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	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)		9A. Amendment of Solicitation No.
Sagitec Solutions, LLC 422 County Road D East Saint Paul, MN 55117 Phone: 612.284.7130		9B. Dated (See Item 11)
	X	10A. Modification of Contractor/Order No. CW67661
Code Facility		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	16C. Date Signed
	02/10/21	(Signature of Contracting Officer)	

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
CW67661	1 | 2

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		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
Code Facility		

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

Change Request Form
DC PFL Tax System Project

Table of Contents

1. Change Request Details 4
2. Change Request Evaluation 5
3. Estimated Level of Effort 6
4. Review and Approval 7

©2019 Sagitec Solutions, LLC

Change Request Form
DC PFL Tax System Project

Document Control

Document Information

Information	
Sagitec Delivery Owner	Michael Holte
Submission Date	
Acceptance Date	

©2019 Sagitec Solutions, LLC

Change Request Form
DC PFL Tax System Project

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.

©2019 Sagitec Solutions, LLC

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	

©2019 Sagitec Solutions, LLC

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	

©2019 Sagitec Solutions, LLC

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

©2019 Sagitec Solutions, LLC

Change Request Form
DC PFL Tax System Project

		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

©2019 Sagitec Solutions, LLC

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
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

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 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 CW76223	Page of Pages 1 2

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	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.
	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) 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 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 of 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
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 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	16C. Date Signed
	8/13/21	(Signature of Contracting Officer)	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 CW76223	Page of Pages 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	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 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

TOP
WORK
PLACES
2021
Now Hiring for Remote Positions - Click Here
Geographic Solutions®
Building Integrated Workforce Development Systems
/GeographicSolutions
@GeoSolutionsInc

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT	1. Contract Number	Page of Pages	
	CW76223	1	5

2. Amendment/Modification Number	3. Effective Date	4. Requisition/Purchase Request No.	5. Solicitation Caption
M0007	See 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) 10A. Modification of Contractor/Order No.: CW76223 10B. Dated (See Item 13): 12/23/2021
	X	

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	15C. Date Signed	16B. District of Columbia	16C. Date Signed
 (Signature of Contractor)	12/23/2021	Derrick D. White (Signature of Contracting Officer)	12/28/2021

CONTINUATION SHEET AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT	Modification Number	Page of Pages	
	CW76223 - M0007	2	5

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

Department of Employment Services

MURIEL BOWSER
MAYOR

DR. UNIQUE MORRIS-HUGHES
DIRECTOR

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

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Department of Employment Services

MURIEL BOWSER
MAYOR

DR. UNIQUE MORRIS-HUGHES
DIRECTOR

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

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Department of Employment Services

MURIEL BOWSER
MAYOR

DR. UNIQUE MORRIS-HUGHES
DIRECTOR

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

Department of Employment Services

MURIEL BOWSER
MAYOR

DR. UNIQUE MORRIS-HUGHES
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

Department of Employment Services

MURIEL BOWSER
MAYOR

DR. UNIQUE MORRIS-HUGHES
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	

DOES POH 2022 Q104b_PFL Materials

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.

PAID FAMILY LEAVE

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

DOES DISTRICT OF COLUMBIA DEPARTMENT OF EMPLOYMENT SERVICES
WE ARE WASHINGTON DC GOVERNMENT OF THE DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

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

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.

8

PAID FAMILY LEAVE PROVIDES 8 WEEKS OF PARENTAL LEAVE TO BOND WITH A NEW CHILD



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.

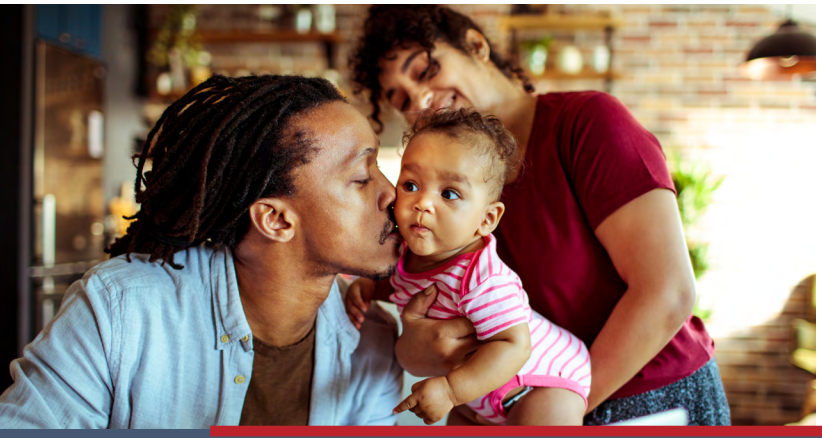
After you apply, the Office of Paid Family Leave will contact you within ten (10) business days.



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.

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.

6

PAID FAMILY LEAVE PROVIDES 6 WEEKS OF FAMILY LEAVE TO TAKE CARE OF A FAMILY MEMBER WITH A SERIOUS HEALTH CONDITION



SIX (6) WEEKS FAMILY 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. 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.

