Spec.	12	BOA	8/29/2021	131	Tentative Selection
00005491	Supvy Unemp Comp Claims Exam.	12	MSS	12/17/2021	21	Pending
00005911	Unemploy. Comp. Claims Exam.	5	BOA	2/28/2021	313	Pending Selection
00007655	UNEMPLOYMENT COMPENSATION CLAI	11	BOA	10/24/2021	75	Pending Posting
00007823	Program Support Assistant (OA)	7	BOA	6/6/2021	215	Tentative Selection
00008183	Investigator (Unemp Comp Clms)	12	XAA	7/24/2021	167	Tentative Selection
00008449	Program Analyst	11	BOA	6/6/2021	215	Pending Posting
00008625	Workforce Development Spec.	11	BOA	7/10/2021	181	Tentative Selection
00008799	Program Analyst	12	XAA	7/20/2021	171	Hold for Reassignment
00010411	Supv Unemp Comp Claims Exam	13	MSS	1/1/2022	6	Pending 52
00010598	Supv Unemp Comp Claims Exam	13	MSS	3/3/2021	310	Tentative Selection
00010640	Workforce Development Speciali	5	XAA	8/28/2021	132	Hold for Summer Temp Positions
00010893	Program Manager	12	MSS	10/1/2021	98	Tentative Selection
00010909	Adjudication Specialist	11	XAA	9/26/2021	103	Hold for Temp Promotion
00011062	Staff Assistant	11	BOA	12/28/2021	10	Pending
00012319	Safety & Occup. Health Spec.	11	BOA	10/9/2021	90	Tentative Selection
00012385	Unemploy. Comp. Claims Officer	14	MSS	3/31/2021	282	Pending Posting
00012484	Support Services Specialist	9	BOA	8/28/2021	132	Tentative Selection
00012517	Workforce Development Program	13	XAA	1/1/2022	6	Pending 52
00012943	Staff Assistant	11	BOA	3/28/2021	285	Tentative Selection
00013535	Unemploy Comp Claims Exam	7	BOA	7/17/2021	174	Tentative Selection
00015811	Clerical Assistant (OA)	7	BOA	11/2/2021	66	Pending
00015819	Adjudication Specialist	11	XAA	2/6/2021	335	Tentative Selection
00016039	Manpower Development Spec	12	BOA	11/22/2020	411	Pending
00016104	Workforce Development Spec.	11	BOA	6/20/2021	201	Tentative Selection
00016328	INSURANCE EXAM WORKERS COMP	11	BOA	11/10/2019	789	Pending
00016478	Staff Assistant	9	XAA	10/16/2021	83	Filled
00016655	Staff Assistant	11	XAA	10/30/2021	69	Pending
00016696	Adjudication Specialist	11	XAA	7/9/2021	182	Tentative Selection
00016814	MANPOWER DEVELOPMENT SPECIALIS	11	BOA	1/1/2022	6	Pending 52
00017008	Information Technology Special	11	XAA	5/9/2021	243	Tentative Selection
00017538	Unemploy Comp Claims Exam	7	BOA	7/24/2021	167	Pending
00017620	UNEMPLOYMENT TAX ACCT SPEC	13	XAA	1/1/2022	6	Pending 52
00018526	Clerical Assistant (OA)	7	BOA	8/29/2021	131	Tentative Selection
00018647	CLAIMS CLERK	6	BOA	1/1/2022	6	Pending 52
00018831	Staff Assistant	9	BOA	2/14/2021	327	Tentative Selection
00020405	SUPV WORKERS COMP EXAM	14	MSS	1/1/2022	6	Pending 52
00020432	Staff Assistant	9	BOA	6/26/2021	195	Tentative Selection
00020466	Lead Workers' Comp Claims Exam	13	XAA	7/3/2021	188	Hold for Reassignment
00020514	UC CLAIMS EXAMINER	11	BOA	8/14/2021	146	Pending
00021025	Staff Assistant	11	XAA	5/9/2021	243	Pending
00021311	Program Analyst	14	XAA	1/1/2022	6	Pending 52
00021481	Unemployment Call Center Rep.	7	XAA	1/1/2022	6	Pending 52
00022008	UNEMPLOY COMP CLAIMS EXAMINER	11	BOA	1/1/2022	6	Pending 52
00022128	Labor Economist	12	BOA	10/1/2021	98	Pending Posting
00023035	UNEMPLOYMENT COMPENSATION CLAI	11	BOA	10/24/2021	75	Hold - Employee in Temp Promotion
00024595	Management Analyst	13	BOA	1/1/2022	6	Pending 52
00024682	UNEMPLOYMENT COMPENSATION CLAI	11	BOA	10/24/2021	75	Hold - Employee in Temp Promotion
00024711	Workforce Development Spec.	11	BOA	7/10/2021	181	Posted
00025243	Program Analyst	14	XAA	10/9/2021	90	Tentative Promotion
00027051	UNEMPLOYMENT COMPENSATION CLAI	9	BOA	12/28/2021	10	Pending OCFO
00027714	UNEMPLOYMENT COMPENSATION CLAI	11	BOA	11/7/2021	61	Pending Posting
00028395	ADMIN LAW JUDGE	14	XAA	9/12/2021	117	Hold - Employee in Temp Promotion
00034041	Program Analyst	13	XAA	11/27/2021	41	Interviewing
00036299	Workforce Development Speciali	5	XAA	8/28/2021	132	Hold for Summer Temp Positions
00037660	Staff Assistant	11	BOA	10/10/2021	89	Pending Interviews
00038412	Workforce Development Spec.	11	BOA	11/30/2021	38	G. Hughes LOA error (active employee)
00038417	Workforce Development Spec.	11	BOA	8/29/2021	131	Posted
00041741	SUPERVISORY ATTORNEY ADVISOR	2	XAA	8/29/2021	131	Hold - Employee in temp reassignment
00042675	Staff Assistant	9	BOA	1/1/2022	6	Pending 52
00043155	Staff Assistant	9	BOA	4/1/2018	1377	Tentative Selection
00043930	INFORMATION TECHNOLOGY SPECIAL	12	BOA	1/1/2022	6	Pending 52

DOES POH 2022 Q27b_Vacant Positions

Position Number	Title	Grade	Union	Date Vacated	Days Vacant	Status
00044893	Attorney Advisor	13	BQA	8/29/2020	496	Pending
00044898	Admin. Law/Appeals Judge	14	XAA	1/1/2022	6	Pending 52
00046186	Auditor	12	XAA	9/4/2021	125	Pending Interviews
00047306	Wage Hour Compliance Specialis	7	XAA	10/11/2020	453	Hold - No Funding
00047366	Unemployment Tax Examiner	9	BOA	11/7/2021	61	Pending Posting
00047367	Program Analyst	12	XAA	10/25/2020	439	Hold - Employee in temp reassignment
00051462	Unemploy Comp Claims Exam	7	BOA	5/23/2021	229	Pending
00051463	Supv Unemp Comp Claims Exam	13	MSS	12/11/2021	27	Pending
00063214	Chief of Benefits	14	XAA	7/31/2021	160	Pending Posting
00067589	Unemploy Comp Claims Exam	7	BOA	8/15/2021	145	Pending
00075069	Staff Assistant	11	XAA	10/10/2021	89	Pending DCHR
00075192	Program Analyst	11	BOA	11/2/2021	66	Pending OCFO
00075195	Program Analyst	12	XAA	12/4/2021	34	Pending Posting
00077360	Auditor	12	XAA	6/11/2021	210	Pending Interviews
00077781	Program Support Assistant (OA)	7	BOA	8/2/2021	158	Pending
00083192	Program Manager	12	MSS	8/29/2021	131	Pending
00083536	Wage Hour Compliance Specialis	7	XAA	10/25/2020	439	Hold-No Funding
00083539	Unemployment Call Center Rep.	7	XAA	4/25/2021	257	Pending
00083542	Unemployment Tax Examiner	9	BOA	8/15/2021	145	Tentative Selection
00084775	UNEMPLOYMENT COMPENSATION CLAI	9	BOA	12/25/2021	13	Pending OCFO
00084776	UNEMPLOYMENT COMPENSATION CLAI	9	BOA	8/30/2020	495	Hold - Temp Promo
00084777	Assoc. Director, Unempl. Comp.	15	MSS	12/9/2018	1125	Pending
00084816	Workforce Development Spec.	12	BOA	10/24/2021	75	Posted
00085662	Staff Assistant	11	XAA	8/30/2020	495	Pending
00086088	Program Manager	12	MSS	11/20/2021	48	Pending Posting
00086092	Program Manager	13	MSS	9/18/2021	111	Pending
00086190	Program Support Assistant (OA)	7	BOA	8/10/2021	150	Tentative Selection
00086199	Unemployment Tax Auditor	12	XAA	10/25/2020	439	Hold -Employee in Temp Promotion
00086200	Unemployment Tax Auditor	12	XAA	10/25/2020	439	Hold-Employee in Reassignment
00086247	Information Technology Special	13	XAA	7/31/2021	160	Tentative Promotion
00087370	Workforce Development Speciali	11	BOA	9/26/2021	103	Tentative Selection
00090653	Workforce Development Speciali	11	BOA	8/1/2021	159	Tentative Promotion
00090655	Workforce Development Spec.	11	BOA	7/3/2021	188	Posted
00090666	Workforce Development Speciali	5	BOA	3/14/2021	299	Hold - Employee in Temp Promotion
00092123	Program Analyst	12	XAA	12/5/2021	33	Pending Interviews
00092170	Wage & Hour Comp Spec	11	BOA	4/25/2021	257	Tentative Promotion
00094161	Trial Attorney	13	BQA	10/24/2021	75	Pending
00094614	Program Analyst	13	XAA	12/5/2021	33	Hold-Employee in Temp Promotion
00094619	Program Analyst	13	XAA	9/4/2021	125	Pending Posting
00094733	Workforce Development Spec.	11	XAA	10/24/2021	75	Tentative Selection
00094734	Program Analyst	12	XAA	2/14/2021	327	Tentative Selection
00095345	Operations Manager	14	MSS	6/5/2021	216	Pending
00095349	Program Analyst	12	BOA	10/17/2019	813	Pending
00095354	PUBLIC AFFAIRS SPECIALIST	12	XAA	12/5/2021	33	Pending
00095356	Program Analyst	12	XAA	4/11/2021	271	Tentative Promotion
00095357	Program Analyst	12	BOA	1/1/2022	6	Pending 52
00097066	Supervisory Tax Examiner(Paid	13	MSS	12/5/2021	33	Pending Program
00097097	Paid Family Leave Claims Exami	11	BOA	9/25/2021	104	Filled
00097100	Staff Assistant	9	XAA	11/21/2021	47	Tentative Promotion
00097361	INFORMATION TECHNOLOGY SPEC.	13	XAA	1/11/2019	1092	Pending Reposting
00097364	INFORMATION TECHNOLOGY SPEC.	13	XAA	6/19/2021	202	Pending Reposting
00097386	Writer Editor	13	XAA	9/8/2021	121	Pending Reposting
00097722	Paid Family Leave Tax Examiner	9	BOA	4/14/2021	268	Tentative Selection
00097915	Program Analyst	12	BOA	2/28/2021	313	Pending
00099315	Program Analyst	12	XAA	8/15/2021	145	Pending
00099915	ECONOMIST	13	XAA	10/30/2019	800	Tentative Selection
00100197	Quality Assurance Specialist	11	XAA	8/1/2021	159	Pending Interviews
00100217	Paid Family Leave Claims Exami	11	BOA	7/8/2021	183	Filled
00100395	Paid Family Leave Claims Exami	12	BOA	10/10/2021	89	Pending Interviews
00100400	Paid Family Leave Claims Exami	12	BOA	11/8/2020	425	Pending Interviews
00100407	Paid Family Leave Claims Exami	12	BOA	4/1/2020	646	Pending Posting
00101815	UNEMPLOYMENT COMPENSATION CLAI	9	XAA	9/26/2021	103	Pending
00101817	UNEMPLOYMENT COMPENSATION CLAI	9	XAA	9/26/2021	103	Pending
00101819	UNEMPLOYMENT COMPENSATION CLAI	9	XAA	8/28/2021	132	Pending

DOES POH 2022 Q27b_Vacant Positions

Position Number	Title	Grade	Union	Date Vacated	Days Vacant	Status
00101834	Hearing Examiner	13	XAA	12/11/2021	27	Pending
00101841	Wage Hour Compliance Specialis	7	BOA	9/29/2021	100	Pending
00101842	Program Manager	12	MSS	6/20/2021	201	Hold- Temp Position no plans to recruit
00101851	Clerk	3	XAA	7/17/2021	174	Hold - Dislocated Worker
00101852	Clerk	3	XAA	7/15/2020	541	Hold - Dislocated Worker
00101853	Clerk	3	XAA	7/6/2021	185	Hold - Dislocated Worker
00101854	Clerk	3	XAA	12/6/2020	397	Hold - Dislocated Worker
00101855	Clerk	3	XAA	7/15/2020	541	Hold- Dislocated Worker
00101872	Program Support Assistant (OA)	7	XAA	7/16/2021	175	Pending
00101877	Program Support Assistant (OA)	7	XAA	10/24/2021	75	Pending
00101879	Adjudication Specialist	11	XAA	6/6/2021	215	Filled
00101880	Adjudication Specialist	11	XAA	10/10/2021	89	Hold - Employee in Temp Promotion
00101881	Adjudication Specialist	11	XAA	2/27/2021	314	Tentative Selection
00101882	Adjudication Specialist	11	XAA	5/15/2021	237	Pending Posting
00101888	Adjudication Specialist	11	XAA	7/2/2021	189	Pending Posting
00101889	Adjudication Specialist	11	XAA	9/12/2021	117	Pending Posting
00102613	UNEMPLOYMENT COMPENSATION CLAI	9	XAA	11/4/2020	429	Tentative Selection
00102619	UNEMPLOYMENT COMPENSATION CLAI	9	XAA	10/1/2021	98	Tentative Selection
00102622	UNEMPLOYMENT COMPENSATION CLAI	9	XAA	11/5/2020	428	Tentative Selection
00102630	UNEMPLOYMENT COMPENSATION CLAI	9	XAA	12/1/2021	37	Pending
00102632	UNEMPLOYMENT COMPENSATION CLAI	11	XAA	11/5/2020	428	Pending
00102649	Unemploy Comp Claims Exam	7	XAA	6/10/2021	211	Pending
00102674	PGM ANALYST	14	XAA	12/8/2020	395	Tentative Selection
00102912	Senior Deputy Director	16	MSS	2/18/2021	323	Tentative Promotion
00102914	Public Affairs Specialist	12	XAA	10/10/2021	89	Posted
00102922	Program Analyst	12	XAA	8/21/2021	139	Filled
00102927	Program Analyst	12	XAA	8/24/2021	136	Tentative Selection
00102928	Information Technology Special	11	XAA	2/18/2021	323	Pending Program
00102929	Program Analyst	11	XAA	11/6/2021	62	Tentative Selection
00103102	Compliance Specialist	12	XAA	4/22/2021	260	Hold- pending hiring of program manager
00103103	Compliance Specialist	12	XAA	4/22/2021	260	Hold- pending hiring of program manager
00103105	Program Support Specialist	9	XAA	4/22/2021	260	Hold- pending hiring of program manager
00103106	Program Analyst	12	XAA	4/22/2021	260	Hold-pending hiring of program manager
00103107	Program Manager	14	MSS	4/22/2021	260	Pending
00104609	Qual. Control Coordinator (UI)	12	XAA	8/24/2021	136	Pending
00104610	Qual. Control Coordinator (UI)	12	XAA	8/24/2021	136	Pending
00104611	UNEMPLOYMENT COMPENSATION CLAI	9	XAA	8/24/2021	136	Tentative Selection
00104612	UNEMPLOYMENT COMPENSATION CLAI	9	XAA	8/24/2021	136	Tentative Selection
00104613	UNEMPLOYMENT COMPENSATION CLAI	9	XAA	8/24/2021	136	Tentative Selection
00104614	UNEMPLOYMENT COMPENSATION CLAI	9	XAA	8/24/2021	136	Tentative Selection
00104615	UNEMPLOYMENT COMPENSATION CLAI	9	XAA	8/24/2021	136	Tentative Selection
00104616	UNEMPLOYMENT COMPENSATION CLAI	9	XAA	8/24/2021	136	Pending
00104617	UNEMPLOYMENT COMPENSATION CLAI	9	XAA	8/24/2021	136	Pending
00104619	HEARING APPEALS EXAMINER	12	XAA	8/24/2021	136	Pending Program
00104620	UNEMPLOYMENT COMPENSATION CLAI	11	XAA	8/24/2021	136	Tentative Selection
00104621	UNEMPLOYMENT COMPENSATION CLAI	11	XAA	8/24/2021	136	Tentative Selection
00104623	Supvy Unemp Comp Claims Exam.	12	MSS	8/24/2021	136	Pending Program
00105344	Program Analyst	12	BOA	10/22/2021	77	Posted
00105345	Workforce Development Spec.	9	BOA	10/22/2021	77	Hold
00105346	Workforce Development Spec.	9	BOA	10/22/2021	77	Screening Applicants
00105347	Workforce Development Spec.	9	BOA	10/22/2021	77	Screening Applicants
00105532	Contact Representative	9	XAA	11/18/2021	50	Pending Posting
00105533	Contact Representative	9	XAA	11/18/2021	50	Pending Posting
00105549	Paralegal Specialist	11	XAA	11/22/2021	46	Pending Posting
00105550	Paralegal Specialist	11	XAA	11/22/2021	46	Pending Posting
00105551	Paralegal Specialist	11	XAA	11/22/2021	46	Pending Posting
00105552	Paralegal Specialist	12	XAA	11/22/2021	46	Pending Posting
00105553	Paralegal Specialist	12	XAA	11/22/2021	46	Pending Posting
00105554	Attorney Advisor	13	XAA	11/22/2021	46	Pending Posting

DOES POH 2022 Q28_New Positions

Posn Nbr	Title	Grade	Union	Date Vacated	Days Vacant
00105344	Program Analyst	12	BOA	10/22/2021	77
00105345	Workforce Development Spec.	9	BOA	10/22/2021	77
00105346	Workforce Development Spec.	9	BOA	10/22/2021	77
00105347	Workforce Development Spec.	9	BOA	10/22/2021	77
00105532	Contact Representative	9	XAA	11/18/2021	50
00105533	Contact Representative	9	XAA	11/18/2021	50
00105549	Paralegal Specialist	11	XAA	11/22/2021	46
00105550	Paralegal Specialist	11	XAA	11/22/2021	46
00105551	Paralegal Specialist	11	XAA	11/22/2021	46
00105552	Paralegal Specialist	12	XAA	11/22/2021	46
00105553	Paralegal Specialist	12	XAA	11/22/2021	46
00105554	Attorney Advisor	13	XAA	11/22/2021	46

DOES POH 2022 Q28_New Positions

Status
Posted: Job ID 15397 closes 1.12
Pending Internal Temp Promotion
Job ID 15271 - Pending Interviewing
Job ID 15271 - Pending Interviewing
Pending Posting
Pending Posting
Pending Posting
Pending Posting
Pending Posting
Pending Posting
Pending Posting
Pending Posting

DOES Employee Training, FY2021-FY2022 to date (Jan. 1, 2022) (Q31) October 2020-January 2022

Name of Training	Date(s)	Number of attendees	Location(s)	Vendor Name(s)	Total expenditures	Outcomes (e.g., X [number of] staff received Y certificate)	In-Person, Virtual Live, Virtual pre-recorded
Managing Multiple Priorities	5/4/2021	Less than 10	Virtual	Graduate School USA	$3,242.00	All participants received a certificate of completion. In addition, Graduate School USA has been granted accreditation with the Accrediting Council for Continuing Education and Training (ACCET). Staff who earn credit can contact the institution directly for this documentation.	Virtual Live
Customer Service Excellence	5/18-5/19/2021	Less than 10	Virtual	Graduate School USA	$6,484.00		Virtual Live
Effective Communication	6/8-6/9/21	Less than 10	Virtual	Graduate School USA	$6,484.00		Virtual Live
Project Management Essentials	6/22-6/24/21	Less than 10	Virtual	Graduate School USA	$13,175.00		Virtual Live
Managing Multiple Priorities	5/4/2021	Less than 10	Virtual	Graduate School USA	$3,242.00		Virtual Live
The Power of Influence Over Authority	7/13/2021	Less than 10	Virtual	Graduate School USA	$3,781.00		Virtual Live
Interpersonal Communication	7/14/2021	Less than 10	Virtual	Graduate School USA	$6,484.00		Virtual Live
Communicating for Results	7/15-7/16/2021	Less than 10	Virtual	Graduate School USA	$6,484.00		Virtual Live
Managing Multiple Priorities	7/16/2021	Less than 10	Virtual	Graduate School USA	$3,242.00		Virtual Live
Positive Approaches to Difficult People	9/8/9/9/2021	Less than 10	Virtual	Graduate School USA	$6,484.00		Virtual Live
Data Visualization	12/14-12/15/2020	Less than 10	Virtual	Harvard Extension	$4,428.00	All participants received a certificate of participation from the vendor.	Virtual Live
Emotional Intelligence in Leadership	6/7-6/10/21	Less than 10	Virtual	Harvard Extension	$3,784.00		Virtual Live
Strategic Project Management	4/5-5/10/2021	Less than 10	Virtual	Harvard Extension	$9,460.00		Virtual Live
Influence and Persuasion in Leadership	5/18-5/20/2021	Less than 10	Virtual	Harvard Extension	$3,784.00		Virtual Live
Building Organizational Cultures	7/26-7/29/2021	Less than 10	Virtual	Harvard Extension	$1,892.00		Virtual Live
Managing Yourself and Leading Others	8/17-8/20/2021	Less than 10	Virtual	Harvard Extension	$9,460.00		Virtual Live
Design Thinking	9/20-9/23/21	Less than 10	Virtual	Harvard Extension	$1,892.00		Virtual Live
Managing Yourself and Leading Others	10/5-10/9/21	Less than 10	Virtual	Harvard Extension	$13,244.00		Virtual Live
Data Visualization	12/14/2020	Less than 10	Virtual	Management Concepts	$5,076.00	All participants received a certificate of participation from the vendore. In addition, these courses offered qualify for 2.9 CEUs, 31.5 PDUs, 35 CLPs and 35 CPE credits for certificate and license holders. Participants who require continuing education credit requirements can contact the institution directly.	Virtual Live
Running Effective Meetings	12/15/2020	19	Virtual	Management Concepts	$5,076.00		Virtual Live
Running Effective Meetings	12/21/2020	10	Virtual	Management Concepts	$5,076.00		Virtual Live
Apraising performance	1/6/2021	Less than 10	Virtual	Management Concepts	$4,203.00		Virtual Live
Improving performance and productivity	1/21/2021	10	Virtual	Management Concepts	$4,203.00		Virtual Live
Writing Essentials	2/9/2021	17	Virtual	Management Concepts	$4,203.00		Virtual Live
Developing Interpersonal Skills	2/23/2021	20	Virtual	Management Concepts	$5,076.00		Virtual Live
Diversity and Inclusion	3/15/2021	12	Virtual	Management Concepts	$4,203.00		Virtual Live
Managing Projects	3/26/2021	Less than 10	Virtual	Management Concepts	$4,203.00		Virtual Live
Improving Performance and Productivity	7/13/2021	11	Virtual	Management Concepts	$5,076.00		Virtual Live
Building Relationship Through Collaboration	7/13/2021	12	Virtual	Management Concepts	$5,076.00		Virtual Live
Overview of Internal Control Guidance	9/17/2021	Less than 10	Virtual	Management Concepts	$519.00		Virtual Live
Federal Accounting Fundamentals	9/27-9/28/2021	Less than 10	Virtual	Management Concepts	$1,598.00		Virtual Live
Fostering a Public Mindset	12/8/2021	13	Virtual	Graduate School USA	$7,577.00		Virtual Live
Fostering a Public Mindset	12/16/2021	10	Virtual	Graduate School USA	$7,577.00		Virtual Live
e-Co Leadership Coaching Certification	4/2021-10/2021	Less than 10	Virtual	GW University	$29,550	All participants received certification as coaches	Virtual/Live
ICMA High Performance Leadership Academy	9/10/2020	Less than 10	Virtual	ICMA	$3,990.00	Certificate of Completion	Virtual
Bi-Weekly TedTalk Discussion Group	6/4/21-present	25	DOES/Virtual	DOES/OTPD	$0.00	OTPD maintains documentation of completion of all DOES sponsored training. Certificates of completion for Ethics training are issued by BEGA.	Virtual/Live
Quarterly Book Discussion Group	6/24/01-present	Less than 10	DOES/Virtual	DOES/OTPD	$0.00		Virtual/Live
Mindfulness/Managing Stress	7/13/2021	24	Virtual	DCHR CLD	$0.00		Virtual/Live
Strategic Communication (for DOES only)	8/4/2021	37	Virtual	DCHR CLD	$0.00		Virtual/Live
Aspiring Managers Summit	9/20/2021	50	DOES	Bayne Corporation	$15,000.00		In-Person
DOES All Staff Prof. Development Day	9/23/2021	749	DOES	Bayne Corporation	$60,000		Virtual/In-Person
Ethics Presentation	9/23/2021	674	Virtual	BEGA	$0.00		Virtual
Cultural Awareness Presentation (DOES only)	9/23/2021	749	Virtual	DCHR CLD-K.Savoy	$0.00		Virtual
Customer Service Training	9/28/2021	14	DOES	DOES/OTPD	$0.00		Virtual
Executive Team Training Day	9/29/2021	10	D.C. venue	Bayne Corporation	$17,500.00		In-Person
Staff Recognition Event	9/30/2021	50	DOES	Bayne Corporation	$17,500.00		In-Person
Language Access Training	(various dates)	85	DOES	DOES L.A. coordinator	$0.00		Virtual and In-Person
's and Don'ts of Engaging in Outside Employme	11/2/2020	30	Virtual	BEGA	$0.00		Virtual Live
Gov't Ethics in a Virtuals World	11/5/2020	83	Virtual	BEGA	$0.00		Virtual Live
Social Media and the Code of Ethics	11/6/2020	77	Virtual	BEGA	$0.00		Virtual Live
Contract Admin Recert.	12/11/2020	Less than 10	Virtual	OCP	$0.00		Virtual

DOES Employee Training, FY2021-FY2022 to date (Jan. 1, 2022) (Q31) October 2020-January 2022

Name of Training	Date(s)	Number of attendees	Location(s)	Vendor Name(s)	Total expenditures	Outcomes (e.g., X [number of] staff received Y certificate)	In-Person, Virtual Live, Virtual pre-recorded
Diversity and Inclusion Training	12/21/2020	34	Virtual	John Brown	$1,950.00		Virtual Live
PII/FTI Training	various dates	648	Virtual	OCTO	$0.00		Virtual Pre-recorded
Security Awareness Training	various dates	All Staff	Virtual	OCTO	$0.00		Virtual

Government of the District of Columbia
Department of Employment Services
Benefit Payment Control Branch
4058 Minnesota Ave. NE, Suite 4305
Washington, DC 20019

Department of Employment Services
Benefit Payment Control Branch
Repayment Voucher

Benefit Overpayment Billing Statement

Mail Date:

Mail Date:

SSN: XXX-XX-[illegible]

Overpayment Summary

Current Overpayment Balance	**$532.00**
Current Penalty Balance	**$178.00**
Total Overpayment Balance	**$710.00**

Minimum Monthly Amount Due: $30.00

Our records indicate that you received benefits during a period that you were ineligible to receive those benefits. You are obligated to repay the total overpayment balance to the Department of Employment Services (DOES). For your convenience, DOES has set up a monthly installment plan for you in order to repay the debt. You must pay the total overpayment balance in full or the minimum monthly installment by **08/06**. Failure to pay and/or contact DOES concerning your inability to pay will result in possible criminal or civil action, interception of income tax refunds, and/or deduction from any future claim filed in any state. If you have any questions or issues regarding this minimum monthly installment, you may contact Benefit Payment Control at (202)698-5111.

Amount Paid: $_____

If the mailing address listed on the envelope is incorrect, please make changes below:

_____

_____

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TO ENSURE PROPER CREDIT, RETURN THE ABOVE REPAYMENT VOUCHER WITH CHECK OR MONEY ORDER. MAKE FUNDS PAYABLE TO: DEPARTMENT OF EMPLOYMENT SERVICES.

Government of the District of Columbia
Department of Employment Services
Benefit Payment Control Branch
4058 Minnesota Ave. NE, Suite 4305
Washington, DC 20019

Benefit Overpayment Billing Statement

Mail Date:

SSN: XXX-XX

Overpayment Summary

Current Overpayment Balance	**$0.00**
Current Penalty Balance	**$53.00**
Total Overpayment Balance	**$53.00**

Minimum Monthly Amount Due: $30.00

Our records indicate that you received benefits during a period that you were ineligible to receive those benefits. You are obligated to repay the total overpayment balance to the Department of Employment Services (DOES). For your convenience, DOES has set up a monthly installment plan for you in order to repay the debt. You must pay the total overpayment balance in full or the minimum monthly installment by **09/15** . Failure to pay and/or contact DOES concerning your inability to pay will result in possible criminal or civil action, interception of income tax refunds, and/or deduction from any future claim filed in any state. If you have any questions or issues regarding this minimum monthly installment, you may contact Benefit Payment Control at (202)698-5111.

Department of Employment Services
Benefit Payment Control Branch
Repayment Voucher

Mail Dat

A

Amount Paid: $_____

If the mailing address listed on the envelope is incorrect, please make changes below:

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TO ENSURE PROPER CREDIT, RETURN THE ABOVE REPAYMENT VOUCHER WITH CHECK OR MONEY ORDER. MAKE FUNDS PAYABLE TO: DEPARTMENT OF EMPLOYMENT SERVICES.

Government of the District of Columbia
Department of Employment Services
Benefit Payment Control Branch
4058 Minnesota Ave. NE, Suite 4305
Washington, DC 20019

Department of Employment Services
Benefit Payment Control Branch
Repayment Voucher

Overpayment Notice of Delinquency

Mail Date

Mail Date:

SSN: XXX-XX-

Amount Paid: $_____

Overpayment Summary

Current Overpayment Balance	**$0.00**
Current Penalty Balance	**$53.00**
Total Overpayment Balance	**$53.00**
Last Payment Received:	**$0.00**

Minimum Monthly Amount Due: $53.00

To avoid collection activity on this account, you must pay the total overpayment balance in full or the minimum monthly amount by **10/14** . DOES reserves the right to pursue recovery of this debt using all available legal remedies, including criminal or civil action, interception of income tax refunds, and/or deduction from any future claim filed in any state. If you have any questions or issues regarding this minimum monthly amount, you may contact Benefit Payment Control at (202)698-5111.

If the mailing address listed on the envelope is incorrect, please make changes below:

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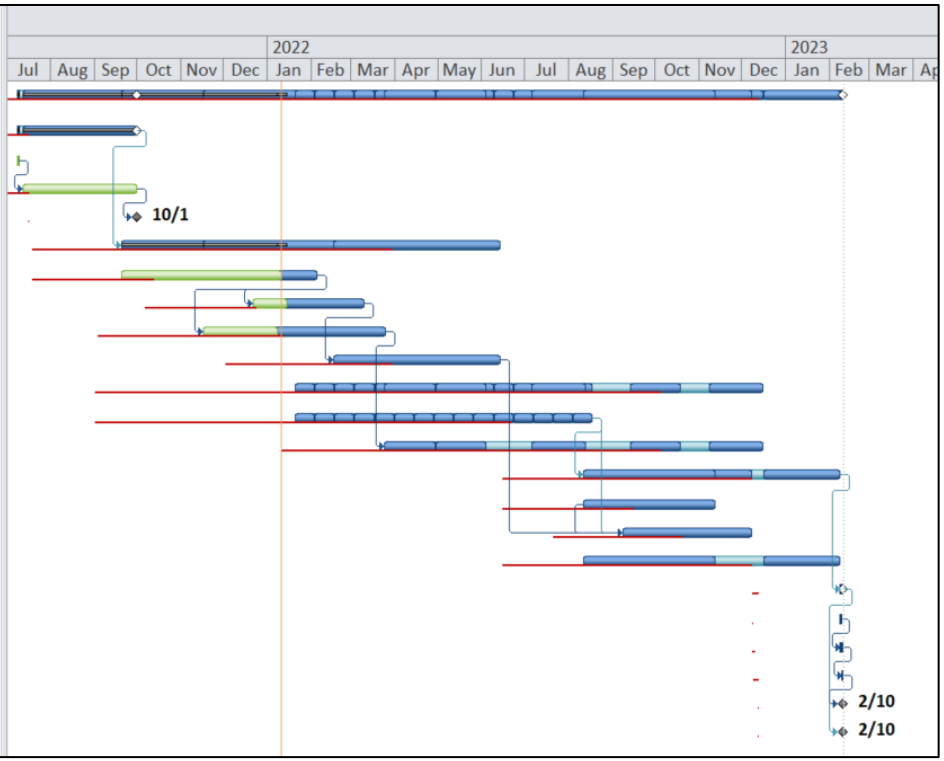
TO ENSURE PROPER CREDIT, RETURN THE ABOVE REPAYMENT VOUCHER WITH CHECK OR MONEY ORDER. MAKE FUNDS PAYABLE TO: DEPARTMENT OF EMPLOYMENT SERVICES.

DOES POH 2022 Q52_UIBS Project Plan

WBS	Task Name	Duration	Start	Finish	Finish Variance	% Compl
1	Initial Release	415.5 days	Fri 7/9/21	Fri 2/10/23	44 days	22%
1.1	Inception Phase	60 days	Fri 7/9/21	Fri 10/1/21	54 days	100%
1.1.1	Kickoff Meeting	1 day	Fri 7/9/21	Fri 7/9/21	20 days	100%
1.1.2	Planning & Staff	59 days	Mon 7/12/21	Thu 9/30/21	54 days	100%
1.1.3	Inception Complete	0 days	Fri 10/1/21	Fri 10/1/21	54 days	100%
1.2	Analysis Phase	191 days	Mon 9/20/21	Mon 6/13/22	54 days	42%
1.2.1	JAD Sessions (extended)	100 days	Mon 9/20/21	Fri 2/4/22	83 days	81%
1.2.2	System Design	57 days	Tue 12/21/21	Wed 3/9/22	54 days	33%
1.2.3	Data Conversion Design	93 days	Tue 11/16/21	Thu 3/24/22	52 days	42%
1.2.4	Test Plans	84 days	Wed 2/16/22	Mon 6/13/22	54 days	0%
1.3	Construction Phase	236 days	Thu 1/20/22	Thu 12/15/22	52 days	0%
1.3.1	Application Development	150 days	Thu 1/20/22	Wed 8/17/22	41 days	0%
1.3.2	Data Conversion	191 days	Thu 3/24/22	Thu 12/15/22	52 days	0%
1.4	Transistion Phase	129 days	Thu 8/11/22	Tue 2/7/23	44 days	0%
1.4.1	System Documentation	67 days	Thu 8/11/22	Fri 11/11/22	41 days	0%
1.4.2	User Acceptance Testing	65 days	Thu 9/8/22	Wed 12/7/22	35 days	0%
1.4.3	Training	129 days	Thu 8/11/22	Tue 2/7/23	44 days	0%
1.5	Implemenation Phase	2.5 days	Wed 2/8/23	Fri 2/10/23	44 days	0%
1.5.1	Site Installation	0.5 days	Wed 2/8/23	Wed 2/8/23	44 days	0%
1.5.2	Data Conversion	1 day	Wed 2/8/23	Thu 2/9/23	44 days	0%
1.5.3	System Validation	1 day	Thu 2/9/23	Fri 2/10/23	44 days	0%
1.5.4	GO LIVE	0 days	Fri 2/10/23	Fri 2/10/23	44 days	0%
1.6	System Live	0 days	Fri 2/10/23	Fri 2/10/23	44 days	0%



Project: UIBS Summary Plan - v5
Date: Tue 1/11/22

Task | Split | Milestone | Summary | Project Summary | Manual Summary | Deadline | Progress | Baseline

Fiscal Year	*Total Revenue*	*Total Expenditures*	*NPS expenditures*	*PS expenditures*	*# FTEs funded*	*Projcted Fund Balance at beginning*	*Projected Fund balance at end of FY*
2021	10,618,003.85	12,431,978.43	7,078,410.00	5,353,568.43	67.86	4,764,429.82	2,955,920.86
2022 (Projected)	11,103,773.59	15,174,807.18	8,311,336.99	6,863,470.19	81.84	2,955,920.86	-

Fund 624 NPS Expenditures (Detailed)

Vendor	*Description of service*	*Contract Number*	*Expenditures ($)*				
						FY21	*FY22 (Projected)*
Multiple Vendors	Fixed Costs	N/A				555,031.02	803,857.58
Multiple Vendors	Supplies	N/A				26,670.45	60,000.00
Multiple Vendors	Travel and Training	N/A				(150.61)	
US Postal Service	Postage Meter	N/A				150,000.00	301,490.00
Multiple Vendors	Conference Fees and Membership Dues	N/A				196.80	
Multiple Vendors	Judgements and Indemnities	Various				100.00	
Multiple Vendors	Equipment	Various contract				7,620.16	18,666.60
BAYNE LLC	Office Support	CW72085				2,500.00	
1150 18TH STREET NW	Lexis Nexis Fraud Services	N/A				(179,534.87)	
CAPITAL SERVICES AND SUPPLIES	Moving Vendor	PO646844 and PO634796				4,316.90	
COMPUTER AID, INC	IT Support	CW91684				73,690.37	147,251.86
CTR FOR EMPLOYMENT SECURITY	Unemployment Insurance business consultant services	CW89501				201,911.30	
DGS	Enhanced Cleaning	N/A				13,475.89	
DIGI DOCS INC DOCUMENT MGERS	Document Management	CW56984				82,883.01	202,200.00
ENGHOUSE INTERACTIVE INC.	Interactive Voice Record Maintenance	CW77201				(26.69)	
HEALTH IT 2 DBA CODICE	UI/PFL Call center support services	CW87467				356,177.45	
INTERNAL REVENUE SERVICE	Interest Penalties	N/A				63,375.75	
IRON MOUNTAIN INC	Document Storage	CW78046				203.36	
LEXIS NEXIS	Research and verification services	CW82146				227,042.27	385,636.80
METRO WASH COUNCIL AFL-CIO	Adjudication services	CW81205				66,737.50	
MVS INC	Copier Lease or Equipment purchase	Various				3,216.04	
NORTHROP GRUMMAN SYSTEMS CORP	UI Tax System Maintenance and Support	CW75546				944,205.56	250,000.00
OCTO	IT Support	N/A				58,449.58	45,632.00
ON POINT TECHNOLOGY INC	UI Benefits System Maintenance and Support	CW90928				3,511,850.62	4,716,295.30
ONE SOURCE PROCESS, LLC	Process Server Services	CW70081				1,489.93	
VARIOUS	PCARD Purchases	N/A				9,408.07	
PITNEY BOWES	Postage	CW65102				24,294.96	101,490.00
REINGOLD LINK LLC	Communications strategy and media support	CW78801				95,062.50	
RELX INC. DBA/LEXISNEXIS	Legal and investigative research services	CW82146				219,196.83	
SAGITEC	UI Tax System (Employer)Maintenance and Support	CW67661				448,318.16	929,083.00
SYNTELLECT INC	Maintenance and support for the Syntellect/Enghouse Interactive Voice Response (IVR) system and its components	CW77201				3,000.00	
TEWODROS MAMO	UI Settlement Payment	Direct Voucher				3,132.00	
XEROX CORPORATION	Printing Resources	CW85909				142,852.23	144,734.00
Other						(38,286.54)	204,999.85
Total NPS						***7,078,410.00***	***8,311,336.99***

UNEMPLOYMENT INSURANCE

NEWSLETTER

Message from the Director

During this winter holiday season, my thoughts are with all of our District of Columbia residents and regional claimants impacted by the current public health and economic emergency. As we head into the New Year, I know that many of our claimants have questions about the status of the current benefit programs. Under Mayor Muriel Bowser's leadership, we continue to

UNEMPLOYMENT INSURANCE

NEWSLETTER

Message from the Director

The start of this year has been eventful, on many fronts, and my thoughts are with all of our District of Columbia residents and regional claimants impacted by the current public health and economic emergency. Since our last communication, there have been status updates and authorization of additional benefits under the Continued Assistance for Unemployed Workers Act (CAA). Details on the extension of benefits are included in this newsletter along with answers to questions our residents may have about other unemployment programs.

In December, Mayor Muriel Bowser spearheaded the allowance of District residents who were eligible to receive DC Pandemic Unemployment Assistance (PUA) and filed their weekly certification for week ending December 5, 2020 to have received a one-time $1200 stimulus payment. On February 8, Mayor Bowser announced an additional $11 million to go to the District of Columbia Department of Employment Services (DOES) to help fund

additional staff as well as an update on system modifications taking place to adhere to the CAA. With the additional $11 million investment from the Bowser Administration, DOES expects to clear the backlog of claims, reduce customer wait times on the phone, and get money to eligible claimants in a shorter period of time. New improvements will include:

- New Technology and tools for efficiency
  - Adding a Chatbot feature on the website to allow for immediate answers
- Increasing communications
  - Robocalls and text messages being used to alert and update on new benefits availability and other agency announcements
- Adding capacity to program staff and operations
  - Providing comprehensive staff training to improve quality of interactions
  - Call center will operate on modified operations on February 17 and February 26

There is a heavy burden on individuals, families, and the business community as we adapt to this new climate. We have witnessed the rapid change in our economic landscape due to the COVID-19 pandemic. Since March 2020, DOES has received over 171,000 unemployment compensation claims and our call center has received over 800,000 unemployment insurance related calls. In 2020, we saw an increase of 372% in unemployment claims received compared to a typical year.

I am incredibly grateful for the dedicated Department of Employment Services staff. They come into the office to work determined to assist as many District claimants, residents, and businesses as possible each day. We hear the grievances from claimants and employers we serve and are working day and night as economic first responders to provide eligible claimants with the benefits they so desperately need. I am personally committed to doing everything in my power to ensure all eligible claims are paid, and I hope that our *UI Action Alert* newsletter is a resource that you depend on for program updates.

As Mayor Bowser reminds us, "We are all in this together, and we'll get through this together.

Dr. Unique Morris-Hughes

Director

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- DC Infrastructure Academy Opportunities
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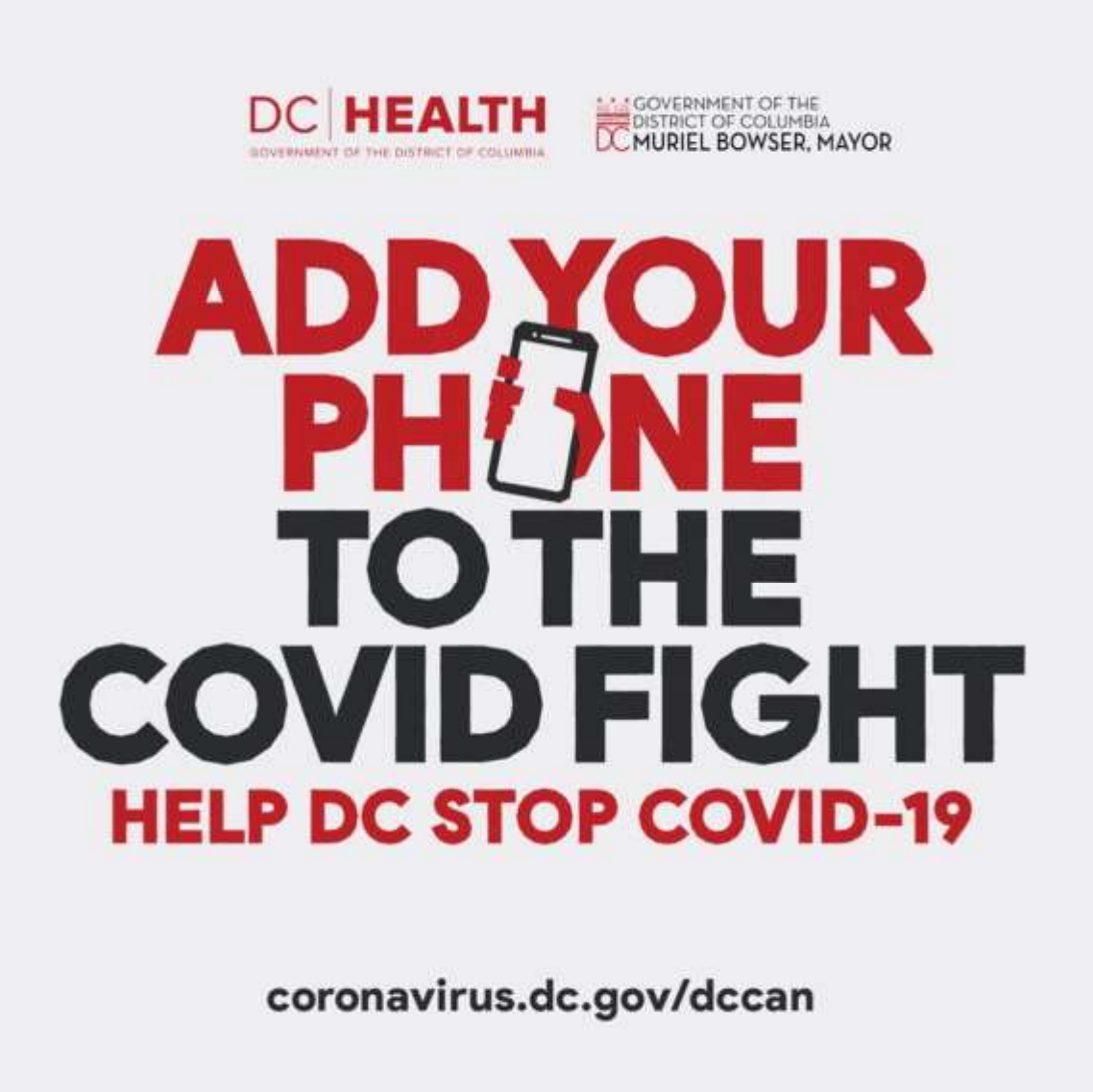

DC has a new tool to help you know if you might have been exposed to COVID-19

Mayor Muriel Bowser and DC Health has announced the DC COVID Alert Notice, also known as DC CAN, a new mobile exposure notification system for the District of Columbia.

DC CAN notifies you if you may have been exposed to COVID-19, allowing you to seek timely medical attention and reduce the risk for your family and friends. It was created with both public health and public trust in mind: ***It's easy to use and ensures your privacy. No location or personally identifiable information is ever collected, stored, or transmitted while DC CAN is enabled.***

How to activate DC CAN on iPhone:

If you have an iPhone, opt-in to Exposure Notifications in your device Settings:

**iPhone users can use DC CAN if they have iOS version 13.7 or later.

How to activate DC CAN on Android:

For Android users, download DC CAN through Google Play. Open the Settings feature within the app, click Exposure Notifications and turn the switch to "On"

CARES Act Programs Extension

The Continued Assistance for Unemployed Workers Act (CAA), which modifies and extends unemployment benefits under the Coronavirus Aid, Relief, and Economic Security (CARES) Act, was signed on December 27, 2020. The CARES Act was originally passed on March 27, 2020, by the federal government to provide emergency assistance and health care response for individuals, families, and businesses impacted by the COVID-19 pandemic. District workers are now eligible to receive an extension of UI benefits through new unemployment benefits programs:

Federal Pandemic Unemployment Compensation (FPUC) Update

FPUC will provide up to 11 weeks of an additional **$300 weekly** to claimants who are eligible through regular UI, PEUC, EB, or PUA. The additional $300 is available the week ending January 2, 2021 through the week ending March 13, 2021. System modifications have already been implemented to allow individuals to receive the additional $300.

Pandemic Unemployment Assistance (PUA) Update

PUA will provide up to an additional 11 weeks of benefits for a total of 50 eligible weeks. As of January 31, 2021, claimants have been required to provide documentation of eligibility to qualify for PUA.. Benefits will be available until the week ending March 13, 2021. No new applications will be allowed after that date. Eligible individuals who are receiving PUA with the week ending March 13, 2021 may continue to collect any remaining benefits on their claim through the week ending April 10, 2021. System updates will be completed for impacted individuals to file their weekly certifications through DCNetworks after February 10, 2021.

Pandemic Emergency Unemployment Compensation (PEUC) Update

PEUC will provide up to an additional 11 weeks of benefits. Benefits will be available until the week ending March 13, 2021. No new applications will be allowed after that date. PEUC recipients that have not reached their maximum weeks of benefits by March 13, 2021 will be entitled to up to four extra weeks of payments through April 10, 2021. System updates will be completed for impacted individuals to file their weekly certifications through DCNetworks after February 19, 2021.

Mixed Earners Unemployment Compensation (MEUC) Update

MEUC will provide a $100 weekly supplement to eligible individuals with annual self-employment income of at least $5,000 from as early as December 27, 2020 until March 13, 2021. To be eligible for MEUC, individuals must have received at least $5,000 of self-employment income in the most recent taxable year ending prior to the individual's application for regular UI. Additional information about how to apply for MEUC will be provided once it becomes available. The application for MEUC will be ready February 15, 2021. MEUC payments will begin on February 19, 2021.

Pandemic Unemployment Assistance Update

What is PUA?

PUA covers individuals who are not eligible for traditional UI benefits, including the self-employed, those seeking part-time employment, individuals lacking sufficient work history, independent contractors, gig economy workers, and those who have exhausted their benefit eligibility under both traditional UI, Pandemic Emergency Unemployment Compensation (PEUC) and Extended Benefits (EB). As with traditional UI benefits, *claimants should apply for PUA in the jurisdiction where they worked rather than where they live*. PUA is **NOW** effective February 2, 2020 through **March 13, 2021** for a total of 50 eligible weeks of benefits. No new applications will be allowed after that date. Eligible individuals who are receiving PUA with the week ending March 13, 2021 may continue to collect any remaining benefits on their claim through the week ending April 10, 2021. To apply for Pandemic Unemployment Assistance, click here.

Any individual who receives a PUA payment after December 27, 2020 is required to provide documentation substantiating employment or self-employment, or the planned beginning of employment or self-employment.

Individuals who applied for PUA before January 31, 2021 and received a payment of PUA on or after December 27, 2020 (regardless of which week ending date is being paid) are required to provide documentation substantiating employment or self-

employment, or the planned commencement of employment or self-employment, within 90 days of being contacted by a claim examiner.

Individuals filing a new PUA application on or after January 31, 2021 (regardless of whether the claim is backdated) are required to provide documentation within 21 days of application.

What are acceptable documents that PUA recipients receiving benefits can show that will substantiate employment, self-employment, or the planned beginning of employment or self-employment?

- Proof of employment includes, but is not limited to, paycheck stubs, earnings and leave statements showing the employer's name and address, and W-2 forms when available.
- Proof of the planned commencement of employment includes, but is not limited to, letters offering employment, statements/affidavits by individuals (with name and contact information) verifying an offer of employment.
- Proof of self-employment includes, but is not limited to, state or federal employer identification numbers, business licenses, tax returns, business receipts, and signed affidavits from persons verifying the individual's self-employment.
- Proof of the planned commencement of self-employment includes, but is not limited to, business licenses, state or Federal employer identification numbers, written business plans, or a lease agreement.

All PUA claims are being reviewed by claims examiners to determine if sufficient documentation is present to process back payments. All new PUA claims filed after December 26, 2020 can only be backdated to December 1, 2020. If additional information is needed, a claims examiner will contact individuals directly. We are currently reviewing applications and contacting claimants who we have identified as not completing the full application process. We are unable to determine eligibility without having all of the required documentation on file. As emails and calls are being sent/made daily, please ensure that you are checking all devices for correspondence from DOES, including your email junk or spam folders.

PUA Monetary Determination Letters – Redetermination of Benefits

Monetary determinations for PUA applications have been mailed to all individuals with a monetarily eligible PUA claim. If you received this notice, no additional action is required unless you would like to request a redetermination of your weekly benefit amount.

If you believe that you are eligible for a higher weekly benefit amount and have supporting wage documentation, please email PUA@dc.gov. All requests for redetermination will be processed in the order in which they are received.

What do I need to show to be redetermined?

Acceptable documentation of wages can include, but is not limited to:

- Tax returns for 2019
- Paycheck stubs
- Bank receipts
- Ledgers
- Contracts
- Form 1099-MISC

- Invoices
- Billing statements

For more information, please visit does.dc.gov.

DC Pandemic Unemployment Assistance Stimulus Payment

The District of Columbia provided stimulus payments of $1200 to DC residents who are receiving DC Pandemic Unemployment Assistance (PUA). Payments were made throughout the month of December and officially ended on January 18, 2021.

When will I receive the $1200 DC PUA stimulus payment, if I was determined eligible?

DOES began issuing the payments throughout December 2020. No additional steps were necessary for eligible claimants to receive the $1200 stimulus payment. The payment was automatically disbursed in the same manner in which claimants were receiving benefits. Payments were taxed locally and federally. At this time, no more stimulus payments can be made.

For more information on the PUA stimulus, review the $1200 DC PUA Stimulus Frequently Asked Questions (FAQs)

Pandemic Emergency Unemployment Compensation and Extended Benefits

How do I know if I should apply for Pandemic Emergency Unemployment Compensation or Extended Benefits after I have exhausted my regular claim?

Upon the exhaustion of your regular UI benefits, and if you are still unemployed, you will first file for Pandemic Emergency Unemployment Compensation (PEUC). Upon filing, DOES will determine if you qualify for the additional weeks of benefits that PEUC offers.

Once you have exhausted PEUC prior to or after March 13, 2021, when PEUC expires, you will file for the Extended Benefits program.

What is PEUC?

PEUC covers individuals who have recently exhausted all rights to regular UI under state or federal law. PEUC **NOW** provides up to 24 weeks of unemployment benefits. PEUC is effective March 29, 2020 through March 13, 2021. No new applications will be allowed after that date. Eligible individuals, who have not exhausted their PEUC benefits as of March 13, 2021, may continue to receive PEUC through week ending April 10, 2021. To apply for PEUC, click here and follow the link labeled "File for PEUC."

Who is eligible for PEUC?

You are eligible for PEUC if:

1. You have exhausted your regular state or federal unemployment benefits after July 1, 2019;
2. You are not currently eligible for state or federal unemployment benefits; and
3. You are able and available to work, except in instances where COVID-19 has made it not possible, including illness, quarantine, or government stay-at-home orders.

What can cause me to be ineligible for PEUC?

If you are eligible for a regular claim in the District of Columbia or another state, you will not be eligible for PEUC. Upon applying, DOES will check to see if you have any additional wages that would potentially qualify you for a new claim. If wages are found, a claims examiner will be assigned to investigate. Upon the completion of the investigation, the claims examiner will inform you how to proceed. This may entail you filing in another state.

How do I know if I have exhausted my benefits?

You have exhausted your benefits when:

1. You are not eligible for regular UI benefits because you have received the maximum amount allowable based on your employment or wages during your base period; or
2. Your benefit year ended on or after July 1, 2019.

How do I file for PEUC?

If you established a claim with a benefit year ending after July 1, 2019 and have either exhausted your benefits or your benefit year has expired, then you can file for PEUC. To file for PEUC, visit does.dcnetworks.org/initialclaims/ and follow the prompts.

For more information, please visit does.dc.gov.

What is the Extended Benefits (EB) program?

The EB program provides additional UI benefits payable to qualified workers when an *Extended Benefits Period* occurs in the District. EB is payable only for weeks of unemployment during that extended benefits period and is available only to individuals who meet the criteria, including additional eligibility provisions that do not apply to regular UI.

When does the EB program begin?

The current EB program period in the District began on May 24, 2020 and provides additional weeks of benefits to workers who have exhausted regular UI benefits and PEUC benefits. Since EB is not payable until after PEUC has exhausted or expired, the week ending July 4, 2020 is the first potential payable week of EB.

Who is eligible for EB?

To be eligible for EB, you must first exhaust all 26 weeks of traditional UI benefits and all 24 weeks of PEUC benefits (a total of 50 weeks of benefits) and continue to be unemployed. Alternatively, if your benefit year for regular UI expired after July 1, 2019, and you received the 24 weeks of PEUC benefits, or PEUC has expired, you may be eligible for EB. You must also not be eligible for a regular unemployment insurance claim in the District or any other state.

What can cause me to be ineligible for EB?

If you are eligible for a regular unemployment claim in the District of Columbia or another state, you will not be eligible for EB. Upon applying, DOES will check to see if you have any additional wages that would potentially cause you to be eligible to receive a new claim. If wages are found in another state, a claims examiner will be assigned to investigate. Upon the completion of the investigation, the claims examiner will inform you on how to proceed. This may require you to file in another state.

How to apply for EB

Individuals may file for EB by visiting dcnetworks.org and clicking on the **Claim Unemployment Benefits** tab. Upon clicking the tab, select **File for EB.** Complete the questions asked and enter any requested information. The process will redirect those eligible to file for the EB program to the proper application.

What Happens Next: I Filed for Unemployment Insurance Benefits

Within a week after filing your initial UI claim **with all necessary documentation**, you should receive a Notice of Monetary Determination in the mail. This notice will provide the following:

- your weekly UI benefit amount,
- your maximum benefit amount,
- the date your benefit year ends,
- the base period of your claim, and
- the wages used to calculate your claim.

If you are not eligible for UI benefits, the notice will indicate the monetary requirement that you did not meet. Generally, it takes 21 days from the date of your initial claim filing to receive a claim payment. During this time, a DOES claims examiner may have to obtain additional fact-finding information from the claimant and the employer. DOES is working diligently to adjudicate these issues as quickly as possible.

Processing Claims

- Generally, it takes 21 days, after receiving **all necessary documentation**, to issue a claim payment to an eligible applicant. We are working as quickly as possible to process claims to adhere to this time frame.
- DOES representatives will contact claimants if any additional information is needed to process their claim. Individuals should check their voicemail, physical mail, and email (along with their junk and spam folders) regularly for any correspondence from DOES. Please respond to any request for additional information or documentation promptly to help DOES process your claim in a timely manner. Failure to respond will delay benefit payments.
- Weekly Claim Form: Weekly certifications for benefits must be submitted each Sunday for the previous week. Failure to submit your weekly certification will delay benefit payments. For detailed instructions regarding how to certify for weekly unemployment benefits, read the Instructions for Completing the Continued Claim Form (English or Spanish).

For more information on what happens after filing an initial claim, read the guide found here.

What is an Issue Code 55?

When a new claim is filed, our automated system checks for wages in other states that may be in your base period. If wages are found, the system establishes an issue code 55 to be investigated. During this investigation, a claims examiner will determine if the wages in the other state could qualify you for a claim in that state or for a higher weekly benefit amount in the District of Columbia.

Part of the District's responsibility is to ensure that we are accurately paying federally funded benefits to claimants. The District must verify if claimants are eligible in other states or if claimants have wages in other states.

With the implementation of the CARES Act, if wages are found in another state after a claimant has exhausted benefits and is seeking additional assistance from the District, an eligibility review is conducted to determine if a claimant can receive a regular claim in another state. **Per federal law, we cannot pay PEUC or EB if a claimant is monetarily eligible for a regular UI claim in another state, regardless of the amount for which the claimant has been deemed eligible to receive.**

What is a combined wage claim?

The Combined Wage Claim (CWC) program allows an unemployed individual with employment and wages in more than one state to combine his/her wages to establish a CWC under the law of a single state to qualify for benefits. A combined wage claim occurs when:

- An individual has worked in multiple states during the claims base period; has not earned enough in wages in one of the states to become monetarily eligible and needs to combine wages in multiple states to become monetarily eligible. By combining wages with multiple states, an individual can potentially establish a higher weekly benefit amount.
- If the individual's out of state wages will not increase their weekly benefit amount, they are not considered.
- If the individual is eligible for the state's maximum weekly benefit amount, out of state wages will not be used.
- Since the most recent wages are not used in the current base period of a claim, these wages can be potentially used to establish a new benefit year in another state when the claimant has exhausted their benefits and is still unemployed.

When a Combined Wage Claim is filed, DOES performs the following:

- The claims examiner checks the system to see if the claimant has any out of state wages.
- If wages are found, we verify that the wages belong to the claimant.
- The claims examiner determines monetary entitlement for a stand-alone claim in DC and determines monetary entitlement by combining the DC wages with the other states' wages.
- The claims examiner provides the claimant with their filing options. The claimant will be given the choice of filing a claim that will give the higher weekly benefit amount.
- If the individual choses to file a combined wage claim, the claims examiner will request the use of these wages by contacting the state.

The CARES Act and the CAA provides additional extended benefits, PEUC and EB, for individuals who have exhausted their entitlement to regular unemployment compensation. However, you are not eligible for these benefits if you can file a combined wage claim, using your unused wages in the District and another state. If you file for these extended benefits, DOES will follow the steps shown above to determine if you can file a traditional claim in another state by combining your unused DC wages with your unused out-of-state wages. If you are eligible for a new traditional UI claim, DOES will perform the following:

The claims examiner will send an electronic message (this is called a Withdrawal of Invalid Claim also known as a WIC) to the other state, requesting a backdate of your claim and an acknowledgement to honor any weeks that were certified in the District.

- The claims examiner will contact you by email to provide details for filing a claim with the other state. **Please follow these instructions carefully.**

- The claim must be filed over the telephone to receive the backdate.

Unemployment Insurance Resources

We have updated our resource page on the website to include information about Unemployment Insurance Benefits. The resources are available in English, Spanish, Amharic, French, Vietnamese, Chinese, and Korean, the seven (7) languages commonly spoken in the District. You can access this information by visiting the resources page of our website.

Workforce Related Opportunities

American Job Center

Are you looking to explore or transition into a new career? Are you interested in expanding your professional skills through development training? The American Job Center (AJC) is here to help you with your employment and training needs. We are currently holding virtual workshops where you can learn about training opportunities, resume development, how to begin your job search and more.

Please CLICK HERE to register for one of our virtual workshops. If you have a DC Networks account, CLICK HERE to begin your job search for employment opportunities in the DC metropolitan region.

If you have any questions or need to speak to a representative, call us at (202) 727-WORK (9675) or visit does.dc.gov.

Dislocated Worker Grant Employment Opportunities

DOES is excited to announce immediate hiring opportunities for Customer Service Representatives.

These are full-time, temporary positions paying **$15.00 per hour.**

Eligible candidates must be a DC resident, have computer skills, and report to a designated worksite daily.

If you are interested in this immediate employment opportunity, please send an email to workforcebureau.does@dc.gov with your updated resume and a DOES representative will be in touch within 24-48 hours with additional guidance and information.

DC Infrastructure Academy Opportunities

Recruitment Messaging

The DC Infrastructure Academy is excited to announce that we are recruiting for our upcoming Washington Gas and Solar Works cohorts! These programs are currently being offered virtually. Please see a few program highlights below:

- The Washington Gas training program prepares trainees for careers in the energy sector with a focus on excavation and backfilling, underground clearances, and prevention of accidental ignition.
- Career opportunities at Washington Gas or its subcontracting companies pay an average of $20 per hour with generous benefits and opportunities for advancement.
- The Solar Works DC training program prepares District residents for careers in the solar industry with vital hands-on training including customer outreach & construction workshops and GRID' Installation Basics Training (IBT).
- Career opportunities in the Solar industry for entry-level positions pay an average of $15 per hour with generous benefits and opportunities for advancement.

For additional information about the above programs, please submit your name, program of interest (Washington Gas or Solar Works) and contact information to our general email account at DCIA@dc.gov. Once we receive your information, we will schedule you for an information session where we cover program descriptions, eligibility requirements and expectations.

Upcoming Events

The Office of Unemployment Compensation (OUC) hosts a webinar every Tuesday and Thursday at 12:00 pm. The webinar features the most up to date unemployment related information and a live Q&A session.

Please follow the link below to register for a session:

Webinar Registration

Unable to attend? We encourage you to download resources on our website: **does.dc.gov**

Community Resources

coronavirus.dc.gov

Residents that are homebound because of COVID-19 can request support from the District for food and other essential items.

DOES is receiving a higher than normal call volume. We encourage you to visit our website at does.dc.gov for updates. For any questions, please call (202) 724-7000 or email covid19.ui@dc.gov. Thank you for your patience as the Office of Unemployment Compensation remains committed to serving the District employees and businesses. We are all in this together.

Connect With Us

4058 Minnesota Avenue, NE, Washington, DC 20019
Phone: (202) 724-7000
Fax: (202) 673-6993
TTY: (202) 698-4817
Email: does@dc.gov

Update your subscriptions, modify your e-mail address, or stop subscriptions at any time on your Subscriber Preferences Page. You will need to use your e-mail address to log in. If you have questions or problems with the subscription service, please contact subscriberhelp.govdelivery.com. All other inquiries can be directed to dcdocs@dc.gov.

This service is provided to you at no charge by the District of Columbia.

UNEMPLOYMENT INSURANCE

NEWSLETTER

Message from the Director

One year in, this pandemic has pushed us to rethink and revamp how we serve District workers and employers. As director of the D.C. Department of Employment Services (DOES), I am committed to ensuring our agency is rising to the challenge through innovation, and that we are showcasing DC Values and giving everyone a fair shot to be on a pathway to stability.

Since March 13, 2020, there have been more than 180,000 unemployment claims filed. This is an unprecedented number of claims in a year filled with many unprecedented events. But those 180,000 claims don't just represent a number; they represent our neighbors and their families who are in need. They are you.

We continue to work on adopting the latest policies to ensure our community has immediate access to federal and state-level support. Since Mayor Muriel Bowser's announcement of an $11 million investment to improve our

Unemployment Insurance system and communications, we've been making system upgrades and increasing efficiency and reliability.

DOES has a major role in this city to ensure we are putting our people back on track. We understand that stability isn't achieved through unemployment insurance and benefit programs alone; our agency has a plethora of programs committed to helping our residents get connected to the workforce and stay in the workforce. As director, you have my commitment that we are working around the clock not only to get this right, but also to build a robust and resilient system that meets your needs now *and* for the future.

Dr. Unique Morris-Hughes

Director

IN THIS ISSUE

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- Upcoming Events
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DC has a new tool to help you know if you might have been exposed to COVID-19

Mayor Muriel Bowser and DC Health has announced the DC COVID Alert Notice, also known as DC CAN, a new mobile exposure notification system for the District of Columbia.

DC CAN notifies you if you may have been exposed to COVID-19, allowing you to seek timely medical attention and reduce the risk for your family and friends. It was created with both public health and public trust in mind: ***It's easy to use and ensures your privacy. No location or personally identifiable information is ever collected, stored, or transmitted while DC CAN is enabled.***

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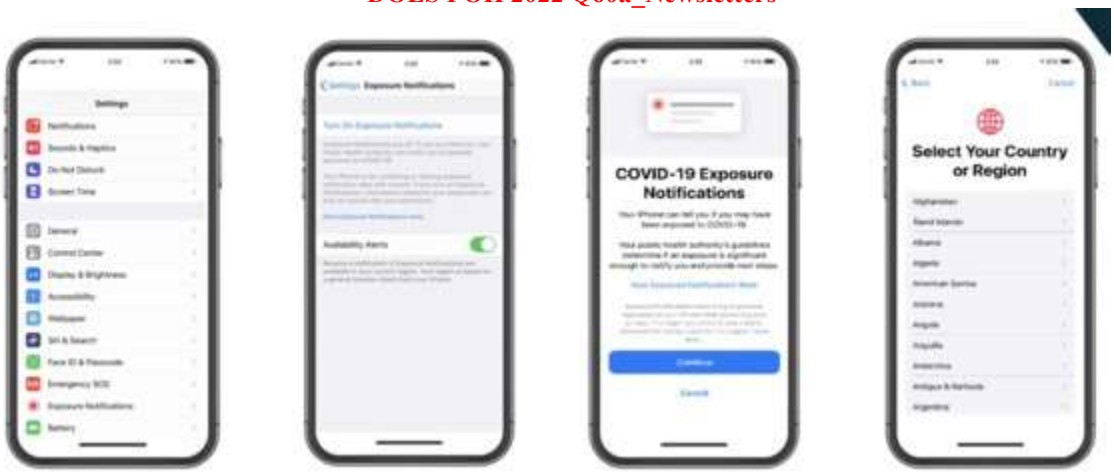

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How to activate DC CAN on Android:

For Android users, download DC CAN through Google Play. Open the Settings feature within the app, click Exposure Notifications and turn the switch to "On"

American Rescue Plan Act of 2021

Health Benefit Exchange:

Were you laid off? If you've been laid off, the American Rescue Plan Act makes health insurance on DC Health Link almost free. Pay as little as $2/month depending on which plan you select. Starting in April, visit DC Health Link, you will be able to provide income and household information and get premiums for as little as $2/month.

The American Rescue Plan Act of 2021, signed into law on March 11, 2021, extended four unemployment insurance (UI) programs:

- Pandemic Unemployment Assistance (PUA)
- Pandemic Emergency Unemployment Compensation (PEUC)
- Federal Pandemic Unemployment Compensation (FPUC)
- Mixed Earners Unemployment Compensation (MEUC).

Claimants currently receiving PUA or PEUC benefits will not have to reapply to continue to receive benefits. Individuals should continue to file their certification forms weekly.

Program changes under the American Rescue Plan Act include:

Pandemic Unemployment Assistance (PUA)

- Extended to September 4, 2021
- Eligible claimants can receive up to 79 total weeks of PUA benefits (including any weeks of PUA, regular UI, and EB benefits a claimant already received).

Pandemic Emergency Unemployment Compensation (PEUC)

- Extended to September 4, 2021
- Eligible claimants can receive up to 53 weeks of PEUC benefits (including any weeks of PEUC benefits a claimant already received).

Federal Pandemic Unemployment Compensation (FPUC)

- Extended to September 4, 2021
- Eligible claimants who receive at least $1 under a qualifying unemployment insurance program will automatically receive an additional $300 per week, in addition to their weekly benefit amounts.

Mixed Earners Unemployment Compensation (MEUC)

- Extended to September 4, 2021
- MEUC provides an additional $100 weekly payment to eligible claimants who earned both employment wages and at least $5,000 in net self-employment income in the completed taxable year prior to their regular UI application. NOTE: PUA claimants are NOT eligible for MEUC.

Tax Relief

- For the 2020 tax year, the act waives federal taxes on unemployment insurance benefits (up to $10,200 for individuals and up to $20,400 for married couples filing jointly, if each spouse received UI benefits) for households with an adjusted gross income of less than $150,000.
- More information about this waiver will be provided once additional federal guidance is released.

The Department of Employment Services is working as quickly as possible to modify our systems to pay the benefit extensions implemented by the American Rescue Plan Act. Please continue to monitor does.dc.gov and our social media pages for additional information as it becomes available.

Pandemic Unemployment Assistance (PUA) Update

What is PUA?

PUA covers individuals who are not eligible for traditional UI benefits, including the self-employed, those seeking part-time employment, individuals lacking sufficient work history, independent contractors, gig economy workers, and those who have exhausted their benefit eligibility under both traditional UI, PEUC and EB. As with traditional UI benefits, *claimants should apply for PUA in the jurisdiction where they worked rather than where they live*.

PUA is **NOW** effective February 2, 2020 through September 4, 2021 for a total of 79 eligible weeks of benefits. However, the additional 29 weeks added by the American Rescue Plan Act are only available beginning March 14, 2021. No new applications will be allowed after September 4, 2021. To apply for Pandemic Unemployment Assistance, click here.

Any individual who receives a PUA payment after December 27, 2020 is required to provide documentation substantiating employment or self-employment, or the planned beginning of employment or self-employment.

Individuals who applied for PUA before January 31, 2021 and received a payment of PUA on or after December 27, 2020 (regardless of which week ending date is being paid) are required to provide documentation substantiating employment or self-employment, or the planned commencement of employment or self-employment, within 90 days of being contacted by a claim examiner.

Individuals filing a new PUA application on or after January 31, 2021 (regardless of whether the claim is backdated) are required to provide documentation within 21 days of application.

What are acceptable documents that PUA recipients, receiving benefits, can show that will substantiate employment, self-employment, or the planned beginning of employment or self-employment?

- Proof of employment includes, but is not limited to, paycheck stubs, earnings and leave statements showing the employer's name and address, and W-2 forms when available.

- Proof of the planned commencement of employment includes, but is not limited to, letters offering employment, statements/affidavits by individuals (with name and contact information) verifying an offer of employment.

- Proof of self-employment includes, but is not limited to, state or federal employer identification numbers, business licenses, tax returns, business receipts, and signed affidavits from persons verifying the individual's self-employment.

- Proof of the planned commencement of self-employment includes, but is not limited to, business licenses, state or Federal employer identification numbers, written business plans, or a lease agreement.

All PUA claims are being reviewed by claims examiners to determine if sufficient documentation is present to process back payments. All new PUA claims filed after December 26, 2020 can only be backdated to December 1, 2020. If additional information is needed, a claims examiner will contact individuals directly. We are currently reviewing applications and contacting claimants who we have identified as not completing the full application process. We are unable to determine eligibility without having all of the required documentation on file. As emails and calls are being sent/made daily, please ensure that you are checking all devices for correspondence from DOES, including your email junk or spam folders.

PUA Monetary Determination Letters – Redetermination of Benefits

Monetary determinations for PUA applications have been mailed to all individuals with a monetarily eligible PUA claim. If you received this notice, no additional action is required unless you would like to request a redetermination of your weekly benefit amount.

If you believe that you are eligible for a higher weekly benefit amount and have supporting wage documentation, please email PUA@dc.gov. All requests for redetermination will be processed in the order in which they are received.

What do I need to show to be redetermined?

Acceptable documentation of wages can include, but is not limited to:

- Tax returns for 2019
- Paycheck stubs
- Bank receipts
- Ledgers
- Contracts
- Form 1099-MISC
- Invoices
- Billing statements

For more information, please visit does.dc.gov.

Pandemic Emergency Unemployment Compensation (PEUC) and Extended Benefits (EB)

How do I know if I should apply for PEUC or EB after I have exhausted my regular claim?

Upon the exhaustion of your regular UI benefits, and if you are still unemployed, you will first file for PEUC. Upon filing, DOES will determine if you qualify for the additional weeks of benefits that PEUC offers. Once you have exhausted PEUC prior to or after September 4, 2021, when PEUC expires, you will file for the EB program.

What is PEUC?

PEUC covers individuals who have recently exhausted all rights to regular UI under state or federal law. PEUC **NOW** provides up to 53 weeks of unemployment benefits. PEUC is effective March 29, 2020 through September 4, 2021. However, the additional 29 weeks added by the American Rescue Plan Act are only available beginning March 14, 2021. No new applications will be allowed after September 4, 2021. To apply for PEUC, click here and follow the link labeled "File for PEUC."

Who is eligible for PEUC?

You are eligible for PEUC if:

1. You have exhausted your regular state or federal unemployment benefits after July 1, 2019;
2. You are not currently eligible for state or federal unemployment benefits; and

3. You are able and available to work, except in instances where COVID-19 has made it not possible, including illness, quarantine, or government stay-at-home orders.

If I exhausted the previous 24 weeks of PEUC and am now receiving EB, will I be eligible to receive the additional 29 weeks of PEUC?

If you previously exhausted PEUC prior to March 13, 2021, and began receiving EB, you must exhaust EB before being eligible to receive the additional weeks of PEUC now available under the American Rescue Plan Act.

What can cause me to be ineligible for PEUC?

If you are eligible for a regular claim in the District of Columbia or another state, you will not be eligible for PEUC. Upon applying, DOES will check to see if you have any additional wages that would potentially qualify you for a new claim. If wages are found, a claims examiner will be assigned to investigate. Upon the completion of the investigation, the claims examiner will inform you how to proceed. This may entail you filing in another state.

How do I know if I have exhausted my benefits?

You have exhausted your benefits when:

1. You are not eligible for regular UI benefits because you have received the maximum amount allowable based on your employment or wages during your base period; or
2. Your benefit year ended on or after July 1, 2019.

How do I file for PEUC?

If you established a claim with a benefit year ending after July 1, 2019 and have either exhausted your benefits or your benefit year has expired, then you can file for PEUC. To file for PEUC, visit does.dcnetworks.org/initialclaims/ and follow the prompts.

For more information, please visit does.dc.gov.

What is the Extended Benefits (EB) program?

The EB program provides additional UI benefits payable to qualified workers when an *Extended Benefits Period* occurs in the District. EB is payable only for weeks of unemployment during that extended benefits period and is available only to individuals who meet the criteria, including additional eligibility provisions that do not apply to regular UI.

When does the EB program begin?

The current EB program period in the District began on May 24, 2020 and provides additional weeks of benefits to workers who have exhausted regular UI benefits and PEUC benefits.

Who is eligible for EB?

To be eligible for EB, you must first exhaust all 26 weeks of traditional UI benefits and all 53 weeks of PEUC benefits (a total of 79 weeks of benefits) and continue to be unemployed. Alternatively, if your benefit year for regular UI expired after July 1, 2019, and you received the 53 weeks of PEUC benefits, or PEUC has expired, you may be eligible for EB. You must also not be eligible for a regular unemployment insurance claim in the District or any other state.

What can cause me to be ineligible for EB?

If you are eligible for a regular unemployment claim in the District of Columbia or another state, you will not be eligible for EB. Upon applying, DOES will check to see if you have any additional wages that would potentially cause you to be eligible to receive a new claim. If wages are found in another state, a claims examiner will be assigned to investigate. Upon the completion of the investigation, the claims examiner will inform you on how to proceed. This may require you to file in another state.

What is the High Unemployment Period (HUP)?

A High Unemployment Period (HUP) exists when the total unemployment in the District of Columbia (seasonally adjusted), as determined by the U.S. Secretary of Labor, for the most recent three months, equals or exceeds 8.0 percent. HUP benefits end immediately when the U.S. Department of Labor determines that the unemployment rate in the District of Columbia falls below federal requirements.

Current Status of the HUP

Based on data released on March 15, 2021 by the Bureau of Labor Statistics, the seasonally-adjusted 3-month average total unemployment rate (TUR) for the District of Columbia rose above the 8.0 percent threshold meeting the criteria to trigger "on" to a High Unemployment Period (HUP). Therefore, beginning on April 4, 2021, the maximum potential entitlement for claimants in the EB program will increase from 13 weeks to 20 weeks. However, the number of eligible weeks is subject to change, as availability of extended benefits is predicated on the District's unemployment rate.

How to Apply for EB

Individuals may file for EB by visiting dcnetworks.org and clicking on the **Claim Unemployment Benefits** tab. Upon clicking the tab, select **File for EB.** Complete the questions asked and enter any requested information. The process will redirect those eligible to file for the EB program to the proper application.

What Happens Next: I Filed For Unemployment Insurance Benefits

Within a week after filing your initial UI claim **with all necessary documentation**, you should receive a Notice of Monetary Determination in the mail. This notice will provide the following:

- your weekly UI benefit amount,
- your maximum benefit amount,

- the date your benefit year ends,
- the base period of your claim, and
- the wages used to calculate your claim.

If you are not eligible for UI benefits, the notice will indicate the monetary requirement that you did not meet. Generally, it takes 21 days from the date of your initial claim filing to receive a claim payment. During this time, a DOES claims examiner may have to obtain additional fact-finding information from the claimant and the employer. DOES is working diligently to adjudicate these issues as quickly as possible.

Processing Claims

- Generally, it takes 21 days, after receiving **all necessary documentation**, to issue a claim payment to an eligible applicant. We are working as quickly as possible to process claims to adhere to this time frame.
- DOES representatives will contact claimants if any additional information is needed to process their claim. Individuals should check their voicemail, physical mail, and email (along with their junk and spam folders) regularly for any correspondence from DOES. Please respond to any request for additional information or documentation promptly to help DOES process your claim in a timely manner. Failure to respond will delay benefit payments.
- Weekly Claim Form: Weekly certifications for benefits must be submitted each Sunday for the previous week. Failure to submit your weekly certification will delay benefit payments. For detailed instructions regarding how to certify for weekly unemployment benefits, read the Instructions for Completing the Continued Claim Form (English or Spanish).

For more information on what happens after filing an initial claim, read the guide found here.

Issue Code 55

What is an Issue Code 55?

When a new claim is filed, our automated system checks for wages in other states that may be in your base period. If wages are found, the system establishes an issue code 55 to be investigated. During this investigation, a claims examiner will determine if the wages in the other state could qualify you for a claim in that state or for a higher weekly benefit amount in the District of Columbia.

Part of the District's responsibility is to ensure that we are accurately paying federally funded benefits to claimants. The District must verify if claimants are eligible in other states or if claimants have wages in other states.

With the implementation of the CARES Act, if wages are found in another state after a claimant has exhausted benefits and is seeking additional assistance from the District, an eligibility review is conducted to determine if a claimant can receive a regular claim in another state. **Per federal law, we cannot pay PEUC or EB if a claimant is monetarily eligible for a regular UI claim in another state, regardless of the amount for which the claimant has been deemed eligible to receive.**

What is a combined wage claim?

The Combined Wage Claim (CWC) program allows an unemployed individual with employment and wages in more than one state to combine his/her wages to establish a CWC under the law of a single state to qualify for benefits. A combined wage claim occurs when:

- An individual has worked in multiple states during the claims base period; has not earned enough in wages in one of the states to become monetarily eligible and needs to combine wages in multiple states to become monetarily eligible. By combining wages with multiple states, an individual can potentially establish a higher weekly benefit amount.
- If the individual's out of state wages will not increase their weekly benefit amount, they are not considered.
- If the individual is eligible for the state's maximum weekly benefit amount, out of state wages will not be used.
- Since the most recent wages are not used in the current base period of a claim, these wages can be potentially used to establish a new benefit year in another state when the claimant has exhausted their benefits and is still unemployed.

When a Combined Wage Claim is filed, DOES performs the following:

- The claims examiner checks the system to see if the claimant has any out of state wages.
- If wages are found, we verify that the wages belong to the claimant.
- The claims examiner determines monetary entitlement for a stand-alone claim in DC and determines monetary entitlement by combining the DC wages with the other states' wages.
- The claims examiner provides the claimant with their filing options. The claimant will be given the choice of filing a claim that will give the higher weekly benefit amount.
- If the individual choses to file a combined wage claim, the claims examiner will request the use of these wages by contacting the state.

The CARES Act and the CAA provides additional extended benefits, PEUC and EB, for individuals who have exhausted their entitlement to regular unemployment compensation. However, you are not eligible for these benefits if you can file a combined wage claim, using your unused wages in the District and another state. If you file for these extended benefits, DOES will follow the steps shown above to determine if you can file a traditional claim in another state by combining your unused DC wages with your unused out-of-state wages. If you are eligible for a new traditional UI claim, DOES will perform the following:

- The claims examiner will send an electronic message (this is called a Withdrawal of Invalid Claim also known as a WIC) to the other state, requesting a backdate of your claim and an acknowledgement to honor any weeks that were certified in the District.
- The claims examiner will contact you by email to provide details for filing a claim with the other state. **Please follow these instructions carefully.**

The claim must be filed over the telephone to receive the backdate

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What Is UI Fraud and What Are the Consequences?

Did you know? If you knowingly collect benefits based on false or inaccurate information that you intentionally provided when you filed your claim, you are committing fraud. Unemployment Insurance fraud is punishable by law and violators could face a number of serious penalties and consequences.

Examples of UI fraud could include:

- An individual returns to work but continues to collect UI benefits.
- An individual works a part-time job but does not report his or her earnings to the state, thereby collecting more benefits than he or she is allowed.
- An individual performs temporary work while collecting UI benefits, but does not report the earnings when filing his or her weekly claim.
- An individual intentionally withholds information or gives false information, including false identification or documentation to the state UI agency

UI Fraud is punishable by law! PENALTIES Can Include:

- Criminal prosecution
- Penalties and fines
- Forfeiting future income tax refunds
- Ineligibility to collect UI benefits in the future
- New federally imposed penalty for fraudulent overpayments - Effective October 1, 2014

9 Things You Should Know About the UI System When Filing Your Claim

Unemployment Insurance provides temporary financial assistance to qualified individuals who meet the eligibility requirements of the District of Columbia. Each person who collects Unemployment Insurance benefits is legally responsible for making sure he or she follows the rules set by the District.

The program is not a right to all who have lost their job.

Keep these top ten key facts in mind when you are filing for UI benefits to ensure accurate and quick payment of benefits:

1. **Accurately Report the Reason You Are Unemployed.**To ensure that you can receive benefits quickly, accurately report your reason for separation from your job when you initially file your claim for benefits.
2. **Report Any Wages You Are Earning.** You must report your gross wages for each week you work. Report on all earnings – including part-time or temporary work.
3. **Register with the District of Columbia Department of Employment Services.** Unless in rare cases where someone is exempt by law, you must register with the District of Columbia Department of Employment Services to be eligible to collect UI benefits.
4. **Be Available for Work.** In order to collect benefits, you must continually verify that you are physically able, available and willing to accept suitable work.
5. **Develop an Effective Work Search Plan.** Contact the DC Department of Employment Services through one of the Career Centers for help with planning an effective work search.
6. A**void Errors and Ensure Proper Payment of Benefits.** To prevent errors that may result in an overpayment, read all of the information provided to you.

7. ***Do not Delay* – As Soon as You Begin Working Again, Report Your Return to Work.** As soon as you begin working, notify this Agency. Do not wait until you receive your first paycheck.
8. **Follow the Rules to Prevent Yourself from Committing Fraud.** Anyone who collects UI benefits is legally responsible for following the rules. Failure to follow the rules can have serious consequences.
9. **Know Your Responsibilities and Ask for Help.** Navigating through the UI system can be confusing. If you have a question, please contact us for assistance.

Common Mistakes Made by UI Claimants

Unemployment Insurance provides temporary financial assistance to qualified individuals who meet eligibility requirements of the District of Columbia. Each person who collects Unemployment Insurance benefits is legally responsible for making sure he or she follows the rules set by the District.

Navigating through the UI system can be confusing. Understanding the facts behind these common mistakes or misunderstandings related to UI will help to ensure your continued eligibility for current and future UI benefits.

- **Not reporting income from part-time or temporary work while looking for a full-time position.** You must report your gross wages (before your taxes are taken out) for each week you work and certify for benefits, even if you don't get paid until later. Be sure to accurately report on <u>all</u> earnings during your weekly claim certification – even those from part-time or temporary work. If you collect more UI benefits than you are eligible for because you fail to report earnings, you may be committing fraud and may be prosecuted.

- **Waiting until you receive your first paycheck before notifying the state UI office that you have returned to work.** As soon as you begin working, be sure to notify your state's UI office if you plan to continue claiming UI benefits. Do not wait until you receive your first paycheck to report your return to work. The UI agency uses state and national resources to track new hires, so it is in your best interest to report your return to work immediately to avoid the consequences of an overpayment.

- **Believing that Unemployment benefits are "yours" – which you paid into an account while you were working.** Not true. Generally, state payroll taxes paid by employers finance UI benefits and employers are charged accordingly when claimants are determined eligible to collect benefits. That's why it's important to ensure that each individual accurately receives the amount of benefits for which he or she qualifies.

- **Not being available to accept a new job.** In order to collect benefits, you must continually verify that you are able, available, and willing to accept suitable work. Possible conflicts like attending school during work hours or limitations with childcare or transportation could limit your work availability and be an eligibility issue. Report such issues on your claim forms. Everyone who collects Unemployment Insurance benefits is legally responsible for following all rules and reporting regulations. If you knowingly break the rules, you could be found guilty of committing UI fraud, which may lead to a variety of serious consequences, including:
    - Prosecution by government authorities
    - Possible jail or prison sentences

- Repaying the UI benefits collected, plus penalties and fines
- Forfeiting future income tax refunds
- Losing the eligibility to collect UI benefits in the future

Don't make your unemployment problem worse. If you think you may have committed UI Fraud, let us help you address the issue. **Call 1.877.FRAUD.60 (1.877.372.8360) today.**

If you are aware of UI Fraud occurring and would like to report it, please **call 1.877.FRAUD.60 (1.877.372.8360) immediately**.

1099-G Forms

Claimants can access their 2020 1099-G form electronically by visiting the link below:

1099-G Form

Please note, you will only receive a 1099-G for 2020 if at least one UI payment was released to you during calendar year 2020. Amounts on the 1099-G form are based on the actual payment date, not the dates of the eligible benefit weeks.

Unemployment Insurance Resources

We have updated our resource page on the website to include information about Unemployment Insurance Benefits. The resources are available in English, Spanish, Amharic, French, Vietnamese, Chinese, and Korean, the seven (7) languages commonly spoken in the District. You can access this information by visiting the resources page of our website.

Workforce Related Opportunities

District of Columbia Infrastructure Academy (DCIA):

The DC Infrastructure Academy is excited to announce that we are recruiting for our upcoming Washington Gas and Comp TIA A+ cohorts. These programs are currently being offered using a blended model of both virtual and in-person instruction. Please see a few program highlights below:

Energy and Utilities

- The Washington Gas training program prepares trainees for careers in the energy sector with a focus on excavation and backfilling, underground clearances, and tools of the trade. Career opportunities at Washington Gas or its subcontracting companies pay an average of $20 per hour with generous benefits and opportunities for advancement.

- DCIA is currently enrolling for the upcoming Pathway into Energy with the launch of Pepco's summer training cohort. If you are interested in learning more about this amazing opportunity, please visit DCinfrastructureacademy.org for more information.

Information Technology

- The Comp TIA A+ training program prepares trainees for careers in the information technology sector with a focus on help desk support, baseline security and operational procedures. Career opportunities for entry-level positions in IT pay an average of $50,780 annually and include Help Desk Specialist, Computer Support Specialist and Tier 1 Technical Support roles.

For additional information about the above programs, please submit your name, program of interest (Washington Gas, Pepco or Comp TIA A+) and contact information to our email account at DCIA@dc.gov. Once we receive your information, we will schedule you for an information session where we cover program descriptions, eligibility requirements and expectations.

Office of Talent and Client Services (OTCS):

Talent Tuesday: second Tuesday of the month:

- Information session where employers provide information regarding open positions

Fast Track Friday: Every third Friday of the month

- OTCS will host a hiring event for same Employers that participated in Talent Tuesday.

First Source Fridays: Every first Friday of the month

- Hiring events for First Source employers. (constructions and trade industry)

For additional information please email talent@dc.gov.

Upcoming Events

The Office of Unemployment Compensation (OUC) hosts a webinar every Tuesday and Thursday at 12:00 pm. The webinar features the most up to date unemployment related information and a live Q&A session.

Please follow the link below to register for a session:

Webinar Registration

Unable to attend? We encourage you to download resources on our website: **does.dc.gov**

Community Resources

coronavirus.dc.gov

Residents that are homebound because of COVID-19 can request support from the District for food and other essential items.

DOES is receiving a higher than normal call volume. We encourage you to visit our website at does.dc.gov for updates. For any questions, please call (202) 724-7000 or email covid19.ui@dc.gov. Thank you for your patience as the Office of Unemployment Compensation remains committed to serving the District employees and businesses. We are all in this together.

Connect With Us

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TTY: (202) 698-4817
Email: does@dc.gov

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This service is provided to you at no charge by the District of Columbia.

UNEMPLOYMENT INSURANCE

NEWSLETTER

Message from the Director

We are transitioning to an important time for District workers and employers. The federal government extended the CARES Act and claimants can continue to access unemployment benefits as needed. As the Director of the DC Department of Employment Services (DOES), I work very closely with my team to guide claimants as they plan for the next steps in their journey.

The team at DOES is making the experience of filing for unemployment benefits more comprehensive and straightforward.

I am proud to announce that we successfully transitioned and automated extended benefits for those filing weekly claims. DOES announced that Mayor Muriel Bower authorized an $11 million investment to update and improve our Unemployment Insurance filing systems and communication efforts. Upon the authorization of the investment, we immediately went into

action and developed efficiencies for qualified individuals as they file and receive benefits.

This agency has a highly visible and crucial role in the quality of life of many DC residents and workers. With that in mind, the team at DOES has successfully updated applicant portals in dcnetworks.org. We have extended all federal programs to help claimants as they successfully file for benefits.

At, DOES, we are always committed to supporting DC residents and workers during any stage of their journey with us as we get DC back to work.

Dr. Unique Morris-Hughes

Director

IN THIS ISSUE

- Review of the CARES Act Extensions
- Automation of Extended UI Benefits
- Protect Your Identity
- Frequently Asked Questions
- Workforce Opportunities
- Community Resources

Review of the CARES Act Extensions

The DC Department of Employment Services (DOES) has successfully implemented the extension of benefits under the American Rescue Plan Act (ARPA). This includes claimants that qualify under all current programs under the ARPA (PUA, PEUC, FPUC,

and MEUC). Although the extensions are in place, individuals should continue to file their weekly certifications. More information is available on our website does.dc.gov and our social media pages.

Overview of the American Rescue Plan Act (ARPA)

Effective March 11, 2021, the ARPA extensions provide unemployment insurance (UI) benefit extensions to those that are self-employed, contract workers, those ineligible for state unemployment benefits, or who have exhausted benefits:

- Pandemic Unemployment Assistance **(PUA)**
- Pandemic Emergency Unemployment Compensation **(PEUC)**
- Federal Pandemic Unemployment Compensation **(FPUC)**
- Mixed Earners Unemployment Compensation **(MEUC)**

Pandemic Unemployment Assistance (PUA)

- Extended to September 4, 2021
- Eligible claimants can receive up to 79 total weeks of PUA benefits (including any weeks of PUA, regular UI, and EB benefits a claimant already received).
- Claimants currently receiving PUA will not have to reapply to the program to continue receiving benefits.

Pandemic Emergency Unemployment Compensation (PEUC)

- Extended to September 4, 2021
- Eligible claimants can receive up to 53 weeks of PEUC benefits (including any weeks of PEUC benefits a claimant already received).
- Claimants currently receiving PEUC will not have to reapply to the program to continue receiving benefits.

Federal Pandemic Unemployment Compensation (FPUC)

- Extended to September 4, 2021
- Eligible claimants who receive at least $1 under a qualifying unemployment insurance program will automatically receive an additional $300 per week, in addition to their weekly benefit amounts.

Mixed Earners Unemployment Compensation (MEUC)

- Extended to September 4, 2021
- MEUC provides an additional $100 weekly payment to eligible claimants who earned both employment wages and at least $5,000 in net self-employment income in the completed taxable year before their regular UI application. NOTE: PUA claimants are NOT eligible for MEUC.

Read the AMERICAN RESCUE PLAN ACT OF 2021 Fact Sheet for more details.

Timing of Benefit Payments

- Claimants can plan to receive benefits within 21 Days after filing the initial claim.
- Current timing is determined after all necessary documentation is provided.

- We encourage claimants to frequently check emails and voicemails for required follow-ups or documents to effectively process claims.

Automation of Extended UI Benefits

Claimants can file for benefits at dcnetworks.org or by phone at (202) 724-7000.

The U.S. Department of Labor (USDOL) indicated that **there will not be a gap in benefit weeks**. Claimants should continue to file their weekly certifications. Eligible payments will be made retroactively and will include all provisions under the American Rescue Plan Act.

All provisions will extend until September 4, 2021.

Protect Your Identity

The DC Department of Employment Services (DOES) is the only source of information and support for your unemployment claim. Beware of individuals posing as representatives of the DC government. If you suspect any individual or organization is compromising your information, please contact our agency immediately at (202) 724-7000 or does@dc.gov to prevent identity theft. Only share your claim and personal information with DOES.

Frequently Asked Questions

What is Unemployment Insurance?

- Unemployment Insurance (UI) provides temporary financial assistance to qualified individuals who meet the eligibility requirements of the District of Columbia.
- Any person that files and receives UI Benefits is classified as a "claimant."
- Any claimant that receives UI benefits is legally responsible for information provided to process their claim.

I was able to find a Part-Time job or Temp Position while looking for a Full-Time job. How should I file?

- There is something called "gross wages." Gross wages are your earnings before any taxes.
- You must report your gross wages every week you file for UI Benefits.
- Even though you are still looking for a full-time job, you must accurately report all earnings.

I was offered a new job! When should I notify DOES about my employment status?

- If you're offered a job, please notify us or your state's UI office as soon as you begin working.

- The UI agencies use state and national resources to track new hires, so it is in your best interest to report your return to work immediately to avoid the consequences of an overpayment.

I have personal issues that are prohibiting me from starting a new job. What should I do?

- Possible conflicts like attending school during work hours or limitations with childcare or transportation could limit your work availability and be an eligibility issue.
- Report such issues on your claim forms.
- To collect benefits, you must continually verify that you are able, available, and willing to accept suitable work.

Are there ways to learn about the available benefits?

- The Office of Unemployment Compensation (OUC) hosts a webinar every Tuesday and Thursday at 12:00 pm. The webinar features the most up-to-date unemployment-related information and a live Q&A session.
- Please follow the link below to register for a session:
    - **Webinar Registration**
    - Unable to attend? We encourage you to download resources on our website: **does.dc.gov**

What is the Benefit Year Ending (BYE)?

- The BYE is the ending date of a regular unemployment insurance claim. The BYE falls on a Saturday date which ends the twelve-month period of a claim, in which a claimant may receive regular unemployment benefits if eligible.
    - If you are receiving benefits under the Extended Benefits (EB) program and you reach the BYE, you will need to submit a new application at the conclusion or expiration of your benefit year ending date.
    - If you are receiving benefits under the PEUC program and you reach the BYE, you will need to submit a new application at the conclusion or expiration of your benefit year ending date.

What is Monetarily Ineligible (MI)?

- Some claimants may have received a notification from DOES stating that they are "Monetarily Ineligible". Based on federal guidelines, DOES is required to search for additional wages that may have been earned prior to the expiration of the Benefit Year Ending (BYE).
- If wages are located, we must then determine if the wages qualify you for a new claim or if you are able to continue to collect benefits on your existing claim. While you are currently under review, you are classified as Monetarily Ineligible (MI).
    - If we identify unreported wages that were collected in other states or within the District.
    - You will receive an over-payment notice and your future unemployment benefits could be denied from the District.

- Please ensure that any address, phone numbers, email address or name changes are correct to prevent delays.

What is UI fraud?

- If you have a part-time or temporary position but fail to report your earnings while filing for your weekly claim, you could be committing UI fraud.
- It is serious, and you may be committing fraud and could be prosecuted.
- If you think you may have committed UI fraud or know of UI fraud occurring, we can help. **Call 1-877-FRAUD-60 (1-877-372-8360) today.**

Everyone who collects unemployment insurance benefits is legally responsible for following all rules and reporting regulations. If you knowingly break the rules, you could be found guilty of committing UI fraud, which may lead to a variety of serious consequences, including:

- Prosecution by government authorities
- Possible jail or prison sentences
- Repaying the UI benefits collected, plus penalties and fines
- Forfeiting future income tax refunds
- Losing the eligibility to collect UI benefits in the future

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Workforce Opportunities

Office of Talent and Client Services (OTCS)

Talent Tuesday – second Tuesday of the month

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First Source Fridays – every first Friday of the month

- Hiring events for First Source employers (constructions and trade industry)

For additional information please email talent@dc.gov.

Community Resources

STAY DC

Under Mayor Muriel Bowser's leadership, the District government is working to ensure residents have access to resources needed to help them stay in their homes. Stronger Together Assisting You (STAY DC) provides funds to assist households with rent and utilities. STAY DC is a financial assistance program for D.C. renters and housing providers

who need support to cover housing and utility expenses and offset the loss of income to the COVID-19 pandemic. For more information and to apply, please visit **stay.dc.gov**.

Residents who need help applying for STAY DC or have question may call 833-4-STAYDC from 7:00am – 7:00pm ET, Monday through Friday. Contact Center Agents will answer your questions during the call, or in some cases may need to call you back. Please be prepared to leave your name and contact information. Information about STAY DC is available in English, Spanish, French, Cantonese/Mandarin, Korean, Vietnamese, and Amharic.

DC Health Link

New COVID Relief Law helps people who were laid off. Get quality health insurance on DC Health Link for as little as $2/month, no annual deductibles and low out of pocket costs. DC Residents who had unemployment compensation benefits any time in 2021 (at least 1 week of unemployment benefits) qualify. You do not need to have unemployment benefits at the time you sign up for health insurance. Special low premiums is for all of 2021. Don't delay. Enroll today at DCHealthLink.com!

Homebound Support

Residents that are homebound because of COVID-19 can request support from the District for food and other essential items. We can help. Contact us anytime at **coronavirus.dc.gov**

Updates and New Information

We encourage you to visit our website at does.dc.gov for updates. For any questions, please call (202) 724-7000 or email covid19.ui@dc.gov. Thank you for your patience as the Office of Unemployment Compensation remains committed to serving the District employees and businesses. We are all in this together.

DOES DISTRICT OF COLUMBIA DEPARTMENT OF EMPLOYMENT SERVICES

WE ARE WASHINGTON DC GOVERNMENT OF THE DISTRICT OF COLUMBIA MURIEL BOWSER, MAYOR

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This service is provided to you at no charge by the District of Columbia.

UNEMPLOYMENT INSURANCE

NEWSLETTER

Message from the Director

As an essential office in the District government, D.C Department of Employment Services (DOES) has remained open during the entire pandemic and has continued to support claimants and employers.

While remaining open, we discovered ways to improve our services and systems. We are always striving to make unemployment insurance benefits more accessible and comprehensive to claimants and residents. DOES has extended all federal programs under the American Rescue Plan Act and claimants can access uninterrupted benefits for each week they qualify.

Additionally, we continue to improve the claimant and employer experience with unemployment insurance benefits in the District. Claimants and employers will soon be able to easily find to even more information about UI benefits, taxes, federal requirements, and general DOES updates. In the coming weeks, my office will announce details about new technology, as

well as ways for D.C. residents and employers to access UI benefits information.

We know that many residents and employers will look to DOES to offer guidance as the District reopens. We will be here. My team and I will continue to be your resource as we all move to the next phases of our careers and daily lives.

Dr. Unique Morris-Hughes

Director

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- Getting D.C. Back to Work
- Things to Remember When Returning to Work
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- DOES News
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- Community Resources

Getting D.C. Back to Work

The American Job Center (AJC) Headquarters is now open for in-person services by appointment only. Click here to schedule an appointment. New appointments will be made available every Friday at 10:00 a.m. The use of face masks is required within the AJC. You may also reach the Customer Navigation Center by phone at (202) 724-7000 regarding the American Job Center. **The call center cannot schedule in-person appointments. Individuals without appointments will be referred to the scheduling system for assistance with securing a future appointment.**

What is an American Job Center?

- American Job Center partners with a variety of governmental, educational, and community-based entities that help people find employment, become "job-ready", or assist with developing your pathway to reemployment.

- The system is designed to provide "one-stop" access to information and direct referrals to career-related resources in a seamless manner, relieving customers of having to search for these programs on their own.

- American Job Center partners include public and private facilities, educational and training programs, labor market information, health and rehabilitative services, social services, and federal and local government agencies.

- The American Job Center offers workshops for those interested in gaining workforce skills. Click here to learn more!

The following American Job Center programs receive federal funds through the United States Department of Labor:

- The District of Columbia's Reemployment Services and Eligibility Assessment (RESEA) program is funded by a $1,093,344.30 grant from the U.S. Department of Labor.

- The District of Columbia's Dislocated Worker (WIOA) program is funded by a $10,070,193.00 grant from the U.S. Department of Labor.

- The District of Columbia's Adult (WIOA) program is funded by a $4,211,055 grant from the U.S. Department of Labor.

- The District of Columbia's Youth (WIOA) program is funded by a $4,638,230 grant from the U.S. Department of Labor.

- The District of Columbia's Employment Service (Wagner-Peyser) program is funded by a $1,931,319.00 grant from the U.S. Department of Labor.

- The District of Columbia's Jobs for Veterans State Grant (JVSC) program is funded by a $485,780 grant from the U.S. Department of Labor.

- The District of Columbia's Dislocated Worker (COVID) Grant program is funded by a $1,245,969 grant from the U.S. Department of Labor.

Things to Remember When Returning to Work

Were you recently offered a job after collecting Unemployment Insurance (UI) benefits? The U.S. Department of Labor requires individuals to report their employment status to determine eligibility for benefits. You must inform DOES of your employment status. Navigating through the UI system can be confusing. Understanding the facts behind these common mistakes or misunderstandings related to UI will help to ensure your continued eligibility for current and future UI benefits.

What is Unemployment Insurance?

- Unemployment Insurance provides temporary financial assistance to qualified individuals who meet the eligibility requirements of the District of Columbia.
- Each person who collects Unemployment Insurance benefits is legally responsible for making sure they follow the rules set by the District.

Report income from part-time or temporary work while looking for a full-time position.

- You must report your gross wages (before your taxes are taken out) for each week you work and certify for benefits, even if you don't get paid until later.
- Be sure to accurately report on all earnings during your weekly claim certification – even those from part-time or temporary work.
- If you collect more UI benefits than you are eligible to receive because you fail to report earnings, you may be committing fraud and may be prosecuted.

Do not wait until you receive your first paycheck to report that you have returned to work.

- Be sure to notify the DOES UI office as soon as you begin working.
- Do not wait until you receive your first paycheck to report your return to work.
- The DOES uses state and national resources to track new hires, so it is in your best interest to report your return to work immediately to avoid the consequences of an overpayment.

Unemployment benefits are not "yours" – your employer paid into an account while you were working.

- Generally, UI benefits are paid for by state payroll taxes paid by employers and they are charged when claimants are determined eligible to collect benefits.
- That's why it's important to ensure that everyone accurately receives the amount of benefits for which they qualify.

Actively searching for work.

- Once the work search requirement restarts, if you do not search for work during a week in which you file a claim, benefits may be denied until you show that you have started to look for work.

You must be available to accept a new job.

- To collect benefits, you must continually verify that you are able, available, and willing to accept suitable work.
- Possible conflicts like attending school during work hours or limitations with childcare or transportation could limit your work availability and be an eligibility issue.
- Report such issues on your claim forms.

Legal Responsibilities

- Everyone who collects Unemployment Insurance benefits is legally responsible for following all rules and reporting regulations.

- If you knowingly break the rules, you could be found guilty of committing fraud, which may lead to a variety of serious consequences, including:
    - Prosecution by government authorities
    - Possible jail or prison sentences
    - Repaying the UI benefits collected, plus penalties and fines
    - Forfeiting future income tax refunds
    - Losing the eligibility to collect UI benefits in the future

Extended Benefits Weekly Entitlement Reduction

Due to the current unemployment rate in the District, Extended Benefits (EB) will decrease from 20 to 13 weeks. The 13-week mandatory trigger for the High Unemployment Period (HUP) in the District of Columbia ended on July 3, 2021. While on the 13-week mandatory HUP, the seasonally adjusted Total Unemployment Rate (TUR) for the District fell below the 8.0% threshold necessary to remain "on" a HUP, but remained above 6.5%. As such, beginning July 4, 2021, the maximum potential EB entitlement for claimants in the District of Columbia decreased from 20 weeks to 13 weeks. Affected claimants will see changes automatically made in their portal to reflect the decrease in weeks.

DOES News

DOES Office of Unemployment Compensation received the Mayor's Award for **Excellence in Service (Teams).** This award is presented to teams who were elevated by Deputy Mayors for their exemplary provision of services to D.C. residents during this challenging and unprecedented year.

The DOES team has been an essential service during the COVID-19 Pandemic, paying out more than $2.4 billion dollars in unemployment benefits since March 2020. Employment benefits are crucial to the livelihood of many D.C. residents. We know that each month, each week, and each day matters. While we know that there are many of us still affected by the pandemic, we're happy to be a resource to each person that needs our assistance.

Frequently Asked Questions

Are there ways to learn about the available benefits?

- The Office of Unemployment Compensation (OUC) hosts a webinar every Tuesday and Thursday at 12:00 pm. The webinar features the most up-to-date unemployment-related information and a live Q&A session.
- Please follow the link below to register for a session:
    - Webinar Registration
    - Unable to attend? Learn more by visiting does.dc.gov

How do you contact claimants about their benefits?

- We use many ways to communicate to claimants.
- Once you file your initial claim, we can reach out to you via email or phone. Please make certain the agency has your most up-to-date contact information, by updating your physical address, phone number and/or email address immediately, should that information change.
- If contact is made via email, please make sure that you are checking your spam and junk mail to prevent delays.
- You can view your benefits status and claim information on DCNetworks.org.

I am having technical issues filing my claim. How can you help?

- If you're experiencing technical issues, you can always call our office. A claims examiner can help you with your claim or give you instructions for providing required information.
    - Phone: (202) 724-7000
    - Fax: (202) 673-6993
    - Email: does@dc.gov

I checked my claimant portal, and it says that I am Monetarily Ineligible. What does that mean?

- Some claimants may have received a notification from DOES stating that they are "Monetarily Ineligible". Based on federal guidelines, DOES is required to search for additional wages that may have been earned prior to the expiration of the Benefit Year End (BYE) date.
- If wages are located, DOES must then determine if the wages qualify you for a new claim or if you are able to continue to collect benefits on your existing claim. While your claim is under review, you are classified as Monetarily Ineligible (MI).

Workforce Opportunities

Office of Talent and Client Services (OTCS)

Talent Tuesday – second Tuesday of the month

- Information session where employers provide information about open positions

Fast Track Friday –third Friday of the month

- OTCS will host a hiring event for employers that participated in Talent Tuesday

First Source Fridays –first Friday of the month

- Hiring events for First Source employers (constructions and trade industry)

For additional information please email talent@dc.gov.

Community Resources

STAY DC

Under Mayor Muriel Bowser's leadership, the District government is working to ensure residents have access to resources needed to help them stay in their homes. Stronger Together Assisting You (STAY DC) provides funds to assist households with rent and utilities. STAY DC is a financial assistance program for D.C. renters and housing providers who need support to cover housing and utility expenses and offset the loss of income to the COVID-19 pandemic. For more information and to apply, please visit stay.dc.gov.

Residents who need help applying for STAY DC or have question may call 833-4-STAYDC from 7:00am – 7:00pm ET, Monday through Friday. Contact Center Agents will answer your questions, or in some cases may need to call you back. Please be prepared to leave your name and contact information. Information about STAY DC is available in English, Spanish, French, Cantonese/Mandarin, Korean, Vietnamese, and Amharic.

DC Health Link

New COVID Relief Laws help people who were laid off. Get quality health insurance on DC Health Link for as little as $2/month, no annual deductibles, and low out of pocket costs. DC Residents who had unemployment compensation benefits any time in 2021 (at least 1 week of unemployment benefits) qualify. You do not need to have unemployment benefits at the time you sign up for health insurance. Special low premiums for all of 2021. Don't delay. Enroll today at DCHealthLink.com!

Homebound Support

Residents who are homebound because of COVID-19 can request support from the District for food and other essential items. We can help. Contact us anytime at coronavirus.dc.gov

DOES DISTRICT OF COLUMBIA DEPARTMENT OF EMPLOYMENT SERVICES

WE ARE WASHINGTON GOVERNMENT OF THE DISTRICT OF COLUMBIA DC MURIEL BOWSER, MAYOR

Connect With Us

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This service is provided to you at no charge by the District of Columbia.

UNEMPLOYMENT INSURANCE

NEWSLETTER

IN THIS ISSUE

- Work Search Requirements
- End of Federal Benefits
- What Resources Are Available Once My Benefits End
- Message from the Director
- Experience the New Claimant Portal
- New Unemployment Insurance Website Launches!
- How to Stay Connected with DOES

Work Search Requirements

To comply with changes in federal and District laws, the District is reinstating work search requirements to receive unemployment benefits. All other states in the United States have reinstated these work search requirements. Starting the week of **August 30, 2021**, if you are filing for unemployment, you must verify that you are actively looking for work.

This change will help traditional employees, self-employed individuals, and other job seekers remain engaged in re-employment efforts and connected with job resources.

Work Search Activities

To remain eligible for traditional unemployment insurance or any benefit program under the American Rescue Plan Act (ARPA), you must continue to meet work search requirements. You will be required to complete at least two of the following activities per week as proof of work search:

- Apply for jobs in person, by mail, phone, fax, online, or email
- Attend a job fair
- Talk to former co-workers or other people in similar types of jobs to let them know your availability to work or obtain information about openings
- Contact potential employers
- Use an employment agency or placement service
- Participate in a workforce program or activity offered through DOES

DOES may request to see your work search activities at any time from the effective date of the claim, so make sure you're keeping a detailed record of your efforts. You may be denied unemployment benefits or your benefits could be suspended if you do not submit your work search information upon request.

To learn more about work search requirements, access your portal, or apply for benefits, please visit dcnetworks.org.

End of Federal Benefits

On September 4, 2021, federal benefits under the expanded Coronavirus Aid, Relief, and Economic Security (CARES) Act, will expire nationwide regardless of remaining balances. These temporary wage programs were authorized by the federal government to increase access to unemployment insurance during the COVID-19 pandemic. The following programs will be affected:

- Pandemic Unemployment Assistance **(PUA)**
- Federal Pandemic Unemployment Compensation **(FPUC)**
- Pandemic Emergency Unemployment Compensation **(PEUC)**
- Mixed Earners Unemployment Compensation **(MEUC)**

Department of Labor guidelines require the Office of Unemployment Compensation to provide the following services:

- Continue to process applications and accept new PUA claims for periods of unemployment that occurred on or before the termination date of September 4, 2021
- Evaluate and determine eligibility for new claims within the approved unemployment period up to 30 days after the program ends, or until October 4, 2021
- Review and verify documentation for return-to-work reporting beginning August 30, 2021

What Does This Change Mean for Participants in Federal Unemployment Programs?

The federal mandate to end temporary pandemic wage assistance programs may change or affect your weekly unemployment benefits. PUA, FPUC, PEUC, and MEUC are all scheduled to expire on September 4, 2021, which is the final full week for the programs.

However, you may file new claims up to October 4, 2021, if your period of unemployment was before September 4, 2021. You will no longer be eligible for benefits after October 4, 2021, if you are filing under these programs.

Program	Purpose	Change in Benefits	Last Benefit Week
PUA	Provide temporary assistance for individuals who do not qualify for regular unemployment insurance, including self-employed, independent contractors, sole-proprietors, gig workers, and those with limited work histories	Claimants who are self-employed, independent contractors, or sole proprietors will no longer receive PUA benefits for periods of unemployment after September 4, 2021.	September 4, 2021
FPUC	Disburse a $300 wage supplement in addition to the weekly benefit payment for claimants filing UI, PEUC, extended benefits (EB), PUA, and short-time compensation (STC) benefits	The final $300 FPUC disbursement will be paid out for the benefit week ending September 4, 2021. After that, the claimant's benefit payment will only include the traditional UI weekly benefit amount.	September 4, 2021
PEUC	Grant an extension that allows claimants to file for regular unemployment benefits beyond 26 weeks	Claimants may reopen or file a new traditional UI claim if they have reached the end of their benefit year before exhausting the PEUC extension when the program ends. The weekly benefit payment may be less than the amount received under PEUC.	September 4, 2021
MEUC	Add $100 to each weekly benefit payment for claimants filing UI, PEUC, EB, and STC benefits	The final $100 payment will be included for the benefit week ending September 4, 2021. After that, the claimant's benefit payment will only include the weekly benefit amount.	September 4, 2021

What Resources Are Available Once My Benefits End

The American Job Center

The District of Columbia's American Job Centers (AJC) are resources that helps DC residents find employment, develop job skills, and explore new career options. Each center provides career counseling and planning, resume assistance, job placement, classroom instruction, vocational training, access to job announcements, and much more.

The AJC also offers a range of online services and workshops to help you manage your resources and prepare to re-join the workforce. There is a dedicated team at each center to assist residents with:

- Virtual class participation
- Important information about staying engaged during COVID-19
- Internet access to employment sites
- Networking opportunities
- Resume posting
- Employment referrals
- Instructions for navigating DC Networks, the District's employment platform where residents can search for jobs and access labor market information

To learn more about employment opportunities, training, and workforce support throughout the District, visit dcnetworks.org. This virtual one-stop portal connects agencies, programs, and services to help meet the needs of job seekers and employers. You may also email does@dc.gov or call (202) 727-9675 to reach the AJC.

Additional Resource Opportunities

Community Resources

Stay DC

Under Mayor Muriel Bowser's leadership, District government is working to ensure residents have access to resources to help them stay in their homes. Stronger Together Assisting You (STAY DC) provides funds to assist households with rent and utilities. STAY DC is a financial assistance program for D.C. renters and housing providers who need support to cover housing and utility expenses to offset the loss of income from the COVID-19 pandemic. For more information and to apply, please visit stay.dc.gov.

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DC Health Link

The New COVID Relief Law helps people who were laid off obtain quality health insurance on DC Health Link for as little as $2/month, with no annual deductibles and low out-of-pocket costs. DC Residents who received unemployment compensation benefits any time in 2021 (at least one week of unemployment benefits) qualify. You do not need to have unemployment benefits at the time you sign up for health insurance. Special low premium rates are available for 2021. Enroll today at DCHealthLink.com!

Homebound Support

Residents who are homebound because of COVID-19 can request support from the District for food and other essential items. We can help. Contact us anytime at coronavirus.dc.gov

Employer Resources

Office of Talent & Client Services

The Office of Talent & Client Services (OTCS) is a unit within DOES that supports local businesses with meeting workforce development needs. The office's free services include:

- **Strategy & Planning** to help DC businesses navigate the resources required to achieve their hiring goals

- **Concierge Consulting** to partner with DC businesses and provide tailored services at each stage of business growth
- **Recruiting & Hiring** to offer employers access to DC's skilled, talented, and diverse labor market through innovative programs and responsive training

OTCS also offers a series of information sessions and hiring events to help connect employers with job seekers.

Event	Frequency	Description
Talent Tuesday	Second Tuesday of the month	Information session for employers to provide details regarding open positions
Fast Track Friday	Every third Friday of the month	Hiring event for the same employers that participated in Talent Tuesday
First Source Fridays	Every first Friday of the month	Hiring event for employers in the constructions and trade industry

For Additional information about opportunities to partner with OTCS, please email talent@dc.gov

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Message from the Director

I am proud to announce the recent launch of our improved claimant portal for the Office of Unemployment Compensation (OUC)! This release is the first of several upgrades that will help DOES deliver an improved customer experience to both claimants and employers. Using a single system, users have access to important benefits information and the ability to file claims for UI benefit programs.

What's Changing?

Our customers now have easier access to UI information in a secure environment that protects their personal information. The newly designed portal includes:

- User-friendly screens and streamlined content for simple site navigation
- New mobile access features that make weekly certification easier
- Communication preference options for email, messaging center, and text message
- Access to records for previous transactions, adjudication, and appeals
- An ability to securely upload claim documents
- Access to benefits information from multiple devices such as mobile phones, tablets, and personal computers and all major internet browsers, excluding Internet Explorer

What Are the Opportunities?

It is an exciting time for DOES as employers and job seekers across the District continue to reopen and return to work. The claimant portal simplifies the UI process for users and

will help UI operations to run more efficiently. Once the portal went live on August 18, 2021, users gained access to a friendlier interface and increased data accuracy. This investment also reflects Mayor Bowser's commitment to strengthen UI programs and services with improved technology solutions for all users.

Who Are the Contributors?

DOES has engaged technology and business partners to ensure the success of this initiative. The ongoing administration of UI programs also could not have been possible without the talented and dedicated UI Benefits team. This staff worked throughout the public health emergency to provide consistent UI services. I am proud to lead a team of professionals who are dedicated to serving our customers and partners across the region. Together, these efforts will help the agency achieve greater levels of success as improvements for UI programs continue.

Let's keep the momentum going!

Dr. Unique Morris-Hughes

Director

Experience the New Claimant Portal

The new Claimant Portal is the first step in the process to modernize DOES' systems and business processes. During the initial phase, claimants can navigate to the Optimum Claimant Portal from both the landing page and existing Web-based Employment Benefits System (WEBS). The enhanced portal makes UI services more accessible by offering the following improvements:

- User-friendly screens and content for simpler site navigation
- New mobile access features that make weekly certification easier
- The ability to access benefits information from major internet browsers, excluding Internet Explorer, as well as any device, such as mobile phones, tablets, and personal computers

New Unemployment Insurance Website Launches!

We're excited to announce improvements at DOES, including the launch of our new UI website, unemployment.dc.gov. This site is part of an agency-wide effort to improve access to UI information and make the claims process an easier experience for everyone.

The website simplifies the unemployment claims process with features such as updated menus, easier navigation, a more user-friendly homepage, and new content. The website also has clear instructions and an interactive design so that you can find answers more easily.

This is just one of many exciting steps we are taking in our efforts to support DC workers and employers.

Check out the new unemployment compensation site at unemployment.dc.gov and let us know what you think!

How to Stay Connected with DOES

We want to hear from you! Our office will continue to partner with you to answer your questions about unemployment insurance and support your re-employment efforts. There are several ways to remain engaged with our office:

- DOES hosts bi-weekly webinars every Tuesday and Thursday at 12 pm to provide claimants with the most up-to-date unemployment insurance information. Register online and join us for our next webinar here: http://bit.ly/DOESUIWebinar

- To learn more about the latest developments and exciting changes within OUC, please visit our new UI website at unemployment.dc.gov.
- To share feedback or questions about unemployment insurance, please send an email to does@dc.gov
- Please also connect with us on Facebook, Instagram, and Twitter.

DOES
DISTRICT OF COLUMBIA
DEPARTMENT OF
EMPLOYMENT SERVICES

WE ARE WASHINGTON DC
GOVERNMENT OF THE
DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

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UNEMPLOYMENT INSURANCE

NEWSLETTER

IN THIS ISSUE

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- Resources Available for DC Residents
- Retroactive Claims for Federal Benefits
- An Alternative to Employee Layoffs
- New UI Website
- Work Search Requirements for UI Claimants
- Resources Available for DC Employers
- How to Stay Connected with DOES

Message from the Director

As the District continues its economic recovery, DOES remains committed to helping District employers and workers. In this newsletter, we have several resources available

that will help you with your journey, whether you're a business striving to keep your workers employed, or an employee looking for your next career opportunity.

For businesses, I'd like to remind you of the Shared Work Program. This is truly an economic driver in the region — one that helps keep businesses operating and workers employed. If you are looking to find an alternative to laying off workers, learn more about Shared Work below.

For job-seekers, we have several resources for you to take advantage of that will assist you in getting back to work, including the American Job Center.

Let's continue working together towards re-employment!

Dr. Unique Morris-Hughes

Director

Resources Available for DC Residents

The District of Columbia offers several resources for residents whose federal benefits ended this month. Click here for more information.

American Job Center

The District of Columbia's American Job Centers (AJC) are resources that help DC residents find employment, develop job skills, and explore new career options. Each center provides career counseling and planning, resume assistance, job placement, classroom instruction, vocational training, access to job announcements, and much more. More information is available here.

All AJC locations are now open for in-person services by appointment only. If you would like to use in-person services, please register at does.dc.gov. Appointments are available Monday – Friday, 9:00 a.m. – 4:00 p.m. The use of face masks is required within the AJC.

Stay DC

Stronger Together Assisting You (STAY DC) provides funds to assist households with rent and utilities. STAY DC is a financial assistance program for D.C. renters and housing providers who need support to cover housing and utility expenses to offset the loss of income from the COVID-19 pandemic. For more information and to apply, please visit stay.dc.gov.

DC Health Link

The New COVID Relief Law helps people who were laid off obtain quality health insurance on DC Health Link for as little as $2/month with no annual deductibles and low out-of-pocket costs. DC residents who received at least one week of unemployment compensation benefits any time in 2021qualify. Enroll today at DCHealthLink.com.

Homebound Support

Residents who are homebound because of COVID-19 can request support from the District for food and other essential items at coronavirus.dc.gov.

Retroactive Claims for Federal Benefits

On September 4, 2021, in accordance with federal and District law, several federal unemployment benefits offered through the American Rescue Plan Act expired. These benefits include:

- Pandemic Unemployment Assistance (PUA)
- Pandemic Emergency Unemployment Compensation (PEUC)
- Federal Pandemic Unemployment Compensation (FPUC)
- Mixed Earners Unemployment Compensation (MEUC)

PEUC, MEUC and FPUC weekly claims for weeks prior to September 4, 2021, will be reviewed on a case-by-case basis and payments will be made if eligible. Only PUA claimants can file a new claim for benefits through **October 6, 2021**, for weeks prior to September 4, 2021. PUA claimants may be eligible for benefit payments if they were unemployed for any benefit week between the weeks ending December 12, 2020 and September 4, 2021.

An Alternative to Employee Layoffs

The Shared Work Program is a voluntary program that provides an alternative to layoffs for employers facing with a temporary decline in business.

Here's how it works: Employers save on payroll costs by reducing employee hours. Employees can receive unemployment benefits for the hours they lost and keep their jobs. The program helps employers keep their trained workforce, reduce future hiring and retraining costs, retain employee morale and job security, and more.

Click here for more information and to apply.

New UI Website

Have you visited the new Unemployment Insurance website?

The new UI website, https://unemployment.dc.gov, is part of an agency-wide effort to improve access to UI information and make the claims process easier for everyone. The website simplifies the unemployment claims process with features such as updated menus, easier navigation, a more user-friendly homepage, and new content.

Work Search Requirements for UI Claimants

To remain eligible for traditional unemployment insurance, you must continue to meet work search requirements. If you are filing for or receiving unemployment benefits, you must:

1. Complete at least two work search activities each week
2. Keep records of work search efforts, such as documented or verified correspondence with prospective employers
3. Register for work through the American Job Center

Learn more here.

Resources Available for DC Employers

Office of Talent & Client Services

The Office of Talent & Client Services (OTCS) is a unit within DOES that supports local businesses with meeting their workforce development needs. The office's free services include:

- **Strategy & Planning** to help DC businesses navigate the resources needed to achieve their hiring goals
- **Concierge Consulting** to partner with DC businesses and provide tailored services at each stage of business growth
- **Recruiting & Hiring** to offer employers access to DC's skilled, talented, and diverse labor market through innovative programs and responsive training

OTCS also offers a series of information sessions and hiring events to help connect employers with job seekers. For more information, click here.

How to Stay Connected with DOES

We want to hear from you! DOES will continue to partner with you to answer your questions about unemployment insurance and support your re-employment efforts. There are several ways to remain engaged with our office:

- DOES hosts weekly webinars to provide claimants with the most up-to-date unemployment insurance information. Register online and join us for our next webinar here: http://bit.ly/DOESUIWebinar

- To learn more about the latest developments and exciting changes within the Office of Unemployment Compensation, please visit our new UI website at unemployment.dc.gov.
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UNEMPLOYMENT INSURANCE

NEWSLETTER

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- Resources Available for DC Employers
- Stay Connected with DOES

Message from the Director

Veterans are an essential part of our workforce, and the Department of Employment Services (DOES) is committed to helping them find fulfilling careers. This month, I had the opportunity to talk about the importance of hiring veterans while touring a construction

site at the Miller and Long Co. INC facility. Many employers like Miller and Long hire veterans because of their unparalleled work ethic and upstanding reputation in our community.

I am proud to say that our veterans receive Priority of Service at DOES. We place them at the front of the line and work tirelessly to meet their needs as they look for work or training. We appreciate businesses that prioritize hiring veterans as one more way to thank them for their service. I was honored to meet the hard-working individuals at Miller and Long, and I thank them for allowing me to see them in action.

We also took the time to observe International Fraud Awareness Week (IFAW) and Apprenticeship Week at DOES. During the month of November, we had the opportunity to educate our community on the importance of fraud prevention and the measures DOES takes to verify benefits claims. It was a chance to celebrate the important role that apprenticeships play in maintaining a thriving workforce in DC.

DOES remains committed to helping District employers and workers continue to weather the pandemic, especially now that federal benefits have expired. We have several resources available that will help you with your journey, whether you are a business striving to keep staff employed, or an employee looking for your next career opportunity. Be sure to visit our new unemployment website, designed to make it easier for you to navigate the benefits process. Finally, we have several resources for you to take advantage of, including the American Job Center.

Let us continue working together to help re-employ job seekers in DC!

Dr. Unique Morris-Hughes

Director

International Fraud Awareness Week

During the week of November 14, DOES observed International Fraud Awareness Week (IFAW) to help educate the community on fraud prevention efforts for unemployment insurance benefits claims.

Unemployment insurance fraud is a global challenge that affects millions of individuals each year. DOES takes these issues very seriously. The agency recently implemented several measures as part of its ongoing efforts to ensure that all claims are verified before they are paid.

Together, with our partners and customers, we all play a role in preventing fraud and abuse. Thank you for joining us during IFAW. We hope you will continue to take the following actions to help protect yourself and our community from fraud:

- Do not share personally identifiable information.
- Change passwords to important online accounts regularly.
- Call 202-724-7000, email does@dc.gov, or submit a ticket if you suspect fraudulent activity.

Apprenticeship Week

Thanks to Mayor Bowser, November 15-21, 2021, is officially "Washington, DC Apprenticeship Week." DOES took part in the week-long celebration to recognize the critical role of apprenticeships in workforce development.

With a 75-year history in the District of Columbia, apprenticeships provide on-the-job training and classroom instruction that prepare workers for high-demand careers. DOES maintains relationships with dozens of apprenticeship sponsors and supports the DC Apprenticeship Council, which oversees programs and promotes new industries for the apprenticeship system.

DC residents who are interested in learning more about apprenticeships can review a list of Advantages of Registered Apprenticeship on the DOES website. Employers who would like to sponsor apprentices can review the Advantages of Registered Apprenticeship for Employers.

An Alternative to Employee Layoffs

The Shared Work Program is a voluntary program that provides an alternative to layoffs for employers confronted with a temporary decline in business. It also offers employers the opportunity to rehire their furloughed workers at reduced hours.

Here's how it works: Employers save on payroll costs by reducing employee hours. Employees can then receive unemployment benefits for the hours they lost and keep their jobs. The program helps employers keep or rehire their trained workforce, reduce future hiring and retraining costs, retain employee morale and job security, and more.

Click here for more information and to apply.

Refusal to Work

As businesses continue to reopen and employees return to the workplace, it is important for employers and claimants to be aware of refusal to work guidelines. According to federal law, claimants who collect unemployment insurance (UI) benefits must be available for suitable work. Individuals who decline an offer of suitable work without good cause may be reported to DOES by an employer and disqualified from receiving benefits.

DOES considers wages, workplace safety, and other criteria when determining whether full-time or part-time work is a "suitable" offer. Other factors include:

Consideration Factors for Suitable Work
Employee's physical fitness for the job
Degree of risk to the employee's morals, health, or safety
Employee's prior training and work experience
Length of the employee's unemployment
Employee's prospects for securing work in his/her customary occupation
Distance of work from the employee's residence
Employee's prior earnings

Workers have the right to decline an offer of employment, based on the referenced suitable work factors, including health and safety risks. Under DC law, the following circumstances are not considered good cause for refusing work:

- Slight differences in wages or hours of work
- A difference in locality of work where transportation facilities are adequate, economical, and reasonably distant
- Temporary physical disability that does not substantially interfere with the ability to work
- General or personal objections to an employer or fellow workers

Federal law requires DOES to inform reported individuals of return to work guidelines; their right to decline employment; and the instructions for contesting a denial. Upon review, the agency will provide a decision letter with a summary of facts, conclusions, and appeal rights.

Please visit the unemployment insurance website, unemployment.dc.gov, for updates on UI services and programs.

Training & Education Opportunities

There are exciting new training and education opportunities available for unemployment compensation claimants! Individuals who receive unemployment benefits may now attend school or get job training while collecting unemployment insurance benefits. Claimants are now eligible to:

- Participate in job training for up to 26 weeks in a Workforce Innovation and Opportunity Act (WIOA) approved program
- Apply for financial aid to pay for post-secondary education with a Federal Pell Grant or other scholarship programs

A Federal Pell Grant is awarded by the U.S. Department of Education to individuals, based on financial need, for education and training opportunities. Recent legislative changes allow those collecting unemployment benefits to become eligible for additional educational grants and loans.

Resources Available for DC Residents

The District of Columbia offers several resources for residents whose federal benefits ended this month.

American Job Center

The District of Columbia's American Job Center (AJC) locations offer resources that help DC residents find employment, develop job skills, and explore new career options. Each center provides career counseling and planning, resume assistance, job placement, classroom instruction, vocational training, access to job announcements, and much more. More information is available here.

All AJC locations are now open for in-person services by appointment only. If you would like to use in-person services, please register at does.dc.gov. Appointments are available Monday through Friday, 9:00 a.m. to 4:00 p.m. The use of face masks is required within each AJC.

DC Health Link

The New COVID Relief Law helps people who were laid off obtain quality health insurance on DC Health Link for as little as $2 per month, with no annual deductibles and low out-of-pocket costs. DC residents who received unemployment compensation benefits any time in 2021 (at least one week of unemployment benefits) qualify. Enroll today at DCHealthLink.com.

Homebound Support

Residents who are homebound because of COVID-19 can request support from the District for food and other essential items at coronavirus.dc.gov.

Resources Available for DC Employers

Office of Talent & Client Services

The Office of Talent & Client Services (OTCS) is a unit within DOES that supports local businesses with meeting workforce development needs. The office's free services include:

- **Strategy & Planning**to help DC businesses navigate the resources required to achieve their hiring goals
- **Concierge Consulting**to partner with DC businesses and provide tailored services at each stage of business growth
- **Recruiting & Hiring**to offer employers access to DC's skilled, talented, and diverse labor market through innovative programs and responsive training

OTCS also offers a series of information sessions and hiring events to help connect employers with job seekers. For more information, click here.

Stay Connected with DOES

We want to hear from you! DOES will continue to partner with you to answer your questions about unemployment insurance and support your re-employment efforts. There are several ways to remain engaged with our office:

- DOES hosts weekly webinars every Tuesday at 1:00 p.m. to provide claimants with the most up-to-date unemployment insurance information. Register online and join us for our next webinar here: ly/DOESUIWebinar
- To learn more about the latest developments and exciting changes within the Office of Unemployment Compensation, please visit our new UI website at dc.gov.
- To share feedback or questions about unemployment insurance, please send an email to does@dc.gov
- Please also connect with us on Facebook, Instagram, and Twitter.

DOES
DISTRICT OF COLUMBIA
DEPARTMENT OF
EMPLOYMENT SERVICES

WE ARE WASHINGTON DC
GOVERNMENT OF THE
DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

Connect With Us

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Fax: (202) 673-6993
TTY: (202) 698-4817
Email: does@dc.gov

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This service is provided to you at no charge by the District of Columbia.

UNEMPLOYMENT INSURANCE

NEWSLETTER

IN THIS ISSUE

- Message from the Director
- International Fraud Awareness Week
- An Alternative to Employee Layoffs
- New UI Website
- Work Search Requirements for UI Claimants
- Resources Available for DC Residents
- Resources Available for DC Employers
- Stay Connected with DOES

Message from the Director

We take fraud very seriously at the Department of Employment Services (DOES). We pledge to continue working diligently to investigate instances of fraud and are committed to keeping you and your information safe.

The agency has established security measures to ensure all claims are verified before they are paid. Our rigorous review process includes:

- multiple verification checkpoints at every step of the application process
- partnerships with outside security agencies
- close coordination with regional, federal, and international agencies that pursue criminal activity.

We will observe International Fraud Awareness Week (IFAW) November 14-20. IFAW is an opportunity to discuss the important work we are doing to keep your information safe. You can read more about IFAW below.

Even though federal pandemic benefits have expired, DOES remains committed to helping District employers and workers address their needs throughout our recovery. We have several resources available that will help you with your journey, whether you're a business striving to keep your workers employed, or an employee looking for your next career opportunity. Visit our new unemployment website, unemployment.dc.gov, that makes it easier for you to navigate the unemployment insurance process. Finally, we have several resources for you to take advantage of, including the American Job Centers.

Let's continue working together towards recovery!

Dr. Unique Morris-Hughes

Director

International Fraud Awareness Week

DOES will observe International Fraud Awareness Week (IFAW) November 14-20!

Unemployment insurance fraud is a global issue that affects millions of people each year. DOES takes this issue very seriously. The Department, our customers, and our partners all have a part to play in preventing fraud and abuse. Join us during IFAW and review these actions you can take to help protect yourself from fraud:

- Do not share personally identifiable information, including social security numbers, email or other account passwords, or banking information.
- Change passwords to important online accounts and personal email accounts regularly.
- Call 877-FRAUD 60 or email does@dc.gov if you suspect fraudulent activity.

Employers should also respond to employee separation information requests to help reduce fraud.

An Alternative to Employee Layoffs

The Shared Work Program is a voluntary program that provides an alternative to layoffs for employers facing a temporary decline in business. It also offers employers the opportunity to rehire their furloughed workers at reduced hours.

Here's how it works: Employers save on payroll costs by reducing employee hours. Employees can then receive unemployment benefits for the hours they lost, while keeping their jobs. The program helps employers keep or rehire their trained workforce, reduce future hiring and retraining costs, maintain employee morale, and job security, and more.

Click here for more information and to apply.

New UI Website

Have you visited the new Unemployment Insurance website?

The new UI website, unemployment.dc.gov is part of an agency-wide effort to improve access to UI information and make the claims process easier for everyone. The website simplifies the unemployment claims process with features including updated menus, easier navigation, a user-friendly homepage, and new content.

Work Search Requirements for UI Claimants

To remain eligible for traditional unemployment insurance, you must continue to meet work search requirements. If you are filing for or receiving unemployment benefits, you must:

- Complete at least two work search activities each week
- Keep records of work search efforts, such as documented or verified correspondence with potential employers
- Register for work through the American Job Center

Learn more here.

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reach out to our federal contacts and stress the importance of additional stimulus. In addition to these efforts, Mayor Bowser has authorized a one-time stimulus payment of $1,200 for District residents receiving Pandemic Unemployment Assistance (PUA) at the time of November 30, 2020. Details on this program are included in this newsletter along with answers to questions our residents may have about other unemployment programs.

There is a heavy burden on individuals, families, and the business community as we adapt to this new climate. I have witnessed the rapid change in our economic landscape due to the COVID-19 pandemic as DOES received over 159,000 Unemployment Insurance (UI) claims, a 354% increase since March 13, 2020. To date, the District has paid over $1.1 billion in UI benefits, while administering six different programs.

I am incredibly grateful for the dedicated staff at DOES. They come to work determined to assist as many District claimants, residents, and businesses as possible each day. We hear from claimants and employers from more than 30,000 businesses that we serve and are working day and night as economic first responders to provide eligible claimants with the benefits they so desperately need. I am personally committed to doing everything in my power to ensure all eligible claims are paid, and I hope that our monthly *UI Action Alert* newsletter is a resource that you depend on for program updates.

As Mayor Bowser reminds us, "We are all in this together, and we'll get through this together.

Dr. Unique Morris-Hughes

Director

IN THIS ISSUE

- DC Pandemic Unemployment Assistance Stimulus Payment
- Pandemic Unemployment Assistance Update
- Pandemic Emergency Unemployment Compensation and Extended Benefits
- High Unemployment Period
- Important Notice Regarding the Ending of CARES Act Programs
- What Happens Next: I Filed For UI Benefits
- Unemployment Insurance Resources
- Workforce Related Opportunities
- Upcoming Events
- Community Resources

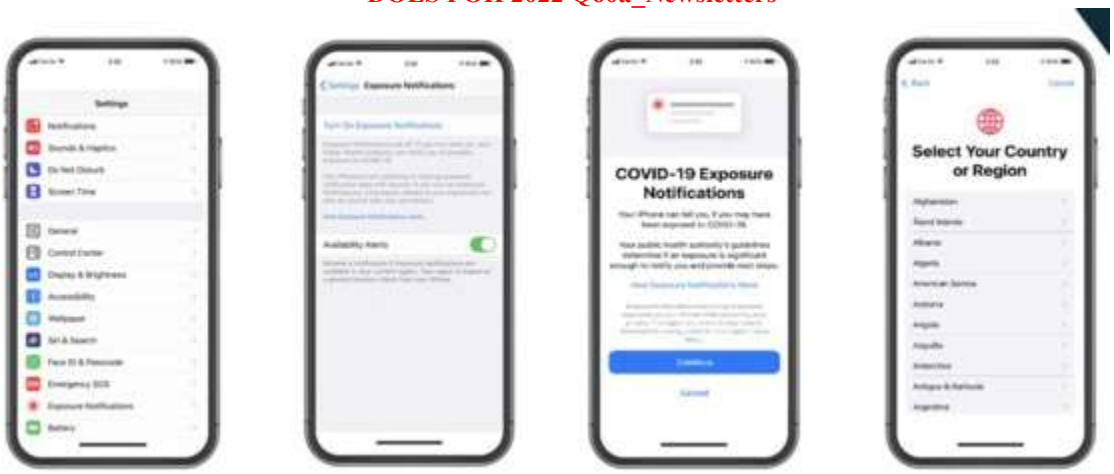
DC has a new tool to help you know if you might have been exposed to COVID-19

Mayor Muriel Bowser and DC Health has announced the DC COVID Alert Notice, also known as DC CAN, a new mobile exposure notification system for the District of Columbia.

DC CAN notifies you if you may have been exposed to COVID-19, allowing you to seek timely medical attention and reduce the risk for your family and friends. It was created with both public health and public trust in mind: ***It's easy to use and ensures your privacy. No location or personally identifiable information is ever collected, stored, or transmitted while DC CAN is enabled.***

How to activate DC CAN on iPhone:

If you have an iPhone, opt-in to Exposure Notifications in your device Settings:



**iPhone users can use DC CAN if they have iOS version 13.7 or later.

How to activate DC CAN on Android:

For Android users, download DC CAN through Google Play. Open the Settings feature within the app, click Exposure Notifications and turn the switch to "On"

DC Pandemic Unemployment Assistance Stimulus Payment

The District of Columbia will provide a stimulus of $1200 to DC residents who are receiving Pandemic Unemployment Assistance (PUA).

How do I know if I qualify for the additional $1200 DC PUA stimulus payment?

You qualify for the DC PUA stimulus payment if you meet all the criteria below:

1. You applied for PUA prior to November 30, 2020;
2. You have an active PUA claim;

3. You filed for and were deemed eligible to receive benefits for November 30, 2020; and
4. You are a DC resident.

When will I receive the $1200 DC PUA stimulus payment, if I am eligible?

DOES will begin issuing the payments throughout December. No additional step is necessary for eligible claimants to receive the $1200 stimulus payment. The payment will be automatically disbursed in the same manner in which you are currently receiving benefits. Payments will be taxed locally and federally.

For more information on the PUA stimulus, review the $1200 DC PUA Stimulus Frequently Asked Questions (FAQs).

Pandemic Unemployment Assistance Update

What is PUA?

PUA covers individuals who are not eligible for traditional UI benefits, including the self-employed, those seeking part-time employment, individuals lacking sufficient work history, independent contractors, gig economy workers, and those who have exhausted their benefit eligibility under both traditional UI, Pandemic Emergency Unemployment Compensation (PEUC) and Extended Benefits (EB). As with traditional UI benefits, *claimants should apply for PUA in the jurisdiction where they worked rather than where they live*. PUA is effective February 2, 2020, through **December 26, 2020**. To apply for Pandemic Unemployment Assistance, click here.

All PUA claims are being reviewed by claims examiners to determine if sufficient documentation is present to process back payments. If additional information is needed, a claims examiner will contact individuals directly. We are currently reviewing applications and contacting claimants who we have identified as not completing the full application process. We are unable to determine eligibility without having all of the required documentation on file. As emails and robocalls are being sent daily, please ensure that you are checking all devices for correspondence from DOES, including your email junk or spam folders.

PUA Monetary Determination Letters

Monetary determinations for PUA applications have been mailed to all individuals with a monetarily eligible PUA claim. If you received this notice, no additional action is required unless you would like to request a redetermination of your weekly benefit amount.

If you believe that you are eligible for a higher weekly benefit amount and have supporting wage documentation, please email PUA@dc.gov. All requests for redetermination will be processed in the order in which they are received.

What do I need to show to be redetermined?

Acceptable documentation of wages can include, but is not limited to:

- Tax returns for 2019
- Paycheck stubs

- Bank receipts
- Ledgers
- Contracts
- Form 1099-MISC
- Invoices
- Billing statements

For more information, please read our PUA FAQs.

Pandemic Emergency Unemployment Compensation and Extended Benefits

How do I know if I should apply for Pandemic Emergency Unemployment Compensation or Extended Benefits after I have exhausted my regular claim?

Upon the exhaustion of your regular UI benefits, you will first file for Pandemic Emergency Unemployment Compensation (PEUC) if you are still unemployed. Upon filing, DOES will determine if you qualify for the additional thirteen (13) weeks of benefits that PEUC offers. Once you have exhausted PEUC or after December 26, 2020, when PEUC expires, you will file for the Extended Benefits program.

What is PEUC?

PEUC covers individuals who have recently exhausted all rights to regular UI under state or federal law. It provides up to thirteen (13) weeks of unemployment benefits. PEUC is effective March 29, 2020 through December 26, 2020. To apply for PEUC, click here and follow the link labeled "File for PEUC".

Who is eligible for PEUC?

You are eligible for PEUC if:

1. You have exhausted your regular state or federal unemployment benefits after July 1, 2019;
2. You are not currently eligible for state or federal unemployment benefits; and
3. You are able and available to work, except in instances where COVID-19 has made it not possible, including illness, quarantine, or government stay-at-home orders.

What can cause me to be ineligible for PEUC?

If you are eligible for a regular claim in the District of Columbia or another state, you will not be eligible for PEUC. Upon applying, DOES will check to see if you have any additional wages that would potentially cause you to be eligible to receive a new claim. If wages are found, a claims examiner will be assigned to investigate. Upon the completion of the investigation, the claims examiner will inform you how to proceed. This may entail you filing in another state.

How do I know if I have exhausted my benefits?

You have exhausted your benefits when:

1. You are not eligible for regular UI benefits because you have received the maximum amount allowable based on your employment or wages during your base period; or
2. Your benefit year ended on or after July 1, 2019.

How do I file for PEUC?

If you established a claim with a benefit year ending after July 1, 2019 and have either exhausted your benefits or your benefit year has expired, then you can file for PEUC. To file for PEUC, visit does.dcnetworks.org/initialclaims/ and follow the prompts.

For more information, please read our PEUC FAQs.

What is the Extended Benefits (EB) program?

The EB program provides additional UI benefits payable to qualified workers when an *Extended Benefits Period* occurs in the District. EB is payable only for weeks of unemployment during that extended benefits period and is available only to individuals who meet the criteria, including additional eligibility provisions that do not apply to regular UI.

When does the EB program begin?

The current EB program period in the District began on May 24, 2020 and provides up to 20 additional weeks of benefits to workers who have exhausted regular UI benefits and PEUC benefits. Since EB is not payable until after PEUC has exhausted or expired, the week ending July 4, 2020, is the first potential payable week of EB.

Who is eligible for EB?

To be eligible for EB, you must first exhaust all 26 weeks of traditional UI benefits and all thirteen (13) weeks of PEUC benefits (a total of 39 weeks of benefits) and continue to be unemployed. Alternatively, if your benefit year for regular UI expired after July 1, 2019, and you received the thirteen (13) weeks of PEUC benefits, or PEUC has expired, you may be eligible for EB. You must also not be eligible for a regular unemployment insurance claim in the District or any other state.

What can cause me to be ineligible for EB?

If you are eligible for a regular unemployment claim in the District of Columbia or another state, you will not be eligible for EB. Upon applying, DOES will check to see if you have any additional wages that would potentially cause you to be eligible to receive a new claim. If wages are found, a claims examiner will be assigned to investigate. Upon the completion of the investigation, the claims examiner will inform you on how to proceed. This may entail you filing in another state.

How to apply for EB

Individuals may file for EB by visiting dcnetworks.org and clicking on the **Claim Unemployment Benefits** tab. Upon clicking the tab, select **File for EB.** Complete the

questions asked and enter any requested information. The process will redirect those eligible to file for the EB program to the proper application.

High Unemployment Period

District workers receiving PUA and EB will receive an additional seven (7) weeks of unemployment compensation under the High Unemployment Period (HUP). *The High Unemployment Period (HUP) is an extension for states with unemployment rates over eight (8) percent for over three (3) months, as determined by the U.S. Department of Labor.* Eligible claimants will not have to reapply to receive the additional seven (7) weeks of benefits. These benefits will end on December 26, 2020 for claimants receiving PUA. The benefits will continue for EB recipients until the District is "triggered off" the HUP.

Important Notice Regarding the Ending of CARES Act Programs

The Coronavirus Aid, Relief, and Economic Security (CARES) Act was passed by the federal government to provide emergency assistance and health care response for individuals, families, and businesses impacted by the COVID-19 pandemic. District workers are eligible to receive an expansion of UI benefits through new unemployment benefits programs:

Pandemic Unemployment Assistance (PUA) - PUA covers individuals who are not eligible for traditional UI benefits.

Pandemic Emergency Unemployment Compensation (PEUC) - PEUC covers individuals who have recently exhausted all rights to regular UI under state or federal law. It provides up to thirteen (13) weeks of unemployment benefits.

The benefits under PUA and PEUC are currently only available through **December 26, 2020,** per the Federal government. We await further guidance on whether these programs will be extended.

Important Things to Know

- Eligible weeks prior to December 26, 2020, can still be processed
- Currently, there are no extensions to the programs under the CARES Act

How might this impact my claim?

PUA Scenarios

- I filed for PUA benefits before December and my claim was approved. Does this mean I can get the full forty-six (46) weeks of PUA?
    - It is important to remember that while your claim might have been submitted and approved, the PUA program expires on December 26, 2020. This means there are no benefits available for any weeks that occur after this date.
- I am receiving the initial minimum weekly benefit amount and I provided my proof of earnings for a higher weekly benefit amount. Will I still receive the higher weekly benefit amount for the weeks that have already passed?

  - Yes, if your claim is redetermined for a higher weekly benefit amount after December 26, 2020, you will still receive this higher amount for weeks filed prior to December 26, 2020.

PEUC Scenarios

- My regular UI benefits exhausted in early December. Do I still have to apply for PEUC?
  - Yes, if your regular UI benefits claim expires prior to December 26, 2020, you must apply for PEUC to receive benefits through this date.
- If my regular UI benefits expire after December 26, 2020, can I still apply for PEUC?
  - No. You would apply for Extended Benefits (EB).

Need more information regarding PUA or PEUC? Please visit does.dc.gov/page/unemployment-compensation or contact our office at (202) 724-7000.

What Happens Next: I Filed For UI Benefits

Within a week after filing your initial UI claim with all necessary documentation, you should receive a Notice of Monetary Determination in the mail. This notice will provide the following:

- your weekly UI benefit amount,
- your maximum benefit amount,
- the date your benefit year ends,
- the base period of your claim, and
- the wages used to calculate your claim.

If you are not eligible for UI benefits, the notice will indicate the monetary requirement that you did not meet. Generally, it takes 21 days from the date of your initial claim filing to receive a claim payment. During this time, a DOES claims examiner may have to obtain additional fact-finding information from the claimant and the employer. DOES is working diligently to adjudicate these issues as quickly as possible.

Processing Claims

- Generally, it takes 21 days, after receiving all necessary documentation, to issue a claim payment out to an eligible applicant. We are working as quickly as possible to process claims to adhere to this time frame.

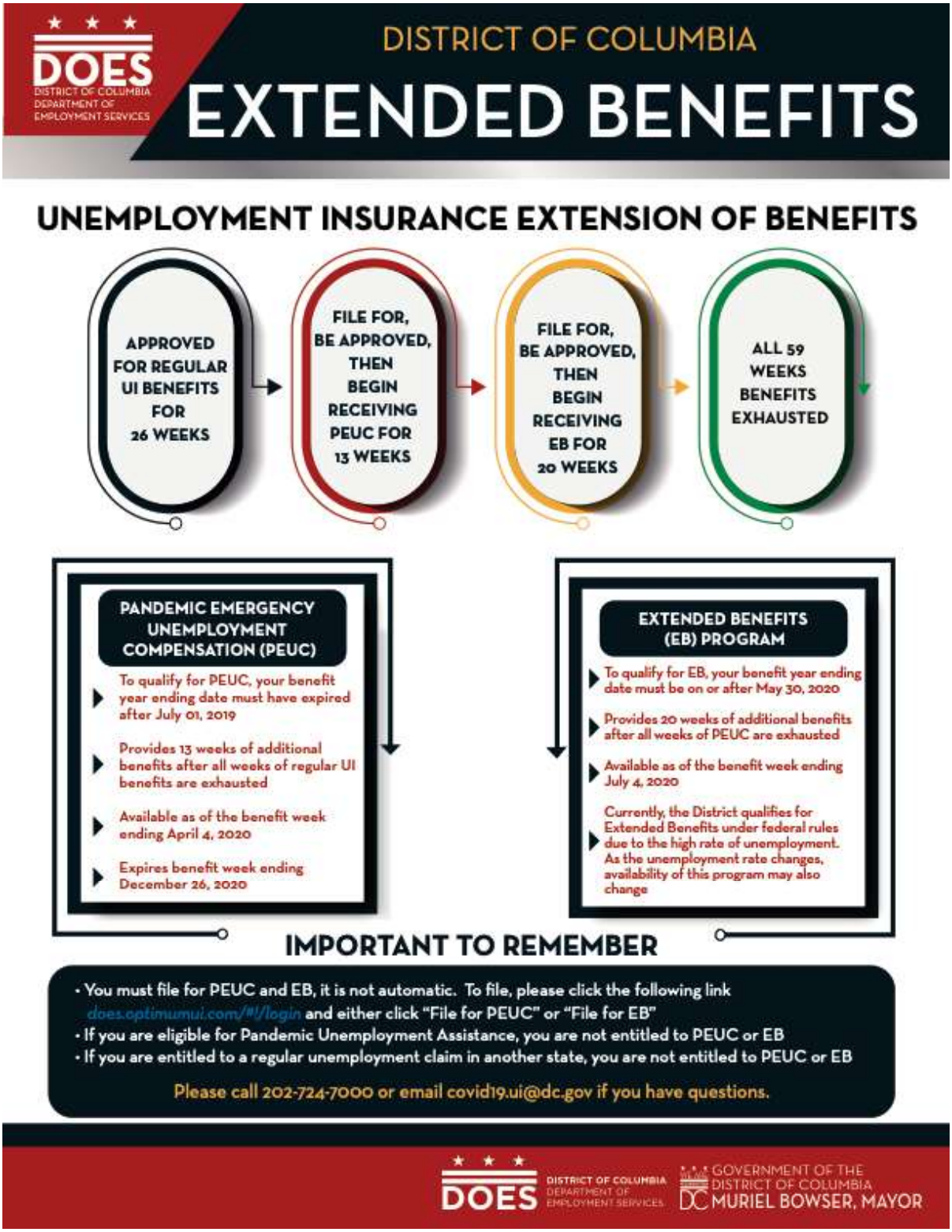
- DOES representatives will contact claimants if any additional information is needed to process their claim. Individuals should check their voicemail, physical mail, and email (along with their junk inbox) regularly for any correspondence from DOES. Please respond to any request for additional information or documentation promptly to help DOES process your claim in a timely manner. Failure to respond will delay any benefit payments.

- Weekly Claim Form: Weekly certifications for benefits must be submitted each Sunday for the previous week. Failure to submit your weekly certification will delay benefit payments. For detailed instructions regarding how to certify for

weekly unemployment benefits, read the Instructions for Completing the Continued Claim Form (English or Spanish).

For more information on what happens after filing an initial claim, read the guide found here.

Unemployment Insurance Resources



We have updated our resource page on the website to include information about Unemployment Insurance Benefits. The resources are available in English, Spanish, Amharic, French, Vietnamese, Chinese, and Korean, the seven (7) languages commonly spoken in the District. You can access this information by visiting the resources page of our website.

Workforce Related Opportunities

American Job Center

Are you looking to explore or transition into a new career? Are you interested in expanding your professional skills through development training? The American Job Center (AJC) is here to help you with your employment and training needs. We are currently holding virtual workshops where you can learn about training opportunities, resume development, how to begin your job search and more.

Please CLICK HERE to register for one of our virtual workshops. If you have a DCNetworks account, CLICK HERE to begin your job search for employment opportunities in the DC metropolitan region.

If you have any questions or need to speak to a representative, call us at (202) 727-WORK (9675) or visit does.dc.gov.

Dislocated Worker Grant Employment Opportunities

DOES is excited to announce immediate hiring opportunities for Customer Service Representatives.

These are full-time, temporary positions paying **$15.00 per hour.**

Eligible candidates must be a DC resident, have computer skills, and report to a designated worksite daily.

If you are interested in this immediate employment opportunity, please send an email to workforcebureau.does@dc.gov with your updated resume and a DOES representative will be in touch within 24-48 hours with additional guidance and information.

Upcoming Events

The Office of Unemployment Compensation (OUC) hosts a webinar every Tuesday and Thursday at 12:00 pm. The webinars include an overview of unemployment benefits and a live Q&A session.

Please follow the link below to register for a session:

Webinar Registration

Unable to attend? We encourage you to download resources on our website: **does.dc.gov**

Community Resources

coronavirus.dc.gov

Residents that are homebound because of COVID-19 can request support from the District for food and other essential items.

Food Resources

For Students

- Student Meal Sites and Grocery Distribution Sites
- Metrobus Lines Serving Student Meal Sites
-

For Seniors

The Department of Aging and Community Living's hotline is operational, and seniors who need information or assistance should call (202) 724-5626. The call center will conduct a quick assessment and connect you to the appropriate service.

- Meal Delivery for SeniorsFor more information on COVID-19, please contact the hotline at 1-888-349-8323 or visit
- DOES is receiving a higher than normal call volume. We encourage you to visit our website at does.dc.gov for updates. For any questions, please reach out to us at (202) 724-7000 or email at covid19.ui@dc.gov. Thank you for your patience as the Office of Unemployment Compensation remains committed to serving the District's employees and businesses. We are all in this together.

DOES DISTRICT OF COLUMBIA DEPARTMENT OF EMPLOYMENT SERVICES

WE ARE WASHINGTON DC GOVERNMENT OF THE DISTRICT OF COLUMBIA MURIEL BOWSER, MAYOR

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District of Columbia

State Quality Service Plan

Narrative FY 2022

Department of Employment Services

Office of Unemployment Compensation

Mission

The District of Columbia Department of Employment Services' (DOES) mission is to connect District residents, job seekers, and employers to opportunities and resources that empower fair, safe and effective communities. DOES provides comprehensive employment services to ensure a competitive workforce, full employment, life-long learning, economic stability, and the highest quality of life for all District residents.

The mission of DOES closely aligns with the U.S. Department of Labor's (USDOL) national priorities of efficiency, effectiveness, integrity, reemployment, transparency, accountability, fiscal responsibility, and customer service. DOES continually assesses performance, monitors progress, and implements strategic policies and procedures to facilitate the sustained execution of our mission. We continue to critically examine areas in which our performance and processes might be strengthened, and these efforts have resulted in DOES' ability to continue to deliver on mission critical services. The District is thankful for the ongoing technical assistance and support of both private and federal partners like USDOL as we explore deficiencies and engage corrective actions to effectively address areas of improvement across all programs.

A. OVERVIEW

(1) State Priorities and Strategic Direction

Improving state capacity to administer and operate the UI program effectively and efficiently, and rebuilding and improving program performance by addressing the significant impact that the workload created by the Coronavirus Disease 2019 (COVID-19) pandemic had on the UI system

The COVID-19 global health pandemic has brought along with it an economic crisis for claimants and employers, the likes of which the District had never seen before. It would not be an overstatement to say the pandemic stressed the unemployment system to several failure points and multiple times, which were only manageable due to the resilience and devotion of the DOES staff and management team. While we responded by increasing staff and training to handle the sudden surge of claims, DOES also recognizes that manual intervention of claims leads to higher error rates and slower processing times, and so alongside those efforts, DOES recognizes that efforts to modernize the software systems, which underpin staff efforts, is the ideal solution.

As a result of these significant economic changes, the District has seen a momentous increase in unemployment claims. In a typical year, the District receives 30,000 to 40,000 claims. Since March 13, 2020, the District has received over 250,000 claims. DOES has not only provided the standard operational support that the community has come to expect of DOES, but we have also worked tirelessly to improve processes and outcomes. Two of our top priorities have been to diligently uncover claims which are fraudulent, wasteful and abusive, and to do that while minimizing service and benefit disruption to marginalized populations who were already most significantly impacted

during the pandemic.

In the summer of 2021, DOES implemented a "Chatbot" which features emerging technology in the natural language processing space. This chatbot allows claimants to ask questions in language that is natural (common vernacular) which then translates those questions into "benefits language" and responds to claimants in the moment. This enhancement allows claimants to receive real-time responses which, in turn, may avoid claimant dissatisfaction with calls into the service center, while providing the response needed by the claimant.

Most significantly, effective August 19, 2020, DOES executed a firm fixed price award with the vendor Geographic Solutions, Inc. (GSI) for the development and implementation of a modernized Unemployment Insurance Benefits System (UIBS). The District's current UIBS solution is legacy mainframe and client- server technology. The cost associated with maintaining and adjusting the UIBS to meet current needs is no longer justified, driving the requirement to modernize. The District envisioned a cloud or hybrid on premise and cloud services-based architecture which enables efficient application scalability, resilience, maintainability, and extensibility. UIBS system components will be designed with indirect API linkages, to provide platform flexibility.

Under the guidance of the Office of the Chief Technology Officer (OCTO) and DOES CIO, DOES staff have begun the process of daily configuration calls with GSI. Keeping in mind that current workflows with the legacy system have created unending workarounds, which, once successfully re-engineered through process re-mapping, will result in a cleaner end-to-end claims experience for both the claimant and DOES staff.

The District's primary project purposes are to improve UI program services to the District of Columbia's claimants, improve the integrity of the UI program, reduce manual effort and inefficiencies, increase federal and state compliance, and upgrade antiquated technologies through modernization of the District's UI Benefits automated applications and related processes and business functions. The estimated completion date of this project is December, 2022. In addition to those efforts, DOES is actively working to introduce a new, enhanced front-end claimant portal, which supports claimant work search activity while also providing instant messaging and outreach.

Focusing on improving the timely delivery of benefit payments and the reduction of the adjudication and appeals claims backlogs

The COVID-19 pandemic has continued to place a strain on the Agency's resources and has highlighted the necessity of modernized tax and benefits systems. UI claims increased over 374% within a matter of months, and the various new programs, implemented as part of the CARES Act and extended through ARPA, continue to affect the District's ability to timely deliver benefit payments. Additionally, the District's current mainframe system is extremely difficult to modify and takes many hours of coding to change. Staff continue to be inundated with ongoing manual processes that cause a great burden and delay the issuance of benefits to claimants. The District is committed to modernizing both the UI Benefits and Tax systems in FY22.

As staffing and workload levels regulate, DOES will begin robust training efforts for Claims Examiner training, awareness, and compliance. DOES will continue to pursue a forward-thinking model, hiring staff and providing cross training to ensure we have sufficient staffing to address all UI issues, for the life of the claim. Additional investigators, administrative staff, and examiners will support increased operational efficiencies to address adjudication and appeals claims backlogs. Within DOES, Customer Navigation Staff now can address issues and are trained in the overall UI process. This will have an immediate effect of freeing up Adjudication staff to handle the outstanding backlog. DOES has initiated the creation of various task forces to focus on specific issues. These task forces will reduce the timeframe to complete the full lifecycle of adjudicating a claim and releasing benefit payments. DOES will reinforce staff compliance and knowledge though issue specific training, which will occur bi-weekly.

Finally, the District will utilize available resources from USDOL and NASWA to implement security measures to combat fraudulent claims. While the District seeks to be as expeditious as possible with processing existing backlogs, DOES is cognizant of the increase in fraudulent claims. DOES has partnered with NASWA in combatting fraud and have increased our utilization of the Integrity Data Hub (IDH) and the Integrity Center. DOES is also in the process of implementing an identity verification system on top of the existing Lexis Nexis and Social Security Administration verifications currently in place. DOES will continue to prioritize increasing security measures to combat fraudulent activity and will continue to rely on the expertise of USDOL and NASWA to assist with these efforts.

Focusing on equitable access to UI programs

The Agency has American Job Centers located throughout the District of Columbia. DOES ensures claimants from all eight wards receive equitable access and services. Our facilities offer state of the art technology, climate control, and security while following enhanced COVID-19 Safety protocols from the CDC (Centers for Disease Control). Virtual and walk-in appointments are available, and claimants can request assistance with completing claim cards, interpreting policies, and outreach messaging.

The District has taken note of USDOL encouragement to advance equity for all, including people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality. The District agrees and understands that advancing equity requires a systematic approach to embedding fairness in decision-making processes and eliminating barriers to access. As such, the District intends to apply for and utilize available funds to improve claimant communications, claimant outreach, and customer service and expand and improve collection of demographic data. DOES intends to solicit an industry-recognized data analytics vendor to conduct focus groups. DOES would use the information collected from data analytics to build out solutions to address the deficiencies in communication. These solutions would ensure communications to claimants are supported in all modes and incorporate readability survey data, disability tools, and LEP/NEP language functions. DOES also intends to streamline communication and ensure Agency presence at District and community outreach events.

As DOES undergoes a UI Benefits and Tax modernization project, equity will be at the forefront of the decision-making process. The District intends to modify the UI system interface to support claimants with a comprehensive CRM system that will provide automation, allowing claimants to track their case, information, or issue(s) in real-time. Within the system, DOES will explain the importance of collecting demographic data and how the information will be used in online forms/applications. DOES will use research-tested messages to explain the value of collecting race, ethnicity, and language data, and increase opportunities for claimants to provide the data for collection, if data is missing.

Continuing the implementation of the permanently authorized Reemployment Services and Eligibility Assessment (RESEA) program (Section 306 of the SSA), including its integration with the broader workforce system under the Workforce Innovation and Opportunity Act (WIOA)

For a full description of the District's Reemployment Services and Eligibility Assessment (RESEA) strategy, please refer to the D.C. RESEA State Plan. In response to COVID-19 and the temporary suspension of in-person services in the District, DOES has developed a virtual RESEA program, which has been in place since May 5, 2020. The RESEA Program has partnered closely with the UI and American Job Center (AJC) teams to ensure that the RESEA program continues to effectively serve as a point of connection between UI services and Workforce programs and resources. Through participating in the virtual RESEA Workshop, participants receive valuable labor market information, tips on interviewing and resume writing, and learn how to navigate job searching engines, including the state job bank. Participants also access valuable information about workforce programs, occupational skills training options, and career development resources.

In August of 2021, the District's RESEA program added an in-person RESEA Workshop for participants. Currently, the District offers the RESEA program virtually twice a week and in-person once a week. The District's RESEA program has implemented various strategies and practices to detect potential improper payments and supports UI's efforts to reduce improper payments by ensuring all customers complete an electronic ERF (Eligibility Review Form) prior to attending the virtual RESEA workshop. Upon revision of the ERF for each individual, the RESEA team escalates any potential improper payment issue to the UI unit for further review and investigation.

Combatting fraud, reducing the UI improper payment rate, and improving prevention, detection, and recovery of improper and fraudulent overpayments

The Benefit Payment Control (BPC) Unit experienced many unique challenges over the last year as it relates to fraud and specifically identity theft. As the country engaged in more activities of a virtual nature, the vulnerability of the public's personally identifiable information (PII) became greater. DOES has several tools, including Lexis Nexis and the Social Security Administration crossmatch, to help identify claims filed by fraudsters. Those tools aided in the successful detection and halting of several thousand claims filed using stolen PII. However, BPC and the Office of Information Technology (OIT) identified a few system loopholes that were further complicated by several regulatory changes.

DOES will continue to examine what steps and tools we can implement to ensure the integrity of our UI systems. As technology and security needs evolve, DOES will continue to make the safety of our customer's personal information our highest priority, while ensuring timely decisions and payments to claimants that are entitled to unemployment insurance benefits. We have already identified a vendor that is in the process of building a dashboard that will allow BPC to identify high markers of fraud and identify accounts that have fraudulent banking information, false emails, foreign IP addresses, and other key markers of fraud. As fraud prevention remains one of the District's highest priorities, we will continue to research methods and tools to decrease vulnerabilities against and within the District's unemployment insurance systems to protect the integrity of our program.

(2) Past Performance and Expected Future Performance

Core Measures

Programs

Benefit Accuracy Measurement (BAM) Operations Compliant

Core Measures

As noted by USDOL, the District's performance measures have been significantly impacted by the COVID-19 pandemic and the operational flexibilities allowed during much of the pandemic. The District continues to exhibit a steadfast commitment to administering UI benefits in accordance with federal goals and objectives. Moving forward, the District intends to implement strategies outlined in previous State Quality Service Plans (SQSP), which have resulted in success, along with continuing to refine and develop new strategies as they are identified.

Programs

BAM Operations Compliant

USDOL Employment and Training Administration (ETA) Region 2 office originally expressed concern about whether all BAM positions were classified as merit staff on May 1, 2014. All non-career service BAM positions in the District were and continue to be classified as merit staff, except the BAM Supervisor position. In response to USDOL's concerns, DOES' General Counsel submitted a letter to USDOL regarding the District's position that the BAM Supervisor position cannot be converted to merit staffing, due to the Management Supervisory Service (MSS) status of the BAM Supervisor position within the District Government. The District has maintained this position in the FY 2017 Biennial SQSP, the FY 2018 Alternate SQSP, the FY 2019 Biennial SQSP, the FY 2020 Alternate SQSP, and FY 2021 Biennial SQSP, and now the FY 2022 Alternate SQSP. To date, the District is still awaiting USDOL's response and still maintains the position that due to the MSS status of the BAM Supervisor position within District Government, no change in status can occur.

The Monetary Comparison Reports is a continuing deficiency from the FY 2018 Alternate Year SQSP. As a result, BAM worked closely with DOES Office of Information Technology (OIT) staff during calendar year 2017, 2018, and 2019 to identify incorrect report programming that contributed to the deficiency. OIT made BAM programming changes in 2018, which have resulted in major improvements in the BAM Non-Separation comparison data. However, these efforts proved to have made only minor improvements to the BAM Monetary Comparison data.

During FY 2017, BAM worked extensively with DOES OIT staff and On Point Technologies to determine the reason for the continued variance seen in both the Monetary and Non-Separations Comparison Reports. In June of 2018, OIT was able to determine that the BAM extract programming was not aligned with the ET Handbook 395. As a result, the BAM extract programming was corrected and successfully implemented on June 27, 2018. This resulted in the District's Non-separation comparison data meeting the acceptable level of performance.

In March 2020, the COVID-19 pandemic began, prompting the issuance of UIPL 25-20. As a result, additional BAM programming changes were made in June 2020 to meet the requirements of this UIPL. Since all the required BAM programming updates have been successfully

implemented, BAM and OIT have continued monitoring and reviewing all relevant ETA reports (218 and 5159) for the BAM population (the BAM sample cases and the benchmark population) in order to determine their effect on the BAM Monetary Comparison Report. Prior to the COVID-19 pandemic, we were able to see some positive improvements with the BAM Monetary Comparison Report. However, the unprecedented major influx of UI claims throughout the COVID-19 pandemic (2020-2021) has resulted in several system upgrades and enhancements that have caused some negative impacts on many of the District's UI reports (including but not limited to the 218, 5159, 207, and 9052). Additional system upgrades and modernization efforts are continuing throughout the UI Benefits and Tax Divisions to address these impacts. The pandemic also negatively impacted the District's comparison data for Separation and Non-Separation cases. This was not an area of concern during the previous year's plan.

To assist with the major influx of UI claims filed during the pandemic, the District detailed half of their BAM Investigators to the Office of Unemployment Compensation. Therefore, the District requested and received permission from USDOL to suspend BAM operations for Paid (batches 2020-14 though 2020-26) and Denied (batches 2020-11 through 2020-26) cases. Since resuming full BAM operations with batch 2020-27, the Districts BAM unit has pulled and investigated the required number of all cases each quarter in order to meet the requirements for the IPIA year. The District also anticipates that the comparison data for the Separation and Non-Separation cases will return to its usual passing status, as well as being able to become in the acceptable range for our Monetary cases. Therefore, BAM and OIT will continue to utilize the quarterly Comparison data to determine if there are any discrepancies with our ETA 218, 5159, 207 and 9052 reports. Any identified discrepancies in the reporting of data on these reports will be corrected by On Point Technology, LLC., the vendor that maintains the UI Benefits systems.

B. FEDERAL EMPHASIS (GPRA GOALS)

GPRA Goal	GPRA Targets	Performance Level as of 3/31/2021
Percent of Intrastate Payments Made Timely	**87.0%**	**40.5%**
Detection of Recoverable Overpayments	**57.5%**	**36.97%**
Percentage of Employer Tax Liability Determinations Made Timely	**90.0%**	**84.5%**

Actions Planned to Achieve Government Performance Results Act (GPRA) Goals and Targets

Percent of Intrastate Payments Made Timely

The COVID-19 pandemic has continued to place a strain on the Agency's resources as UI claims increased over 374% within a matter of months. DOES was charged with implementing various new programs as part of the CARES Act which negatively impacted the District's ability to timely deliver intrastate payments.

The District has increased staff to mitigate the amplified work volume created by COVID-19 on the UI Benefits system. The UI Benefits System modernization is ongoing and will allow the District to effectively process various claims. As part of the UI modernization effort, the District will automate the Unemployment Compensation for Federal Employee (UCFE) sub-system to send a request to Equifax and US Postal Service (USPS) upon the initial filing of the UCFE claim for the separation and wage information. Additionally, if applicable, at the initial filing of a UI claim, the modernized system will provide claimants with the option of combining wages to increase their monetary entitlement. This new functionality will account for combined Wage Claims (CWC), stand-alone claims, or ability to file a UI in another state.

Detection of Recoverable Overpayments

The COVID-19 pandemic has negatively impacted the District's performance in 2020 and 2021 in the area of Detection of Overpayments, as much of the investigative staff was reassigned to address the surge in initial claims filed during the pandemic. The District remains committed to meeting and exceeding the performance measures as outlined by USDOL. The District will continue to achieve mission critical goals. The District will refocus its efforts on establishing overpayments timely and to the standards outlined by USDOL. The District has implemented training for the temporary support staff as well as veteran staff.

The District also stresses the importance of timely and accurate reporting of all claimant earnings during the benefit year through messaging and town hall meetings. The District stresses the importance of reporting earnings through all available methods and responding to audit notices issued by the agency. The District will continue to bolster existing messaging and develop new messaging that reiterates the importance of responding to requests for separation and wage audit notices.

The District will maintain a focus on deterring high-dollar overpayments and refer overpayments that are at least $20,000 or greater. The process will include identifying additional points of contact in the District's Office of Inspector General (OIG) and performing monthly case status check-ins with staff, now that the courts have reopened. By performing these monthly check-ins, the District will ensure cases are adequately reviewed and investigated for timely submission to OIG quarterly. The District will maintain focus on regular referrals to its Office of General Counsel (OGC) regarding overpayments to an individual on a claim amounting to $10,000 or less. This will be a

collaborative effort with the District's Benefit Control Payment Unit (BPC) and OGC.

Percentage of Employer Tax Liability Determinations Made Timely

To maintain data integrity, the District Unemployment Tax Accounting System (DUTAS) has been programmed to generate a weekly report of the following Status functions that are received for employer accounts: new registrations, activations/reactivations, employer succession and inactivation reversals. This report is reviewed weekly by program stakeholders to ensure all processes are performed in accordance with established internal procedures and guidelines. This routine review allows for the measurement of liability determination timeliness. It also provides the UI Tax Division with an opportunity to address these matters and make the proper corrections to mitigate findings during internal control reviews. When performance deficiencies are identified, training and review are provided to the examiner that originally executed the assigned functions.

While the UI Tax Division notes that our metric this year represents an improvement over our 83.6% performance level last year, the District nonetheless recognizes that more work still needs to be done to meet and exceed the current 90.0% GPRA target for this measure. To do so, the UI Tax Division continues to work diligently in educating the employer community on their tax obligations. Additionally, the Division partners with local agencies to exchange information and data files identifying potential negligent employers. Moreover, as part of the Mayor's $11 million investment into DOES, the Agency has recently launched a redesigned website and is preparing for the release of our modernized electronic tax system.

Our new system is designed to streamline employer communications with the Agency, employer reporting obligations, internal review of status changes and information processing. With these systemic enhancements, the UI Tax Division anticipates that the liability determination process will see increased efficiency as well.

This ongoing effort should build upon the initiatives that were implemented last year: (i) enhancement of the weekly succession report to include a greater amount of relevant information; (ii) internal process revision effected in collaboration with DUTAS system developers and local government agencies; and (iii) the revival of the Potentially Liable process. By way of detail on the Potentially Liable process, it took effect in Q4 of 2019. The process compares the IRS and D.C. Office of Tax and Revenue (OTR) registration files to generate "potentially liable" notices. The Agency mails those notices to employers who have registered with the IRS and OTR but not UI Tax.

The aforementioned processes have collectively and positively impacted our federal metrics of establishing UI Tax employer accounts exceeding the 70% mark established by the USDOL ETA 581 quarterly report. Further, their impact is shown in our steadily increasing performance level, and that figure is only expected to continue along this trend with the deployment of our streamlined and modernized tax system.

C. PROGRAM REVIEW DEFICIENCIES

During calendar year 2020, several internal and external Federal program reviews were conducted on behalf of the District. These reviews included the Comprehensive Annual Financial Report (CAFR), Single Audit A-133, Data Validation (DV), BAM, TPS, BPC and USDOL Monitoring Review. All program reviews were conducted timely and in accordance with USDOL Federal rules and regulations.

As a result of COVID-19, USDOL observed some problematic findings within the District's BAM program, notably the program suspension and timeliness of case completion. However, USDOL understands the lack of BAM data/problematic Federal reports were found problematic due to COVID-19 and its impact on staffing disruptions in all states. The District is resolved to address these deficiencies as the effects of COVID-19 continue to diminish.

Additionally, the CAFR audit identified several areas requiring the District's attention including information security policies and procedures, controls over terminated user access, and timely completion of security awareness training. These findings were a direct result of the Agency's rapid response to the COVID-19 pandemic. The Agency began processing multiple users simultaneously which inadvertently bypassed many of the system's checks in place to see if the user had taken security training with-in the last year. The Agency has modified the Access Control Policy to update the frequency of internal audits. There is Agency-wide training on the HR and IT approval process on how to process user account requests properly. As of October 27, 2020, all DOES users have been enrolled in Security Training, due by December 31, 2020. Any user who failed to complete their training by December 31, 2020, has had their access revoked. DOES-HR has drafted new off-boarding policies that require program staff to timely notify HR of resigning and retiring employees, upon receipt of notice, to facilitate the timely disabling of access to agency systems.

D. PROGRAM DEFICIENCIES

During calendar year 2020, DOES successfully passed all Tax Performance System (TPS) functions. UI Tax clarified its policies, updated procedures, and continued to implement staff/employer training across programs to ensure operational efficiencies. Such steps have strengthened internal controls as well as provided the framework necessary for ensuring procedures are in place and followed. Additionally, on-going employee training has boosted staff program knowledge, resulting in DOES successfully passing all functions. This is an improvement over the previous years when the agency failed the 2017 and 2018 TPS review of the Status Determination – Successor function.

E. REPORTING REQUIREMENTS

During FY 2020-2021, it is DOES's position that the DOES adhered to the timely submission of Unemployment Insurance Required Reports (UIRR) and there are no missing reports. Per USDOL parameters, reporting deficiencies are defined as missing reports, reports submitted late more than 50 percent of the time (7 of 12 months for monthly reports; 3 of 4 quarters for quarterly reports), and annual reports submitted late 3 consecutive years. Ongoing internal monitoring practices are in place to ensure no report is missing or overlooked in meeting the 100% timeliness goal on behalf of the District. USDOL granted waivers or suspended reporting requirements for several reports due to the pandemic for the District. Additionally, several reports marked late have been discontinued by USDOL for the District. Within USDOL reporting records, several reports were duplicated. DOES has also flagged reports marked late with date of submission per DOES's reporting files for USDOL.

The District submitted the ETA 9016 reports late because the data was inaccessible due to problems with the SAVE system. This data was unavailable nationwide beginning in March of 2020. Before that date, the report was filed timely. USDOL is aware of the current technical issues with the SAVE program and that the District reported the inability to access the SAVE program to generate the data for the ETA 9016 Alien Claims Activities Report. The District continues to experience problems accessing the data for the report; however, the Department of Homeland Security has provided a point of contact who will provide the required data until their system problems are fixed. The SAVE system issues are outside of the control of the District and caused late submittals.

Regarding the late af227 and ap227 reports, this is not a deficiency because this was not delinquent 3 of the 4 quarters. However, to ensure the District does not fail USDOL reporting standards for these reports, DOES will work to improve the response time of the vendor by taking aggressive measures to ensure the proper corrections are made and submitted to the Office Compliance and Independent Monitoring (OCIM). We will also work to provide training for new managers to ensure they are equipped with the proper information to complete these requirements in a timely manner.

Finally, due to the large influx in unemployment insurance appeals received by Office of Administrative Hearings (OAH) since the COVID-19 emergency was declared, and the lack of funding to hire additional staff to process new appeals, OAH experienced delays in the data entry of unemployment insurance appeals cases, and it was not possible to submit all reports within the established deadlines. While OAH worked as efficiently as possible and dedicated as much staff as possible to process the appeals, resources were limited, and without additional funding and staff, OAH was unable to work any more quickly. However, due to diligent efforts and the reassignment of staff, OAH has processed appeals more quickly and submitted timely reports the majority of the time since November 2020. The ar5130, ap5130, ar9054L, and ar9055L reports are not a deficiency because these monthly reports were not delinquent more than 50 percent of the time. The 5130s were not late 7 of 12 months. Similarly, the 9054L and 9055L were not delinquent more than 50 percent of the time.

F. CUSTOMER SERVICE SURVEYS

DOES is committed to delivering the highest quality customer service possible. Customer feedback is consistently prioritized as an avenue for our office to identify areas where we excel and areas that need improvement. As a result of the COVID-19 pandemic, the District's AJCs closed to the public on March 16, 2020. The District continued to provide virtual services to customers; however, customer service surveys were suspended throughout the pandemic. Beginning July 12, 2021, the AJC reopened for in-person services by appointment only. The District will utilize USDOL grant funds to improve customer service delivery, ensure translation into additional non-English languages (Spanish, Amharic, Chinese, Korean, French, and Vietnamese) of all DOES Office of Unemployment Compensation information, and maintain compliance with section 508 for individuals will disabilities. Through these measures DOES strives to communicate with customers and claimants more equitably.

G. OTHER

The unprecedented global health pandemic has led to an enormous increase in unemployment insurance claims being filed in the District.

When the COVID-19 pandemic began, the DC Unemployment Insurance Trust Fund (UITF) had amassed a reserve of $519 million, with an Average High Cost Multiple (AHCM) of 1.18. AHCM provides an estimate of the amount of time the current Trust Fund balance could pay benefits at the average of a state's three highest cost years in the last two decades. USDOL recommends a minimum AHCM of 1.0, which represents one year of benefits. Since March 2020, $141 million in UI taxes were collected from employers in the District, a decrease of 8.5 percent compared to the same period in 2019. Outflows from the fund since March 2020, also known as benefit payments, were $606 million for the observed period and $516 million higher compared to the same period in 2019. This, combined with the decrease in UI contributions, has severely depleted the Trust Fund, reducing it by $436 million during the pandemic period.