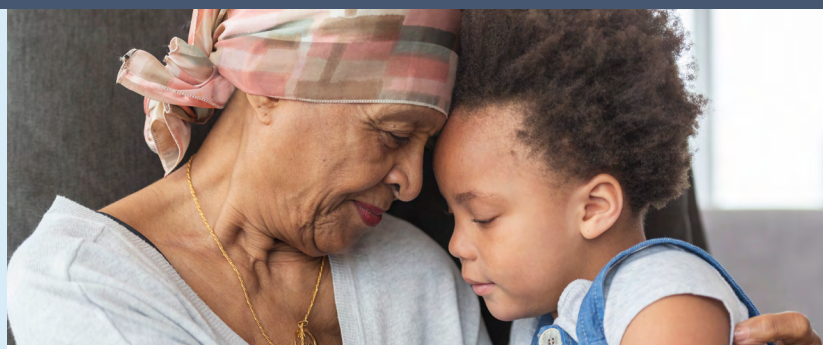
After you apply, you can expect to hear back from the Office of Paid Family Leave within 10 business days.

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.

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 DC GOVERNMENT OF THE DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

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



DOES POH 2022 Q104b_PFL Materials

SIX (6) WEEKS MEDICAL LEAVE

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**.

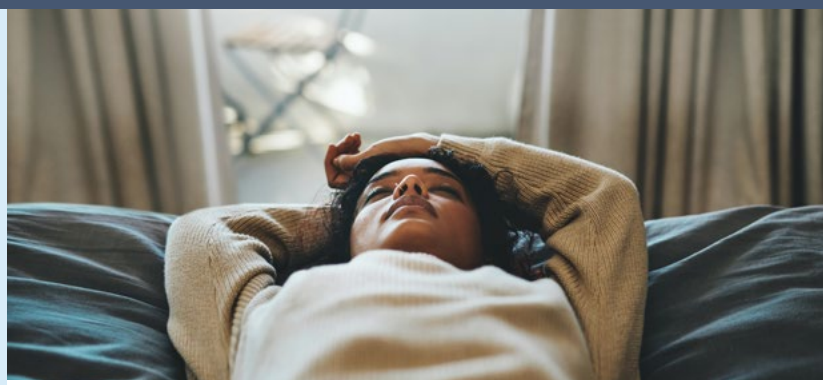
After you apply, the DC Office of Paid Family Leave will contact you within ten (10) business days.

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 DC GOVERNMENT OF THE DISTRICT OF COLUMBIA
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

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
- ☐ 13. RESERVED

12. PAYMENT DISCOUNT TERMS: Net 30 days

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 CODE
OCFO – Accounts Payable Unit

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	10. THIS ACQUISITION IS	11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED	12. PAYMENT DISCOUNT TERMS
Office of Contracting and Procurement 441 4th Street, NW Suite 330 South Washington, DC 20001	☐ UNRESTRICTED ☐ SET ASIDE FOR SMALL BUSINESS ☐ SMALL DISADV BUS ☒ DCSS ☐ GSA ☐ COG SIC: SIZE STANDARD:	☐ SEE SCHEDULE	☒ SEE SCHEDULE
		☐ 13. RESERVED	
		14. METHOD OF SOLICITATION ☐ RFQ ☐ IFB ☒ RFTOP ☐ 2-STEP	

15. CONTRACTOR / OFFEROR	16. PAYMENT WILL BE MADE BY	CODE
The Georgetown Firm 3006 P. Street, N.W. Washington, DC 20007 POC: Melissa Baur Phone: 202-528-6840	District of Columbia Government Department of Employment Services 4058 Minnesota Avenue, NE Washington, D.C. 20019 202-671-1900	
15A. DUNS CODE / 15B. TAX ID NO		
17. DELIVER TO	18. ADMINISTERED BY	
Department of Employment Services 4058 Minnesota Avenue, NE Washington, D.C. 20019	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)* Tia Mercer
29B. NAME AND TITLE OF SIGNER (TYPE OR PRINT) Melissa Baur, Managng 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	10. THIS ACQUISITION IS	11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED	12. PAYMENT DISCOUNT TERMS
Office of Contracting and Procurement **441 4th Street, NW Suite 330 South** **Washington, DC 20001**	☐ UNRESTRICTED ☐ SET ASIDE FOR ☐ SMALL BUSINESS ☐ SMALL DISADV. BUS. ☒ DCSS ☐ **GSA** ☐ COG SIC: SIZE STANDARD:	☐ SEE SCHEDULE ☐ 13. RESERVED 14. METHOD OF SOLICITATION ☐ RFQ ☐ IFB ☒ RFTOP ☐ 2-STEP	☒ SEE SCHEDULE

15. CONTRACTOR / OFFEROR	16. PAYMENT WILL BE MADE BY	CODE
DigiDoc, Inc **510 Florida Avenue** **Washington, D.C. 20001**	**District of Columbia Government** **Department of Employment Services** **4058 Minnesota Avenue, NE** **Washington, D.C. 20019** **202-671-1900**	
15A. DUNS CODE / 15B. TAX ID NO		
17. DELIVER TO	18. ADMINISTERED BY	
Department of Employment Services **4058 Minnesota Avenue, NE** **Washington, D.C. 20019**	**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. 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.