The District is currently working with internal stakeholders, external consultants, and our partners at both USDOL and NASWA to develop a strategic roadmap to increasing the overall health of the UI Trust Fund. By meticulously monitoring the daily inflows and outflows of the fund, utilizing, when necessary, Title XII loans, increasing the taxable wage base, along with indexation of the taxable wage base annually, the District is confident that we will generate sufficient tax income to achieve UI trust fund solvency by FY2027.

Finally, in direct response to the COVID-19 pandemic, DOES will implement Disaster Unemployment Assistance (DUA) training in the Second Fiscal Quarter of 2022. The DOES Office of Training and Development and UI Training team will develop and facilitate the content for the USDOL DUA program. The training will be available online to all UI team members via the agency's enterprise training platform, Learning Management System (LMS) 365. This will be an annual training required to be completed by all UI staff. In developing DUA training, DOES will develop and maintain a Standard Operating Procedures (SOP) to use during a major disaster declaration. The DUA SOP will be available for all UI staff beginning Second Fiscal Quarter of 2022.

H. ASSURANCES

a. Assurance of Equal Opportunity (EO).
b. Assurance of Administrative Requirements and Allowable Cost Standards.
c. Assurance of Management Systems, Reporting, and Recordkeeping.
d. Assurance of Program Quality.
e. Assurance on Use of Unobligated Funds.
f. Assurance of Prohibition of Lobbying Costs (29 CFR Part 93).
g. Drug-Free Workplace (29 CFR Part 98).
h. Assurance of Contingency Planning.
   Provide the most recent dates for the following:
   - Information Technology (IT)Contingency Plan Implemented: April 2011
   - IT Contingency Plan Reviewed/Updated1: September 2021
   - IT Contingency Plan Tested2: September 2021
i. Assurance of Conformity and Compliance.
j. Assurance of Automated Information Systems Security.
   Provide the most recent dates for the following:
   - Risk Assessment Conducted: February 2020
   - System Security Plan Reviewed/Updated3: March 2021
k. Assurance of Confidentiality February 2020
l. Assurance of Disaster Unemployment Assistance
   - Conducted Annual DUA Training for DUA Staff ☐ Yes ☒ No
     Provide the date of the training: Second Fiscal Quarter 2022
   - Developed and/or Maintained a Standard Operating Procedures for use during a major disaster declaration ☐ Yes ☒ No

1 At a minimum, an IT Contingency Plan must be reviewed and/or updated annually.
2 At a minimum, an IT Contingency Plan must be tested annually.
3 At a minimum, a System Security Plan must be reviewed and/or updated annually.

SQSP Corrective Action Plan (CAP) Excel Workbook
Reporting Format Instructions

1. This Excel workbook will be used by states for developing their biennial SQSP submission and for reporting updates to the specific milestones and performance each quarter. The intent is to capture the state's cumulative performance data for each deficient measure in one document.

2. The Excel workbook has an embedded hyperlink to assist states in reporting their target and actual performance level.

3. States should complete each tab in this SQSP CAP Workbook for each measure listed by program area. The workbook is state-specific and includes individual worksheets with the measures that resulted in a required CAP. Each state will receive only the number of worksheets necessary to complete their required CAPS and Integrity Action Plan (IAP). States should work in partnership with their ETA Regional Office if assistance or training on this new submission method is needed.

4. Similar Performance Measures have been grouped together so that only one CAP will be required for these measures. ie: (First Payment Timeliness Measures, Lower Authority Appeals Promptness Measures)

5. Each tab has been divided into the following three sections:
   A. Measure/Program Area and Performance Level
   B. Corrective Action Plan Summary
   C. Milestones

Measure/Program Area and Performance Level

7. Each measure and program area the state is expected to address is pre-filled in each workbook as well as the "CAP based on performance level" that did not meet the Federal criteria. States should enter the target performance level (by quarter) they anticipate will result from the completion of the planned corrective action plan (CAP) and milestones. States shall report the actual performance levels achieved each quarter in the quaterly updates. For further details on target/actual performance data, see the worksheet labeled "Performance Levels."

Corrective Action Plan Summary

8. The summary must address each deficient performance measure as described in ET HB 336, Chapter I, in the space provided. It must explain the reason for the deficiency, provide a description of the specific actions/activities planned to improve performance, and a plan for monitoring and assessing accomplishments of planned actions for each CAP. The worksheet can be expanded to allow for additional space.

9. Enter an X in the appropriate box if the desired performance improvements will not be accomplished by the end of the fiscal year for which the plan is in effect.

10. ETA Regions will provide technical assistance to states in developing the biennial SQSP in the Excel format.

Milestones

11. States must list specific milestones (key correction action or improvement activtiies) and the completion date for each milestone in the space provided. Milestones must be established for each element of the state's CAP and be of sufficient number and frequency to oversee and assess their progress during the 2-year cycle. A completion date for each milestone should also be entered by selecting a date from the drop down box.

12. Quarterly Update: States must provide a quarterly update for each milestone in the space provided, including the actual performance level attained at the end of the quarter. The update should describe if the milestone was completed as scheduled or explain if the milestone was not completed as scheduled. States should explain if the milestone was not completed as scheduled and submit a new target completion date. The workbook can be expanded to allow for additional characters in the milestone section. See Performance Levels worksheet for definition of actual performance.

Guidelines for Recording Performance Levels in SQSP

The purpose of the "Target Performance Levels" (PPLs) is for states to reflect the performance milestones they anticipate will result from the completion of the planned corrective action plan (CAP) and milestone activities. For SQSP purposes, these guidelines –

- Define the "current" performance level,
- Explain how states should estimate the "target" performance level,
- Explain how to calculate the "actual" performance level, and

Performance Levels

The *"CAP Based on Performance Level"* is defined as the performance level achieved at the end of the measurement period for the specific measure. The performance level will be listed numerically or listed as Pass/Fail (i.e. Tax Quality, Data Validation, etc). A majority of the core measures are based on 12 months of performance from April 1- March 31, while others measures may be based on the IPIA year or calendar year. The "measurement period" for each measure is listed in Attachment A of the annual SQSP UIPL. This performance level does not change during the SQSP period and will be pre-filled by the Regional Office.

The *Target Performance Level (TPL)* is defined as the 12-month cumulative performance level the state expects to achieve by each quarter ending date in line with the CAP and milestone activities. States should estimate the TPL based on all the known factors at the time the CAP is submitted. At the time the SQSP is submitted, the most recent two quarters of actual data are available and should be used to estimate the TPL. For example, if the SQSP is submitted in August, the state should use actual data available from the previous 12 months to project levels during the new SQSP period. The TPL should be attainable based on the milestone achievements and should reflect incremental improvements from quarter to quarter. If the TPL is changed during the SQSP period, the state should include an explanation as to why the goal was changed in the quarterly SQSP update.

The *Actual Performance Level (APL)* is defined as the actual 12-month cumulative performance met as of the quarter ending date. For example, for the first quarter report (quarter ending 12/31/2020), the APL should be the cumulative performance achieved from January 1, 2020 - December 31, 2020. For the second quarter report (quarter ending 3/31/2020), the APL should be the cumulative performance achieved from April 1, 2019 - March 31, 2020. Several of the actual performance levels can be found using the link at the bottom of the page or by tracking agency performance internally. If the APL for a measure cannot be found, please contact your Regional Office for assistance.

District of Columbia

MEASURES/PROGRAMS TO BE ADDRESSED FOR ALTERNATE SQSP 2022

	Measures/Programs to be Addressed (Each Measure Below is Hyperlinked to the CAP Worksheet)	Acceptable Level of Performance (ALP)	Corrective Action Plan (CAP) N	Corrective Action Plan (CAP) E	Narrative Required (In Word Doc.)	Performance Level
BENEFITS	First Payment Promptness	≥ 87%				51.89%
	First Payment Promptness (IntraState 14/21 Days)	≥ 87%				40.52%
	First Payment Promptness (InterState 14/21 Days)	≥ 70%				37.90%
	First Payment Promptness (IntraState 35 Days)	≥ 93%				81.33%
	First Payment Promptness (InterState 35 Days)	≥ 78%				76.44%
	Nonmonetary Determination Timeliness	≥ 80%				57.55%
	Nonmonetary Determination Quality - Separations	≥ 75%				81.36%
	Nonmonetary Determination Quality - Nonseps	≥ 75%				70.13%
APPEALS	Lower Authority Appeals (30 Days)	≥ 60%				10.80%
	Lower Authority Appeals (45 Days)	≥ 80%				27.53%
	Average Age of Pending Lower Authority Appeals	≤ 30 days				117.5
	Average Age of Pending Higher Authority Appeals	≤ 40 days				N/A
	Lower Authority Appeals Quality	≥ 80%				90.00%
TAX	New Employer Status Determinations Timelapse	≥ 70%				84.66%
	Tax Quality (Part A)	No more than 3 tax functions failing TPS in a year				Pass
	Tax Quality (Part B)	The same tax function cannot fail for 3 consecutive years				Pass
	TPS Sample Reviews	Pass				Pass
	Effective Audit Measure	Pass 4 factors/score ≥ 7		X		Failed
INTEGRITY	Improper Payments Measure	< 10%				8.67%
	Detection of Overpayments - 3 Year Measure	≥ 50% & ≤ 95%				48.52%
	Overpayment Recovery Measure	≥ 68%				240.93%
	Data Validation - Benefits (All Submitted & Passing)	All Benefit Pops Submitted & Passing		X		Fail: Benefits 14 Not Submit: Benefits 5, 13
	Data Validation - Tax (All Submitted & Passing)	All Tax Pops Submitted & Passing		X		Not Submit: Tax 2
BAM	NDNH BAM Compliance	Pass				Pass
	BAM Operations Compliant	Pass All M&P		X		Failed: DCA Comparison (Monetary) Does not adhere to organization (Merit Staffing requirements)
	Incorrect Recording of Issue Detection Date	95%				Pass
	Incorrect Recording of Determination Date	95%				Pass
	UI Reporting Requirements	Pass			X	Fail
GPRA	Percent of Intrastate Payments Made Timely	87%				40.50%
	Detection of Recoverable Overpayments	54.5%				36.97%
	% of Employer Tax Liability Determinations Made Timely	89%				84.50%

Integrity Action Plan (IAP) Top Three Root Causes

Benefit Year Earnings

Other Issues

Separation Issues

Monitoring Findings/Audit Resolution

Benefits Data Validation

State: District of Columbia | **Federal Fiscal Year: 2021-2022 SQSP Corrective Action Plan & Progress Report**

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Performance Measure	ALP	CAP Based on SQSP 2021 Performance Level	CAP Based on SQSP 2022 Performance Level	State's Target/Actual Performance	12/31/2020 Quarter 1	3/31/2021 Quarter 2	6/30/2021 Quarter 3	9/30/2021 Quarter 4	12/31/2021 Quarter 5	3/31/2022 Quarter 6	6/30/2022 Quarter 7	9/30/2022 Quarter 8
Data Validation Benefits - All Submitted and Passing	Submitted & Passing	Population 5 Failed	Population 5 Not Submitted	Target	P	P	P	P	P	P	P	P
				Actual	**N/A**							
		Population 13 Failed	Population 13 Not Submitted	Target	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
				Actual	**N/A**							
		Population 14 Failed	Population 14 Failed	Target	P	P	P	P	P	P	P	P
				Actual	**N/A**							

Regional Office Comments in cell below:

Corrective Action Plan Summary:

The Summary must provide:

Alternate Year Plan Updates

A. The Reason for the deficiency.

The District failed Data Validation for Validation Year (VY) 2020 for Populations 5 and 14 due to the SUN System software rejection of invalid extract file transactions. Additionally, internal DOES DV stakeholder staff priorities shifted due to the implementation of the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

The failure of Population 13 was due to a noted guideline in place at USDOL specific to: Pending Treasury clearance of a permanent method for validating amounts recovered through the Treasury Offset Program (TOP), when building a DV Population 13 extract file, states including the District of Columbia should not include records for amounts recovered through TOP because such records are considered to contain Federal Tax Information. Also, if those recoveries entail the creation of records for Additions, states including the District should not build such records either. Following the established protocol, the District went through all the usual steps to conduct the Population 13 validation process and submitted the results. As in prior years, it is normal for USDOL staff to manually pass the Population if (a) it only fails because Group 13.01, 227 Recovered ($) and/or Group 13.04, 227 Additions ($) fails, and (b) that failure is due to the discrepancies between reported and validation counts in the six "Federal Offset" cells on line 314 of the 227 and in Additions Total, as is the case for the District of Columbia.

Alternate Year Plan Updates: The District failed Population 5 and 14 due to technical issues in Validation Year (VY) 2020. The District also failed Pop 13 for VY 2021 due to necessary system changes needed to remove Treasury Offset Program (TOP) payments from the extract file. This information cannot be included because it includes Federal Tax Information (FTI), in accordance with IRS Pub. 1075. Previously, Pop 13 has been passed manually by USDOL staff if it fails only because of group 13.01, ETA 227, 13.04, or ETA 227, due them containing recovery data for all sources of collections including TOP Federal Offsets.

B. Provide a description of your "Plan-Do-Check-Act" corrective action plan which will be undertaken to achieve the acceptable level of performance. Examples of major actions and activities; aka, Milestones, include IT requirements, business process analysis, training, implementing process improvements, measuring effectiveness, etc. Please include a description of these actions/activities in each stage of your "Plan-Do-Check-Act" corrective action plan.

The District will create an internal emergency back-up plan prioritizing the construction of DV extract files during pandemics and other non-routine events, such as disasters or unanticipated circumstances requiring new programming to the system. This plan will be incorporated into the Department of Employment Services (DOES) Continuity of Operations Plan (COOP). The plan will be led by the UI Benefits Director and DV stakeholders and will include the following steps:

• For quarter ending 12/31/2020, third party vendor, On Point Technologies, will build, reconstruct and regularly conduct testing/uploading of extract files to confirm Report Validation for Populations 5 and 14 for VY2021, specific to quarter ending 06/30/2020 or 09/30/2020. The results will be reported to a SharePoint drive as well as the DV lead point of contact via email. The DV lead in partnership with the UI Benefits point of contact will meet with all stakeholders to initiate a work plan and timeline, in addition to resuming regular bi-monthly stakeholder meetings specific to this task.

• For quarter ending 03/31/2020, third party vendor, On Point Technologies, will build, reconstruct and regularly conduct testing/uploading of extract files to confirm Report Validation for Populations 5 and 14 for VY2021, specific to quarter ending 06/30/2020, 09/30/2020, or 12/31/2020. The results will be reported to a SharePoint drive as well as the DV lead point of contact via email. The DV lead in partnership with the UI Benefits point of contact will document meeting outcomes to include action step status resulting in a draft internal DV emergency prioritization plan for inclusion in the DOES COOP.

• For quarter ending 06/30/2021, the DV lead point of contact will transmit SUN System results for Populations 5 and 14 extract files specific to the quarter passing Report Validation and ultimately Data Element Validation to the Share Point Drive, as well as the OCIM DV stakeholders via email in meeting the June 10, 2021, DV submission deadline. The DV lead in partnership with the UI Benefits point of contact will submit a draft emergency prioritization plan to agency leadership for inclusion in the COOP.

• For quarter ending 09/30/2021, report Populations 5 and 14 CAP finding completed. Agency leadership approved draft plan for full implementation in the updated DOES COOP.

The District will create an internal emergency backup plan prioritizing the construction of DV extract files during pandemics and other non-routine events, such as disasters or unanticipated circumstances requiring new programming to the system. This plan will be incorporated into the Department of Employment Services (DOES) Continuity of Operations Plan (COOP). The plan will be led by the UI Benefits Director and DV stakeholders and will include the following steps:

• For the quarter ending 12/31/2021, third party vendor, On Point Technology, LLC., will build, reconstruct and regularly conduct testing/uploading of extract files to confirm Report Validation for Populations 5 and 14 for VY2022, specific to the quarter ending 06/30/2022 or 09/30/2022

• For the quarter ending 03/31/2022, third-party vendor, On Point Technologies, will build, reconstruct and regularly conduct testing/uploading of extract files to confirm Report Validation for Populations 5 and 14 for VY2022, specific to the quarter ending 06/30/2022, 09/30/2022, or 12/31/2022. The results will be reported to a SharePoint drive as well as the DV lead point of contact via email. The DV lead in partnership with the UI Benefits point of contact will document meeting outcomes to include action step status resulting in a draft internal DV emergency prioritization plan for inclusion in the DOES COOP.

• For the quarter ending 06/30/2022, the DV lead point of contact will transmit SUN System results for Populations 5 and 14 extract files specific to the quarter passing Report Validation and ultimately Data Element Validation to the Share Point Drive, as well as the OCIM DV by the DV submission deadline.

• For the quarter ending 09/30/2022, report Populations 5 and 14 CAP findings completed. Agency leadership approved a draft plan for full implementation in the updated DOES COOP.

C. If a plan was in place the previous year, an explanation of why the actions contained in that plan were not successful in improving performance; and, an explanation of why the actions now specified will be more successful.

No plan was in place in the prior year to directly address DV operational components during the incidence of a global pandemic.

Alternate Year Plan Updates: The previous plan completion was impacted by internal DOES DV stakeholder staff priorities shifting due to the implementation of the Coronavirus Aid, Relief, and Economic Security (CARES) Act. An updated deliverables schedule has been completed to meet this requirement during the alternate year.

D. A brief description of plans for monitoring and assessing accomplishment of planned actions and for controlling quality after achieving performance goals.

The District will resume regular bi-monthly stakeholder meetings to monitor and assess the status of Data Validation.

Alternate Year Plan Updates: The previous plan completion was impacted by internal DOES DV stakeholder staff priorities shifting due to the implementation of the Coronavirus Aid, Relief, and Economic Security (CARES) Act. An new meeting schedule has been developed and will be implemented during the alternate year schedule.

NOTE: Enter an "**X**" in the box to the right if the desired improvements will not be accomplished by the end of the current fiscal years (the two consecutive fiscal years for which the plan is in effect). Summarize, below, the major actions remaining to be taken in subsequent fiscal years and include a projected completion date as to when the performance goal will be achieved.
(*Remaining Major Actions in this cell* .)

Milestones

	Completion Date
1. Third party vendor, On Point Technologies, will build, reconstruct and regularly conduct testing/uploading of extract files to confirm SUN System Report Validation for Populations 5 and 14 for VY2022, specific to quarter ending 06/30/2022, 09/30/2022, or 12/31/2022 for pass or failure.	3/31/2022

Quarter 1 status report (12/31/2020):
Test Extract files uploaded to the SUN System for Population 5 failed report validation for Group 5.09 9052 Single Claimant Non-Monetary Deter Total Validation count (4,980), ETA reported count (5,336), Difference (356), and Percent Difference (7.15%) FAIL, exceed DV Threshold. Test Extract files uploaded to the SUN System for Population 14 failed report validation for group 14.03, ETA 227 Total Receivables Removed at End of Prd($) Validation dollars (290,982), ETA reported dollars (809,494), difference (518,512) and Percentage difference (178.19%) FAIL, exceed DV Threshold.

Quarter 2 status report (3/31/2021):
Similar results were captured for quarter 2, indicating a variance in the validation count verses the ETA report count resulting in a variance which exceed the DV threshold, thus Failure for both Populations 5 & 14.
Quarter 3 status report (6/30/2021):
Similar results were captured for quarter 3, indicating a variance in the validation count verses the ETA report count resulting in a variance which exceed the DV threshold, thus failure for both Populations 5 & 14.
Quarter 4 status report (9/30/2021):
Similar results were captured for quarter 4, indicating a variance in the validation count verses the ETA report count resulting in a variance which exceed the DV threshold, thus failure for both Populations 5 & 14.
Quarter 5 status report (12/31/2021):

Quarter 6 status report (3/31/2022):

Quarter 7 status report (6/30/2022):

Quarter 8 status report (9/30/2022):

	Completion Date
2. Draft an emergency DV prioritization plan for inclusion in the agency COOP.	3/31/2022

Quarter 1 status report (12/31/2020):
Agency priority shift due to the implementation of the CARES Act and no progress has been made in this milestone area.
Quarter 2 status report (3/31/2021):
Agency priority shift due to the implementation of the CARES Act and no progress has been made in this milestone area.
Quarter 3 status report (6/30/2021):
Agency priority shift due to the implementation of the CARES Act/ and American Rescue Plan thus no progress has been made in this milestone area.
Quarter 4 status report (9/30/2021):
In drafting the DC FY22 Alternative Year State Quality Service Plan (SQSP) Revision Request Update, it became apparent that this milestone measure should be revisited, in that there was no lesson learned exercise follow-up meeting at the close of VY2021 and stakeholder input was not fully explored. Thus, processes for how to advance this measure are planned for larger discussed and details during the final review of the DV VY2022 UI Benefits and Tax Work Plan to ensure broad stakeholder involvement and ownership, as this measure was drafted void of feedback from relevant DV stakeholder and management

Quarter 5 status report (12/31/2021):

Quarter 6 status report (3/31/2022):

Quarter 7 status report (6/30/2022):

Quarter 8 status report (9/30/2022):

	Completion Date
3. The District's DV lead will work with the USDOL DV point of contact to manually pass Population 13 due to the TOPs protocol in effect at the national level.	12/31/2021

Quarter 1 status report (12/31/2020):
Priority email submitted to USDOL followed by National Office favorable email response confirmation dated 07/28/2020.
Quarter 2 status report (3/31/2021):
Action completed in advance of the 09/30/2020 reporting period and thus should be deleted from the 2021 SQSP as well as the 2022 SQSP.
Quarter 3 status report (6/30/2021):
Action completed in advance of the 09/30/2020 reporting period and thus should be deleted from the 2021 SQSP as well as the 2022 SQSP.
Quarter 4 status report (9/30/2021):
Action completed in advance of the 09/30/2020 reporting period and thus should be deleted from the 2021 SQSP as well as the 2022 SQSP.
Quarter 5 status report (12/31/2021):

Quarter 6 status report (3/31/2022):

Quarter 7 status report (6/30/2022):

Quarter 8 status report (9/30/2022):

	Completion Date
4. Request technical assistance training from the Regional and National office team regarding DV updates specific to the CARES Act.	12/31/2021

Quarter 1 status report (12/31/2020):
Ongoing.
Quarter 2 status report (3/31/2021):
Ongoing.
Quarter 3 status report (6/30/2021):
Ongoing.
Quarter 4 status report (9/30/2021):
Verbal confirmation during MiscroSoft Teams Meeting with Regional Point of Contact and SQSP lead conducted 11/04/2021 included verbal confirmation that there is no Technical Assistance to states plan at this time. However, the DV lead indicated that Region II DV lead in each state contact information will be share so that the states can explore lessons learned with each other regarding the CARES ACT and American Rescue Plan implementation and impact as it relates to Data Validation. No receipt of such information thus far.

Quarter 5 status report (12/31/2021):

Quarter 6 status report (3/31/2022):

Quarter 7 status report (6/30/2022):

Quarter 8 status report (9/30/2022):

5. (Enter next milestone here)	Completion Date

Quarter 1 status report (12/31/2020):

Quarter 2 status report (3/31/2021):

Quarter 3 status report (6/30/2021):

Quarter 4 status report (9/30/2021):

Quarter 5 status report (12/31/2021):

Quarter 6 status report (3/31/2022):

Quarter 7 status report (6/30/2022):

Quarter 8 status report (9/30/2022):

6. (Enter next milestone here)	Completion Date

Quarter 1 status report (12/31/2020):

Quarter 2 status report (3/31/2021):

Quarter 3 status report (6/30/2021):

Quarter 4 status report (9/30/2021):

Quarter 5 status report (12/31/2021):

Quarter 6 status report (3/31/2022):

Quarter 7 status report (6/30/2022):

Quarter 8 status report (9/30/2022):

7. (Enter next milestone here)	Completion Date

Quarter 1 status report (12/31/2020):

Quarter 2 status report (3/31/2021):

Quarter 3 status report (6/30/2021):

Quarter 4 status report (9/30/2021):

Quarter 5 status report (12/31/2021):

Quarter 6 status report (3/31/2022):

Quarter 7 status report (6/30/2022):

Quarter 8 status report (9/30/2022):

Tax Data Validation

State: District of Columbia | **Federal Fiscal Year: 2021-2022 SQSP Corrective Action Plan & Progress Report**

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Performance Measure	ALP	CAP Based on SQSP 2021 Performance Level	CAP Based on SQSP 2022 Performance Level	State's Target/Actual Performance	12/31/2020 Quarter 1	3/31/2021 Quarter 2	6/30/2021 Quarter 3	9/30/2021 Quarter 4	12/31/2021 Quarter 5	3/31/2022 Quarter 6	6/30/2022 Quarter 7	9/30/2022 Quarter 8
Data Validation Tax - All Submitted and Passing	Submitted & Passing	Population 2 Not Submitted	Population 2 Not Submitted	Target	P	P	P	P	P	P	P	P
				Actual								

Regional Office Comments in cell below:

Corrective Action Plan Summary:

The Summary must provide:

Alternate Year Plan Updates

A. The Reason for the deficiency.

The District failed Data Validation for Validation Year (VY) 2020 for Population 2 due to the SUN System software rejection of invalid extract file transactions. Additionally, the SUN System's import error resulted in a Not Submitted status which contributed to the failure as well. Internal DOES DV stakeholder staff priorities also shifted due to the implementation of the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

Alternate Year Plan Updates: The District failed Data Validation for Validation Year (VY) 2020 for Population 2 due to the SUN System software rejection of invalid extract file transactions. Additionally, the SUN System's import error resulted in a Not Submitted status which contributed to the failure as well. Internal DOES DV stakeholder staff priorities also shifted due to the implementation of the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

B. Provide a description of your "Plan-Do-Check-Act" corrective action plan which will be undertaken to achieve the acceptable level of performance. Examples of major actions and activities; aka, Milestones, include IT requirements, business process analysis, training, implementing process improvements, measuring effectiveness, etc. Please include a description of these actions/activities in each stage of your "Plan-Do-Check-Act" corrective action plan.

The District will create an internal emergency back-up plan prioritizing the construction of DV extract files during pandemics and other non-routine events, such as disasters or unanticipated circumstances requiring new programming to the system. This plan will be incorporated into the Department of Employment Services (DOES) Continuity of Operations Plan (COOP). The plan will be led by the UI Tax Chief and DV stakeholders and will include the following steps:

• For quarter ending 12/31/2020, third party vendor, Northrop Grumman, will build, reconstruct and regularly conduct testing/uploading of extract files to confirm Report Validation for Population 2 for VY2021, specific to quarter ending 06/30/2020 or 09/30/2020. The results will be reported to a SharePoint drive as well as the DV lead point of contact via email. The DV lead in partnership with the UI Tax point of contact will meet with all stakeholders to initiate a work plan and timeline, in addition to resuming regular bi-monthly stakeholder meetings specific to this task.

• For quarter ending 03/31/2020, third party vendor, Northrop Grumman, will build, reconstruct and regularly conduct testing/uploading of extract files to confirm Report Validation for Population 2 for VY2021, specific to quarter ending 06/30/2020, 09/30/2020, or 12/31/2020. The results will be reported to a SharePoint drive as well as the DV lead point of contact via email. The DV lead in partnership with the UI Tax point of contact will document meeting outcomes to include action step status resulting in a draft internal DV emergency prioritization plan for inclusion in the DOES COOP.

• For quarter ending 06/30/2021, the DV lead point of contact will transmit SUN System results for Population 2 extract files specific to the quarter passing Report Validation and ultimately Data Element Validation to the Share Point Drive, as well as the OCIM DV stakeholders via email in meeting the June 10, 2021, DV submission deadline. The DV lead in partnership with the UI Tax point of contact will submit a draft emergency prioritization plan to agency leadership for inclusion in the COOP.

Alternate Year Plan Updates: The District will create an internal emergency backup plan prioritizing the construction of DV extract files during pandemics and other non-routine events, such as disasters or unanticipated circumstances requiring new programming to the system. This plan will be incorporated into the Department of Employment Services (DOES) Continuity of Operations Plan (COOP). The plan will be led by the UI Tax Chief and DV stakeholders and will include the following steps:

• For the quarter ending 12/31/2021, a third-party vendor, will be finalizing testing and preparing to go live with a new UI Tax System, DCETS (District of Columbia Employer Tax System), on January 10, 2022. This new system will be used to handle UI Tax Data Validation for Population 2 for VY2022, specific to the quarter ending 06/30/2022 or 09/30/2022. The results will be reported to a SharePoint drive as well as the DV lead point of contact via email. The DV lead in partnership with the UI Tax point of contact will meet with all stakeholders to initiate a work plan and timeline, in addition to resuming regular bi-monthly stakeholder meetings specific to this task.

• For the quarter ending 03/31/2022, third-party vendor, Northrop Grumman, will address any issues that arise with the new system related to Data Validation for Population 2 for VY2022, specific to the quarter ending 06/30/2022, 09/30/2022, or 12/31/2022. The results will be reported to a SharePoint drive as well as the DV lead point of contact via email. The DV lead in partnership with the UI Tax point of contact will document meeting outcomes to include action step status resulting in a draft internal DV emergency prioritization plan for inclusion in the DOES COOP.

• For the quarter ending 06/30/2022, the DV lead point of contact will transmit SUN System results for Population 2 extract files specific to the quarter passing Report Validation and ultimately Data Element Validation to the Share Point Drive, as well as the OCIM DV stakeholders by the DV submission deadline. The DV lead in partnership with the UI Tax point of contact will submit a draft emergency prioritization plan to agency leadership for inclusion in the COOP.

• For the quarter ending 09/30/2022, report Population 2 CAP finding completed. Agency leadership approved a draft plan for full implementation in the updated DOES COOP.

C. If a plan was in place the previous year, an explanation of why the actions contained in that plan were not successful in improving performance; and, an explanation of why the actions now specified will be more successful.

No plan was in place in the prior year to directly address DV operational components during the incidence of a global pandemic.

Alternate Year Plan Updates: The previous plan completion was impacted by internal DOES DV stakeholder staff priorities shifting due to the implementation of the Coronavirus Aid, Relief, and Economic Security (CARES) Act. An updated deliverables schedule has been completed to meet this requirement during the alternate year.

D. A brief description of plans for monitoring and assessing accomplishment of planned actions and for controlling quality after achieving performance goals.

The District will resume regular bi-monthly stakeholder meetings to monitor and assess the status of Data Validation.

Alternate Year Plan Updates: The previous plan completion was impacted by internal DOES DV stakeholder staff priorities shifting due to the implementation of the Coronavirus Aid, Relief, and Economic Security (CARES) Act. An new meeting schedule has been developed and will be implemented during the alternate year schedule.

NOTE: Enter an "**X**" in the box to the right if the desired improvements will not be accomplished by the end of the current fiscal years (the two consecutive fiscal years for which the plan is in effect). Summarize, below, the major actions remaining to be taken in subsequent fiscal years and include a projected completion date as to when the performance goal will be achieved.
(*Remaining Major Actions in this cell* .)

Milestones	Completion Date
1. The Disrict's Third Party vendor will be finalizing testing and preparing to go live with a new UI Tax System, DCETS (District of Columbia Employer Tax System), on January 10, 2022.	3/31/2022

Quarter 1 status report (12/31/2020):

Ongoing.

Quarter 2 status report (3/31/2021):

Ongoing.

Quarter 3 status report (6/30/2021):

Ongoing.

Quarter 4 status report (9/30/2021):

Quarter 5 status report (12/31/2021):

Quarter 6 status report (3/31/2022):

Quarter 7 status report (6/30/2022):

Quarter 8 status report (9/30/2022):

2. Draft an emergency DV prioritization plan for inclusion in the agency COOP.	Completion Date
	3/31/2022

Quarter 1 status report (12/31/2020):
Ongoing.
Quarter 2 status report (3/31/2021):
Ongoing.
Quarter 3 status report (6/30/2021):
Ongoing.
Quarter 4 status report (9/30/2021):

Quarter 5 status report (12/31/2021):

Quarter 6 status report (3/31/2022):

Quarter 7 status report (6/30/2022):

Quarter 8 status report (9/30/2022):

3. The District's DV lead will work with the USDOL DV point of contact to resolve system errors that resulted in a Not Submitted report status.	Completion Date
	12/31/2021

Quarter 1 status report (12/31/2020):
Ongoing in coordination with the agency's modernization plan.
Quarter 2 status report (3/31/2021):
Ongoing in coordination with the agency's modernization plan.
Quarter 3 status report (6/30/2021):
Ongoing in coordination with the agency's modernization plan.
Quarter 4 status report (9/30/2021):

Quarter 5 status report (12/31/2021):

Quarter 6 status report (3/31/2022):

Quarter 7 status report (6/30/2022):

Quarter 8 status report (9/30/2022):

4. Request technical assistance training from the Regional and National office team regarding DV updates specific to the CARES Act.	Completion Date
	12/31/2021

Quarter 1 status report (12/31/2020):
Ongoing.
Quarter 2 status report (3/31/2021):
Ongoing.
Quarter 3 status report (6/30/2021):
Ongoing.
Quarter 4 status report (9/30/2021):

Quarter 5 status report (12/31/2021):

Quarter 6 status report (3/31/2022):

Quarter 7 status report (6/30/2022):

Quarter 8 status report (9/30/2022):

5. (Enter next milestone here)	Completion Date

Quarter 1 status report (12/31/2020):

Quarter 2 status report (3/31/2021):

Quarter 3 status report (6/30/2021):

Quarter 4 status report (9/30/2021):

Quarter 5 status report (12/31/2021):

Quarter 6 status report (3/31/2022):

Quarter 7 status report (6/30/2022):

Quarter 8 status report (9/30/2022):

6. (Enter next milestone here)	Completion Date

Quarter 1 status report (12/31/2020):

Quarter 2 status report (3/31/2021):

Quarter 3 status report (6/30/2021):

Quarter 4 status report (9/30/2021):

Quarter 5 status report (12/31/2021):

Quarter 6 status report (3/31/2022):

Quarter 7 status report (6/30/2022):

Quarter 8 status report (9/30/2022):

7. (Enter next milestone here)	Completion Date

Quarter 1 status report (12/31/2020):

Quarter 2 status report (3/31/2021):

Quarter 3 status report (6/30/2021):

Quarter 4 status report (9/30/2021):

Quarter 5 status report (12/31/2021):

Quarter 6 status report (3/31/2022):

Quarter 7 status report (6/30/2022):

Quarter 8 status report (9/30/2022):

Benefit Accuracy Measurement (BAM)

State: District of Columbia | **Federal Fiscal Year: 2021-2022 SQSP Corrective Action Plan & Progress Report**

Back to Biennial Overview 2021 | Back to Alternate Overview 2022 | Instructions

Performance Measures	ALP	CAP Based on SQSP 2021 Performance Level	CAP Based on SQSP 2022 Performance Level	State's Target/Actual Performance	12/31/2020 Quarter 1	3/31/2021 Quarter 2	6/30/2021 Quarter 3	9/30/2021 Quarter 4	12/31/2021 Quarter 5	3/31/2022 Quarter 6	6/30/2022 Quarter 7	9/30/2022 Quarter 8
BAM Operations Compliant - Monetary Comparison Reports	± 15%	47.13%	16.82%	Target	15.00%	-15.00%	-10.00%	-8.00%	-7.00%	-6.00%	7.00%	6.00%
				Actual		**-21.97%**	**-9.85%**					
BAM Operations Compliant - Separation Comparison Reports	± 15%	5.94%	15.71%	Target	15.00%	10.00%	9.00%	7.00%	7.00%	6.00%	6.00%	5.00%
				Actual		**1.46%**	**-0.95%**					
BAM Operations Compliant - Nonseparation Comparison Reports	± 15%	5.32%	17.97%	Target	15.00%	15.00%	9.00%	7.00%	7.00%	6.00%	6.00%	5.00%
				Actual		**-5.55%**	**0.09%**					
BAM Operations Compliant - Paid Sample Selection	480 or 360	424	355	Target		120 a QR	120 a QR	120 a QR	120 a QR	120 a QR	120 a QR	120 a QR
				Actual		**120**	**123**	**120**				
BAM Operations Compliant - Monetary Sample Selection	150	159	111	Target		39 a QR	39 a QR	39 a QR	39 a QR	39 a QR	39 a QR	39 a QR
				Actual		**39 QE 3/31**	**39 QE 6/30**	**46 QE 9/30**				
BAM Operations Compliant - Separation Sample Selection	150	156	111	Target		39 a QR	39 a QR	39 a QR	39 a QR	39 a QR	39 a QR	39 a QR
				Actual		**39 QE 3/31**	**39 QE 6/30**	**39 QE 9/30**				
BAM Operations Compliant - Nonseparation Sample Selection	150	156	112	Target		39 a QR	39 a QR	39 a QR	39 a QR	39 a QR	39 a QR	39 a QR
				Actual		**39 QE 3/31**	**39 QE 6/30**	**39 QE 9/30**				
BAM Operations Compliant - Organization - DCA Comparison Report (Monetary); Merit Staffing Requirements	Pass	Non Compliant	Non Compliant	Target	P	P	P	P	P	P	P	P
				Actual								

Regional Office Comments in cell below:

Alternat Year UIPL 24-21 Attm 1, BAM CAPs required for failed performance; FY22 CAPs assigned. NE RO QC AR.
NO BAM Sampling Selection flexibilities for "Denied Claims" period 07/01/2019-06/30/2020 (normally spanning four consecutive quarters) resulted in the state having less than two full quarters of activities in the FY21 SQSP BAM data. The FY22 BAM CAP has not been assigned due to the approved flexibilities. 10.16.2021 NE RO QC AR.

Corrective Action Plan Summary:

The Summary must provide:

Alternate Year Plan Updates: see below

A. The Reason for the deficiency.

Merit Staffing Requirements - It is the District's position that due to the Management Supervisory Service (MSS) status of the BAM Supervisor position, no change in status can occur. The District maintained this position in the FY 2017-2018 Biennial SQSP, the FY 2018 Alternate SQSP, the FY 19 Biennial SQSP, and the FY 2020 Alternate SQSP.

Monetary Comparison Reports -This is a continuing deficiency from the FY 2018 Alternate Year SQSP. In an effort to correct this disparity, BAM worked closely with DOES Office of Information Technology (OIT) staff during calendar year 2017, 2018, 2019, and 2020 to identify incorrect report programming that led to the deficiency. OIT made BAM programming changes in 2018, which has resulted in major improvements in the BAM Non-separation comparison data. However, in order to achieve the same results for the Monetary Comparison data, these efforts are ongoing.

Alternate Year Plan Updates:

Monetary Comparison Reports -This is a continuing deficiency from the FY 2018 Alternate Year SQSP. In an effort to correct this disparity, BAM worked closely with DOES Office of Information Technology (OIT) staff during calendar year 2017, 2018, 2019, and 2020 to identify incorrect report programming that led to the deficiency. OIT made BAM programming changes in 2018, which has resulted in major improvements in the BAM Non-separation comparison data, as well as some noticeable improvements in the BAM Monetary Comparison data. However, in order to achieve the same results we had prior to the pandemic for the Monetary Comparison data, these efforts are ongoing.

Separation & Non-Separation Comparison Reports - This was not a performance area of concern for the District in the previous FY SQSP. The Non-Separation comparision data was highlighted in the Biennial 2019 SQSP as an area of concern. OIT was able to make BAM programming changes in 2018, which resulted in major improvements in the BAM Non-separation comparison data. Prior to the COVID-19 pandemic, the District had seen and maintained positive improvements with the BAM Separation & Non-Separation Comparison Report. However, the unprecedented major influx of UI claims throughout the COVID-19 pandemic (2020-2021) has resulted in several system upgrades and enhancements that have caused some negative impacts on many of the District's UI reports (including but not limited to the 218, 5159, 207, and 9052). To ensure that the District returns to its passing status in the Separation and Non-Separation comparison data, BAM and OIT will utilize the quarterly Comparison data we receive from the USDOL Regional office, along with monitoring the ETA 207 and ETA 9052 reports to determine what affects system upgrades and enhancements have caused to these reports during the pandemic.

Paid, Separation, Non-Separation Case Selection - This is not an area that the District has ever had concern in. The 2020 COVID-19 pandemic caused a major influx in UI initial claims. Therefore, to address this unprecedented influx of cases, half of the BAM Investigators within the District's BAM program were detailed to the Office of Unemployment Compensation to assist with the major influx of UI claims. As a result, the District requested and received permission from USDOL to suspend BAM operations for Paid (batches 2020-14 though 2020-26) and Denied (batches 2020-11 through 2020-26) cases. Since resuming full BAM operations with batch 2020-27, the Districts BAM unit has pulled and investigated the required number of all cases for the IPIA year. We do not anticipate this being an ongoing issue for the District.

Merit Staffing Requirements - It is the District's position that due to the Management Supervisory Service (MSS) status of the BAM Supervisor position, no change in status can occur. The District maintained this position in the FY 2017-2018 Biennial SQSP, the FY 2018 Alternate SQSP, the FY 19 Biennial SQSP, and the FY 2020 Alternate SQSP.

B. Provide a description of your "Plan-Do-Check-Act" corrective action plan which will be undertaken to achieve the acceptable level of performance. Examples of major actions and activities; aka, Milestones, include IT requirements, business process analysis, training, implementing process improvements, measuring effectiveness, etc. Please include a description of these actions/activities in each stage of your "Plan-Do-Check-Act" corrective action plan.

Merit Staffing Requirements - The Agency's General Counsel submitted a letter to USDOL in regards to the District's position on the BAM Supervisor being converted to merit staffing. The Agency is awaiting USDOL's response. To date, the District maintains the position that due to the Management Supervisory Services (MSS) status of the BAM Supervisor position, no change in status can occur.

Monetary Comparison Reports - During FY 2017, BAM worked extensively with DOES OIT staff and On Point Technologies to determine the reason for the continued variance seen in the Monetary and Non-separations categories of the Comparison Report. In June 2018, DOES OIT staff finished re-writing the BAM Extract programming, as research revealed the BAM extract programming was not aligned with ET Handbook 395. On June 27, 2018, the new program was implemented successfully. Additionally BAM programming changes were made in June 2020, as a result of UIPL 25-20, issued in response to the COVID-19 pandemic. Now that all of the required BAM programming updates have been successfully corrected, BAM and OIT are continuing to review all relevant ETA reports (218 and 5159) for the BAM population (the BAM sample cases and the Benchmark population) in order to determine their effect on the BAM Monetary comparison report.

Alternate Year Plan Updates:

Monetary Comparison Reports: The District continued to work closely with the Office of Information Technology (OIT) throughout 2020-2021. However, the unprecedented major influx of Unemployment Insurance (UI) claims throughout the COVID-19 pandemic (2020-2021) has resulted in several system upgrades and enhancements that have caused some negative impacts on many of the District's UI reports (including but not limited to the 218 and the 5159). Additional system upgrades and modernization efforts are continuing throughout the OUC Benefits and Tax departments. Therefore, the monitoring of these reports, along with reaching out to the USDOL Regional Office for quarterly updates, is ongoing.

Separation & Non-Separation Comparison Reports - Prior to the COVID-19 pandemic, the District had seen and maintained positive improvements with the BAM Separation & Non-Separation Comparison Report. However, the unprecedented major influx of UI claims throughout the COVID-19 pandemic (2020-2021) has resulted in several system upgrades and enhancements that have caused some negative impacts on many of the District's UI reports (including but not limited to the 218, 5159, 207, and 9052). Since the pandemic, the District's comparison data for Separation and Non-Separation have been negatively impacted. Therefore, BAM and OIT will utilize the quarterly Comparison data, along with monitoring the ETA 207 and 9052 reports to determine what affects system upgrades and enhancements have caused to these reports since the pandemic. We will also work closely with our UIRR staff member to identify reporting errors or comments entered on these reports to determine their affects on the BAM comparison data for Separation and Non-Separation cases.

Merit Staffing Requirements: The District maintains its position that due to the Management Supervisory Service (MSS) status of the BAM Supervisor position within the District Government, no change in status for the BAM Supervisor can occur. The District has not received a response back from USDOL regarding the letter submitted by DOES' General Counsel regarding this issue. Pending USDOL's response to DOES' General Counsel, the District will submit a response.

C. If a plan was in place the previous year, an explanation of why the actions contained in that plan were not successful in improving performance; and, an explanation of why the actions now specified will be more successful.

Merit Staffing Requirements - The District has not received communication from USDOL regarding the letter submitted by DOES' General Counsel. Pending the response, the District will submit a response.

Monetary Comparison Report - During FY2017, BAM worked extensively with DOES OIT and On Point Technologies to determine the reason for the continued variance that resulted in the Monetary category on the Comparison Report. In was previously reported that the cause for the out of range variance was due to monetarily ineligible claims being included in the BAM population. DOES OIT implemented a programming change to resolve this issue, but it did not resolve the comparison report out of range variance between the benchmark population and BAM DCA Population. In May 2017, a new BAM Supervisor was hired, and a new strategy was developed which entailed reviewing the BAM programming to ensure compliance with ET Handbook 395. Through DOES' OIT's efforts, it was discovered that the then current BAM program included inaccurate programming that caused inaccurate data in the output records which did not comply with the BAM Specifications established in the ET Handbook 395. In June 2018, DOES OIT staff finished correcting the BAM programming, and the new program was implemented successfully. This re-write to the BAM programming has successfully resulted in measurable improvements in the District's comparison data for Non-separation issues. As a result of these changes to the BAM programming, the District is now in compliance with our Non-separation comparison data. However, since the District is still experiencing issues with the Monetary comparison data, BAM, OIT and On Point will continue to monitor the source data of the BAM sample, ETA 218 and 5159 reports for any discrepancies.

Alternate Year Plan Updates

Monetary Comparison Reports: This is an ongoing effort. Prior to the COVID-19 pandemic, the District had seen some improvements in this area. However, due to the unprecedented major influx of Unemployment Compensation (UI) claims throughout the pandemic (2020-2021), along with various system changes and upgrades implemented to address the volume of claims and related separation and non-separation issues, there have been some impacts on the District's UI reports. Additional system upgrades and modernization efforts are continuing throughout the OUC Benefits and Tax departments. Therefore, the monitoring of these reports, along with reaching out to the USDOL Regional Office for quarterly updates, is ongoing.

Separation & Non-Separation Comparison Reports - This was not required on the previous year's plan.

Merit Staffing Requirements: The District maintains its position that due to the Management Supervisory Service (MSS) status of the BAM Supervisor position within the District Government, no change in status for the BAM Supervisor can occur. There are no current plans regarding this area. The District awaits a response from the letter written to USDOL by the Agency's General Counsel addressing this matter.

D. A brief description of plans for monitoring and assessing accomplishment of planned actions and for controlling quality after achieving performance goals.

Merit Staffing Requirements - Pending USDOL's response. The District has no planned action to convert the BAM Supervisor position to Merit Staff.

Monetary Comparison Report - BAM will utilize the quarterly Comparison Report to determine whether the DOES OIT modifications were successful. If confirmed, no additional changes should be necessary to ensure performance goals are met. Any identified discrepancies in the reporting of ETA 218 and 5159 data will be corrected by On Point. BAM will continue to utilize quarterly Comparison Reports to determine whether the DOES OIT modifications were successful going forward.

Alternate Year Plan Updates:

Monetary Comparison Reports: This is an ongoing effort. Prior to the COVID-19 pandemic, the District had seen some improvements in this area. However, due to the unprecedented major influx of Unemployment Insurance (UI) claims throughout the pandemic (2020-2021), along with various system changes and upgrades implemented to address the volume of claims and related separation and non-separation issues, there have been some impacts on the District's UI reports. Additional system upgrades and modernization efforts are continuing throughout the OUC Benefits and Tax departments. Therefore, the monitoring of these reports, along with reaching out to the USDOL Regional Office for quarterly updates, is ongoing.

Separation & Non-Separation Comparison Reports - Since this is a new area of concern for the District, we will begin monitoring the ETA 207 and ETA 9052 reports to determine what impacts the various system upgrades and enhancements that were implemented to address the unprecedented influx of UI claims filed during the pandemic. Prior to the COVID-19 pandemic, the District had seen and maintained positive improvements with the BAM Separation & Non-Separation Comparison Report. Therefore, BAM and OIT will continue to utilize the quarterly Comparison data, along with monitoring the ETA 207 and 9052 reports to determine what affects these system upgrades and enhancements have caused to these reports. We will also work closely with our UIRR staff member to identify any errors or comments entered for these reports that may explain why this data is outside of the acceptable range for the BAM comparison Separation and Non-Separation data.

Merit Staffing Requirements: The District maintains its position that due to the Management Supervisory Service (MSS) status of the BAM Supervisor position within the District Government, no change in status for the BAM Supervisor can occur. The District awaits a response from the letter written to USDOL by the Agency's General Counsel addressing this matter.

NOTE: Enter an "**X**" in the box to the right if the desired improvements will not be accomplished by the end of the current fiscal years (the two consecutive fiscal years for which the plan is in effect). Summarize, below, the major actions remaining to be taken in subsequent fiscal years and include a projected completion date as to when the performance goal will be achieved.
(*Remaining Major Actions in this cell* .)

Milestones

	Completion Date
1. Monetary Comparison report source data monitoring and analysis: ETA 218 and 5159	9/30/2022

Quarter 1 status report (12/31/2020):
DOES' Sun System Administrator and OIT staff are continuing to analyze report data provided by On Point Technologies to ensure the accurate counting of claimants in ETA 218 and ETA 5159. During quarter ending 12/31/2020, On Point Technologies confirmed that withdrawn claims are included on both the ETA 218 and the ETA 5159 reports. As a result of the continued monitoring of these reports prior to the pandemic, there have been major improvements to the BAM comparison data. The District has not received any official updates on our monetary comparison data from USDOL during calendar year 2020. This effort is ongoing.

Quarter 2 status report (3/31/2021):
DOES' Sun System Administrator and OIT staff are continuing to monitor report data provided by On Point Technologies to ensure the accurate counting of claimants in ETA 218 and ETA 5159. As a result of the continued monitoring of these reports prior to the pandemic, there have been major improvements to the BAM comparison data. The District has not received any official updates on our monetary comparison data from USDOL during FY 2020 nor FY 2021. This effort is ongoing.

Quarter 3 status report (6/30/2021):
DOES' Sun System Administrator and OIT staff are continuing to monitor report data provided by On Point Technologies to ensure the accurate counting of claimants in ETA 218 and ETA 5159. As a result of the continued monitoring of these reports prior to the pandemic, there have been continued improvements to the BAM comparison data. This effort is ongoing.

Quarter 4 status report (9/30/2021):

Quarter 5 status report (12/31/2021):

Quarter 6 status report (3/31/2022):

Quarter 7 status report (6/30/2022):

Quarter 8 status report (9/30/2022):

	Completion Date
BAM Separation & Non-Separation comparison report source data monitoring and analysis: ETA 207 and 9052	9/30/2022

Quarter 1 status report (12/31/2020):

Quarter 2 status report (3/31/2021):

Quarter 3 status report (6/30/2021):

Quarter 4 status report (9/30/2021):

Quarter 5 status report (12/31/2021):

Quarter 6 status report (3/31/2022):

Quarter 7 status report (6/30/2022):

Quarter 8 status report (9/30/2022):

3. (Enter next milestone here)	Completion Date

Quarter 1 status report (12/31/2020):

Quarter 2 status report (3/31/2021):

Quarter 3 status report (6/30/2021):

Quarter 4 status report (9/30/2021):

Quarter 5 status report (12/31/2021):

Quarter 6 status report (3/31/2022):

Quarter 7 status report (6/30/2022):

Quarter 8 status report (9/30/2022):

4. (Enter next milestone here)	Completion Date

Quarter 1 status report (12/31/2020):

Quarter 2 status report (3/31/2021):

Quarter 3 status report (6/30/2021):

Quarter 4 status report (9/30/2021):

Quarter 5 status report (12/31/2021):

Quarter 6 status report (3/31/2022):

Quarter 7 status report (6/30/2022):

Quarter 8 status report (9/30/2022):

5. (Enter next milestone here)	Completion Date

Quarter 1 status report (12/31/2020):

Quarter 2 status report (3/31/2021):

Quarter 3 status report (6/30/2021):

Quarter 4 status report (9/30/2021):

Quarter 5 status report (12/31/2021):

Quarter 6 status report (3/31/2022):

Quarter 7 status report (6/30/2022):

Quarter 8 status report (9/30/2022):

6. (Enter next milestone here)	Completion Date

Quarter 1 status report (12/31/2020):

Quarter 2 status report (3/31/2021):

Quarter 3 status report (6/30/2021):

Quarter 4 status report (9/30/2021):

Quarter 5 status report (12/31/2021):

Quarter 6 status report (3/31/2022):

Quarter 7 status report (6/30/2022):

Quarter 8 status report (9/30/2022):

7. (Enter next milestone here)	Completion Date

Quarter 1 status report (12/31/2020):

Quarter 2 status report (3/31/2021):

Quarter 3 status report (6/30/2021):

Quarter 4 status report (9/30/2021):

Quarter 5 status report (12/31/2021):

Quarter 6 status report (3/31/2022):

Quarter 7 status report (6/30/2022):

Quarter 8 status report (9/30/2022):

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State
District of Columbia

Root Cause #1:

Root Cause #2:

Root Cause #3:

Tools, Strategies, Process Improvem

Use of UI Integrity Center Resources

State and Employer Use of SIDES

Support Claimant Compliance with S

Overpayment Recovery Efforts (Inclu

Summary: Provide a detailed summa
root causes); improve prevention, de
outlined in the SQSP UIPL.

DOES and BPC have begun and will co
can expedite the process for our cust
of fraud and identify accounts that ha
Lexis Nexis as well as the Social Secur
tool. We are also adding 16 new BPC
the work search and waiting week re
more accurate and timely adjudicatio

Six-Month Update (October-March):
prevention strategies, solutions, and/

Instructions for the following sectior
cause of overpayments or to address

Root Cause #1: Benefit Year Ea

Strategies

Contact the employer to verify wage

Ensure that covered wages belong to t

Contact the claimant to verify emplo

Additional:

Root Cause #2: Other Issues

Strategies

The District will educate claimants when

Implementation of ID.ME for UI System will reduce individuals without documentation
Implementation of Waiting week will allow us to do due diligence with verifying employment and whether individuals had previously unreported worked
Implementation of work search requirement

Root Cause #3: Separation Issu

Strategies
Contact employer for reason of separati
Contact the claimant to verify emplo
Ensure system is properly tracking Separation issues
Additional:

Tools, Strategies, Process Impro

Strategies
1 Utilizing ID verification tools to increase fraud detection
2 Add additional filters
3 Increase BPC staff
Additional:

Use of UI Integrity Center Reso
Strategies
1 Ensure the District has leveraged the resources of the IDH and Suspicious Actor Repository (SAR) **2 Engage and designate additional staff in the IDH** **3 Obtain the requisite agreements to implement the identity verification exchange of the IDH**
Additional:
State and Employer Use of SIDE
Strategies
1 Implement the Seperation Information Exchange Re-write
2 Implement the remaining SIDES exchanges
3
Additional:
Support Claimant Compliance v
Strategies
Increase claimant messaging
Warning Letters

Job Fairs
Additional:

Overpayment Recovery Efforts

Strategies
1 Focus on prosecution overpayments of $20,000 or greater **2 Enhanced focus on civil recoupment for overpayment amounts $10,000 or less**
3
Additional:

Alternate UI Integrity Action Plan (IAP)

Federal Fiscal Year
2022

Top Three Root Causes (Calendar Year 2020)
https://www.dol.gov/agencies/eta/unemployment-insurance-payment-accuracy/data
Benefit Year Earnings
Other Issues
Separation Issues

National Priority Strategies and Additional Strategie

ents, Procedural Changes to Combat Fraud and Identity Theft and Enhance Re

tate Work Search Requirements

ding High Dollar Overpayments)

ry of the integrity plan that the state developed to combat fraud and identity th
tection, and recovery of improper and fraudulent overpayments; and address t

ontinue to examine what steps and tools we can implement to sure up the secu
omers. We have already identified a vendor that is in the process of building a c
ave fraudulent banking information, false emails, foreign IP addresses, and othe
ity Administration crossmatch. We are also continuing our partnership with NA
staff to help prevent and detect fraud and recover improper payments. As we e
quirements which will allow employers the opportunity to respond timely to th
n.

Provide a progress report on all integrity strategies outlined in the IAP and pro
/or activities; changes to existing integrity strategies; plan or strategy delays; po

n: In each individual section below, provide the state's top three focused strate
the National Priorities. Additional lines are available in each section to include

rnings

Actions
UI will continue to restaff vacant positions to support efforts to reach out and verify employer information
UI Benefits and Tax systems are undergoing modernization efforts which will help reduce existing issues related to program/system fixes within the Legacy System
UI will continue to restaff vacant positions to support efforts to reach out and verify claimant information. Questionnaire will be updated to include sufficient opportunities for claimant to report earnings

Actions

Increase messaging and outreach efforts through our American Job Centers and claim

DOES is in the process of procuring ID.Me which will greatly assist with indentifying individuals who do not have proper documentation
DOES has reimplemented the waiting week. DOES will ensure staff are trained to verify previous employment or investigate unreported employment
DOES will reinstate the work search requirement and train staff regarding its implementation. DOES will utilize staff to create a work search unit to investigate work refusals and non-compliance. Additionally, DOES will broadly communicate will all UI claimants to ensure complaince with work search requiement

es

Actions
UI will continue to restaff vacant positions to support efforts to reach out and verify with employer reason for separation, coodinate with SIDES information to ensure proper recordation
UI will continue to restaff vacant positions to support efforts to reach out and verify claimant employment
UI Benefits and Tax systems are undergoing modernization efforts which will help reduce existing issues related to program/system fixes within the Legacy System, Coordinate with SIDES to employer response

ovements, Procedural Changes to Combat Fraud and Identity Theft

Actions
BPC is adding IDV to their IDH account as well as building and implementing Fraudcaster through Pondera
On Point has been instructed to add filters preventing claims without phone numbers, out of state addresses, or with knowingly fraudulent bank routing numbers to be processed.
16 additional positions are to be added to the Benefit Payment Control Unit to help detect, investigate, and stop widespread fraud.

urces

Actions
• Participate in bi-weekly calls with NASWA. • Ensure that selected BPC staff members are trained in using IDH and its fraud alerting capabilities. • Work with DOES OIT and vendor to implement the internet protocol (IP) address verification. **The District will identify staff members in BPC that will be dedicated to using IDH data sources to address improper payments.** **The District intends to fully utilize the resources of IDH on a regular basis in the interest of addressing improper payments.**

ES

Actions
DOES (OUC) fully intends to implement the re-writes for the Separation Information exchange to enhance the transactions between OUC and employers.
In its goal to become the first state to implement all available exchanges, DOES (OUC) will resume its pre pandemic plans to implement all remaining exchanges which include: Additional Fact Finding, Benefits Charges, Determinations and Decisions, Monetary and Potential Charges and Single Sign On

vith State Work Search Requirements

Actions
Via social media, claimant portals, and our American Job Centers claimants receive increased work search guidance, supportive services, and email blasts.
Non-compliant claimants receive warning letters to increase guidance and decrease non-compliance via education

Agency and citywide job fairs targeted at claimants

(Including High Dollar Overpayments)

Actions
The District will maintain a focus on deterring high-dollar overpayments and refer overpayments to an individual on a claim that is at least $20,000 or greater. The process will include identifying a point of contact in the District's Office of Inspector General (OIG) and performing monthly case status check-ins with staff. Monthly staff check-ins will ensure cases are adequately reviewed for submission to OIG quarterly. **The District will maintain focus on regular referrals to its DOES Office of General Counsel (OGC) regarding overpayments to an individual on a claim amounting to $10,000 or less. This will be a collaborative effort with BPC and OGC.**

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Accountable Agency Official(s):	
Monnikka Madison, Deputy Director, Economic Stability and Benefits	
Calendar Year 2019 (% of $ Overpaid)	Calendar Year 2020 (% of $ Overpaid)
54.291%	72.30%
3.96%	9.40%
12.447%	8.50%

s

covery Efforts

neft; reduce the UI improper payment rate (targeting
he current National Priorities and additional strategies

rity with our system, as well as ways we as an agency
dashboard that will allow BPC to identify high markers
er key markers of fraud. We will also continue to utilize
SWA and will soon be implementing IDV as part of that
enter a new reopening in our city, we have reinstated
e requests for separations and wage audit notices for a

vide details on any new identity theft and fraud
sitive outcomes; and identified successes.

gies that will be employed to correct or reduce the root
other significant strategies as identified by the state.

Targets & Milestones	Resources
Ongoing	Managers, Staff
Ongoing	Managers, Staff, OIT, Vendor and NASWA
Ongoing	Managers, Staff, OIT, Vendor

Targets & Milestones	Resources
Ongoing	Managers, Staff, OIT, Vendor and NASWA

DOES intends to begin procurement process by QE 12/31/21	Managers, Staff, OIT, Vendor and NASWA
QE 9/30/21 DOES has implement. QE 12/31/21 DOES will implement training for all staff	Managers, Staff
QE 12/31/21 DOES will implement unit wide training and a robust communication strategy	managers, staff

Targets and Milestones	Resources
Ongoing	Managers, Staff, NASWA
Ongoing	Managers, Staff
Ongoing	Managers, Staff, OIT, Vendor and NASWA

and Enhance Recovery Efforts

Targets and Milestones	Resources
QE 9/30/2021 Dashboard for Fraudcaster is built, site set to go live in December/ January.	Pondera, Managers, OIT, NASWA
QE 9/30/2021 OPT was given this directive and has made it a priority. As of 10/6/21 OPT will implement by 10/12/21	OPT, Managers, Staff
QE 9.30.2021 Positions have been identified	

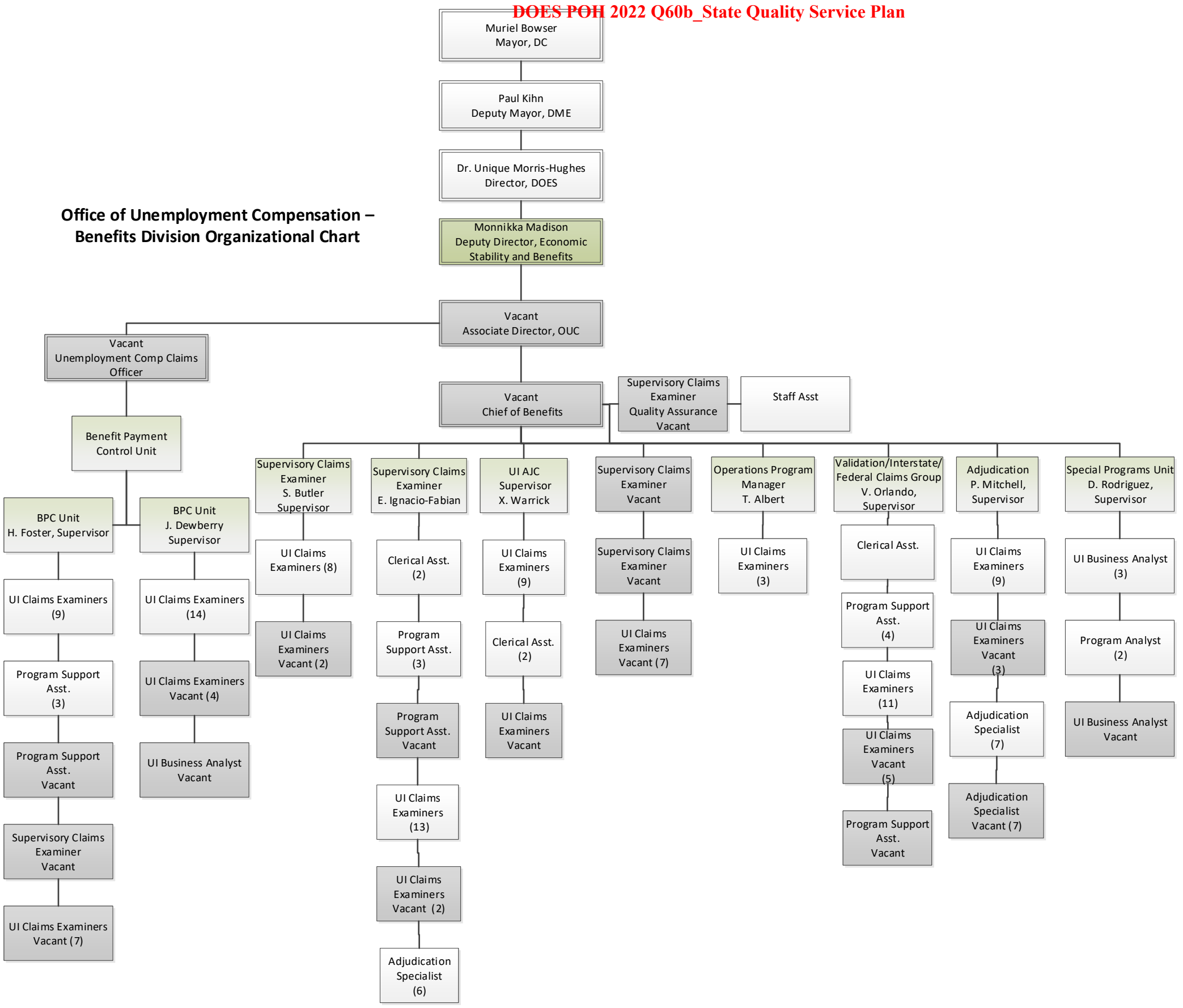
Targets and Milestones	Resources
ongoing	Managers, Staff, OIT, Vendor and NASWA
ongoing	**Managers, Staff, OIT, Vendor and NASWA**
ongoing	**Managers, Staff, OIT, Vendor and NASWA**

Targets and Milestones	Resources
Mar-22	UI BA team, OIT, Vendor and NASWA
Early 2023	UI BA team, OIT, Vendor and NASWA

Targets and Milestones	Resources
Community Outreach	American Job Centers
Direct message via claimant dcnetwork accounts	DCNetwork and DOES OptimumUI website

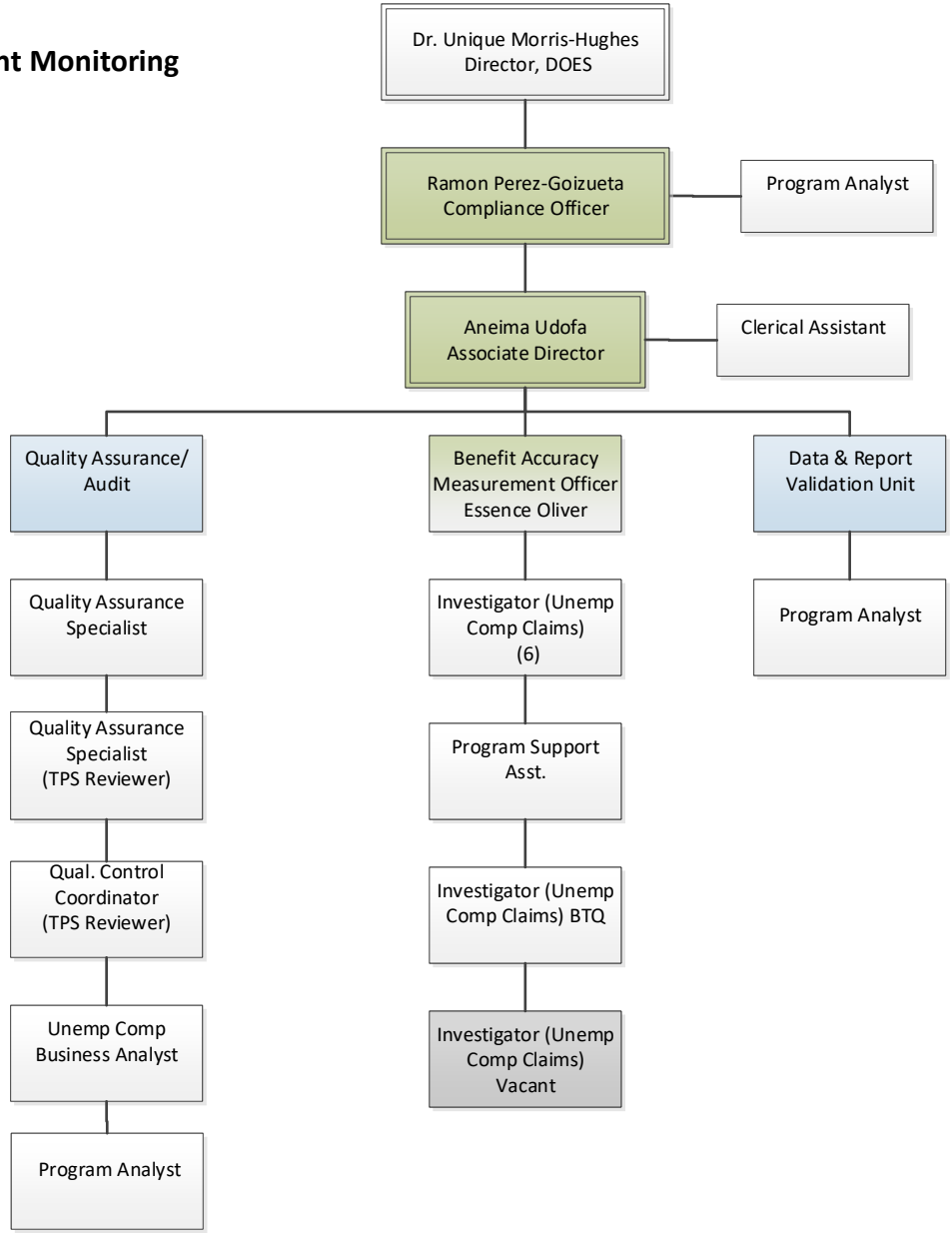
Claimants and Employers	American Job Centers, community libaries, and community centers

Targets and Milestones	Resources
Cases are being given to OIG quarterly	Managers, Staff, and OGC
Ongoing	Managers, Staff, and OGC

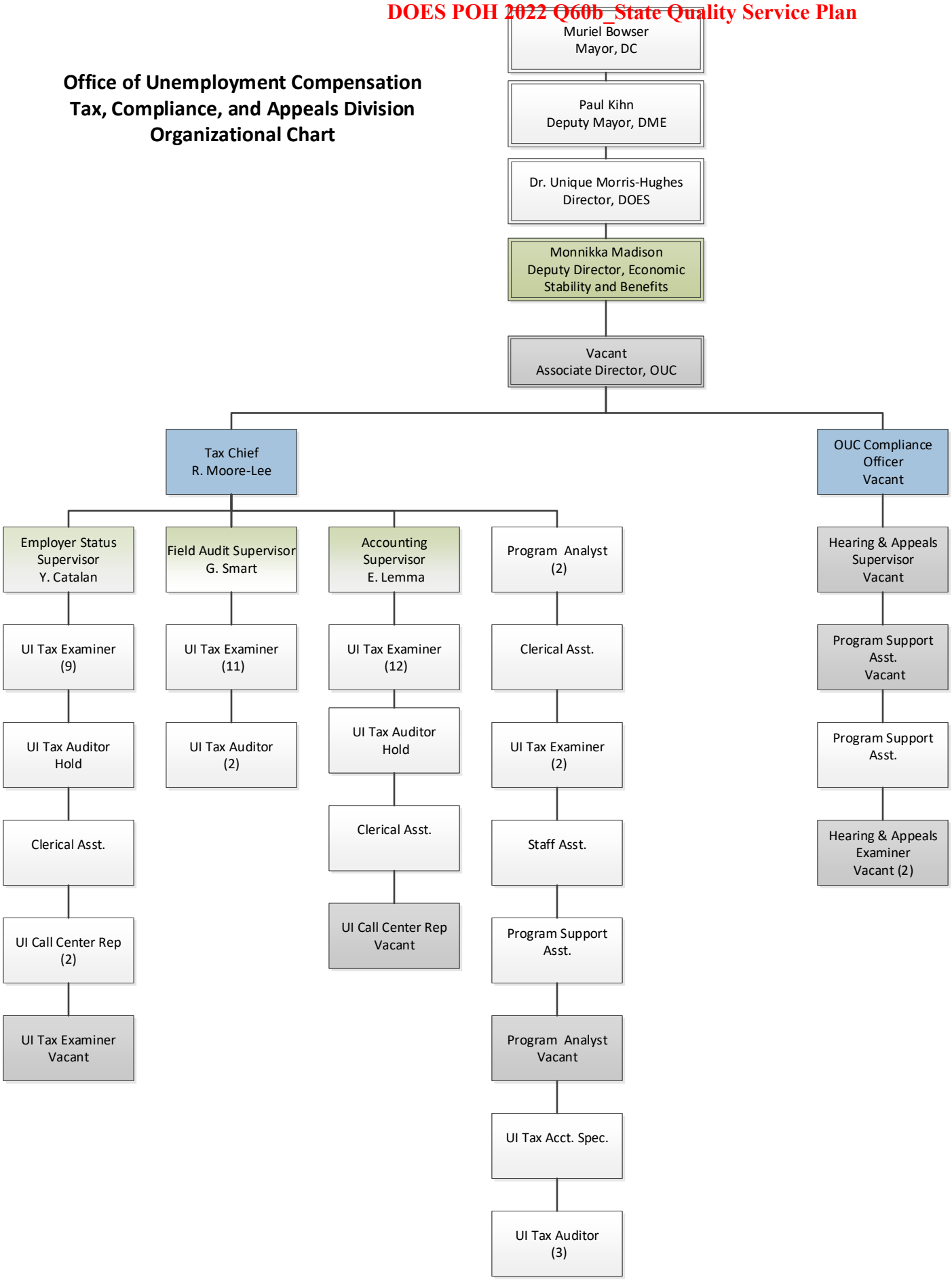

Office of Unemployment Compensation – Benefits Division Organizational Chart
Muriel Bowser Mayor, DC
Paul Kihn Deputy Mayor, DME
Dr. Unique Morris-Hughes Director, DOES
Monnikka Madison Deputy Director, Economic Stability and Benefits
Vacant Associate Director, OUC
Vacant Unemployment Comp Claims Officer
Benefit Payment Control Unit
BPC Unit H. Foster, Supervisor
BPC Unit J. Dewberry Supervisor
UI Claims Examiners (9)
Program Support Asst. (3)
Program Support Asst. Vacant
Supervisory Claims Examiner Vacant
UI Claims Examiners Vacant (7)
UI Claims Examiners (14)
UI Claims Examiners Vacant (4)
UI Business Analyst Vacant
Vacant Chief of Benefits
Supervisory Claims Examiner Quality Assurance Vacant
Staff Asst
Supervisory Claims Examiner S. Butler Supervisor
UI Claims Examiners (8)
UI Claims Examiners Vacant (2)
Supervisory Claims Examiner E. Ignacio-Fabian
Clerical Asst. (2)
Program Support Asst. (3)
Program Support Asst. Vacant
UI Claims Examiners (13)
UI Claims Examiners Vacant (2)
Adjudication Specialist (6)
UI AJC Supervisor X. Warrick
UI Claims Examiners (9)
Clerical Asst. (2)
UI Claims Examiners Vacant
Supervisory Claims Examiner Vacant
Supervisory Claims Examiner Vacant
UI Claims Examiners Vacant (7)
Operations Program Manager T. Albert
UI Claims Examiners (3)
Validation/Interstate/ Federal Claims Group V. Orlando, Supervisor
Clerical Asst.
Program Support Asst. (4)
UI Claims Examiners (11)
UI Claims Examiners Vacant (5)
Program Support Asst. Vacant
Adjudication P. Mitchell, Supervisor
UI Claims Examiners (9)
UI Claims Examiners Vacant (3)
Adjudication Specialist (7)
Adjudication Specialist Vacant (7)
Special Programs Unit D. Rodriguez, Supervisor
UI Business Analyst (3)
Program Analyst (2)
UI Business Analyst Vacant

Office of Compliance & Independent Monitoring

Organizational Chart



Office of Unemployment Compensation
Tax, Compliance, and Appeals Division
Organizational Chart



OMB Approval No. 0348-0040

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.

2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE Director
APPLICANT ORGANIZATION District of Columbia Department of Employment Services	DATE SUBMITTED 9.27.21

DOES POH 2022 Q60b_State Quality Service Plan

OMB Number: 4040-0004
Expiration Date: 12/31/2022

Application for Federal Assistance SF-424

* 1. Type of Submission:
- [ ] Preapplication
- [x] Application
- [ ] Changed/Corrected Application

* 2. Type of Application:
- [x] New
- [ ] Continuation
- [ ] Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received: 08/31/2021

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: District of Columbia Department of Employment Services

* b. Employer/Taxpayer Identification Number (EIN/TIN): 536001131

* c. Organizational DUNS: 0778194150000

d. Address:

* Street1: 4058 Minnesota Avenue, NE
Street2:
* City: Washington, DC
County/Parish:
* State: DC: District of Columbia
Province:
* Country: USA: UNITED STATES
* Zip / Postal Code: 20019-3540

e. Organizational Unit:

Department Name: Employment Services

Division Name: Unemployment Insurance Program

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Ms.
* First Name: Dana
Middle Name:
* Last Name: Rodriguez
Suffix:

Title: Supervisory Business Analyst

Organizational Affiliation:
Department of Employment Services, Unemployment Insurance

* Telephone Number: 202.671.1629
Fax Number:

* Email: dana.rodriguez@dc.gov

Application for Federal Assistance SF-424

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

A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

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

ETA-DOL

11. Catalog of Federal Domestic Assistance Number:

17.225

CFDA Title:

Unemployment Insurance

*** 12. Funding Opportunity Number:**

ETA-UIPL-25-21

* Title:

Fiscal Year (FY) 2022 State Workforce Agency Unemployment Insurance (UI)

13. Competition Identification Number:

Title:

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

Add Attachment | Delete Attachment | View Attachment

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

Fiscal Year (FY) 2022 State Workforce Agency Unemployment Insurance (UI)

Attach supporting documents as specified in agency instructions.

Add Attachments | Delete Attachments | View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant: DC-000
* b. Program/Project: DC-00

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

Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: 10/01/2021
* b. End Date: 09/30/2022

18. Estimated Funding ($):

* a. Federal	10,252,092.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	10,252,092.00

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

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

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

- [ ] Yes
- [x] No

If "Yes", provide explanation and attach

Add Attachment | Delete Attachment | View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

- [x] ** 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: Dr.
* First Name: Unique
Middle Name:
* Last Name: Morris-Hughes
Suffix:

* Title: Director

* Telephone Number: 202.671.1900
Fax Number:

* Email: unique.morris-hughes2@dc.gov

* Signature of Authorized Representative:
* Date Signed: 9-27-2

U.S. Department of Labor

SQSP SIGNATURE PAGE

OMB Control No.: 1205-0132 Expiration Date: 02/29/2024

U.S. DEPARTMENT OF LABOR Employment and Training Administration	FEDERAL FISCAL YEAR 2022	STATE

UNEMPLOYMENT INSURANCE
STATE QUALITY SERVICE PLAN
SIGNATURE PAGE

This Unemployment Insurance State Quality Service Plan (SQSP) is entered into between the Department of Labor, Employment and Training Administration, and

_____DC Department of Employment Services _____
(NAME OF STATE AGENCY)

The Unemployment Insurance SQSP is part of the State's overall operating plan and, during this Federal fiscal year, the State agency will adhere to and carry out the standards set forth in Federal UI Law as interpreted by the DOL, and adhere to the Federal requirements related to the use of granted funds.

All work performed under this agreement will be in accordance with the assurances and descriptions of activities as identified in the SQSP Handbook and will be subject to its terms.

TYPED NAME AND TITLE	SIGNATURE	DATE
Dr. Unique Morris-Hughes, Director _____ **STATE ADMINISTRATOR (print name)**		11/22/21
_____ **DOL – REGIONAL OFFICE APPROVING OFFICIAL (print name)**		
_____ **DOL – NATIONAL OFFICE APPROVING OFFICIAL (print name)** (if required)		

DOES POH FY 2022 Q84 Random Settlements

Date the settlement agreement was executed	Date of complaint(s)	Alleged violations and Admission	Number of employees covered	Total money payable to employees	Payment Deadline	Payment Status	Additional Actions Required
6/9/2021	8/6/2019	wage payment- denied	Less than 10	$ 14,000.00	6/7/2021	paid on time	none
5/11/2021	1/7/2020	wage payment- admitted	Less than 10	$ 1,548.00	15-May	paid late	ensure compliance with laws
5/26/2021	5/20/2019	overtime- denied	Less than 10	$ 1,962.00	6/4/2021	paid late	none
5/24/2021	1/12/2021	minimum wage- denied	Less than 10	$ 251.50	6/4/2021	paid on time	none
3/20/2021	11/10/2019	minimum wage- denied	Less than 10	$ 33,986.71	4/2/2021	paid on time	none
10/21/2020	1/26/2020	wage payment- denied	Less than 10	$ 3,160.54	11/12/2020	paid on time	none
7/13/2021	4/26/2021	wage payment- denied	Less than 10	$ 15,000.00	7/15/2021	paid on time	none
2/21/2021	10/26/2020	wage payment- denied	Less than 10	$ 3,789.00	9/26/2021	no payments	none
8/10/2021	4/5/2021	wage payment- denied	Less than 10	$ 7,733.76	8/23/2021	paid on time	ensure compliance with laws
8/12/2021	2/26/2020	wage payment- denied	Less than 10	$ 344.59	9/12/2021	paid on time	ensure compliance with laws

Q93. Universal Paid Family Leave (PFL) Data--from inception (July 1, 2020) through Jan. 1, 2022

Title	Total Claims	Medical leave 7/1/2020-9/30/2021	Medical leave 10/1/21-1/1/22	Medical total all dates	Parental	Family	Pre-natal	Approved Claims	Denied Claims	Pending Claims
Demographic Breakdown										
Gender										
Male	5403	929	DS	1255	DS	DS	N/A	4504	DS	DS
Female	12161	2493	799	3292	7985	884	N/A	10408	969	115
Other	36	DS	Less than 10	27	Less than 10	Less than 10	N/A	27	Less than 10	Less than 10
TOTAL	**17600**	**3442**	**1132**	**4574**	**11789**	**1237**	**N/A**	**14939**	**1405**	**175**
Ethnicity										
Hispanic	1710	333	101	434	1153	123	N/A	1411	157	18
Non-Hispanic	14964	2891	969	3860	10064	1040	N/A	12761	1173	144
N/A	926	218	62	280	572	74	N/A	767	75	13
TOTAL	**17600**	**3442**	**1132**	**4574**	**11789**	**1237**	**N/A**	**14939**	**1405**	**175**
Race										
African American/Black	6756	1921	631	2552	3569	635	N/A	5327	852	82
Asian	1336	164	54	218	1017	101	N/A	1186	68	Less than 10
White	7218	894	297	1191	5709	318	N/A	6503	303	54
Other or claimant chose two or more options (African American/Black, American Indian/Alaskan Native, Asian, White, Hawaiian/Other Pacific Islander)	539	DS	DS	DS	337	DS	N/A	465	DS	10
I do not wish to answer.	1725	343	103	446	1139	140	N/A	1440	146	23
N/A	26	Less than 10	Less than 10	Less than 10	18	Less than 10	N/A	18	Less than 10	Less than 10
TOTAL	**17600**	**3442**	**1132**	**4574**	**11789**	**1237**	**N/A**	**14939**	**1405**	**175**
Income Range										
<10K	889	180	65	245	570	74	N/A	229	75	11
100K+	5514	699	321	1020	4195	299	N/A	5086	228	44
10K - 50k	4387	1135	332	1467	2555	365	N/A	3518	634	68
50K - 100K	6810	1428	414	1842	4469	499	N/A	6106	468	52
TOTAL	**17600**	**3442**	**1132**	**4574**	**11789**	**1237**	**N/A**	**14939**	**1405**	**175**
Age Range										
18-24	551	102	41	143	390	18	N/A	422	61	Less than 10
25-45	14535	1904	639	2543	11206	786	N/A	12614	960	121
46-55	1425	737	231	968	186	271	N/A	1060	222	25

56-64	823	530	147	677	Less than 10	139	N/A	631	127	13
65+	266	169	74	243	Less than 10	23	N/A	212	35	Less than 10
TOTAL	**17600**	**3442**	**1132**	**4574**	**11789**	**1237**	**N/A**	**14939**	**1405**	**175**
Geographic Breakdown										
State										
AL	Less than 10	Less than 10	Less than 10	Less than 10	Less than 10	Less than 10	N/A	Less than 10	Less than 10	Less than 10
CA	14	Less than 10	Less than 10	Less than 10	Less than 10	Less than 10	N/A	10	Less than 10	Less than 10
CO	Less than 10	Less than 10	Less than 10	Less than 10	Less than 10	Less than 10	N/A	Less than 10	Less than 10	Less than 10
CT	Less than 10	Less than 10	Less than 10	Less than 10	Less than 10	Less than 10	N/A	Less than 10	Less than 10	Less than 10
DC	6464	1212	441	1653	4385	426	N/A	5403	543	72
DE	Less than 10	Less than 10	Less than 10	Less than 10	Less than 10	Less than 10	N/A	Less than 10	Less than 10	Less than 10
FL	24	Less than 10	Less than 10	Less than 10	Less than 10	Less than 10	N/A	Less than 10	Less than 10	Less than 10
GA	Less than 10	Less than 10	Less than 10	Less than 10	Less than 10	Less than 10	N/A	Less than 10	Less than 10	Less than 10
IL	Less than 10	Less than 10	Less than 10	Less than 10	Less than 10	Less than 10	N/A	Less than 10	Less than 10	Less than 10
IN	Less than 10	Less than 10	Less than 10	Less than 10	Less than 10	Less than 10	N/A	Less than 10	Less than 10	Less than 10
MA	Less than 10	Less than 10	Less than 10	Less than 10	Less than 10	Less than 10	N/A	Less than 10	Less than 10	Less than 10
MD	7128	1619	526	2145	4407	576	N/A	6006	633	77
MN	Less than 10	Less than 10	Less than 10	Less than 10	Less than 10	Less than 10	N/A	Less than 10	Less than 10	Less than 10
MO	Less than 10	Less than 10	Less than 10	Less than 10	Less than 10	Less than 10	N/A	Less than 10	Less than 10	Less than 10
NC	27	Less than 10	Less than 10	Less than 10	19	Less than 10	N/A	21	Less than 10	Less than 10
NJ	12	Less than 10	Less than 10	Less than 10	Less than 10	Less than 10	N/A	12	Less than 10	Less than 10
NM	Less than 10	Less than 10	Less than 10	Less than 10	Less than 10	Less than 10	N/A	Less than 10	Less than 10	Less than 10
NY	17	Less than 10	Less than 10	Less than 10	14	Less than 10	N/A	13	Less than 10	Less than 10
OH	Less than 10	Less than 10	Less than 10	Less than 10	Less than 10	Less than 10	N/A	Less than 10	Less than 10	Less than 10
Other	49	Less than 10	Less than 10	Less than 10	37	Less than 10	N/A	35	Less than 10	Less than 10
PA	27	Less than 10	Less than 10	Less than 10	17	Less than 10	N/A	25	Less than 10	Less than 10

PR	Less than 10	Less than 10	Less than 10	Less than 10	Less than 10	Less than 10	N/A	Less than 10	Less than 10	Less than 10
QC	Less than 10	Less than 10	Less than 10	Less than 10	Less than 10	Less than 10	N/A	Less than 10	Less than 10	Less than 10
TN	Less than 10	Less than 10	Less than 10	Less than 10	Less than 10	Less than 10	N/A	Less than 10	Less than 10	Less than 10
TX	13	Less than 10	Less than 10	Less than 10	11	Less than 10	N/A	11	Less than 10	Less than 10
VA	3736	568	149	717	2797	222	N/A	3322	209	19
WA	Less than 10	Less than 10	Less than 10	Less than 10	Less than 10	Less than 10	N/A	Less than 10	Less than 10	Less than 10
WV	18	Less than 10	Less than 10	Less than 10	12	Less than 10	N/A	15	Less than 10	Less than 10
TOTAL	**17600**	**3442**	**1132**	**4574**	**11789**	**1237**	**N/A**	**14939**	**1405**	**175**
District Ward										
Ward 1	812	129	41	170	580	62	N/A	702	52	Less than 10
Ward 2	439	81	30	111	293	35	N/A	387	19	Less than 10
Ward 3	556	86	36	122	405	DS	N/A	483	31	Less than 10
Ward 4	1015	150	50	200	760	55	N/A	865	70	Less than 10
Ward 5	1043	188	52	240	737	66	N/A	882	86	11
Ward 6	1058	160	57	217	792	49	N/A	916	79	10
Ward 7	706	180	77	257	388	61	N/A	552	84	11
Ward 8	714	206	86	292	356	66	N/A	523	111	12
Ward Not Specified on Application	117	31	12	43	71	Less than 10	N/A	89	11	Less than 10
TOTAL	**6460**	**1211**	**441**	**1652**	**4382**	**426**	**N/A**	**5399**	**543**	**72**

*Denied and Pending claims do not include monetarily ineligible or withdrawn claims.

N/A Prenatal functionality not launching until February 2022.

DS Data suppression

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT

1. Contract Number	Page of Pages	
CW67661	1	2

2. Amendment/Modification Number	3. Effective Date	4. Requisition/Purchase Request No.	5. Solicitation Caption
M007	2/21/2021		Paid family Leave Tax System (DOES)

6. Issued by: Code
Office of Contracting and Procurement
Information Technology Group
441 4th Street, Suite 330S NW Washington, DC 20001

7. Administered by (If other than line 6)
Department of Employment Services
4058 Minnesota Ave NE
Washington, DC 20019

8. Name and Address of Contractor (No. street, city, county, state and zip code)

Sagitec Solutions, LLC
422 County Road D East
Saint Paul, MN 55117
Phone: 612.284.7130

Code Facility

	9A. Amendment of Solicitation No.
	9B. Dated (See Item 11)
X	10A. Modification of Contractor/Order No. CW67661
	10B. Dated (See Item 13) February 21, 2019

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning copies of the amendment: (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) BY separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. Accounting and Appropriation Data (If Required):

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTORS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14

	A. This change order is issued pursuant to (Specify Authority): The changes set forth in Item 14 are made in the contract/order no. in item 10A.
	B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation data etc.) set forth in item 14, pursuant to the authority of 27 DCMR, Chapter 36, Section 3601.2.
X	C. This supplemental agreement is entered into pursuant to authority of 27 DCMR, 3601.3 and mutual agreement of the parties
X	D. Other (Specify type of modification and authority) 27 DCMR, Chapter 20 Section 2008 Exercise of Options

E. IMPORTANT: Contractor ☐ is not ☒ is required to sign this document and return **1** copy to the issuing office.

14. **Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)**

The purpose of this modification is to modify the contract:

1. In accordance with Section F.2 of the contract, the District hereby exercises Option Year Two to extend the term of the contract for the period of February 21, 2021 through February 20, 2022.
2. The modification shall include maintenance for the Active PDF subscription renewal and increase the Price Schedule in accordance with the following:
   B.3.3 CLIN 2001 Operations and Maintenance from $736,661.25 by $13,399.00 to $750,060.25
   B.3.4 CLIN 3001 Operations and Maintenance from $762,444.39 by $16,078.00 to $778,522.39
   B.3.5 CLIN 4001 Operations and Maintenance from $789,129.95 by $19,284.00 to $808,423.95

All other terms and conditions remain unchanged.

Except as provided herein, all terms and conditions of the document referenced in item (9A or 10A) remain unchanged and in full force and effect.

15A. Name and Title of the Signer (Type or print)		16A. Name of Contracting Officer	
David Minkkinen , Senior Partner		Derrick White	
15B. Name of Contractor	15C. Date Signed	16B. District of Columbia (Signature of Contracting Officer)	16C. Date Signed
	02/10/21		

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT	1. Contract Number CW67661-Mod007	Page of Pages 2	2

Contract Recap		
Base Year	February 21, 2019 – February 20, 2020	$4,699,737.36
Mod001	Supplemental Agreement	$30,517.50
Mod002	Supplemental Agreement – Attachment A Justification Memo M002	$75,000.00
Mod003	Option Year One February 21, 2020 – February 20, 2021	$711,750.00
Mod004	Supplemental Agreement – Attachment A Justification Memo M004	$60,000.00
Mod005	Supplemental Agreement – Attachment A Justification Memo M005	$299,550.00
Mod006	Supplemental Agreement – Attachment A Justification Memo M006	$11,651.00
Mod007	Option Year Two February 21, 2021 – February 20, 2022	$750,060.25
	Total Contract Award	**$6,638,266.11**

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT

1. Contract Number	Page of Pages	
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2. Amendment/Modification Number	3. Effective Date	4. Requisition/Purchase Request No.	5. Solicitation Caption
M008	See blk 16c.		Paid family Leave Tax System (DOES)

6. Issued by: Code	7. Administered by (If other than line 6)
Office of Contracting and Procurement Information Technology Group 441 4th Street, Suite 330S NW Washington, DC 20001	Department of Employment Services 4058 Minnesota Ave NE Washington, DC 20019

8. Name and Address of Contractor (No. street, city, county, state and zip code)		
Sagitec Solutions, LLC 422 County Road D East Saint Paul, MN 55117 Phone: 612.284.7130 Code ____ Facility ____		9A. Amendment of Solicitation No.
		9B. Dated (See Item 11)
	X	10A. Modification of Contractor/Order No. CW67661
		10B. Dated (See Item 13) February 21, 2019

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning copies of the amendment: (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) BY separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. Accounting and Appropriation Data (If Required):

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTORS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14

	A. This change order is issued pursuant to (Specify Authority): The changes set forth in Item 14 are made in the contract/order no. in item 10A.
	B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation data etc.) set forth in item 14, pursuant to the authority of 27 DCMR, Chapter 36, Section 3601.2.
X	C. This supplemental agreement is entered into pursuant to authority of 27 DCMR, 3601.3 and mutual agreement of the parties
	D. Other (Specify type of modification and authority) 27 DCMR, Chapter 20 Section 2008 Exercise of Options

E. IMPORTANT: Contractor ☐ is not ☒ is required to sign this document and return **1** copy to the issuing office.

14. **Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)**

The purpose of this modification is to modify the contract:

1. The purpose of this modification is to modify the contract in accordance with attachment A – Justification Modification Memo M008.
2. The contract shall increase Option Year two from $750,060.25 by $55,800 to $805,860.25.

All other terms and conditions remain unchanged.

Except as provided herein, all terms and conditions of the document referenced in item (9A or 10A) remain unchanged and in full force and effect.

15A. Name and Title of the Signer (Type or print)		16A. Name of Contracting Officer	
Sivaraman Sambasivam Senior Partner		Derrick White	
15B. Name of Contractor	15C. Date Signed	16B. District of Columbia	16C. Date Signed
	09/10/21	Derrick D. White (Signature of Contracting Officer)	9/14/21

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT	1. Contract Number CW67661-Mod008	Page of Pages 2	2

Contract Recap		
Base Year	February 21, 2019 – February 20, 2020	$4,699,737.36
Mod001	Supplemental Agreement	$30,517.50
Mod002	Supplemental Agreement – Attachment A Justification Memo M002	$75,000.00
Mod003	Option Year One February 21, 2020 – February 20, 2021	$711,750.00
Mod004	Supplemental Agreement – Attachment A Justification Memo M004	$60,000.00
Mod005	Supplemental Agreement – Attachment A Justification Memo M005	$299,550.00
Mod006	Supplemental Agreement – Attachment A Justification Memo M006	$11,651.00
Mod007	Option Year Two February 21, 2021 – February 20, 2022	$750,060.25
Mod008	Supplemental Agreement – Attachment A Justification Memo M008	$55,800.00
	Total Contract Award	**$6,694,066.11**

Attachment A - Justification for CW67661 Modification M008

MEMORANDUM

TO: Derrick White, OCP Chief Contracting Officer
FROM: Marissa Montalvo, DOES, Senior Program Analyst, DOES OPFL
DATE: August 23, 2021
SUBJECT: Justification for CW67661 Modification M008

1. **Purpose of the Modification:**
   The purpose of this contract modification is to authorize Sagitec Solutions, LLC to complete the design, development, and implementation of Change Request 09 – PFL Tax Rate Change.

2. **The changes include (list bullet points):**
   - Change Request 09 – PFL Tax Rate Change; implements functionality that allows the tax rate to be changed on a quarterly basis to accommodate legislative decisions to adjust up or down from quarter to quarter, as needed.

3. **Requested Effective Date:**
   August 30, 2021 or sooner

4. **Identify the applicable CLIN per the Price Schedule of the contract:**
   Option Year 2, CLIN 0001 – PFL Tax System Operations and Maintenance

5. **Identify the applicable Period of Performance (PoP):**
   The applicable Period of Performance for this contract modification is February 21, 2021 – February 20, 2022.

CR-09
PFL Tax Rate Change

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1. Change Request Details 4
2. Change Request Evaluation 5
3. Estimated Level of Effort 6
4. Review and Approval 7

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Document Control

Document Information

Information	
Sagitec Delivery Owner	Michael Holte
Submission Date	
Acceptance Date	

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1. Change Request Details

Change Request Title	PFL Quarterly Tax Rate Change (PIR 1506)
Brief Description of Change	Changes are required to allow PFL Program to modify tax rate on a quarterly basis
Prepared by	Michael Franklin
Date Prepared	7/7/2021
Modification Date	
Requestor Information	
Requested by	Rekha Nambiar
Requestor email	Rekha.nambiar@dc.gov

Proposed Change Detailed Description	Program requires the ability for staff to adjust tax rate on a quarterly basis to accommodate legislative decisions to adjust up or down from quarter to quarter, as needed.
	
	• Hypothetical example of tax rate change for a given quarter:
	  1 OCFO notifies PFL Tax on 3/1/2022 of tax rate change from .0062% to .0050% to occur with effective date of 7/1/2022.
	  2 PFL Tax staff enters Q3 2022 (7/1/2022 – 9/30/2022) rate change.
	  3 Once rate change is entered in system, notification is generated.
	  4 PFL Tax has a legislative requirement to provide the taxpayer notification at least 60 days prior to the rate change taking effect.
	• This functionality shall be available to authorized staff users in the ESSP Production environment by October 1, 2021.
	• This PFL tax rate change functionality shall not impact or affect taxpayer UI rates for that or any other financial period.

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Change Request Form
DC PFL Tax System Project

Change Request Evaluation

Change Request Evaluation		
Change Request Category: ☐Class I ☐Class II ☒Class III		Configuration Item
☒New Requirement ☐Requirement Change	☒Design Change ☐Other Software License Procurement	☒Code ☐Documentation ☐Other _____

Impacted areas	Description of the Impact
☐Batch	
☒Online	Employer Home and Employer Wage Summary screens will need to be updated to pull the accurate tax rate based on the current quarter. Additionally, validation rules will need to be added to the Tax Rate Maintenance screen.
☐Conversion	
☒Database	Database tables will need to be modified to record and store PFL tax rates at a quarterly level.
☒Integration	The system will need to be updated to utilize the accurate tax rate for a given quarter. The system will need to be updated to add a notification to the employer inbox when a new tax rate is implemented.
☐Interface	
☐Reports	
☒Correspondence	PFL Tax Liability Determination Notice will need to be updated to ensure it pulls the accurate tax rate based on the current quarter.
☐Workflow	
☒Security	A new security role and resources will need to be added and mapped to this screen to restrict those individuals accessing the new functionality.
Functional and Technical Evaluation	

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Type of Technology Affected	Online, Correspondence, Database
Modules/Screens/Tables/Files Affected	Employer Home, Employer Wage Summary screens, and Tax Rate Maintenance screens will be impacted.
Process Areas Affected	
Application Code Base Changed (include database objects)	

2. Estimated Level of Effort

Estimated Level of Effort and Project Implications		
Lifecycle Stage	Hours	Remarks
Analysis/Requirements		
Design	20	
Development	200	
Software		
Testing*	Test Scenario identification 20 Hours Perform System Testing (Includes Data Setup and re-testing efforts) 120 Hours	*Please differentiate hours required to: ○ Write test plans ○ Perform system testing
Implementation	12	
Total Hours	372	
Estimated Cost	$55,800	

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Task Duration From Inception (Days/Weeks/Months)	
Proposed Resources / Rate	
Project Estimate Confidence (Risk level 1-5) Service Warrantee	
Proposed Iteration	
Change in Scope (details of + or -)	

3. List of Deliverables

Date	Deliverable

4. Review and Approval

Change Request Quality Review		
Reviewed By	Date	Signature
Sagitec PMO		
PLT/PM	8/11/2021	Marissa Montalvo, Senior Program Analyst/Contract Administrator

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		Rekha Nambiar, PFL IT Project Manager

Final Recommendation	
☒Approved ☐Rejected ☐Deferred (Future Enhancement)	
Date	8/11/2021
Comments	
Approved By	Marissa Montalvo, Senior Program Analyst/Contract Administrator
	Rekha Nambiar, PFL IT Project Manager

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AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT

1. Contract Number	Page of Pages	
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2. Amendment/Modification Number	3. Effective Date	4. Requisition/Purchase Request No.	5. Solicitation Caption
M0002	11/10/2020		Paid family Leave Benefits Administration System

6. Issued by: Code	7. Administered by (If other than line 6)
Office of Contracting and Procurement Information Technology Group 441 4th Street, Suite 330S NW Washington, DC 20001	Department of Employment Services 4058 Minnesota Ave NE Washington, DC 20019

8. Name and Address of Contractor (No. street, city, county, state and zip code)		
Geographic Solutions, Inc. 1001 Omaha Circle Palm Harbor, Florida 34683 Phone: 727.789.7955 Code Facility		9A. Amendment of Solicitation No.
		9B. Dated (See Item 11)
	X	10A. Modification of Contractor/Order No. CW76223
		10B. Dated (See Item 13) 10/10/2019

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	B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation data etc.) set forth in item 14, pursuant to the authority of 27 DCMR, Chapter 36, Section 3601.2.
	C. This supplemental agreement is entered into pursuant to authority of 27 DCMR, 3601.3 and mutual agreement of the parties
X	D. Other (Specify type of modification and authority) 27 DCMR, Chapter 20 Section 2008 Exercise of Options

E. IMPORTANT: Contractor ☒ is not ☐ is required to sign this document and return **1** copy to the issuing office.

14. **Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)**

The purpose of this modification is to modify the contract:

1. In accordance with Section F.2 of the contract, the District hereby exercises the remaining Option Year One to extend the term of the contract for the period of November 10, 2020 through October 9, 2021 in the amount of $1,000,200.00.

All other terms remain unchanged.

Except as provided herein, all terms and conditions of the document referenced in item (9A or 10A) remain unchanged and in full force and effect.

15A. Name and Title of the Signer (Type or print)		16A. Name of Contracting Officer	
Paul Toomey, President		Derrick White	
15B. Name of Contractor	15C. Date Signed	16B. District of Columbia (Signature of Contracting Officer)	16C. Date Signed

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT	1. Contract Number CW76223 - M0002	Page of Pages 2	2

Contract Recap:

Base Year: October 10, 2019 – October 9, 2020	$2,167,500.00
Mod0001: Letter Contract Extension	No additional cost
Mod0002a: Partial option exercise October 10, 2020 – November 9, 2020	No additional cost
Mod0002: Remaining Option Year One October 10, 2020 – October 9, 2021	$1,000,200.00
Total Contract Award	**$3,167,700.00**

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT

1. Contract Number	Page of Pages
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2. Amendment/Modification Number	3. Effective Date	4. Requisition/Purchase Request No.	5. Solicitation Caption
M0006	See blk 16c.		Paid family Leave Benefits Administration System

6. Issued by: Code
Office of Contracting and Procurement
441 4th Street, Suite 330S NW
Washington, DC 20001

7. Administered by (If other than line 6)
Department of Employment Services
4058 Minnesota Ave NE
Washington, DC 20019

8. Name and Address of Contractor (No. street, city, county, state and zip code)
Geographic Solutions, Inc.
1001 Omaha Circle
Palm Harbor, Florida 34683
Phone: 727.789.7955
Code Facility

	9A. Amendment of Solicitation No.
	9B. Dated (See Item 11)
X	10A. Modification of Contractor/Order No. CW76223
	10B. Dated (See Item 13) 10/10/2019

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning copies of the amendment: (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) BY separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. Accounting and Appropriation Data (If Required):

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTORS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14

	A. This change order is issued pursuant to (Specify Authority): The changes set forth in Item 14 are made in the contract/order no. in item 10A.
	B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation data etc.) set forth in item 14, pursuant to the authority of 27 DCMR, Chapter 36, Section 3601.2.
	C. This supplemental agreement is entered into pursuant to authority of 27 DCMR, 3601.3 and mutual agreement of the parties
X	D. Other (Specify type of modification and authority) 27 DCMR, Chapter 20 Section 2008 Exercise of Options

E. IMPORTANT: Contractor ☐ is not ☒ is required to sign this document and return 1 copy to the issuing office.

14. **Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)**

The purpose of this modification is to modify the contract:

1. In accordance with Section F.2 of the contract, the District hereby exercises Option Year Two to extend the term of the contract for the period of October 10, 2021 through October 9, 2022 in the amount of $1,000,200.00.

All other terms remain unchanged.

Except as provided herein, all terms and conditions of the document referenced in item (9A or 10A) remain unchanged and in full force and effect.

15A. Name and Title of the Signer (Type or print)		16A. Name of Contracting Officer	
Paul Toomey, President		Derrick White	
15B. Name of Contractor	15C. Date Signed	16B. District of Columbia (Signature of Contracting Officer)	16C. Date Signed
Geographic Solutions, Inc.	9/20/2021		10/10/21

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT	1. Contract Number CW76223 - M0006	Page of Pages 2 | 2

Contract Recap:

Base Year: October 10, 2019 – October 9, 2020	$2,167,500.00
Mod0001: Letter Contract Extension	No additional cost
Mod0002a: Partial option exercise October 10, 2020 – November 9, 2020	No additional cost
Mod0002: Remaining Option Year One October 10, 2020 – October 9, 2021	$1,000,200.00
Mod0003: Supplemental Agreement Attachment A Justification Memo M0003	$26,117.50
Mod0004: Supplemental Agreement Attachment A Justification Memo M0004	$14,260.00
Mod0005: Supplemental Agreement Attachment A Justification Memo M0005	$192,975.00
Mod0006: Option Year Two October 10, 2021 – October 9, 2022	$1,000,200.00
Total Contract Award	**$4,401,252.50**

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT

1. Contract Number	Page of Pages	
CW76223	1	2

2. Amendment/Modification Number	3. Effective Date	4. Requisition/Purchase Request No.	5. Solicitation Caption
M0003	See blk 16c.		Paid family Leave Benefits Administration System

6. Issued by: Code	7. Administered by (If other than line 6)
Office of Contracting and Procurement 441 4th Street, Suite 330S NW Washington, DC 20001	Department of Employment Services 4058 Minnesota Ave NE Washington, DC 20019

8. Name and Address of Contractor (No. street, city, county, state and zip code)		
Geographic Solutions, Inc. 1001 Omaha Circle Palm Harbor, Florida 34683 Phone: 727.789.7955 Code Facility		9A. Amendment of Solicitation No.
		9B. Dated (See Item 11)
	X	10A. Modification of Contractor/Order No. CW76223
		10B. Dated (See Item 13) 10/10/2019

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

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12. Accounting and Appropriation Data (If Required):

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTORS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14

	A. This change order is issued pursuant to (Specify Authority): The changes set forth in Item 14 are made in the contract/order no. in item 10A.
	B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation data etc.) set forth in item 14, pursuant to the authority of 27 DCMR, Chapter 36, Section 3601.2.
X	C. This supplemental agreement is entered into pursuant to authority of 27 DCMR, 3601.3 and mutual agreement of the parties
	D. Other (Specify type of modification and authority) 27 DCMR, Chapter 20 Section 2008 Exercise of Options

E. IMPORTANT: Contractor ☐ is not ☒ is required to sign this document and return **1** copy to the issuing office.

14. **Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)**

The purpose of this modification is to modify the contract:

1. The purpose of this modification is to modify the contract in accordance with attachment A – Justification Modification Memo M0003.
2. The contract shall increase Option Year One from $1,000,200.00 by $26,117.50 to $1,026,317.50.

All other terms remain unchanged.

Except as provided herein, all terms and conditions of the document referenced in item (9A or 10A) remain unchanged and in full force and effect.

15A. Name and Title of the Signer (Type or print)		16A. Name of Contracting Officer	
Paul Toomey, President		Derrick White	
15B. Name of Contractor	15C. Date Signed 5/18/2021	16B. District of Columbia (Signature of Contracting Officer)	16C. Date Signed

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT	1. Contract Number CW76223 - M0003	Page of Pages 2	2

Contract Recap:

Base Year: October 10, 2019 – October 9, 2020	$2,167,500.00
Mod0001: Letter Contract Extension	No additional cost
Mod0002a: Partial option exercise October 10, 2020 – November 9, 2020	No additional cost
Mod0002: Remaining Option Year One October 10, 2020 – October 9, 2021	$1,000,200.00
Mod0003: Supplemental Agreement Attachment A Justification Memo M0003	$26,117.50
Total Contract Award	**$3,193,817.50**

Attachment A - Justification for CW76223 Modification M003

MEMORANDUM

TO: Derrick White, OCP Chief Contracting Officer
FROM: Blanca Bejarano, DOES OPFL, Chief of Benefits,
DATE: May 11, 2021
SUBJECT: Justification for **RK180257 - FY21 OPY1 - Paid Family Leave Benefits Administration System (PFLBAS)**

1. **Purpose of the Modification:**
   The purpose of this contract modification is to authorize Geographic Solutions, Inc. to complete the design, development, and implementation of the below four (4) change requests.

2. **The changes include (list bullet points):**
   - Change Request 38
     - Work item to review new wages
   - Change Request 35
     - Reroute the modify claim day's work item to new page
   - Change Request 46
     - Multiple APIs
   - Change Request 48
     - Copy and restore UAT privileges

3. **Requested Effective Date:**
   May 11, 2021

4. **Identify the applicable CLIN per the Price Schedule of the contract:**
   Option Year 1, CLIN 1001 – PFLBAS Operations and Maintenance

5. **Identify the applicable Period of Performance (PoP):**
   The applicable Period of Performance for this contract modification is October 10, 2020 – October 9, 2021.

6. **Will this request increase/decrease the price of contract PoP?:**
   This contract modification request will increase the price of the contract PoP, in the amount of $26,117.50.

Geographic Solutions

Software Quotation

Date: October 5, 2020

To: Office of Paid Family Leave
DOES
4058 Minnesota Avenue NE
Washington, DC 20019

Area to be served: District of Columbia

Note: All pricing is confidential.

All pricing is valid though 12/31/2020.

Additional costs will be incurred if data preparation or significant customization is required.

CHANGE ORDER	Development Fee
Reroute the "Modify Claim Days" Work Item to New Page: (OPC #605250) Create a new page and reroute the "Modify Claim Days" modification work item. Add the ability to approve or deny the request. Create functionality to send notification to claimant on "Deny". Design & Development: 22 hours @ $155 = $3,410.00 Quality Assurance/Testing: 12 hours @ $155 = $1,860.00	$5,270.00

Geographic Solutions

Software Quotation

Date: December 28, 2020

To: Office of Paid Family Leave
DOES
4058 Minnesota Avenue NE
Washington, DC 20019

Area to be served: District of Columbia

Note: All pricing is confidential.

All pricing is valid though 03/31/2021.

Additional costs will be incurred if data preparation or significant customization is required.

CHANGE ORDER	Development Fee
Create work item when claim changes to monetarily eligible: (OPC #627159) Create a new work item to notify staff when a claim that was originally determined to be monetarily ineligible becomes monetarily eligible. (Workgroup: Claims; AOR: Claims Examiner) Design & Development: 16 hours @ $155 = $2,480.00 Quality Assurance/Testing: 8 hours @ $155 = $1,240.00	$3,720.00

Geographic Solutions

Software Quotation

Date: February 3, 2021

To: Office of Paid Family Leave
DOES
4058 Minnesota Avenue NE
Washington, DC 20019

Area to be served: District of Columbia

Note: All pricing is confidential.

All pricing is valid though 06/31/2021.

Additional costs will be incurred if data preparation or significant customization is required.

CHANGE ORDER	One Time Development Fee
Create the following Custom APIs: 1. RESTful API to programmatically read and write claim notes. (OPC#636923 – 32 hours) 2. RESTful API to programmatically read, write, and modify work items and related work item functionality. (OPC#636925 – 30 hours) 3. RESTful API that allows DC to programmatically view application data. (OPC#636935 – 26 hours) Design & Development: 63 hours @ $155 = $9,765.00 Quality Assurance/Testing: 25 hours @ $155 = $3,875.00	$13,640.00

Geographic Solutions

Software Quotation

Date: February 22, 2021

To: Office of Paid Family Leave
DOES
4058 Minnesota Avenue NE
Washington, DC 20019

Area to be served: District of Columbia

GSI Representative: Lynn Hatfield

Note: All pricing is confidential.

All pricing is valid though 06/30/2021.

Additional costs will be incurred if data preparation or significant customization is required.

CHANGE ORDER	Development Fee
Copy and Restore UAT Privileges: (OPC #638481) Develop and implement the following: 1. Create conversion script to copy the UAT privs as a backup 2. Create job to run the conversion script before the restore from production to UAT 3. After the restore to UAT, run a job to apply the UAT privs to the UAT environment 4. Run the job every two weeks on Sunday when restoring UAT from Production Design & Development: 20 hours @ $155 = $3,100.00 Quality Assurance/Testing: 2.5 hours @ $155 = $ 387.50	$3,487.50

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT

1. Contract Number	Page of Pages
CW76223	1 2

2. Amendment/Modification Number	3. Effective Date	4. Requisition/Purchase Request No.	5. Solicitation Caption
M0004	See blk 16c.		Paid family Leave Benefits Administration System

6. Issued by: Code	7. Administered by (If other than line 6)
Office of Contracting and Procurement 441 4th Street, Suite 330S NW Washington, DC 20001	Department of Employment Services 4058 Minnesota Ave NE Washington, DC 20019

8. Name and Address of Contractor (No. street, city, county, state and zip code)		
Geographic Solutions, Inc. 1001 Omaha Circle Palm Harbor, Florida 34683 Phone: 727.789.7955 Code Facility		9A. Amendment of Solicitation No.
		9B. Dated (See Item 11)
	X	10A. Modification of Contractor/Order No. CW76223
		10B. Dated (See Item 13) 10/10/2019

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning copies of the amendment: (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) BY separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. Accounting and Appropriation Data (If Required):

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTORS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14

	A. This change order is issued pursuant to (Specify Authority): The changes set forth in Item 14 are made in the contract/order no. in item 10A.
	B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation data etc.) set forth in item 14, pursuant to the authority of 27 DCMR, Chapter 36, Section 3601.2.
X	C. This supplemental agreement is entered into pursuant to authority of 27 DCMR, 3601.3 and mutual agreement of the parties
	D. Other (Specify type of modification and authority) 27 DCMR, Chapter 20 Section 2008 Exercise of Options

E. IMPORTANT: Contractor ☐ is not ☒ is required to sign this document and return 1 copy to the issuing office.

14. **Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)**

The purpose of this modification is to modify the contract:

1. The purpose of this modification is to modify the contract in accordance with attachment A – Justification Modification Memo M0004.
2. The contract shall increase Option Year One from $1,026,317.50 by $14,260.00 to $1,040,577.50.

All other terms remain unchanged.

Except as provided herein, all terms and conditions of the document referenced in item (9A or 10A) remain unchanged and in full force and effect.

15A. Name and Title of the Signer (Type or print)		16A. Name of Contracting Officer	
Paul Toomey, President		Derrick White	
15B. Name of Contractor Geographic Solutions	15C. Date Signed	16B. District of Columbia (Signature of Contracting Officer)	16C. Date Signed
	8/13/21		8/17/21

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT	1. Contract Number CW76223 - M0004	Page of Pages 2	2

Contract Recap:

Base Year: October 10, 2019 – October 9, 2020	$2,167,500.00
Mod0001: Letter Contract Extension	No additional cost
Mod0002a: Partial option exercise October 10, 2020 – November 9, 2020	No additional cost
Mod0002: Remaining Option Year One October 10, 2020 – October 9, 2021	$1,000,200.00
Mod0003: Supplemental Agreement Attachment A Justification Memo M0003	$26,117.50
Mod0004: Supplemental Agreement Attachment A Justification Memo M0004	$14,260.00
Total Contract Award	**$3,208,077.50**

Attachment A - Justification for CW76223 Modification M0004

MEMORANDUM

TO: Derrick White, OCP Chief Contracting Officer
FROM: Blanca Bejarano, DOES OPFL, Chief of Benefits,
DATE: August 4, 2021
SUBJECT: Justification for RK186522 - FY21 OPY1 - Paid Family Leave Benefits Administration System (PFLBAS) modification request

1. **Purpose of the Modification:**
   The purpose of this contract modification is to authorize Geographic Solutions, Inc. to complete the design, development, and implementation of the below five (5) change requests.

2. **The changes include (list bullet points):**
   - Change Request 39
     - PFL - Collections Portal - "NSF/Cancel Payment" Changes
   - Change Request 57
     - Add non-monetary issue "Non-Covered Employer"
   - Change Request 58
     - Add non-monetary issue "Waiting Week"
   - Change Request 59
     - Add non-monetary issue "Voluntary Repayment"
   - Change Request 60
     - Modify Claim Submission Screen (HCP Details)

3. **Requested Effective Date:**
   August 4, 2021

4. **Identify the applicable CLIN per the Price Schedule of the contract:**
   Option Year 1, CLIN 1001 – PFLBAS Operations and Maintenance

5. **Identify the applicable Period of Performance (PoP):**
   The applicable Period of Performance for this contract modification is October 10, 2020 – October 9, 2021.

6. **Will this request increase/decrease the price of contract PoP?:**
   This contract modification request will increase the price of the contract PoP, in the amount of $14,260.00

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT

1. Contract Number	Page of Pages
CW76223	1 | 2

2. Amendment/Modification Number	3. Effective Date	4. Requisition/Purchase Request No.	5. Solicitation Caption
M0005	See blk 16c.		Paid family Leave Benefits Administration System

6. Issued by: Code
Office of Contracting and Procurement
441 4th Street, Suite 330S NW
Washington, DC 20001

7. Administered by (If other than line 6)
Department of Employment Services
4058 Minnesota Ave NE
Washington, DC 20019

8. Name and Address of Contractor (No. street, city, county, state and zip code)

Geographic Solutions, Inc.
1001 Omaha Circle
Palm Harbor, Florida 34683
Phone: 727.789.7955

Code Facility

	9A. Amendment of Solicitation No.
	9B. Dated (See Item 11)
X	10A. Modification of Contractor/Order No. CW76223
	10B. Dated (See Item 13) 10/10/2019

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning copies of the amendment: (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) BY separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. Accounting and Appropriation Data (If Required):

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTORS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14

	A. This change order is issued pursuant to (Specify Authority): The changes set forth in Item 14 are made in the contract/order no. in item 10A.
	B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation data etc.) set forth in item 14, pursuant to the authority of 27 DCMR, Chapter 36, Section 3601.2.
X	C. This supplemental agreement is entered into pursuant to authority of 27 DCMR, 3601.3 and mutual agreement of the parties
	D. Other (Specify type of modification and authority) 27 DCMR, Chapter 20 Section 2008 Exercise of Options

E. IMPORTANT: Contractor ☐ is not ☒ is required to sign this document and return 1 copy to the issuing office.

14. **Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)**

The purpose of this modification is to modify the contract:

1. The purpose of this modification is to modify the contract in accordance with attachment A – Justification Modification Memo M0005.
2. The contract shall increase Option Year One from $1,040,477.50 by $192,975.00 to $1,233,452.50.

All other terms remain unchanged.

Except as provided herein, all terms and conditions of the document referenced in item (9A or 10A) remain unchanged and in full force and effect.

15A. Name and Title of the Signer (Type or print)		16A. Name of Contracting Officer	
Paul Toomey, President		Derrick White	
15B. Name of Contractor	15C. Date Signed 8/20/2021	16B. District of Columbia (Signature of Contracting Officer)	16C. Date Signed 8/23/21

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT	1. Contract Number CW76223 - M0005	Page of Pages 2 | 2

Contract Recap:

Base Year: October 10, 2019 – October 9, 2020	$2,167,500.00
Mod0001: Letter Contract Extension	No additional cost
Mod0002a: Partial option exercise October 10, 2020 – November 9, 2020	No additional cost
Mod0002: Remaining Option Year One October 10, 2020 – October 9, 2021	$1,000,200.00
Mod0003: Supplemental Agreement Attachment A Justification Memo M0003	$26,117.50
Mod0004: Supplemental Agreement Attachment A Justification Memo M0004	$14,260.00
Mod0005: Supplemental Agreement Attachment A Justification Memo M0005	$192,975.00
Total Contract Award	**$3,401,052.50**

Attachment A - Justification for CW76223 Modification M0005

MEMORANDUM

TO: Derrick White, OCP Chief Contracting Officer
FROM: Blanca Bejarano, DOES OPFL, Chief of Benefits,
DATE: August 20, 2021
SUBJECT: RK187838 - Paid Family Leave Benefits Administration System (PFLBAS) - BSA Mod0005

1. **Purpose of the Modification:**
   The purpose of this contract modification is to authorize Geographic Solutions, Inc. to complete the design, development, and implementation for the legislative amendments under the budget support act (BSA), which includes the addition of a new leave category – prenatal leave, the expansion of medical leave benefits, removal of the waiting week, retroactive claims, and monetary base period lookback period

2. **The changes include (list bullet points):**
   - OPC 677159 – Prenatal leave
   - OPC 684352 – Medical leave expansion
   - OPC 687255 – Waiting week removal
   - OPC 687258 – Retractive leave
   - OPC 688917 – Lookback period

3. **Requested Effective Date:**
   August 20, 2021

4. **Identify the applicable CLIN per the Price Schedule of the contract:**
   Option Year 1, CLIN 1001 – PFLBAS Operations and Maintenance

5. **Identify the applicable Period of Performance (PoP):**
   The applicable Period of Performance for this contract modification is October 10, 2020 – October 9, 2021.

6. **Will this request increase/decrease the price of contract PoP?:**
   This contract modification request will increase the price of the contract PoP, in the amount of $192,975.00

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@GeoSolutionsInc
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AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT			1. Contract Number CW76223	Page of Pages 1	5
2. Amendment/Modification Number M0007	3. Effective Date See 16c.	4. Requisition/Purchase Request No.	5. Solicitation Caption Paid family Leave Benefits Administration System		

6. Issued by: Code	7. Administered by (If other than line 6)
Office of Contracting and Procurement 441 4th Street, Suite 330S NW Washington, DC 20001	Department of Employment Services 4058 Minnesota Ave NE Washington, DC 20019

8. Name and Address of Contractor (No. street, city, county, state and zip code)		
Geographic Solutions, Inc. 1001 Omaha Circle Palm Harbor, Florida 34683 Phone: 727-789-7955 Code Facility		9A. Amendment of Solicitation No.
		9B. Dated (See Item 11)
	X	10A. Modification of Contractor/Order No. CW76223
		10B. Dated (See Item 13) 12/23/2021

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15 and returning copies of the amendment: (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) BY separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. Accounting and Appropriation Data (If Required):

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTORS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14

	A. This change order is issued pursuant to (Specify Authority): The changes set forth in Item 14 are made in the contract/order no. in item 10A.
	B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation data etc.) set forth in item 14, pursuant to the authority of 27 DCMR, Chapter 36, Section 3601.2.
X	C. This supplemental agreement is entered into pursuant to authority of 27 DCMR, 3601.3 and mutual agreement of the parties
	D. Other (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not ☒ is required to sign this document and return **1** copy to the issuing office.

14. **Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)**

The purpose of this modification is to modify CLIN 2001 of the contract in accordance with Attachment A and to add:

A. DC PFL – Prenatal Leave Benefit Expansion Requirements
B. DC PFL – ACH Return/ Cancel Payment Transaction Business Rules
C. DC PFL – Configure Prenatal Leave Calendar Functionality

The contract shall increase Option Year Two by $44,660.00 from $4,401,252.50 to $4,445,912.50.

Except as provided herein, all terms and conditions of the document referenced in item (9A or 10A) remain unchanged and in full force and effect.

15A. Name and Title of the Signer (Type or print)		16A. Name of Contracting Officer	
Paul Toomey, President		Derrick White	
15B. Name of Contractor (Signature of Contractor)	15C. Date Signed 12/23/2021	16B. District of Columbia Derrick D. White (Signature of Contracting Officer)	16C. Date Signed 12/28/2021

CONTRACT SUMMARY			
Contract Period	**Type of Modification**	**Period of Performance**	**Price**
Base Year		October 10, 2019 - October 9, 2020	$2,167,500.00
Base Year - M0001	Letter Contract Extension		$0.00
Option Year One – M0002a	Partial Option Exercise Option Year One	October 10, 2020 - November 9, 2020	$0.00
Option Year One – M0002	Remaining Option Year One	October 10, 2020 – October 9, 2021	$1,000,200.00
Option Year One – M0003	Supplemental Agreement - Attachment A Justification Memo M0003		$26,117.50
Option Year One – M0004	Supplemental Agreement - Attachment A Justification Memo M0004		$14,260.00
Option Year One – M0005	Supplemental Agreement - Attachment A Justification Memo M0005		$192,975.00
Option Year Two – M0006	Exercise Option Year Two	October 10, 2021 – October 9, 2022	$1,000,200.00
Option Year Two – M0007	Supplemental Agreement	December 23, 2021 – October 9, 2022	$44,660.00
Cumulative Contract Price			**$4,445,912.50**

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT	1. Contract Number	Page of Pages	
	CW80214	1	2

2. Amendment/Modification Number	3. Effective Date	4. Requisition/Purchase Request No.	5. Solicitation Caption
Mod No. M0003	See Block 16 (c)		PFLBAS IV&V

6. Issued by: Code	7. Administered by (If other than line 6)
Office of Contracting and Procurement **441 4th Street, NW, Suite 700 South** **Washington, D.C. 20001**	**Department of Employment Services** **4058 Minnesota Ave, NE** **Washington, D.C. 20019**

8. Name and Address of Contractor (No. street, city, county, state and zip code)		
Promesa Consulting Group, Inc. **1717 N. Street, NW Suite 400** **Washington, DC 20036** **POC: Larry Wilson** **Phone: 202-808-8836** Code Facility		9A. Amendment of Solicitation No.
		9B. Dated (See Item 11)
	X	10A. Modification of Contract/Order No. **CW80214**
		10B. Dated (See Item 13) **February 19, 2020**

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment: (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) BY separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. Accounting and Appropriation Data (If Required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14

	A. This change order is issued pursuant to (Specify Authority):	Paragraph 19 "Changes Clause" of the Standard Contract Provisions for use with the District of Columbia Government Supply and Services Contract, dated March 2007.
	The changes set forth in Item 14 are made in the contract/order no. in item 10A.	
	B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation data etc.) set forth in item 14, pursuant to the authority of 27 DCMR, Chapter 36, Section 3601.2.	
	C. This supplemental agreement is entered into pursuant to authority of:	
X	D. Other (Specify type of modification and authority)	

E. IMPORTANT: Contractor ☐ is not ☒ is required to sign this document and return ____1____ copies to the issuing office.

14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)

In accordance with the 27 DCMR Chapter 36, Section 3601.2 (c) the purpose of this Bilateral Modification is to:

1. **Fully Exercise** Option Year 1 for PFLBAS IV&V. The remaining period of performance for Option Year 1 is from August 19, 2021 through February 19, 2022.

2. **Obligate** $371,954.45 to cover the remaining POP for Option Year 1. As a result, the cumulative contract value increases from**: $1,371,928.55 to $1,743,882.90**

except as provided herein, all terms and conditions of the document is referenced in Item 9A or 10A remain unchanged and in full force and effect.

15A. Name and Title of Signer (Type or print)		16A. Name of Contracting Officer	
		Alvin N. Stith	
15B. Name of Contractor (Signature of person authorized to sign)	15C. Date Signed	16B. District of Columbia Alvin N. Stith (Signature of Contracting Officer)	16C. Date Signed 8/19/2021

CONTINUATION SHEET AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT	Modification Number **CW80214**	Page of Pages	
		2	**2**

Contract Recap

Base Year (February 19, 2020 – February 18, 2021)……$980,474.00

Modification M0001 (Add Additional Services)……$19,500.00

Modification M0002 (Exercise Option – Replace OY1 Price Schedule)……..…$371,954.55

Modification M0003 (Fully Exercise Option Year 1)…… ……$371,954.45

Cumulative Contract Value……..…$**1,743,882.90**

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Department of Employment Services

MURIEL BOWSER
MAYOR

DR. UNIQUE MORRIS-HUGHES
DIRECTOR

Benefits Outreach Paid Family Leave Events

Wednesday, February 3, 2020
10:00am-3:00pm
Unity Healthcare-Tabling
Mary's Center | 3912 Georgia Ave. NW Washington, DC 20011

Wednesday, February 3, 2020
2:00pm-3:00pm
WIC Breastfeeding Group information session (new and expecting moms)
Mary's Center | 3912 Georgia Ave. NW Washington, DC 20011

Wednesday, February 5, 2020
10:00am-3:00pm
Unity Healthcare- Tabling
Anacostia | 1500 Galen St., SE, Washington, DC 20020

Thursday, February 6, 2020
2:00pm - 3:00pm
PFL Informational Session
Shaw Library | 1630 7th St., NW, Washington, DC 20001

Thursday, February 6, 2020
2:00pm- 3:00pm
Graduate School USA information session
600 Maryland Ave SW, Washington, DC 20024

Tuesday, February 11, 2020
6:00pm-7:00pm
Bancroft Elementary PTA information session
1755 Newton St., NW Washington, DC 20010

Wednesday, February 12, 2020
6:00pm-7:00pm
McKinley Tech High School PTA information session
151 T St., NE Washington, DC 20002

Wednesday, February 12, 2020
10:00am-3:00pm
Unity Healthcare- Tabling
Brentwood | 1251-B, Saratoga Ave NE, Washington, DC 20018

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Department of Employment Services

MURIEL BOWSER
MAYOR

DR. UNIQUE MORRIS-HUGHES
DIRECTOR

Thursday, February 13, 2020
1:30pm-2:30pm
PFL Webinar

Wednesday, February 26, 2020
6:00pm-8:00pm
Male Caregivers Advocacy Support Group information session
(Health Services for Children with Special needs (HSCSN)
3400 MLK Jr. Ave SE Washington, DC 20032

Thursday, February 27, 2020
1:30pm-2:30pm
PFL Webinar

Wednesday, March 4, 2020
10:00am-3:00pm
Community of Hope-Tabling
Marie Reed | 2155 Champlain Street NW, Washington, DC 20009

Thursday, March 5, 2020
3:00pm-4:00pm
Unity Healthcare Staff Training
3924 Minnesota Ave., NE, Washington, DC 20019

Wednesday, March 11, 2020
10:00am-3:00pm
Community of Hope-Tabling
Family Health and Birth Center | 801 17Th Street NE, Washington, DC 20002

Wednesday, April 15, 2020
1:30pm-2:30pm
PFL Webinar
RSVP- 177

Wednesday, April 29, 2020
1:30pm-2:30pm
Greater Washington Hispanic Chamber of Commerce virtual information session
RSVP-26

Thursday, May 14, 2020
1:30pm-2:30pm
PFL Webinar
RSVP-258

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Department of Employment Services

MURIEL BOWSER
MAYOR

DR. UNIQUE MORRIS-HUGHES
DIRECTOR

Thursday, May 28, 2020
1:30pm-2:30pm
PFL Webinar
RSVP-258

Monday, June 1, 2020
11:00am-12:00pm
DC Hospital Association virtual information session
Attendees-20

Wednesday, June 3, 2020
1:30pm-2:30pm
Mercer consulting firm information session
68 Attendees

Wednesday, June 3, 2020
1:30pm-2:30pm
Latino Economic Development Center virtual information session
4 attendees

Thursday, June 4, 2020
1:30pm-2:30pm
DC Bar Pro Bono Association virtual information session
57 Attendees

Wednesday, June 10, 2020
Time: TBD
Ward 8 Health Council virtual meeting
62 - attendees

Thursday, June 11, 2020
1:30pm-2:30pm
PFL Webinar (ASL)
Attendees 320

Sunday, June 14, 2020
9:00am-5:00pm
The Momference virtual conference
Attendees -500

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Department of Employment Services

MURIEL BOWSER
MAYOR

DR. UNIQUE MORRIS-HUGHES
DIRECTOR

Wednesday, June 24, 2020
12:00pm-12:20pm
Wellness Wednesday virtual series
Attendees 37

Thursday, June 25, 2020
1:30pm-2:30pm
PFL Webinar
Attendees - 337

Thursday, July 2, 2020
1:30pm-2:30pm
PFL Webinar
Attendees 124

Wednesday, July 8, 2020
12:00pm-12:20pm
Wellness Wednesday virtual series
Attendees 15

Wednesday, July 15, 2020
Unity Healthcare Information Session
10:30am – 11:30am
Attendees 6

Wednesday, July 15, 2020
12:00pm-12:20pm
Wellness Wednesday virtual series
Attendees 8

Thursday, July 16, 2020
1:30pm-2:30pm
PFL Webinar
Attendees 116

Wednesday, July 22, 2020
12:00pm-12:20pm
Wellness Wednesday virtual series
Attendees 11

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Department of Employment Services

MURIEL BOWSER
MAYOR

DR. UNIQUE MORRIS-HUGHES
DIRECTOR

Wednesday, July 29, 2020
12:00pm-12:20pm
Wellness Wednesday virtual series
13 attendees

Thursday, July 30, 2020
1:30pm-2:30pm
PFL Webinar

Wednesday, August 5, 2020
10:00am-11:00am
Natural Resources Defense Council
23 attendees

Wednesday, August 5, 2020
12:00pm-12:20pm
Wellness Wednesday virtual series
14 attendees

Wednesday, August 12, 2020
12:00pm-12:20pm
Wellness Wednesday virtual series

Thursday, August 13, 2020
1:30pm-2:30pm
PFL Webinar

Thursday, August 27, 2020
1:30pm-2:30pm
PFL Webinar
67

Wednesday, September 2, 2020
12:00pm-12:20pm
Wellness Wednesday virtual series
18 attendees; 51 registrants

Wednesday, September 9, 2020
12:00pm-12:20pm
Wellness Wednesday virtual series
7 attendees; 25 registrants

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Department of Employment Services

MURIEL BOWSER
MAYOR

DR. UNIQUE MORRIS-HUGHES
DIRECTOR

Thursday, September 10, 2020
1:30pm-2:30pm
PFL Webinar
13 attendees, 33 registrants

Tuesday, September 15, 2020
3:00 – 4:00 pm
DC Coalition of
46 participants

Wednesday, September 16, 2020
12:00pm-12:20pm
Wellness Wednesday virtual series
10 attendees; 29 registrants

Wednesday, September 23, 2020
12:00pm-12:20pm
Wellness Wednesday virtual series
20 attendees; 45 registrants

Thursday, September 24, 2020
1:30pm-2:30pm
PFL Webinar (Spanish)
7 attendees, 17 registrants

Wednesday, October 7, 2020
12:00pm-12:20pm
Wellness Wednesday virtual series
7 attendees; 19 registrants

Thursday, October 8, 2020
1:30pm-2:30pm
PFL Webinar
20 attendees, 30 registrants

Wednesday, October 14, 2020
12:00pm-12:20pm
Wellness Wednesday virtual series
1 attendees 4 registrants

GOVERNMENT OF THE DISTRICT OF COLUMBIA

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Wednesday, October 21, 2020
12:00pm-12:20pm
Wellness Wednesday virtual series
11 attendees; 21 registrants

Thursday, October 22, 2020
1:30pm-2:30pm
PFL Webinar (healthcare providers)
7 attendees, 16 registrants

Wednesday, October 28, 2020
11:30am-12:30pm
DC Virtual Baby Shower
101 registrants, 473+ views

Wellness Wednesday – 11/4/2020
Registrants: 19
Attendees: 7

Paid Family Leave Webinar – 11/5/2020
Registrants: 9
Attendees: 5

SEI Paid Family Leave Webinar – 11/19/2020
Registrants: 97
Attendees: 31

January 6, 2021
ANC1C- 53 attendees
ANC3D- 66 attendees

January 14, 2021 – Bi-Weekly Webinar
Attendees: 78

February 8, 2021 – ANC6
Attendees: 121

March 3, 2021 – Wellness Wednesday
Registrants: 14
Attendees: 6

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March 4, 2021 - Medical Providers Webinar
Registrants: 11
Attendees: 7

March 10, 2021 – Wellness Wed
Registrants: 4
Attendees: 3

March 17, 2021 – Wellness Wed
Registrants: 10
Attendees: 4

March 24, 2021- Info Session Washington.org
Attendees - 30

March 31, 2021 – Wellness Wed
Registrants: 72
Attendees: 32

April 1, 2021 – Bi-Weekly Webinar
Registrants: 35
Attendees: 19

April 7, 2021 – Wellness Wed
Registrants: 24
Attendees: 8

April 14, 2021 – Wellness Wed
Registrants: 48
Attendees: 20

April 15, 2021 – Medical Providers
Registrants: 5
Attendees: 2

April 21, 2021 – Wellness Wed
Registrants: 37
Attendees: 14

April 28, 2021 – Wellness Wed
Registrants: 13
Attendees: 4

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May 5, 2021 – Wellness Wed
Registrants: 12
Attendees: 6

May 6, 2021 – Bi-Weekly Webinar
Registrants: 27
Attendees: 17

May 12, 2021 – Wellness Wed
Registrants:11
Attendees: 5

May 19, 2021 – Wellness Wed
Registrants: 9
Attendees: 2

May 20, 2021 – Bi-Weekly Webinar
Registrants: 44
Attendees: 19

May 26, 2021 – Wellness Wed
Registrants:1
Attendees: 1

June 2, 2021 – Wellness Wed
Registrants: 14
Attendees: 8

June 3, 2021 – Bi-Weekly Webinar
Registrants: 12
Attendees: 4

June 9, 2021 – Wellness Wed
Registrants: 4
Attendees: 3

June 16, 2021 – Wellness Wed
Registrants: 4
Attendees: 1

June 17, 2021 – Bi-Weekly Webinar
Registrants: 3
Attendees: 1

GOVERNMENT OF THE DISTRICT OF COLUMBIA

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DIRECTOR

June 23, 2021 – Wellness Wed
Registrants: 10
Attendees: 3

June 30, 2021 – Wellness Wed
Registrants: 6
Attendees: 2

July 14, 2021 - Wellness Wed
Registrants: 13
Attendees: 7
-
July 15, 2021 - Bi-Weekly Webinar
Registrants: 18
Attendees: 10

July 21, 2021 - Wellness Wed
Registrants: 2
Attendees: 1

July 26, 2021 – ANC 4B
Attendees -

July 26, 2021 – DC Lactation Commission
Attendees - 19

Aug 4, 2021 – Wellness Wed
Registered: 5
Attended: 7

Aug 11, 2021 – Wellness Wed
Registered: 3
Attended: 4

Aug 18, 2021 – Wellness Wed
Registered: 1
Attended: 3

Aug 25,2021 – Wellness Wed
Registered: 5
Attended: 6

GOVERNMENT OF THE DISTRICT OF COLUMBIA

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DIRECTOR

Sept 1, 2021 – Wellness Wed
Registered: 4
Attended: 6

Sept 15, 2021 – Wellness Wed
Registered: 5
Attended: 11

Sept 18, 2021 – H Street Festival
Attended: Aprox. 300

Sept 29, 2021 – Wellness Wednesday
Attended:3

October 14, 2021 – Bi Weekly Webinar
Attended: 305

October 28, 2021 – Bi Weekly Webinar
Attended: 150

November 2, 2021- PFL Stakeholder Discussion
Attended - 10

November 16, 2021 – Wellness Wednesday
Attended:156

November 23, 2021 – Ward 8 Turkey Drop
Attendees:1,500+

December 2, 2021 – Bi Weekly Webinar (SEI)
Attended: 45

December 16, 2021 – Bi Weekly Webinar
Attended: 22

DOES POH 2022 Q104a_PFL Distribution

Partner	Event	Ward	Materials Distributed	Date Distributed	Attendees
Ward 8 Health Council	Panel Participation during Monthly Meeting	8		Jan-20	Ward 8 Council Members, Residents
Galen Terrace Low Income Building	Resident Distribution	8	200 Bilingual Fliers	Jan-20	Aprox. 100
Hubbards Place Low Income Building	Resident Distribution	1	200 Bilingual Fliers	Jan-20	Aprox. 100
Urban Village Low Income Building	Resident Distribution	1	200 Bilingual Fliers	Jan-20	Aprox. 100
Faircliff Plaza West Low Income Building	Resident Distribution	1	200 Bilingual Fliers	Jan-20	Aprox. 100
Webster Garders Low Income Building	Resident Distribution	4	200 Bilingual Fliers	Jan-20	Aprox. 100
Fort View Low Income Building	Resident Distribution	4	200 Bilingual Fliers	Jan-20	Aprox. 100
Portner Flats Low Income Building	Resident Distribution	1	200 Bilingual Fliers	Jan-20	Aprox. 100
Channel Sqaure Apartments Low Income Building	Resident Distribution	6	200 Bilingual Fliers	Jan-20	Aprox. 100
CentroNía	Internal Distribution	1	600 Bilingual Fliers	Aug-20	251 families
OPFL	Mailer Campaign	all	3,600	Sep-20	District residents
LAYC	Emergency Food and Diaper Distribution	1	400 Post Cards	Aug-20	Aprox. 100
Bread for the City	Diaper Distribution	8	600 Bilingual Fliers	Sep-20	Aprox. 600
Martha's Table	Food Distribution	8	600 Bilingual Fliers	Sep-20	Aprox. 600
Educare	Internal Distribution	7	600 Bilingual Fliers	Sep-20	Aprox. 600
Greater DC Diaper Bank	Diaper Distribution	Citywide	100 Bags	Nov-20	100 families
The Northwest Center DC	Curbside Distribution	NW	100 Bilingual Fliers	Nov-20	Aprox. 100
Life Assest	Internal Distribution	1		Dec-20	Aprox. 100
Conte's Bike Shop	Rack Cards Provided to Customers	2	200 Rack Cards	Dec-20	Aprox. 200
Rollin' Cycles Bike Shop	Rack Cards Provided to Customers	2	200 Rack Cards	Dec-20	Aprox. 200
G Books	Rack Cards Provided to Customers	2	200 Rack Cards	Dec-20	Aprox. 200
Friendship Place	Rack Cards Shared with Staff and Families	3	200 Rack Cards	Dec-20	Aprox. 200
MLK Deli	Rack Cards Provided to Customers	8	200 Rack Cards	Dec-20	Aprox. 200
MOLA	Food Distribution	1	100 bags, Rack Cards, One Pagers	Jan-21	Aprox. 100
MOLA	Food Distribution	4	100 bags, Rack Cards, One Pagers	Jan-21	Aprox. 100
MOLA & Catholic Charities	Food Distribution	1	100 bags, 150 Rack Cards	Jan-21	Aprox. 100
MOLA	Food Distribution	7	100 bags, 150 Rack Cards	Feb-21	Aprox. 100
Capital area Food Bank & Quality Trust	Informational Deliveries to Families with Disabilities	1,4	30 Bags, Rack Cards	Mar-21	30 Families with Disabilities
Bread for the City	Food Deliveries to DC Families	NW	900 Rack Cards	Mar-21	900 Families in Need of Food
Drive Thru Career Fair	Booth for PFL Info (Pending Confirmation)	TBD			Aprox. 1000
Living Word Church	Food Distributions	8	600 Rack Cards (on behalf of Faith Presb. and Southeast Baptist)	Feb-21	
Faith Presbyterian Church	Food Distributions	7	300 Rack Cards	Feb-21	Aprox. 250
Southeast Baptist Terbanacle	Food Distributions	8	300 Rack Cards	Feb-21	Aprox. 250
The Potter's House	Rack Cards Provided to Customers	3	500 Rack Cards	Jan-21	Aprox. 500

DOES POH 2022 Q104a_PFL Distribution

Ellé	Rack Cards Provided to Customers	1	400 Rack Cards	Feb-21	Aprox. 400
Philz Coffee	PFL Fliers for Community Spaces	6	3 Fliers for Bulitien Board	Jan-21	Aprox. 1,000+
Stan's	Rack Cards Provided to Customers	5	250 Rack Cards	Jan-21	Aprox. 250
City Gear DC	Rack Cards Provided to Customers	5	250 Rack Cards	Feb-21	Aprox. 250
The Family Place	Rack Cards and One Pagers(electronic for Amharic) Provided to Families	2	4 Bilingual Fliers, 400 Rack cards English/ Spanish, Printable Amharic Materials	Mar-21	Aprox. 400
Healing Hands	Rack Cards to Be Provided to Patients	7	400 Rack Cards	Mar-21	Aprox. 400
Prince Wend Medical Center	Rack Cards to Be Provided to Patients	8	600 Rack Cards	Mar-21	Aprox. 600
Corner Market Liqours	Rack Cards to be Provided to Customers	8	300 Rack Cards	Mar-21	Aprox. 300
Nomad MLK Shop	Rack Cards to be Provided to Customers, Fliers to be Posted in Shop	8	10 Fliers, 400 Rack Cards	Mar-21	Aprox. 400+
Foxhall OB/GYN	Rack Cards to be Provided to Patients	3	500 Rack Cards	Apr-21	Aprox. 500
Warner Wellness Institute	Rack Cards to be Provided to Patients	3	400 Rack Cards	Apr-21	Aprox. 400
Eye Physicians & Surgeons	Rack Cards to be Provided to Patients	2	500+1 Rack Cards	Apr-21	Aprox. 501
Covenant House	Rack Cards will be placed in Lobby for foot traffic	8	250 Rack Cards	Apr-21	Aprox. 250
Moore OB/GYN	Rack Cards will be placed in Lobby for foot traffic	8	400 Rack Cards	Apr-21	Aprox. 400
Triple Aliance Pharmacy	Rack Cards for clients to be placed at counter	5	200 Rack Cards	Apr-21	Aprox. 200
Grubb's SE Pharmacy & Mini Mart	Rack Cards for clients to be placed at counter	8	400 Rack Cards	Apr-21	Aprox. 400
Sterling Pharmacy	Rack Cards for clients to be placed at counter	7	400 Rack Cards	Apr-21	Aprox. 400
InSight Opticians	Rack Cards for clients to be placed at counter	3	400 Rack Cards	Apr-21	Aprox. 400
North Capitol Pharmacies	Rack Cards for clients to be placed at counter	4	300 Rack Cards	Apr-21	Aprox. 300
Providence Opticians	Rack Cards to be Provided to Patients	5	400 Rack Cards	Apr-21	Aprox. 400
Foer's Pharmacy	Rack Cards to be "Stuffed" into clients bags	2	150 Rack Cards	Apr-21	Aprox. 150
Bridgepoint Healthcare	Vaccination Day; Rack Cards for Vaccinated Residents 300	8	1,500 Rack Cards	Apr-21	Aprox. 1,000+
Bridgepoint Healthcare	Health & Fitness Day; booth with Rack Cards and Healthy Snacks (bags & giveaways)	8	Bags, Rack Cards	Apr-21	Aprox. 1,000+
Mt Pleasant CARE Pharmacy	Rack Cards for clients to be placed at counter	1	1 Poster, 400 Rack Cards & 1 stand	May-21	Aprox. 400+
Fashion Optical	Rack Cards for clients to be placed at counter	1	1 Stand, 400 Rack Cards	May-21	Aprox. 400+
Mamatoto Village	Giveaway bags and rack cards for moms	5	100 bags, 100 rack cards	May-21	Aprox. 100+
Dupont Park Seventh Day Adventist Church	Bags and Rack Cards for Diaper Hub	7	100 bags, 100 Rack Cards	May-21	Aprox. 100+

DOES POH 2022 Q104a_PFL Distribution

Greater DC Diaper Bank	900 Bags to be provided to 900 families (bibs, masks, hand sanitizers, onesies,1,500 rack cards)	all	900 Deliverables for parents, 1500 rack cards	May-21	Aprox. 1,500+
HU Optical Shop	Rack Cards for clients to be placed at counter	2	600 Rack Cards, 1 Stand	Jun-21	Aprox. 600+
Columbia Heights Pharmacy	rack cards to be "stuffed" into clients bags	1	200+ 5 Rack Cards, 1 bag, 1 mask	Jun-21	Aprox. 200+
Kaza Corner Store & Cigar Shop	Poster for Window, Rack Cards for clients to be placed in lobby	2	1 poster, 300 Rack Cards	Jun-21	Aprox. 300+
The Green Scheme & Don't Mute My Health	Table, water bottles, rack cards, bags	8-Jul	100 bags, rack cards and water bottles	Jun-21	Aprox. 100+
1 Year Anniversary Street Teams	Post cards and information provided to Foot Traffic in busy DC Areas	All	5000 PFL Anniversary palmcards distributed throughout wards 1, 4,7 and 8	Jul-21	Aprox 5000+
Dupont Park Seventh Day Adventist Church	Diaper Distribution- Materials to be distributed weekly; 50-60cars/wk	7	100 bags, 55 masks, 45 water bottles	Aug-21	100 bags
I Dream PCS	Back to School Event	8	Informational Bags provided to families	Aug-21	Aprox. 200
Department of Parks and Recreation/ Martha's Table	Back to School Event	8	125 rack cards, 125 fliers	Jul-21	Aprox. 250+
H St Festival	300 Bags, 600 Rack Cards, PFL team tabling; RC set up	5	Table	Sep-21	Arox. 300+
Faircliff Plaza East	100 English, 100 Spanish One-pagers	1		Nov-21	
Faircliff Plaza West	100 English, 100 Spanish One-pagers	1		Noveember 4, 2021	
Hubbard Place	100 English, 100 Spanish One-pagers	1		Noveember 4, 2021	
Portner Flats	100 English, 100 Spanish One-pagers	1		Noveember 4, 2021	
Channel Square	200 English	1		Noveember 4, 2021	
Galen Terrace	100 English, 100 Spanish One-pagers	8		Noveember 4, 2021	
Weinberg Commons	200 English	7		Noveember 4, 2021	
Woodland Terrace	200 English	8		Noveember 4, 2021	
Stoddert Terrace	200 English	7		Noveember 4, 2021	
Richardson Dwellings	200 English	7		Noveember 4, 2021	

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dc paid family leave

PLAN FOR TOMORROW TODAY

You don't have to choose between caring for yourself or your loved one and your job. DC Paid Family Leave is here for you when you need time off to care for yourself and your family.

Paid Family Leave covers a portion of your income for up to eight (8) weeks to bond with a new child, six (6) weeks to care for a family member with a serious health condition, six (6) weeks to care for your own serious health condition and two (2) weeks to get prenatal care.

8-6-6-2

Paid Family leave provides 8 weeks to bond with a new child, 6 weeks to care for a family member with a serious health condition, 6 weeks to care for your own serious health condition and 2 weeks to receive prenatal care.

Who Qualifies for Paid Family Leave?

DC Paid Family Leave is for all private-sector workers in DC, including people who work in DC but live in another state.

How Much Money Will I Receive?

DC Paid Family Leave provides wage replacement of 90% of wages up to 1.5 times DC's minimum wage and 50% of wages above 1.5 times DC's minimum wage. To determine your benefit, DC Paid Family leave uses wages reported by your employer to the DC Department of Employment Services (DOES). The maximum weekly benefit amount beginning in 2021 is $1,009.

Visit **does.dc.gov/page/dc-paid-family-leave** to use the Benefits Calculator.

PLAN FOR TOMORROW TODAY.

Plan ahead. Learn more about Paid Family Leave before you need it. Visit **dcpaidfamilyleave.dc.gov** or call the contact center at **202-899-3700**.

New benefits begin October 1, 2021.

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How Do I Apply?

Start by telling your employer that you will be applying for Paid Family Leave benefits. You must wait until after an event has occurred to apply for benefits.

You can apply online at **dcpaidfamilyleave.dc.gov** or by calling **202-899-3700**. If you are applying for medical or family leave, be sure to ask your health care provider to complete the required medical certification form before filing a claim. You can download the form by visiting the "How to Apply" section of our website.

After you apply, you can expect to hear back from the Office of Paid Family Leave within ten (10) business days.

Other Frequently Asked Questions:

Q: Do I have to take all of my leave at once?
A: No, you can schedule your leave based on the schedule you work. For example, if you take leave for three (3) days of your work week, and work the other two (2) days of your work week, you would receive leave benefits for the three (3) days that you were on leave, and not for the full week of leave. You may apply for DC Paid Family Leave benefits for all or a portion of the benefits you are allowed.

Q: Is my job protected when I take DC Paid Family Leave?
A: DC Paid Family Leave does not provide job protection. Other laws, such as the Family and Medical Leave Act (FMLA), provide job protection when workers take Paid Family Leave. It is important for you to notify your employer before applying for leave and to determine a schedule that works.

Q: I live in Maryland but work in DC. Do I qualify?
A: Yes, DC Paid Family Leave benefits are for all DC private-sector employees. You do not need to be a DC resident to qualify.

OFFICE OF PAID FAMILY LEAVE
dcpaidfamilyleave.dc.gov
does.opfl@dc.gov | 202.899.3700

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DC MURIEL BOWSER, MAYOR

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dc paid family leave

EIGHT (8) WEEKS PARENTAL LEAVE

Planning to grow your family soon?

DC Paid Family Leave is available to help ease the transition.

DC offers Paid Family Leave benefits so you don't have to choose between caring for your loved ones and earning income. Parental Leave provides eight (8) weeks of benefits in a year to bond with a new child. This is a benefit provided by the DC Department of Employment Services (DOES) separate from any existing company benefits that your employer may provide.

Who Qualifies for Parental Leave?

Parental Leave benefits apply to all DC employees who are taking time off from work to bond with a new child, including parents of newborns, adopted children, and foster children. You can receive Parental Leave benefits if you have experienced one of the following in the past year:

- Your biological child was born in the past year
- A child was placed with you for adoption in the past year
- A child was placed with you for foster care in the past year
- You legally assumed parental responsibility for a child in the past year

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PAID FAMILY LEAVE PROVIDES 8 WEEKS OF PARENTAL LEAVE TO BOND WITH A NEW CHILD

How Much Can I Receive in Parental Leave Benefits?

DC Paid Family Leave provides wage replacement of 90% of wages up to 1.5 times DC's minimum wage and 50% of wages above 1.5 times DC's minimum wage. The maximum weekly benefit amount is $1,000. To determine your benefit, DC Paid Family Leave uses your past five (5) quarters of income paid by your employer and reported to the DC Department of Employment Services (DOES).

Visit **does.dc.gov/page/dc-paid-family-leave** to use the Benefits Calculator.

DOES POH 2022 Q104b_PFL Materials

EIGHT (8) WEEKS PARENTAL LEAVE

How Do I Apply?

Start by telling your employer that you will be applying for Paid Family Leave benefits. Although you should notify your employer prior to the event of your intent to apply for benefits, you must wait until after the event has occurred to apply for benefits.

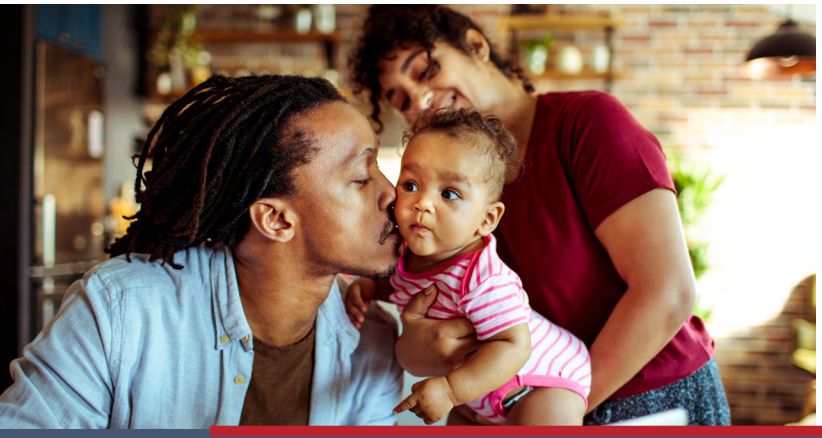
When you are ready to apply, you can do so online or by completing a paper application. Go to **dcpaidfamilyleave.dc.gov**, call **202-899-3700**, or visit your nearest American Job Center.

After you apply, the Office of Paid Family Leave will contact you within ten (10) business days.

PLAN FOR TOMORROW TODAY.

Plan ahead. Learn more about Paid Family Leave before you need it. Visit **dcpaidfamilyleave.dc.gov** or call the contact center at **202-899-3700**.

File a claim starting July 1, 2020.



Other Frequently Asked Questions:

Q: Do I have to take all of my leave at once?
A: No, you can schedule your leave based on the schedule you work. For example, if you take leave for three (3) days of your work week, and work the other two (2) days of your work week, you would receive leave benefits for the three (3) days that you were on leave, and not for the full week of leave. You may apply for DC Paid Family Leave benefits for all or a portion of the benefits you are allowed.

Q: Is my job protected when I take DC Paid Family Leave?
A: No, DC Paid Family Leave does not provide job protection. Other laws, such as the Family and Medical Leave Act (FMLA), provide job protection when workers take Paid Family Leave. It is important for you to notify your employer before applying for leave and to determine a schedule that works.

Q: My employer provides paid maternity leave. Can I use employer-provided paid maternity leave benefits and DC Paid Family Leave benefits?
A: Yes. It is up to the discretion of your employer to determine how their employer-provided benefits will coordinate with DC Paid Family Leave benefits. Some employers may require employees to use DC Paid Family Leave benefits before applying for company-provided benefits. You may not work while receiving DC Paid Family Leave benefits, but you may receive both employer-provided and DC Paid Family Leave benefits simultaneously.

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dc paid family leave

SIX (6) WEEKS FAMILY LEAVE

Focus on caring for your loved ones without worrying about your paycheck.

DC offers Paid Family Leave benefits so you don't have to choose between caring for your loved ones and earning income. Family Leave provides up to six (6) weeks of benefits in a year to care for a family member with a serious health condition. This is a benefit provided by the DC Department of Employment Services (DOES), separate from any existing company benefits that your employer may provide. You don't need to pay additional fees; you just need to file a claim.

Who Qualifies for Family Leave?

You can receive Family Leave benefits if you will be providing care or companionship to a family member with a serious health condition. Eligible family members are:

- Your child
- Your parent
- Your spouse
- Your grandparent
- Your sibling

This includes biological, foster, step-, and some in-law family members from the list above.

How Much Can I Receive in Family Leave Benefits?

DC Paid Family Leave provides wage replacement of 90% of wages up to 1.5 times DC's minimum wage and 50% of wages above 1.5 times DC's minimum wage.. The maximum weekly benefit amount is $1,000. To determine your benefit, DC Paid Family Leave uses your past five (5) quarters of income paid by your employer and reported to the DC Department of Employment Services (DOES).

Visit **does.dc.gov/page/dc-paid-family-leave** to use the Benefits Calculator.

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PAID FAMILY LEAVE PROVIDES 6 WEEKS OF FAMILY LEAVE TO TAKE CARE OF A FAMILY MEMBER WITH A SERIOUS HEALTH CONDITION

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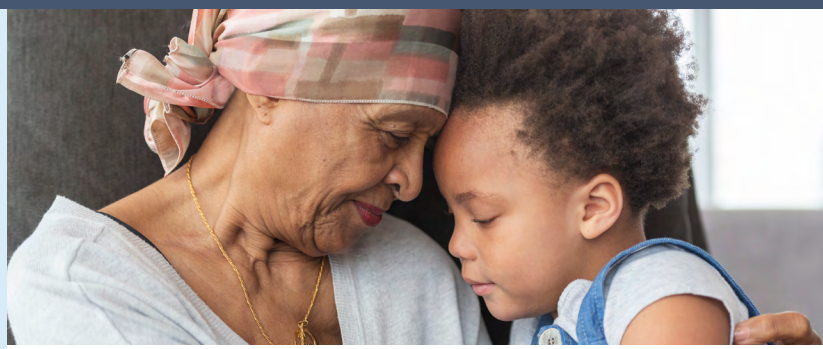
How Do I Apply?

Start by telling your employer that you will be applying for Paid Family Leave benefits. Although you should notify your employer prior to the event of your intent to apply for benefits, you must wait until after the event has occurred to apply for benefits.

When you apply for Paid Family Leave benefits, DOES will request a medical certification from your family member's medical provider confirming your family member's condition and that care or companionship is required.

When you are ready to apply, you can do so online or by completing a paper application. Go to **dcpaidfamilyleave.dc.gov**, call **202-899-3700**, or visit your nearest American Job Center.

After you apply, you can expect to hear back from the Office of Paid Family Leave within 10 business days.



PLAN FOR TOMORROW TODAY.

Plan ahead. Learn more about Paid Family Leave before you need it. Visit **dcpaidfamilyleave.dc.gov** or call the contact center at **202-899-3700**.

File a claim starting July 1, 2020.

Other Frequently Asked Questions:

Q: Can I apply for Family Leave benefits multiple times throughout the year?
A: Yes, you may receive DC Paid Family Leave benefits multiple times throughout the year. You can only receive a maximum of six (6) weeks of Family Leave benefits, as part of a maximum of eight (8) weeks total of DC Paid Family Leave benefits (for other events, such as Parental Leave or Medical Leave) per year. The date on which you first received benefits is when the year starts; it is not a calendar year. You will be eligible to receive benefits again one year after that date.

Q: Is my job protected when I take DC Paid Family Leave?
A: No, DC Paid Family Leave does not provide job protection. Other laws, such as the Family and Medical Leave Act (FMLA), provide job protection when workers take Paid Family Leave. It is important for you to notify your employer before applying for leave and to determine a schedule that works.

Q: My employer provides paid family leave. Can I use employer-provided paid family leave benefits and DC Paid Family Leave benefits?
A: Yes, it is up to the discretion of your employer to determine how their employer-provided benefits will coordinate with DC Paid Family Leave benefits. Employers may not reduce, in any way, the benefits provided by DC Paid Family Leave. Some employers may require employees to use DC Paid Family Leave benefits before applying for the employer-provided benefits. You may not work while receiving DC Paid Family Leave benefits, but you may receive both employer-provided and DC Paid Family Leave benefits simultaneously.

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dc paid family leave

SIX (6) WEEKS MEDICAL LEAVE

Focus on taking caring of yourself without worrying about your paycheck.

DC offers Paid Family Leave benefits, so you don't have to choose between taking care of your health and earning income. Medical Leave provides up to six (6) weeks of benefits in a year to take care of your own serious health condition. This is a benefit provided by the DC Department of Employment Services (DOES), separate from any existing company benefits that your employer may provide.

Who Qualifies for Medical Leave?

DC Paid Family Leave allows you to take the time you need to be healthy and well during a difficult time. Medical Leave benefits are available to all private-sector workers in the District who have a serious health condition. Eligible health conditions include:

- Conditions that cause an overnight stay at a hospital
- Conditions that cause an extended period of incapacity and a need for treatment
- Chronic conditions
- Incurable conditions
- Restorative surgeries
- Pregnancy or prenatal care appointments
- Preventative treatments

For more information about any of these eligible conditions, please visit **dcpaidfamilyleave.dc.gov** or call the contact center at **202-899-3700**.

How Much Can I Receive in Medical Leave Benefits?

DC Paid Family Leave provides wage replacement of 90% of wages up to 1.5 times DC's minimum wage and 50% of wages above 1.5 times DC's minimum wage. To determine your benefit, DC Paid Family leave uses wages reported by your employer to the DC Department of Employment Services (DOES). The maximum weekly benefit amount beginning in 2021 is $1,009.

Visit **does.dc.gov/page/dc-paid-family-leave** to use the Benefits Calculator.

6

PAID FAMILY LEAVE PROVIDES 6 WEEKS OF MEDICAL LEAVE TO CARE FOR YOUR OWN SERIOUS HEALTH CONDITION

SIX (6) WEEKS MEDICAL LEAVE

DOES POH 2022 Q104b_PFL Materials

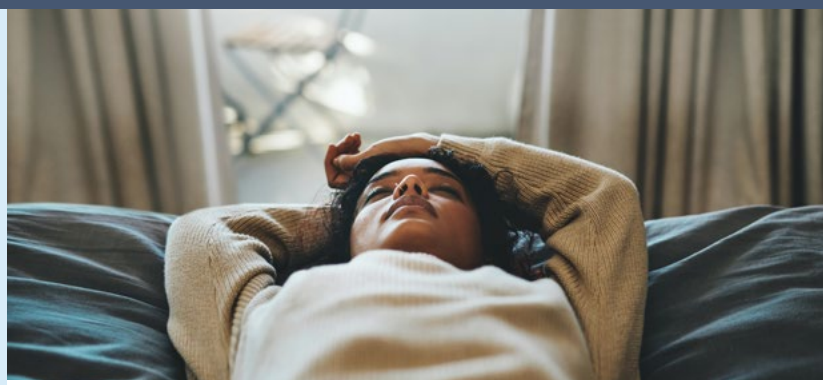
How Do I Apply?

Start by telling your employer that you will be applying for Paid Family Leave benefits. You should notify your employer as soon as possible of your intent to apply for benefits, but you must wait until after you have medical documentation to apply for benefits.

When you apply for Paid Family Leave benefits, DOES will request a medical certification from your medical provider confirming your qualifying health condition and your need for leave.

You can apply online at **dcpaidfamilyleave.dc.gov** or by calling **202-899-3700**.

After you apply, the DC Office of Paid Family Leave will contact you within ten (10) business days.



PLAN FOR TOMORROW TODAY.

Plan ahead. Learn more about Paid Family Leave before you need it. Visit **dcpaidfamilyleave.dc.gov** or call the contact center at **202-899-3700**.

New benefits begin October 1, 2021.

Other Frequently Asked Questions:

Q: Can I apply for Medical Leave benefits multiple times throughout the year?
A: Yes, you may receive DC Paid Family Leave benefits multiple times throughout the year. You may only receive a maximum of six (6) weeks of Medical Leave benefits per year.

Q: Is my job protected when I take DC Paid Family Leave?
A: DC Paid Family Leave does not provide job protection. Other laws, such as the Family and Medical Leave Act (FMLA), provide job protection when a person takes Paid Family Leave. It is important for you to notify your employer before applying for leave and to determine a schedule that works.

Q: My employer provides sick leave benefits. Can I use employer-provided sick leave benefits and DC Paid Family Leave benefits?
A: Yes, it is up to your employer to determine how their employer-provided benefits will coordinate with DC Paid Family Leave benefits. Some employers may require employees to use DC Paid Family Leave benefits before applying for employer-provided benefits. You may not work while receiving DC Paid Family Leave benefits, but you may receive both employer-provided and DC Paid Family Leave benefits at the same time.

OFFICE OF PAID FAMILY LEAVE
dcpaidfamilyleave.dc.gov
does.opfl@dc.gov | 202.899.3700

DOES DISTRICT OF COLUMBIA DEPARTMENT OF EMPLOYMENT SERVICES

WE ARE WASHINGTON GOVERNMENT OF THE DISTRICT OF COLUMBIA
DC MURIEL BOWSER, MAYOR

dc paid family leave

PARENTAL LEAVE ROADMAP

DC Paid Family Leave provides paid time off when you need it most, so you don't have to choose between caring for yourself or your loved one and your job. Paid Family Leave covers a portion of your paycheck for up to eight (8) weeks to bond with a new child.

1. GROWING YOUR FAMILY?

Are you planning to grow your family soon? Learn more about options available to you at **dcpaidfamilyleave.dc.gov**. You may be able to receive pay for sick days and time off for prenatal care.

2. WHAT DOES THIS MEAN FOR WORK?

Start by telling your employer that you will be applying for Paid Family Leave benefits. **You must wait until after your new children arrives in order to apply for benefits (e.g. after your child is born or is placed in your home).** When you are ready to apply, you can do so online, on paper or in person. Go to our website, call our call center or visit your nearest American Job Center.

3. WHAT COMES NEXT?

After you apply, you can expect to hear back from the Office of Paid Family Leave within 10 business days. Before your leave begins, ensure that you have communicated with your employer. You may not work while receiving DC Paid Family Leave benefits, but you may receive both employer-provided and DC Paid Family Leave benefits simultaneously.

4. PAY DURING LEAVE

Parental Leave provides up to eight weeks of benefits in a year to bond with a new child for DC employees who are taking time to bond with a new child, including all parents of newborns, adopted children and foster children. **DC Paid Family Leave provides 90% of weekly wage replacement up to $1,000 per week.** You will receive your DC Paid Family Leave benefits bi-weekly.

Visit **dcpaidfamilyleave.dc.gov** to use the Benefits Calculator, learn more or apply for benefits. For more questions, email **does.opfl@dc.gov** or call **202-899-3700**.

DOES DISTRICT OF COLUMBIA DEPARTMENT OF EMPLOYMENT SERVICES

WE ARE WASHINGTON DC GOVERNMENT OF THE DISTRICT OF COLUMBIA MURIEL BOWSER, MAYOR

GOVERNMENT OF THE DISTRICT OF COLUMBIA
TASK ORDER/DELIVERY ORDER FOR SERVICES
OFFEROR TO COMPLETE BLOCKS 18 & 29

1.REQUISITION NUMBER: RK151337

PAGE: 1 of

2. TASK ORDER AGREEMENT NO.	3. Award/Effective Date	4. CONTRACT NUMBER	5. SOLICITATION NUMBER	6. SOLICITATION ISSUE DATE
CW81839	See Block 30C	CW72797	Doc494745	2/1/20

7. FOR SOLICITATION INFORMATION	A. NAME	B. TELEPHONE (No Collect Calls)	8.OFFER DUE DATE:
CONTACT: Alvin N. Stith Email: alvin.stith2@dc.gov	Alvin N. Stith Contracting Officer	(202) 674-8437	2/7/20

9. ISSUED BY
DISTRICT OF COLUMBIA GOVERNMENT
OFFICE OF CONTRACTING AND PROCUREMENT
441 4TH STREET NW, SUITE 330 South
WASHINGTON, DC 20001

10. THIS ACQUISITION IS
- ☐ UNRESTRICTED
- ☐ SET ASIDE %FOR
- ☐ SMALL BUSINESS
- ☐ SMALL DISADV. BUS.
- ☒ DCSS
- ☐ GSA FSC
- ☐ Cooperative Agreement

SIC:
SIZE STANDARD:

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED
☐ SEE SCHEDULE

12. PAYMENT DISCOUNT TERMS
Net 30 days

☐ 13. RESERVED

14. METHOD OF SOLICITATION
☐ RFTOP ☒ IFB ☐ RFP ☐ 2-STEP

15. CONTRACTOR / OFFEROR
Metropolitan Strategies and Solutions
222 Q Street, NW
Washington, DC 20001
POC: LeJuan Strickland
Email: lejuan.strickland@mssolutions.us

15A DUNS CODE 15B TAX ID NO.

16. PAYMENT WILL BE MADE BY
OCFO – Accounts Payable Unit
CODE

17. DELIVER TO
DISTRICT OF COLUMBIA GOVERNMENT
Department of Employment Services
4058 Minnesota Avenue, NE
WASHINGTON, DC 20019

18. ADMINISTERED BY
DISTRICT OF COLUMBIA GOVERNMENT
Department of Employment Services
4058 Minnesota Avenue, NE
WASHINGTON, DC 20010

18A. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER
☐

18B. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 16 UNLESS BLOCK BELOW IS CHECKED
☐ SEE ADDENDUM

19 IEM NO.	20 SCHEDULE OF SUPPLIES/SERVICES	21 QUANTITY	22 UNIT	23 UNIT PRICE	24 AMOUNT
0001	Data Analytics and Business Transformation Services	1	Lot	$785,000.00	$785,000.00
0002	Optional Business Intelligence and Programs Evaluation	1	Lot	TBD	TBD

25. ACCOUNTING AND APPROPRIATION DATA
ENCUMBRANCE CODE:

26. TOTAL AWARD (FOR GOVT. USE ONLY)
ESTIMATED
$785,000.00

27. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN ONE COPY TO THE ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL PAGES SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN. THIS ORDER IS ISSUED SUBJECT TO THE TERMS AND CONDITIONS OF THE CONTRACT IDENTIFIED IN BLOCK 4.

28. AWARD OF CONTRACT: REFERENCE YOUR OFFER DATED April 14, 2018. YOUR OFFER ON SOLICITATION (BLOCK 5) INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: 1 thru 3. THIS ORDER IS ISSUED SUBJECT TO THE TERMS AND CONDITIONS OF THE CONTRACT IDENTIFIED IN BLOCK 4.

29A. SIGNATURE OF OFFEROR /CONTRACTOR

30A. DISTRICT OF COLUMBIA *(SIGNATURE OF CONTRACTING OFFICER)*
Alvin N. Stith

29B. NAME AND TITLE OF SIGNER (TYPE OR PRINT)	29C. DATE SIGNED	30B. NAME OF CONTRACTING OFFICER (TYPE OR PRINT)	30C DATE SIGNED
LeJuan Strickland - Owner	4/10/2020	**Alvin N. Stith**	4/10/20

1. SERVICES REQUIRED

The Government of the District of Columbia Office of Contracting and Procurement (OCP) on behalf of the Department of Employment Services (DOES) is seeking a contractor to conduct data analysis and business transformation support services for the implementation of the District's Paid Family Leave program, systems and software. Seamless program management and business transformation services for the PFL program are critical for the successful launch and administration of the District's PFL program. All data analysis and business transformation support services for this effort must be in accordance with the Universal Paid Leave Amendment Act of 2016 (UPLAA).

2. PRICE SCHEDULE

BASE YEAR

CLIN NO.	Item Description	Quantity	Unit Price	Total Price
0001	Data Analytics and Business Transformation Services	**1**	**$785,000.00**	**$785,000.00**
0002	Optional Business Intelligence and Programs Evaluation	**1**	**TBD**	**TBD**
	Grand Total Base			**$785,000.00**

2.1 BASE YEAR- COST BREAKDOWN

DCSS POSITION	SOLICITATION LABOR CATEGORY	UNIT	RATE	EST. HOURS	TOTAL ESTIMATED PRICE
Subject Matter Expert III	Project Manager	Hourly	300.00	979	$293,700.00
Consultant II	Transformation Lead	Hourly	$180.00	800	$144,000.00
Consultant III	Data Scientist	Hourly	$200.00	600	$120,000.00
Consultant III	Sr. Researcher	Hourly	$200.00	699	$139,800.00
Analyst III	Accountant	Hourly	$125.00	700	$87,500.00
	TOTAL (NTE)				**$785,000.00**

2.2 OPTION YEAR ONE

CLIN NO.	Item Description	Quantity	Unit Price	Total Price
0001	Data Analytics and Business Transformation Services	**1**	**$792,895.45**	**$795,895.45**
0002	Optional Business Intelligence and Programs Evaluation	**1**	**TBD**	**TBD**
	Grand Total Base			**$792,895.45**

2.3 OPTION YEAR ONE – COST BREAKDOWN)

DCSS POSITION	SOLICITATION LABOR CATEGORY	UNIT	RATE	EST. HOURS	TOTAL ESTIMATED PRICE
Subject Matter Expert III	Project Manager	Hourly	303.00	1025	$310,575.00
Consultant II	Transformation Lead	Hourly	$181.80	799	$145,258.20
Consultant III	Data Scientist	Hourly	$202.00	655	$132,310
Consultant III	Sr. Researcher	Hourly	$202.00	655	$82,946.25
Analyst III	Accountant	Hourly	$125.00	700	$87,500.00
	TOTAL (NTE)				**$792,895.45**

2.4 OPTION YEAR TWO

CLIN NO.	Item Description	Quantity	Unit Price	Total Price
0001	Data Analytics and Business Transformation Services	**1**	**$792,895.45**	**$795,895.45**
0002	Optional Business Intelligence and Programs Evaluation	**1**	**TBD**	**TBD**
	Grand Total Base			**$792,895.45**

2.5 OPTION YEAR TWO (COST BREAKDOWN)

DCSS POSITION	SOLICITATION LABOR CATEGORY	UNIT	RATE	EST. HOURS	TOTAL ESTIMATED PRICE
Subject Matter Expert III	Project Manager	Hourly	303.00	1025	$310,575.00
Consultant II	Transformation Lead	Hourly	$181.80	799	$145,258.20
Consultant III	Data Scientist	Hourly	$202.00	655	$132,310
Consultant III	Sr. Researcher	Hourly	$202.00	655	$82,946.25
Analyst III	Accountant	Hourly	$125.00	700	$87,500.00
	TOTAL (NTE)				**$792,895.45**

2.6 OPTION YEAR THREE

CLIN NO.	Item Description	Quantity	Unit Price	Total Price
0001	Data Analytics and Business Transformation Services	**1**	**$792,895.45**	**$795,895.45**
0002	Optional Business Intelligence and Programs Evaluation	**1**	**TBD**	**TBD**
	Grand Total Base			**$782,985.45**

2.7 OPTION YEAR THREE (COST BREAKDOWN)

DCSS POSITION	SOLICITATION LABOR CATEGORY	UNIT	RATE	EST. HOURS	TOTAL ESTIMATED PRICE
Subject Matter Expert III	Project Manager	Hourly	303.00	1025	$310,575.00
Consultant II	Transformation Lead	Hourly	$181.80	799	$145,258.20
Consultant III	Data Scientist	Hourly	$202.00	655	$132,310
Consultant III	Sr. Researcher	Hourly	$202.00	655	$82,946.25
Analyst III	Accountant	Hourly	$125.00	700	$87,500.00
	TOTAL (NTE)				**$792,895.45**

2.8 OPTION YEAR FOUR

CLIN NO.	Item Description	Quantity	Unit Price	Total Price
0001	Data Analytics and Business Transformation Services	**1**	**$792,895.45**	**$795,895.45**
0002	Optional Business Intelligence and Programs Evaluation	**1**	**TBD**	**TBD**
	Grand Total Base			**$782,985.45**

2.9 OPTION YEAR FOUR (COST BREAKDOWN)

DCSS POSITION	SOLICITATION LABOR CATEGORY	UNIT	RATE	EST. HOURS	TOTAL ESTIMATED PRICE
Subject Matter Expert III	Project Manager	Hourly	303.00	1025	$310,575.00
Consultant II	Transformation Lead	Hourly	$181.80	799	$145,258.20
Consultant III	Data Scientist	Hourly	$202.00	655	$132,310
Consultant III	Sr. Researcher	Hourly	$202.00	655	$82,946.25
Analyst III	Accountant	Hourly	$125.00	700	$87,500.00
	TOTAL (NTE)				**$792,895.45**

3. TERM OF CONTRACT

The period of performance shall be from April 13, 2020 through April 12, 2021.

3.1 OPTION TO EXTEND THE TERM OF THE CONTRACT

3.1.1 The District may extend the term of this contract for a period four (4) one year option periods, or successive fractions thereof, by written notice to the Contractor before the expiration of the contract; provided that the District will give the Contractor preliminary written notice of its intent to extend at least thirty (30) days before the contract expires. The preliminary notice does not commit the District to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The Contractor may waive the thirty (30) day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the contract.

3.1.2 If the District exercises this option, the extended contract shall be considered to include this option provision.

3.1.3 The price for the option period(s) shall be as specified in the Section B of the contract.

3.1.4 The total duration of this contract, including the exercise of any options under this clause, shall not exceed five (5) years.

4. STATEMENT OF WORK

4.1 SCOPE

The Government of the District of Columbia Office of Contracting and Procurement (OCP) on behalf of the Department of Employment Services (DOES) is seeking a contractor to conduct data analysis and business transformation support services for the implementation of the District's Paid Family Leave program, systems and software. Seamless program management and business transformation services for the PFL program are critical for the successful launch and administration of the District's PFL program. All data analysis and business transformation support services for this effort must be in accordance with the Universal Paid Leave Amendment Act of 2016 (UPLAA).

4.2 BACKGROUND

4.2.1 The Universal Paid Leave Amendment Act of 2016 (UPLAA) established a Paid Family Leave program in the District of Columbia. Private employees, regardless of their place of residence, may be eligible for up to eight (8) weeks of parental leave to bond with a new child, six (6) weeks of family leave to take care of a family member with a serious health condition, and two (2) weeks of medical leave to care for one's own serious health condition, for every 52 weeks worked. Paid-leave benefits are 100% employer-funded through a 0.62% quarterly contribution rate or the annual self-employment income. On July 1, 2019, the District began the collection of taxes from employers, and on July 1, 2020, the District will begin administering paid-leave benefits. Self-employed individuals may opt-into the PFL program, and District and Federal Government employees are excluded from this benefit.

4.2.2 The mission of the DOES Office of Paid Family Leave (OPFL) is to plan, develop, and administer a PFL program under the provisions of the UPLAA. The OPFL is comprised of a Tax Division and Benefits Division for the collection of taxes and administration of benefits, respectively. To finance paid-leave benefits to eligible claimants in July 2020, the District must collect contributions (taxes) from covered employers for at least one (1) year prior to the commencement of the administration of benefits. Each quarter, employers are required to report their workers' wages and pay contributions on the wages.

4.2.3 Goals and Objectives

1. The District of Columbia has legislated compliance with the UPLAA. The District must also comply with all Federal requirements; including the Federal and DC Family and Medical Leave Act (FMLA) laws, Health Insurance Portability and Accountability Act (HIPPA), Unemployment Compensation Act, and the District Language Access Act – all of which are referenced within the UPLAA.

2. A vigorous and effective business transformation effort is necessary to ensure the District's implementation of the PFL program, systems, and corresponding milestones meets all necessary functions to set-up, run, and manage a legally compliant PFL program. This includes applying new technologies, leveraging data, and focusing on solutions to achieve measurable improvements and stakeholder satisfaction.

3. Data analysis, including prescriptive analytics, predictive analytics, and descriptive analytics, are sought to increase business productivity, predict customer trends and

behaviors, increase access to PFL data efficiently, and inform strategic business decisions.

4. The District is seeking data analysis and business transformation support services that comply with the requirements included herein. The contractor for these services will not have any other involvement in the PFL project and/or other relevant projects other than the services described herein. Data analysis and business transformation support services will be required throughout the life of the project; option periods for continued data analysis and business transformation support services will be defined based on the implementation of the PFL program, systems, and corresponding milestones.

4.2.4 Statement of Need

PFL is a complex, integrated project that must be developed and transformed in response to both the changing needs of the District's population and changes in the nature of work. These shifts create challenges and require collaboration (internal and external partnerships), as well as new and innovative approaches to PFL delivery. As such, this project requires diverse PFL operations knowledge and experience.

Subject matter expertise could be required to be rapidly available to provide support under this contract including, but not limited to, the following areas: business transformation (to include integration of artificial intelligence solutions and disruptive models), paid leave regulatory compliance, and paid leave data analytics.

Data analysis and business transformation support services are necessary to establish innovative technological and operational solutions to optimize and enhance the implementation of the PFL program.

The contractor must also provide technical and analytical support, including monitoring, measuring, analyzing, and recommending improvements to the PFL program, processes, and data. This support includes specialized subject matter experts to provide expertise in PFL and use of PFL data to support the program's transformation. The Contracting Officer/Contract Administrator (CO/CA) will rely upon the data analysis and business transformation contractor for the following critical needs:

1. Subject matter expertise in the implementation of a Paid Family Leave program;
2. Establish key performance measures and maintain a dashboard of program metrics, utilizing existing and contractor-provided data analysis tools and provide them to the Program Manager and staff as needed;
3. Programmatic transformation and business management support;
4. Engage in advanced data analytics and data management to assist DOES in developing sound business insights;
5. Assist with analysis and the development of financial forecasting models;
6. Technical and program management support; and
7. Consulting services in support of the project management, integration activities, and overall project efforts.

4.2.5 Project Estimating Standard

4.2.5.1 The contractor must include the following when providing estimated costs for each of the activities on this project:

- Identification of any deliverable to be produced which is not listed in the ***Deliverables*** column Section 6 below.
- Assumptions that were made when developing the cost estimates;
- Significant risks associated with the assumptions proving to be false; and
- Dependencies, especially to activities and tasks outside the specific scope of Data analysis and transformation activities.

4.3. REQUIREMENTS

The contractor shall perform the following tasks in order to achieve the goals and objectives of this IFB, as specified in section C.1.

4.3.1 The contractor shall perform all data analysis and business transformation responsibilities defined in this IFB throughout the term of the contract.

4.3.2 The contractor shall provide data analysis and business transformation services which adhere to industry standard methodologies and approaches.

4.3.3 The contractor shall provide a detailed plan and approach for the PFL Transformation Strategy (Refer to Attachment A). A Transformation Management Plan must be provided as part of the PFL Transformation Strategy.

4.3.4 The contractor shall have complete access to PFL documents, facilities, and staff during normal business hours, as needed to carry out its role on the project team.

4.3.5 The contractor shall support the PFL program transformation and next generation continuous performance and process improvement to serve as the catalyst for innovative and transformative change within OPFL. This includes formulating, development, and providing business transformation materials to OPFL to assist in the management and oversight of the program.

4.3.5.1 The contractor shall be responsible for the procurement, maintenance, and licensing fees of any additional business transformation tools provided to the OPFL that are not formulated or developed by the contractor.

4.3.6 The contractor shall provide program management support as required to assist OPFL management in developing operational governance and management processes and initiatives to ensure effective and efficient use of resources and adherence to applicable policies, procedures, regulations, standards, and practices.

4.3.7 The contractor shall provide input into and participate in strategic and tactical business operations planning with OPFL management as required.

4.3.8 The contractor shall support PFL financial planning, data collection, tracking, and reporting.

4.3.9 The contractor shall assess and report on the PFL program's status and all issues and risks identified for both internal and external stakeholders, and recommend changes for OPFL management.

4.3.10 The contractor shall prepare and deliver PFL component presentations for executives, project teams, and project stakeholders.

4.3.11 The contractor shall provide project management support as required to assist PFL project managers and contract administrators in identifying and implementing best practices in PFL system development and implementation, including methodologies to collect, collate, analyze, track, and report on system development and implementation and overall project management approaches, activities, and reporting.

4.3.12 The contractor shall support and assist DOES in defining Knowledge Management (KM) requirements; developing a KM vision for the organization; identifying approaches, tools; and policies and procedures for effectively and efficiently implementing KM solutions and implementing and operating KM across OPFL.

4.3.13 The contractor shall document the OPFL's human capital strategy to stand up the District's Paid Family Leave program and provide recommendations for how this strategy can be implemented for other DOES programs.

4.3.14 The contractor shall independently review both the PFL Tax System and Benefits System's general ledgers and financial activities and reporting and identify any risks and recommended solutions.

4.3.15 The contractor shall participate in the user acceptance testing (UAT) of all functionality related to general ledgers and financial activities and reporting for both the PFLTS and PFLBAS.

4.3.16 The contractor shall identify barriers to operational productivity and provide a cost-benefit analysis and impacts to the PFL program and employer and claimant populations.

4.3.17 The contractor shall develop and provide a financial forecasting model to perform projections related to paid leave benefit payments and the status of the Universal Paid Leave Implementation Fund, and provide the necessary training to OPFL staff to utilize the model.

4.8 Staffing Plan and Key Personnel

The Offeror shall provide their proposed staffing plan and qualifications of the proposed personnel for this solicitation. For the purposes of this solicitation, **Program Manager, Senior Researcher, Data Scientist, Accountant, and Transformation Lead,** or suitable alternative labor categories are considered key personnel. Each proposal must identify all proposed personnel by name, title, position description, and areas of responsibility within the data analytics and business transformation project. In addition, the offeror shall provide resumes detailing the experience, qualifications and skillsets of the key personnel proposed for this contract.

4.8.1 Program Manger Roles & Functions: The Program Manager will lead the project team in the design, development, analysis, evaluation, and implementation of deliverables resulting from this IFB. The Program Manager will provide subject matter expertise on best practices and methods of leveraging specific opportunities to accomplish OPFL implementation and business transformation goals. The Program Manager will be responsible for any final work products delivered by the contractor. The Program

Manager will facilitate DOES-Contractor communications. The Program Manager shall be the primary technical and managerial interface between the Contractor and Contracting Officer (CO). The name of this person, and an alternate(s), who shall act for the Contractor when the Program Manager is absent, shall be designated in writing to the CO.

The Program Manager shall have full authority to act on behalf of the Contractor on all contract matters relating to daily operations. The Program Manager and/or alternate(s) shall be able to read, write, speak, and understand English. The Program Manager or alternate shall be available to meet with Government personnel within 24 hours to discuss problems.

The Program Manager shall meet with the CO as necessary to maintain satisfactory performance and to resolve other issues pertaining to Government/Contractor procedures. At these meetings, a mutual effort will be made to resolve any and all problems identified. Action items stemming from these meetings shall be prepared by the Contractor, ownership assigned and timeframe proposed, and furnished to the Government within two (2) workdays of the subject meeting.

Preferred Qualifications: Technical Proposals should identify one Program Manager. The Program Manager **must** have direct experience successfully implementing a Paid Family Leave program in another state or jurisdiction, and a minimum of a Master's Degree in Economic or Public Policy with emphasis utilizing analytics. A minimum of ten (10) years' experience leading the design, development, and implementation of Workforce Development or Social Benefit Programs.

4.8.2 Senior Researcher Roles & Functions: The Senior Researcher will lead, plan and design research to aid in interpretation of and solution to complex problems with economic relationships with regards to Paid Family Leave. The Senior Researcher will conduct economic modeling, cost-benefit analyses, and financial forecasting. Devise methods and procedures for collecting and processing data, utilizing knowledge of available sources of data and various econometric and sampling techniques. Formulate recommendations, policies or plans to aid in Paid Family Leave knowledge development and diffusion. Demonstrated creativity and flexibility to rapidly identify and understand new trends and develop new approaches, recommendations and solutions to address continually changing claimant behavior and needs.

Preferred Qualifications: Technical Proposals should identify at least one Senior Researcher. The Senior Researcher should have a PhD in Economics and significant research experience relating to social programs, including managing major projects. The Senior Researcher should have expertise in both theoretical and applied econometrics and excellent analytic, technical writing, and presenting technical material to general audiences

4.8.3 Data Scientist Roles & Functions: The Data Scientist will lead the project team in conducting rigorous quantitative data analyses, developing insights and actionable recommendations based on previous experience developing strategies / performing assessments, gap analyses, and making actionable recommendations requiring large quantitative data sets relevant to the PFL program.

Preferred Qualifications: Technical Proposals should identify at least one Data Scientist. The Data Scientist should have a minimum of five (5) years related work experience in Analytics, Visualization, Predictive Modeling, Simulation, and Code Development and advanced technical and programming skills with statistical packages (R, SAS, Python, Stata). Advanced knowledge of data visualization (preferably via Tableau and Shiny) to design, enhance, and develop aesthetically pleasing visualizations, including but not limited to, interactive dashboards, scorecards and reports. The Data Scientist must have a graduate degrees in analytics, finance, economics, statistics, mathematics, decision science, or business, a Ph.D. is preferred.

4.8.4 Accountant Roles & Functions: The Accountant will lead efforts to evaluate financial statements and reports, reconcile financial data and ledgers, and to conduct audits in relation to the performance and solvency of PFL accounts and implementation fund.

Preferred Qualifications: Technical Proposals should identify at least one Accountant. The Accountant should have a minimum of five (5) years related work experience in analyzing financial data, preparing reports, reconciling ledgers, and conducting audits. Advanced knowledge of generally accepted accounting principles. The Accountant must have a graduate degree in accounting, finance, economics, statistics, mathematics, or business, a Ph.D. is preferred. Advanced knowledge of generally accepted accounting principles (GAAP) is preferred.

4.8.5 Transformation Lead Roles & Functions: Transformation Lead responsibilities will establish an effective governance and decision framework and conducting organization assessment and stakeholder analysis to inform transformation strategy. The Transformation Lead will facilitate leadership strategy sessions and staff level focus groups to bridge and enhance organizational communications, develop transformation roadmap, milestones and execution plan. The Transformation Lead will be responsible for developing strategic change / communications strategy and establishing KPIs to measure adoption of OPFL transformation. The Transformation Lead will facilitate training OPFL staff on change management principles and conflict resolution and provide leadership coaching and action plans.

Preferred Qualifications: Technical Proposals should identify at least one Transformation Lead. The Transformation Lead should have a B.S Degree in Business, Finance or Marketing. The Transformation Lead must have experience leading a project relevant to the size, scope, and complexity of this solicitation. Preferred certifications: PMP, PMP Agile and/or Certified Change Management Practitioner.

5. CONFIDENTIALITY OF INFORMATION

All information obtained by the Contractor relating to any employee or customer of the District will be kept in absolute confidence and shall not be used by the Contractor in connection with any other matters, nor shall any such information be disclosed to any other person, firm, or corporation, in accordance with the District and Federal laws governing the confidentiality of records.

6. DELIVERABLES

Ref. #	Activity	Detailed Description	Deliverable(s)	1 / O	Planned Due Date
1.	Transformation Strategy	Develop a Transformation Strategy for the project, to be published and distributed to DOES and all project contractors for their review. This strategy will address a range of topics, such as overall transformation approach, standards and procedures.	Approved Transformation Strategy Transformation Management Plan	1 1	2 month after the beginning of the start-up phase of the contract.
2.	Project Management Support	Provide all project deliverables to DOES Project Management for review; and schedule and participate in regular review meetings for the project and for all deliverables. Support may also include researching and providing recommendations on best practices to improve areas within Program Management; evaluating issues and providing recommendations related to program cost, schedule, and performance; and, providing analysis and recommendations to respond to other stakeholder inquiries.	Deliverable Review Report Reviewed deliverables Issues	O O O	Ongoing Ongoing Ongoing
3.	Project Integration	Integrate all transformation efforts into the overall project schedule, including participation in the definition of the agile approach for the application builds with the PFL contractor(s). These builds will be based on a combination of business risk, requirements priorities and development schedules.	Transformation schedule linked to other project activities Build Strategy for Implementation	1 1	2 month after the beginning of the start-up phase of the contract.
4.	Risk Identification	Communication of business risks to DOES and project contractors through the DOES Incident Management procedure and tool; work with all parties to ensure that these risks and issues have been reflected in the overall project schedule and priorities.	Risk Management Assessment; Documented risks and mitigation approaches	O	Ongoing, starting within 1 month after the beginning of the start-up phase of the contract.
5.	Integrated Master Planning	Provide guidance for the PFL Implementation efforts. Assess support to the process and strengthen, revise, and capture the implemented future state business processes to ensure that all functional requirements for the -PFL are captured. The contractor will map all future business processes as the implementation of the PFL program is placed into operation.	Develop Business performance and process maps that utilize the standard, Business Process Model, and Notation (BPMN) 2.0 or equivalent	1 O O	Within 3 month after the beginning of the start-up phase of the contract. Ongoing Ongoing
6.	WBS and Schedule	Develop and maintain a work breakdown structure and schedule for all project efforts.	WBS Schedule	1 O	Within 1 month after the beginning of the start-up phase of the contract. Ongoing

Ref. #	Activity	Detailed Description	Deliverable(s)	1 / O	Planned Due Date
7.	Financial management and forecasting model support	Financial management support include the collection of financial data; assisting in financial analysis tasks and tracking program progress against the program plan; and preparing required financial reports. A forecasting model that can accurately produce estimates and ranges of relevant behaviors and activities that result in revenues based on associated benefits and taxes that make up PFL funds. Inputs would likely include historical amounts for input variables, as well as past and projected economic, population, and demographic data.	The model should allow for use by DOES to conduct scenario analysis of these various inputs and should provide summary results in multiple formats (e.g., customizable dashboards).	1	Within 6 month after the signing of the contract.
8.	Advanced data analytics and applied sciences support	Ad Hoc analyses and requests such as preliminary and complex analyses of data including univariate and multivariate statistical analyses	Reports and Presentations	O O	Ongoing, beginning within 3 months of the start of contract.
9.	Status Reporting	Provide DOES Project Management with weekly status reports clearly describing the state of the verification and validation effort, and a monthly management report.	Weekly Status Reports Monthly Status Reports Quarterly Status Reports	O	Ongoing
10.	Review by DOES PM	Provide all project deliverables to DOES Project Management for review; schedule and participate in regular review meetings for the project and for all deliverables.	Review Comments	O	Ongoing
11.	Current PFL Review	Review the completed operations and systems functions of the PFL program to assist DOES in determining the current and future requirements. The contractor will review the systems documentation, user manuals, PFL handbooks and interview DOES staff to gain a thorough understanding of the current programs and processes.	Documented review notes Issues	1 O	1 month after the start of the start-up phase of the contract. Ongoing
12.	Training Support	Training support to DOES in preparing the requisite materials for training the DOES staff in the use and operation of the financial forecasting model and all data analytics and business transformation tools provided by the contractor.	Training Plan Training Materials	1 1	Weekly and Monthly Status Reports
13.	Business Operations Review and Compliance Review	Assistance to DOES in reviewing departmental policies, processes and procedures applicable to the use and operation of the new PFL system; Compliance review including legal compliance review/ mitigation recommendations for any needed changes to these items.	Revised DOES Policies, processes and procedures	1	1 month after the signing of the contract.

7. CONTRACTING OFFICER (CO)

Contracts may be entered into and signed on behalf of the District Government only by Contracting Officers. The name, address and telephone number of the Contracting Officer for this task order is:

Alvin N. Stith
Office of Contracting and Procurement
Department of Employment Services
4058 Minnesota Avenue, NE
Washington, D.C. 20019
(202) 698-6241
Email: alvi.stith2@dc.gov

8.1 AUTHORIZED CHANGES BY THE CONTRACTING OFFICER

8.1.1 The CO is the only person authorized to approve changes in any of the requirements of this contract.

8.1.2 The Contractor shall not comply with any order, directive or request that changes or modifies the requirements of this contract, unless issued in writing and signed by the CO

8.1.3 In the event the Contractor effects any change at the instruction or request of any person other than the CO, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any cost increase incurred as a result thereof.

8. CONTRACT ADMINISTRATOR (CA)

The CA is responsible for the technical administration of the BPA and advising the Contracting Officer as to the Contractor's compliance or noncompliance with the contract. In addition, the CA is responsible for the day-to-day monitoring and supervision of this Task Order, of ensuring that the work conforms to the requirements of this Task Order and such other responsibilities and authorities as may be specified in writing by the Contracting Officer. The CA for this task order is:

Michael Henderson
Program Analyst, Office of Paid Family Leave
Bureau of Economic Stability and Benefits
Department of Employment Services
4058 Minnesota Ave. NE, Washington, DC 20019, Suite 4500
Office: 202.698.4089 | Cell: 202.486.3766
Email: Michael.Henderson2@dc.gov

It is understood and agreed that the CA shall not have the authority to make changes in the specifications/scope of work or terms and conditions of the task order.

Contractor shall be held fully responsible for any changes not authorized in advance, in writing, by the Contracting Officer, may be denied compensation or other relief for any additional work performed that is not so authorized, and may also be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.

9. ORDERING

Services to be furnished under this Task Order/Contract will be ordered by the Contract Administrator specified in Section 8 above. Orders may be issued electronically and approved by the Contracting Officer.

10. INSURANCE

A. GENERAL REQUIREMENTS. The Contractor at its sole expense shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Contractor shall have its insurance broker or insurance company submit a Certificate of Insurance to the CO giving evidence of the required coverage prior to commencing performance under this contract. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the CO. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A- / VII or higher. The Contractor shall require all its subcontractors to carry the same insurance required herein.

All required policies shall contain a waiver of subrogation provision in favor of the Government of the District of Columbia.

The Government of the District of Columbia shall be included in all policies required hereunder to be maintained by the Contractor and its subcontractors (except for workers' compensation and professional liability insurance) as an additional insureds for claims against The Government of the District of Columbia relating to this contract, with the understanding that any affirmative obligation imposed upon the insured Contractor or its subcontractors (including without limitation the liability to pay premiums) shall be the sole obligation of the Contractor or its subcontractors, and not the additional insured. The additional insured status under the Contractor's and its subcontractors' Commercial General Liability insurance policies shall be affected using the ISO Additional Insured Endorsement form CG 20 10 11 85 (or CG 20 10 07 04 **and** CG 20 37 07 04) or such other endorsement or combination of endorsements providing coverage at least as broad and approved by the CO in writing. All of the Contractor's and its subcontractors' liability policies (except for workers' compensation and professional liability insurance) shall be endorsed using ISO form CG 20 01 04 13 or its equivalent so as to indicate that such policies provide primary coverage (without any right of contribution by any other insurance, reinsurance or self-insurance, including any deductible or retention, maintained by an Additional Insured) for all claims against the additional insured arising out of the performance of this Statement of Work by the Contractor or its subcontractors, or anyone for whom the Contractor or its subcontractors may be liable. These policies shall include a separation of insureds clause applicable to the additional insured.
If the Contractor and/or its subcontractors maintain broader coverage and/or higher limits than the minimums shown below, the District requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Grantee and subcontractors.

1. Commercial General Lability Insurance ("CGL") - The Contractor shall provide evidence satisfactory to the CO with respect to the services performed that it carries a CGL policy, written on an occurrence (not claims-made) basis, on Insurance Services Office, InA. ("ISO") form CG 00 01 04 13 (or another occurrence-based form with coverage at least as broad and approved by the CO in writing), covering liability for

all ongoing and completed operations of the Contractor, including ongoing and completed operations under all subcontracts, and covering claims for bodily injury, including without limitation sickness, disease or death of any persons, injury to or destruction of property, including loss of use resulting therefrom, personal and advertising injury, and including coverage for liability arising out of an Insured Contract (including the tort liability of another assumed in a contract) and acts of terrorism (whether caused by a foreign or domestic source). Such coverage shall have limits of liability of not less than $1,000,000 each occurrence, a $2,000,000 general aggregate (including a per location or per project aggregate limit endorsement, if applicable) limit, a $1,000,000 personal and advertising injury limit, and a $2,000,000 products-completed operations aggregate limit.

The vendor should be named as an additional insured on the applicable manufacturer's/distributer's Commercial General Liability policy using Insurance Services Office, InA. ("ISO") form CG 20 15 04 13 (or another occurrence-based form with coverage at least as broad).

2. Automobile Liability Insurance - The Contractor shall provide evidence satisfactory to the CO of commercial (business) automobile liability insurance written on ISO form CA 00 01 10 13 (or another form with coverage at least as broad and approved by the CO in writing) including coverage for all owned, hired, borrowed and non-owned vehicles and equipment used by the Contractor, with minimum per accident limits equal to the greater of (i) the limits set forth in the Contractor's commercial automobile liability policy or (ii) $1,000,000 per occurrence combined single limit for bodily injury and property damage.

3. Workers' Compensation Insurance - The Contractor shall provide evidence satisfactory to the CO of Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the contract is performed.

   Employer's Liability Insurance - The Contractor shall provide evidence satisfactory to the CO of employer's liability insurance as follows: $500,000 per accident for injury; $500,000 per employee for disease; and $500,000 for policy disease limit.

   All insurance required by this paragraph 3 shall include a waiver of subrogation endorsement for the benefit of Government of the District of Columbia.

4. Professional Liability Insurance (Errors & Omissions) - The Contractor shall provide Professional Liability Insurance (Errors and Omissions) to cover liability resulting from any error or omission in the performance of professional services under this Contract. The policy shall provide limits of $1,000,000 per claim or per occurrence for each wrongful act and $2,000,000 annual aggregate. The Contractor warrants that any applicable retroactive date precedes the date the Contractor first performed any professional services for the Government of the District of Columbia and that continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least ten years after the completion of the professional services.

5. Commercial Umbrella or Excess Liability - The Contractor shall provide evidence satisfactory to the CO of commercial umbrella or excess liability insurance with minimum limits equal to the greater of (i) the limits set forth in the Contractor's umbrella or excess liability policy or (ii) $5,000,000 per occurrence and $5,000,000

in the annual aggregate, following the form and in excess of all liability policies. **All** liability coverages must be scheduled under the umbrella and/or excess policy. The insurance required under this paragraph shall be written in a form that annually reinstates all required limits. Coverage shall be primary to any insurance, self-insurance or reinsurance maintained by the District and the "other insurance" provision must be amended in accordance with this requirement and principles of vertical exhaustion.

B. PRIMARY AND NONCONTRIBUTORY INSURANCE
The insurance required herein shall be primary to and will not seek contribution from any other insurance, reinsurance or self-insurance including any deductible or retention, maintained by the Government of the District of Columbia.

C. DURATION. The Contractor shall carry all required insurance until all contract work is accepted by the District of Columbia and shall carry listed coverages for ten years for construction projects following final acceptance of the work performed under this contract and two years for non-construction related contracts.

D. LIABILITY. These are the required minimum insurance requirements established by the District of Columbia. **HOWEVER, THE REQUIRED MINIMUM INSURANCE REQUIREMENTS PROVIDED ABOVE WILL NOT IN ANY WAY LIMIT THE CONTRACTOR'S LIABILITY UNDER THIS CONTRACT.**

E. CONTRACTOR'S PROPERTY. Contractor and subcontractors are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.

F. MEASURE OF PAYMENT. The District shall not make any separate measure or payment for the cost of insurance and bonds. The Contractor shall include all the costs of insurance and bonds in the contract price.

G. NOTIFICATION. The Contractor shall ensure that all policies provide that the CO shall be given thirty (30) days prior written notice in the event of coverage and / or limit changes or if the policy is canceled prior to the expiration date shown on the certificate. The Contractor shall provide the CO with ten (10) days prior written notice in the event of non-payment of premium. The Contractor will also provide the CO with an updated Certificate of Insurance should its insurance coverages renew during the contract.

H. CERTIFICATES OF INSURANCE. The Contractor shall submit certificates of insurance giving evidence of the required coverage as specified in this section prior to commencing work. Certificates of insurance must reference the corresponding contract number. Evidence of insurance shall be submitted to:

The Government of the District of Columbia
And mailed to the attention of:
Alvin N. Stith
Contracting Officer
Department of Employment Services
4058 Minnesota Avenue, NE Suite 5300
Washington, DC 20019
202-671-3100

The CO may request, and the Contractor shall promptly deliver updated certificates of insurance, endorsements indicating the required coverages, and/or certified copies of the insurance policies. If the insurance initially obtained by the Contractor expires prior to completion of the contract, renewal certificates of insurance and additional insured and other endorsements shall be furnished to the CO prior to the date of expiration of all such initial insurance. For all coverage required to be maintained after completion, an additional certificate of insurance evidencing such coverage shall be submitted to the CO on an annual basis as the coverage is renewed (or replaced).

I. DISCLOSURE OF INFORMATION. The Contractor agrees that the District may disclose the name and contact information of its insurers to any third party which presents a claim against the District for any damages or claims resulting from or arising out of work performed by the Contractor, its agents, employees, servants or subcontractors in the performance of this contract.

J. CARRIER RATINGS. All Contractor's and its subcontractors' insurance required in connection with this contract shall be written by insurance companies with an A.M. Best Insurance Guide rating of at least A- VII (or the equivalent by any other rating agency) and licensed in the in the District.

11. INVOICE PAYMENT

11.**1** The District will make payments to the Contractor, upon the submission of proper invoices, at the prices stipulated in this task order, for supplies delivered and accepted or services performed and accepted, less any discounts, allowances or adjustments provided for in this contract.

11.2 The District will pay the Contractor on or before the 30th day after receiving a proper invoice from the Contractor.

12. INVOICE SUBMITTAL

12.1 The Contractor shall create and submit payment requests in an electronic format through the DC Vendor Portal, https://vendorportal.dc.gov

12.2 The Contractor shall submit proper invoices on a monthly basis or as otherwise specified in Section 12.2

12.3 To constitute a proper invoice, the Contractor shall enter all required information into the Portal after selecting the applicable purchase order number which is listed on the Contractor's profile.

12.4 To constitute a proper invoice, the Contractor shall submit the following information:

- Contractor's name and invoice date (Contractors are encouraged to date invoices as close to the date of mailing or transmittal as possible.);
- Task Order Agreement Number and Purchase Order Number. Assignment of an invoice number by the contractor is also recommended;
- Description, price, quantity, and dates of work actually performed;
  a. The total number of hours worked each day recorded by the half hour; and
  b. The total number of hours worked each week (not to exceed the specified number of hours for each in accordance with the schedule table of the Statement of Work;
- Other supporting documentation or information, as required by the Contracting Officer;
- Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;
- Name, title, phone number of person preparing the invoice;
- Authorized signature.

13. INCORPORATED DOCUMENTS AND ORDER OF PRECEDENCE

The following documents are incorporated by reference into this contract. In the event of any inconsistency among the provisions of this Agreement, the inconsistency shall be resolved by giving precedence in the following order:

14.1 DCSS Contract MOBIS Contract - CW72797
14.2 This Task Order Blocks 1 through 30C and Sections 1 – 13.

14.3 District of Columbia Standard Contract Provisions for Supplies and Services Contracts dated July 2010

GOVERNMENT OF THE DISTRICT OF COLUMBIA
TASK ORDER/DELIVERY ORDER FOR SERVICES

OFFEROR TO COMPLETE BLOCKS 18A & 29

1. REQUISITION NUMBER:

PAGE: 1 of 14

2. TASK ORDER AGREEMENT NO	3. Award/Effective Date	4. CONTRACTOR'S DC SUPPLY CONTRACT NUMBER	5. SOLICITATION NUMBER	6. CAPTION
CW73095	See Box 30C	CW52543	DOC444329	Organizational Change Management

7. PROGRAM OFFICE CONTACT (CA)	A. NAME	B. TELEPHONE (No Collect Calls)	8. EMAIL
Paid Family Leave	Marissa Montalvo	202-698-5065	marissa.montalvo@dc.gov

9. ISSUED BY

Office of Contracting and Procurement
441 4th Street, NW Suite 330 South
Washington, DC 20001

10. THIS ACQUISITION IS

- ☐ UNRESTRICTED
- ☐ SET ASIDE FOR
- ☐ SMALL BUSINESS
- ☐ SMALL DISADV BUS
- ☒ DCSS
- ☐ GSA
- ☐ COG

SIC:

SIZE STANDARD:

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED

☐ SEE SCHEDULE

12. PAYMENT DISCOUNT TERMS

☒ SEE SCHEDULE

☐ 13. RESERVED

14. METHOD OF SOLICITATION

☐ RFQ ☐ IFB ☒ RFTOP ☐ 2-STEP

15. CONTRACTOR / OFFEROR

The Georgetown Firm
3006 P. Street, N.W.
Washington, DC 20007
POC: Melissa Baur Phone: 202-528-6840

15A. DUNS CODE

15B. TAX ID NO

16. PAYMENT WILL BE MADE BY — CODE

District of Columbia Government
Department of Employment Services
4058 Minnesota Avenue, NE
Washington, D.C. 20019
202-671-1900

17. DELIVER TO

Department of Employment Services
4058 Minnesota Avenue, NE
Washington, D.C. 20019

18. ADMINISTERED BY

Department of Employment Services
4058 Minnesota Avenue, NE
Washington, D.C. 20019

18A. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER

☐

18B. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 16 UNLESS BLOCK BELOW IS CHECKED

☐ SEE EXHIBIT D OF TASK ORDER 3

19 CLIN NO.	20 SCHEDULE OF SUPPLIES/SERVICES	21 QUANTITY	22 UNIT	23 UNIT PRICE	24 AMOUNT
	See Section 2 - Price				

25. ACCOUNTING AND APPROPRIATION DATA

26. TOTAL AWARD (FOR GOVT. USE ONLY)

$190,464.00

27. ☒ CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN ONE (1) COPY TO THE ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL PAGES SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN. THIS ORDER IS ISSUED SUBJECT TO THE TERMS AND CONDITIONS OF THE CONTRACT IDENTIFIED IN BLOCK 4. CONTRACTOR'S PROPOSAL DATED 09/26/18 IS HEREBY INCORPORATED

28. ☐ **AWARD OF CONTRACT: CONTRACTOR IS NOT REQUIRED TO SIGN THIS DOCUMENT. YOUR OFFER ON SOLICITATION DOC398842 (BLOCK 5) INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: SEE CONTRACTORS QUOTE DATED THIS ORDER IS ISSUED SUBJECT TO THE TERMS AND CONDITIONS OF THE CONTRACT IDENTIFIED IN BLOCK 4.**

29A. SIGNATURE OF OFFEROR /CONTRACTOR

M. Baur

30A. DISTRICT OF COLUMBIA *(SIGNATURE OF CONTRACTING OFFICER)*

29B. NAME AND TITLE OF SIGNER (TYPE OR PRINT)

Melissa Baur, Managing Partner

29C. DATE SIGNED

7/23/19

30B. NAME OF CONTRACTING OFFICER (TYPE OR PRINT)

Tia Mercer

30C. DATE SIGNED

7/24/19

1. SERVICES REQUIRED

The Department of Employment Services, Office of Paid Family Leave (PFL) is seeking a contractor to provide Organizational Change Management for the Office of Paid Family Leave Tax System.

2. PRICE SCHEDULE

Base Year

Contract Line Item (CLIN)	Item Description	Total Price
0001	Organizational Change Management	$190,464.00
Total Price		$190,464.00

Option Year 1

Contract Line Item (CLIN)	Item Description	Total Price
1001	Organizational Change Management	$57,139.20
Total Price		$57,139.20

Option Year 2

Contract Line Item (CLIN)	Item Description	Total Price
2001	Organizational Change Management	$51,700.00
Total Price		$51,700.00

Option Year 3

Contract Line Item (CLIN)	Item Description	Total Price
3001	Organizational Change Management	$51,700.00
Total Price		$51,700.00

Option Year 4

Contract Line Item (CLIN)	Item Description	Total Price
4001	Organizational Change Management	$51,700.00
Total Price		$51,700.00

3. TERM OF CONTRACT

The term of the contract shall be from date of award specified on the cover page of this contract through one year thereafter.

3.1 The District may extend the term of this contract for a period of four (4) one-year option periods, or successive fractions thereof, by written notice to the Contractor before the expiration of the contract; provided that the District will give the Contractor preliminary written notice of its intent to extend at least thirty (30) days before the contract expires. The preliminary notice does not commit the District to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The Contractor may waive the thirty (30) day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the contract.

3.2 If the District exercises this option, the extended contract shall be considered to include this option provision.

3.3 The price for the option period(s) shall be as specified in the Section 2 of this contract.

3.4 The total duration of this contract, including the exercise of any options under this clause, shall not exceed five (5) years

4. REQUIREMENTS

The Contractor shall perform the following tasks in order to achieve the objectives of this procurement as specified.

4.1. Required Services

The offeror shall focus on the following areas for OCM:

4.1.1 Stakeholder Involvement

- The Contractor shall develop an Organizational Change Management Plan by engaging all process owners and key business leaders involved in the implementation of the PFL program. The plan shall include the following items, with the Contractor having the ability to propose additional items for inclusion:
    - Identification of a common vision for PFL integration into DOES;
    - A definition and articulation of the need(s) for change through an internal "change message;"
    - Identification of goals and objectives for organizational change;
    - Identification of the target organizational structure, behaviors, and culture on new business processes, DOES staff and skills, and technology;
    - Identification of potential operational, structural and cultural risks related to integration with existing business processes, behaviors, culture;
    - Overall project timeline and milestones.
- The Contractor shall assist the DOES stakeholders in their internal advocacy of the PFL program, including implementing strategic changes that occur due to the implementation of the program, as well as securing the buy-in and support from DOES staff affected by the new PFL program.

- The Contractor shall document all strategic and structural changes to the DOES as a result of the implementation of the PFL program, including any procedural and budgetary changes related to the PFL program.
- The Contractor shall assist DOES in the drafting and updating of all internal policies and procedures as a result of the changes to the Employer Self-Service Portal due to the PFL Tax System implementation.
- The Contractor shall provide a Staff Roles and Responsibilities Matrix to DOES, which updates, defines, and documents all agency users impacted by the PFL Tax System, and identifies and documents the "as is" and "to be" responsibilities and tasks of each identified role.
- The Contractor shall facilitate the implementation and execution of the organizational change management plan.
- The Contractor shall make modifications to the Organizational Change Management Plan as needed to address any changes in the project timeline or project milestones.
- The Contractor shall provide additional, as-needed organizational change management services as requested by DOES, within budget and scope of the project.

4.1.2 Communications and Readiness Management: The OCM

- The Contractor shall document in a Communications and Readiness Management Plan, their approach to accomplishing timely, appropriate, consistent, and effective internal communications as appropriate, subject to DOES approval. This should include the following, with the Contractor having the ability to propose additional internal communications methods and strategies as appropriate:
    - Progress and change implications for DOES stakeholders;
    - Staff briefings and orientations for all DOES staff impacted by the PFL Tax System to ensure DOES staff understand the implications of changes, and that any concerns are addressed;
    - Facilitate training on the new processes and PFL Tax System for each identified role;
    - Providing strategic oversight and input to the leadership team regarding organizational preparedness and readiness for change;
    - Lead DOES in setting up and updating an OCM web presence for all DOES staff;
    - *Change Readiness Assessment:* to assess change readiness and potential risk areas among DOES staff regarding the organizational structure and both pre-deployment and post-deployment of the PFL Tax System, in order to mitigate the concerns and risks among future agency users of the PFL Tax System;
    - *Change Impact Assessment:* to determine the level of change impact of the target organizational structure on business processes, level of resistance by audience, and skill gaps by audience type in order to appropriately plan for and mitigate resistance, both proactively and reactively; identification of all impacted business processes and the impact of the PFL Tax System integration on the organizational structure and business processes.

- The Contractor shall benchmark the evaluation of DOES staff readiness to be performed throughout transition to the target structure.

4.1.3 Plan and Manage the Transition to Business Operations

- The contractor shall provide a Transition Plan, subject to DOES approval, which documents the approach and plan to transition organizational change management to DOES. The Transition Plan shall include the following elements, with the contractor having the ability to propose additional elements:
  - Tools to be provided to DOES for effectively dealing with change;
  - Identifying the target organizational structure to identify and mitigate challenges expected during transition;
  - Analysis of evaluations and benchmarks of DOES staff readiness outlined in Section 4 and recommendations of solutions to mitigate issues.
- The contractor shall ensure that the impact of the PFL Tax System implementation on individual business units/departments, which shall be documented in an Operational Procedures Manual deliverable, is planned and clearly understood such that implementation may be managed efficiently and excessive demands are avoided.

4.1.4 Staffing Requirements

In determining proposed staff plans for this Project, the contractor will need to take into account the planned build strategy defined earlier.

4.1.4.1 Specific Skills

The Contractor shall propose one (1) Key Personnel, an OCM Lead, who shall meet or exceed the qualifications and experienced outlined below:

- *(Required)* At least ten (10) years of hands-on OCM experience on projects of similar size, scope, and complexity as the PFL Tax System
- *(Required)* Served as OCM Lead for at least one (1) project of similar size, scope, and complexity as the PFL Tax System
- *(Required)* Excellent written and oral communication skills with the ability to communicate with people of all technical levels
- *(Preferred)* Experience in Paid Family Leave, or another tax collection and/or benefits administration program

The Contractor shall propose a staff team with the most appropriate experience and expertise to address the requirements of this RFTOP. The team will be evaluated based on the teams' overall expertise, experience, and number of members. It is in the Contractors' best interest to propose a Project team with a combination of the best skills and most extensive experience necessary to address the requirements of the RFTOP.

For each proposed Project staff, including the OCM Lead and all associated qualifications and experience outlined above, proposals shall include resumes which identify and meet or exceed the below qualifications and experience:

- Names
- Education, degrees, certifications (including names of educational institutions and specific dates)

- Employment history for all relevant and related experienced (including names of previous and current employers)
- Data processing experience
- Excellent written and oral communication skills with the ability to communicate with people of all business and technical levels
- Experience in Paid Family Leave, or another tax collection and/or benefits administration program is preferred, but not required.

4.1.4.2 Resources

The Contractor's proposed staff must be available and located on-site with the DOES staff during the Project on a full-time basis. The Contractor shall provide toll-free communication to DOES staff for approved offsite OCM activities.. The Contractor cost proposal shall factor in any transportation, lodging, and per diem costs that may be required for any DC site visits by non-local staff. Travel of local staff to other locations will not be permitted.

4.1.4.3 Other Staffing Requirements

The Contractor is encouraged to recommend best practices or additional activities that would add value to the Project. DOES is seeking responses, as well as ongoing efforts, that will demonstrate, through approach and design, the Contractor's ability to deliver exceptional services. The Contractor may adjust individual activity dates in their proposal. It is the intent of the DOES to purchase all activities outlined in this RFTOP. Specific activities will be determined, based on need and available funds, at the time of contract establishment.

4.2 Place of Performance and Hours of Operation

The Place of Performance will be primarily, greater than 75%, onsite at the DC DOES facilities located at:
4058 Minnesota Avenue, NE
Washington, DC 20019

4.3 Hours of Operation

The contractor's staff shall generally work a regular weekly schedule of 40 hours. The contractor's staff shall generally work an eight (8) hour schedule each day, with core hours between 8:30 AM – 5:00 PM. The CA shall be provided the standard work schedules for the contractor's staff and notified prior to any changes to the schedules. The contractor's staff shall work beyond their normal schedules to meet deadlines, or to resolve other exigencies declared by the CA or Government Team Leaders. Any ongoing work beyond normal working hours must be approved in writing, in advance by the CA.

4.4 Government-Furnished Equipment and Information

4.4.1 The Government will furnish only that equipment necessary for the Contractor to carry out its work efforts under this SOW at the Government facility. This includes normal workspace accommodations such as desk, chair, desk phone, and computer. While performing work under this SOW in Government facilities, the Contractor may have the use of other normal office devices, such as fax machines (not classified), copiers, projectors, etc.

4.4.2 The Government will provide to the Contractor a cell phone, laptop, or other portable devices, upon the written consent of the CA justifying the need for such equipment.

4.4.3 The Government will facilitate obtaining VPN access for the Contractor to perform this contract, if the Contractor provides their own laptop to perform this contract.

4.4.4 The Government will furnish all necessary related documentation in its possession that may be required for the Contractor to perform this contract.

4.5 Personnel Security and Clearances

All members of the project team must pass a DC DOES approved background investigation.

4.6 Status Reporting

The Contractor shall provide the Contract Administrator with a weekly status report no later than 9:00 AM (Eastern Time Zone) each Monday morning, and will cover the period from the preceding Monday through Sunday.

In addition, the Contractor shall provide a monthly status report to the CA no later than 5:00 PM (Eastern Time Zone) on the second business day of each month, and will cover the activities of the previous month.

4.7 Planning Requirements

The Contractor shall prepare and obtain final DOES approval in writing of the procedures to be used by the Contractor to assist the District in the resulting procurement prior to performing any work. The Contractor shall endeavor to use deliverable formats and documentation standards in use on this Project; the Contractor must obtain DOES written approval for any deviations from specified deliverable formats, tools, standards, *etc.* for all status reports, deliverables, and work plans to be submitted. The Contractor shall develop a Project Plan as part of their bid, of which shall be finalized subject to DOES approval thirty days after receipt of the contract. The plan shall be implemented in Microsoft Project.

Before starting each activity, the Contractor shall draft a detailed outline, format, and description of the deliverable. DOES will review and request changes, as necessary to the deliverables outline, format description, schedule and approach.

4.7.1 Review Requirements

When the Contractor has completed work on any given contract deliverable listed and described in the preceding activities, DOES will review the deliverable. The Contractor must receive formal, written approval from the DOES CO/CA before DOES will consider the deliverable to be accepted and approved. This requirement applies to formal Project deliverables developed by the contractor. DOES will review and accept ongoing deliverables, such as status reports, test artifacts, *etc.* on an ad hoc basis. The primary focus of DOES review will be to determine compliance with the agreed plan and content of the deliverable, and with the terms of the contract.

The Contractor will conduct a walk-through of each deliverable with the CO/CA prior to DOES' review. The Contractor shall include at least five (5) work days in the Project work plan per deliverable for DOES staff to conduct a complete review and to document findings. Based on their

review, DOES may grant approval, reject all or part of the document, or request that the Contractor make revisions. The Contractor shall schedule meetings with the DOES Project team and make necessary changes during these meetings. Additional review periods may be needed when revisions are required or deliverables are rejected. Each deliverable shall be complete, within and of itself, and shall be consistent with any previously produced deliverables. DOES reserves the right to require the Contractor to revise previously approved deliverables or to reject current deliverables based on inconsistency among deliverables.

4.8 Project Estimating Standard

Contractors must include the following when providing estimated costs for each of the activities and deliverables on this Project:

- Assumptions that were made when developing the cost estimates;
- Significant risks associated with the assumptions proving to be false; and
- Dependencies, especially to activities and tasks outside the specific scope of Organizational Change Management activities.

5. DELIVERABLES

The Contractor shall perform the activities required to successfully complete the District's requirements and submit each deliverable to the Contract Administrator (CA) identified in section 7 in accordance with the following:

Item	Deliverable	Qty	Format/Method of Delivery	Due Date
1	Organizational Change Management Plan	1	Electronic	30 days after date of award
2	Monthly Status Report	Multiple throughout the life of the contract	Electronic	Monthly beginning 30 days after date of award
.3	Operational Procedures Manual	1	Electronic	• 45 days after deployment of PFL Tax System phase 1 • 30 days prior to deployment of PFL Tax System phase 2
4	Staff Roles and Responsibilities Matrix	1	Electronic	• 45 days after deployment of PFL Tax System phase 1 • 30 days prior to deployment of PFL Tax System phase 2
5	Communications and Readiness Mgmt Plan	1	Electronic	45 days after date of award

6	Transition Plan	1	Electronic	30 days after PFL Tax System phase 2 deployment

5.1 Deliverables, are to be developed and maintained by the contractor using DOES-provided facilities and in a form ready to be provided to DOES in the event of termination of the Project or the contractor's participation. Deliverables shall also be prepared according to established Project documentation standards.

5.2 DOES must approve all deliverables for each activity, before the activity in question will be considered complete.

5.3 The Contractor is expected to describe in detail in the proposal the actions necessary to produce the deliverables and to obtain DOES approval. In addition, the contractor should use examples, spreadsheets, Project planning, and pro forma reports to describe the format and content of the deliverables.

5.4 The Contractor is required to describe in detail the process for Project team review and DOES approval, of each deliverable before it is considered complete.

5.5 All textual materials shall be submitted to DOES on CD-ROM or USB Drive with fully useable files using tools from Microsoft Office 2010 (Microsoft Word 2010, Microsoft Excel 2010, Microsoft PowerPoint 2010, Microsoft Access 2010), and a Project management support tool capable of providing earned value reporting, such as Microsoft Project ***2010***. DOES requires that the contractor provide one copy of the materials on a CD/USB Drive, one electronic copy stored on the DOES network, one original and one paper copy for each DOES team member identified.

5.6 DOES expects the Contractor to provide all hardware and software needed to create all deliverable in this RFTOP. This includes all necessary supplies, equipment, and staff support required to generate these deliverables.

5.7 DOES expects the Contractor to provide an initial detailed work breakdown structure and schedule in Microsoft Project 2010 format that will track activities, tasks, milestones, deliverables, and resources. Microsoft Project 2010 (or a comparable tool) will be used on this Project in order to take advantage of the earned value components available in these tools. Note that as a part of their response to this RFTOP, the contractor may propose the use of an alternative tool so long as the initial schedule is provided in a Microsoft Project format, and the objectives of effective Project management and earned value reporting are met.

5.8 All deliverables and correspondence produced in the execution of this RFTOP must be clearly labeled with, at a minimum, Project name, deliverable title, deliverable tracking or reference number, version number and date.

6. INSURANCE

A. GENERAL REQUIREMENTS. The Contractor at its sole expense shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Contractor shall have its insurance broker or insurance company submit a Certificate of Insurance to the CO giving evidence of the required coverage prior to commencing performance under this contract. In no event shall any work be performed until the required Certificates of

Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the CO. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A- / VII or higher. The Contractor shall require all of its subcontractors to carry the same insurance required herein.

All required policies shall contain a waiver of subrogation provision in favor of the Government of the District of Columbia.

The Government of the District of Columbia shall be included in all policies required hereunder to be maintained by the Contractor and its subcontractors (except for workers' compensation and professional liability insurance) as an additional insureds for claims against The Government of the District of Columbia relating to this contract, with the understanding that any affirmative obligation imposed upon the insured Contractor or its subcontractors (including without limitation the liability to pay premiums) shall be the sole obligation of the Contractor or its subcontractors, and not the additional insured. The additional insured status under the Contractor's and its subcontractors' Commercial General Liability insurance policies shall be effected using the ISO Additional Insured Endorsement form CG 20 10 11 85 (or CG 20 10 07 04 **and** CG 20 37 07 04) or such other endorsement or combination of endorsements providing coverage at least as broad and approved by the CO in writing. All of the Contractor's and its subcontractors' liability policies (except for workers' compensation and professional liability insurance) shall be endorsed using ISO form CG 20 01 04 13 or its equivalent so as to indicate that such policies provide primary coverage (without any right of contribution by any other insurance, reinsurance or self-insurance, including any deductible or retention, maintained by an Additional Insured) for all claims against the additional insured arising out of the performance of this Statement of Work by the Contractor or its subcontractors, or anyone for whom the Contractor or its subcontractors may be liable. These policies shall include a separation of insureds clause applicable to the additional insured.

If the Contractor and/or its subcontractors maintain broader coverage and/or higher limits than the minimums shown below, the District requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Grantee and subcontractors.

1. Commercial General Libility Insurance ("CGL") - The Contractor shall provide evidence satisfactory to the CO with respect to the services performed that it carries a CGL policy, written on an occurrence (not claims-made) basis, on Insurance Services Office, Inc. ("ISO") form CG 00 01 04 13 (or another occurrence-based form with coverage at least as broad and approved by the CO in writing), covering liability for all ongoing and completed operations of the Contractor, including ongoing and completed operations under all subcontracts, and covering claims for bodily injury, including without limitation sickness, disease or death of any persons, injury to or destruction of property, including loss of use resulting therefrom, personal and advertising injury, and including coverage for liability arising out of an Insured Contract (including the tort liability of another assumed in a contract) and acts of terrorism (whether caused by a foreign or domestic source). Such coverage shall have limits of liability of not less than $1,000,000 each occurrence, a $2,000,000 general aggregate (including a per location or per project aggregate limit endorsement, if applicable) limit, a $1,000,000 personal and advertising injury limit, and a $2,000,000 products-completed operations aggregate limit.

   The vendor should be named as an additional insured on the applicable manufacturer's/distributer's Commercial General Liability policy using Insurance Services

Office, Inc. ("ISO") form CG 20 15 04 13 (or another occurrence-based form with coverage at least as broad).

2. Automobile Liability Insurance - The Contractor shall provide evidence satisfactory to the CO of commercial (business) automobile liability insurance written on ISO form CA 00 01 10 13 (or another form with coverage at least as broad and approved by the CO in writing) including coverage for all owned, hired, borrowed and non-owned vehicles and equipment used by the Contractor, with minimum per accident limits equal to the greater of (i) the limits set forth in the Contractor's commercial automobile liability policy or (ii) $1,000,000 per occurrence combined single limit for bodily injury and property damage.

3. Workers' Compensation Insurance - The Contractor shall provide evidence satisfactory to the CO of Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the contract is performed.

   Employer's Liability Insurance - The Contractor shall provide evidence satisfactory to the CO of employer's liability insurance as follows: $500,000 per accident for injury; $500,000 per employee for disease; and $500,000 for policy disease limit.

   All insurance required by this paragraph 3 shall include a waiver of subrogation endorsement for the benefit of Government of the District of Columbia.

4. Cyber Liability Insurance - The Contractor shall provide evidence satisfactory to the Contracting Officer of Cyber Liability Insurance, with limits not less than $2,000,000 per occurrence or claim, $2,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Contractor in this agreement and shall include, but not limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations. This insurance requirement will be considered met if the general liability insurance includes an affirmative cyber endorsement for the required amounts and coverages.

5. Professional Liability Insurance (Errors & Omissions) - The Contractor shall provide Professional Liability Insurance (Errors and Omissions) to cover liability resulting from any error or omission in the performance of professional services under this Contract. The policy shall provide limits of $1,000,000 per claim or per occurrence for each wrongful act and $2,000,000 annual aggregate. The Contractor warrants that any applicable retroactive date precedes the date the Contractor first performed any professional services for the Government of the District of Columbia and that continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least ten years after the completion of the professional services.

6. Commercial Umbrella or Excess Liability - The Contractor shall provide evidence satisfactory to the CO of commercial umbrella or excess liability insurance with minimum limits equal to the greater of (i) the limits set forth in the Contractor's umbrella or excess liability policy or (ii) $5,000,000 per occurrence and $5,000,000 in the annual aggregate, following the form and in excess of all liability policies. **All** liability coverages must be scheduled under the umbrella

and/or excess policy. The insurance required under this paragraph shall be written in a form that annually reinstates all required limits. Coverage shall be primary to any insurance, self-insurance or reinsurance maintained by the District and the "other insurance" provision must be amended in accordance with this requirement and principles of vertical exhaustion.

B. PRIMARY AND NONCONTRIBUTORY INSURANCE
The insurance required herein shall be primary to and will not seek contribution from any other insurance, reinsurance or self-insurance including any deductible or retention, maintained by the Government of the District of Columbia.

C. DURATION. The Contractor shall carry all required insurance until all contract work is accepted by the District of Columbia, and shall carry listed coverages for ten years for construction projects following final acceptance of the work performed under this contract and two years for non-construction related contracts.

D. LIABILITY. These are the required minimum insurance requirements established by the District of Columbia. **HOWEVER, THE REQUIRED MINIMUM INSURANCE REQUIREMENTS PROVIDED ABOVE WILL NOT IN ANY WAY LIMIT THE CONTRACTOR'S LIABILITY UNDER THIS CONTRACT.**

E. CONTRACTOR'S PROPERTY. Contractor and subcontractors are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.

F. MEASURE OF PAYMENT. The District shall not make any separate measure or payment for the cost of insurance and bonds. The Contractor shall include all of the costs of insurance and bonds in the contract price.

G. NOTIFICATION. The Contractor shall ensure that all policies provide that the CO shall be given thirty (30) days prior written notice in the event of coverage and / or limit changes or if the policy is canceled prior to the expiration date shown on the certificate. The Contractor shall provide the CO with ten (10) days prior written notice in the event of non-payment of premium. The Contractor will also provide the CO with an updated Certificate of Insurance should its insurance coverages renew during the contract.

H. CERTIFICATES OF INSURANCE. The Contractor shall submit certificates of insurance giving evidence of the required coverage as specified in this section prior to commencing work. Certificates of insurance must reference the corresponding contract number. Evidence of insurance shall be submitted to:

The Government of the District of Columbia

And mailed to the attention of:
Tia Mercer
4058 Minnesota Avenue, NE
Washington, DC 20019
202-671-3100
tia.mercer@dc.gov

The CO may request and the Contractor shall promptly deliver updated certificates of insurance, endorsements indicating the required coverages, and/or certified copies of the insurance policies. If the insurance initially obtained by the Contractor expires prior to completion of the contract, renewal certificates of insurance and additional insured and other endorsements shall be furnished to the CO prior to the date of expiration of all such initial insurance. For all coverage required to be maintained after completion, an additional certificate of insurance evidencing such coverage shall be submitted to the CO on an annual basis as the coverage is renewed (or replaced).

I. DISCLOSURE OF INFORMATION. The Contractor agrees that the District may disclose the name and contact information of its insurers to any third party which presents a claim against the District for any damages or claims resulting from or arising out of work performed by the Contractor, its agents, employees, servants or subcontractors in the performance of this contract.

J. CARRIER RATINGS. All Contractor's and its subcontractors' insurance required in connection with this contract shall be written by insurance companies with an A.M. Best Insurance Guide rating of at least A- VII (or the equivalent by any other rating agency) and licensed in the in the District.

7. CONTRACTING OFFICER (CO)

Contracts may be entered into and signed on behalf of the District Government only by Contracting Officers. The name. address and telephone number of the Contracting Officer for this task order is:

Tia Mercer
Contracting Officer
Department of Employment Services
4058 Minnesota Avenue, N.E. Suite 5300
(0) 202-698-6241
tia.mercer@dc.gov

8. CONTRACT ADMINISTRATOR

The CA is responsible for the technical administration of the contract and advising the Contracting Officer as to the Contractor's compliance or noncompliance with the contract. In addition, the CA is responsible for the day-to-day monitoring and supervision of the contract as well as ensuring that the work conforms to the requirements of this contract and such other responsibilities and authorities as may be specified in writing by the Contracting Officer. The CA for this task order is:

Marissa Montalvo
Senior Program Analyst
Office of Paid Family Leave
Department of Employment Services
202-698-5065
marissa.montalvo@dc.gov

It is understood and agreed that the CA shall not have the authority to make changes in the specifications/scope of work or terms and conditions of the contract.

Contractor shall be held fully responsible for any changes not authorized in advance, in writing, by the Contracting Officer, and may be denied compensation or other relief for any additional work performed that is not so authorized, and may also be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.

9. COMPENSATION AND PAYMENT

Unless otherwise specified in this contract, payment will be made on partial deliveries of goods and services accepted by the District if:

9.1 The amount due on the deliveries warrants it; or

9.2 The Contractor requests it and the amount due on the deliveries is in accordance with the following:

- "Payments will be made on completion and acceptance of each item which is stated in the Price Schedule, Section -2."

9.3 Presentation of a properly executed invoice.

10. ORDERING

Services to be furnished under this contract will be ordered by the Contract Administrator specified in Section 8 above according to the prices set forth in the price schedule. Orders may be issued by electronic methods.

11. INVOICE SUBMITTAL

11.1 The Contractor shall create and submit payment requests in an electronic format through the DC Vendor Portal, https://vendorportal.dc.gov

11.2 The Contractor shall submit proper invoices on a monthly basis or as otherwise specified.

11.3 To constitute a proper invoice, the Contractor shall enter all required information into the Portal after selecting the applicable purchase order number which is listed on the Contractor's profile.

12. APPLICABILITY OF STANDARD CONTRACT PROVISIONS

The Standard Contract Provisions for use with District of Columbia Government Supplies and Services Contracts dated July 2010 (SCP) are incorporated as part of the contract. To obtain a copy of the SCP go to http://ocp.dc.gov, under Quick Links click on "Required Solicitation Documents."

13. INCORPORATED DOCUMENTS

Contractor shall perform under this task order pursuant to the terms of the following documents that are hereby incorporated by reference and made a part of this contract, which in the event of a conflict shall be resolved by giving precedence in the order of priority listed below:

(1) This Task Order (cover sheet and sections 1 thru 13)
(2) Solicitation DOC444329
(3) DC Misson Oriented Business Integrated Services (MOBIS) Supply Schedule Contract #CW52543
(4) Contractor's Proposal
(5) Standard Contract Provisions July 2010
(6) Wage Determination No. 2015-4281, Revision No. 13, dated April 25, 2019

GOVERNMENT OF THE DISTRICT OF COLUMBIA
TASK ORDER/DELIVERY ORDER FOR SERVICES
OFFEROR TO COMPLETE BLOCKS 18A & 29

1.REQUISITION NUMBER

PAGE **1 of 11**

2. TASK ORDER AGREEMENT NO.	3.Award/Effective Date	4. CONTRACTOR'S DC SUPPLY CONTRACT NUMBER	5. SOLICITATION NUMBER	6. CAPTION
CW82053	**See Box 30C**	**CW49788**	**DOC489656**	All Service Continuous Process Improvement

7. PROGRAM OFFICE CONTACT (CA):	A. NAME	B. TELEPHONE (No Collect Calls)	8. EMAIL:
Paid Family Leave	**Jessica Lewis**	**202-899-3697**	Jessica.lewis@dc.gov

9. ISSUED BY

Office of Contracting and Procurement
441 4th Street, NW Suite 330 South
Washington, DC 20001

10. THIS ACQUISITION IS
- ☐ UNRESTRICTED
- ☐ SET ASIDE FOR
- ☐ SMALL BUSINESS
- ☐ SMALL DISADV. BUS.
- ☒ DCSS
- ☐ **GSA**
- ☐ COG

SIC:

SIZE STANDARD:

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED
- ☐ SEE SCHEDULE

12. PAYMENT DISCOUNT TERMS
- ☒ SEE SCHEDULE

☐ 13. RESERVED

14. METHOD OF SOLICITATION
☐ RFQ ☐ IFB ☒ RFTOP ☐ 2-STEP

15. CONTRACTOR / OFFEROR
DigiDoc, Inc
510 Florida Avenue
Washington, D.C. 20001

15A. DUNS CODE

15B. TAX ID NO

16. PAYMENT WILL BE MADE BY
District of Columbia Government
Department of Employment Services
4058 Minnesota Avenue, NE
Washington, D.C. 20019
202-671-1900

CODE

17. DELIVER TO
Department of Employment Services
4058 Minnesota Avenue, NE
Washington, D.C. 20019

18. ADMINISTERED BY
Department of Employment Services
4058 Minnesota Avenue, NE
Washington, D.C. 20019

18A. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER
☐

18B. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 16 UNLESS BLOCK BELOW IS CHECKED
☐ SEE EXHIBIT D OF TASK ORDER
3

19 CLIN NO.	20 SCHEDULE OF SUPPLIES/SERVICES	21 QUANTITY	22 UNIT	23 UNIT PRICE	24 AMOUNT
	See Section 2 - Price				

25. ACCOUNTING AND APPROPRIATION DATA

26. TOTAL AWARD (FOR GOVT. USE ONLY)
$856,912.00

27.☒ CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN ONE (1) COPY TO THE ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL PAGES SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN. THIS ORDER IS ISSUED SUBJECT TO THE TERMS AND CONDITIONS OF THE CONTRACT IDENTIFIED IN BLOCK 4. CONTRACTOR'S PROPOSAL DATED 09/26/18 IS HEREBY INCORPORATED

28.☐ **AWARD OF CONTRACT: CONTRACTOR IS NOT REQUIRED TO SIGN THIS DOCUMENT. YOUR OFFER ON SOLICITATION DOC398842 (BLOCK 5) INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: SEE CONTRACTORS QUOTE DATED THIS ORDER IS ISSUED SUBJECT TO THE TERMS AND CONDITIONS OF THE CONTRACT IDENTIFIED IN BLOCK 4.**

29A. SIGNATURE OF OFFEROR /CONTRACTOR

30A. DISTRICT OF COLUMBIA *(SIGNATURE OF CONTRACTING OFFICER)*
Alvin N. Stith

29B. NAME AND TITLE OF SIGNER (TYPE OR PRINT)	29C. DATE SIGNED	30B. NAME OF CONTRACTING OFFICER (TYPE OR PRINT)	30C DATE SIGNED
Darryl Wiggins - President	04/29/2020	**Alvin N. Stith**	5/1/20

1. SERVICES REQUIRED

The Department of Employment Services, Office of Paid Family Leave (PFL) is seeking a contractor to provide All Service Continuous Process Improvement for the Office of Unemployment Compensation and the Office of Paid Family Leave.

2. PRICE SCHEDULE

Base Year

Contract Line Item (CLIN)	Item Description	Total Price
0001	**All Service Continuous Process Improvement**	**$856,912.00**
Total Price		**$856,912.00**

3. TERM OF CONTRACT

The term of the contract shall be from date of award specified on the cover page of this contract through one year thereafter.

4. REQUIREMENTS

The Contractor shall perform the following tasks in order to achieve the objectives of this procurement as specified.

4.1 The contractor shall promote staff engagement to implement core methodologies like Six Sigma or Kaizen with their process philosophy for the continuous process improvement for OPFL and OUI;

4.2 The contractor shall conduct interviews to perform a review and evaluation of current team functions and procedures to identify existing problems, provide recommendations for solutions to enhance productivity, and provide robust controls to reduce risk for all existing policies, procedures and guidelines associated with each program under the PFL and UI programs due to the implementations and modernizations of their systems. This includes the PFL & UI Tax Division, PFL & UI Benefits Division, Information Technology (IT), Program Administration, UI Compliance Division and other projects serving targeted programming.

4.3 The contractor shall submit a guidance plan including logic model development plans which shall follow a government industry standard framework from which the process implementation and evaluation shall be based on, to assess on-going processes and outcome indicators of programs to PFL and UI leadership;

4.4 The contractor shall conduct regular status interviews and observations daily at DOES headquarters in Washington, DC, of program operation teams, including leads, and review established policies and procedures, operational guidelines, and other division protocols associated with day to day program operations during the evaluation process. Employee consultation will be incorporated throughout the evaluation process to define problems that interfere with productivity and achieving agency visions;

4.5 The contractor shall ensure continuous communication and submit monthly milestone reports and weekly project status reports via email every Monday by 3:00 PM EST for the previous workweek to the designated Contract Administrator (CA) and PFL and UI leadership. The information in the

project status reports shall include the title of the program and division, the current step or cycle of their methodology being reported on, current status of the review of PFL and UI programs standard procedures (SOPs) and/or policies, deficiencies found in daily operations, policies and guidelines, feedback and recommendations to mitigate deficiencies, continuing timeframe of completion of each task, project milestones achieved, estimated time of completion on milestones, evaluation and recommendations to the process;

4.6 The contractor shall conduct an assessment of PFL and UI programs at the individual and team levels for daily operations of each team's functions within the first month of the contract and run daily until the evaluation of all divisions are complete. The evaluation must focus on how the various functions supporting Division programs run into obstacles, and determining where and how there is room for improvement to team lead(s);

4.7 The contractor shall be responsible for identifying problems determined in the interview and evaluation process and provide support an evaluation report including recommendations to team lead(s) for solutions by analyzing and stating the problem, understanding and stating the effect on performance, determining and stating best solutions with controlled risks to increase efficiency, increase productivity and how to streamline their daily processes, and make recommendations of specific trainings teams or individuals should partake in order to improve in identified problem areas;

4.8 The contractor shall work with PFL and UI leadership, Quality Assurance and Compliance on the development of countermeasures, quality management and documentation management processes through the recommended process improvement methodology;

4.9 The contractor shall work with PFL and UI leadership to determine and define objectives and reporting metrics for meeting goals, key performance indicators (KPIs) and continuous improvement standards of OPFL and OUI;

4.10 The contractor shall possess at least ten (10) years of experience providing successful continuous program process improvement to a tax collection organization and/or benefits administration program of similar size and scope;

4.11 The contractor shall provide at least three (3) references with contact information (name, email and telephone number) for projects similar in size and scope;

4.12 The contractor shall identify opportunities and provide recommendations to the PFL and UI teams on developing and revising manual processes, maps, and workflow charts that support the day to day functions of staff members including steps required for the overall success of the PFL and UI programs for achieving daily, weekly, monthly, quarterly, and annual KPIs including meeting all agency, federal, state, and/or program requirements;

4.13 The contractor shall work with PFL and UI teams on new employee training and team processes to ensure a stable and consistent transition including guidelines to achieve division goals and KPIs;

4.14 The contractor shall work with PFL and UI team lead(s) on a process and knowledge retention for employees transitioning out of the PFL and UI teams to ensure all open tasks, designations, and~~/or~~ requests are all transparent and either satisfied or provide follow up guidance for replacements, department coverage and/or supervisor resolution or delegation;

4.15 The contractor shall work with the PFL and UI team lead(s) on creating or revising team checklists to ensure meeting any auditing or compliance requests;

4.16 The contractor shall work with PFL and UI leadership on the development of PFL procedures and reviewing gaps and streamlining existing UI procedures for benefits claim requests, the approval workflow process, including payments procedures and the reconciliation;

4.17 The contractor shall work with PFL and UI team lead(s) on ensuring that divisions are meeting their KPIs by detailing how each process improvement strategy corresponds with the given KPIs;

4.18 The contractor shall work with PFL and UI team lead(s) to measure their program data, understand the cause and effect of all outputs, and develop solutions to new or streamline -existing processes;

4.19 The contractor shall provide guidance to PFL and UI leadership to meet and measure DOES' business improvement vision and strategies through the process of suggested dashboards and scorecards of the programs;

4.20 The contractor shall provide a post assessment report that details the efficiencies of the processes, guidelines, models and trainings;

4.21 The contractor shall have knowledge of the US Department of Labor's Unemployment Insurance Core Measures Acceptable Levels of Performance including understanding state risks and implications if Unemployment Insurance Benefits and Tax divisions do not meet measures.

5. DELIVERABLES

The Contractor shall perform the activities required to successfully complete the District's requirements and submit each deliverable to the Contract Administrator (CA) identified in section 7 in accordance with the following:

Item Number	Deliverable	Quantity	Format and Method of Delivery	Due Date
1	Weekly Project Status Report **4.5**	52	Electronic File	Every Monday by 3:00PM EST for the prior week
2	Team Members Interviews **4.4**	TBD	DOES HQ	TBD
3	Evaluation Report **4.7**	TBD	Electronic File	TBD
4	Implementation of Changes Report **4.6; 4.5; 4.7**	TBD	Electronic File	TBD
5	Continuous Improvement Plan Methodology Chart **4.1; 4.3**	1	Electronic File	TBD
6	Process Improvement Strategy and Guidelines Outline with KPIs **4.12; 4.17**	Multiple	Electronic File	TBD

Item Number	Deliverable	Quantity	Format and Method of Delivery	Due Date
7	Monthly Milestone Summary **4.5**	Monthly	Electronic File	TBD
8	Final Post Assessment Summary Report and Key Recommendations **4.20**	1	Electronic File	TBD

5.1 Deliverables, are to be developed and maintained by the contractor using DOES-provided facilities and in a form ready to be provided to DOES in the event of termination of the Project or the contractor's participation. Deliverables shall also be prepared according to established Project documentation standards.

5.2 DOES must approve all deliverables for each activity, before the activity in question will be considered complete.

6. INSURANCE

A. GENERAL REQUIREMENTS. The Contractor at its sole expense shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Contractor shall have its insurance broker or insurance company submit a Certificate of Insurance to the CO giving evidence of the required coverage prior to commencing performance under this contract. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the CO. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A- / VII or higher. The Contractor shall require all its subcontractors to carry the same insurance required herein.

All required policies shall contain a waiver of subrogation provision in favor of the Government of the District of Columbia.

The Government of the District of Columbia shall be included in all policies required hereunder to be maintained by the Contractor and its subcontractors (except for workers' compensation and professional liability insurance) as an additional insureds for claims against The Government of the District of Columbia relating to this contract, with the understanding that any affirmative obligation imposed upon the insured Contractor or its subcontractors (including without limitation the liability to pay premiums) shall be the sole obligation of the Contractor or its subcontractors, and not the additional insured. The additional insured status under the Contractor's and its subcontractors' Commercial General Liability insurance policies shall be effected using the ISO Additional Insured Endorsement form CG 20 10 11 85 (or CG 20 10 07 04 **and** CG 20 37 07 04) or such other endorsement or combination of endorsements providing coverage at least as broad and approved by the CO in writing. All of the Contractor's and its subcontractors' liability policies (except for workers' compensation and professional liability insurance) shall be endorsed using ISO form CG 20 01 04 13 or its equivalent so as to indicate that such policies provide primary coverage (without any right of contribution by any other insurance, reinsurance or self-insurance, including any deductible or retention, maintained by an Additional Insured) for all claims against the additional

insured arising out of the performance of this Statement of Work by the Contractor or its subcontractors, or anyone for whom the Contractor or its subcontractors may be liable. These policies shall include a separation of insureds clause applicable to the additional insured.

If the Contractor and/or its subcontractors maintain broader coverage and/or higher limits than the minimums shown below, the District requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Grantee and subcontractors.

1. Commercial General Liability Insurance ("CGL") - The Contractor shall provide evidence satisfactory to the CO with respect to the services performed that it carries a CGL policy, written on an occurrence (not claims-made) basis, on Insurance Services Office, Inc. ("ISO") form CG 00 01 04 13 (or another occurrence-based form with coverage at least as broad and approved by the CO in writing), covering liability for all ongoing and completed operations of the Contractor, including ongoing and completed operations under all subcontracts, and covering claims for bodily injury, including without limitation sickness, disease or death of any persons, injury to or destruction of property, including loss of use resulting therefrom, personal and advertising injury, and including coverage for liability arising out of an Insured Contract (including the tort liability of another assumed in a contract) and acts of terrorism (whether caused by a foreign or domestic source). Such coverage shall have limits of liability of not less than $1,000,000 each occurrence, a $2,000,000 general aggregate (including a per location or per project aggregate limit endorsement, if applicable) limit, a $1,000,000 personal and advertising injury limit, and a $2,000,000 products-completed operations aggregate limit.

   The vendor should be named as an additional insured on the applicable manufacturer's/distributer's Commercial General Liability policy using Insurance Services Office, Inc. ("ISO") form CG 20 15 04 13 (or another occurrence-based form with coverage at least as broad).

2. Automobile Liability Insurance - The Contractor shall provide evidence satisfactory to the CO of commercial (business) automobile liability insurance written on ISO form CA 00 01 10 13 (or another form with coverage at least as broad and approved by the CO in writing) including coverage for all owned, hired, borrowed and non-owned vehicles and equipment used by the Contractor, with minimum per accident limits equal to the greater of (i) the limits set forth in the Contractor's commercial automobile liability policy or (ii) $1,000,000 per occurrence combined single limit for bodily injury and property damage.

3. Workers' Compensation Insurance - The Contractor shall provide evidence satisfactory to the CO of Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the contract is performed.

   Employer's Liability Insurance - The Contractor shall provide evidence satisfactory to the CO of employer's liability insurance as follows: $500,000 per accident for injury; $500,000 per employee for disease; and $500,000 for policy disease limit.

   All insurance required by this paragraph 3 shall include a waiver of subrogation endorsement for the benefit of Government of the District of Columbia.

4. Cyber Liability Insurance - The Contractor shall provide evidence satisfactory to the Contracting Officer of Cyber Liability Insurance, with limits not less than $2,000,000 per occurrence or claim, $2,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and

obligations as is undertaken by Contractor in this agreement and shall include, but not limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations. This insurance requirement will be considered met if the general liability insurance includes an affirmative cyber endorsement for the required amounts and coverages.

5. Professional Liability Insurance (Errors & Omissions) - The Contractor shall provide Professional Liability Insurance (Errors and Omissions) to cover liability resulting from any error or omission in the performance of professional services under this Contract. The policy shall provide limits of $1,000,000 per claim or per occurrence for each wrongful act and $2,000,000 annual aggregate. The Contractor warrants that any applicable retroactive date precedes the date the Contractor first performed any professional services for the Government of the District of Columbia and that continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least ten years after the completion of the professional services.

6. Commercial Umbrella or Excess Liability - The Contractor shall provide evidence satisfactory to the CO of commercial umbrella or excess liability insurance with minimum limits equal to the greater of (i) the limits set forth in the Contractor's umbrella or excess liability policy or (ii) $5,000,000 per occurrence and $5,000,000 in the annual aggregate, following the form and in excess of all liability policies. **All** liability coverages must be scheduled under the umbrella and/or excess policy. The insurance required under this paragraph shall be written in a form that annually reinstates all required limits. Coverage shall be primary to any insurance, self-insurance or reinsurance maintained by the District and the "other insurance" provision must be amended in accordance with this requirement and principles of vertical exhaustion.

B. PRIMARY AND NONCONTRIBUTORY INSURANCE
The insurance required herein shall be primary to and will not seek contribution from any other insurance, reinsurance or self-insurance including any deductible or retention, maintained by the Government of the District of Columbia.

C. DURATION. The Contractor shall carry all required insurance until all contract work is accepted by the District of Columbia and shall carry listed coverages for ten years for construction projects following final acceptance of the work performed under this contract and two years for non-construction related contracts.

D. LIABILITY. These are the required minimum insurance requirements established by the District of Columbia. **HOWEVER, THE REQUIRED MINIMUM INSURANCE REQUIREMENTS PROVIDED ABOVE WILL NOT IN ANY WAY LIMIT THE CONTRACTOR'S LIABILITY UNDER THIS CONTRACT.**

E. CONTRACTOR'S PROPERTY. Contractor and subcontractors are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.

F. MEASURE OF PAYMENT. The District shall not make any separate measure or payment for the cost of insurance and bonds. The Contractor shall include all the costs of insurance and bonds in the contract price.

G. NOTIFICATION. The Contractor shall ensure that all policies provide that the CO shall be given thirty (30) days prior written notice in the event of coverage and / or limit changes or if the policy is canceled prior to the expiration date shown on the certificate. The Contractor shall provide the CO with ten (10) days prior written notice in the event of non-payment of premium. The Contractor will also provide the CO with an updated Certificate of Insurance should its insurance coverages renew during the contract.

H. CERTIFICATES OF INSURANCE. The Contractor shall submit certificates of insurance giving evidence of the required coverage as specified in this section prior to commencing work. Certificates of insurance must reference the corresponding contract number. Evidence of insurance shall be submitted to:

The Government of the District of Columbia

And mailed to the attention of:
Alvin N. Stith, Contracting Officer
Department of Employment Services
4058 Minnesota Avenue, NE suite 5300
Washington, DC 20019
202-671-3100
alvin.stith2@dc.gov

The CO may request, and the Contractor shall promptly deliver updated certificates of insurance, endorsements indicating the required coverages, and/or certified copies of the insurance policies. If the insurance initially obtained by the Contractor expires prior to completion of the contract, renewal certificates of insurance and additional insured and other endorsements shall be furnished to the CO prior to the date of expiration of all such initial insurance. For all coverage required to be maintained after completion, an additional certificate of insurance evidencing such coverage shall be submitted to the CO on an annual basis as the coverage is renewed (or replaced).

I. DISCLOSURE OF INFORMATION. The Contractor agrees that the District may disclose the name and contact information of its insurers to any third party which presents a claim against the District for any damages or claims resulting from or arising out of work performed by the Contractor, its agents, employees, servants or subcontractors in the performance of this contract.

J. CARRIER RATINGS. All Contractor's and its subcontractors' insurance required in connection with this contract shall be written by insurance companies with an A.M. Best Insurance Guide rating of at least A- VII (or the equivalent by any other rating agency) and licensed in the in the District.

7. CONTRACTING OFFICER (CO)

Contracts may be entered into and signed on behalf of the District Government only by Contracting Officers. The name. address and telephone number of the Contracting Officer for this task order is:

Alvin N. Stith
Contracting Officer
Department of Employment Services
4058 Minnesota Avenue, N.E. Suite 5300
(0) 202-698-6241
alvin.stith2@dc.gov

8. CONTRACT ADMINISTRATOR

The CA is responsible for the technical administration of the contract and advising the Contracting Officer as to the Contractor's compliance or noncompliance with the contract. In addition, the CA is responsible for the day-to-day monitoring and supervision of the contract as well as ensuring that the work conforms to the requirements of this contract and such other responsibilities and authorities as may be specified in writing by the Contracting Officer. The CA for this task order is:

Jessica Lewis
Senior Program Analyst
Office of Paid Family Leave
Department of Employment Services
4058 Minnesota Ave., NE
jessica.lewis@dc.gov

It is understood and agreed that the CA shall not have the authority to make changes in the specifications/scope of work or terms and conditions of the contract.

Contractor shall be held fully responsible for any changes not authorized in advance, in writing, by the Contracting Officer, and may be denied compensation or other relief for any additional work performed that is not so authorized, and may also be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.

9. COMPENSATION AND PAYMENT

Unless otherwise specified in this contract, payment will be made on partial deliveries of goods and services accepted by the District if:

9.1 The amount due on the deliveries warrants it; or

9.2 The Contractor requests it and the amount due on the deliveries is in accordance with the following:

- "Payments will be paid in twelve monthly payments and upon acceptance of each item which is stated in the Deliverables Schedule, Section -5."

9.3 Presentation of a properly executed invoice.

10. QUICK PAYMENT CLAUSE

10.1 Interest Penalties to Contractors

10.1.1 The District will pay interest penalties on amounts due to the Contractor under the Quick Payment Act, D.C. Official Code § 2-221.01 *et seq*., for the period beginning on the day after the required payment date and ending on the date on which payment of the amount is made. Interest shall be

calculated at the rate of 1% per month. No interest penalty shall be paid if payment for the completed delivery of the item of property or service is made on or before:

a) the 3rd day after the required payment date for meat or a meat product;
b) the 5th day after the date of payment needed for an agricultural commodity; or
c) the 15th day after the required payment date for any other item.

10.1.2 Any amount of an interest penalty that remains unpaid at the end of any 30 days shall be added to the principal amount of the debt. After that, interest penalties shall accrue on the combined amount.

10.2 Payments to Subcontractors

10.2.1 The Contractor must take one of the following actions within seven (7) days of receipt of any amount paid to the Contractor by the District for work performed by any subcontractor under this contract:

a) Pay the subcontractor for the proportionate share of the total payment received from the District that is attributable to the subcontractor for work performed under the contract; or

b) Notify the District and the subcontractor, in writing, of the Contractor's intention to withhold all or part of the subcontractor's payment and state the reason for the nonpayment.

10.2.2 The Contractor must pay any subcontractor or supplier interest penalties on amounts due to the subcontractor or supplier beginning on the day after the payment is due and ending on the date on which the payment is made. Interest shall be calculated at the rate of 1% per month. No interest penalty shall be paid on the following if payment for the completed delivery of the item of property or service is made on or before:

a) the 3rd day after the required payment date for meat or a meat product;
b) the 5th day after the date of payment needed for an agricultural commodity; or
c) the 15th day after the required payment date for any other item.

10.2.3 Any amount of an interest penalty that remains unpaid by the Contractor at the end of any 30 days shall be added to the principal amount of the debt to the subcontractor. After that interest, penalties shall accrue on the combined amount.

10.2.4 A dispute between the Contractor and subcontractor relating to the amounts or entitlement of a subcontractor to a payment or a late payment interest penalty under the Quick Payment Act does not constitute a dispute to which the District of Columbia is a party. The District of Columbia may not be interpleaded in any judicial or administrative proceeding involving such a dispute.

10.3 Subcontract Requirements

10.3.1 The Contractor shall include in each subcontract under this contract a provision requiring the subcontractor to include in its contract with any lower-tier subcontractor or supplier the payment and interest clauses required under paragraphs (1) and (2) of D.C. Official Code § 2-221.02(d).

11. <u>ORDERING</u>

Services to be furnished under this contract will be ordered by the Contract Administrator specified in Section 8 above according to the prices set forth in the price schedule. Orders may

be issued by electronic methods.

12. INVOICE SUBMITTAL

12.1 The Contractor shall create and submit payment requests in an electronic format through the DC Vendor Portal, https://vendorportal.dc.gov

12.2 The Contractor shall submit proper invoices on a monthly basis or as otherwise specified.

12.3 To constitute a proper invoice, the Contractor shall enter all required information into the Portal after selecting the applicable purchase order number which is listed on the Contractor's profile.

13. APPLICABILITY OF STANDARD CONTRACT PROVISIONS

The Standard Contract Provisions for use with District of Columbia Government Supplies and Services Contracts dated July 2010 (SCP) are incorporated as part of the contract. To obtain a copy of the SCP go to http://ocp.dc.gov, under Quick Links click on "Required Solicitation Documents."

14. INCORPORATED DOCUMENTS

Contractor shall perform under this task order pursuant to the terms of the following documents that are hereby incorporated by reference and made a part of this contract, which in the event of a conflict shall be resolved by giving precedence in the order of priority listed below:

(1) This Task Order (cover sheet and sections 1 thru 14)
(2) Solicitation DOC489656
(3) DC Mission Oriented Business Integrated Services (MOBIS) Supply Schedule Contract #CW49788
(4) Contractor' s Proposal
(5) Standard Contract Provisions July 2010
(6) Wage Determination No. 2015-4281, Revision No. 15, dated December 23, 2019

Services Provided Individuals - All Services
- Program: Title III - Wagner-Peyser (WP)
- LWIA Record Set Location: Activity Record
- State Region: State Region 1
- State: District of Columbia
- UI Claimant: Yes
- Claim Type: Not Applicable
- Veteran Information From: Both
- Date Field: Actual Date
- Start Date: 10/1/2020
- End Date: 9/30/2021

Activity/Description	Distinct Users	Total Services
003 - Self Service Registration	16,653	16,653
005 - Self Service Labor Market Research	341	407
006 - Self Service Job Search through VOS	2,312	4,152
007 - Self Service Resume	307	353
089 - Veteran Priority of Service Notice Received	61	62
101 - Orientation	324	345
102 - Initial Assessment	1,064	1,121
103 - Staff-Assisted Provision Of Information On Training Providers, Performance Outcomes	48	48
104 - Workshops	22	22
105 - Job Finding Club	43	57
106 - Provided Support/Instruction on Internet Job Search	74	79
107 - Staff-Assisted Provision Of Labor Market Research	869	888
108 - Verified Contact Information (VCI) and Status/Progress Update	80	214
110 - Rapid Response Services	172	177
111 - RESEA Workshop	729	735
115 - Resume Preparation Assistance	56	61
117 - RESEA Follow-Up Interview	101	103
120 - Use Of One-Stop Resource Room / Equipment	27	28
123 - Job Development Contacts (working with Employer and Job Seeker)	Less than 10	14
125 - Staff-Assisted Job Search	857	1,175
126 - Tax Credit Certification	Less than 10	Less than 10
134 - Employer Pre-Screening	Less than 10	12
138 - Career Counseling	226	308
140 - Development of Individual Employment Plan (WP Core)	305	305
141 - Referred to WIOA	130	134
152 - Referred to AJC from Mobile Unit Service Center	17	17
157 - Referred to AJC from RESEA	Less than 10	Less than 10
160 - Workshop-Navigating DCNetworks	24	27
161 - Workshop-Resume	50	52
162 - Workshop-Online Job Application	18	20
163 - Workshop-Interviewing Techniques	39	42
V01 - Ref to JVSG Significant Barrier to Employment	Less than 10	Less than 10
V07 - Ref to VA Services - Other	Less than 10	Less than 10
179 - External Web Site Job Referral	450	1,794
185 - Support Service - Other (Including TAP)	Less than 10	Less than 10
186 - Support Service Referral - Clothing/Uniforms	Less than 10	Less than 10
187 - Support Service Referral - DDS - Disability	Less than 10	Less than 10
189 - Support Service Referral - Other Federal/State Assistance	Less than 10	Less than 10
C19 - COVID-19 Special Usage Code	Less than 10	Less than 10
200 - Individual Counseling	33	33
202 - Career Guidance / Planning	13	18
203 - Objective Assessment	15	16
205 - Development of Individual Employment Plan	11	11
214 - GED Preparation	Less than 10	Less than 10
219 - Work Experience	Less than 10	Less than 10
220 - Job Readiness Training	Less than 10	Less than 10
226 - Reading and/or Math Testing	36	36
500 - Referred To Job Over 150 Days	435	1,204
501 - Referred To Job 4 - 150 Days	Less than 10	Less than 10
503 - Negative Referral Result	Less than 10	Less than 10
505 - External Job Referral by Staff	53	158
590 - Notification to Jobseeker of potential job	300	713
750 - Placement Local Individual Over 150 Days	Less than 10	Less than 10
893 - Unsubsidized Employment	Less than 10	Less than 10
609 - Accommodation Request	Less than 10	Less than 10
Activity/Description	**Distinct Users**	**Total Services**
	19,318	**31,594**

Services Provided Individuals - All Services
- Program: Title I - Workforce Development (WIOA)
- LWIA Record Set Location: Activity Record
- State Region: State Region 1
- State: District of Columbia
- UI Claimant: Yes
- Claim Type: Not Applicable
- Veteran Information From: Both
- Date Field: Actual Begin Date
- Start Date: 10/1/2020
- End Date: 9/30/2021

Activity/Description	Distinct Users	Total Services
101 - Orientation	Less than 10	Less than 10
102 - Initial Assessment	30	31
103 - Staff-Assisted Provision Of Information On Training Providers, Performance Outcomes	Less than 10	Less than 10
106 - Provided Support/Instruction on Internet Job Search	Less than 10	Less than 10
107 - Staff-Assisted Provision Of Labor Market Research	Less than 10	Less than 10
115 - Resume Preparation Assistance	Less than 10	Less than 10
120 - Use Of One-Stop Resource Room / Equipment	Less than 10	Less than 10
125 - Staff-Assisted Job Search	110	318
134 - Employer Pre-Screening	Less than 10	10
138 - Career Counseling	36	56
181 - Support Service - Transportation Assistance	Less than 10	Less than 10
183 - Support Service - Incentives/Bonuses	Less than 10	Less than 10
184 - Support Service Referral - Temporary Shelter	Less than 10	Less than 10
185 - Support Service - Other (Including TAP)	Less than 10	Less than 10
186 - Support Service Referral - Clothing/Uniforms	Less than 10	Less than 10
C19 - COVID-19 Special Usage Code	15	18
200 - Individual Counseling	117	334
201 - Group Counseling	Less than 10	Less than 10
202 - Career Guidance / Planning	157	877
203 - Objective Assessment	71	71
205 - Development of Individual Employment Plan	75	76
220 - Job Readiness Training	Less than 10	Less than 10
226 - Reading and/or Math Testing	11	12
227 - Submission of Training Package	Less than 10	11
247 - DWG - Employment and Training Only	Less than 10	Less than 10
300 - Occupational Skills Training (ITA)	Less than 10	Less than 10
301 - On-The-Job Training	Less than 10	Less than 10
302 - Entrepreneurial Training	Less than 10	Less than 10
328 - Occupational Skills Training (Non-ITA)	Less than 10	Less than 10
305 - Distance Learning (Non-ITA)	Less than 10	Less than 10
316 - LOCCT-WIOA Participant-Local Funds	Less than 10	Less than 10
412 - Objective Assessment	14	14
413 - Develop Service Strategies	17	17
414 - Basic Skills Training	Less than 10	Less than 10
416 - Occupational Skills Training	11	11
432 - Entrepreneurial Skills Training	Less than 10	Less than 10
433 - Financial Literacy	Less than 10	Less than 10
436 - Youth GED Prep - Language Arts	Less than 10	Less than 10
437 - Youth GED Prep - Math Reasoning	Less than 10	Less than 10
438 - Youth GED Prep - Science	Less than 10	Less than 10
439 - Youth GED Prep - Social Studies	Less than 10	Less than 10
440 - Youth Orientation	15	15
893 - Unsubsidized Employment	37	38
F05 - Assistance securing better paying job	Less than 10	Less than 10
Activity/Description	**Distinct Users**	**Total Services**
	285	**1,992**

Services Provided Individuals - All Services DOES POH 2022 Q107_UI and PUA Training Services

- Program: Title III - Wagner-Peyser (WP)
- LWIA Record Set Location: Activity Record
- State Region: State Region 1
- State: District of Columbia
- **UI Claimant: Yes**
- Claim Type: Not Applicable
- Veteran Information From: Both
- Date Field: Actual Date
- Start Date: 10/1/2021
- End Date: 1/1/2022

Activity/Description	Distinct Users	Total Services
003 - Self Service Registration	9,257	9,257
005 - Self Service Labor Market Research	54	59
006 - Self Service Job Search through VOS	373	605
007 - Self Service Resume	105	125
089 - Veteran Priority of Service Notice Received	10	10
101 - Orientation	131	135
102 - Initial Assessment	170	175
103 - Staff-Assisted Provision Of Information On Training Providers, Performance Outcomes	21	21
104 - Workshops	Less than 10	Less than 10
105 - Job Finding Club	31	37
106 - Provided Support/Instruction on Internet Job Search	31	32
107 - Staff-Assisted Provision Of Labor Market Research	113	114
108 - Verified Contact Information (VCI) and Status/Progress Update	30	34
110 - Rapid Response Services	Less than 10	Less than 10
111 - RESEA Workshop	60	60
115 - Resume Preparation Assistance	27	37
117 - RESEA Follow-Up Interview	88	92
120 - Use Of One-Stop Resource Room / Equipment	42	42
123 - Job Development Contacts (working with Employer and Job Seeker)	Less than 10	11
125 - Staff-Assisted Job Search	103	109
134 - Employer Pre-Screening	Less than 10	Less than 10
138 - Career Counseling	108	140
140 - Development of Individual Employment Plan (WP Core)	51	51
141 - Referred to WIOA	36	36
152 - Referred to AJC from Mobile Unit Service Center	Less than 10	Less than 10
157 - Referred to AJC from RESEA	10	10
160 - Workshop-Navigating DCNetworks	Less than 10	Less than 10
161 - Workshop-Resume	13	13
162 - Workshop-Online Job Application	Less than 10	Less than 10
163 - Workshop-Interviewing Techniques	Less than 10	Less than 10
166 - Veterans Workshop-Comprehensive Job Readiness	Less than 10	Less than 10
V07 - Ref to VA Services - Other	Less than 10	Less than 10
179 - External Web Site Job Referral	120	458
182 - Support Service Referral - Medical	Less than 10	Less than 10
185 - Support Service - Other (Including TAP)	Less than 10	Less than 10
187 - Support Service Referral - DDS - Disability	Less than 10	Less than 10
200 - Individual Counseling	Less than 10	Less than 10
202 - Career Guidance / Planning	Less than 10	Less than 10
203 - Objective Assessment	11	11
205 - Development of Individual Employment Plan	Less than 10	Less than 10
210 - Referred To Educational Services	Less than 10	Less than 10
214 - GED Preparation	Less than 10	Less than 10
226 - Reading and/or Math Testing	11	12
500 - Referred To Job Over 150 Days	90	299
505 - External Job Referral by Staff	13	27
590 - Notification to Jobseeker of potential job	93	233
750 - Placement Local Individual Over 150 Days	Less than 10	Less than 10
893 - Unsubsidized Employment	Less than 10	Less than 10
Activity/Description	**Distinct Users**	**Total Services**
	9,917	**12,245**

Services Provided Individuals - All Services

- Program: Title I - Workforce Development (WIOA)
- LWIA Record Set Location: Activity Record
- State Region: State Region 1
- State: District of Columbia
- **UI Claimant: Yes**
- Claim Type: Not Applicable
- Veteran Information From: Both
- Date Field: Actual Begin Date
- Start Date: 10/1/2021
- End Date: 1/1/2022

Activity/Description	Distinct Users	Total Services
102 - Initial Assessment	14	15
106 - Provided Support/Instruction on Internet Job Search	Less than 10	Less than 10
107 - Staff-Assisted Provision Of Labor Market Research	Less than 10	Less than 10
115 - Resume Preparation Assistance	Less than 10	Less than 10
125 - Staff-Assisted Job Search	59	74
138 - Career Counseling	Less than 10	Less than 10
181 - Support Service - Transportation Assistance	Less than 10	Less than 10
200 - Individual Counseling	35	40
201 - Group Counseling	Less than 10	Less than 10
202 - Career Guidance / Planning	120	224
203 - Objective Assessment	16	17
205 - Development of Individual Employment Plan	16	16
210 - Referred To Educational Services	Less than 10	Less than 10
226 - Reading and/or Math Testing	Less than 10	Less than 10
227 - Submission of Training Package	Less than 10	Less than 10
300 - Occupational Skills Training (ITA)	Less than 10	Less than 10
893 - Unsubsidized Employment	Less than 10	Less than 10
Activity/Description	**Distinct Users**	**Total Services**
	195	**411**

American Job Center customers and services (Q110)

	FY2021					FY2022, as of Jan. 1, 2022				
Metric	**HQ**	**NE**	**NW**	**SE**	**Total**	**HQ**	**NE**	**NW**	**SE**	**Total**
Total number of visits	Physical visits limited to COVID-19 restrictions.									
Total number of unique customers served	3,342	5,281	1,134	1,850	11,607	1,180	1,032	416	550	3,178
Number of customers enrolled in WIOA	154	25	91	43	313	23	15	34	19	91
Number of customers enrolled in Wagner Peyser/Employment Services	907	1,786	240	316	3249	367	232	138	101	838
Number of customers receiving basic/self-service career services	2,216	2,578	451	564	5,809	711	527	197	239	1674
Number of customers receiving individualized/staff assisted career services	476	178	231	178	1063	207	102	134	185	628
Number of customers seeking any job training	220	27	127	98	472	47	33	44	28	152
Number of customers receiving an ITA under WIOA	11	0	Less than 10	Less than 10	18	Less than 10	0	Less than 10	0	Less than 10
Average number of days between ITA request and approval of ITA	15 days					17 days				
Number of customers enrolled in a federally funded occupational skills or other job training program other than through an ITA	31	Less than 10	Less than 10	Less than 10	44	Less Than 10	0	0	0	Less than 10
*Total Self Service Internet Customers	96,095					29,619				
*Total Wagner Peyser Customers	109,742					32,877				

*Due to the COVID-19 pandemic, most customers utilized the self service internet options, rather than visiting an AJC in person. The total number of unique self-service internet customers in FY2021 was 96,095 and in FY2022 YTD was 29,619. The total number of unique Wagner Peyser customers in FY2021 was 109,742 and in FY2022 YTD was 32,877.

CASAS and Literacy/Numeracy Testing for AJC Customers (Q113)

Metric	DOES Customers (FY2021)
Number of customers completing CASAS reading/literacy testing	1064
Number of customers completing CASAS math testing	1015
Number of individuals whose test results were imported into Data Vault	N/A
Number of customers testing at or above 12th grade in reading	193
Number of customers testing at or above 12th grade in math	22
Number of customers testing at 10th or 11th grade in reading	198
Number of customers testing at 10th or 11th grade in math	39
Number of customers testing at 9th grade level in reading	108
Number of customers testing at 9th grade level in math	62
Number of customers testing at 8th grade level in reading	153
Number of customers testing at 8th grade level in math	114
Number of customers testing at 7th grade level in reading	88
Number of customers testing at 7th grade level in math	263
Number of customers testing at 6th grade level in reading	81
Number of customers testing at 6th grade level in math	216
Total number of customers testing below 8th grade level in reading (grade levels 1-7)	384
Total number of customers testing below 8th grade level in math (grade levels 1-7)	853
Total number of customers testing below 6th grade level in reading (grade levels 1-5)	215
Total number of customers testing below 6th grade level in math (grade levels 1-5)	452

DISTRICT OF COLUMBIA
DEPARTMENT OF
EMPLOYMENT SERVICES

SOCIAL MEDIA REPORT

Q1 2021 – Q4 2021

Workforce Social Media Postings

January -March 2021 (Q1)

	Impressions	Engagement	Total Likes	Comments	Retweets	Links
DCIA Info Session	6,045	136	Less than 10	Less than 10	Less than 10	38
MBSYEP Application	56,842	1647	33	Less than 10	51	150
Talent & Client Services OJT Training	4,579	288	Less than 10	Less than 10	Less than 10	10
Back to Work DC Virtual Hiring Event	30,615	1,367	10	Less than 10	16	182
Total	98,081	3,438	51	13	69	380

Workforce Social Media Postings

April - June 2021 (Q2)

	Impressions	Engagement	Total Likes	Comments	Retweets	Links
DCIA information Session	5,631	259	Less than 10	Less than 10	Less than 10	45
DSI Orientation	2,653	241	Less than 10	Less than 10	Less than 10	52
T&CS On-The-Job Training:	4,546	553	11	Less than 10	Less than 10	79
Dr. UMH Fast Signs Tour	8,743	300	21	Less than 10	Less than 10	1,056
Total	21,573	1,353	40	Less than 10	13	1,232

Workforce Social Media Postings

July - September 2021 (Q3)

	Impressions	Engagement	Total Likes	Comments	Retweets	Links
DC Infrastructure Academy Info session:	2,025	98	Less than 10	Less than 10	Less than 10	36
Pathways to Human Services Hiring event:	2,717	219	Less than 10	Less than 10	Less than 10	46
Workforce Wednesdays	3,521	149	Less than 10	Less than 10	Less than 10	13
Total	8,263	466	14	Less than 10	Less than 10	95

Workforce Social Media Postings

October - December 2021 (Q4)

	Impressions	Engagement	Total Likes	Comments	Retweets	Links
DC Infrastructure Academy Info session	9,028	366	39	Less than 10	19	454
Apprenticeship Information session	1,174	25	Less than 10	Less than 10	Less than 10	Less than 10
Out of School Training	2,600	125	Less than 10	Less than 10	12	Less than 10
Solar For All Training	717	51	Less than 10	Less than 10	Less than 10	Less than 10
FastTrack To Success Hiring Fair	7,137	558	18	Less than 10	19	169
Veterans Apprenticeship	403	20	Less than 10	Less than 10	Less than 10	Less than 10

Workforce Social Media Postings

October - December 2021 (Q4)

	Impressions	Engagement	Total Likes	Comments	Retweets	Links
Workforce Wednesday	511	Less than 10	Less than 10	Less than 10	Less than 10	Less than 10
Apprenticeship Information session	1,174	25	Less than 10	Less than 10	Less than 10	Less than 10
National Apprenticeship Week	2,600	125	Less than 10	Less than 10	12	Less than 10
Total	25,346	1,304	93	7	66	633

Workforce Social Media Postings

January- December 2021

	Impressions	Engagement	Total Likes	Comments	Retweets	Links
Q1	98,081	3,438	51	13	69	380
Q2	21,573	1,353	40	Less than 10	13	1,232
Q3	8,263	466	14	Less than 10	Less than 10	95
Q4	25,346	1,304	93	Less than 10	66	633
Total	153,263	6,561	198	30	154	2,340

DISTRICT OF COLUMBIA
DEPARTMENT OF
EMPLOYMENT SERVICES

SOCIAL MEDIA REPORT

Q1 2021 – Q4 2021

Date	Marketing Campaign	Method Of Communication	# of District Residents Reached	How Measured
10/1/2020	First Source: Malill	Case Managers Emails WIOA Partners	Less than 10	Candidate Response Rate and/or Employer Feedback
10/2/2020	First Source: 1550 1st Street	Case Managers Emails WIOA Partners	32	Candidate Response Rate and/or Employer Feedback
10/9/2020	Construction & Trades Hiring Events	Case Managers Emails Text Message WIOA Partners	61	Candidate Response Rate and/or Employer Feedback
10/13/2020	Talent Tuesday - 2nd Tuesday	Case Managers Emails Flyers Text Message WIOA Partners	23	Candidate Response Rate and/or Employer Feedback
10/16/2020	Holiday Season Employment Hiring Event	Case Managers Emails Text Message WIOA Partners	49	Candidate Response Rate and/or Employer Feedback
10/23/2020	Fast Track Friday - 4th Friday	Case Managers Emails Flyers WIOA Partners	28	Candidate Response Rate and/or Employer Feedback
10/30/2020	Putting the District to Work Recruitment Event	Case Managers Emails Text Message WIOA Partners	25	Candidate Response Rate and/or Employer Feedback
10/30/2020	Midtown Group Event	Case Managers Emails Text Message WIOA Partners	106	Candidate Response Rate and/or Employer Feedback
11/6/2020	First Source Friday Recruitment	Case Managers Emails Text Message WIOA Partners	67	Candidate Response Rate and/or Employer Feedback
11/10/2020	Veterans Recruitment Event	Case Managers Emails Text Message WIOA Partners	22	Candidate Response Rate and/or Employer Feedback
11/17/2020	DC Retirement Board Records Mgmt Specialist Recruitment	Case Managers Emails WIOA Partners	16	Candidate Response Rate and/or Employer Feedback

11/20/2020	Fast Track Friday Recruitment	Case Managers Emails Flyers Text Message WIOA Partners	67	Candidate Response Rate and/or Employer Feedback
12/4/2020	First Source Friday Recruitment	Case Managers Emails Text Message WIOA Partners	48	Candidate Response Rate and/or Employer Feedback
12/11/2020	First Source Friday Recruitment: Eliot Hine Modernization Project	Case Managers Emails Text Message WIOA Partners	35	Candidate Response Rate and/or Employer Feedback
12/15/2020	Talent Tuesday: US Census	Case Managers Emails WIOA Partners	58	Candidate Response Rate and/or Employer Feedback
12/18/2020	First Source Friday Recruitment	Case Managers Emails Text Message WIOA Partners	50	Candidate Response Rate and/or Employer Feedback
1/8/2021	First Source Friday Recruitment	Case Managers Emails WIOA Partners	59	Candidate Response Rate and/or Employer Feedback
1/19/2021	Talent Tuesday: Humane Rescue	Case Managers Emails WIOA Partners	10	Candidate Response Rate and/or Employer Feedback
1/22/2021	First Source Friday - CJ Coakley	Case Managers Emails Text Message WIOA Partners	21	Candidate Response Rate and/or Employer Feedback
1/22/2021	Fast Track Friday	Case Managers Emails Flyers WIOA Partners	21	Candidate Response Rate and/or Employer Feedback
2/5/2021	First Source Friday	Case Managers Emails Text Message WIOA Partners	69	Candidate Response Rate and/or Employer Feedback
2/12/2021	First Source Friday: West ES	Case Managers Emails Text Message WIOA Partners	25	Candidate Response Rate and/or Employer Feedback
2/16/2021	Talent Tuesday: Law & Security	Case Managers Emails WIOA Partners	31	Candidate Response Rate and/or Employer Feedback

2/26/2021	Fast Track Friday: Law & Security	Case Managers Emails Flyers Text Message WIOA Partners	39	Candidate Response Rate and/or Employer Feedback
3/5/2021	First Source Friday	Case Managers Emails Text Message WIOA Partners	47	Candidate Response Rate and/or Employer Feedback
3/9/2021	Back to Work DC Job Seeker Resource Fair	Case Managers Emails Flyers WIOA Partners Social Media	95	Candidate Response Rate and/or Employer Feedback
3/23/2021	B2WDC - New Year New Opportunities	Case Managers Emails Flyers WIOA Partners Social Media	445	Candidate Response Rate and/or Employer Feedback
3/24/2021	B2WDC - New Year New Opportunities	Case Managers Emails Flyers WIOA Partners Social Media	358	Candidate Response Rate and/or Employer Feedback
3/25/2021	B2WDC - New Year New Opportunities	Case Managers Emails Flyers WIOA Partners Social Media	279	Candidate Response Rate and/or Employer Feedback
3/30/2021	Midtown - DCPS Aides	Case Managers Emails WIOA Partners	96	Candidate Response Rate and/or Employer Feedback
4/1/2021	CDA Services Virtual Recruitment Event	Case Managers Emails WIOA Partners	70	Candidate Response Rate and/or Employer Feedback
4/2/2021	First Source Friday	Case Managers Emails Text Message WIOA Partners	32	Candidate Response Rate and/or Employer Feedback
4/14/2021	Midtown - DHS CSR	Case Managers Emails WIOA Partners	40	Candidate Response Rate and/or Employer Feedback
4/19/2021	FEMA CSR Referrals April - Midtown	Case Managers Emails WIOA Partners	477	Candidate Response Rate and/or Employer Feedback

4/20/2021	DCIA Transportation Employers Information Session	Case Managers Emails WIOA Partners	Less than 10	Candidate Response Rate
4/23/2021	DCIA Transportation Hiring event	Case Managers Emails WIOA Partners	Less than 10	Candidate Response Rate and/or Employer Feedback
4/27/2021	Aramark Recruitment - William Hill	Case Managers Emails WIOA Partners	89	Candidate Response Rate and/or Employer Feedback
4/27/2021	CRP - CSR - April	Case Managers Emails WIOA Partners	236	Candidate Response Rate and/or Employer Feedback
5/7/2021	First Source Friday	Case Managers Emails Text Message WIOA Partners	35	Candidate Response Rate and/or Employer Feedback
5/11/2021	FEMA CSR Referrals May - Midtown	Case Managers Emails WIOA Partners	115	Candidate Response Rate and/or Employer Feedback
5/12/2021	Big Bus Tours	Case Managers Emails WIOA Partners	16	Candidate Response Rate and/or Employer Feedback
5/18/2021	Talent Tuesday Information Session	Case Managers Emails WIOA Partners	26	Candidate Response Rate
5/19/2021	International Spy Museum	Case Managers Emails WIOA Partners	50	Candidate Response Rate and/or Employer Feedback
5/21/2021	First Source Friday	Case Managers Emails Text Message WIOA Partners	24	Candidate Response Rate and/or Employer Feedback
5/28/2021	Fast Track Friday	Case Managers Emails Flyers WIOA Partners	67	Candidate Response Rate and/or Employer Feedback
6/1/2021	Talent Tuesday: Allied Universal	Case Managers Emails WIOA Partners	25	Candidate Response Rate and/or Employer Feedback
6/1/2021	Midtown - CDL	Case Managers Emails WIOA Partners	Less than 10	Candidate Response Rate and/or Employer Feedback
6/4/2021	First Source Friday	Case Managers Emails Text Message WIOA Partners	47	Candidate Response Rate and/or Employer Feedback

6/8/2021	YMCA	Case Managers Emails WIOA Partners	33	Candidate Response Rate and/or Employer Feedback
6/9/2021	TPM Recruitment	Case Managers Emails WIOA Partners	Less than 10	Candidate Response Rate and/or Employer Feedback
6/10/2021	Fast Track: Allied Universal	Case Managers Emails WIOA Partners Text	91	Candidate Response Rate and/or Employer Feedback
6/23/2021	B2WDC - June	Case Managers Emails WIOA Partners	398	Candidate Response Rate and/or Employer Feedback
6/24/2021	OJT Hiring Event	Case Managers Emails WIOA Partners	33	Candidate Response Rate and/or Employer Feedback
6/25/2021	Washington Nationals	Case Managers Emails WIOA Partners	98	Candidate Response Rate and/or Employer Feedback
6/29/2021	Talent Tuesday Washington Gas	Case Managers Emails WIOA Partners	67	Candidate Response Rate and/or Employer Feedback
7/7/2021	Harris Teeter	Case Managers Emails WIOA Partners	Less than 10	Candidate Response Rate and/or Employer Feedback
7/13/2021	Reynolds & Associates	Case Managers Emails WIOA Partners	Less than 10	Candidate Response Rate and/or Employer Feedback
7/14/2021	Ferguson	Case Managers Emails WIOA Partners	Less than 10	Candidate Response Rate and/or Employer Feedback
7/15/2021	Fast Track: Washington Gas	Case Managers Emails WIOA Partners Text	60	Candidate Response Rate and/or Employer Feedback
7/15/2021	Fairlawn Apartments	Case Managers Emails WIOA Partners	Less than 10	Candidate Response Rate and/or Employer Feedback
7/15/2021	Melwood	Case Managers Emails WIOA Partners	Less than 10	Candidate Response Rate and/or Employer Feedback
7/20/2021	Talent Tuesday: WMATA Mechanic Opportunities	Case Managers Emails WIOA Partners Text	22	Candidate Response Rate and/or Employer Feedback

8/1/2021	Vital Services Corp	Case Managers Emails WIOA Partners	81	Candidate Response Rate and/or Employer Feedback
8/3/2021	VOW Transportation	Case Managers Emails WIOA Partners	Less than 10	Candidate Response Rate and/or Employer Feedback
8/13/2021	First Source Friday	Case Managers Emails Text Message WIOA Partners	35	Candidate Response Rate and/or Employer Feedback
8/25/2021	Frontline Community Services	Case Managers Emails WIOA Partners	28	Candidate Response Rate and/or Employer Feedback
8/26/2021	Midtown Group - DC Circulator	Case Managers Emails WIOA Partners Text	Less than 10	Candidate Response Rate and/or Employer Feedback
8/30/2021	Midtown Group - DC OCTO	Case Managers Emails WIOA Partners	16	Candidate Response Rate and/or Employer Feedback
9/3/2021	First Source Friday	Case Managers Emails Text Message WIOA Partners	51	Candidate Response Rate and/or Employer Feedback
9/3/2021	Midtown Group - FEMA	Case Managers Emails WIOA Partners	343	Candidate Response Rate and/or Employer Feedback
9/8/2021	Allied Universal	Case Managers Emails WIOA Partners Text	42	Candidate Response Rate and/or Employer Feedback
9/10/2021	First Source Friday	Case Managers Emails Text Message WIOA Partners	22	Candidate Response Rate and/or Employer Feedback
9/15/2021	V-Tech Solutions	Case Managers Emails WIOA Partners	Less than 10	Candidate Response Rate and/or Employer Feedback
9/20/2021	CD&A Cleaning	Case Managers Emails WIOA Partners	50	Candidate Response Rate and/or Employer Feedback
9/28/2021	DHS-DOES Pathways to Human Services Careers	Case Managers Emails Flyers WIOA Partners Social Media	1100	Candidate Response Rate and/or Employer Feedback

9/30/2021	DHS-DOES Pathways to Human Services - CBO Event	Case Managers Emails Flyers WIOA Partners Social Media Text	379	Candidate Response Rate and/or Employer Feedback
10/6/2021	Allied Universal	Case Managers Emails WIOA Partners Text	27	Candidate Response Rate and/or Employer Feedback
10/13/2021	Allied Universal	Case Managers Emails WIOA Partners Text	38	Candidate Response Rate and/or Employer Feedback
10/14/2021	Holland Enterprises	Case Managers Emails WIOA Partners	Less than 10	Candidate Response Rate and/or Employer Feedback
10/15/2021	Midtown DHS PEP-V Site Supervisor	Case Managers Emails WIOA Partners	379	Candidate Response Rate and/or Employer Feedback
10/21/2021	Starbucks Hiring Event	Case Managers Emails WIOA Partners	32	Candidate Response Rate and/or Employer Feedback
11/2/2021	Fast Track to Success Interview Coaching & Resume Workshops	Case Managers Emails Flyers WIOA Partners Social Media	64	Candidate Response
11/3/2021	Allied Universal	Case Managers Emails WIOA Partners Text	38	Candidate Response Rate and/or Employer Feedback
11/4/2021	Precision Pipeline Interview Session	Case Managers Emails WIOA Partners	Less than 10	Candidate Response Rate and/or Employer Feedback
11/5/2021	First Source Friday	Case Managers Emails Text Message WIOA Partners	25	Candidate Response Rate and/or Employer Feedback
11/9/2021	Fast Track to Success Interview Coaching & Resume Workshops	Case Managers Emails Flyers WIOA Partners Social Media	180	Candidate Response

11/16/2021	DOES HR Fast Track to Success (4 day event)	Case Managers Emails Flyers WIOA Partners Social Media	677	Candidate Response Rate and/or Employer Feedback
11/18/2021	CDA Landscaping Recruitment	Case Managers Emails WIOA Partners	13	Candidate Response Rate and/or Employer Feedback
11/22/2021	Starbucks	Case Managers Emails WIOA Partners	29	Candidate Response Rate and/or Employer Feedback
12/1/2021	Health & Wellness Recruitment Event	Case Managers Emails WIOA Partners Text	29	Candidate Response Rate and/or Employer Feedback
12/3/2021	First Source Friday	Case Managers Emails Text Message WIOA Partners	19	Candidate Response Rate and/or Employer Feedback
12/8/2021	Allied Universal	Case Managers Emails WIOA Partners Text	70	Candidate Response Rate and/or Employer Feedback
1/7/2022	First Source Friday	Case Managers Emails Text Message WIOA Partners	20	Candidate Response Rate and/or Employer Feedback

DOES POH Q118_WOW Deployment Report

Date	Name of Event	Address	Ward	# of Adults Assisted	# of Youth Assisted	Total Assisted	Mobile Unit/ TableEvent
5/26/21	MPD Crime Initiative	4th & Atlantic and 6th & Chesapeak	8	11	0	11	Table
6/1/21	MPD Crime Initiative	6th & Chesapeak	8	15	0	15	Table
6/5/21	MPD Family Fun Day	Carver Terrace Maryland & M Street NE	5	<10	0	<10	Table
6/16/21	EOM Encampment	New Jersey &) Street NW	6	<10	0	<10	Table
6/17/21	Day of Service Event	Paradise Mayfair Community	7	0	0	0	Table
7/1/21	Beat The Streets	14th & Girard St. NW	1	<10	0	<10	Table
7/7/21	DPR Neighborhood Block Party	Barry Farms Recreation Center 2330 Sumner Place SE	8	<10	0	<10	Table
7/8/21	DPR Neighborhood Block Party	Trinidad Recreation Center 1310 Childress Pl NE	7	<10	0	<10	Table
7/13/21	EOM Administration Vaccination Edition R.I.S.E Demonstration Center	2730 Martin Luther King Jr. Ave SE Washington, DC 20032	8	14	0	14	Table
7/14/21	DPR Neighborhood Block Party	Deanwood Recreation Center 1350 49th Street, NE Washington, DC 20019	7	<10	0	<10	Table
7/15/21	DPR Neighborhood Block Party	Ridge Road Recreation Center 830 Ridge Road SE Washington, DC 20019	7	0	0	0	Table
7/20/21	Beat The Streets	Woodland 2300 Ainger Place SE Washington, DC	8	11	0	11	Table
7/22/21	Beat The Streets	Douglas/Shipley 3000 30th Street, SE Washington, DC	8	18	0	18	Table
7/22/21	DPR Neighborhood Block Party	Benning Stoddert Recreation Center 100 Stoddert Place SE Washington, DC	4	<10	0	<10	Table
7/28/21	DPR Neighborhood Block Party	Fort Stanton Recreation Center 1812 Erie St., SE Washington, DC	8	<10	0	<10	Table

DOES POH Q118_WOW Deployment Report

Date	Name of Event	Address	Ward	# of Adults Assisted	# of Youth Assisted	Total Assisted	Mobile Unit/ TableEvent
7/29/21	Beat The Streets	62th Dix Street, NE Washington, DC 20019	7	10	0	10	Table
8/5/21	Beat The Streets	Simple City 600 46th Place, SE Washington, DC	7	<10	0	<10	Table
8/7/21	Rolling for Peace Community Safety Event	1100 Block of first Place NW Washington, DC	6	12	0	12	Table
8/11/21	DPR Neighborhood Block Party	Brentwood Recreation Center 2311 14th Street, NE Washington, DC	7	<10	0	<10	Table
8/12/21	Beat The Streets	6th & Chesapeake Street, SE Washington, DC	8	14	0	14	Table
8/12/21	Resource Fair	Horton Funeral Home 600 Kennedy Street, NW Washington, DC	4	13	0	13	Mobile Unit
8/14/21	Resource Fair	First Baptist Church 712 Randolph Street, NW	4	21	<10	22	Table
8/18/21	Beat The Streets	115 Atlantic Street, SW Washington, DC	8	26	0	26	Table
8/18/21	DPR Neighborhood Block Party	Parkview Recreation Center 693 Otis Place, NW Washington, DC		<10	0	<10	Table
8/19/21	Beat The Streets	3800 Clay Place NE Washington, DC	7	<10	<10	10	Table
8/21/21	The Temple of Praise #Project 700 Community Day	The Temple of Praise 700 Southern Avenue SE	8	21	0	21	Table
8/24/21	DPR Neighborhood Block Party	Raymond Recreation Center 3725 10th Street, NW	4	0	0	0	Table

DOES POH Q118_WOW Deployment Report

Date	Name of Event	Address	Ward	# of Adults Assisted	# of Youth Assisted	Total Assisted	Mobile Unit/ TableEvent
8/26/21	Beat The Streets	MLK &	8	17	0	17	Table
8/27/21	R Street Job Fair	1436 R Street, NW	2	11	0	11	Table
9/17/21	WOW at The Big Chair	1199 V Street, SE Washington, DC	8	10	0	10	Mobile Unit
9/18/21	H Street Festival	12th Street, NE, Near Auto Zone	6	77	0	77	Table
9/21/21	Wellness Healthcare Clinics Employment Fest	Mobile Unit	8	28	0	28	Mobile Unit
10/5/21	Bate Community Outreach	27 & O Street NW	5	13	0	13	Table
10/6/21	Healthy Corners Market Event	Mobile Unit	8	<10	0	<10	Mobile Unit
10/7/21	Core Team walk	10th & Florida Avenue, NE	6	<10	0	<10	Team Walk
10/7/21	Southwest Garden Fest	201 N Street, SW	6	17	0	17	Table
10/8/21	Wellness Healthcare Clinics Fair	4660 Martin Luther King Jr. Ave., SW	8	19	0	19	Mobile Unit
10/22/21	Shephard Park Resource Fair	600 Parkland Place SE	8	<10	0	<10	Table
10/23/21	Pumpkin Patch Resource Carnival	219 50th Street SE	7	<10	0	<10	Mobile Unit
10/27/21	2021 Mayor's 14th Annual Disability Awareness Expo	Martin Luther King, Jr. Memorial Library (Great Hall) 901 G Street, NW	2	24	0	24	Table
10/28/21	Wellness Health Care Clinics Employment Fair	4660 Martin Luther King Jr. Avenue, SW	8	16	0	16	Table
11/4/21	Fedcap Workshop Field Trip	2300 Martin Luther King, Jr. Ave, SE	8	11	0	11	Table
11/5/21	2021 All Corps Conference (Serve DC)	Deanwood Recreation Center 1350 49th Street, NE Washington, DC 20019	7	<10	0	<10	Table
11/16/21	DC Hospitality Hiring Fair	3400 Georgia Avenue, NW		37	<10	45	Table
11/19/21	Jobs Not Guns	1100 Oak Drive, SE	8	28	0	28	Table
					Total:	513	

Grant Modification / Notice of Award

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

GRANT MODIFICATION	**No. 2**	PROJECT: Senior Community Service Employment Program	
GRANT NUMBER: AD-35166-20-60-A-11	EIN: [redacted]	EFFECTIVE DATE: 02/17/2021	PAGE 1
GRANTEE: District of Columbia Department of Employment Services 4058 Minnestoa Avenue, NE Washington, DC, DISTRICT OF COLUMBIA 20019-3540		ISSUED BY U.S. DEPARTMENT OF LABOR / ETA DIVISION OF FEDERAL ASSISTANCE 200 CONSTITUTION AVENUE NW - ROOM N-4716 WASHINGTON, DC 20210	

Action:
This modification incorporates the approved Equitable Distribution Report as submitted by the state.

YEAR / CFDA PROGRAM ACCOUNT ID	**Mod 0-1 CURRENT LEVEL**	**Mod 2 MODIFICATION**	**NEW LEVEL**	**PMS DOC #**
PY 20 / 17.235 OLDER AMERICANS - STATE AGENCIES 17 -1630-2020-0501752021BD202001750002205OA012A0000AOWI00AOWI00-A90200-410023-ETA-DEFAULT TASK-	$463,351.00	$0 00	$463,351.00	AD35166X80
TOTAL FUND AVAILABILITY	**$463,351.00**	**$0.00**	**$463,351.00**	

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

Approved by

Charles Cox

Grant Officer

Date Signed **02/19/2021**

U.S. Department of Labor

Employment and Training Administration
200 Constitution Avenue, N.W.
Washington, D.C. 20210

February 5, 2021

Dr. Unique Morris-Hughes
Director, Dept. of Employment Services
District of Columbia Department of Employment Services
4058 Minnesota Ave, N.E.
Washington, D.C. 20019
unique.morris-hughes2@dc.gov; *vanessa.weatherington@dc.gov*

Dear Grantee,

The Division of National Programs, Tools, and Technical Assistance Older Workers Unit and your Federal Project Officer (FPO) have approved your Program Year 2020 Equitable Distribution Report. This letter will be incorporated into your grant file as documentation. Please contact your FPO with questions or for additional information.

Thank you,

Charles Cox
Grant Officer

CONDITIONS OF AWARD

AP-33481-19-60-A-11, Washington D.C.

Condition 1 (All Grantees) – *From Program Office*

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

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

PROGRAMMATIC CONDITIONS:
For clarification purposes only at this time.

1) **General Compliance Review (All Grantees)**

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

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

2) **Performance Reporting (All Grantees)**

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

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

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

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

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

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

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

Condition 2 – Budget

The grantee must submit a budget modification request which includes the following:

- Budget narrative with a clearly delineated description of costs associated with each line item on the SF-424A in a narrative format which aligns with the subtotals and total provided in the narrative and aligns with the totals indicated on the SF-424A. Specifically, the budget narrative must clarify the following:
    1. Please revise the Budget Narrative to ensure that the totals in each section add up correctly. Any non-DOL funds, such as state funds, should be explained in a separate leveraged resource section in the Budget Narrative, and be clearly delineated from DOL funds.
    2. For "Supplies"- please provide a cost breakdown of each supply

TERMS AND CONDITIONS LIBRARY

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1. Order of Precedence

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

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

2. Notice of Award

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

3. Training and Employment Guidance Letter (TEGL)

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

4. Federal Project Officer

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

Name: Tobby Willis
Telephone: 215-861-5524
E-mail: willis.tobby@dol.gov

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

5. Indirect Cost Rate and Cost Allocation Plan

___ A. A **current** Federally approved Negotiated Indirect Cost Rate Agreement (NICRA) or current Federally approved Cost Allocation Plan (CAP) has been provided – copy attached.
For a NICRA only:
(1) Indirect Rate approved: see attached
(2) Type of Indirect Cost Rate: see attached
(3) Allocation Distribution Base: see attached
(4) Current beginning and ending period applicable to rate: see attached

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

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

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

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

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

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

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

X___ C. The award recipient elected to exclude indirect costs from the proposed budget. Please be aware that incurred indirect costs (such as top management salaries, financial oversight, human resources, payroll, personnel, auditing costs, accounting and legal, etc. used for the general oversight and administration of the organization) must not be classified as direct costs; these types of costs are indirect costs. Only direct costs, as defined by the applicable cost principles, will be charged. According to 2 CFR 200.412, if indirect costs are misclassified as direct costs, such costs may become disallowed through an audit.

___ D. The award recipient has never received a negotiated indirect cost rate and, pursuant to the exceptions noted at 2 CFR 200.414(f) in the Cost Principles of the Uniform Guidance has elected to charge a de minimis rate of 10% of modified total direct costs (see 2 CFR 200.68 for definition of MTDC) which may be used indefinitely. Governmental departments or agencies that receive more than $35 million in direct Federal Funding must submit an indirect cost rate proposal and cannot request a de minimis rate. This methodology must be used consistently for all Federal awards until such time as you choose to negotiate for an indirect cost rate, which you may apply to do at any time. (See 2 CFR 200.414(f) for more information on use of the de minimis rate.)

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

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

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

6. Approved Statement of Work

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

7. Approved Budget

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

8. Return of Funds

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

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

9. Evaluation, Data, and Implementation

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

10. Resources and Information

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

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

11. Cost Limitation Restrictions

a. Budget Flexibility

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

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

b. Consultants

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

c. Travel

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

d. Travel – Foreign

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

if service provided by such carrier is available.

e. Travel – Mileage Reimbursement Rates

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

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

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

12. Administrative Requirements

a. Audits

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

b. Closeout/Final Year Requirements

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

c. Creative Commons Attributions License

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

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

d. Equipment

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

e. Federal Funding Accountability and Transparency Act (FFATA)

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

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

II. *Where and when to report.* You must report executive total compensation described in paragraph [2.a.] of this award term:
   a. As part of your registration profile at http://www.sam.gov.
   b. By the end of the month following the month in which this award is made, and annually thereafter.

3. Reporting of Total Compensation of Subrecipient Executives.
   I. *Applicability and what to report.* Unless you are exempt as provided in paragraph [4.]of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if—
      I. in the subrecipient's preceding fiscal year, the subrecipient received—
         (A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
         (B) $25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and
      II. The public does not have access to information on the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at https://www.sec.gov/answers/execomp.htm.)

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

4. Exemptions
   If, in the previous tax year, you had gross income, from all sources, under $300,000, you are exempt from the requirements to report:
   a. Subawards, and
   b. The total compensation of the five most highly compensated executives of any subrecipient.

5. Definitions.
   For purposes of this award term:
   a. *Entity* means all of the following, as defined in 2 CFR part 25:
      I. A Governmental organization, which is a State, local government, or Indian tribe;
      II. A foreign public entity;

III. A domestic or foreign nonprofit organization;
IV. A domestic or foreign for-profit organization;
V. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

b. *Executive* means officers, managing partners, or any other employees in management positions.

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

d. *Subrecipient* means an entity that:
   I. Receives a subaward from you (the recipient) under this award; and
   II. Is accountable to you for the use of the Federal funds provided by the subaward.

e. *Total* compensation means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):
   I. *Salary and bonus.*
   II. *Awards of stock, stock options, and stock appreciation rights.* Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
   III. *Earnings for services under non-equity incentive plans*. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
   IV. *Change in pension value.* This is the change in present value of defined benefit and actuarial pension plans.
   V. *Above-market earnings on deferred compensation which is not tax-qualified.*
   VI. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds $10,000.

f. Intellectual Property Rights

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

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

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

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

g. Intellectual Property Rights and the Bayh-Dole Act

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

h. Personally Identifiable Information

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

i. Pre-Award

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

j. Procurement

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

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

k. Program Income

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

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

l. Publicity

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

m. Recipient Integrity and Performance Matters

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

2. <u>Proceedings about which you must report</u>. Submit the information required about each proceeding that:

a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;
b. Reached its final disposition during the most recent 5-year period; and
c. Is one of the following:
   I. A criminal proceeding that resulted in a conviction, as defined in paragraph 5. of this award term
   II. A civil proceeding that resulted in a finding of fault and liability and paying a monetary fine, penalty, reimbursement, restitution, or damages of $5,000 or more;
   III. An administrative proceeding, as defined in paragraph 5. of this award term, that resulted in a finding of fault and liability and your payment of either monetary fine or penalty of $5,000 or more or a reimbursement, restitution, or damages in excess of $100,000; or
   IV. Any other criminal, civil, or administrative proceeding if:
      (A) It could have led to an outcome described in paragraph 2.c.I, II, or III of this award term;
      (B) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and
      (C) The requirement in this award term to disclose information about the proceeding does not conflict with applicable laws and regulations.

3. Reporting procedures. Enter in SAM Entity Management area (formerly CCR), or any successor system, the FAPIIS information that SAM requires about each proceeding described in paragraph 2. of this award term. You do not need to submit the information a second time under assistance awards that you received if you already provided the information through SAM (formerly CCR) because you were required to do so under Federal procurement contracts that you were awarded.

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

5. Definitions. For purposes of this award term:

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

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

n. Reports

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

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

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

B. **Quarterly Narrative Progress Reports**. Recipients are required to submit a narrative quarterly and final report on grant activities funded under this award. All reports are due no later than 45 calendar days after the end of each specified reporting quarter. Reporting quarter end dates are March 31, June 30, September 30, and December 31.

1. The last quarterly progress report that award recipients submit will serve as the grant's Final Performance Report. This report should provide both ***quarterly and cumulative*** information on the grant's activities. It must summarize project activities, employment outcomes and other deliverables, and related results of the project.

2. The recipient shall use any standard forms and instructions to report on training and employment outcomes and other data relating to the progress reports as provided by ETA.

3. The recipient shall utilize standard reporting processes and electronic reporting systems to submit their quarterly progress reports as provided by ETA.

o. Requirements for Conference and Conference Space

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

p. Subawards

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

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

q. Supportive Services & Participant Support Costs

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

r. System for Award Management

1. Requirement for System of Award Management (SAM)

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

2. Requirement for unique entity identifier

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

i. Must notify potential subrecipients that no entity (*see* definition in paragraph [3] of this award term) may receive a subaward from you unless the entity has provided its unique entity identifier to you.

ii. May not make a subaward to an entity unless the entity has provided its unique entity identifier to you.

3. Definitions

For purposes of this award term:

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

ii. *Unique entity identifier* means the code that is unique to a registered entity in order to complete its registration on SAM. \iii. *Entity,* as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:

a. A Governmental organization, which is a State, local government, or Indian Tribe;

b. A foreign public entity;

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

iv. *Subaward:*

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

v. *Subrecipient* means an entity that:

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

s. Vendor/Contractor

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

13. Program Requirements

The TEGL contains the program requirements for this award.

14. 2018 Federal Appropriations Requirements

a. Buy American Notice

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

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

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

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

b. Fair Labor Standards Act Amendment for Major Disasters

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

> ''(s)(1) The provisions of this section [maximum hours worked] shall not apply for a period of 2 years after the occurrence of a major disaster to any employee—
> ''(A) employed to adjust or evaluate claims resulting from or relating to such major disaster, by an employer not engaged, directly or through an affiliate, in underwriting, selling, or marketing property, casualty, or liability insurance policies or contracts;
> ''(B) who receives from such employer on average weekly compensation of not less than $591.00 per week or any minimum weekly amount established by the Secretary, whichever is greater, for the number of weeks such employee is engaged in any of the activities described in subparagraph (C); and ''(C) whose duties include any of the following:
> ''(i) interviewing insured individuals, individuals who suffered injuries or other damages or losses arising from or relating to a disaster, witnesses, or physicians; ''(ii) inspecting property damage or reviewing factual information to prepare damage estimates;
> ''(iii) evaluating and making recommendations regarding coverage or compensability of claims or determining liability or value aspects of claims;
> ''(iv) negotiating settlements; or
> ''(v) making recommendations regarding litigation.
> ''(2) The exemption in this subsection shall not affect the exemption provided by section 13(a)(1).
> ''(3) For purposes of this subsection—
> ''(A) the term 'major disaster' means any disaster or catastrophe declared or designated by any State or Federal agency or department;
> ''(B) the term 'employee employed to adjust or evaluate claims resulting from or relating to such major disaster' means an individual who timely secured or secures a license required by applicable law to engage in and perform the activities described in clauses (i) through (v) of paragraph (1)(C) relating to a major disaster, and is employed by an employer that maintains worker compensation insurance coverage or protection for its employees, if required by applicable law, and withholds applicable Federal, State, and local income and payroll taxes from the wages, salaries and any benefits of such employees; and
> ''(C) the term 'affiliate' means a company that, by reason of ownership or control of 25 percent or more of the outstanding shares of any class of voting securities of one or more companies, directly or indirectly, controls, is controlled by, or is under common control with, another company.''.

c. Health Benefits Coverage for Contraceptives

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

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

d. Privacy Act

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

e. Prohibition on Contracting with Corporations with Felony Criminal Convictions

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

f. Prohibition on Contracting with Corporations with Unpaid Tax Liabilities

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

g. Prohibition on Procuring Goods Obtained Through Child Labor

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

h. Prohibition on Providing Federal Funds to ACORN

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

i. Reporting of Waste, Fraud and Abuse

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

j. Requirement for Blocking Pornography

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

k. Requirement to Provide Certain Information in Public Communications

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

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

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

l. Restriction on Health Benefits Coverage for Abortions

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

m. Restriction on Lobbying/Advocacy

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

n. Restriction on the Promotion of Drug Legalization

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

o. Restriction on Purchase of Sterile Needles or Syringes

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

p. Salary and Bonus Limitations

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

15. Public Policy

a. Architectural Barriers

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

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

b. Drug-Free Workplace

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

c. Executive Orders

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

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

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

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

d. Flood Insurance

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

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

e. Hotel-Motel Fire Safety

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

f. Prohibition on Trafficking in Persons

1. Trafficking in persons.

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

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

(A). Engage in severe forms of trafficking in persons during the period of time that the award is in effect;

(B). Procure a commercial sex act during the period of time that the award is in effect; or

(C). Use forced labor in the performance of the award or subawards under the award.

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

(A). Is determined to have violated a prohibition in paragraph a.1 of this award term; or

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

i. Associated with performance under this award; or

ii. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 CFR Part 2998.

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

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

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

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

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

c. *Provisions applicable to any recipient.*

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

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

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

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

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

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

I. "Employee" means either:

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

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

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

III. "Private entity":

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

(B). Includes:

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

ii. A for-profit organization.

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

g. Veterans' Priority Provisions

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

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

16. Attachments

Attachment A: SF-424
Attachment B: SF-424A
Attachment C: Budget Narrative
Attachment D: Statement of Work

Attachment A: SF-424

OMB Number: 4040-0004
Expiration Date: 12/31/2019

Application for Federal Assistance SF-424

* 1. Type of Submission:
- [ ] Preapplication
- [x] Application
- [ ] Changed/Corrected Application

* 2. Type of Application:
- [x] New
- [ ] Continuation
- [ ] Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received: Completed by Grants.gov upon submission.

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: District of Columbia Department of Employment Services

* b. Employer/Taxpayer Identification Number (EIN/TIN): [redacted]

* c. Organizational DUNS: 0778194150000

d. Address:

* Street1: 4058 Minnesota Avenue, NE
Street2:
* City: Washington, DC
County/Parish:
* State: DC: District of Columbia
Province:
* Country: USA: UNITED STATES
* Zip / Postal Code: 20019-3540

e. Organizational Unit:

Department Name: DC Dept. of Employment Service

Division Name: Workforce Development

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Dr.
* First Name: Walter
Middle Name:
* Last Name: Lundy
Suffix: Jr.

Title: Finance Officer

Organizational Affiliation: Workforce Development Bureau and Federal Programs

* Telephone Number: 202-671-1164
Fax Number:

* Email: walter.lundy@dc.gov

Application for Federal Assistance SF-424

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

A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

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

Employment and Training Administration

11. Catalog of Federal Domestic Assistance Number:

17.285

CFDA Title:

Apprenticeship USA Grants

*** 12. Funding Opportunity Number:**

ETA-TEGL-17-18

* Title:

Availability of FY18 Funding for State Apprenticeship Expansion

13. Competition Identification Number:

ETA-TEGL-17-18

Title:

Availability of FY18 Funding for State Apprenticeship Expansion

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

Add Attachment | Delete Attachment | View Attachment

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

State Expansion of RAPs

Attach supporting documents as specified in agency instructions.

Add Attachments | Delete Attachments | View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant: DC-000
* b. Program/Project: DC-00

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

Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: 07/01/2019
* b. End Date: 06/30/2020

18. Estimated Funding ($):

* a. Federal	713,208.79
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	713,208.79

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

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

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

- [ ] Yes
- [x] No

If "Yes", provide explanation and attach

Add Attachment | Delete Attachment | View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

- [x] ** 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: Dr.
* First Name: Unique
Middle Name:
* Last Name: Morris-Hughes
Suffix:

* Title: Director, DC Department of Employment Service

* Telephone Number: 202-671-1900
Fax Number:

* Email: unique.morris-hughes2@dc.gov

* Signature of Authorized Representative: Completed by Grants.gov upon submission.
* Date Signed: Completed by Grants.gov upon submission.

Attachment B: SF-424A

BUDGET INFORMATION - Non-Construction Programs

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

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Apprenticeship USA Grants	17.285	$	$	$ 713,208.79	$	$ 713,208.79
2.						
3.						
4.						
5. Totals		$	$	$ 713,208.79	$	$ 713,208.79

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SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY (1) Apprenticeship USA Grants	(2) N/A	(3) N/A	(4) N/A	Total (5)
a. Personnel	$ 253,500.00	$	$	$	$ 253,500.00
b. Fringe Benefits	58,051.50				58,051.50
c. Travel	0.00				0.00
d. Equipment	0.00				0.00
e. Supplies	85,499.29				85,499.29
f. Contractual	316,158.00				316,158.00
g. Construction	0.00				0.00
h. Other					
i. Total Direct Charges (sum of 6a-6h)	713,208.79				$ 713,208.79
j. Indirect Charges					$
k. TOTALS (sum of 6i and 6j)	$ 713,208.79	$	$	$	$ 713,208.79
7. Program Income	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

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SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS
8.	$	$	$	$
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	$ 237,736.26	$ 59,434.06	$ 59,434.06	$ 59,434.06	$ 59,434.08
14. Non-Federal	$				
15. TOTAL (sum of lines 13 and 14)	$ 237,736.26	$ 59,434.06	$ 59,434.06	$ 59,434.06	$ 59,434.08

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. Apprenticeship USA Grants	$ 237,736.26	$ 237,736.26	$ 237,736.27	$
17.				
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	$ 237,736.26	$ 237,736.26	$ 237,736.27	$

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges:

22. Indirect Charges:

23. Remarks:

Attachment C: Budget Narrative

Rollup Overall Budget 36-Month Budget

Expense	Year 1	Year 2	Year 3	TOTAL
Personnel	$204,750.00	$204,750.00	$204,750.00	$614,250.00
Fringe	$46,887.75	$46,887.75	$46,887.75	$140,663.25
Travel	$0.00	$0.00	$0.00	$0.00
Equipment	$0.00	$0.00	$0.00	$0.00
Supplies	$54,999.76	$54,999.76	$54,999.77	$164,999.29
Contractual	$195,386.00	$195,386.00	$195,386.00	$586,158.00
TOTAL	$502,023.51	$502,023.51	$502,023.52	$1,506,070.54

Rollup Overall DOES Funds Budget

DOES Funds	Year 1	Year 2	Year 3	TOTAL
Personnel	$120,250.00	$120,250.00	$120,250.00	$360,750.00
Fringe	$27,537.25	$27,537.25	$27,537.25	$82,611.75
Travel	$0.00	$0.00	$0.00	$0.00
Equipment	$0.00	$0.00	$0.00	$0.00
Supplies	$26,500.00	$26,500.00	$26,500.00	$79,500.00
Contractual	$90,000.00	$90,000.00	$90,000.00	$270,000.00
TOTAL	**$264,287.25**	**$264,287.25**	**$264,287.25**	**$792,861.75**

Rollup Overall Grant Funds Budget

Expansion Grant Funds	Year 1	Year 2	Year 3	TOTAL
Personnel	$84,500.00	$84,500.00	$84,500.00	$253,500.00
Fringe	$19,350.50	$19,350.50	$19,350.50	$58,051.50
Travel	$0.00	$0.00	$0.00	$0.00
Equipment	$0.00	$0.00	$0.00	$0.00
Supplies	$28,499.76	$28,499.76	$28,499.77	$85,499.29
Contractual	$105,386.00	$105,386.00	$105,386.00	$316,158.00
TOTAL	**$237,736.26**	**$237,736.26**	**$237,736.27**	**$713,208.79**

Rollup Year 1

	Total	DOES Funds	Grant Funds
Personnel	$204,750.00	$120,250.00	$84,500.00
Fringe	$46,887.75	$27,537.25	$19,350.50
Travel	$0.00	$0.00	$0.00
Equipment	$0.00	$0.00	$0.00
Supplies	$54,999.76	$26,500.00	$28,499.76
Contractual	$195,386.00	$90,000.00	$105,386.00
TOTAL	**$502,023.51**	**$264,287.25**	**$237,736.26**

YR 1 (July 1, 2019 – June 30, 2019) - Personnel - $204,750

Positions	Level of Effort on Grant	Total Salary	Fringe (.229)	DOES Funds	Grant Funds
Associate Director	15%	$110,000.00	$25,190.00	$20,278.50	$0.00
Program Manager	30%	$98,000.00	$22,442.00	$36,132.60	$0.00
Program Manager	30%	$107,000.00	$24,503.00	$39,450.90	$0.00
Workforce Development	50%	$84,500.00	$19,350.50	$51,925.25	$0.00
Program Analyst	100%	$84,500.00	$19,350.50	$0.00	$103,850.50
TOTAL				**$147,787.25**	**$103,850.50**

Roles and Descriptions

Associate Director - Executive management and oversight of Workforce Development Bureau to ensure program success.

Duties:

- Managing programs at the federal state and local levels;
- Revamping and executing District employment initiatives; and
- Developing and implementing policy at the state and local levels.

Program Manager - Oversight of outreach and development of apprenticeship standards for the Apprenticeship Expansion initiative to ensure: seamless program offerings; cohesion among program partners; and application of required wrap- around services.

Duties:

- Developing and managing apprenticeship programs in the District;
- Serving on apprenticeship advisory boards and committees; and
- Served on Department of Labor legislative subcommittee to revise federal apprenticeship regulations.

Program Manager - Management of the Apprenticeship Expansion initiative to ensure: seamless program offerings; cohesion among program partners; and application of required wrap-around services.
Duties:

- Managing staff and partners supporting federal and local government programs;
- Reviewing and assessing program performance, duties, and priorities; and
- Developing written performance standards.

Program Analyst (New) - Management and oversight of performance tracking, monitoring, and training; will serve as the lead in compiling performance data and a dedicated Will lead efforts to increase and expand business/industry engagement as well as expand new apprenticeship opportunities through an aggressive recruitment/ marketing/outreach.
Duties:

- Tracking state and federal workforce performance measures;
- Conducting research and data collection evaluating findings; and
- Providing statistical and quantitative analyses for report demonstrating findings in multiple formats.
- The dedicated FTE will develop data collection and entry federal reporting.

Workforce Development Specialist (WDS) - Case management of all program participants (apprentices) to include DCNetworks updates and coordination of wrap-around and support services; will be conducted by existing AJC WDS until hired.
Duties:

- Leveraging sound workforce development processes;
- Providing clear and concise case management in support of program participants; and
- Monitoring and placing targeted populations.

Fringe Benefits - $46,887.75

		Total Salary	DOES Funds	Grant Funds
Associate Director	15%	$110,000.00	$16,500.00	$0.00
Program Manager	30%	$98,000.00	$29,400.00	$0.00
Program Manager	30%	$107,000.00	$32,100.00	$0.00
Workforce Development	50%	$84,500.00	$42,250.00	$0.00
Program Analyst	100%	$84,500.00	$0.00	$84,500.00
			$120,250.00	**$84,500.00**

	DOES Salary	Grant Salary
	$120,250.00	$84,500.00
Fringe Benefits (22.9%)	$27,537.25	$19,350.50

Direct hours per employee actual cost.

1. All employees will keep time record sheets.

2. The time record sheet will reflect the actual hours worked by the program on a daily basis

Fringe benefits rate is 22.9%. Fringe Benefits (FICA, UC, Worker's Compensation, Health insurance, Dental Insurance, Life & Disability and other fringe benefits) are allocated in the same manner as salaries.

Vacation, holiday and sick pay are allocated in the same manner as salaries and wages.

Travel

No Travel charged to program

Equipment

No Equipment charged to program

Supplies

	Total Supplies	DOES Funds	Grant Funds
Office Supplies	$7,500.00	$4,000.00	$3,500.00
Program Supplies	$47,500.00	$22,500.00	$25,000.00
TOTAL	**$554,999.76**	**$26,500.00**	**$28,499.76**

Office supplies will support program implementation particularly the new Program analyst and marketing consultant.

Program Supplies will be used to support apprentice participants and to augment program models i.e.—metro cards, uniforms and work-related items.

Contractual

	Total	DOES Funds	Grant Funds
Marketing/Outreach Consultant	$32,500.00	$12,500.00	$25,000.00
IT Consultant	$50,000.00	$25,000.00	$25,000.00
Bus Ads	$25,000.00	$12,500.00	$12,500.00
Social Media Campaign	$12,886.00	$5,000.00	$7,886.00
Printing	$15,000.00	$7,500.00	$7,500.00
State-level Sponsor Training	$25,000.00	$7,500.00	$17,500.00
High School Apprenticeship	$30,000.00	$20,000.00	$10,000.00
TOTAL	**$190,386.00**	**$90,000.00**	**$105,386.00**

Marketing Outreach Consultant – As a system-level activity, the Marketing/Outreach Consultant will support new Program Analyst and develop/implement a marketing and outreach strategy to recruit sponsors and new apprentices.

IT Consultant – As a system-level activity, the IT consultant will support the Program Analyst in data collection and integrity in relation to upgrades to our the new DOES apprenticeship database platform that will be customized around RAPIDS and leverage Microstrategy to make multiple databases talk and improve the accuracy and integrity of reporting.

Bus Ad Campaign – As a part of the outreach strategy, advertisements on Metro buses and bus metro stops will be used to recruit hard to reach and under represented participants for new apprenticeship enrollment.

Social Media Campaign - As a part of the outreach strategy, advertisements on social media platforms will be used to recruit hard to reach and under represented participants for new apprenticeship enrollment.

Printing – These funds will be used to print outreach and recruitment materials for recruitment of both new sponsors and apprentices.

State-level Sponsor Training – AS a program-level activity, these funds will be used to facilitate state-sponsored training and roundtables for new and existing sponsors to expand capacity and build knowledge around how to recruit, serve and mentor apprentices from diverse and marginalized populations.

High School Apprenticeship – As a system-level activity, funds will be used to partially support the creation and scaling of more high school student apprenticeship career pathways, which connect DC high school seniors to pre-apprenticeship training and direct entry to registered apprenticeship opportunities. For purposes of this grant, High School students with special needs will serve as a primary target.

Attachment D: Statement of Work

Applicant Organization

The Department of Employment Services (DOES) provides comprehensive employment services to ensure a competitive workforce, full employment, life-long learning, economic stability, and the highest quality of life for all District residents. DOES, a proud partner of the American Job Center (AJC), is an equal opportunity employer/service provider. Translation and interpretation services are available upon request to persons with limited or no English proficiency. Auxiliary aids and services are available upon request to persons with disabilities.

Housed within DOES, the Office of Apprenticeship, Information, and Training (OAIT) is the State Apprenticeship Agency (SAA) which has oversight of the apprenticeship system in the District of Columbia. OAIT monitors apprenticeship programs to ensure compliance and the implementation of quality training for all registered apprentices. OAIT also provides guidance and technical assistance to new and current apprenticeship sponsors regarding federal and local regulations, in addition to program regulation, for a successful program.

Apprenticeships combine on-the-job learning, with classroom-related instruction, teaching entry-level workers the practical and theoretical aspects of highly skilled occupations. Apprenticeship programs are sponsored by individual employers, employer associations, and joint labor-management groups. Apprenticeship sponsors also have eligibility requirements that vary and can include education and aptitude testing. Sponsors are required to ensure their programs are comprised of the five basic components:

1) Employer involvement;
2) Structured on-the-job learning;
3) Job-related technical instruction;
4) Rewards for skill gain; and,
5) Nationally-recognized occupational credential.

Registered Apprenticeship Programs (RAPs) are proven models of apprenticeship that have been validated by U.S. Department of Labor (DOL) or the SSA, offering workers paid relevant workplace experiences and enable employers to access a workforce while developing their skilled future talent immediately. RAPs are proven solutions for businesses to recruit, train, and retain highly skilled workers.

In the District, RAPs are primarily comprised of construction and Information Technology (IT) sectors, which are traditional occupations. Given the District's substantial revitalization efforts, construction occupations for carpenters, brick-masons, sheet metal workers, plumbers, HVAC technicians, cement masons, and electricians meet the employer-driven demands for highly skilled workers. IT occupations such as cloud administrators and helpdesk technicians continue to supply highly-trained individuals to District employers. The RAP opportunities create a viable and sustainable career pathway to the middle class for Washingtonians.

The State Apprenticeship Expansion grant funds issued by the U.S. DOL will allow DOES to expand our current apprenticeships opportunities even further into non-traditional industries; transferring the success of our construction and IT RAP models to include hospitality and healthcare. Within the expansion model, DOES will support and encourage RAP diversification

to include increasing the diversity of apprentices by targeting communities of color, youth (16 to 24 year of age), Veterans, and individuals with disabilities.

Current Status of Registered Apprenticeship in the District

As of May 2019, the Districts apprenticeship sponsors and apprenticeship programs span across a wide variety of industries and occupations that include construction, Information Technology, automotive, barbering/cosmetology, building inspector, waste water operator, etc.

Number of Existing Registered Apprenticeship Sponsors

Unions – Joint Apprenticeship Committees (construction trades)	**17**
Individual Non-Unions (construction trades)	**208**
Employer Associations – 2 (affiliated construction contractors)	**119**
Individual Non-traditional (construction)	**12**
Total	**356**

Number of Existing Registered Apprenticeship Programs (RAPs)

Construction	**217**
Building Trades	**17**
Information Technology	**1**
Non-traditional (barbering/cosmetology)	**3**
Total	**238**

Key Industries and Occupations with Apprenticeship Programs

Industry	Sample Occupation Areas
Construction/Building Trades	Apprentice, Journey worker, Laborer, Materials Handler, Electrical
Non-traditional (barbering/cosmetology)	Barber, Hair dresser
Non-traditional (Information Technology)	IT Professional, Cloud AWS

Number of Registered Apprentices

Registered Apprentices	DC Registered Apprentices	Female	Male	Age 16-24	Age 18-54	Black or African American	Hispanic or Latino
9,286	2,158	346	8,940	1,388	8,904	3,400	641

Current State Capacity & Structure for Program Development

The Department of Employment Services offers an array of high-level occupations for active apprentices, with over 90% in construction. To expand the construction apprenticeship program model into hospitality and healthcare, DOES will utilize their current structure for program development, which includes:

- Obtain labor market information (LMI) to define a high-demand apprenticeship program and assess the current labor market trends;
- Identify and build a team of partnerships to include community colleges, economic development agencies, labor unions, public schools, disability agencies, and advocates;
- Evaluate the systems current state by determining employer demand;
- Develop and implement a strategy that addresses the apprenticeship program;
- Measure and evaluate program results; and
- Improve where applicable.

DOES continues to build out the Agency's structure for outreach / marketing and will be deploying these, and new strategies including partner engagement and off-site recruitment sessions continued interagency partnership development and scaling secondary and post-secondary institution partnership development activities.

High-Level Occupation Code	Active Apprentices
Construction and Extraction	**8787**
Installation, Maintenance, and Repair	**260**
Production Occupations	**175**
Building and Grounds Cleaning and Maintenance	**16**
Personal Care and Service	**16**
Healthcare Practitioners and Technical	**12**
Other	**11**
Transportation and Material Moving	**9**
Total	**9286**

Current Pipelines into Apprenticeship

Pre- Apprenticeship - Pre-apprenticeships are linked directly to existing apprenticeship programs to ensure students are prepared for entry into an existing apprenticeship opportunity. These programs are designed to prepare individuals to qualify and succeed in available apprenticeship opportunities.

These programs work to ensure that individuals new to an industry or needing to gain critical academic skills receive the combination of industry-based training and classroom instruction needed to move along a pathway into an apprenticeship program. A quality pre-apprenticeship contains five core components as defined in the U.S. Department of Labor framework:

- Partnership with a registered apprenticeship sponsor
- Approved training and curriculum
- Hands-on training
- Industry-recognized credentials

- Supportive services

Direct Referrals - OAIT works to connect interested candidates to quality apprenticeship sponsors through direct referrals. Specialized recruitment and information sessions are coordinated to ensure effective matching of candidates and employers.

Registered Apprenticeship Expansion Goals

Like much of the nation, the District of Columbia recognizes apprenticeships as an effective strategy for meeting the needs of businesses, keeping up with the rapidly changing economy, building a skilled workforce, and expanding opportunities for workers and families in the District. In response the State Apprenticeship Expansion funding opportunity, the District has set the following goals:

(1) To expand the number of new apprentices in the District's Registered Apprenticeship Program in the District by 105 apprentices annually.
(2) To increase the diversity of apprentices across industry sectors by adding at least 40 minority youth, 40 veterans and 25 persons with disabilities annually for 3 years for a total of 315 new apprentices from diverse populations.
(3) Integrate Registered Apprenticeship Programs into the District's State Workforce Development strategy by leveraging WIOA legislation and WIOA state funding to support a the establishment of a pipeline to RAPs.
(4) Enhance and expand the Districts capacity to conduct outreach and work with employers to create at least 105 new apprenticeship opportunities annually for 3 years for a total of 315 new apprenticeship opportunities. Our goal is to create two new RAPs per year for both healthcare and hospitality.
(5) Build the District's capacity and increase apprentice sponsors knowledge on serving diverse populations.

Diversification Goals			
	2019 - 2020	2020 - 2021	2021 - 2022
Persons with Disabilities	25	25	25
Veterans	40	40	40
Youth	40	40	40

Target Industry Goals			
	2019 - 2020	2020- 2021	2021 - 2022
Healthcare	2 new Registered Apprenticeship Programs		
Hospitality	2 new Registered Apprenticeship Programs		

Through the USDOL Apprenticeship Expansion Funding Application, the District goal is to increase the total amount of apprentices by 315 by 2022. DOES goal is to ensure that 50% of those new apprentices are in the target industries and occupation.

Registered Apprenticeship Expansion Strategies

The Department of Employment Services plans to increase the number of apprentices in RAPs nationwide by enrolling a total of 315 new apprentices over the next three (3) years. This expansion will increase the diversity of apprentices across industry sectors by adding a minimum of 40 minority youth, 40 veterans and 25 special needs individuals annually. To achieve this goal, DOES will expand recruitment and partnerships to work with additional agencies such as the Office of Latino Affairs (OLA), Mayor's Office on African American Affairs (OAA), Mayor's Office on Asia and Pacific Islander Affair (MOAPIA) and Mayor's Office of Veterans Affairs (MOVA).

Additionally, DOES plans to expand our partnership with the DC Department of Disability Services (DDS) to provide greater access to workforce development and opportunities regardless of individual's physical or developmental barriers. Representatives from these agencies are frequently present in our AJCs, and with this funding, DOES plan to establish a more meaningful partnership and referral system as DOES develop our Inclusive apprenticeship cohort.

In addition to increasing the diversity of apprentices, DOES intends to foster diversity across industry sectors by developing non-traditional apprenticeship opportunities to include healthcare and hospitality. Specifically, DOES is committed to working with employers and training providers to create healthcare and hospitality apprenticeships. The District plans to assist over 150 participants in this capacity over the next three (3) years. The agency will continue to facilitate system alignment of education workforce development, and economic development through the integration of WIOA legislation and funding in the apprenticeship model by leveraging WIOA funds to support pre-apprenticeship that form a pipeline to Registered Apprentices.

Program Expansion in Hospitality and Healthcare Industries

Hospitality Expansion

To ensure pre-apprentices are exposed to industry standards and best-practices, DOES will leverage our current partnership with the University of the District of Columbia (UDC) to offer pre-apprentices industry-specific curricula through classroom instruction. Those in the hospitality pathway will have the opportunity to receive one (1) or more of the following nationally recognized credentials:

- American Hotel & Lodging Educational Institute (AHLEI) - Certified Front Desk Representative (CFDR)
- American Hotel & Lodging Educational Institute (AHLEI) - Certified Guest Service Professional (CGSP)
- American Hotel & Lodging Educational Institute (AHLEI) – Certified Hotel Concierge (CHC)

In an effort to create additional non-traditional apprenticeships, DOES established a partnership with the Hotel Association of Washington, DC (HAWDC) that will allow individuals who successfully completed pre-apprenticeship training to become apprentices at hotels in the region.

HAWDC member hotels range from boutique to world-wide franchises. Visitors to D.C. produce over $600 million dollars in tax revenue each year, and the travel and tourism industry in the District generates over $7.0 billion dollars annually. Hotels in D.C. employ over 17,000 employees producing over $750 million dollars in employee wages.

Healthcare Expansion

The District is committed to ensuring that pre-apprentices have the foundational knowledge required to enter into apprenticeship programs. DOES will leverage our current partnership with the University of the District of Columbia (UDC) to offer pre-apprentices industry-specific curricula through classroom instruction. Those in the healthcare pathway will have the opportunity to receive one (1) or more of the following nationally recognized credentials:

- National Healthcareer Association – Medical Assistant
- National Heathcareer Association – Certified Clinical Nursing Assistant
- National Healthcareer Association - Certified Electronic Health Records Specialist

UDC has multiple industry partners in healthcare, including hospitals, urgent-care facilities, and community clinics. DOES strategic partnership with UDC is to leverage their existing pipeline of healthcare employers who have a demand for a highly-skilled workforce. UDC allows individuals who successfully complete job-related technical instruction to transition into structured on-the-job learning.

System Design Elements

Annual Apprenticeship Report

DOES currently submits an Annual Apprenticeship Report. Through this expansion, DOES will hire a dedicated FTE who will be charged with enhancing the existing report to include:

- Apprentice employment outcomes;
- Expanded apprentice demographic data collection;
- Expanded job market trends;
- How the District can better align apprenticeship to meet employer demands.

Data System/Integrity Upgrades

DOES believes that maintaining data integrity is important to the success of the Apprenticeship program. Data integrity ensures programs can recover, search, trace, and connect the dots showing our success. A key component of the expansion of the Districts Apprenticeship program includes making key system upgrades which will increase the validity and accuracy of data and increasing stability and performance. Maintaining and keeping data consistent throughout its lifecycle is essential as DOES is continuously working to improve our ability to administer, track, and report on both apprentices and apprenticeship programs. Through this grant DOES will implement the following data integrity upgrades to ensure data is being captured accurately and in real-time:

- Combine data systems to report all data through one centralized source, MicroStrategy. MicroStrategy will allow us to have real time access to data as it is

updated in the system. The tool will automatically populate charts and graphs which will give easy to understand data on key program elements.
- Hire dedicated FTE that will develop data collection and entry protocols into the system to ensure fidelity, integrity, and accuracy of the data
- Leverage upcoming modifications to a customized DC Apprenticeship Database that will build an additional layer on top of RAPIDS and serve as the official Apprenticeship data sharing platform.

Direct Participant Services

The Department of Employment Services creates linkages between existing programs to ensure participants entering apprenticeships are prepared for entry into high-skilled jobs. OAIT currently utilizes various pipelines for participants to enter Apprenticeship programs which include:

- Participant Training - Programs are designed to prepare individuals to qualify and succeed in available apprenticeship opportunities. These programs work to ensure that individuals new to an industry or needing to gain critical academic skills receive the combination of industry-based training and classroom instruction needed to move along a pathway into an apprenticeship program. A quality apprenticeship contains five core components as defined in the U.S. Department of Labor framework:
  Partnership with a registered apprenticeship sponsor
  - Approved training and curriculum
  - Hands-on training
  - Industry-recognized credentials
  - Supportive services

- DC Summer Youth Employment Program (SYEP) - The Marion Barry Summer Youth Employment Program has been an effective avenue for introducing apprenticeship opportunities to youth and young adults. OAIT is currently allocating resources to provide short term pre-apprenticeship exposure for 40 District of Columbia residents' ages 14-24 years old, during the FY2019 program which runs from June-August 2019. This program is an opportunity to expose youth in the District to apprenticeable occupations and builds a pipeline into RAPS for successful completers.

- District of Columbia Public Schools (DCPS) - The first training cohort began on March 18, 2019, and the second cohort will begin in July 2019. All participating youths who complete the training will receive direct entry to building trade unions' registered apprenticeship programs, pre-apprentices receive the OSHA 10, CPR and First Aid training, in addition, students who complete the DCPS – DOES Building Trades Apprenticeship Readiness Program, with three absences or less, will receive the Multi-Craft Core Curriculum (MC3) certificate at the conclusion of the program.

- American Job Centers (AJC) - The AJC offers job-seekers, students, businesses, and career professionals' access to a comprehensive array of employment-related services and tools in one convenient location. Through the District's American Job Center, residents can utilize resources such as career counseling, career planning, and resume assistance,

direct job placement, classroom and on-the-job-training, information about local and national labor markets, unemployment compensation and more. The OAIT keeps AJC staff abreast of new and existing program needs, and they refer candidates who meet the eligibility requirements for available apprenticeship opportunities.

Supporting Job Placement

As supported by the Bureau of Labor Statistics (BLS), the District and surrounding areas had the largest employment gain from October 2017 to October 2018, adding 20,300 jobs. The Washington area's 2.7% growth in professional and business services employment was similar to the 2.6% increase nationally. Eighty (80) percent of the local job gains in this industry were in the Washington division.

The Washington metropolitan area saw a growth in the hospitality industry of over 9,700 jobs from 2017 to 2018 and the healthcare sector is projected to increase by 2.4 million jobs nationally. Healthcare occupations are projected to add more jobs than any of the other occupational groups.

The Greater Washington area is projected to have substantial job vacancies in the proposed areas:

Healthcare	
Personal Care Aides	**2,551**
Medical Assistants	**449**
Medical Secretaries	**350**
Nursing Assistants	**287**
Billing Clerks	**90**
Hospitality	
Combined Food Preparation and Serving Workers, Including Fast Food	**1,643**
Dining Room and Cafeteria Attendants and Bartender Helpers	**383**
Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	**206**

Outreach & Recruitment

In addition to seeking best practices for Apprenticeship outreach, OAIT continues to utilize outreach methods that have proven effective. OAIT engages the community through specialized information and recruitment sessions, participate in Advisory Neighborhood Commissions (ANC) meetings, and utilized social media to reach participants and inform them of upcoming programming and opportunities.

To maximize outreach efforts, OAIT visit local District schools, targeting junior and senior students. Students are educated on registered apprenticeship programs and they are invited to key events to learn more about apprenticeship opportunities in the District.

Apprenticeship Information Sessions- OAIT hosts weekly information sessions for various stakeholders, on current and new apprenticeship programs, as well as specialized recruitment and hiring needs. These sessions explain

OAIT continues to build out our structure for outreach and will be repeating these and new strategies including partner engagement and recruitment sessions, interagency partnership development, and secondary and post-secondary institution partnership development activities.

Supportive & Referral Services

Registered apprenticeship programs continue to thrive and produce one of the highest labor market outcomes to date. The Agency has supported and connected individuals with barriers to income to viable career pathways. Workforce Development Specialists are tasked with providing supportive services for those eligible under the Workforce Innovation and Opportunity Act (WIOA), which seeks to improve the workforce system and the quality of life for job seekers and workers through integrated services.

Strategically coordinated services are tailored to individuals' needs emphasizing a person-centered employment plan. The Agency continues to connect all parts of the workforce system to ensure core employability services such as comprehensive assessments, career counseling, and guidance, resume preparation assistance, and labor market information assistance (LMI) are offered to participants across all programs. Through this grant, the Agency will increase participant enrollment into WIOA in order to leverage the array of supportive services offered to those who need the most. Supportive services include:

- Transportation assistance;
- Training support and work-related clothing, uniforms, tools;
- Child care;
- Employment-related testing; and
- Background checks.

Providing supportive and referral services have proven beneficial as the following serves as critical factors, customer preference, job search and placement assistance, advocacy, and unlimited support. Individuals can acquire professional and personal growth while ultimately working towards self-sufficiency.

Placement & Enrollment

Individuals can apply to apprenticeship sponsors that have an open season (when applications are accepted during the time of the year). The applications are reviewed, which may include other documents such as birth certificates, high school diploma, or equivalency. Some sponsors may require individuals to take a math test and or aptitude test as part of the application process with a qualifying score. There are follow-up interviews scheduled for the candidates, who provided all required documents requested. Additionally, drug testing and possible background checks are part of the process. From this point, a decision for selections of apprentices can take a minimum of one (1) month to possibly four (4) months.

Open applications: most apprenticeship sponsors have an open application, in which individuals can apply during the specific day and time set by the sponsor(s). Individuals will need to provide proof eligibility for the particular apprenticeship trade/occupation area(s) for that sponsor. Drug testing is generally part of the application process, and possibly a background check. Acceptance to apprenticeship may take a couple of weeks or a couple of months, depending on the available workforce need for apprentices.

Apprenticeship acceptance can be based on recruitment events coordinated by the Office of Apprenticeship with apprenticeship sponsors that are held at either DOES' headquarters or at the sponsors' sites. OAIT staff notifies individuals, who both inquired interest for apprenticeship directly with office and those who attended apprenticeship information sessions to be interviewed by the sponsors on the coordinated date and time. Generally, these recruitment events will lead to direct acceptance for a qualified individual to begin their apprenticeship within a week. As with above, individuals must meet the sponsors' eligibility requirements; and generally, drug testing is part of the process.

Apprenticeship acceptance can take place directly from the sponsor's existing workforce. Sponsors can accept individuals who are currently employed in another work classification to become registered apprentices.

In every process mentioned above, when apprenticeship sponsors accept individuals as apprentices, those sponsors must submit official Apprenticeship Registration Agreements of the new apprentices to be officially registered with Office of Apprenticeship.

Apprenticeship Training Services

Under the grant, the Department of Employment Services intends to design innovative vocational and technical training models through a blended learning approach in the areas of hospitality and healthcare. In addition to job-related instructor-led classroom training, virtual classroom training and self-study will serve as valuable learning tools. Both methods are designed to provide the apprentice with the knowledge of the theoretical and technical of the apprentices' occupation. Our experience has shown that apprentices who go through as a cohort have more successful outcomes as the classroom instruction allows them to bond which in turn leads to less drop off of apprentices

The Agency will make funds available from this grant to sponsor programs who will then utilize those funds to provide related instruction to apprentices. This on the job training and or related instruction is a critical part of the apprentices training and is an addition to the hands on training they receive as apprentices. DOES has a history of partnering with registered apprenticeship sponsors to provide robust individual and cohort based training for apprentices in Washington Metropolitan area.

Expected Program Activity Outcomes & Outputs

All participants will be placed into a registered apprenticeship programs in a high-demand occupations.

Staffing Plan & Organizational Structure

STAFFING PLAN AND ORGANIZATIONAL STRUCTURE		
DOES / OAIT		
Position	**Position Description**	**Qualifications**
Associate Director	Executive management and oversight of Workforce Development Bureau to ensure program success.	• Managing programs at the federal state and local levels; • Revamping and executing District employment initiatives; and • Developing and implementing policy at the state and local levels.
Program Manager	Oversight of outreach and development of apprenticeship standards for the Apprenticeship Expansion initiative to ensure: seamless program offerings; cohesion among program partners; and application of required wrap- around services.	• Developing and managing apprenticeship programs in the District; • Serving on apprenticeship advisory boards and committees; and • Served on Department of Labor legislative subcommittee to revise federal apprenticeship regulations.
Program Manager	Management of the Apprenticeship Expansion initiative to ensure: seamless program offerings; cohesion among program partners; and application of required wrap-around services.	• Managing staff and partners supporting federal and local government programs; • Reviewing and assessing program performance, duties, and priorities; and • Developing written performance standards.
Program Analyst	Management and oversight of performance tracking, monitoring, and training; will serve as the lead in compiling performance data and federal reporting.	• Tracking state and federal workforce performance measures; • Conducting research and data collection evaluating findings; and • Providing statistical and quantitative analyses for report demonstrating findings in multiple formats.
Workforce Development Specialist (WDS)	Case management of all program participants (apprentices) to include DCNetworks updates and coordination of wrap-around and support services.	• Leveraging sound workforce development processes; • Providing clear and concise case management in support of program participants; and • Monitoring and placing targeted populations.
Apprenticeship Training Representative	Compliance and monitoring duties in support of registered apprenticeship programs and enrolled apprentices.	• Provide technical assistance to employers interested in becoming registered apprenticeship sponsors; • Ensure that assigned RAPS are in compliance by monitoring onsite and through the LCP tracker to ensure compliance; • Present potential sponsors to the DC Apprenticeship Council for review and approval.

STAFFING PLAN AND ORGANIZATIONAL STRUCTURE		
Program Analyst (Funded 100% through the Grant)	Management and oversight of performance tracking, monitoring, and training; will serve as the lead in compiling performance data and federal reporting.	• Tracking state and federal workforce performance measures; • Conducting research and data collection evaluating findings; and • Providing statistical and quantitative analyses for report demonstrating findings in multiple formats.

In closing, the District of Columbia is poised to be the national leader in workforce development, particularly in the area of apprenticeship. Fully developing a diverse RAP that includes communities of color, individuals with disabilities, youth, and veterans combined with new and non-traditional apprenticeship opportunities will make the District home to a vibrant and diverse apprenticeship system.

Timeline & Workplan

Key Partners			
Organization	**Partnership MOU Status / Purpose**	**Website**	**Point of Contact**
University of the District of Columbia (UDC)	Fully executed MOU as a required American Job Center partner. Pending MOU/MOA for apprenticeship expansion.	www.udc.edu	Anika Holmes Associate Dean UDC anika holmes@udc.edu
District of Columbia Public Schools (DCPS)	Fully executed MOU to provide DCPS high school seniors participating in the Career Bridge Program an opportunity to participate in the Building Trades Pre-Apprenticeship Program. Pending MOU/MOA for apprenticeship expansion.	https://dcps.dcov/	Erin Bibo Deputy Chief DCPS Erin.bibo@dc.gov
Department on Disability Services Rehabilitation Service Administration (DDS/RSA)	Fully executed MOU as a required American Job Center partner. Pending MOU/MOA for apprenticeship expansion.	https://dds.dc.gov/	John Kirika VR Program Manager John kirika@dc.gov

GOAL #1	*To increase the diversity of apprentices across industry sectors by adding at least 40 minority youth, 40 veterans and 25 special needs individuals annually for 3 years for*		
Activity: *Increase Registered Apprenticeship slots by 105 participants from diverse and inclusive populations.*	*Work with existing and new sponsors to create diverse and inclusive apprenticeship opportunities. The District plans to assist over 105 participants in this capacity over the next three years.*	***Lead/Support Implementer (s):***	• *Recruitment and outreach campaign* • *Create pathways to District government careers, work with District government agencies.* • *Creating and scaling of more high school student apprenticeship career pathways.* • *Partnership with the DOES Veterans Program.* • *Increase Business Engagement.* • *Executing an MOU with Department on Disability Services Rehabilitation Service Administration (DDS/RSA).*
Deliverable(s): *The current number of inclusive/special needs enrolled din Registered apprenticeships will increase by 75 participants.*		*75 DC residents from inclusive/special needs populations will enroll into a Registered Apprenticeship over the next three years.*	
Milestones		***Timeframe***	***Deliverable Dates***
Implement Recruitment and outreach campaign.		*August 2019*	***Start:*** July 1, 2019
Increase Business Engagement with Sponsors.		*August 2019*	***End:*** June 30, 2020
Create pathways to District government careers, work with District government agencies.		*August 2019*	***Annual Costs***

Partner with Department on Disability Services Rehabilitation Service Administration (DDS/RSA) to increase pipeline of potential participants.	*August 2019*	***Year 1***	*DOES Funds: $264,287.25* *Grant Funds: $237,736.50*
Partners with DC Public Schools and Veterans groups.	*August 2019*	***Year 2***	*DOES Funds: $264,287.25* *Grant Funds: $237,736.50*
Enroll participants into Registered Apprenticeships.	*September 2019*		
Data collection and reporting.	*June 2020*	***Year 3***	*DOES Funds: $264,287.25* *Grant Funds: $237,736.50*
		TOTAL	*DOES Funds: $792,861.75* *Grant Funds:* ***$713,209.50***

GOAL #2	*Integrate Registered Apprenticeship Programs into the District's State Workforce Development strategy by leveraging WIOA legislation and WIOA state funding to support the establishment of a pipeline to RAPs.*		
Activity: *Leverage WIOA funding and WIOA funded programs to support pre-training/certification programs to prepare a pipeline into Registered Apprenticeships.*	*Use WIOA funding to support overall program.*	***Lead/Support Implementer (s):***	• *Use WIOA funding and other DOES funding to pre-training service target populations by ensuring that participants are WIOA enrolled into the DOES VOS system and receiving pre-skills training as a high risk population.*
Deliverable(s): *Use WIOA funding to support overall program.*		*Allocate at least $65k of WIOA funding as a part of the overall budget designed to the support the expansion of RAPs program model.*	
Milestones		***Timeframe***	***Deliverable Dates***
DOES Workforce Development Specialist supports conducting WIOA enrollment eligibility when enrolling into pre-trainings that serve as pipelines to RAPs.		*September 2019*	***Start:*** July 1, 2019 ***End:*** June 30, 2020
Grant Funded Program Analyst works with staff to integrate WIOA funded training programs and other services to serve a part of a comprehensive workforce development model to support RAPs WIOA Funded workforce intermediary programs serve as pipeline into RAPs.		*September 2019*	***Annual Costs*** ***Year 1*** *DOES Funds: $147,787.25* *Grant Funds: $166,850.50* ***Year 2*** *DOES Funds: $147,787.25* *Grant Funds: $166,850.50* ***Year 3*** *DOES Funds: $147,787.25* *Grant Funds: $166,850* ***TOTAL*** *DOES Funds: $443,361.75* *Grant Funds:* ***$500,551.50***

GOAL #3	*Build the District's capacity and increase apprentice sponsors knowledge on serving diverse populations.*		
Activity: *State-level trainings and roundtables*	*Facilitate state-sponsored training and roundtables for new and existing sponsors to expand capacity and build knowledge around how to recruit, serve and mentor apprentices from diverse and marginalized populations.*	***Lead/Support Implementer (s):***	• *Develop printed training materials* • *Host 2 trainings* • *Host 2 roundtable events*
Deliverable(s): *150 Registered Apprenticeship sponsors will report increase knowledge and understanding in serving and mentoring diverse apprentices.*		*50 Registered Apprenticeship Sponsors will attend either a state-level training or roundtable each year annually for 3 years for a total of 150.*	
Milestones		***Timeframe***	***Deliverable Dates***
Identify subject matter expert for content.		*August 2019*	***Start:*** July 1, 2019
Set training schedule for the year.		*August 2019*	***End:*** June 30, 2020
Host 2 state-level roundtables.		*November 2019*	***Annual Costs***
Host 2 state-level trainings.		*November 2019*	***Year 1*** *DOES Funds: $137,287.25* *Grant Funds: $121,236.50*
Tabulate feedback surveys and draft final report.		*June 2020*	***Year 2*** *DOES Funds: $137,287.25* *Grant Funds: $121,236.50*
			Year 3 *DOES Funds: $137,287.25* *Grant Funds: $121,236.50*
			TOTAL *DOES Funds: $411,861.75* *Grant Funds:* ***$363,709.50***

Performance Outcome Measures Tables

A.	Apprenticeship Employment & Training Apprentice Performance Outcomes		
1	Total participants served	Year 1: 105 Year 2: 105 Year 3: 105	Total: 315
2	Total participants that are hired by an employer and enrolled in a Registered Apprenticeship program	Year 1: 90 Year 2: 90 Year 3: 90	Total: 270
3	Total Registered apprentices who complete an apprenticeship education / training program	Year 1: 105 Year 2: 105 Year 3: 105	Total: 315
4	Total Participants who complete a Registered Apprenticeship program and receive a degree or other credential	Year 1: 84 Year 2: 84 Year 3: 84	Total: 252
5	Total number of participants identified as unemployed, LTU, dislocated or incarcerated prior to enrollment who complete an Registered Year 1: 5 Apprenticeship program and maintain their employment status with a new employer	Year 1: 73 Year 2: 73 Year 3: 73	Total: 219
6	Total number of incumbent worker apprentices who complete an ap prenticeship education/training program and advance into a new pos ition	Year 1: 0 Year 2: 0 Year 3: 0	Total: 0
7	Average hourly wage of apprentices at enrollment into Year 1: Registered Apprenticeship program	Year 1: $15.00 Year 2: $15.00 Year 3: $15.00	Total: $16.78 average rate/hr.
8	Average hourly wage of apprentices at completion of Year 1: Registered Apprenticeship program	Year 1: $16.00 Year 2: $16.00 Year 3: $16.00	Total: $17.81 average rate/hr.

B.	Expanding Apprenticeship Program Outputs		
1	Total number of newly created Registered Apprenticeship Programs (RAP) (including any other programs developed as a result of RAP efforts)	Year 1: 4 Year 2: 4 Year 3: 4	Total: 12

MURIEL BOWSER
MAYOR

May 29, 2019

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

Dear Ms. Abdullah:

I am writing on behalf of the District of Columbia, in support of the Department of Employment Services' application for the U.S. Department of Labor's State Apprenticeship Expansion grant. As the chief elected official of the District of Columbia, I am committed to supporting the expansion of quality and innovative apprenticeship training programs, aligning with my vision of creating more high-quality opportunities for Washingtonians.

Currently, the District has over 9,208 registered apprentices. This funding will allow us to increase the diversity of apprentices, ensuring that we are able to offer a viable and sustainable career pathway for communities of color, youth 16 years of age and older, and individuals with disabilities. Additionally, this funding will increase apprenticeship across traditional and non-traditional industry sectors, addressing employers' challenges of worker skill shortages, gaps in educational attainment, credentialing, and the aging of the U.S. workforce.

Thank you to our partners at the U.S. Department of Labor, who made this funding opportunity available. The District is excited about the opportunity to use these additional funds to improve education, increase employment, green our infrastructure, welcome diversity, and create a city where everyone has a pathway to the middle class.

Sincerely,

Muriel Bowser
Mayor

DOES POH 2022 Q119_WIOA Grant Agreements

APPRENTICESHIP D.C.

DEPARTMENT OF EMPLOYMENT SERVICES

D.C. OFFICE OF APPRENTICESHIP, INFORMATION AND TRAINING

annual report

FISCAL YEAR 2018

GOVERNMENT OF THE DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Department of Employment Services

MURIEL BOWSER
MAYOR

DR. UNIQUE MORRIS-HUGHES
DIRECTOR

D.C. OFFICE OF APPRENTICESHIP, INFORMATION AND TRAINING

FISCAL YEAR 2018 APPRENTICESHIP REPORT

The District of Columbia is one of 27 State Apprenticeship Agencies (SAA) authorized by the U.S. Department of Labor to determine apprenticeship registration approval. The District's SAA was established on May 21, 1946, and includes an Apprenticeship Council that consists of 11 members who are appointed by the Mayor and confirmed by the City Council. The composition of the Apprenticeship Council includes: three representatives from employer organizations; three representatives from employee organizations; three public representatives who are not members of either employee or employer organizations; and two representatives of government who shall be the Mayor of the District of Columbia and the Chancellor of DC Public Schools, or their respective delegates. The members of the D.C. Apprenticeship Council as of March 2019 are as follows:

Employer Representatives	Employee Representatives	Public Representatives
William Dean	Leroy E. Watson	Frederick Howell (Chair)
Frank Chiaramonte	Violet Carter	Courtland Cox
John Xanthos	Steve Lanning	Vacant

Representative of the Mayor	Representative of DC Public Schools
Dr. Unique Morris-Hughes (Director, DOES)	Vacant

The Office of Apprenticeship, Information and Training (OAIT) is working closely with the Mayor's Office of Talent and Appointments to fill the remaining positions.

The D.C. Apprenticeship Council meets bimonthly on the last Thursday of the month. Apprenticeship Council meetings are held at 4058 Minnesota Avenue, N.E. Room 5201. All meetings are open to the public.

DOES POH 2022 Q119_WIOA Grant Agreements

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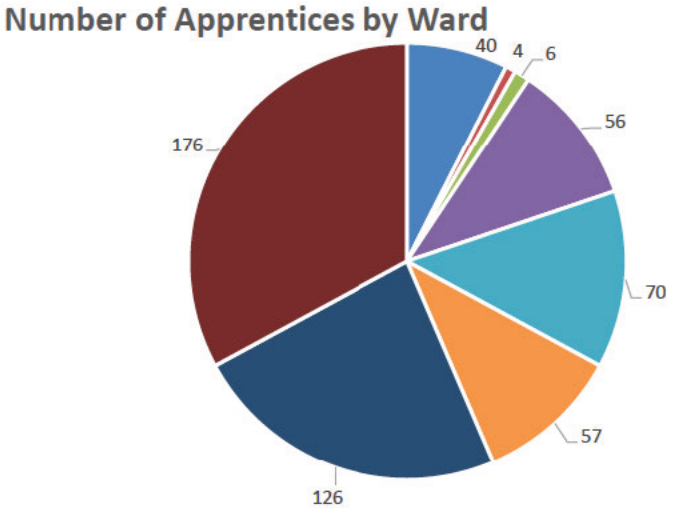
X. OUR FOCUS 5

I. NEW APPRENTICES

During Fiscal Year 2018 (FY18), 2,076 new apprentices were accepted into registered apprenticeship programs. District residents accounted for 535 of the new apprentices.

District residents accepted as new apprentices during FY18 were from the following wards:

WARDS	NEW APPRENTICES
1	40
2	4
3	6
4	56
5	70
6	57
7	126
8	176
TOTAL	535



II. NEW REGISTERED APPRENTICESHIP PROGRAMS

During FY18, 49 new apprenticeship programs were approved for apprenticeship registration by the D.C. Apprenticeship Council. The new apprenticeship programs consisted of six non-traditional industries, including three District government agencies: DC Public Works (DPW), DC Water (DCW), and the Department of Consumer and Regulatory Affairs (DCRA). The non-traditional apprenticeship programs were aimed at training District residents in some of the District's most high-demand industries, such as information technology and environmental services. Occupation areas in the non-traditional industries include: cyber security, cloud technology, multi-media production, building code inspector, waste water operator, and automotive technician specialist. OAIT continues to honor its commitment to establishing effective relationships with industry partners to deliver emerging non-traditional apprenticeship programs.

In addition to the three District government agencies listed above who are current registered apprenticeship sponsors, OAIT continues to work with various government agencies to increase the number of government agency apprenticeship sponsors in 2019.

As mandated by District law (DC Law 2-156), and as part of the District's First Source law on local government assisted construction projects, 43 approved apprenticeship programs were the result of contractors whose contract amounts were $500,000 or more on a single contract or cumulative contracts within a 12-month period. As part of these contract amounts under the law, contractors were required to register apprenticeship programs with the D.C. Apprenticeship Council. The District's mandatory apprenticeship law does not limit apprenticeship obligation on local government assisted projects, but works to support the retention of DC resident apprentices in the program, on other projects that enable those apprentices to complete and become skilled journey-workers in their chosen trade areas.

III. DE-REGISTRATION OF APPRENTICESHIP PROGRAMS

Deregistration of an apprenticeship program is the final adverse action taken against an apprenticeship sponsor. In FY18, 25 apprenticeship programs were deregistered for non-compliance pursuant to 7 DCR 1106. Inactivity was the leading contributor to the deregistration of these sponsors' programs. In the current program year, OAIT has begun an initiative to assist sponsors with keeping their programs active and in good standing. This entails reaching out earlier to advise them of their risk of being deregistered due to inactivity of apprenticeship training with their company or organization. However, this can allow those sponsors to voluntarily cancel their programs if they are unable to hire or retain apprentices due to economic reasons, but can apply for reinstatement at a later date.

IV. PRE-APPRENTICESHIP PROGRAM INITIATIVES

During FY18, OAIT was successful in coordinating six pre-apprenticeship training initiatives in partnership with union and non-union apprenticeship sponsors and employers. These initiatives were intended to assist District residents who qualify for available apprenticeship opportunities and unsubsidized employment. One hundred and fifty-nine residents were enrolled in the pre-apprenticeship training, 117 residents completed various trade programs, and 99 participants earned industry recognized credentials. Seventy successful pre-apprentices received placement in unsubsidized employment, which included 58 District residents securing placement in registered apprentices.

V. YOUTH APPRENTICESHIP INITIATIVES

During FY18, OAIT was also successful in coordinating the first youth apprenticeship initiative in partnership with Dunbar High School, Independent Electrical Contractors (IEC), and the Department of Consumer and Regulatory Affairs (DCRA). Eight high school students participated in training, including three recent graduates, two rising juniors, and three rising seniors.

OAIT, also coordinated partnerships with the Office of Youth Programs (OYP) and three Building Trades Unions to initiate a youth apprenticeship training initiative. The initiative serviced 15 SYEP youths ages 18 to 24 years old. Students received specific building code compliance training and were exposed to existing trades and engineering curricula through classroom instruction, field shadowing, and professional development. Students received Occupational Safety and Health Administration 10 training (OSHA 10) in addition to industry recognized certificates.

Union apprenticeship sponsors also included the following: Plumbers Union Local No. 5, Sheet Metal Workers Union Local No. 100, and Steamfitters Union Local No. 602. SYEP participants received six weeks of on-the-job and classroom related training in various trade areas. Six SYEP participants completed training and received direct entry to registered apprenticeships with participating sponsors. Additionally, apprenticeship sponsor participation included, TranZed Alliance, an organization providing apprenticeship opportunities in information technology.

OAIT is currently collaborating with DC Public Schools to launch and broaden youth advantages focusing on direct entry to registered apprenticeship programs. To further expand youth apprenticeship in the District, OAIT is expanding our partnership with the DC Public School Career Bridge Program and the Building

Trades Unions to train 20 DC high school students 18 years of age and above from Ballou Stay High School, Roosevelt High School, Dunbar High School and Washington Metropolitan Charter High School. The training will result in direct entry to registered apprenticeship programs that will begin in spring 2019. In addition, the Office of Apprenticeship will explore the possibility of connecting McKinley Technical High School with information technology apprenticeship sponsors during 2019.

VI. APPRENTICESHIP RECRUITMENT and INFORMATION SESSIONS

OAIT coordinated 50 apprenticeship recruitment events with 64 apprenticeship sponsors to connect DC residents to available apprenticeship opportunities. The recruitment events were hosted at DOES main headquarters, where DC residents received priority consideration during the hiring process. In addition, OAIT coordinated 50 apprenticeship information sessions held at various locations including the DC Infrastructure Academy (DCIA) and American Job Centers (AJCs).

VII. APPRENTICESHIP OUTREACH/NATIONAL APPRENTICESHIP WEEK

OAIT participated in National Apprenticeship Week 2018, and hosted three events. The first event was a Youth Apprenticeship Open House, which was geared toward District residents ages 18 to 24-year-old. Twelve apprenticeship sponsors participated in the Open House event to showcase their programs and promote available opportunities. The second event was an Apprenticeship Roundtable event, where industry partners, registered apprenticeship sponsors, and leaders discussed successful apprenticeship strategies. The event was held at Gallaudet University with a panel of apprenticeship experts and advocates that included senior officials from the U.S. Department of Labor, apprenticeship sponsors, D.C. Apprenticeship Council members, and members of the Youth Apprenticeship Advisory Committee (YAAC). In addition, Director Morris-Hughes shared a blog posting to LinkedIn that focused on the future of apprenticeships and how DOES will shape those opportunities in the District. To kick off the week, DOES hosted a Facebook Live segment promoting the agency's commitment to the expansion of apprenticeship programs and the obligation of connecting District residents to apprenticeship opportunities. The segment also featured a special guest, a former DOES apprentice who currently operates a successful masonry business. The guest shared his experience of how completing an apprenticeship program contributed to his success.

To maximize outreach efforts, OAIT visited 10 local District schools, targeting junior and senior students. Students were educated on registered apprenticeship programs and the events surrounding National Apprenticeship Week that they could attend to learn more about apprenticeship opportunities in the District.

VIII. TOTAL NUMBER OF APPRENTICESHIP SPONSORS:

As of September 30, 2018:

Current Registered Apprenticeship Sponsors	
Unions Joint Apprenticeship Committees (construction trades)	17
Individual Non-Unions (construction trades)	195
Employer Associations 2 (affiliated construction contractors)	99
Individual Non-traditional (construction)	12
Total number of Sponsors	**323**

IX. TOTAL NUMBER OF APPRENTICES REGISTERED:

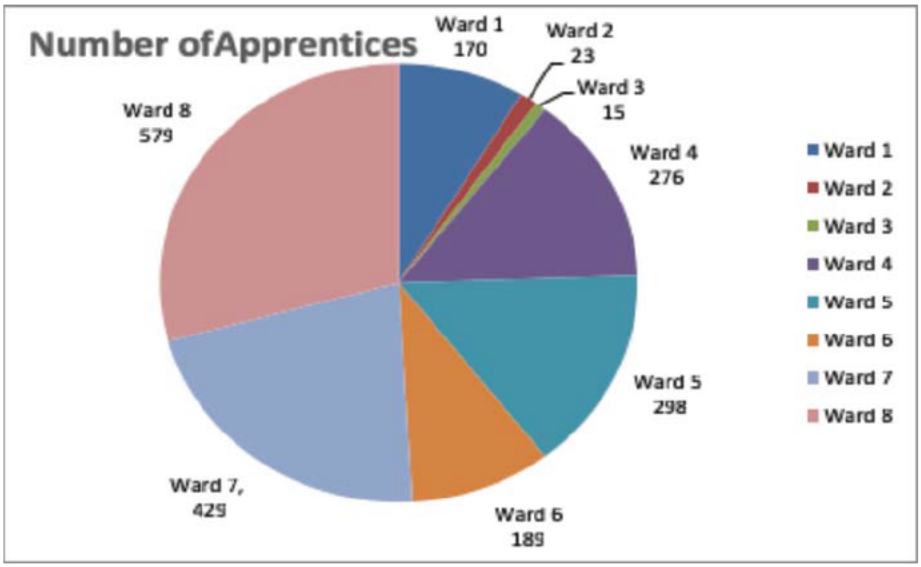
As of September 30, 2018:

- Total Apprentices Registered – 8,668
- District of Columbia Residents – 1,979

The number of District resident registered as apprentices in each Ward:

As of September 30, 2018:

WARDS	NEW APPRENTICES
1	170
2	23
3	15
4	276
5	298
6	189
7	429
8	579
TOTAL	1,979



X. OUR FOCUS

At DOES, we have the responsibility to engage business, industry, and District jobseekers across a spectrum of workforce programs that are essential in creating pathways to the middle class. Apprenticeship DC is the District's vehicle through which businesses, employers and organizations can obtain grants, tax credits, or other subsidies to support the development and implementation of customized apprenticeship programs that meet industry specific hiring and training needs.

DOES approaches its workforce development efforts collaboratively by working with organizations to ensure our work is closely tied to the people and resources that are making a difference in the District. The District of Columbia is a leader in apprenticeship programing and continues to be actively engaged with national and regional partners, including the U.S. Department of Labor (USDOL), the Council of Chief State School Officers (CCSSO), the Maryland Department of Labor, Licensing and Regulation (DLLR).

Our geographical location enables us to understand what is happening in the world and to use that knowledge and capabilities to support our residents and other communities. We recognize that expanding apprenticeship opportunities opens the door for more innovative ideas, more visionary voices, more pathways to the middle class, and more talent from what were historically unexpected places. As we continue to build on the mayor's commitment to apprenticeship we understand that the best ideas are found from the youth in the communities we serve. Therefore, our continued development of youth apprenticeship is a vital component to a thriving apprenticeship system and will lead to a stronger workforce in the District.

Office of Apprenticeship, Information and Training
4058 Minnesota Avenue, NE, Washington, DC 20019
Phone: (202) 698-5099 • does.dc.gov

GOVERNMENT OF THE
DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

Attachment VIII

Project Attestation Confirmation

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

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

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

Attester Signature:

Printed Name: Vanessa Weatherington

Title/Organization: Deputy Director/DC Department of Employment Services

E-Mail Address: vanessa.weatherington@dc.gov

Direct Telephone Number: 202-698-5135

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

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

Name & Address of Awardee:
DISTRICT OF COLUMBIA DEPARTMENT OF EMPLOYMENT SERVICES
4058 MINNESOTA AVENUE, NE
WASHINGTON, DISTRICT OF COLUMBIA 20019-3540

Federal Award Id. No. (FAIN): AP-33481-19-60-A-11
CFDA #: 17.285- Apprenticeship USA Grants
Amount:$713,208.79
EIN: 536001131
DUNS #: 077819415

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

Payment Management System DOC#: AP33481FT1

The Period of Performance shall be from **July 01, 2019 thru June 30, 2022.**
Total Government's Financial Obligation is **$713,208.79** (unless other wise amended).

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

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

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

Other Requirements (Included within this NOA):

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

Contact Information

The Federal Project Officer (FPO) assigned to this grant is Tobby Willis. Tobby Willis will serve as your first line point of contact and can be contacted via e-mail - *willis.tobby@dol.gov*. If your FPO is not available, please call your Regional Office at 215-861-5205 for assistance.

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

Signature of Approving Official - ***AWARDEE***

See SF-424 for Signature

No Additional Signature Required

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

MELISSA ABDULLAH, June 24, 2019
GRANT Officer

CONDITIONS OF AWARD

AP-33481-19-60-A-11, Washington D.C.

Condition 1 (All Grantees) – *From Program Office*

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

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

PROGRAMMATIC CONDITIONS:
For clarification purposes only at this time.

1) **General Compliance Review (All Grantees)**

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

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

2) **Performance Reporting (All Grantees)**

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

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

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

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

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

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

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

Condition 2 – Budget

The grantee must submit a budget modification request which includes the following:

- Budget narrative with a clearly delineated description of costs associated with each line item on the SF-424A in a narrative format which aligns with the subtotals and total provided in the narrative and aligns with the totals indicated on the SF-424A. Specifically, the budget narrative must clarify the following:
    1. Please revise the Budget Narrative to ensure that the totals in each section add up correctly. Any non-DOL funds, such as state funds, should be explained in a separate leveraged resource section in the Budget Narrative, and be clearly delineated from DOL funds.
    2. For "Supplies"- please provide a cost breakdown of each supply

TERMS AND CONDITIONS LIBRARY

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1. Order of Precedence

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

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

2. Notice of Award

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

3. Training and Employment Guidance Letter (TEGL)

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

4. Federal Project Officer

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

Name: Tobby Willis
Telephone: 215-861-5524
E-mail: willis.tobby@dol.gov

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

5. Indirect Cost Rate and Cost Allocation Plan

___ A. A **current** Federally approved Negotiated Indirect Cost Rate Agreement (NICRA) or current Federally approved Cost Allocation Plan (CAP) has been provided – copy attached.
For a NICRA only:
(1) Indirect Rate approved: see attached
(2) Type of Indirect Cost Rate: see attached
(3) Allocation Distribution Base: see attached
(4) Current beginning and ending period applicable to rate: see attached

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

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

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

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

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

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

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

X___ C. The award recipient elected to exclude indirect costs from the proposed budget. Please be aware that incurred indirect costs (such as top management salaries, financial oversight, human resources, payroll, personnel, auditing costs, accounting and legal, etc. used for the general oversight and administration of the organization) must not be classified as direct costs; these types of costs are indirect costs. Only direct costs, as defined by the applicable cost principles, will be charged. According to 2 CFR 200.412, if indirect costs are misclassified as direct costs, such costs may become disallowed through an audit.

___ D. The award recipient has never received a negotiated indirect cost rate and, pursuant to the exceptions noted at 2 CFR 200.414(f) in the Cost Principles of the Uniform Guidance has elected to charge a de minimis rate of 10% of modified total direct costs (see 2 CFR 200.68 for definition of MTDC) which may be used indefinitely. Governmental departments or agencies that receive more than $35 million in direct Federal Funding must submit an indirect cost rate proposal and cannot request a de minimis rate. This methodology must be used consistently for all Federal awards until such time as you choose to negotiate for an indirect cost rate, which you may apply to do at any time. (See 2 CFR 200.414(f) for more information on use of the de minimis rate.)

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

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

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

6. Approved Statement of Work

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

7. Approved Budget

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

8. Return of Funds

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

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

9. Evaluation, Data, and Implementation

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

10. Resources and Information

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

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

11. Cost Limitation Restrictions

a. Budget Flexibility

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

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

b. Consultants

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

c. Travel

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

d. Travel – Foreign

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

if service provided by such carrier is available.

e. Travel – Mileage Reimbursement Rates

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

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

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

12. Administrative Requirements

a. Audits

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

b. Closeout/Final Year Requirements

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

c. Creative Commons Attributions License

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

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

d. Equipment

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

e. Federal Funding Accountability and Transparency Act (FFATA)

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

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

II. *Where and when to report.* You must report executive total compensation described in paragraph [2.a.] of this award term:
   a. As part of your registration profile at http://www.sam.gov.
   b. By the end of the month following the month in which this award is made, and annually thereafter.

3. Reporting of Total Compensation of Subrecipient Executives.
   I. *Applicability and what to report.* Unless you are exempt as provided in paragraph [4.]of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if—
      I. in the subrecipient's preceding fiscal year, the subrecipient received—
         (A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
         (B) $25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and
      II. The public does not have access to information on the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at https://www.sec.gov/answers/execomp.htm.)

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

4. Exemptions
   If, in the previous tax year, you had gross income, from all sources, under $300,000, you are exempt from the requirements to report:
   a. Subawards, and
   b. The total compensation of the five most highly compensated executives of any subrecipient.

5. Definitions.
   For purposes of this award term:
   a. *Entity* means all of the following, as defined in 2 CFR part 25:
      I. A Governmental organization, which is a State, local government, or Indian tribe;
      II. A foreign public entity;

III. A domestic or foreign nonprofit organization;
IV. A domestic or foreign for-profit organization;
V. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

b. *Executive* means officers, managing partners, or any other employees in management positions.

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

d. *Subrecipient* means an entity that:
   I. Receives a subaward from you (the recipient) under this award; and
   II. Is accountable to you for the use of the Federal funds provided by the subaward.

e. *Total* compensation means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):
   I. *Salary and bonus.*
   II. *Awards of stock, stock options, and stock appreciation rights.* Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
   III. *Earnings for services under non-equity incentive plans*. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
   IV. *Change in pension value.* This is the change in present value of defined benefit and actuarial pension plans.
   V. *Above-market earnings on deferred compensation which is not tax-qualified.*
   VI. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds $10,000.

f. Intellectual Property Rights

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

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

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

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

g. Intellectual Property Rights and the Bayh-Dole Act

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

h. Personally Identifiable Information

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

i. Pre-Award

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

j. Procurement

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

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

k. Program Income

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

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

l. Publicity

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

m. Recipient Integrity and Performance Matters

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

2. <u>Proceedings about which you must report</u>. Submit the information required about each proceeding that:

a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;
b. Reached its final disposition during the most recent 5-year period; and
c. Is one of the following:
   I. A criminal proceeding that resulted in a conviction, as defined in paragraph 5. of this award term
   II. A civil proceeding that resulted in a finding of fault and liability and paying a monetary fine, penalty, reimbursement, restitution, or damages of $5,000 or more;
   III. An administrative proceeding, as defined in paragraph 5. of this award term, that resulted in a finding of fault and liability and your payment of either monetary fine or penalty of $5,000 or more or a reimbursement, restitution, or damages in excess of $100,000; or
   IV. Any other criminal, civil, or administrative proceeding if:
      (A) It could have led to an outcome described in paragraph 2.c.I, II, or III of this award term;
      (B) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and
      (C) The requirement in this award term to disclose information about the proceeding does not conflict with applicable laws and regulations.

3. Reporting procedures. Enter in SAM Entity Management area (formerly CCR), or any successor system, the FAPIIS information that SAM requires about each proceeding described in paragraph 2. of this award term. You do not need to submit the information a second time under assistance awards that you received if you already provided the information through SAM (formerly CCR) because you were required to do so under Federal procurement contracts that you were awarded.

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

5. Definitions. For purposes of this award term:

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

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

n. Reports

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

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

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

B. **Quarterly Narrative Progress Reports**. Recipients are required to submit a narrative quarterly and final report on grant activities funded under this award. All reports are due no later than 45 calendar days after the end of each specified reporting quarter. Reporting quarter end dates are March 31, June 30, September 30, and December 31.

1. The last quarterly progress report that award recipients submit will serve as the grant's Final Performance Report. This report should provide both ***quarterly and cumulative*** information on the grant's activities. It must summarize project activities, employment outcomes and other deliverables, and related results of the project.

2. The recipient shall use any standard forms and instructions to report on training and employment outcomes and other data relating to the progress reports as provided by ETA.

3. The recipient shall utilize standard reporting processes and electronic reporting systems to submit their quarterly progress reports as provided by ETA.

o. Requirements for Conference and Conference Space

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

p. Subawards

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

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

q. Supportive Services & Participant Support Costs

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

r. System for Award Management

1. Requirement for System of Award Management (SAM)

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

2. Requirement for unique entity identifier

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

i. Must notify potential subrecipients that no entity (*see* definition in paragraph [3] of this award term) may receive a subaward from you unless the entity has provided its unique entity identifier to you.

ii. May not make a subaward to an entity unless the entity has provided its unique entity identifier to you.

3. Definitions

For purposes of this award term:

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

ii. *Unique entity identifier* means the code that is unique to a registered entity in order to complete its registration on SAM. \iii. *Entity,* as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:

a. A Governmental organization, which is a State, local government, or Indian Tribe;

b. A foreign public entity;

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

iv. *Subaward:*

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

v. *Subrecipient* means an entity that:

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

s. Vendor/Contractor

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

13. Program Requirements

The TEGL contains the program requirements for this award.

14. 2018 Federal Appropriations Requirements

a. Buy American Notice

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

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

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

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

b. Fair Labor Standards Act Amendment for Major Disasters

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

> ''(s)(1) The provisions of this section [maximum hours worked] shall not apply for a period of 2 years after the occurrence of a major disaster to any employee—
> ''(A) employed to adjust or evaluate claims resulting from or relating to such major disaster, by an employer not engaged, directly or through an affiliate, in underwriting, selling, or marketing property, casualty, or liability insurance policies or contracts;
> ''(B) who receives from such employer on average weekly compensation of not less than $591.00 per week or any minimum weekly amount established by the Secretary, whichever is greater, for the number of weeks such employee is engaged in any of the activities described in subparagraph (C); and ''(C) whose duties include any of the following:
> ''(i) interviewing insured individuals, individuals who suffered injuries or other damages or losses arising from or relating to a disaster, witnesses, or physicians; ''(ii) inspecting property damage or reviewing factual information to prepare damage estimates;
> ''(iii) evaluating and making recommendations regarding coverage or compensability of claims or determining liability or value aspects of claims;
> ''(iv) negotiating settlements; or
> ''(v) making recommendations regarding litigation.
> ''(2) The exemption in this subsection shall not affect the exemption provided by section 13(a)(1).
> ''(3) For purposes of this subsection—
> ''(A) the term 'major disaster' means any disaster or catastrophe declared or designated by any State or Federal agency or department;
> ''(B) the term 'employee employed to adjust or evaluate claims resulting from or relating to such major disaster' means an individual who timely secured or secures a license required by applicable law to engage in and perform the activities described in clauses (i) through (v) of paragraph (1)(C) relating to a major disaster, and is employed by an employer that maintains worker compensation insurance coverage or protection for its employees, if required by applicable law, and withholds applicable Federal, State, and local income and payroll taxes from the wages, salaries and any benefits of such employees; and
> ''(C) the term 'affiliate' means a company that, by reason of ownership or control of 25 percent or more of the outstanding shares of any class of voting securities of one or more companies, directly or indirectly, controls, is controlled by, or is under common control with, another company.''.

c. Health Benefits Coverage for Contraceptives

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

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

d. Privacy Act

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

e. Prohibition on Contracting with Corporations with Felony Criminal Convictions

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

f. Prohibition on Contracting with Corporations with Unpaid Tax Liabilities

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

g. Prohibition on Procuring Goods Obtained Through Child Labor

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

h. Prohibition on Providing Federal Funds to ACORN

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

i. Reporting of Waste, Fraud and Abuse

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

j. Requirement for Blocking Pornography

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

k. Requirement to Provide Certain Information in Public Communications

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

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

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

l. Restriction on Health Benefits Coverage for Abortions

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

m. Restriction on Lobbying/Advocacy

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

n. Restriction on the Promotion of Drug Legalization

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

o. Restriction on Purchase of Sterile Needles or Syringes

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

p. Salary and Bonus Limitations

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

15. Public Policy

a. Architectural Barriers

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

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

b. Drug-Free Workplace

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

c. Executive Orders

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

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

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

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

d. Flood Insurance

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

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

e. Hotel-Motel Fire Safety

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

f. Prohibition on Trafficking in Persons

1. Trafficking in persons.

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

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

(A). Engage in severe forms of trafficking in persons during the period of time that the award is in effect;

(B). Procure a commercial sex act during the period of time that the award is in effect; or

(C). Use forced labor in the performance of the award or subawards under the award.

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

(A). Is determined to have violated a prohibition in paragraph a.1 of this award term; or

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

i. Associated with performance under this award; or

ii. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 CFR Part 2998.

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

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

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

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

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

c. *Provisions applicable to any recipient.*

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

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

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

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

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

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

I. "Employee" means either:

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

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

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

III. "Private entity":

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

(B). Includes:

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

ii. A for-profit organization.

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

g. Veterans' Priority Provisions

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

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

16. Attachments

Attachment A: SF-424
Attachment B: SF-424A
Attachment C: Budget Narrative
Attachment D: Statement of Work

Attachment A: SF-424

OMB Number: 4040-0004
Expiration Date: 12/31/2019

Application for Federal Assistance SF-424

* 1. Type of Submission:
- [ ] Preapplication
- [x] Application
- [ ] Changed/Corrected Application

* 2. Type of Application:
- [x] New
- [ ] Continuation
- [ ] Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received: Completed by Grants.gov upon submission.

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: District of Columbia Department of Employment Services

* b. Employer/Taxpayer Identification Number (EIN/TIN): [redacted]

* c. Organizational DUNS: [redacted]

d. Address:

* Street1: 4058 Minnesota Avenue, NE
Street2:
* City: Washington, DC
County/Parish:
* State: DC: District of Columbia
Province:
* Country: USA: UNITED STATES
* Zip / Postal Code: 20019-3540

e. Organizational Unit:

Department Name: DC Dept. of Employment Service

Division Name: Workforce Development

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Dr.
* First Name: Walter
Middle Name:
* Last Name: Lundy
Suffix: Jr.

Title: Finance Officer

Organizational Affiliation: Workforce Development Bureau and Federal Programs

* Telephone Number: 202-671-1164
Fax Number:

* Email: walter.lundy@dc.gov

Application for Federal Assistance SF-424

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

A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

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

Employment and Training Administration

11. Catalog of Federal Domestic Assistance Number:

17.285

CFDA Title:

Apprenticeship USA Grants

*** 12. Funding Opportunity Number:**

ETA-TEGL-17-18

* Title:

Availability of FY18 Funding for State Apprenticeship Expansion

13. Competition Identification Number:

ETA-TEGL-17-18

Title:

Availability of FY18 Funding for State Apprenticeship Expansion

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

Add Attachment | Delete Attachment | View Attachment

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

State Expansion of RAPs

Attach supporting documents as specified in agency instructions.

Add Attachments | Delete Attachments | View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant: DC-000
* b. Program/Project: DC-00

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

Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: 07/01/2019
* b. End Date: 06/30/2020

18. Estimated Funding ($):

* a. Federal	713,208.79
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	713,208.79

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

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

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

- [ ] Yes
- [x] No

If "Yes", provide explanation and attach

Add Attachment | Delete Attachment | View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

- [x] ** 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: Dr.
* First Name: Unique
Middle Name:
* Last Name: Morris-Hughes
Suffix:

* Title: Director, DC Department of Employment Service

* Telephone Number: 202-671-1900
Fax Number:

* Email: unique.morris-hughes2@dc.gov

* Signature of Authorized Representative: Completed by Grants.gov upon submission.
* Date Signed: Completed by Grants.gov upon submission.

Attachment B: SF-424A

BUDGET INFORMATION - Non-Construction Programs

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

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Apprenticeship USA Grants	17.285	$	$	$ 713,208.79	$	$ 713,208.79
2.						
3.						
4.						
5. Totals		$	$	$ 713,208.79	$	$ 713,208.79

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SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY (1) Apprenticeship USA Grants	(2) N/A	(3) N/A	(4) N/A	Total (5)
a. Personnel	$ 253,500.00	$	$	$	$ 253,500.00
b. Fringe Benefits	58,051.50				58,051.50
c. Travel	0.00				0.00
d. Equipment	0.00				0.00
e. Supplies	85,499.29				85,499.29
f. Contractual	316,158.00				316,158.00
g. Construction	0.00				0.00
h. Other					
i. Total Direct Charges (sum of 6a-6h)	713,208.79				$ 713,208.79
j. Indirect Charges					$
k. TOTALS (sum of 6i and 6j)	$ 713,208.79	$	$	$	$ 713,208.79
7. Program Income	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

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SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS
8.	$	$	$	$
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	$ 237,736.26	$ 59,434.06	$ 59,434.06	$ 59,434.06	$ 59,434.08
14. Non-Federal	$				
15. TOTAL (sum of lines 13 and 14)	$ 237,736.26	$ 59,434.06	$ 59,434.06	$ 59,434.06	$ 59,434.08

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. Apprenticeship USA Grants	$ 237,736.26	$ 237,736.26	$ 237,736.27	$
17.				
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	$ 237,736.26	$ 237,736.26	$ 237,736.27	$

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges:

22. Indirect Charges:

23. Remarks:

Attachment C: Budget Narrative

Rollup Overall Budget 36-Month Budget

Expense	Year 1	Year 2	Year 3	TOTAL
Personnel	$204,750.00	$204,750.00	$204,750.00	$614,250.00
Fringe	$46,887.75	$46,887.75	$46,887.75	$140,663.25
Travel	$0.00	$0.00	$0.00	$0.00
Equipment	$0.00	$0.00	$0.00	$0.00
Supplies	$54,999.76	$54,999.76	$54,999.77	$164,999.29
Contractual	$195,386.00	$195,386.00	$195,386.00	$586,158.00
TOTAL	$502,023.51	$502,023.51	$502,023.52	$1,506,070.54

Rollup Overall DOES Funds Budget

DOES Funds	Year 1	Year 2	Year 3	TOTAL
Personnel	$120,250.00	$120,250.00	$120,250.00	$360,750.00
Fringe	$27,537.25	$27,537.25	$27,537.25	$82,611.75
Travel	$0.00	$0.00	$0.00	$0.00
Equipment	$0.00	$0.00	$0.00	$0.00
Supplies	$26,500.00	$26,500.00	$26,500.00	$79,500.00
Contractual	$90,000.00	$90,000.00	$90,000.00	$270,000.00
TOTAL	**$264,287.25**	**$264,287.25**	**$264,287.25**	**$792,861.75**

Rollup Overall Grant Funds Budget

Expansion Grant Funds	Year 1	Year 2	Year 3	TOTAL
Personnel	$84,500.00	$84,500.00	$84,500.00	$253,500.00
Fringe	$19,350.50	$19,350.50	$19,350.50	$58,051.50
Travel	$0.00	$0.00	$0.00	$0.00
Equipment	$0.00	$0.00	$0.00	$0.00
Supplies	$28,499.76	$28,499.76	$28,499.77	$85,499.29
Contractual	$105,386.00	$105,386.00	$105,386.00	$316,158.00
TOTAL	**$237,736.26**	**$237,736.26**	**$237,736.27**	**$713,208.79**

Rollup Year 1

	Total	DOES Funds	Grant Funds
Personnel	$204,750.00	$120,250.00	$84,500.00
Fringe	$46,887.75	$27,537.25	$19,350.50
Travel	$0.00	$0.00	$0.00
Equipment	$0.00	$0.00	$0.00
Supplies	$54,999.76	$26,500.00	$28,499.76
Contractual	$195,386.00	$90,000.00	$105,386.00
TOTAL	**$502,023.51**	**$264,287.25**	**$237,736.26**

YR 1 (July 1, 2019 – June 30, 2019) - Personnel - $204,750

Positions	Level of Effort on Grant	Total Salary	Fringe (.229)	DOES Funds	Grant Funds
Associate Director	15%	$110,000.00	$25,190.00	$20,278.50	$0.00
Program Manager	30%	$98,000.00	$22,442.00	$36,132.60	$0.00
Program Manager	30%	$107,000.00	$24,503.00	$39,450.90	$0.00
Workforce Development	50%	$84,500.00	$19,350.50	$51,925.25	$0.00
Program Analyst	100%	$84,500.00	$19,350.50	$0.00	$103,850.50
TOTAL				**$147,787.25**	**$103,850.50**

Roles and Descriptions

Associate Director - Executive management and oversight of Workforce Development Bureau to ensure program success.

Duties:

- Managing programs at the federal state and local levels;
- Revamping and executing District employment initiatives; and
- Developing and implementing policy at the state and local levels.

Program Manager - Oversight of outreach and development of apprenticeship standards for the Apprenticeship Expansion initiative to ensure: seamless program offerings; cohesion among program partners; and application of required wrap- around services.

Duties:

- Developing and managing apprenticeship programs in the District;
- Serving on apprenticeship advisory boards and committees; and
- Served on Department of Labor legislative subcommittee to revise federal apprenticeship regulations.

Program Manager - Management of the Apprenticeship Expansion initiative to ensure: seamless program offerings; cohesion among program partners; and application of required wrap-around services.
Duties:

- Managing staff and partners supporting federal and local government programs;
- Reviewing and assessing program performance, duties, and priorities; and
- Developing written performance standards.

Program Analyst (New) - Management and oversight of performance tracking, monitoring, and training; will serve as the lead in compiling performance data and a dedicated Will lead efforts to increase and expand business/industry engagement as well as expand new apprenticeship opportunities through an aggressive recruitment/ marketing/outreach.
Duties:

- Tracking state and federal workforce performance measures;
- Conducting research and data collection evaluating findings; and
- Providing statistical and quantitative analyses for report demonstrating findings in multiple formats.
- The dedicated FTE will develop data collection and entry federal reporting.

Workforce Development Specialist (WDS) - Case management of all program participants (apprentices) to include DCNetworks updates and coordination of wrap-around and support services; will be conducted by existing AJC WDS until hired.
Duties:

- Leveraging sound workforce development processes;
- Providing clear and concise case management in support of program participants; and
- Monitoring and placing targeted populations.

Fringe Benefits - $46,887.75

		Total Salary	DOES Funds	Grant Funds
Associate Director	15%	$110,000.00	$16,500.00	$0.00
Program Manager	30%	$98,000.00	$29,400.00	$0.00
Program Manager	30%	$107,000.00	$32,100.00	$0.00
Workforce Development	50%	$84,500.00	$42,250.00	$0.00
Program Analyst	100%	$84,500.00	$0.00	$84,500.00
			$120,250.00	**$84,500.00**

	DOES Salary	Grant Salary
	$120,250.00	$84,500.00
Fringe Benefits (22.9%)	$27,537.25	$19,350.50

Direct hours per employee actual cost.

1. All employees will keep time record sheets.

2. The time record sheet will reflect the actual hours worked by the program on a daily basis

Fringe benefits rate is 22.9%. Fringe Benefits (FICA, UC, Worker's Compensation, Health insurance, Dental Insurance, Life & Disability and other fringe benefits) are allocated in the same manner as salaries.

Vacation, holiday and sick pay are allocated in the same manner as salaries and wages.

Travel

No Travel charged to program

Equipment

No Equipment charged to program

Supplies

	Total Supplies	DOES Funds	Grant Funds
Office Supplies	$7,500.00	$4,000.00	$3,500.00
Program Supplies	$47,500.00	$22,500.00	$25,000.00
TOTAL	**$554,999.76**	**$26,500.00**	**$28,499.76**

Office supplies will support program implementation particularly the new Program analyst and marketing consultant.

Program Supplies will be used to support apprentice participants and to augment program models i.e.—metro cards, uniforms and work-related items.

Contractual

	Total	DOES Funds	Grant Funds
Marketing/Outreach Consultant	$32,500.00	$12,500.00	$25,000.00
IT Consultant	$50,000.00	$25,000.00	$25,000.00
Bus Ads	$25,000.00	$12,500.00	$12,500.00
Social Media Campaign	$12,886.00	$5,000.00	$7,886.00
Printing	$15,000.00	$7,500.00	$7,500.00
State-level Sponsor Training	$25,000.00	$7,500.00	$17,500.00
High School Apprenticeship	$30,000.00	$20,000.00	$10,000.00
TOTAL	**$190,386.00**	**$90,000.00**	**$105,386.00**

Marketing Outreach Consultant – As a system-level activity, the Marketing/Outreach Consultant will support new Program Analyst and develop/implement a marketing and outreach strategy to recruit sponsors and new apprentices.

IT Consultant – As a system-level activity, the IT consultant will support the Program Analyst in data collection and integrity in relation to upgrades to our the new DOES apprenticeship database platform that will be customized around RAPIDS and leverage Microstrategy to make multiple databases talk and improve the accuracy and integrity of reporting.

Bus Ad Campaign – As a part of the outreach strategy, advertisements on Metro buses and bus metro stops will be used to recruit hard to reach and under represented participants for new apprenticeship enrollment.

Social Media Campaign - As a part of the outreach strategy, advertisements on social media platforms will be used to recruit hard to reach and under represented participants for new apprenticeship enrollment.

Printing – These funds will be used to print outreach and recruitment materials for recruitment of both new sponsors and apprentices.

State-level Sponsor Training – AS a program-level activity, these funds will be used to facilitate state-sponsored training and roundtables for new and existing sponsors to expand capacity and build knowledge around how to recruit, serve and mentor apprentices from diverse and marginalized populations.

High School Apprenticeship – As a system-level activity, funds will be used to partially support the creation and scaling of more high school student apprenticeship career pathways, which connect DC high school seniors to pre-apprenticeship training and direct entry to registered apprenticeship opportunities. For purposes of this grant, High School students with special needs will serve as a primary target.

Attachment D: Statement of Work

Applicant Organization

The Department of Employment Services (DOES) provides comprehensive employment services to ensure a competitive workforce, full employment, life-long learning, economic stability, and the highest quality of life for all District residents. DOES, a proud partner of the American Job Center (AJC), is an equal opportunity employer/service provider. Translation and interpretation services are available upon request to persons with limited or no English proficiency. Auxiliary aids and services are available upon request to persons with disabilities.

Housed within DOES, the Office of Apprenticeship, Information, and Training (OAIT) is the State Apprenticeship Agency (SAA) which has oversight of the apprenticeship system in the District of Columbia. OAIT monitors apprenticeship programs to ensure compliance and the implementation of quality training for all registered apprentices. OAIT also provides guidance and technical assistance to new and current apprenticeship sponsors regarding federal and local regulations, in addition to program regulation, for a successful program.

Apprenticeships combine on-the-job learning, with classroom-related instruction, teaching entry-level workers the practical and theoretical aspects of highly skilled occupations. Apprenticeship programs are sponsored by individual employers, employer associations, and joint labor-management groups. Apprenticeship sponsors also have eligibility requirements that vary and can include education and aptitude testing. Sponsors are required to ensure their programs are comprised of the five basic components:

1) Employer involvement;
2) Structured on-the-job learning;
3) Job-related technical instruction;
4) Rewards for skill gain; and,
5) Nationally-recognized occupational credential.

Registered Apprenticeship Programs (RAPs) are proven models of apprenticeship that have been validated by U.S. Department of Labor (DOL) or the SSA, offering workers paid relevant workplace experiences and enable employers to access a workforce while developing their skilled future talent immediately. RAPs are proven solutions for businesses to recruit, train, and retain highly skilled workers.

In the District, RAPs are primarily comprised of construction and Information Technology (IT) sectors, which are traditional occupations. Given the District's substantial revitalization efforts, construction occupations for carpenters, brick-masons, sheet metal workers, plumbers, HVAC technicians, cement masons, and electricians meet the employer-driven demands for highly skilled workers. IT occupations such as cloud administrators and helpdesk technicians continue to supply highly-trained individuals to District employers. The RAP opportunities create a viable and sustainable career pathway to the middle class for Washingtonians.

The State Apprenticeship Expansion grant funds issued by the U.S. DOL will allow DOES to expand our current apprenticeships opportunities even further into non-traditional industries; transferring the success of our construction and IT RAP models to include hospitality and healthcare. Within the expansion model, DOES will support and encourage RAP diversification

to include increasing the diversity of apprentices by targeting communities of color, youth (16 to 24 year of age), Veterans, and individuals with disabilities.

Current Status of Registered Apprenticeship in the District

As of May 2019, the Districts apprenticeship sponsors and apprenticeship programs span across a wide variety of industries and occupations that include construction, Information Technology, automotive, barbering/cosmetology, building inspector, waste water operator, etc.

Number of Existing Registered Apprenticeship Sponsors

Unions – Joint Apprenticeship Committees (construction trades)	**17**
Individual Non-Unions (construction trades)	**208**
Employer Associations – 2 (affiliated construction contractors)	**119**
Individual Non-traditional (construction)	**12**
Total	**356**

Number of Existing Registered Apprenticeship Programs (RAPs)

Construction	**217**
Building Trades	**17**
Information Technology	**1**
Non-traditional (barbering/cosmetology)	**3**
Total	**238**

Key Industries and Occupations with Apprenticeship Programs

Industry	Sample Occupation Areas
Construction/Building Trades	Apprentice, Journey worker, Laborer, Materials Handler, Electrical
Non-traditional (barbering/cosmetology)	Barber, Hair dresser
Non-traditional (Information Technology)	IT Professional, Cloud AWS

Number of Registered Apprentices

Registered Apprentices	DC Registered Apprentices	Female	Male	Age 16-24	Age 18-54	Black or African American	Hispanic or Latino
9,286	2,158	346	8,940	1,388	8,904	3,400	641

Current State Capacity & Structure for Program Development

The Department of Employment Services offers an array of high-level occupations for active apprentices, with over 90% in construction. To expand the construction apprenticeship program model into hospitality and healthcare, DOES will utilize their current structure for program development, which includes:

- Obtain labor market information (LMI) to define a high-demand apprenticeship program and assess the current labor market trends;
- Identify and build a team of partnerships to include community colleges, economic development agencies, labor unions, public schools, disability agencies, and advocates;
- Evaluate the systems current state by determining employer demand;
- Develop and implement a strategy that addresses the apprenticeship program;
- Measure and evaluate program results; and
- Improve where applicable.

DOES continues to build out the Agency's structure for outreach / marketing and will be deploying these, and new strategies including partner engagement and off-site recruitment sessions continued interagency partnership development and scaling secondary and post-secondary institution partnership development activities.

High-Level Occupation Code	Active Apprentices
Construction and Extraction	**8787**
Installation, Maintenance, and Repair	**260**
Production Occupations	**175**
Building and Grounds Cleaning and Maintenance	**16**
Personal Care and Service	**16**
Healthcare Practitioners and Technical	**12**
Other	**11**
Transportation and Material Moving	**9**
Total	**9286**

Current Pipelines into Apprenticeship

Pre- Apprenticeship - Pre-apprenticeships are linked directly to existing apprenticeship programs to ensure students are prepared for entry into an existing apprenticeship opportunity. These programs are designed to prepare individuals to qualify and succeed in available apprenticeship opportunities.

These programs work to ensure that individuals new to an industry or needing to gain critical academic skills receive the combination of industry-based training and classroom instruction needed to move along a pathway into an apprenticeship program. A quality pre-apprenticeship contains five core components as defined in the U.S. Department of Labor framework:

- Partnership with a registered apprenticeship sponsor
- Approved training and curriculum
- Hands-on training
- Industry-recognized credentials

- Supportive services

Direct Referrals - OAIT works to connect interested candidates to quality apprenticeship sponsors through direct referrals. Specialized recruitment and information sessions are coordinated to ensure effective matching of candidates and employers.

Registered Apprenticeship Expansion Goals

Like much of the nation, the District of Columbia recognizes apprenticeships as an effective strategy for meeting the needs of businesses, keeping up with the rapidly changing economy, building a skilled workforce, and expanding opportunities for workers and families in the District. In response the State Apprenticeship Expansion funding opportunity, the District has set the following goals:

(1) To expand the number of new apprentices in the District's Registered Apprenticeship Program in the District by 105 apprentices annually.
(2) To increase the diversity of apprentices across industry sectors by adding at least 40 minority youth, 40 veterans and 25 persons with disabilities annually for 3 years for a total of 315 new apprentices from diverse populations.
(3) Integrate Registered Apprenticeship Programs into the District's State Workforce Development strategy by leveraging WIOA legislation and WIOA state funding to support a the establishment of a pipeline to RAPs.
(4) Enhance and expand the Districts capacity to conduct outreach and work with employers to create at least 105 new apprenticeship opportunities annually for 3 years for a total of 315 new apprenticeship opportunities. Our goal is to create two new RAPs per year for both healthcare and hospitality.
(5) Build the District's capacity and increase apprentice sponsors knowledge on serving diverse populations.

Diversification Goals			
	2019 - 2020	2020 - 2021	2021 - 2022
Persons with Disabilities	25	25	25
Veterans	40	40	40
Youth	40	40	40

Target Industry Goals			
	2019 - 2020	2020- 2021	2021 - 2022
Healthcare	2 new Registered Apprenticeship Programs		
Hospitality	2 new Registered Apprenticeship Programs		

Through the USDOL Apprenticeship Expansion Funding Application, the District goal is to increase the total amount of apprentices by 315 by 2022. DOES goal is to ensure that 50% of those new apprentices are in the target industries and occupation.

Registered Apprenticeship Expansion Strategies

The Department of Employment Services plans to increase the number of apprentices in RAPs nationwide by enrolling a total of 315 new apprentices over the next three (3) years. This expansion will increase the diversity of apprentices across industry sectors by adding a minimum of 40 minority youth, 40 veterans and 25 special needs individuals annually. To achieve this goal, DOES will expand recruitment and partnerships to work with additional agencies such as the Office of Latino Affairs (OLA), Mayor's Office on African American Affairs (OAA), Mayor's Office on Asia and Pacific Islander Affair (MOAPIA) and Mayor's Office of Veterans Affairs (MOVA).

Additionally, DOES plans to expand our partnership with the DC Department of Disability Services (DDS) to provide greater access to workforce development and opportunities regardless of individual's physical or developmental barriers. Representatives from these agencies are frequently present in our AJCs, and with this funding, DOES plan to establish a more meaningful partnership and referral system as DOES develop our Inclusive apprenticeship cohort.

In addition to increasing the diversity of apprentices, DOES intends to foster diversity across industry sectors by developing non-traditional apprenticeship opportunities to include healthcare and hospitality. Specifically, DOES is committed to working with employers and training providers to create healthcare and hospitality apprenticeships. The District plans to assist over 150 participants in this capacity over the next three (3) years. The agency will continue to facilitate system alignment of education workforce development, and economic development through the integration of WIOA legislation and funding in the apprenticeship model by leveraging WIOA funds to support pre-apprenticeship that form a pipeline to Registered Apprentices.

Program Expansion in Hospitality and Healthcare Industries

Hospitality Expansion

To ensure pre-apprentices are exposed to industry standards and best-practices, DOES will leverage our current partnership with the University of the District of Columbia (UDC) to offer pre-apprentices industry-specific curricula through classroom instruction. Those in the hospitality pathway will have the opportunity to receive one (1) or more of the following nationally recognized credentials:

- American Hotel & Lodging Educational Institute (AHLEI) - Certified Front Desk Representative (CFDR)
- American Hotel & Lodging Educational Institute (AHLEI) - Certified Guest Service Professional (CGSP)
- American Hotel & Lodging Educational Institute (AHLEI) – Certified Hotel Concierge (CHC)

In an effort to create additional non-traditional apprenticeships, DOES established a partnership with the Hotel Association of Washington, DC (HAWDC) that will allow individuals who successfully completed pre-apprenticeship training to become apprentices at hotels in the region.

HAWDC member hotels range from boutique to world-wide franchises. Visitors to D.C. produce over $600 million dollars in tax revenue each year, and the travel and tourism industry in the District generates over $7.0 billion dollars annually. Hotels in D.C. employ over 17,000 employees producing over $750 million dollars in employee wages.

Healthcare Expansion

The District is committed to ensuring that pre-apprentices have the foundational knowledge required to enter into apprenticeship programs. DOES will leverage our current partnership with the University of the District of Columbia (UDC) to offer pre-apprentices industry-specific curricula through classroom instruction. Those in the healthcare pathway will have the opportunity to receive one (1) or more of the following nationally recognized credentials:

- National Healthcareer Association – Medical Assistant
- National Heathcareer Association – Certified Clinical Nursing Assistant
- National Healthcareer Association - Certified Electronic Health Records Specialist

UDC has multiple industry partners in healthcare, including hospitals, urgent-care facilities, and community clinics. DOES strategic partnership with UDC is to leverage their existing pipeline of healthcare employers who have a demand for a highly-skilled workforce. UDC allows individuals who successfully complete job-related technical instruction to transition into structured on-the-job learning.

System Design Elements

Annual Apprenticeship Report

DOES currently submits an Annual Apprenticeship Report. Through this expansion, DOES will hire a dedicated FTE who will be charged with enhancing the existing report to include:

- Apprentice employment outcomes;
- Expanded apprentice demographic data collection;
- Expanded job market trends;
- How the District can better align apprenticeship to meet employer demands.

Data System/Integrity Upgrades

DOES believes that maintaining data integrity is important to the success of the Apprenticeship program. Data integrity ensures programs can recover, search, trace, and connect the dots showing our success. A key component of the expansion of the Districts Apprenticeship program includes making key system upgrades which will increase the validity and accuracy of data and increasing stability and performance. Maintaining and keeping data consistent throughout its lifecycle is essential as DOES is continuously working to improve our ability to administer, track, and report on both apprentices and apprenticeship programs. Through this grant DOES will implement the following data integrity upgrades to ensure data is being captured accurately and in real-time:

- Combine data systems to report all data through one centralized source, MicroStrategy. MicroStrategy will allow us to have real time access to data as it is

updated in the system. The tool will automatically populate charts and graphs which will give easy to understand data on key program elements.
- Hire dedicated FTE that will develop data collection and entry protocols into the system to ensure fidelity, integrity, and accuracy of the data
- Leverage upcoming modifications to a customized DC Apprenticeship Database that will build an additional layer on top of RAPIDS and serve as the official Apprenticeship data sharing platform.

Direct Participant Services

The Department of Employment Services creates linkages between existing programs to ensure participants entering apprenticeships are prepared for entry into high-skilled jobs. OAIT currently utilizes various pipelines for participants to enter Apprenticeship programs which include:

- Participant Training - Programs are designed to prepare individuals to qualify and succeed in available apprenticeship opportunities. These programs work to ensure that individuals new to an industry or needing to gain critical academic skills receive the combination of industry-based training and classroom instruction needed to move along a pathway into an apprenticeship program. A quality apprenticeship contains five core components as defined in the U.S. Department of Labor framework:
  Partnership with a registered apprenticeship sponsor
  - Approved training and curriculum
  - Hands-on training
  - Industry-recognized credentials
  - Supportive services

- DC Summer Youth Employment Program (SYEP) - The Marion Barry Summer Youth Employment Program has been an effective avenue for introducing apprenticeship opportunities to youth and young adults. OAIT is currently allocating resources to provide short term pre-apprenticeship exposure for 40 District of Columbia residents' ages 14-24 years old, during the FY2019 program which runs from June-August 2019. This program is an opportunity to expose youth in the District to apprenticeable occupations and builds a pipeline into RAPS for successful completers.

- District of Columbia Public Schools (DCPS) - The first training cohort began on March 18, 2019, and the second cohort will begin in July 2019. All participating youths who complete the training will receive direct entry to building trade unions' registered apprenticeship programs, pre-apprentices receive the OSHA 10, CPR and First Aid training, in addition, students who complete the DCPS – DOES Building Trades Apprenticeship Readiness Program, with three absences or less, will receive the Multi-Craft Core Curriculum (MC3) certificate at the conclusion of the program.

- American Job Centers (AJC) - The AJC offers job-seekers, students, businesses, and career professionals' access to a comprehensive array of employment-related services and tools in one convenient location. Through the District's American Job Center, residents can utilize resources such as career counseling, career planning, and resume assistance,

direct job placement, classroom and on-the-job-training, information about local and national labor markets, unemployment compensation and more. The OAIT keeps AJC staff abreast of new and existing program needs, and they refer candidates who meet the eligibility requirements for available apprenticeship opportunities.

Supporting Job Placement

As supported by the Bureau of Labor Statistics (BLS), the District and surrounding areas had the largest employment gain from October 2017 to October 2018, adding 20,300 jobs. The Washington area's 2.7% growth in professional and business services employment was similar to the 2.6% increase nationally. Eighty (80) percent of the local job gains in this industry were in the Washington division.

The Washington metropolitan area saw a growth in the hospitality industry of over 9,700 jobs from 2017 to 2018 and the healthcare sector is projected to increase by 2.4 million jobs nationally. Healthcare occupations are projected to add more jobs than any of the other occupational groups.

The Greater Washington area is projected to have substantial job vacancies in the proposed areas:

Healthcare	
Personal Care Aides	**2,551**
Medical Assistants	**449**
Medical Secretaries	**350**
Nursing Assistants	**287**
Billing Clerks	**90**
Hospitality	
Combined Food Preparation and Serving Workers, Including Fast Food	**1,643**
Dining Room and Cafeteria Attendants and Bartender Helpers	**383**
Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	**206**

Outreach & Recruitment

In addition to seeking best practices for Apprenticeship outreach, OAIT continues to utilize outreach methods that have proven effective. OAIT engages the community through specialized information and recruitment sessions, participate in Advisory Neighborhood Commissions (ANC) meetings, and utilized social media to reach participants and inform them of upcoming programming and opportunities.

To maximize outreach efforts, OAIT visit local District schools, targeting junior and senior students. Students are educated on registered apprenticeship programs and they are invited to key events to learn more about apprenticeship opportunities in the District.

Apprenticeship Information Sessions- OAIT hosts weekly information sessions for various stakeholders, on current and new apprenticeship programs, as well as specialized recruitment and hiring needs. These sessions explain

OAIT continues to build out our structure for outreach and will be repeating these and new strategies including partner engagement and recruitment sessions, interagency partnership development, and secondary and post-secondary institution partnership development activities.

Supportive & Referral Services

Registered apprenticeship programs continue to thrive and produce one of the highest labor market outcomes to date. The Agency has supported and connected individuals with barriers to income to viable career pathways. Workforce Development Specialists are tasked with providing supportive services for those eligible under the Workforce Innovation and Opportunity Act (WIOA), which seeks to improve the workforce system and the quality of life for job seekers and workers through integrated services.

Strategically coordinated services are tailored to individuals' needs emphasizing a person-centered employment plan. The Agency continues to connect all parts of the workforce system to ensure core employability services such as comprehensive assessments, career counseling, and guidance, resume preparation assistance, and labor market information assistance (LMI) are offered to participants across all programs. Through this grant, the Agency will increase participant enrollment into WIOA in order to leverage the array of supportive services offered to those who need the most. Supportive services include:

- Transportation assistance;
- Training support and work-related clothing, uniforms, tools;
- Child care;
- Employment-related testing; and
- Background checks.

Providing supportive and referral services have proven beneficial as the following serves as critical factors, customer preference, job search and placement assistance, advocacy, and unlimited support. Individuals can acquire professional and personal growth while ultimately working towards self-sufficiency.

Placement & Enrollment

Individuals can apply to apprenticeship sponsors that have an open season (when applications are accepted during the time of the year). The applications are reviewed, which may include other documents such as birth certificates, high school diploma, or equivalency. Some sponsors may require individuals to take a math test and or aptitude test as part of the application process with a qualifying score. There are follow-up interviews scheduled for the candidates, who provided all required documents requested. Additionally, drug testing and possible background checks are part of the process. From this point, a decision for selections of apprentices can take a minimum of one (1) month to possibly four (4) months.

Open applications: most apprenticeship sponsors have an open application, in which individuals can apply during the specific day and time set by the sponsor(s). Individuals will need to provide proof eligibility for the particular apprenticeship trade/occupation area(s) for that sponsor. Drug testing is generally part of the application process, and possibly a background check. Acceptance to apprenticeship may take a couple of weeks or a couple of months, depending on the available workforce need for apprentices.

Apprenticeship acceptance can be based on recruitment events coordinated by the Office of Apprenticeship with apprenticeship sponsors that are held at either DOES' headquarters or at the sponsors' sites. OAIT staff notifies individuals, who both inquired interest for apprenticeship directly with office and those who attended apprenticeship information sessions to be interviewed by the sponsors on the coordinated date and time. Generally, these recruitment events will lead to direct acceptance for a qualified individual to begin their apprenticeship within a week. As with above, individuals must meet the sponsors' eligibility requirements; and generally, drug testing is part of the process.

Apprenticeship acceptance can take place directly from the sponsor's existing workforce. Sponsors can accept individuals who are currently employed in another work classification to become registered apprentices.

In every process mentioned above, when apprenticeship sponsors accept individuals as apprentices, those sponsors must submit official Apprenticeship Registration Agreements of the new apprentices to be officially registered with Office of Apprenticeship.

Apprenticeship Training Services

Under the grant, the Department of Employment Services intends to design innovative vocational and technical training models through a blended learning approach in the areas of hospitality and healthcare. In addition to job-related instructor-led classroom training, virtual classroom training and self-study will serve as valuable learning tools. Both methods are designed to provide the apprentice with the knowledge of the theoretical and technical of the apprentices' occupation. Our experience has shown that apprentices who go through as a cohort have more successful outcomes as the classroom instruction allows them to bond which in turn leads to less drop off of apprentices

The Agency will make funds available from this grant to sponsor programs who will then utilize those funds to provide related instruction to apprentices. This on the job training and or related instruction is a critical part of the apprentices training and is an addition to the hands on training they receive as apprentices. DOES has a history of partnering with registered apprenticeship sponsors to provide robust individual and cohort based training for apprentices in Washington Metropolitan area.

Expected Program Activity Outcomes & Outputs

All participants will be placed into a registered apprenticeship programs in a high-demand occupations.

Staffing Plan & Organizational Structure

STAFFING PLAN AND ORGANIZATIONAL STRUCTURE		
DOES / OAIT		
Position	**Position Description**	**Qualifications**
Associate Director	Executive management and oversight of Workforce Development Bureau to ensure program success.	• Managing programs at the federal state and local levels; • Revamping and executing District employment initiatives; and • Developing and implementing policy at the state and local levels.
Program Manager	Oversight of outreach and development of apprenticeship standards for the Apprenticeship Expansion initiative to ensure: seamless program offerings; cohesion among program partners; and application of required wrap- around services.	• Developing and managing apprenticeship programs in the District; • Serving on apprenticeship advisory boards and committees; and • Served on Department of Labor legislative subcommittee to revise federal apprenticeship regulations.
Program Manager	Management of the Apprenticeship Expansion initiative to ensure: seamless program offerings; cohesion among program partners; and application of required wrap-around services.	• Managing staff and partners supporting federal and local government programs; • Reviewing and assessing program performance, duties, and priorities; and • Developing written performance standards.
Program Analyst	Management and oversight of performance tracking, monitoring, and training; will serve as the lead in compiling performance data and federal reporting.	• Tracking state and federal workforce performance measures; • Conducting research and data collection evaluating findings; and • Providing statistical and quantitative analyses for report demonstrating findings in multiple formats.
Workforce Development Specialist (WDS)	Case management of all program participants (apprentices) to include DCNetworks updates and coordination of wrap-around and support services.	• Leveraging sound workforce development processes; • Providing clear and concise case management in support of program participants; and • Monitoring and placing targeted populations.
Apprenticeship Training Representative	Compliance and monitoring duties in support of registered apprenticeship programs and enrolled apprentices.	• Provide technical assistance to employers interested in becoming registered apprenticeship sponsors; • Ensure that assigned RAPS are in compliance by monitoring onsite and through the LCP tracker to ensure compliance; • Present potential sponsors to the DC Apprenticeship Council for review and approval.

STAFFING PLAN AND ORGANIZATIONAL STRUCTURE		
Program Analyst (Funded 100% through the Grant)	Management and oversight of performance tracking, monitoring, and training; will serve as the lead in compiling performance data and federal reporting.	• Tracking state and federal workforce performance measures; • Conducting research and data collection evaluating findings; and • Providing statistical and quantitative analyses for report demonstrating findings in multiple formats.

In closing, the District of Columbia is poised to be the national leader in workforce development, particularly in the area of apprenticeship. Fully developing a diverse RAP that includes communities of color, individuals with disabilities, youth, and veterans combined with new and non-traditional apprenticeship opportunities will make the District home to a vibrant and diverse apprenticeship system.

Timeline & Workplan

Key Partners			
Organization	**Partnership MOU Status / Purpose**	**Website**	**Point of Contact**
University of the District of Columbia (UDC)	Fully executed MOU as a required American Job Center partner. Pending MOU/MOA for apprenticeship expansion.	www.udc.edu	Anika Holmes Associate Dean UDC anika holmes@udc.edu
District of Columbia Public Schools (DCPS)	Fully executed MOU to provide DCPS high school seniors participating in the Career Bridge Program an opportunity to participate in the Building Trades Pre-Apprenticeship Program. Pending MOU/MOA for apprenticeship expansion.	https://dcps.dcov/	Erin Bibo Deputy Chief DCPS Erin.bibo@dc.gov
Department on Disability Services Rehabilitation Service Administration (DDS/RSA)	Fully executed MOU as a required American Job Center partner. Pending MOU/MOA for apprenticeship expansion.	https://dds.dc.gov/	John Kirika VR Program Manager John kirika@dc.gov

GOAL #1	*To increase the diversity of apprentices across industry sectors by adding at least 40 minority youth, 40 veterans and 25 special needs individuals annually for 3 years for*		
Activity: *Increase Registered Apprenticeship slots by 105 participants from diverse and inclusive populations.*	*Work with existing and new sponsors to create diverse and inclusive apprenticeship opportunities. The District plans to assist over 105 participants in this capacity over the next three years.*	***Lead/Support Implementer (s):***	• *Recruitment and outreach campaign* • *Create pathways to District government careers, work with District government agencies.* • *Creating and scaling of more high school student apprenticeship career pathways.* • *Partnership with the DOES Veterans Program.* • *Increase Business Engagement.* • *Executing an MOU with Department on Disability Services Rehabilitation Service Administration (DDS/RSA).*
Deliverable(s): *The current number of inclusive/special needs enrolled din Registered apprenticeships will increase by 75 participants.*		*75 DC residents from inclusive/special needs populations will enroll into a Registered Apprenticeship over the next three years.*	
Milestones		***Timeframe***	***Deliverable Dates***
Implement Recruitment and outreach campaign.		*August 2019*	***Start:*** July 1, 2019
Increase Business Engagement with Sponsors.		*August 2019*	***End:*** June 30, 2020
Create pathways to District government careers, work with District government agencies.		*August 2019*	***Annual Costs***

Partner with Department on Disability Services Rehabilitation Service Administration (DDS/RSA) to increase pipeline of potential participants.	*August 2019*	***Year 1***	*DOES Funds: $264,287.25* *Grant Funds: $237,736.50*
Partners with DC Public Schools and Veterans groups.	*August 2019*	***Year 2***	*DOES Funds: $264,287.25* *Grant Funds: $237,736.50*
Enroll participants into Registered Apprenticeships.	*September 2019*		
Data collection and reporting.	*June 2020*	***Year 3***	*DOES Funds: $264,287.25* *Grant Funds: $237,736.50*
		TOTAL	*DOES Funds: $792,861.75* *Grant Funds:* ***$713,209.50***

GOAL #2	*Integrate Registered Apprenticeship Programs into the District's State Workforce Development strategy by leveraging WIOA legislation and WIOA state funding to support the establishment of a pipeline to RAPs.*		
Activity: *Leverage WIOA funding and WIOA funded programs to support pre-training/certification programs to prepare a pipeline into Registered Apprenticeships.*	*Use WIOA funding to support overall program.*	***Lead/Support Implementer (s):***	• *Use WIOA funding and other DOES funding to pre-training service target populations by ensuring that participants are WIOA enrolled into the DOES VOS system and receiving pre-skills training as a high risk population.*
Deliverable(s): *Use WIOA funding to support overall program.*		*Allocate at least $65k of WIOA funding as a part of the overall budget designed to the support the expansion of RAPs program model.*	
Milestones		***Timeframe***	***Deliverable Dates***
DOES Workforce Development Specialist supports conducting WIOA enrollment eligibility when enrolling into pre-trainings that serve as pipelines to RAPs.		*September 2019*	***Start:*** July 1, 2019 ***End:*** June 30, 2020
Grant Funded Program Analyst works with staff to integrate WIOA funded training programs and other services to serve a part of a comprehensive workforce development model to support RAPs WIOA Funded workforce intermediary programs serve as pipeline into RAPs.		*September 2019*	***Annual Costs*** ***Year 1*** *DOES Funds: $147,787.25* *Grant Funds: $166,850.50* ***Year 2*** *DOES Funds: $147,787.25* *Grant Funds: $166,850.50* ***Year 3*** *DOES Funds: $147,787.25* *Grant Funds: $166,850* ***TOTAL*** *DOES Funds: $443,361.75* *Grant Funds:* ***$500,551.50***

GOAL #3	*Build the District's capacity and increase apprentice sponsors knowledge on serving diverse populations.*		
Activity: *State-level trainings and roundtables*	*Facilitate state-sponsored training and roundtables for new and existing sponsors to expand capacity and build knowledge around how to recruit, serve and mentor apprentices from diverse and marginalized populations.*	***Lead/Support Implementer (s):***	• *Develop printed training materials* • *Host 2 trainings* • *Host 2 roundtable events*
Deliverable(s): *150 Registered Apprenticeship sponsors will report increase knowledge and understanding in serving and mentoring diverse apprentices.*		*50 Registered Apprenticeship Sponsors will attend either a state-level training or roundtable each year annually for 3 years for a total of 150.*	
Milestones		***Timeframe***	***Deliverable Dates***
Identify subject matter expert for content.		*August 2019*	***Start:*** July 1, 2019
Set training schedule for the year.		*August 2019*	***End:*** June 30, 2020
Host 2 state-level roundtables.		*November 2019*	***Annual Costs***
Host 2 state-level trainings.		*November 2019*	***Year 1*** *DOES Funds: $137,287.25* *Grant Funds: $121,236.50*
Tabulate feedback surveys and draft final report.		*June 2020*	***Year 2*** *DOES Funds: $137,287.25* *Grant Funds: $121,236.50*
			Year 3 *DOES Funds: $137,287.25* *Grant Funds: $121,236.50*
			TOTAL *DOES Funds: $411,861.75* *Grant Funds:* ***$363,709.50***

Performance Outcome Measures Tables

A.	Apprenticeship Employment & Training Apprentice Performance Outcomes		
1	Total participants served	Year 1: 105 Year 2: 105 Year 3: 105	Total: 315
2	Total participants that are hired by an employer and enrolled in a Registered Apprenticeship program	Year 1: 90 Year 2: 90 Year 3: 90	Total: 270
3	Total Registered apprentices who complete an apprenticeship education / training program	Year 1: 105 Year 2: 105 Year 3: 105	Total: 315
4	Total Participants who complete a Registered Apprenticeship program and receive a degree or other credential	Year 1: 84 Year 2: 84 Year 3: 84	Total: 252
5	Total number of participants identified as unemployed, LTU, dislocated or incarcerated prior to enrollment who complete an Registered Year 1: 5 Apprenticeship program and maintain their employment status with a new employer	Year 1: 73 Year 2: 73 Year 3: 73	Total: 219
6	Total number of incumbent worker apprentices who complete an ap prenticeship education/training program and advance into a new pos ition	Year 1: 0 Year 2: 0 Year 3: 0	Total: 0
7	Average hourly wage of apprentices at enrollment into Year 1: Registered Apprenticeship program	Year 1: $15.00 Year 2: $15.00 Year 3: $15.00	Total: $16.78 average rate/hr.
8	Average hourly wage of apprentices at completion of Year 1: Registered Apprenticeship program	Year 1: $16.00 Year 2: $16.00 Year 3: $16.00	Total: $17.81 average rate/hr.

B.	Expanding Apprenticeship Program Outputs		
1	Total number of newly created Registered Apprenticeship Programs (RAP) (including any other programs developed as a result of RAP efforts)	Year 1: 4 Year 2: 4 Year 3: 4	Total: 12

MURIEL BOWSER
MAYOR

May 29, 2019

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

Dear Ms. Abdullah:

I am writing on behalf of the District of Columbia, in support of the Department of Employment Services' application for the U.S. Department of Labor's State Apprenticeship Expansion grant. As the chief elected official of the District of Columbia, I am committed to supporting the expansion of quality and innovative apprenticeship training programs, aligning with my vision of creating more high-quality opportunities for Washingtonians.

Currently, the District has over 9,208 registered apprentices. This funding will allow us to increase the diversity of apprentices, ensuring that we are able to offer a viable and sustainable career pathway for communities of color, youth 16 years of age and older, and individuals with disabilities. Additionally, this funding will increase apprenticeship across traditional and non-traditional industry sectors, addressing employers' challenges of worker skill shortages, gaps in educational attainment, credentialing, and the aging of the U.S. workforce.

Thank you to our partners at the U.S. Department of Labor, who made this funding opportunity available. The District is excited about the opportunity to use these additional funds to improve education, increase employment, green our infrastructure, welcome diversity, and create a city where everyone has a pathway to the middle class.

Sincerely,

Muriel Bowser
Mayor

DOES POH 2022 Q119_WIOA Grant Agreements

APPRENTICESHIP D.C.

DEPARTMENT OF EMPLOYMENT SERVICES

D.C. OFFICE OF APPRENTICESHIP, INFORMATION AND TRAINING

annual report

FISCAL YEAR 2018

GOVERNMENT OF THE DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Department of Employment Services

MURIEL BOWSER
MAYOR

DR. UNIQUE MORRIS-HUGHES
DIRECTOR

D.C. OFFICE OF APPRENTICESHIP, INFORMATION AND TRAINING

FISCAL YEAR 2018 APPRENTICESHIP REPORT

The District of Columbia is one of 27 State Apprenticeship Agencies (SAA) authorized by the U.S. Department of Labor to determine apprenticeship registration approval. The District's SAA was established on May 21, 1946, and includes an Apprenticeship Council that consists of 11 members who are appointed by the Mayor and confirmed by the City Council. The composition of the Apprenticeship Council includes: three representatives from employer organizations; three representatives from employee organizations; three public representatives who are not members of either employee or employer organizations; and two representatives of government who shall be the Mayor of the District of Columbia and the Chancellor of DC Public Schools, or their respective delegates. The members of the D.C. Apprenticeship Council as of March 2019 are as follows:

Employer Representatives	Employee Representatives	Public Representatives
William Dean	Leroy E. Watson	Frederick Howell (Chair)
Frank Chiaramonte	Violet Carter	Courtland Cox
John Xanthos	Steve Lanning	Vacant

Representative of the Mayor	Representative of DC Public Schools
Dr. Unique Morris-Hughes (Director, DOES)	Vacant

The Office of Apprenticeship, Information and Training (OAIT) is working closely with the Mayor's Office of Talent and Appointments to fill the remaining positions.

The D.C. Apprenticeship Council meets bimonthly on the last Thursday of the month. Apprenticeship Council meetings are held at 4058 Minnesota Avenue, N.E. Room 5201. All meetings are open to the public.

DOES POH 2022 Q119_WIOA Grant Agreements

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VII. APPRENTICESHIP OUTREACH/NATIONAL APPRENTICESHIP WEEK 3

VIII. TOTAL NUMBER OF APPRENTICESHIP SPONSORS: 3

IX. TOTAL NUMBER OF APPRENTICES REGISTERED: 4

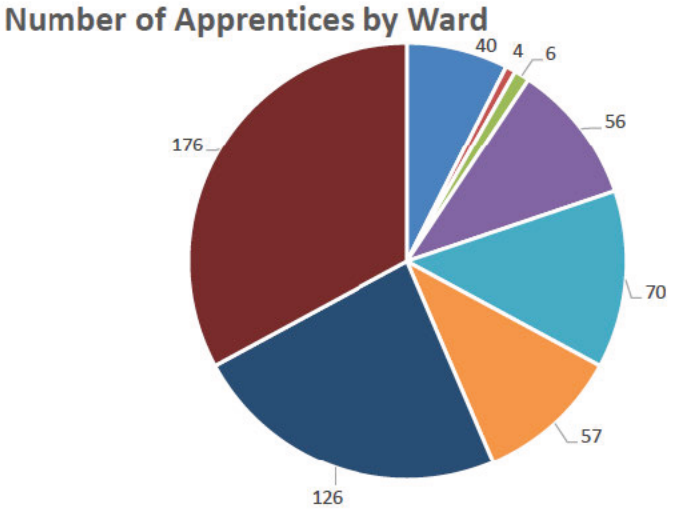
X. OUR FOCUS 5

I. NEW APPRENTICES

During Fiscal Year 2018 (FY18), 2,076 new apprentices were accepted into registered apprenticeship programs. District residents accounted for 535 of the new apprentices.

District residents accepted as new apprentices during FY18 were from the following wards:

WARDS	NEW APPRENTICES
1	40
2	4
3	6
4	56
5	70
6	57
7	126
8	176
TOTAL	535



II. NEW REGISTERED APPRENTICESHIP PROGRAMS

During FY18, 49 new apprenticeship programs were approved for apprenticeship registration by the D.C. Apprenticeship Council. The new apprenticeship programs consisted of six non-traditional industries, including three District government agencies: DC Public Works (DPW), DC Water (DCW), and the Department of Consumer and Regulatory Affairs (DCRA). The non-traditional apprenticeship programs were aimed at training District residents in some of the District's most high-demand industries, such as information technology and environmental services. Occupation areas in the non-traditional industries include: cyber security, cloud technology, multi-media production, building code inspector, waste water operator, and automotive technician specialist. OAIT continues to honor its commitment to establishing effective relationships with industry partners to deliver emerging non-traditional apprenticeship programs.

In addition to the three District government agencies listed above who are current registered apprenticeship sponsors, OAIT continues to work with various government agencies to increase the number of government agency apprenticeship sponsors in 2019.

As mandated by District law (DC Law 2-156), and as part of the District's First Source law on local government assisted construction projects, 43 approved apprenticeship programs were the result of contractors whose contract amounts were $500,000 or more on a single contract or cumulative contracts within a 12-month period. As part of these contract amounts under the law, contractors were required to register apprenticeship programs with the D.C. Apprenticeship Council. The District's mandatory apprenticeship law does not limit apprenticeship obligation on local government assisted projects, but works to support the retention of DC resident apprentices in the program, on other projects that enable those apprentices to complete and become skilled journey-workers in their chosen trade areas.

III. DE-REGISTRATION OF APPRENTICESHIP PROGRAMS

Deregistration of an apprenticeship program is the final adverse action taken against an apprenticeship sponsor. In FY18, 25 apprenticeship programs were deregistered for non-compliance pursuant to 7 DCR 1106. Inactivity was the leading contributor to the deregistration of these sponsors' programs. In the current program year, OAIT has begun an initiative to assist sponsors with keeping their programs active and in good standing. This entails reaching out earlier to advise them of their risk of being deregistered due to inactivity of apprenticeship training with their company or organization. However, this can allow those sponsors to voluntarily cancel their programs if they are unable to hire or retain apprentices due to economic reasons, but can apply for reinstatement at a later date.

IV. PRE-APPRENTICESHIP PROGRAM INITIATIVES

During FY18, OAIT was successful in coordinating six pre-apprenticeship training initiatives in partnership with union and non-union apprenticeship sponsors and employers. These initiatives were intended to assist District residents who qualify for available apprenticeship opportunities and unsubsidized employment. One hundred and fifty-nine residents were enrolled in the pre-apprenticeship training, 117 residents completed various trade programs, and 99 participants earned industry recognized credentials. Seventy successful pre-apprentices received placement in unsubsidized employment, which included 58 District residents securing placement in registered apprentices.

V. YOUTH APPRENTICESHIP INITIATIVES

During FY18, OAIT was also successful in coordinating the first youth apprenticeship initiative in partnership with Dunbar High School, Independent Electrical Contractors (IEC), and the Department of Consumer and Regulatory Affairs (DCRA). Eight high school students participated in training, including three recent graduates, two rising juniors, and three rising seniors.

OAIT, also coordinated partnerships with the Office of Youth Programs (OYP) and three Building Trades Unions to initiate a youth apprenticeship training initiative. The initiative serviced 15 SYEP youths ages 18 to 24 years old. Students received specific building code compliance training and were exposed to existing trades and engineering curricula through classroom instruction, field shadowing, and professional development. Students received Occupational Safety and Health Administration 10 training (OSHA 10) in addition to industry recognized certificates.

Union apprenticeship sponsors also included the following: Plumbers Union Local No. 5, Sheet Metal Workers Union Local No. 100, and Steamfitters Union Local No. 602. SYEP participants received six weeks of on-the-job and classroom related training in various trade areas. Six SYEP participants completed training and received direct entry to registered apprenticeships with participating sponsors. Additionally, apprenticeship sponsor participation included, TranZed Alliance, an organization providing apprenticeship opportunities in information technology.

OAIT is currently collaborating with DC Public Schools to launch and broaden youth advantages focusing on direct entry to registered apprenticeship programs. To further expand youth apprenticeship in the District, OAIT is expanding our partnership with the DC Public School Career Bridge Program and the Building

Trades Unions to train 20 DC high school students 18 years of age and above from Ballou Stay High School, Roosevelt High School, Dunbar High School and Washington Metropolitan Charter High School. The training will result in direct entry to registered apprenticeship programs that will begin in spring 2019. In addition, the Office of Apprenticeship will explore the possibility of connecting McKinley Technical High School with information technology apprenticeship sponsors during 2019.

VI. APPRENTICESHIP RECRUITMENT and INFORMATION SESSIONS

OAIT coordinated 50 apprenticeship recruitment events with 64 apprenticeship sponsors to connect DC residents to available apprenticeship opportunities. The recruitment events were hosted at DOES main headquarters, where DC residents received priority consideration during the hiring process. In addition, OAIT coordinated 50 apprenticeship information sessions held at various locations including the DC Infrastructure Academy (DCIA) and American Job Centers (AJCs).

VII. APPRENTICESHIP OUTREACH/NATIONAL APPRENTICESHIP WEEK

OAIT participated in National Apprenticeship Week 2018, and hosted three events. The first event was a Youth Apprenticeship Open House, which was geared toward District residents ages 18 to 24-year-old. Twelve apprenticeship sponsors participated in the Open House event to showcase their programs and promote available opportunities. The second event was an Apprenticeship Roundtable event, where industry partners, registered apprenticeship sponsors, and leaders discussed successful apprenticeship strategies. The event was held at Gallaudet University with a panel of apprenticeship experts and advocates that included senior officials from the U.S. Department of Labor, apprenticeship sponsors, D.C. Apprenticeship Council members, and members of the Youth Apprenticeship Advisory Committee (YAAC). In addition, Director Morris-Hughes shared a blog posting to LinkedIn that focused on the future of apprenticeships and how DOES will shape those opportunities in the District. To kick off the week, DOES hosted a Facebook Live segment promoting the agency's commitment to the expansion of apprenticeship programs and the obligation of connecting District residents to apprenticeship opportunities. The segment also featured a special guest, a former DOES apprentice who currently operates a successful masonry business. The guest shared his experience of how completing an apprenticeship program contributed to his success.

To maximize outreach efforts, OAIT visited 10 local District schools, targeting junior and senior students. Students were educated on registered apprenticeship programs and the events surrounding National Apprenticeship Week that they could attend to learn more about apprenticeship opportunities in the District.

VIII. TOTAL NUMBER OF APPRENTICESHIP SPONSORS:

As of September 30, 2018:

Current Registered Apprenticeship Sponsors	
Unions Joint Apprenticeship Committees (construction trades)	17
Individual Non-Unions (construction trades)	195
Employer Associations 2 (affiliated construction contractors)	99
Individual Non-traditional (construction)	12
Total number of Sponsors	**323**

IX. TOTAL NUMBER OF APPRENTICES REGISTERED:

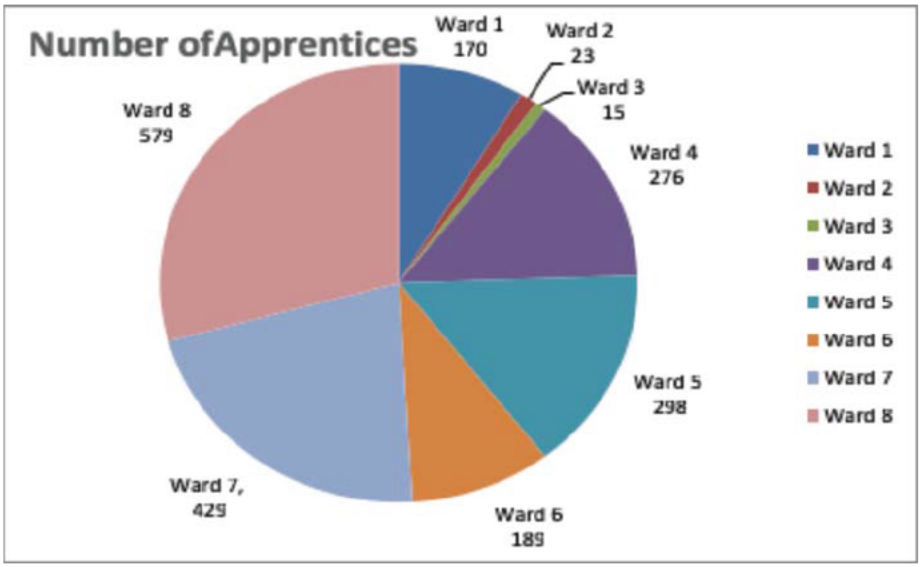
As of September 30, 2018:

- Total Apprentices Registered – 8,668
- District of Columbia Residents – 1,979

The number of District resident registered as apprentices in each Ward:

As of September 30, 2018:

WARDS	NEW APPRENTICES
1	170
2	23
3	15
4	276
5	298
6	189
7	429
8	579
TOTAL	1,979



X. OUR FOCUS

At DOES, we have the responsibility to engage business, industry, and District jobseekers across a spectrum of workforce programs that are essential in creating pathways to the middle class. Apprenticeship DC is the District's vehicle through which businesses, employers and organizations can obtain grants, tax credits, or other subsidies to support the development and implementation of customized apprenticeship programs that meet industry specific hiring and training needs.

DOES approaches its workforce development efforts collaboratively by working with organizations to ensure our work is closely tied to the people and resources that are making a difference in the District. The District of Columbia is a leader in apprenticeship programing and continues to be actively engaged with national and regional partners, including the U.S. Department of Labor (USDOL), the Council of Chief State School Officers (CCSSO), the Maryland Department of Labor, Licensing and Regulation (DLLR).

Our geographical location enables us to understand what is happening in the world and to use that knowledge and capabilities to support our residents and other communities. We recognize that expanding apprenticeship opportunities opens the door for more innovative ideas, more visionary voices, more pathways to the middle class, and more talent from what were historically unexpected places. As we continue to build on the mayor's commitment to apprenticeship we understand that the best ideas are found from the youth in the communities we serve. Therefore, our continued development of youth apprenticeship is a vital component to a thriving apprenticeship system and will lead to a stronger workforce in the District.

Office of Apprenticeship, Information and Training
4058 Minnesota Avenue, NE, Washington, DC 20019
Phone: (202) 698-5099 • does.dc.gov

GOVERNMENT OF THE
DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

Attachment VIII

Project Attestation Confirmation

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

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

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

Attester Signature:

Printed Name: Vanessa Weatherington

Title/Organization: Deputy Director/DC Department of Employment Services

E-Mail Address: vanessa.weatherington@dc.gov

Direct Telephone Number: 202-698-5135

Grant Modification / Notice of Award

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

GRANT MODIFICATION	**No. 1**	PROJECT: WIOA Youth/Adult/Dislocated Workers Formula Combined	
GRANT NUMBER: AA-36312-21-55-A-11	EIN: 536001131	EFFECTIVE DATE: 07/01/2021	PAGE 1
GRANTEE: DISTRICT OF COLUMBIA DEPARTMENT OF EMPLOYMENT SERVICES 4058 MINNESOTA AVENUE, NE WASHINGTON, DISTRICT OF COLUMBIA 20019-3540		ISSUED BY U.S. DEPARTMENT OF LABOR / ETA DIVISION OF FEDERAL ASSISTANCE 200 CONSTITUTION AVENUE NW - ROOM N-4716 WASHINGTON, DC 20210	

Action:

In accordance with Training and Employment Guidance Letter No. 19-20, this Notice of Award transmits the Program Year 2021 allotments for the WIOA Title I Adult and Dislocated Worker programs.

YEAR / CFDA PROGRAM ACCOUNT ID	**Mod 0 CURRENT LEVEL**	**Mod 1 MODIFICATION**	**NEW LEVEL**	**PMS DOC #**
PY 21 / 17.259 WIOA YOUTH FORMULA GRANTS - STATES 21 -1630-2021-0501742122BD202101740005215YF000A0000AOWI00AOWI00-A90200-410023-ETA-DEFAULT TASK-	$4,638,230.00	$0 00	$4,638,230.00	AA36312E10
PY 21 / 17.258 WIOA ADULT ACTIVITIES - STATES 21 -1630-2021-0501742122BD202101740001215AD010A0000AOWI00AOWI00-A90200-410023-ETA-DEFAULT TASK-	$0 00	$737,086.00	$737,086.00	AA36312D90
PY 21 / 17.278 WIOA DISLOCATED WORKERS - FORMULA - STATES 21 -1630-2021-0501742122BD202101740003215AD020A0000AOWI00AOWI00-A90200-410023-ETA-DEFAULT TASK-	$0 00	$1,916,293.00	$1,916,293.00	AA36312DQ0
TOTAL FUND AVAILABILITY	**$4,638,230.00**	**$2,653,379.00**	**$7,291,609.00**	

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

Approved by

SERENA BOYD

Grant Officer

Date Signed **07/21/2021**

Grant Modification / Notice of Award

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

GRANT MODIFICATION	**No. 2**	PROJECT: WIOA Youth/Adult/Dislocated Workers Formula Combined	
GRANT NUMBER: AA-36312-21-55-A-11	EIN: 536001131	EFFECTIVE DATE: 10/01/2021	PAGE 1
GRANTEE: DISTRICT OF COLUMBIA DEPARTMENT OF EMPLOYMENT SERVICES 4058 MINNESOTA AVENUE, NE WASHINGTON, DISTRICT OF COLUMBIA 20019-3540		ISSUED BY U.S. DEPARTMENT OF LABOR / ETA DIVISION OF FEDERAL ASSISTANCE 200 CONSTITUTION AVENUE NW - ROOM N-4716 WASHINGTON, DC 20210	

Action:

In accordance with Training and Employment Guidance Letter (TEGL) No. 19-20, this modification incorporates FY 2022 Advance Adult and Dislocated Workers funds.

YEAR / CFDA PROGRAM ACCOUNT ID	**Mod 0-1 CURRENT LEVEL**	**Mod 2 MODIFICATION**	**NEW LEVEL**	**PMS DOC #**
PY 21 / 17.258 WIOA ADULT ACTIVITIES - STATES 21 -1630-2021-0501742122BD202101740001215AD010A0000AOWI00AOWI00-A90200-410023-ETA-DEFAULT TASK-	$737,086.00	$0 00	$737,086.00	AA36312D90
PY 21 / 17.278 WIOA DISLOCATED WORKERS - FORMULA - STATES 21 -1630-2021-0501742122BD202101740003215AD020A0000AOWI00AOWI00-A90200-410023-ETA-DEFAULT TASK-	$1,916,293.00	$0 00	$1,916,293.00	AA36312DQ0
PY 21 / 17.259 WIOA YOUTH FORMULA GRANTS - STATES 21 -1630-2021-0501742122BD202101740005215YF000A0000AOWI00AOWI00-A90200-410023-ETA-DEFAULT TASK-	$4,638,230.00	$0 00	$4,638,230.00	AA36312E10
FY 22 / 17.258 WIOA ADULT ACTIVITIES (ADVANCE) 21 -1630-2022-0501742222BD202201740001225AD091A0000AOWI00AOWI00-A90200-410023-ETA-DEFAULT TASK-	$0 00	$3,473,969.00	$3,473,969.00	AA36312KY0
FY 22 / 17.278 WIOA DISLOCATED WORKERS - FORMULA - STATES (ADVANCE) 21 -1630-2022-0501742222BD202201740003225DW091A0000AOWI00AOWI00-A90200-410023-ETA-DEFAULT TASK-	$0 00	$8,153,900.00	$8,153,900.00	AA36312LA0
TOTAL FUND AVAILABILITY	**$7,291,609.00**	**$11,627,869.00**	**$18,919,478.00**	

GRANT MODIFICATION	**No. 2**	PROJECT: WIOA Youth/Adult/Dislocated Workers Formula Combined	
GRANT NUMBER: AA-36312-21-55-A-11	EIN: 536001131	EFFECTIVE DATE: 10/01/2021	PAGE 2
GRANTEE: DISTRICT OF COLUMBIA DEPARTMENT OF EMPLOYMENT SERVICES 4058 MINNESOTA AVENUE, NE WASHINGTON, DISTRICT OF COLUMBIA 20019-3540		ISSUED BY U.S. DEPARTMENT OF LABOR / ETA DIVISION OF FEDERAL ASSISTANCE 200 CONSTITUTION AVENUE NW - ROOM N-4716 WASHINGTON, DC 20210	

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

Approved by

SERENA BOYD

Grant Officer

Date Signed **10/13/2021**

Grant Modification / Notice of Award

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

GRANT MODIFICATION	**No. 1**	PROJECT: Unemployment Insurance	
GRANT NUMBER: UI-35937-21-60-A-11	EIN: 536001131	EFFECTIVE DATE: 07/01/2021	PAGE 1
GRANTEE: DC DEPARTMENT OF EMPLOYMENT SERVICES 4058 MINNESOTA AVE., NE WASHINGTON, DISTRICT OF COLUMBIA 20019-3540		ISSUED BY U.S. DEPARTMENT OF LABOR / ETA DIVISION OF FEDERAL ASSISTANCE 200 CONSTITUTION AVENUE NW - ROOM N-4716 WASHINGTON, DC 20210	

Action:

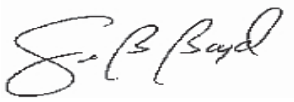
To incorporate the revised state plans for FY 2021 RESEA grants.

NOTE: This action fully satisfies the Special Condition(s) as outlined in the grant agreement.

YEAR / CFDA PROGRAM ACCOUNT ID	**Mod 0 CURRENT LEVEL**	**Mod 1 MODIFICATION**	**NEW LEVEL**	**PMS DOC #**
PY 21 / 17.225 UI RESEA 21 -1630-2021-0501792122BD202101790001215UI021A0000AOWS00AOWS00-A90220-410010-ETA-DEFAULT TASK-	$822,997.00	$0 00	$822,997.00	UI35937JU0
TOTAL FUND AVAILABILITY	**$822,997.00**	**$0.00**	**$822,997.00**	

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

Approved by



SERENA BOYD

Grant Officer

Date Signed **09/22/2021**

Attachment II

ELEMENTS OF AN UNEMPLOYMENT INSURANCE (UI) REEMPLOYMENT SERVICES AND ELIGIBILITY ASSESSMENT (RESEA) GRANT STATE PLAN

1. State Name

District of Columbia Department of Employment Services

2. Name and Title of the State Agency Administrator

Name: Dr. Unique Morris-Hughes **Title:** Director

Address: 4058 Minnesota Ave. NE, Washington, DC 20019

3. RESEA Program Lead/Contact

The Person who can answer questions about the RESEA Proposal.

Name: Pablo Venturino **Telephone:** (202) 698-6288

Email: pablo.venturino@dc.gov

4. UI Program Lead/Contact

The person who can answer questions about the UI aspects of the RESEA proposal. This person may also be the RESEA Program Lead/Contact.

Name: Corey Dixon **Telephone:** 202-749-3747

Email: corey.dixon@dc.gov

5. Total Funds From prior RESEA Grants Projected to carry over

Please include expected date for full obligation and expenditure of these remaining funds.

Obligation date – (mm/dd/yy) expected by: 09/30/21

Expenditure date – (mm/dd/yy) expected by: 09/30/21 **$** $ 396,649.00

(If needed, please use the box below to elaborate on expenditures.)

6. Total Proposed RESEA Project Cost

The total amount of funds requested in this grant, which may be up to the limit specified in annual RESEA operating guidance.

$ $ 822,997.00

(If needed, please use the box below to elaborate on grant funds.)

7. Total Service Delivery (Program) Cost

The total amount of funds requested for staff and resources necessary to conduct the RESEAs excluding administrative and evaluation costs.

$ $ 674,235.00

(If needed, please use the box below to elaborate on program costs.)

Technical Clarificiation Required. Updated 5/21/2021

The estimated cost of $674,235 reflects total personnel and fringe benefits associated with staff costs for program service-delivery purposes and resources.

8. Total Administrative Costs

The total amount of funds requested for program administrative costs. Please include a breakout of these costs (Note: This entry includes IT costs).

$ $ 66,462.15

(If needed, please use the box below to elaborate on administrative costs.)

Admin Costs: $66,462.15

Technical Clarification Required. Updated 5/21/2021
Admin Cost of $66,462.15 includes the overhead costs associated with program supervision (Associate Director and

9. Staff and Administrative Costs for a *Single* Completed Initial RESEA

Please include narrative describing how amounts were calculated.

$ $ 274.33

(Use the box below to describe amount calculations used.)

Total program cost [$822,997] divided by the number of initial RESEAs projected to be completed [3000] = $274.33
Technical Clarification Required. Updated 5/21/2021
The staff and administrative cost of a single completed initial RESEA was calculated following the same approved methodology used in the PY20 State Plan. The amount is calculated by dividing the total cost of the program by the

10. Completed Initial RESEA Staffing and Time

Complete chart below to provide additional information about how specific required initial RESEA activities are staffed, the average time needed, and estimated costs.

ACTIVITY	STAFF *(ES/WIOA/UI/OTHER)*	INDIVIDUAL/ GROUP	AVERAGE TIME	STAFF COST PER HOUR
Eligibility Review	Employment Specialist	Individual	1 hour	$35
Labor Market Information	Employment Specialist	Group and Individual	15 min	$35
Individual Reemployment Plan	Employment Specialist	Group and Individual	30 min	$35
Providing information and access to American Job Center (AJC) services including career services	Employment Specialist	Group	2 hours	$35
Enrollment in Employment Services	Employment Specialist	Individual	1 hour	$35
Providing support with individual reemployment plan.	Employment Specialist	Individual	30 min	$35
Referrals to other services	Employment Specialist	Individual	15 min	$35
Other services provided in addition to required elements.	UI - ES - WIOA Partners	Individual	30 min	$35
TOTALS	--	--	6 hours	$35

11. Staff and Administrative Costs for Subsequent RESEA

If subsequent RESEAs are not included in program design, please indicate "No Subsequent" in text box below.

$ _____

(If needed, please use the box below to elaborate on Staff and Administrative costs for subsequent RESEAs.)

No subsquent

Technical Clarification Required for Items 10 and 13 are included below since there is not room on Items 10 and 13 to write the clarifications. Updated 5/21/2021

Please note the projected time of six (6) hours to complete an initial RESEA for FY21 is the same amount of time approved by DOL for FY20. However, upon review of this item, we realized that our calculation included preparation time, which should actually be indicated in Item 13 of the plan.

12. Completed Subsequent RESEA Staffing and Time

Complete the chart below to provide additional information about how specific subsequent RESEA activities are staffed and the average time needed.

ACTIVITY	STAFF *(ES/WIOA/UI/OTHER)*	INDIVIDUAL/ GROUP	AVERAGE TIME	STAFF COST PER HOUR
Eligibility Review				
Labor Market Information				
Providing support with individual reemployment plan				
Providing information and access to American Job Center (AJC) services including career services				
Referrals to other services				
TOTALS	--	--		

13. Projected Time for a *Single* Initial RESEA, Including Paperwork

In addition to information provided in 12, this entry should represent total time spent preparing for and conducting a single initial RESEA, including preparation, documentation and other related activities.

6 hrs

14. Projected Time for the Subsequent RESEA, Including Paperwork

In addition to information provided in 15, this entry should represent total time spent preparing for and conducting a single subsequent RESEA, including preparation, documentation and other related activities.

N/A

15. Projected Costs for a Single RESEA for which the Claimant Fails to Report

The total costs spent scheduling a single RESEA for which the claimant subsequently fails to report and referring the claimant to adjudication for failure to report. This estimate should not include the costs of adjudication, which are separately funded.

$ $ 17.50

(If needed, please use the box below to elaborate on expenditures.)

Technical Clarification Required for Items 16, 18, and 19 are included below since there is not room in Items 16, 18, and 19 to write the clarifications. Updated 5/21/2021

Item 16:

16. Total Number of Initial RESEAs to be Scheduled

The total number of initial RESEAs that will be scheduled including both the RESEAs for which claimants are projected to report and the RESEAs for which claimants are projected to fail to report.

3000

17. Total Number of Subsequent RESEAs to be Scheduled

The total number of subsequent RESEAs that will be scheduled including both the RESEAs for which claimants are projected to report and the RESEAs for which claimants are projected to fail to report. (If the state does not conduct subsequent RESEAs this number will be zero.)

N/A

18. Total Number of RESEAs Projected to be Completed

The total number of RESEAs the state will schedule during the grant period for which the claimant will report and participate in an RESEA. Please include breakout of initial and subsequent, if applicable.

2000

19. Total Number of RESEAs Projected for which the Claimant Will Fail to Report

The total number of RESEAs the state will schedule during the grant period for which the claimant will fail to report and will not participate in an RESEA.

1000

20. Actions Taken to Reduce Number of Claimants Failing to Report.

If the state has taken any actions in the past year and/or plans to carry out any activities under the proposed RESEA program to reduce the number of claimants failing to report, please identify and provide a brief description.

Please select all that apply:

- [ ] Self-scheduling of appointments (Completion date [actual or projected] mm/yy)
- [ ] Automated reminders (text message, e-mail, phone, etc.)
- [x] Restructuring of notifications and other communications (behavioral insights, plain-language, etc.)
- [ ] Other

Insert brief narrative of actions taken or planned:

Technical Clarification Required.Updated 5/21/2021

During FY21, in addition to sending participants reminder emails and robo calls with information about their appointments, the DC RESEA team calls every customer who fails to report to the virtual workshop to confirm the customer is not facing technology or other barriers to access the program. When participants are not able to join the

21. Total number of RESEA Sites

The total number of sites where RESEAs will be conducted. If RESEAs are conducted statewide (at least one location in each Workforce Innovation and Opportunity Act [WIOA] workforce development area), please indicate "statewide." If RESEAs are provided at limited sites, list the towns/cities or local workforce development areas where RESEA activities will be conducted. If RESEA is not available statewide, Worker Profiling and Reemployment Services (WPRS) must be provided in areas where RESEA is not available.

Number of sites providing RESEAs: Virtual or 1 **Number of sites providing WPRS:** _____

List RESEA locations if RESEA activities are not statewide:

Technical Clarification Required.Updated 5/21/2021
The District of Columbia RESEA program is considered Statewide.

List WRPS locations if RESEA activities are not statewide:

22. Role of UI Staff

Briefly describe the role played by UI staff in program management. Please note that all eligibility determinations and redeterminations are funded through the regular UI funding for non-monetary determinations and not through the RESEA grant.

Insert description of UI staff roles:

Technical Clarification Required.Updated 5/21/2021
The RESEA Supervisor of the Unemployment Insurance department provides monthly training to keep RESEA program staff members abreast of concerns or eligibility issues that may impact a program participant's claim. As a result of

23. Selection of RESEA Participants:

Please describe the state's methodology for selecting claimants to participate in the RESEA program and at what point in the claim series selections are made. If a profiling or statistical model is used please describe the model including factors used and when the model was last updated. UI claimants who have a definite return-to-work date; claimants who secure work only through a union hiring hall; and claimants who are in approved training should be excluded from the RESEA program.

Insert description of how claimants are selected:

Technical Clarification Required. Updated 5/21/2021
The software code was updated in September 2015, to increase the probability of Veteran selection.
The District of Columbia will start the process of reviewing and determining if updates are required and feasible to the

24. Proper Notification

All states participating in the RESEA program must provide both an assurance that, and description of how, individuals selected to participate in RESEA will receive proper notifications regarding the program's eligibility conditions, requirements, and benefits. Proper notifications must be in clear and simple language and include warnings to ensure selected individuals are fully aware of the consequences of noncompliance with the state's policies related to non-attendance and/or nonfulfillment of UI work search requirements. (Section 306(e)(1)(A)(i), Social Security Act (SSA)).

Do you assure that proper notification as described in Element (28) will be provided?

☑ Yes / ☐ No

Insert description of notification process and attach template used for notifications.

Technical Clarification Requried. Updated 5/21/2021
As explained, during COVID-19 the participant benefit interruption process is temporarily suspended. As a result, there are no consequences for nonattendance and/or not completing the work search. However, the DC RESEA strongly

25. Reasonable Scheduling Accommodations

To maximize participation in the RESEA program, the state must provide assurance that, and a description of how reasonable scheduling accommodations are made available to individuals selected for RESEA (Section 306(e)(1)(A)(ii), SSA).

Do you assure that reasonable scheduling accommodations are available to RESEA participants?

☑ Yes / ☐ No

Insert a description of the reasonable scheduling accommodations provided.

Claimants are notified of their RESEA appointment two weeks in advance and receive reminders during the week prior to their appointments. The RESEA program offers reasonable schedule accommodations. Claimants can reschedule their appointments up to 48 hours before their original appointment date. They can schedule two weeks beyond thei

26. UI Feedback Loop and Adjudication.

Once selected for an initial or subsequent RESEA, claimants are required to participate in all components of the RESEA. Failure to report or participate in any aspect of the RESEA must result in referral to the UI agency for adjudication under the applicable state law. States must include a description of the UI feedback loop and adjudication process.

Insert a brief description regarding the feedback loop from the RESEA provider to the UI system on whether the claimants reported and participated in required activities as directed.

Technical Clarification Required. Updated 5/21/2021
As explained in Item 24, during COVID-19, the interruption of benefits due to nonattendance and failure to conduct work search has been temporarily suspended.

Insert a brief description of the feedback loop established to refer any UI eligibility issues identified during the RESEA for adjudication.

The District of Columbia RESEA program has pivoted to utilizing an electronic assessment process with the eligibility review form to help detect any potential UI claimant's eligibility issues. These issues are remotely and electronically reported through our Quickbase system. As a result, the UI staff has access to review any feedback from the RESEA

DOES POH 2022 Q119_WIOA Grant Agreements

27. Activities Supporting RESEA's Statutory Purposes

Each state must provide assurance that, and description of how, the planned RESEA program will conform to the four statuary purposes identified below (Section 306(e)(1)(B), SSA).

27(a) Purpose 1:

To improve employment outcomes of individuals that receive unemployment compensation and to reduce the average duration of receipt of such compensation through unemployment.

Do you assure that the proposed RESEA program design and planned activities conform to purpose 1 as described in Element 27(a)?

☑ Yes / ☐ No

Insert brief description of specific RESEA program elements and/or activities that support this purpose.

The District of Columbia RESEA Program supports improvement of employment outcomes of individuals receiving unemployment compensation by: (a) conducting an eligibility review meeting where the claimant describes his or her employment goals and an individual employment plan is created, (b) providing clear and concise information about the American Job Center and its virtual employment services and resources to serve as the participant's point of entry to the broader public workforce system, (c) connecting participants with work-readiness workshops such as job search assistance, resume and interviewing skills, (d) informing participants of on the job training programs, apprenticeships

27(b) Purpose 2:

To strengthen program integrity and reduced improper payments of unemployment compensation by states through the detection and prevention of such payments to individuals who are not eligible for such compensation.

Do you assure that the proposed RESEA program design and planned activities are conform to purpose 2 as described in Element 27(b)?

☑ Yes / ☐ No

Insert brief description of specific RESEA program elements and/or activities that support this purpose.

Upon receiving notification of their required participation in the RESEA workshop, claimants are asked to complete the Eligibility Review Form (ERF). Those customers who have not completed the ERF at the time of the workshop are asked to complete the form by the close of the workshop s business day. Claimants who have discrepancies via the ERF are referred to a UI merit staff member for further examination. Moreover, during the claimant's one-on-one session, the RESEA employment specialist carefully reviews their documentation for disqualifying factors. If disqualifying factors are found, claimants are immediately directed to UI for investigation /adjudication.

Note: As a result of COVID-19 the District of Columbia RESEA Program has suspended the work search requirement. However, RESEA participants are strongly encouraged by the RESEA staff to develop and keep a job search log as a personal best practice in job searching.

27(c) Purpose 3:

To promote alignment with the broader vision of the Workforce Innovation and Opportunity Act (WIOA) (29 U.S.C. 3101 et seq.) of increased program integration and service delivery for job seekers, including claimants for unemployment compensation. (Note: Additional information about the vision of WIOA is provided in Training and Employment Guidance Letter No. 19-14, *Vision for the Workforce System and Initial Implementation of the Workforce Innovation and Opportunity Act* and additional information specific State UI programs is provided in Unemployment Insurance Program Letter 14-18).

Do you assure that the proposed RESEA program design and planned activities conform to purpose 3 as described in Element 27(c)?

☑ Yes / ☐ No

Insert a brief description of the specific RESEA program elements and/or activities that support this purpose including information about how RESEA has been integrated into the State's workforce system and network of AJCs.

Since May 5, 2020 due to COVID-19 and the suspension of in-person services at the AJCs, the District of Columbia RESEA Program activities have been conducted virtually. Upon completion of the RESEA Workshop and the one—on-one assessment, participants who are residents of the District of Columbia are referred, based on their ERF and IEP, to a WIOA Workforce Development Specialist for additional career, training, and wrap-around services. If benefit issues are identified during the eligibility review, claimants are connected to UI staff to go over their individual cases. Claimants also have access to services offered by WIOA partners such as the DC Department of Human Services, the DC Department of Disability Services, the DC Department of Housing & Community Development, the DC Senior Community Service Employment Program, the Office of the State Superintendent of Education Adult Literacy Programs, the University of the District of Columbia, the Job for Veterans State Grant and more.

27(d) Purpose 4:

Establish reemployment service and eligibility assessment as an entry point for individuals receiving unemployment compensation into other workforce system partner programs.

Do you assure that the proposed RESEA program design and planned activities conform to purpose 4 as described in Element 27(d)?

☑ Yes / ☐ No

Insert brief description of specific RESEA program elements and/or activities that support this goal.

The District of Columbia RESEA Program serves as the RESEA participants' point of entry to the public workforce development system. During RESEA workshops, claimants receive information about the services and resources offered through the workforce system. Via a one-on-one session with a RESEA Workforce Development Specialist, completion of the eligibility assessment form and development of an employment plan, participants are made aware of the opportunities and resources available to them through the Workforce System. In addition to assisting the claimants in uploading their resumes in the state job bank system and creating job alerts, claimants are introduced to and encouraged to work with the WIOA Workforce Development Specialists at the American Job Centers to explore career and employment opportunities and services. Furthermore, claimants are made aware of services offered by key partners such as the DC Department of Human Services, the DC Department of Disability Services, the DC Department

28. Evidence-based Standards and Evaluation Requirements

Each state must provide assurances and a description of how the state's RESEA program will satisfy the requirement to use grant funds only for interventions and service delivery strategies designed to reduce the number of weeks for which program participants receive unemployment compensation by improving employment outcomes for participants, including employment and earnings. States implementing RESEA interventions or service delivery strategies without a high or moderate causal rating must be under evaluation at the time of use. (Section 306(e)(1)(B), SSA).

28(a):

Do you assure that the state's RESEA program will satisfy the requirement to use grant funds only for interventions and service delivery strategies designed to reduce the number of weeks for which program participants receive unemployment compensation by improving employment outcomes for participants, including employment and earnings?

☑ Yes / ☐ No

Insert description of the evidence-based interventions and service delivery strategies the State plans to use to speed reemployment, including specific references to the evidence relied upon.

The District of Columbia is committed to fulfilling the statute, in section 306(c), SSA, that requires states to use RESEA grant funds for evidence-based interventions or service-delivery strategies that reduce the average number of weeks participants receive benefits by improving employment outcomes. Based on the studies described in the

Insert an explanation of how such interventions and service delivery strategies are appropriate to the population served.

Following best practices in the RESEA field, the District of Columbia applies a profiling system to target participants who are most likely to exhaust their benefits and invites them to the RESEA program. The current service delivery strategy is holistic and provides participants with a comprehensive series of services and resources to support them

28(b):

Do you assure that the RESEA interventions or service delivery strategies used to implement the program without a high or moderate causal rating are under evaluation at the time of use?

☑ Yes / ☐ No

Insert, if applicable, a description of the evaluation structure the State plans to use for interventions and service delivery strategies without at least a moderate or high causal evidence rating, which may include national evaluations conducted by the U.S. Department of Labor or by other entities.

The District of Columbia plans to conduct an impact evaluation to assess its RESEA program. Currently, the District is in the process of finalizing the procurement process to secure an independent evaluator to conduct the RESEA evaluation. Once the solicitation process concludes and an evaluator is selected, the RESEA team will collaborate with

28(c):

Total funds that will be set-aside to conduct or cause to be conducted evaluations of interventions used in carrying out the RESEA Program. This amount is limited to 10 percent of grant award (Section 306(d)(2), SSA).

$ 82299.7

28(d):

Insert a description of any reemployment activities and evaluations of reemployment interventions and service delivery strategies conducted in the prior fiscal year and any data collected on:

1. Characteristics of program participants;
2. Number of weeks for which program participants receive unemployment compensation; and
3. Employment and other outcomes for program participants consistent with State performance accountability measures provided by the State unemployment compensation program and performance outcome measures as defined in section 116(b) of the Workforce Innovation and Opportunity Act (29 U.S.C. 3141(b))

Due to COVID-19, the suspension of the evaluation consortia initiative to which the District of Columbia applied, and to the flexibilities regarding the evaluation requirement allowed by DOL, no formal evaluation activities occurred during the prior fiscal year.

29. Planned Supplemental Activities if Additional Funding is Available-Participants Served

If the State has capacity and need for funding beyond the provided funding level, please provide:

1. The amount of additional funds requested; _____
2. The number of additional sites, if any that would be served using the increased funds _____
3. The estimated number of additional scheduled and completed RESEAs that would be conducted. _____

30. Planned Supplemental Activities if Additional Funding is Available-Innovation

Please describe, if applicable, any system improvements or innovative service delivery models your state would pursue if additional funds became available. Please include both a description of the activities and an estimate of additional funds needed.

Insert description of funding needed, activities that would be completed, and projected impact on program, such as improved no-show rates, additional participants served, improvements to system integrity.

OMB No.: 1205-0538 OMB Expiration Date: 10/31/2022 Average Estimated Response Time: 40 hours
O M B Burden Statement: These reporting instructions have been approved under the Paperwork Reduction Act of 1995. Persons are not required to respond to this collection of information unless it displays a valid OMB control number. Public reporting burden for this collection of information includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Submission is required to retain or obtain benefits under SSA 303(a)(6). Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Office of Unemployment Insurance, Room S-4524, 200 Constitution Ave., NW, Washington, DC, 20210.

U.S. Department of Labor

Office of the Assistant Secretary
for Administration and Management
Washington, D.C. 20210

Grant Modification / Notice of Obligation

U.S. DEPARTMENT OF LABOR / VETERANS EMPLOYMENT AND TRAINING SERVICE

GRANT MODIFICATION No. 1		PROJECT: DVOP/LVER	
GRANT NUMBER: DV-35788-21-55-5-11	EFFECTIVE DATE: 03/10/2021	EIN: 536001131	DUNS: 077819415
GRANTEE: DISTRICT OF COLUMBIA DEPARTMENT OF EMPLOYMENT SERVICES 4058 MINNESOTA AVE., NE WASHINGTON, DISTRICT OF COLUMBIA 20019-3540		ISSUED BY U.S. DEPARTMENT OF LABOR / VETS ETA OFFICE OF GRANTS MANAGEMENT 200 CONSTITUTION AVENUE, N.W. WASHINGTON, DC 20210	
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Action:

1. To extend the Period of Performance from 12/31/2021 through 12/31/2022 in accordance with the Consolidated Appropriations Act, 2021.

2. To award the final FY21 allocation in the amount of $350,920.00

3. Attachment A: JVSG Special Grant Provisions has been revised and incorporated in this modification.

YEAR / CFDA PROGRAM ACCOUNT ID	**Mod 0 CURRENT LEVEL**	**Mod 1 MODIFICATION**	**NEW LEVEL**	**PMS DOC #**
FY 21 / 17.801 Jobs for Veterans' State Grant 21-1653-2021-2901642121BD202101640005215NGRNT500005VET005GRNT3-590911-410010-VETS-DEFAULT TASK-	$134,860.00	$350,920.00	$485,780.00	DV35788SG1
TOTAL FUND AVAILABILITY	**$134,860.00**	**$350,920.00**	**$485,780.00**	

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

Approved by **Date Signed** **03/11/2021**

Kia Mason

Grant Officer

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

Under the authority of the ***WIOA Sec. 170, National Dislocated Worker Grants***, this grant or agreement is entered into between the above named ***Grantor Agency*** and the following named ***Awardee***, for a project entitled - ***National Dislocated Worker Grants Program Guidance.***

Name & Address of Awardee:
DISTRICT OF COLUMBIA DEPARTMENT OF EMPLOYMENT SERVICES
4058 MINNESOTA AVENUE, NE
WASHINGTON, DISTRICT OF COLUMBIA 20019

Federal Award Id. No. (FAIN): DW-34649-20-60-A-11
CFDA #: 17.277- WIOA National Dislocated Worker Grants / WIA National Emergency Grants (NEGs)
Amount:$1,245,969.00
EIN: [redacted]
DUNS #: [redacted]

Accounting Code: 1630-2020-0501742022TD202001740003205DW035A0000AOWI00AOWI00-ACOVID-410023-ETA-DEFAULT TASK-

Payment Management System DOC#: DW34649YJ0

The Period of Performance shall be from **April 09, 2020 thru March 31, 2022**.
Total Government's Financial Obligation is **$1,245,969.00** (unless other wise amended).

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

The Recipient's application of April 1, 2020, requesting National Dislocated Worker Grant funding in response to the COVID-19 pandemic, is conditionally approved for $1,245,969. Please see attached Special Conditions of Award.

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

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

Other Requirements (Included within this NOA):

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

Contact Information

The Federal Project Officer (FPO) assigned to this grant is Tobby Willis. Tobby Willis will serve as your first line point of contact and can be contacted via e-mail - *willis.tobby@dol.gov*. If your FPO is not available, please call your Regional Office at 215-861-5205 for assistance.

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

Signature of Approving Official - ***AWARDEE***

See SF-424 for Signature
No Additional Signature Required

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

Lynn L Fraga

Lynn Fraga, April 15, 2020
Grant Officer

COVID-19 DISASTER RECOVERY DISLOCATED WORKER GRANT

SPECIAL CONDITIONS OF AWARD – MOD 0

Grant Number: DW-34649-20-60-A-11

Recipient: District of Columbia Department of Employment Services

Project Title: District of Columbia COVID-19 Disaster Recovery DWG

The emergency application to request National Dislocated Worker Grant (DWG) funds, received in full on April 1, 2020, is conditionally approved for $1,245,969. As a condition of this grant award, the recipient must submit a full application via a modification request **within 60 days** of the receipt of this grant award package.

Recipients may opt to request additional funding when submitting the full application containing the budget and plan; **however**, it is critical to note the following:

- Plan carefully when requesting additional funding due to the availability of Federal funds.
- ETA will assess the reasonableness of a funding request based on a general $20,000 cost per participant to ensure prudent use of limited funding.
- If recipients feel strongly that the cost per participant for their project will run higher, they must provide a strong justification as part of the budget narrative. The Grant Officer will review such requests on a case-by-case basis.
- Please see section 12 of the Federal Award Terms for additional information on cost per participant.

The full application modification request must be emailed to the Federal Project Officer (FPO) named in the grant agreement. Questions pertaining to the submission of the modification responding to these Conditions of Award must be directed to the FPO as soon as possible. *Please carefully review the following Special Conditions of Award and the attached Federal Award Terms.*

A submittal of a full application does not in and of itself constitute approval by the Employment and Training Administration; 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 previous special conditions of award will be resolved.

CONDITIONS OF AWARD

1) Submission of a modification request to incorporate the full application, which must include the following:

    a. SF-424: This form must be revised as necessary, reflecting the reduced award (plus additional funding request, if applicable), the approved period of performance, and other revisions required since the form was submitted with the initial application. *It must be signed by the authorized representative.*

    b. SF-424A and accompanying Budget Information Narrative: These documents must reflect the reduced award (plus additional funding request, if applicable). The Budget Narrative must reflect the enclosed Budget Narrative Instruction Sheet.

    c. A completed *Suggested Worksheet for the COVID-19 Disaster Recovery DWG Full Application* OR submission of all information contained within that document, submitted in the recipient's format of choice. This worksheet may be found attached to the funding announcement for Training and Employment Guidance Letter No. 12-19, *National Dislocated Worker Grant Program Guidance*: https://www.grants.gov/web/grants/view-opportunity.html?oppId=325616

COVID-19
Disaster Recovery National Dislocated Worker Grant
Federal Award Terms
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1. Order of Precedence

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

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

2. Notice of Award

The funds that are provided under this Notice of Award must be expended according to all applicable Federal statutes, regulations and policies, including those of the Workforce Innovation and Opportunity Act; the applicable approved State WIOA plan including approved modifications and amendments to the plan, and any waiver plan approved under WIOA Sec. 189(i)(3) or Workforce Flexibility (Workflex) plan approved under WIOA Sec. 190; the negotiated performance levels and policies established pursuant to the Secretary's authority under WIOA Section 116; and the applicable provisions in the appropriations act(s). The funds shall be obligated and allocated via a Notice of Award (NOA) grant modification. These obligations and expenditures may not exceed the amount awarded by the NOA modification unless otherwise modified by the ETA.

3. Funding Opportunity Announcement

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

4. Administrative Law Judge Removal of Award (WIOA)

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

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

5. Federal Project Officer

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

Name: Tobby Willis

Telephone: (215) 861-5524

E-mail: willis.tobby@dol.gov

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

6. Indirect Cost Rate and Cost Allocation Plan

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

___ B. A **current** Federally approved NICRA or current Federally approved CAP has been provided – copy attached.
For a NICRA only:
(1) Indirect Rate approved: %
(2) Type of Indirect Cost Rate: _____ Provisional/ final
(3) Allocation Distribution Base: _____
(4) Current beginning and ending period applicable to rate: _____

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

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

___ C. (1)___Latest NICRA or CAP approved by the Federal Cognizant Agency (FCA) is not current, or
(2)___An indirect cost rate proposal or CAP has not been submitted for approval.

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

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

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

___ D. The award recipient elected to exclude indirect costs from the proposed budget. Please be aware that incurred indirect costs (such as top management salaries, financial oversight, human resources, payroll, personnel, auditing costs, accounting and legal, etc. used for the general oversight and administration of the organization) must not be classified as direct costs; these types of costs are indirect costs. Only direct costs, as defined by the applicable cost principles, will be charged. According to 2 CFR 200.412, if indirect costs are misclassified as direct costs, such costs may become disallowed through an audit.

___ E. The award recipient has never received a negotiated indirect cost rate and, pursuant to the exceptions noted at 2 CFR 200.414(f) in the Cost Principles of the Uniform Guidance has elected to charge a de minimis rate of 10% of modified total direct costs (see 2 CFR 200.68 for definition of MTDC) which may be used indefinitely. Governmental departments or agencies that receive more than $35 million in direct Federal Funding must submit an indirect cost rate proposal and cannot request a de minimis rate. This methodology must be used consistently for all Federal awards until such time as you choose to negotiate for an indirect cost rate, which you may apply to do at any time. (See 2 CFR 200.414(f) for more information on use of the de minimis rate.)

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

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

7. Approved Statement of Work

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

8. Approved Budget

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

9. Return of Funds

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

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

10. Evaluation, Data, and Implementation

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

11. Resources and Information

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

12. Cost Limitation Restrictions

a. Administrative Costs

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

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

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

b. Cost per Participant

Recipients are expected to monitor the average cost per participant throughout the project's lifecycle, and address this cost in the budget narrative when submitting modification requests for budget realignments or for additional funding. Proposed budgets exceeding a cost per participant of $20,000 must include a justification and be approved by the Grant Officer. The Grant Officer will review such requests on a case-by-case basis as part of the modification request, particularly after the project has a chance to get established and is in full operation. *The initial award does not constitute a per participant approval above $20,000 per participant.*

Cost per participant equals the total award divided by the number of planned grant participants. This metric accounts for all proposed grant costs across total projected enrollments (including applicable costs for grant administration, employment and training services, disaster-relief wages and fringe benefits, supportive services, etc.). However, it is possible (and allowable) that recipients could bill more than $20,000 to this Disaster Recovery DWG for a single participant, depending upon the work performed and the length of their disaster relief employment. Participants employed in disaster-relief jobs must be paid the higher of the Federal, state, or local minimum wage, or the comparable rates of pay for other individuals employed in similar occupations by the same employer. In accordance with WIOA Section 181(a)(1)(A), generally, participants shall be compensated at the same rates, including periodic increases, as employees who are similarly situated in comparable occupations by the same employer and who have similar training, experience, and skills, and such rates shall be in accordance with applicable law, but in no event less than the higher of the rate specified in section 6(a)(1) of the Fair Labor Standards Act of 1938 (29 U.S.C. 206(a)(1)) or the applicable State or local minimum wage law. Fringe benefits should be paid in accordance with the policies of the employer of record.

c. Budget Flexibility

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

modification and prior approval from the Grant Officer.

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

d. Consultants

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

e. Travel

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

f. Travel – Foreign

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

g. Travel – Mileage Reimbursement Rates

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

Modes of Transportation	Effective/Applicability Date	Rate per mile

Privately owned automobile	**January 1, 2019**	$0.58
Privately owned motorcycle	**January 1, 2019**	$0.55

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

h. WIOA Infrastructure

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

With the exception of Native American programs established under WIOA sec. 166, all One-Stop partner programs including all programs that are funded under title I of WIOA are required to contribute to the infrastructure costs and certain additional costs of the One-Stop delivery system in proportion to their use and relative benefits received as required in 20 CFR 678.700 and 678.760. While Native American programs are not required to contribute to infrastructure costs per WIOA 121(h)(2)(D)(iv), they are strongly encouraged to contribute as stated in TEGL 17-16. The sharing and allocation of infrastructure costs between One-Stop partners is governed by WIOA sec. 121(h), WIOA's implementing regulations, and the Federal Cost Principles contained in the Uniform Guidance at 2 CFR part 200and DOL's exceptions at 2 CFR part 2900. The Federal Cost Principles state that a partner's contribution is an allowable, reasonable, necessary, and allocable cost to the program and is consistent with other legal requirements.

13. Administrative Requirements

a. Assurances and Certifications

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

b. Audits

Organization-wide or program-specific audits shall be performed in accordance with Subpart F, the Audit Requirements of the Uniform Guidance which apply to audits for fiscal years beginning on or after December 26, 2014. DOL awards recipients including for-profit and foreign entities

that expend $750,000 or more in a year from any Federal awards must have an audit conducted for that year in accordance with the requirements contained in 2 CFR 200.501. OMB's approved exception at 2 CFR 2900.2 expands the definition of 'non-Federal entity' to include for-profit entities and foreign entities. For-profit and foreign entities that are recipients or subrecipients of a DOL award must adhere to the Uniform Guidance at 2 CFR 200.

c. Changes in Micro-purchase and Simplified Acquisition Thresholds

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

d. Closeout/Final Year Requirements

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

e. Creative Commons Attributions License

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

f. Equipment

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

Being awarded this grant ***does not*** automatically mean you are approved for the equipment

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

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

g. Federal Funding Accountability and Transparency Act (FFATA)

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

II. *Where and when to report.* You must report executive total compensation described in paragraph [2.a.] of this award term:
   a. As part of your registration profile at http://www.sam.gov.
   b. By the end of the month following the month in which this award is made, and annually thereafter.

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

4. Exemptions
   If, in the previous tax year, you had gross income, from all sources, under $300,000, you are exempt from the requirements to report:
   a. Subawards, and
   b. The total compensation of the five most highly compensated executives of any subrecipient.

5. Definitions.
   For purposes of this award term:
   a. *Entity* means all of the following, as defined in 2 CFR part 25:
      I. A Governmental organization, which is a State, local government, or Indian tribe;
      II. A foreign public entity;
      III. A domestic or foreign nonprofit organization;
      IV. A domestic or foreign for-profit organization;
      V. A Federal agency, but only as a subrecipient under an award or subaward to a

non-Federal entity.

b. *Executive* means officers, managing partners, or any other employees in management positions.

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

d. *Subrecipient* means an entity that:
   I. Receives a subaward from you (the recipient) under this award; and
   II. Is accountable to you for the use of the Federal funds provided by the subaward.

e. *Total* compensation means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):
   I. Salary and bonus.
   II. *Awards of stock, stock options, and stock appreciation rights.* Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
   III. *Earnings for services under non-equity incentive plans*. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
   IV. *Change in pension value.* This is the change in present value of defined benefit and actuarial pension plans.
   V. Above-market earnings on deferred compensation which is not tax-qualified.
   VI. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds $10,000.

h. Intellectual Property Rights

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

property, these revenues are considered as program income. Therefore, program income must be used in accordance with the provisions of this grant award and 2 CFR 200.307.

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

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

i. Intellectual Property Rights and the Bayh-Dole Act

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

j. Personally Identifiable Information

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

k. Pre-Award

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

l. Procurement

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

m. Program Income

The "Addition" method as described in 2 CFR 200.307 must be used in allocating any program

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

n. Publicity

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

o. Recipient Integrity and Performance Matters

1. If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds $10,000,000 for any period of time during the period of performance of this Federal award, then you as the award recipient during that period of time must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (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. <u>Proceedings about which you must report</u>. Submit the information required about each proceeding that:
   a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from either the Federal Government;
   b. Reached its final disposition during the most recent 5-year period; and
   c. Is one of the following:
      I. A criminal proceeding that resulted in a conviction, as defined in paragraph 5. of this award term
      II. A civil proceeding that resulted in a finding of fault and liability and paying a monetary fine, penalty, reimbursement, restitution, or damages of $5,000 or more;
      III. An administrative proceeding, as defined in paragraph 5. of this award term, that

resulted in a finding of fault and liability and your payment of either monetary fine or penalty of $5,000 or more or a reimbursement, restitution, or damages in excess of $100,000; or

IV. Any other criminal, civil, or administrative proceeding if:

(A) It could have led to an outcome described in paragraph 2.c.I, II, or III of this award term;

(B) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and

(C) The requirement in this award term to disclose information about the proceeding does not conflict with applicable laws and regulations.

3. Reporting procedures. Enter in SAM Entity Management area (formerly CCR), or any successor system, the FAPIIS information that SAM requires about each proceeding described in paragraph 2. of this award term. You do not need to submit the information a second time under assistance awards that you received if you already provided the information through SAM (formerly CCR) because you were required to do so under Federal procurement contracts that you were awarded.

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

5. Definitions. For purposes of this award term:

a. Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level. It does not include audits, site visits, corrective plans, or inspection of deliverables.

b. Conviction, for purposes of this award term, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.

c. Total value of currently active grants, cooperative agreements, and procurement contracts includes —

I. Only the Federal share of the funding under any award with a recipient cost share or match; and

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

p. Reports

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

1. Quarterly Financial Reports.

. All ETA recipients are required to report quarterly financial data on the ETA-9130 Form.

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

The instructions for accessing both the on-line financial reporting system and the HHS Payment Management System can be found in the transmittal memo accompanying this Notice of Award.
Note – The 9130(G) report for DWGs requires reporting on expenditures related to the training of participants (11b). Those DWGs that provide training services must report them on the 11b line of the 9130(G). Additionally, any expenditures related to transitional jobs must be reported on line 11c of the 9130(G) report.

2. **Quarterly Performance Reports.**

   a. **Reporting Resources**: DWG recipients must submit Quarterly Performance (QPR) and Quarterly Narrative Reports (QNR) in accordance with Training and Employment Guidance Letter (TEGL) 14-18, "Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by the U.S. Department of Labor (DOL)", which may be found at: https://wdr.doleta.gov/directives/corr_doc.cfm?docn=7611. The requirements for DWG are specifically outlined in Attachment 6 of TEGL 14-18: https://wdr.doleta.gov/directives/attach/TEGL/TEGL_14-18_Attachment-6_Acc.pdf.

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

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

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

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

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

the QNR section below for more detail.

c. **Required Reports**
The required reports for all DWG grantees are:

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

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

ii. Quarterly Narrative Report (ETA 9179) – DWG recipients submit the Quarterly Narrative Report (QNR) using the WIPS reporting system. This report is an opportunity for grantees to share information on project success stories, upcoming grant activities, and promising approaches and processes. The final quarterly report must summarize the successes and/or challenges in delivering services to the target population, as well as address the topics of sustainability, replicability, and lessons learned. In order to activate the QNR feature in WIPS, grantees must request QNR reporting permissions for each new grant award by following these steps:

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

3. **Project Implementation Plan.**

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

q. Requirements for Conference and Conference Space

Conferences sponsored in whole or in part by the award recipient are allowable if the conference is necessary and reasonable for the successful performance of the Federal Award.

Recipients are urged to use discretion and good judgment to ensure that all conference costs charged to the grant are appropriate and allowable. For more information on the requirements and the allowability of costs associated with conferences, refer to 2 CFR 200.432. Recipients will be held accountable to the requirements in 2 CFR 200.432. Therefore, costs that do not comply with 2 CFR 200.432 will be questioned and may be disallowed.

r. Subawards

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

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

s. Supportive Services & Participant Support Costs

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

t. System for Award Management

1. Requirement for System of Award Management (SAM)

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

2. Requirement for unique entity identifier

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

i. Must notify potential subrecipients that no entity (*see* definition in paragraph [3] of this award term) may receive a subaward from you unless the entity has provided its unique entity identifier to you.

ii. May not make a subaward to an entity unless the entity has provided its unique entity identifier to you.

3. Definitions

For purposes of this award term:

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

ii. *Unique entity identifier* means the code that is unique to a registered entity in order to

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

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

iv. *Subaward:*

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

v. *Subrecipient* means an entity that:

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

u. SAM Registration Validation

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

v. Vendor/Contractor

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

w. Whistleblower Protection

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

14. Program Requirements

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

a. Coordination with Federal Agencies

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

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

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

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

b. Eligibility

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

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

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

Limitations on Duration of Participation -- Participants in disaster-relief positions may be employed for a maximum of 12 months or 2,080 hours, whichever is longer. Grantees may submit a modification request to extend the period of employment for existing participants for

up to an additional 12 months, and this modification request must justify the reason for extending participants' disaster-relief employment, as required by 20 C.F.R. 687.180(b)(1) If there remains humanitarian or clean-up needs after participants reach the limits on employment duration, the state should attempt to employ new eligible individuals to continue the work at hand rather than continue the employment or re-employment of participants that have reached 12 months or 2,080 hours of disaster-relief employment.

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

c. Participant Compensation

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

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

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d. Employment Conditions

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

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

Health and Safety Standards In all DWG projects, grantees must ensure that project participants follow the same health and safety standards established under Federal and state law applicable to working conditions of permanent employees. To the extent that state workers' compensation law applies, workers' compensation shall be provided to project participants on the same basis as individuals in similar employment, as required by WIOA Section 181(b)(4). In cases in which a project participant is not covered under a state workers' compensation law, the project participant must be provided with adequate on-site medical and accident insurance for work-related activities. The grantee must also ensure that project participants receive appropriate safety training in accordance with the Occupational Safety and

Health Act (OSHA) of 1970 and assure safe working conditions. For more information, contact

the OSHA field office. A listing of OSHA field offices is available at http://www.osha.gov/html/RAmap.html.

e. Worksite Selection and Work on Private Property

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

Grantees must give the highest priority to clean-up of the disaster area's most severely damaged public facilities and to the cleanup and the provision of humanitarian assistance to economically disadvantaged areas within the disaster area. To the extent feasible, administering funds according to these priorities must be in coordination with any projects administered by emergency management agencies, as described in this document within the section entitled "Coordination with Emergency Management Agencies."

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

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

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

f. Fish and Wildlife Service (FWS)

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

15. Fiscal Year 2020 Federal Appropriations Requirements

a. Fair Labor Standards Act Amendment for Major Disasters

Pursuant to P.L. 116-94, Division A, Title I, Section 108, the Fair Labor Standards Act of 1938 ("FLSA") will apply as if the following language was added to section 7 (the "Maximum Hours"

section). This language specifically relates to occurrences of a major disaster (as declared or designated by the State or Federal government) and are applied for a period of two years afterwards. The language is as follows:

> ‘‘(s)(1) The provisions of this section [maximum hours worked] shall not apply for a period of 2 years after the occurrence of a major disaster to any employee—
> ‘‘(A) employed to adjust or evaluate claims resulting from or relating to such major disaster, by an employer not engaged, directly or through an affiliate, in underwriting, selling, or marketing property, casualty, or liability insurance policies or contracts;
> ‘‘(B) who receives from such employer on average weekly compensation of not less than $591.00 per week or any minimum weekly amount established by the Secretary, whichever is greater, for the number of weeks such employee is engaged in any of the activities described in subparagraph (C); and ‘‘(C) whose duties include any of the following:
> ‘‘(i) interviewing insured individuals, individuals who suffered injuries or other damages or losses arising from or relating to a disaster, witnesses, or physicians; ‘‘(ii) inspecting property damage or reviewing factual information to prepare damage estimates;
> ‘‘(iii) evaluating and making recommendations regarding coverage or compensability of claims or determining liability or value aspects of claims;
> ‘‘(iv) negotiating settlements; or
> ‘‘(v) making recommendations regarding litigation.
> ‘‘(2) The exemption in this subsection shall not affect the exemption provided by section 13(a)(1) [of the FLSA].
> ‘‘(3) For purposes of this subsection—
> ‘‘(A) the term ‘major disaster’ means any disaster or catastrophe declared or designated by any State or Federal agency or department;
> ‘‘(B) the term ‘employee employed to adjust or evaluate claims resulting from or relating to such major disaster’ means an individual who timely secured or secures a license required by applicable law to engage in and perform the activities described in clauses (i) through (v) of paragraph (1)(C) relating to a major disaster, and is employed by an employer that maintains worker compensation insurance coverage or protection for its employees, if required by applicable law, and withholds applicable Federal, State, and local income and payroll taxes from the wages, salaries and any benefits of such employees; and
> ‘‘(C) the term ‘affiliate’ means a company that, by reason of ownership or control of 25 percent or more of the outstanding shares of any class of voting securities of one or more companies, directly or indirectly, controls, is controlled by, or is under common control with, another company.’’

b. Health Benefits Coverage for Contraceptives

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

In implementing this section, any plan that enters into or renews a contract may not subject any individual to discrimination on the basis that the individual refuses to prescribe or otherwise provide for contraceptives because such activities would be contrary to the individuals’ religious

beliefs or moral convictions. Nothing in this term shall be construed to require coverage of abortion or abortion related services.

c. Participant Minimum Age

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

d. Privacy Act

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

e. Prohibition on Contracting with Corporations with Felony Criminal Convictions

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

f. Prohibition on Contracting with Corporations with Unpaid Tax Liabilities

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

g. Prohibition on Procuring Goods Obtained Through Child Labor

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

h. Prohibition on Providing Federal Funds to ACORN

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

i. Reporting of Waste, Fraud and Abuse

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

j. Requirement for Blocking Pornography

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

k. Requirement to Provide Certain Information in Public Communications

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

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

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

l. Restriction on Health Benefits Coverage for Abortions

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

m. Restriction on Lobbying/Advocacy

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

officer of a State, local or tribal government in policymaking and administrative processes within the executive branch of that government.

n. Restriction on the Promotion of Drug Legalization

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

o. Restriction on Purchase of Sterile Needles or Syringes

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

p. Salary and Bonus Limitations

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

16. Public Policy

a. Architectural Barriers

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

b. Drug-Free Workplace

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

c. Executive Orders

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

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

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

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

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

d. Flood Insurance

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

e. Hotel-Motel Fire Safety

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

f. Prohibition on Trafficking in Persons

1. Trafficking in persons.

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

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

(A). Engage in severe forms of trafficking in persons during the period of time that the award is in effect;

(B). Procure a commercial sex act during the period of time that the award is in effect; or

(C). Use forced labor in the performance of the award or subawards under the award.

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

(A). Is determined to have violated a prohibition in paragraph a.1 of this award term; or

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

i. Associated with performance under this award; or

ii. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 CFR Part 2998.

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

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

II. Has an employee who is determined by the agency official authorized to

terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either—

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

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

c. Provisions applicable to any recipient.

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

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

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

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

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

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

I. "Employee" means either:

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

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

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

III. "Private entity":

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

(B). Includes:

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

ii. A for-profit organization.

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

g. Veterans' Priority Provisions

The Jobs for Veterans Act (Public Law 107-288) requires recipients to provide priority service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by the DOL.

The regulations implementing this priority of service can be found at 20 CFR part 1010. In circumstances where a grant recipient must choose between two qualified candidates for a service, one of whom is a veteran or eligible spouse, the veterans priority of service provisions require that the grant recipient give the veteran or eligible spouse priority of service by first providing him or her that service. To obtain priority of service, a veteran or spouse must meet the program's eligibility requirements. Recipients must comply with the DOL guidance on veterans' priority. ETA's Training and Employment Guidance Letter (TEGL) No. 10-09 (issued November 10, 2009) provides guidance on implementing priority of service for veterans and eligible spouses in all qualified job training programs funded in whole or in part by DOL. TEGL No. 10-09 is available at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2816.

17. Attachments

Attachment A: SF-424
Attachment B: SF-424A
Attachment C: Budget Narrative
Attachment D: Statement of Work
Attachment E: NICRA or Cost Allocation Plan (if applicable)

Attachment A: SF-424

OMB Number: 4040-0004
Expiration Date: 12/31/2022

Application for Federal Assistance SF-424

* 1. Type of Submission:
- [ ] Preapplication
- [x] Application
- [ ] Changed/Corrected Application

* 2. Type of Application:
- [x] New
- [ ] Continuation
- [ ] Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received: 03/31/2020

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State: 03/20/2020

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: District of Columbia Department of Employment Services

* b. Employer/Taxpayer Identification Number (EIN/TIN): [redacted]

* c. Organizational DUNS: [redacted]

d. Address:

* Street1: 4058 Minnesota Avenue, NE
Street2:
* City: Washington, DC
County/Parish:
* State: DC: District of Columbia
Province:
* Country: USA: UNITED STATES
* Zip / Postal Code: 20019-3540

e. Organizational Unit:

Department Name: Employment Services

Division Name: Workforce and Federal Programs

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Ms.
* First Name: Vanessa
Middle Name:
* Last Name: Weatherington
Suffix:

Title: Deputy Director

Organizational Affiliation:
Department of Employment Services

* Telephone Number: 202.698.5135
Fax Number:

* Email: vanessa.weatherington@dc.gov

Application for Federal Assistance SF-424

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

A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

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

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-12-19

* Title:

National Dislocated Worker Grants Program Guidance

13. Competition Identification Number:

Title:

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

Add Attachment | Delete Attachment | View Attachment

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

Emergency Employment for Dislocated Workers Impacted by COVID-19

Attach supporting documents as specified in agency instructions.

Add Attachments | Delete Attachments | View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant: DC-000
* b. Program/Project: DC-00

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

Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: 06/01/2020
* b. End Date: 05/31/2021

18. Estimated Funding ($):

* a. Federal	3,741,650.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	3,741,650.00

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

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

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

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

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

☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment | Delete Attachment | View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ ** I AGREE

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

Authorized Representative:

Prefix: Dr.
* First Name: Unique
Middle Name:
* Last Name: Morris-Hughes
Suffix:

* Title: Director, DC Department of Employment Service

* Telephone Number: 202.671.1900
Fax Number:

* Email: unique.morris-hughes2@dc.gov

* Signature of Authorized Representative: Walter C Lundy
* Date Signed: 03/31/2020

Attachment D: Statement of Work

Name of Entity Applying for DWG Funding:	
Project Name: DCDOES-ETA-TEGL-12-19	**Funding Amount Requested:** **$3,741,650**
List all counties to be served under this project: District of Columbia	

Describe the specific needs resulting from the COVID-19 public health emergency in the geographic region proposed to be served:
As a result of the current COVID-19 public health emergency, the District of Columbia has received an insurmountable traumatic impact to its hotel and tourism industry which is at the very core of the District's economy. Thousands of businesses connected to this industry have been forced to layoff thousands of workers who are now filing unemployment insurance claims. As we complete application for these vital funds there have been more than 27,000 claims filed by District residents. The Department of Employment Services the District's federally funded employment agency seeks this National Emergency Grant funding to meet economic needs of the city and to support the rapidly declining economy by putting District residents back to work in jobs where the COVID-19 epidemic has created a significant need for workers in the areas of: home delivery drivers, distribution center employees and member/customer service professionals.

Identify the proposed disaster-relief jobs the requested funding will create in order to address the needs identified above. Disaster-relief positions may address cleanup resulting from the impact of COVID-19, along with the humanitarian assistance needs created by this public health emergency.
The District of Columbia's, Department of Employment Services has identified the following as disaster-relief job opportunities as well as humanitarian efforts. These essential jobs will ensure that accurate information is communicated; as well as food, supplies and other essential materials reach District residents and businesses that continue to operate during this crisis. These jobs will further act as a stimulus to the economy; meeting resident's needs for employment and serve as a catalyst to moving the District beyond the current economic decline: • Customer Service / Call Center Representatives for government agencies deemed "essential" during this time such as the Department of Employment Services, Department of Human Services, Department of Health, Department of Disability Services and Emergency Management all of whom serve some of the most vulnerable residents. • Warehouse Workers (Distribution and Fulfillment) for grocery stores and online retailers to fulfill orders. As retailers become increasingly more overwhelmed with orders as shoppers transition from in-person purchasing to online; there are extreme demands for massive volumes of orders that are required to be distributed and fulfilled. • Shoppers/Delivery Drivers COVID-19 has forever changed the way we do business and to meet surging demand for grocery shoppers to make deliveries as public officials urge District residents to stay home; the demand for personal shoppers and delivery drivers has quadrupled during this crisis.

WIOA sec. 170(d) generally requires that Disaster Recovery DWGs include disaster-relief employment, with the option for grantees to also conduct employment and training activities (which may include career, training, and supportive services) for workers eligible to participate in Disaster DWG activities. These activities may also be added to the project via a subsequent modification. If there is an immediate need to provide employment and training services, please briefly explain here:
In effort to respond most appropriately to this crisis to include conducting employment and training activities for workers eligible to participate in Disaster DWG activities the Department of Employment Services has determined that *"specialized engagement and customer service"* training would be necessary for all program participants. It is anticipated that this would be a one week combination course on *Customer Engagement and Disaster Cycle Services* that provides participants with training on serving the community and the mission of supporting areas to recover and describes the whole cycle process of helping individuals, families and communities to prepare for, respond to and recover from disasters. The course will also review the role of community and government partners and describe opportunities for volunteers and citizens. This specialized training would support participants across all employer's footprint, to provide an unprecedented, high-level of "customer care", sensitivity, engagement, awareness and emergency response training; combined into a one week training. The training would include appropriate customer interaction, engagement, as well as heightened sensitivity, awareness and prevention in response to the public's current climate and state of emergency to educate them on meeting the needs of employers as well as the communities being served.

Eligible Participants to be enrolled in the project – select all that apply:
Dislocated workers X☐
Workers laid-off as a result of the disaster, including:

▪ workers who are laid off as a result of a quarantine, because they miss work to care for a family member, or because they cannot come to their regular workplace in order to follow socially distance requirements; and, ▪ workers laid off after a business closure related to disruptions caused by the outbreak and the efforts to contain it. ☐
A long-term unemployed worker ☐
A self-employed individual who became unemployed or significantly under-employed as a result of the disaster or emergency ☐

Enrollment Summary	
	Planned Enrollments
Number of Participants to be Enrolled in Disaster Relief Employment ***Only***	100
Number of Participants to be Enrolled in ***Both*** Disaster relief employment a*nd* Career and Training Services	0
Total Number of Participants to be Enrolled	**100**

Grant Modification / Notice of Award

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

GRANT MODIFICATION	**No. 3**	PROJECT: Dislocated Worker Grants	
GRANT NUMBER: DW-34649-20-60-A-11	EIN: 536001131	EFFECTIVE DATE: 10/14/2020	PAGE 1
GRANTEE: DISTRICT OF COLUMBIA DEPARTMENT OF EMPLOYMENT SERVICES 4058 MINNESOTA AVENUE, NE WASHINGTON, DISTRICT OF COLUMBIA 20019		ISSUED BY U.S. DEPARTMENT OF LABOR / ETA DIVISION OF FEDERAL ASSISTANCE 200 CONSTITUTION AVENUE NW - ROOM N-4716 WASHINGTON, DC 20210	

Action:
The recipient's submission of the full application, received in full on September 14, 2020, is conditionally approved, with a planned participant count of 100 and a cost per participant not to exceed $20,000.

To modify the existing Statement of Work in accordance with modification

To realign the budget and budget narrative in accordance with this modification.

Special Conditions: See Attached

Please see the revised term regarding cost per participant on page 8 of the attached grant agreement.

YEAR / CFDA PROGRAM ACCOUNT ID	**Mod 0-2 CURRENT LEVEL**	**Mod 3 MODIFICATION**	**NEW LEVEL**	**PMS DOC #**
PY 20 / 17.277 WIOA DIS WKRS NAT RES – EMERGENCY CORONAVIRUS 20 -1630-2020-0501742022TD202001740003205DW035A0000AOWI00AOWI00-ACOVID-410023-ETA-DEFAULT TASK-	$1,245,969.00	$0 00	$1,245,969.00	DW34649YJ0
TOTAL FUND AVAILABILITY	**$1,245,969.00**	**$0.00**	**$1,245,969.00**	

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

Approved by Crystal Catlett **Date Signed** **12/09/2020**

Crystal Catlett

Grant Officer

NATIONAL DISLOCATED WORKER GRANT

SPECIAL CONDITIONS OF AWARD

Full Application Submission – COVID-19 Disaster Recovery DWG

Recipient:	Department Of Employment Services (DOES)
Project Title:	D.C. – COVID-19 Disaster Recovery DWG
Grant Number:	DW-34649-20-60-A-11

The enclosed modification request to submit the full application for the National Dislocated Worker Grant at caption is conditionally approved. As a condition of this grant award, the recipient must submit a subsequent modification request within 30 days of the receipt of this grant modification, which incorporates all revisions requested below. Questions pertaining to the required modification responding to these Conditions of Award must be directed to the Federal Project Officer as soon as possible.

Please note that a submittal of revised documents does not constitute approval by the Employment and Training Administration, and 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 previous special conditions of award will be resolved.

NOTE: Work on private property must be documented. Work may be performed only under the circumstances outlined in TEGL 12-19 (see p. 6) and within the defined scope of work. Changes to the scope of work include, but are not limited to, changes in Project Operators/Worksites and changes in Disaster-Relief activities.

CONDITIONS OF AWARD

Revise the Budget Narrative to align with the Full Application Worksheet/Project Summary:

- The budget narrative does not align with the application. Revise the application to clearly reflect the Disaster-Relief Jobs and project as described in the application.

Revise the Full Application Worksheet to address:

- Application does not include detailed Worksite Management and Monitoring Plans that clearly reflects DWG requirements typically needed for approving/monitoring worksites. Please clarify the Employers of Record for the disaster relief positions identified.

COVID-19
Disaster Recovery National Dislocated Worker Grant
Federal Award Terms
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1. Order of Precedence

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

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

2. Notice of Award

The funds that are provided under this Notice of Award must be expended according to all applicable Federal statutes, regulations and policies, including those of the Workforce Innovation and Opportunity Act; the applicable approved State WIOA plan including approved modifications and amendments to the plan, and any waiver plan approved under WIOA Sec. 189(i)(3) or Workforce Flexibility (Workflex) plan approved under WIOA Sec. 190; the negotiated performance levels and policies established pursuant to the Secretary's authority under WIOA Section 116; and the applicable provisions in the appropriations act(s). The funds shall be obligated and allocated via a Notice of Award (NOA) grant modification. These obligations and expenditures may not exceed the amount awarded by the NOA modification unless otherwise modified by the ETA.

3. Funding Opportunity Announcement

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

4. Administrative Law Judge Removal of Award (WIOA)

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

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

5. Federal Project Officer

The DOL/ETA Federal Project Officer (FPO) for this award is:
Name: Erin Yasenchak
Phone: 215-861-4834
Email: Yasenchak.Erin.A@dol.gov

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

6. Indirect Cost Rate and Cost Allocation Plan

____A. A **current** Federally approved Negotiated Indirect Cost Rate Agreement (NICRA) or current Federally approved Cost Allocation Plan (CAP) has been provided – copy attached.
For a NICRA only:
(1) Indirect Rate approved: %
(2) Type of Indirect Cost Rate:_____ (i.e. Provisional/Predetermined/Fixed)
(3) Allocation Distribution Base: _____
(4) Current beginning and ending period applicable to rate: _____

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

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

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

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

URGENT NOTICE: N/A

_X_ C. The award recipient elected to exclude indirect costs from the proposed budget. Please be aware that incurred indirect costs (such as top management salaries, financial oversight, human resources, payroll, personnel, auditing costs, accounting and legal, etc. used for the general oversight and administration of the organization) must not be classified as direct costs; these types of costs are indirect costs. Only direct costs, as defined by the applicable cost principles, will be charged. According to 2 CFR 200.412, if indirect costs are misclassified as direct costs, such costs may become disallowed through an audit.

___ D. The award recipient has never received a negotiated indirect cost rate and, pursuant to the exceptions noted at 2 CFR 200.414(f) in the Cost Principles of the Uniform Guidance has elected to charge a de minimis rate of 10% of modified total direct costs (see 2 CFR 200.68 for definition of MTDC) which may be used indefinitely. Governmental departments or agencies that receive more than $35 million in direct Federal Funding must submit an indirect cost rate proposal and cannot request a de minimis rate. This methodology must be used consistently for all Federal awards until such time as you choose to negotiate for an indirect cost rate, which you may apply to do at any time. (See 2 CFR 200.414(f) for more information on use of the de minimis rate.)

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

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

7. Approved Statement of Work

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

8. Approved Budget

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

9. Return of Funds

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

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

10. Evaluation, Data, and Implementation

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

11. Resources and Information

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

12. Cost Limitation Restrictions

a. Administrative Costs

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

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

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

b. Cost per Participant

Recipients must track the average cost per participant throughout the project's lifecycle, and address this cost in the budget narrative when submitting modification requests for budget realignments or for additional funding. *The initial award does not constitute an approval of a cost per participant exceeding the $20,000 threshold.* If recipients identify a need for the DWG project to exceed a cost per participant of $20,000, a modification request seeking the prior approval of the Grant Officer is required. The modification must include a justification for the increase, as well as a realigned budget. The Grant Officer will review such requests on a case-by-case basis. Recipient's receiving Grant Officer approval to exceed the $20,000 cost per participant threshold must not exceed their new approved limit. Should the recipient identify further need to increase the approved cost per participant threshold, an additional modification request seeking prior approval is required. Recipients receiving Grant Officer approval to increase cost per participant limits must report on this cost in their Quarterly Narrative Reports submitted through the Workforce Integrated Performance System, including an explanation regarding significant impacts to, or variances of, this particular cost.

Cost per participant equals the total award divided by the number of enrolled grant participants. This metric accounts for all proposed grant costs across total enrollments (including applicable costs for grant administration, employment and training services, disaster-relief wages and fringe benefits, supportive services, etc.). However, it is possible (and allowable) that recipients could bill more than $20,000 to this Disaster Recovery DWG for a single participant, depending upon the work performed and the length of their disaster relief employment. Participants employed in disaster-relief jobs must be paid the higher of the Federal, state, or local minimum wage, or the comparable rates of pay for other individuals employed in similar occupations by the same employer. In accordance with WIOA Section 181(a)(1)(A), generally, participants shall be compensated at the same rates, including periodic increases, as employees who are similarly situated in comparable occupations by the same employer and who have similar training, experience, and skills, and such rates shall be in accordance with applicable law, but in no event less than the higher of the rate specified in section 6(a)(1) of the Fair Labor

Standards Act of 1938 (29 U.S.C. 206(a)(1)) or the applicable State or local minimum wage law. Fringe benefits should be paid in accordance with the policies of the employer of record.

c. Budget Flexibility

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

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

d. Consultants

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

e. Travel

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

f. Travel – Foreign

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

g. Travel – Mileage Reimbursement Rates

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

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

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

h. WIOA Infrastructure

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

With the exception of Native American programs established under WIOA sec. 166, all One-Stop partner programs including all programs that are funded under title I of WIOA are required to contribute to the infrastructure costs and certain additional costs of the One-Stop delivery system in proportion to their use and relative benefits received as required in 20 CFR 678.700 and 678.760. While Native American programs are not required to contribute to infrastructure costs per WIOA 121(h)(2)(D)(iv), they are strongly encouraged to contribute as stated in TEGL 17-16. The sharing and allocation of infrastructure costs between One-Stop partners is governed by WIOA sec. 121(h), WIOA's implementing regulations, and the Federal Cost Principles contained in the Uniform Guidance at 2 CFR part 200and DOL's exceptions at 2 CFR part 2900. The Federal Cost Principles state that a partner's contribution is an allowable, reasonable, necessary, and allocable cost to the program and is consistent with other legal requirements.

13. Administrative Requirements

a. Assurances and Certifications

The signed SF-424, Application for Federal Assistance, has been included as an attachment to this grant. The individual that signed the SF-424 on behalf of the applicant is considered the Authorized Representative of the applicant. As stated in block 21 of the SF-424 form, the signature of the Authorized Representative on the SF-424 certifies that the organization is in

compliance with the Assurances and Certifications form SF-424B (available at http://apply07.grants.gov/apply/forms/sample/SF424B-V1.1.pdf). You do not need to submit the SF-424B form separately.

b. Audits

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

c. Changes in Micro-purchase and Simplified Acquisition Thresholds

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

d. Closeout/Final Year Requirements

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

e. Creative Commons Attributions License

As required at 2 CFR 2900.13, any intellectual property developed under a competitive award process must be licensed under a Creative Commons Attribution 4.0 (CC BY) license, which allows subsequent users to copy, distribute, transmit and adapt the copyrighted work and attribute the work in the manner specified by the recipient. For general information on CC BY, please visit http://creativecommons.org/licenses/by/4.0. The Instructions for marking your

work with CC BY can be found at
http://wiki.creativecommons.org/Marking_your_work_with_a_CC_license.

f. Equipment

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

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

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

g. Federal Funding Accountability and Transparency Act (FFATA)

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

(B) $25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

III. The public does not have access to information on the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at https://www.sec.gov/answers/execomp.htm.)

II. *Where and when to report.* You must report executive total compensation described in paragraph [2.a.] of this award term:

a. As part of your registration profile at http://www.sam.gov.

b. By the end of the month following the month in which this award is made, and annually thereafter.

3. Reporting of Total Compensation of Subrecipient Executives.

I. *Applicability and what to report.* Unless you are exempt as provided in paragraph [4.]of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if—

I. in the subrecipient's preceding fiscal year, the subrecipient received—

(A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) $25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

II. The public does not have access to information on the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at https://www.sec.gov/answers/execomp.htm.)

II. *Where and when to report.* You must report subrecipient executive total compensation described in paragraph [3.a] of this award term:

I. To the recipient.

II. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

4. Exemptions

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

a. Subawards, and

b. The total compensation of the five most highly compensated executives of any

subrecipient.

5. Definitions.
   For purposes of this award term:
   a. *Entity* means all of the following, as defined in 2 CFR part 25:
      I. A Governmental organization, which is a State, local government, or Indian tribe;
      II. A foreign public entity;
      III. A domestic or foreign nonprofit organization;
      IV. A domestic or foreign for-profit organization;
      V. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.
   b. *Executive* means officers, managing partners, or any other employees in management positions.
   c. *Subaward*:
      I. This term is used as a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
      II. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see [2 CFR 200.330]).
      III. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.
   d. *Subrecipient* means an entity that:
      I. Receives a subaward from you (the recipient) under this award; and
      II. Is accountable to you for the use of the Federal funds provided by the subaward.
   e. *Total* compensation means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):
      I. Salary and bonus.
      II. *Awards of stock, stock options, and stock appreciation rights.* Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
      III. *Earnings for services under non-equity incentive plans*. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
      IV. *Change in pension value.* This is the change in present value of defined benefit and actuarial pension plans.
      V. Above-market earnings on deferred compensation which is not tax-qualified.
      VI. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds $10,000.

h. Intellectual Property Rights

The Federal Government reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use for federal purposes: i) the copyright in

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

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

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

i. Intellectual Property Rights and the Bayh-Dole Act

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

j. Personally Identifiable Information

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

k. Pre-Award

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

l. Procurement

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

m. Program Income

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

n. Publicity

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

o. Recipient Integrity and Performance Matters

1. If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds $10,000,000 for any period of time during the period of performance of this Federal award, then you as the award recipient during that period of time must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (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. <u>Proceedings about which you must report</u>. Submit the information required about each proceeding that:

a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from either the Federal Government;
b. Reached its final disposition during the most recent 5-year period; and
c. Is one of the following:
   I. A criminal proceeding that resulted in a conviction, as defined in paragraph 5. of this award term
   II. A civil proceeding that resulted in a finding of fault and liability and paying a monetary fine, penalty, reimbursement, restitution, or damages of $5,000 or more;
   III. An administrative proceeding, as defined in paragraph 5. of this award term, that resulted in a finding of fault and liability and your payment of either monetary fine or penalty of $5,000 or more or a reimbursement, restitution, or damages in excess of $100,000; or
   IV. Any other criminal, civil, or administrative proceeding if:
      (A) It could have led to an outcome described in paragraph 2.c.I, II, or III of this award term;
      (B) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and
      (C) The requirement in this award term to disclose information about the proceeding does not conflict with applicable laws and regulations.

3. Reporting procedures. Enter in SAM Entity Management area (formerly CCR), or any successor system, the FAPIIS information that SAM requires about each proceeding described in paragraph 2. of this award term. You do not need to submit the information a second time under assistance awards that you received if you already provided the information through SAM (formerly CCR) because you were required to do so under Federal procurement contracts that you were awarded.

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

5. Definitions. For purposes of this award term:

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

p. Reports

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

1. **Quarterly Financial Reports.**

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

The instructions for accessing both the on-line financial reporting system and the HHS Payment Management System can be found in the transmittal memo accompanying this Notice of Award.
Note – The 9130(G) report for DWGs requires reporting on expenditures related to the training of participants (11b). Those DWGs that provide training services must report them on the 11b line of the 9130(G). Additionally, any expenditures related to transitional jobs must be reported on line 11c of the 9130(G) report.

2. **Quarterly Performance Reports.**

   a. **Reporting Resources**: DWG recipients must submit Quarterly Performance (QPR) and Quarterly Narrative Reports (QNR) in accordance with Training and Employment Guidance Letter (TEGL) 14-18, "Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by the U.S. Department of Labor (DOL)", which may be found at: https://wdr.doleta.gov/directives/corr_doc.cfm?docn=7611. The requirements for DWG are specifically outlined in Attachment 6 of TEGL 14-18: https://wdr.doleta.gov/directives/attach/TEGL/TEGL_14-18_Attachment-6_Acc.pdf.

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

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

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

      i. Visit the following website: https://www.doleta.gov/performance/wips/

ii. Select "WIPS Technical Assistance Request"
iii. Select "DWG" from the program drop-down menu
iv. Enter the DWG grant number the report request is for
v. Complete all required fields of the WIPS Technical Assistance Request template
vi. Under "Description" request a new user account
vii. Click "Submit"

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

c. Required Reports

The required reports for all DWG grantees are:

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

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

ii. Quarterly Narrative Report (ETA 9179) – DWG recipients submit the Quarterly Narrative Report (QNR) using the WIPS reporting system. This report is an opportunity for grantees to share information on project success stories, upcoming grant activities, and promising approaches and processes. The final quarterly report must summarize the successes and/or challenges in delivering services to the target population, as well as address the topics of sustainability, replicability, and lessons learned. In order to activate the QNR feature in WIPS, grantees must request QNR reporting permissions for each new grant award by following these steps:

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

3. **Project Implementation Plan.**

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

q. Requirements for Conference and Conference Space

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

r. Subawards

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

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

s. Supportive Services & Participant Support Costs

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

t. System for Award Management

1. Requirement for System of Award Management (SAM)

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

2. Requirement for unique entity identifier

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

i. Must notify potential subrecipients that no entity (*see* definition in paragraph [3] of this award term) may receive a subaward from you unless the entity has provided its unique

entity identifier to you.

ii. May not make a subaward to an entity unless the entity has provided its unique entity identifier to you.

3. Definitions

For purposes of this award term:

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

ii. *Unique entity identifier* means the code that is unique to a registered entity in order to complete its registration on SAM. \iii. *Entity,* as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:

a. A Governmental organization, which is a State, local government, or Indian Tribe;

b. A foreign public entity;

c. A domestic or foreign nonprofit organization;

d. A domestic or foreign for-profit organization; and

e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

iv. *Subaward:*

a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.

b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR 200.330).

c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.

v. *Subrecipient* means an entity that:

a. Receives a subaward from you under this award; and

b. Is accountable to you for the use of the Federal funds provided by the subaward.

u. SAM Registration Validation

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

v. Vendor/Contractor

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

w. Whistleblower Protection

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

14. Program Requirements

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

a. Coordination with Federal Agencies

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

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

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

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

b. Eligibility

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

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

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

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

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

c. Participant Compensation

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

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

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d. Employment Conditions

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

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

Health and Safety Standards In all DWG projects, grantees must ensure that project participants follow the same health and safety standards established under Federal and state law applicable to working conditions of permanent employees. To the extent that state workers' compensation law applies, workers' compensation shall be provided to project participants on the same basis as individuals in similar employment, as required by WIOA Section 181(b)(4). In cases in which a project participant is not covered under a state workers' compensation law, the project participant must be provided with adequate on-site medical and accident insurance for work-related activities. The grantee must also ensure that project participants receive appropriate safety training in accordance with the Occupational Safety and

Health Act (OSHA) of 1970 and assure safe working conditions. For more information, contact the OSHA field office. A listing of OSHA field offices is available at http://www.osha.gov/html/RAmap.html.

e. Worksite Selection and Work on Private Property

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

Grantees must give the highest priority to clean-up of the disaster area's most severely damaged public facilities and to the cleanup and the provision of humanitarian assistance to economically disadvantaged areas within the disaster area. To the extent feasible, administering funds according to these priorities must be in coordination with any projects administered by emergency management agencies, as described in this document within the section entitled "Coordination with Emergency Management Agencies."

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

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

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

f. Fish and Wildlife Service (FWS)

In order to ensure compliance with the National Environmental Policy Act (NEPA) and the Endangered Species Act (ESA) and to protect valuable habitats and endangered species, all disaster projects where participants will be entering or impacting natural areas must ensure that activities are not negatively affecting endangered species or their habitats. NEPA and ESA require NDWG projects to either affirm to FWS that there are no endangered species or habitats within the project area, or to consult with FWS to mitigate negative impacts where there are endangered species or

protected habitats before beginning any work in those areas. For more information, contact a local FWS field office (www.fws.gov/offices/).

15. Fiscal Year 2020 Federal Appropriations Requirements

a. Fair Labor Standards Act Amendment for Major Disasters

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

> ''(s)(1) The provisions of this section [maximum hours worked] shall not apply for a period of 2 years after the occurrence of a major disaster to any employee—
> ''(A) employed to adjust or evaluate claims resulting from or relating to such major disaster, by an employer not engaged, directly or through an affiliate, in underwriting, selling, or marketing property, casualty, or liability insurance policies or contracts;
> ''(B) who receives from such employer on average weekly compensation of not less than $591.00 per week or any minimum weekly amount established by the Secretary, whichever is greater, for the number of weeks such employee is engaged in any of the activities described in subparagraph (C); and ''(C) whose duties include any of the following:
> ''(i) interviewing insured individuals, individuals who suffered injuries or other damages or losses arising from or relating to a disaster, witnesses, or physicians; ''(ii) inspecting property damage or reviewing factual information to prepare damage estimates;
> ''(iii) evaluating and making recommendations regarding coverage or compensability of claims or determining liability or value aspects of claims;
> ''(iv) negotiating settlements; or
> ''(v) making recommendations regarding litigation.
> ''(2) The exemption in this subsection shall not affect the exemption provided by section 13(a)(1) [of the FLSA].
> ''(3) For purposes of this subsection—
> ''(A) the term 'major disaster' means any disaster or catastrophe declared or designated by any State or Federal agency or department;
> ''(B) the term 'employee employed to adjust or evaluate claims resulting from or relating to such major disaster' means an individual who timely secured or secures a license required by applicable law to engage in and perform the activities described in clauses (i) through (v) of paragraph (1)(C) relating to a major disaster, and is employed by an employer that maintains worker compensation insurance coverage or protection for its employees, if required by applicable law, and withholds applicable Federal, State, and local income and payroll taxes from the wages, salaries and any benefits of such employees; and
> ''(C) the term 'affiliate' means a company that, by reason of ownership or control of 25 percent or more of the outstanding shares of any class of voting securities of one or more companies, directly or indirectly, controls, is controlled by, or is under common control with, another company.''

b. Health Benefits Coverage for Contraceptives

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

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

c. Participant Minimum Age

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

d. Privacy Act

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

e. Prohibition on Contracting with Corporations with Felony Criminal Convictions

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

f. Prohibition on Contracting with Corporations with Unpaid Tax Liabilities

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

g. Prohibition on Procuring Goods Obtained Through Child Labor

Pursuant to P.L. 116-94, Division A, Title I, Section 103, no funds may be obligated or expended for the procurement of goods mined, produced, manufactured, or harvested or services rendered, in

whole or in part, by forced or indentured child labor in industries and host countries identified by the DOL prior to December 20, 2019. DOL has identified these goods and services here: http://www.dol.gov/ilab/reports/child-labor/list-of-products.

h. Prohibition on Providing Federal Funds to ACORN

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

i. Reporting of Waste, Fraud and Abuse

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

j. Requirement for Blocking Pornography

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

k. Requirement to Provide Certain Information in Public Communications

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

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

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

l. Restriction on Health Benefits Coverage for Abortions

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

individual health care entity to discrimination on the basis that the health care entity does not provide, pay for, provide coverage of, or refer for abortions.

m. Restriction on Lobbying/Advocacy

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

n. Restriction on the Promotion of Drug Legalization

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

o. Restriction on Purchase of Sterile Needles or Syringes

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

p. Salary and Bonus Limitations

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

16. Public Policy

a. Architectural Barriers

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

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

b. Drug-Free Workplace

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

c. Executive Orders

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

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

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

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

13788: Pursuant to Executive Order 13788, by drawing down funds, the recipient agrees to comply with sections 8301 through 8303 of title 41, United States Code (commonly known as the "Buy American Act"). Additionally, no funds may be made available to any person or entity that has been convicted of violating the Buy American Act. For the purposes of this award, the Buy American Act requires the recipient to use, with limited exceptions, only 1) unmanufactured items that have been mined or produced in the United States; and 2)

manufactured items that have been manufactured in the Unites States substantially all from articles, materials, or supplies that were mined, produced, or manufactured in the United States. These requirements do not apply to 1) items for use outside of the United States, 2) items that are not mined, produced, or manufactured in the United States in sufficient and reasonably available commercial quantities and are not of a satisfactory quality; and 3) manufactured items procured under any contract with an award value that is equal to or less than the micro-purchase threshold (currently $10,000). In order to claim an exception to these requirements under 1 or 2 above, the recipient must get prior approval from the Grant Officer. Prior approval is not needed for purchases under the micro-purchase threshold.

d. Flood Insurance

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

e. Hotel-Motel Fire Safety

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

f. Prohibition on Trafficking in Persons

1. Trafficking in persons.

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

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

(A). Engage in severe forms of trafficking in persons during the period of time that the award is in effect;

(B). Procure a commercial sex act during the period of time that the award is in effect; or

(C). Use forced labor in the performance of the award or subawards under the award.

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

(A). Is determined to have violated a prohibition in paragraph a.1 of this award term; or

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

i. Associated with performance under this award; or

ii. Imputed to you or the subrecipient using the standards and

due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 CFR Part 2998.

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

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

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

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

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

c. Provisions applicable to any recipient.

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

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

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

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

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

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

I. "Employee" means either:

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

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

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

III. "Private entity":

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

(B). Includes:

i. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one

included in the definition of Indian tribe at 2 CFR 175.25(b).
ii. A for-profit organization.

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

g. Veterans' Priority Provisions

The Jobs for Veterans Act (Public Law 107-288) requires recipients to provide priority service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by the DOL. The regulations implementing this priority of service can be found at 20 CFR part 1010. In circumstances where a grant recipient must choose between two qualified candidates for a service, one of whom is a veteran or eligible spouse, the veterans priority of service provisions require that the grant recipient give the veteran or eligible spouse priority of service by first providing him or her that service. To obtain priority of service, a veteran or spouse must meet the program's eligibility requirements. Recipients must comply with the DOL guidance on veterans' priority. ETA's Training and Employment Guidance Letter (TEGL) No. 10-09 (issued November 10, 2009) provides guidance on implementing priority of service for veterans and eligible spouses in all qualified job training programs funded in whole or in part by DOL. TEGL No. 10-09 is available at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2816.

17. Attachments

Attachment A: SF-424
Attachment B: SF-424A
Attachment C: Budget Narrative
Attachment D: Statement of Work
Attachment E: NICRA or Cost Allocation Plan (if applicable)

Attachment A: SF-424

OMB Number: 4040-0004
Expiration Date: 12/31/2022

Application for Federal Assistance SF-424

* 1. Type of Submission:
- [ ] Preapplication
- [x] Application
- [ ] Changed/Corrected Application

* 2. Type of Application:
- [x] New
- [ ] Continuation
- [ ] Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received: 05/15/2020

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State: 04/23/2020

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: District of Columbia Department of Employment Services

* b. Employer/Taxpayer Identification Number (EIN/TIN): 536001131

* c. Organizational DUNS: 0778194150000

d. Address:

* Street1: 4058 Minnesota Avenue, NE
Street2:
* City: Washington,DC
County/Parish:
* State: DC: District of Columbia
Province:
* Country: USA: UNITED STATES
* Zip / Postal Code: 20019-3540

e. Organizational Unit:

Department Name: Employment Services

Division Name: Workforce & Federal Programs

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Ms.
* First Name: Vanessa
Middle Name:
* Last Name: Weatherington
Suffix:

Title: Deputy Director

Organizational Affiliation: Workforce & Federal Programs

* Telephone Number: 202.698.5135
Fax Number:

* Email: vanessa.weatherington@dc.gov

Application for Federal Assistance SF-424

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

A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

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

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-12-19

* Title:

WIOA National Dislocated Worker Grants/WIA National Emergency Grants

13. Competition Identification Number:

Title:

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

Add Attachment | Delete Attachment | View Attachment

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

WIOA National Dislocated Worker Grants/WIA National Emergency Grant

Attach supporting documents as specified in agency instructions.

Add Attachments | Delete Attachments | View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant: DC-000
* b. Program/Project: DC-00

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

Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: 05/15/2020
* b. End Date: 06/30/2021

18. Estimated Funding ($):

* a. Federal	1,245,969.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	1,245,969.00

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

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

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

- [ ] Yes
- [x] No

If "Yes", provide explanation and attach

Add Attachment | Delete Attachment | View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

- [x] ** 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: Dr.
* First Name: Unique
Middle Name:
* Last Name: Morris-Hughes
Suffix:

* Title: Director

* Telephone Number: 202.671.1900
Fax Number:

* Email: unique.morris-hughes2@dc.gov

* Signature of Authorized Representative:
* Date Signed: 6/12/20

Attachment B: SF-424A

BUDGET INFORMATION - Non-Construction Programs

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

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. WIOA National Dislocated Worker Emergency Grant	17.277	$	$	$ 1,245,969.00	$	$ 1,245,969.00
2.						
3.						
4.						
5. Totals		$	$	$ 1,245,969.00	$	$ 1,245,969.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY (1) WIOA National Dislocated Worker Emergency Grant	(2)	(3)	(4)	Total (5)
a. Personnel	$ 945,000.00	$	$	$	$ 945,000.00
b. Fringe Benefits	141,750.00				141,750.00
c. Travel	0.00				0.00
d. Equipment	0.00				0.00
e. Supplies	117,000.00				117,000.00
f. Contractual	42,219.00				42,219.00
g. Construction	0.00				0.00
h. Other	0.00				0.00
i. Total Direct Charges (sum of 6a-6h)	1,245,969.00				$ 1,245,969.00
j. Indirect Charges	0.00				$ 0.00
k. TOTALS (sum of 6i and 6j)	$ 1,245,969.00	$	$	$	$ 1,245,969.00
7. Program Income	$ 0.00	$	$	$	$ 0.00

SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS
8. WIOA National Dislocated Worker Emergency Grant	$ 0.00	$ 0.00	$ 0.00	$ 0.00
9.				
10.				
11.				
12. TOTAL (sum of lines 8-11)	$ 0.00	$ 0.00	$ 0.00	$ 0.00

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	$ 1,245,969.00	$ 311,492.25	$ 311,492.25	$ 311,492.25	$ 311,492.25
14. Non-Federal	$				
15. TOTAL (sum of lines 13 and 14)	$ 1,245,969.00	$ 311,492.25	$ 311,492.25	$ 311,492.25	$ 311,492.25

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. WIOA National Dislocated Worker Emergency Grant	$ 1,245,969.00	$	$	$
17.				
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	$ 1,245,969.00	$	$	$

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges:

22. Indirect Charges:

23. Remarks:

Attachment C: Budget Narrative

Dislocated Worker Emergency Grant Budget Narrative

Grant Budget - $1,245,969

Positions	TOTAL COST
Personnel - DOES Staff	$34,352.00
Personnel - Program Participants (WAE)	$945,000.00
Fringe - DOES Staff	$7,867.00
Fringe Program Participants (WAE)	$141,750.00
Other - Supportive Services	$117,000.00
TOTAL	**$1,245,969.00**

PERSONNEL

- Direct hours per employee actual cost tracked by time and effort combo codes in the PeopleSoft system.
  - All employees will keep electronic time records.
  - The time record sheet will reflect the actual hours worked by the grant project on a daily basis.
- WAE – Program participants are paid for direct hours worked only, no paid holidays, vacation and/or sick leave is offered. 100 WAE participants paid $15 per hour at 35 hrs. per week for a total of 18 weeks.

Positions	Level of Effort on Grant	Annual Salary	Project Salary Cost	Charged to Grant
Program Manager	9.10%	$110,025.00	$10,012.28	$10,012.00
Workforce Development Specialist	16%	$78,518.00	$12,170.29	$12,170.00
Workforce Development Specialist	16%	$78,518.00	$12,170.29	$12,170.00
DC Program Participants (P/T Wages As Earned Employees) - 100	100%	$945,000.00	$945,000.00	$945,000.00
TOTAL			**$979,352.86**	**$979,352.00**

ROLES AND DESCRIPTIONS

Program Manager

Duties:

- Oversight of the Dislocated Worker Emergency Grant program;
- Supervision over the Workforce Development Specialist who will provide enrollment, case management and data collection for the program;
- Manage relationship with partners and ensure a seamless placement for all participants into worksites;
- Ensure all performance indicators are implemented, monitored and reported.

Workforce Specialist

Duties:

- Recruit and enroll are participants into the program;
- Oversee enrollment and completion of all mandatory work readiness and COVID-19 training;
- Will act as the liaison between DOES, the dislocated worker and worksite;
- Track participant progress on the worksite;
- Prepare and submit all case note and reports in a timely fashion; and
- Provide supportive service where appropriate.

DC Program Participants (Wages as Earner Employees – WAE)

Duties:

- Provide Customer Service support for private organizations and DC Government agencies deemed "essential" during COVID-19, such as Department of Employment Services (DOES), Department of Human Services (DHS), Department of Health (DOH), Department of Disability Services (DDS), Department of General Services (DGS) and Homeland Security and Emergency Management Agency (HSEMA) all of whom serve some of the most vulnerable residents. **Note:** The customer service positions will not replace exiting positions but are temporary disaster-relief positions created to support continued operations.
- Provide Warehouse Worker support to help meet the demand for increased supplies and to fulfill orders. As private companies and District government agencies receive increasingly more orders for supplies and goods; there are extreme demands for higher volumes of orders that are required to be fulfilled and distributed. **Note:** The warehouse worker position will not replace existing positions but are temporary disaster-relief positions created to support local businesses and District government agencies.

FRINGE

- Fringe benefits rate is 22.9%. Fringe Benefits (FICA, UC, Worker's Compensation, Health insurance, Dental Insurance, Life & Disability and other fringe benefits) are allocated in the same manner as salaries.
- Vacation, holiday and sick pay are allocated in the same manner as salaries and wages.
- WAE – Program participants are paid a fringe benefits rate of 15%

Positions	Level of Effort on Grant	Annual Salary	Project Salary Cost	Fringe Charged to Grant
Program Manager	9.10%	$110,025.00	$10,012.28	$2,293.00
Workforce Development Specialist	16%	$78,518.00	$12,170.29	$2,787.00
Workforce Development Specialist	16%	$78,518.00	$12,170.29	$2,787.00
DC Program Participants (P/T Wages As Earned Employees) - 100	100%	$945,000.00	$945,000.00	$141,750.00
TOTAL			**$979,352.86**	**$149,617.00**

OTHER

Supportive Services	# DLW	Unit Price Per Week	# Weeks Per DLW	Total Cost Per DLW	Total Cost Charged to the Grant
Metro Smart Pass	100	$50	18	$900.00	$90,000.00
PPE	100	$15	18	$270.00	$27,000.00
TOTAL					**$117,000.00**

- DOES will provide supportive services such as transportation assistance (Metro Farecards) and weekly supply of Personal protective equipment (PPE) work-related and work-required items.
    - **Metro Smart Passes** – A weekly $50 METRO SMART Trip Card will be provided to each participant to facilitate travel to and from the worksite. The total cost is $90,000.
    - **PPE**– DOES will provide a weekly supply of Personal protective equipment (PPE) work-related and work-required items. The budget is $15 per participant per week. The total cost is $27,000.

Attachment D: Statement of Work

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Department of Employment Services

MURIEL BOWSER
MAYOR

DR. UNIQUE MORRIS-HUGHES
DIRECTOR

September 14, 2020

Tobby E. Willis
Federal Project Officer
U.S. Department of Labor - Employment and Training Administration
The Curtis Center, Suite 825 East
170 S. Independence Mall West
Philadelphia, PA 19106

RE: COVID-19 Disaster Recovery National Dislocated Worker Grant (DWG) Modification Request

Dear Mr. Willis:

The Department of Employment Services (DOES) is submitting a modification request for the COVID-19 Disaster Recovery National Dislocated Worker Grant (DWG), Federal Award ID No. (FAIN): DW-34649-20-60-A-11. Enclosed in the modification package are the following items:

- SF-424 signed by the Authorized Representative on the Emergency Application
- SF-424A
- Budget Narrative
- COVID-19 DWG Suggested Full Application Worksheet

As COVID-19 continues to spread across the country, following a trajectory that is difficult to predict, DOES understands there are opportunities now to make a difference. The Disaster Recovery National Dislocated Worker Grant funding will allow DOES to continue to address the impact of COVID-19 on the District's health and socio-economic needs through herculean humanitarian efforts that will determine the speed and strength of our recovery.

Finally, thank you for your partnership and support that allows DOES to make the great strides in providing the critical employment and training services residents deserve. The support you provide our business and resident customers is commendable and ensures greater outcomes for the District economy.

Thank you for all of your efforts. Let's continue to move forward!

Sincerely,

Dr. Unique Morris-Hughes
Director

COVID-19
DISASTER RECOVERY NATIONAL DISLOCATED WORKER GRANT (DWG)
SUGGESTED FULL APPLICATION WORKSHEET

Grant Recipient Name:
Project Name: National Dislocated Worker Grants Program
Grant Number: DW-34649-20-60-A-11
Are all quarterly reports up to date? ☑ **Yes** ☐ **No**

Check applicable requests made in this modification request:	
☑ Full Application	☐ Budget Realignment
☑ Statement of Work Change	☐ Response to Outstanding Terms and Conditions
☐ Incorporate Negotiated Indirect Cost Rate Agreement (NICRA) or Cost Allocation Plan (CAP)	☐ Period of Performance Change **Requesting an extension to: (insert date)**
☐ Change of Address or Authorized Representative Information	☐ Equipment Purchase
☐ Other:	☐ Request for Additional Funding

Enrollment Summary – Update for Disaster-Relief Employment			
		For Modifications	
	Initial Projection	**Enrolled to Date**	**Projected New Enrollments**
Number of Participants in Disaster-Relief Employment ***Only***	100		
Number of Participants in Career and Training Services ***Only***	0		
Number of Participants in ***Both*** Disaster-Relief Employment *and* Career and Training Services	0		
Participant Totals	100		

Eligible Participants – Individuals receiving services through a Disaster Recovery DWG must meet one of the following criteria. Select all that apply:
☑ Temporarily or permanently laid off as a consequence of the disaster
☑ A dislocated worker
☑ A long-term unemployed worker
☑ A self-employed individual who became unemployed or significantly under-employed as a result of the disaster or emergency

Geographic Area to Be Served: List the counties/parishes to be served by this project. Also indicate additions/deletions since the submittal of the initial application, and why the change was made.
District of Columbia

COVID 19 DISASTER RECOVERY NATIONAL DISLOCATED WORKER GRANT (DWG) SUGGESTED FULL APPLICATION WORKSHEET

Question	Response
Community Needs Assessment	*See Below Tables (last two pages of document)*
Proposed Disaster Relief Jobs Table	***See Table 1 below***
Worksite Management	Dr. Unique Morris-Hughes, Director of Department of Employment Services (DOES), worked with her Executive Team and colleagues at other DC Government agencies including the Department of Human Services (DHS), Department of Health (DOH), Department of Disability Services (DDS), Department of General Services (DGS), Chief Medical Examiner (OCME), and Homeland Security and Emergency Management Agency (HSEMA) to determine the highest and most immediate needs of the District. These discussions focused on the following areas: • How to address the direct impact of COVID-19; • How to stimulate local job growth; and, • How to improve the quality of life for members of marginalized and vulnerable communities. Once the target areas were identified, the decision was made that resources would be applied to public work-sites that serve the most vulnerable DC residents as a part of the District's overall COVID-19 response strategy. In addition to stimulating local job growth and improving the quality of life to marginalized communities, the District's overall COVID-19 response primarily aims to provide humanitarian assistance to essential businesses and organizations impacted the most by this pandemic. As such, DOES is working closely with various community partners and local government agencies to ensure these vital organizations are operating at appropriate levels to meet the need of the District. To ensure appropriate service delivery, management, monitoring and compliance, DOES will designate a staff member to oversee the COVID-19 Disaster Recovery Program. The following duties and responsibilities will be assigned to the designated staff member: • Will act as the liaison between DOES, the dislocated worker and worksite; • Track participant progress on the worksite; • Prepare and submit all case note and reports in a timely fashion; and • Provide supportive service where appropriate.

Question	Response
Monitoring / Oversight Plan for Worksites	The internal controls and monitoring of project activities will be aligned and consistent with current WIOA and DWG activities in the District. More specifically, DOES staff will oversee the administration of the grant program as well as provide case management to participants throughout the grant period. DOES will ensure that its monitoring program facilitates an operational process that collects and analyzes data that aligns with the performance indicator requirements as outlined in the Training and Employment Letter Guidance Letter No. 14-18 (DWG grantees must submit Quarterly Performance and Quarterly Narrative Reports in accordance with Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by the U.S. Department of Labor (DOL), Attachment 6). DOES will align its monitoring and data processes to ensure timely and accurate quantitative and qualitative performance data reporting on a quarterly basis throughout the life of the grant. Case management follow-up with participants and regular check-in meetings with work-site representatives to ensure open communication and real-time progress analysis that will yield quantitative and qualitative data necessary to confirm both progress and compliance with grant terms. Additionally, DOES will closely monitor food bank distribution at humanitarian assistance worksites on private property that serve unemployed and underemployed, elderly, and individuals with disabilities. These worksites will be required to submit data that identifies job responsibilities, qualifications, training plan, supervisor, wage, hours, and employee policies for each position that comply with grant activities. All documentation for approved worksites will be maintained for five years following the period of performance.
Career, Training, and Supportive Services	In order to maximize the number of job opportunities created to meet the massive number of dislocated workers, DOES decided to leverage state WIOA alignment and leverage other federal funds to support training and supportive services that are required to perform these jobs.
DWG Performance	Yes
Enrollment and Expenditure Worksheet for Disaster Relief Employment	***See Table 2 below***

Question	Response
Project Narrative *Provide an explanation of the procedures you will use to* ***identify funds not being utilized*** *in accordance with the project plan*	Over the last several years, the Department of Employment Services (DOES) has been the recipient of multiple federal grants. Understanding errors and misuse can occur, it was vital for DOES to develop internal controls and systems to safeguard against misappropriation of funds while providing reasonable assurance regarding the achievement of objectives related to operations, reporting and compliance. To ensure we met our fiduciary responsibilities, our internal controls are in place once a federal grant is received, the approved budget is loaded into the District-wide financial system in accordance with the budget which prevents over expenditures in certain categories without a budget amendment. Additionally, the Office of the Chief Financial Officer (OCFO) office assigns unique budget codes that only point to a specific federal grant and this provides easy and transparent tracking of every single expenditure against the grant. When it comes to expending federal funds, DOES cannot complete expenditure without approval from a line of people including the OCFO office which crosswalks all expenditure requests against the approved budget spend plan, ensuring all expenditures are legitimate and compliant with all relevant laws and regulations. These internal controls make it virtually impossible to utilized funds not consistent with the grant project plan.
Project Narrative *Explain your plan for developing and implementing* ***corrective action****, where required, to ensure adherent to the project goals*	The Department of Employment Services (DOES) continues to refine all internal processes and procedures including grant management and implementation. DOES has taken a proactive and risk-oriented approach, ensuring that there are adequate controls in place throughout the grant management process. Our on-going practice of routinely reviewing all internal systems allows DOES to identify issues early and develop new safeguards, ensuring we adhere to and meet all project goals. In the event DOES were to receive a federal grant and was subsequently deemed out of compliance for failure to meet an outcome, DOES would develop a corrective action plan based on a grant review, gap assessment, and implementation. DOES would begin by establishing a grant compliance team that would be responsible for reviewing all requirements related to the grant. Having an in-depth understanding of the grant requirements would allow DOES to determine the appropriate amount of resources and personnel needed to meet all project requirements and goals which includes examining all internal controls and assessing their viability to ensure compliance. From there, DOES would perform a gap analysis, allowing us to compare where we are against where we need to be. This step in the process will allow us to accurately identify the gaps between these two states and come up with an action plan to close them. By understanding where we are it makes it more likely we'll create a realistic action plan. Once new and stronger internal controls are developed and specifically aligned to the grant project goals and implementation plan, DOES would roll out a mandatory comprehensive training and review session for all key stakeholders including external partners/work-sites to ensure that we reboot and get everyone on the same page and recognize the seriousness of our grant status and provide everyone with a path forward to full compliance.