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

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

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

- 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

Activity/Description	Distinct Users	Total Services
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
	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**

UNEMPLOYMENT INSURANCE

NEWSLETTER

DOES
DISTRICT OF COLUMBIA
DEPARTMENT OF
EMPLOYMENT SERVICES

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

DOES
DISTRICT OF COLUMBIA
DEPARTMENT OF
EMPLOYMENT SERVICES

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

IN THIS ISSUE

- CARES Act Programs Extension
- Pandemic Unemployment Assistance Update

- DC Pandemic Unemployment Assistance Stimulus Payment
- Pandemic Emergency Unemployment Compensation and Extended Benefits
- What Happens Next: I Filed for Unemployment Insurance Benefits
- Unemployment Insurance Resources
- Workforce Related Opportunities
- DC Infrastructure Academy 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"

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.

DOES DISTRICT OF COLUMBIA DEPARTMENT OF EMPLOYMENT SERVICES

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

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

DISTRICT OF COLUMBIA
DEPARTMENT OF
EMPLOYMENT SERVICES

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

- American Rescue Plan Act of 2021
- Pandemic Unemployment Assistance (PUA) Update
- Pandemic Emergency Unemployment Compensation (PEUC) and Extended Benefits (EB)
- What Happens Next: I Filed For Unemployment Insurance Benefits
- Issue Code 55
- What Is UI Fraud and What Are the Consequences?
- 1099-G Forms
- Unemployment Insurance Resources
- Workforce Related Opportunities
- Upcoming Events
- Community Resources



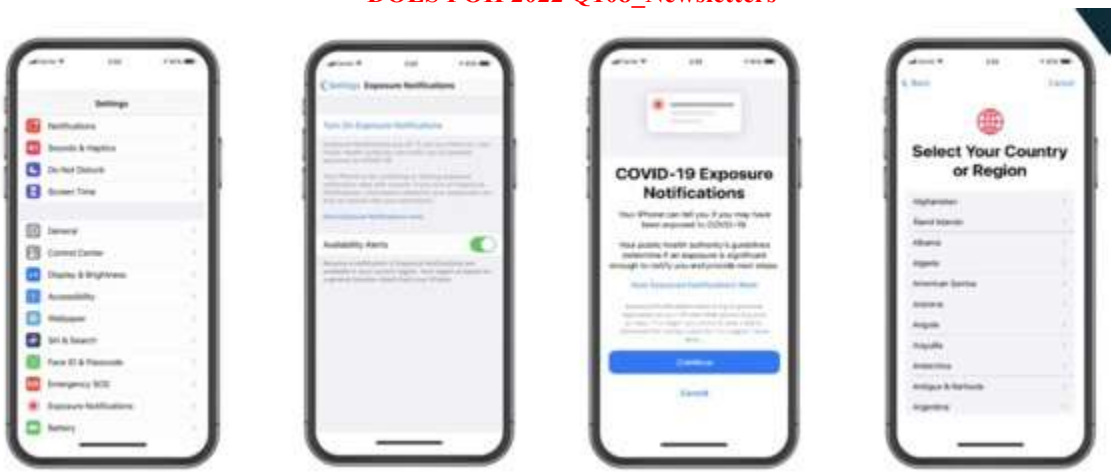
DC has a new tool to help you know if you might have been exposed to COVID-19

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"

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

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 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 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.

DOES DISTRICT OF COLUMBIA DEPARTMENT OF EMPLOYMENT SERVICES

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

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

DISTRICT OF COLUMBIA
DEPARTMENT OF
EMPLOYMENT SERVICES

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

Workforce Opportunities

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 the 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.

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

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

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

IN THIS ISSUE

- Getting D.C. Back to Work
- Things to Remember When Returning to Work
- Extended Benefits Weekly Entitlement Reduction
- DOES News
- Frequently Asked Questions
- Workforce Opportunities
- 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 DC GOVERNMENT OF THE DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

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

DOES
DISTRICT OF COLUMBIA
DEPARTMENT OF
EMPLOYMENT SERVICES

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.

Residents who need help applying for STAY DC or have questions may call 833-4-STAYDC from 7:00 am – 7:00 pm 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 number. Information about STAY DC is available in English, Spanish, French, Cantonese/Mandarin, Korean, Vietnamese, and Amharic.

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

---

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.





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

IN THIS ISSUE

- Message from the Director
- 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.
- 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.





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

IN THIS ISSUE

- Message from the Director
- International Fraud Awareness Week
- Apprenticeship Week
- An Alternative to Employee Layoffs
- Refusal to Work
- Training & Education Opportunities
- Resources Available for DC Residents
- 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.





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

DISTRICT OF COLUMBIA
DEPARTMENT OF
EMPLOYMENT SERVICES

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.



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 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 make an appointment 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.

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. 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 by 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 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 email does@dc.gov.
- Connect with us on Facebook, Instagram, and Twitter.





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.

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



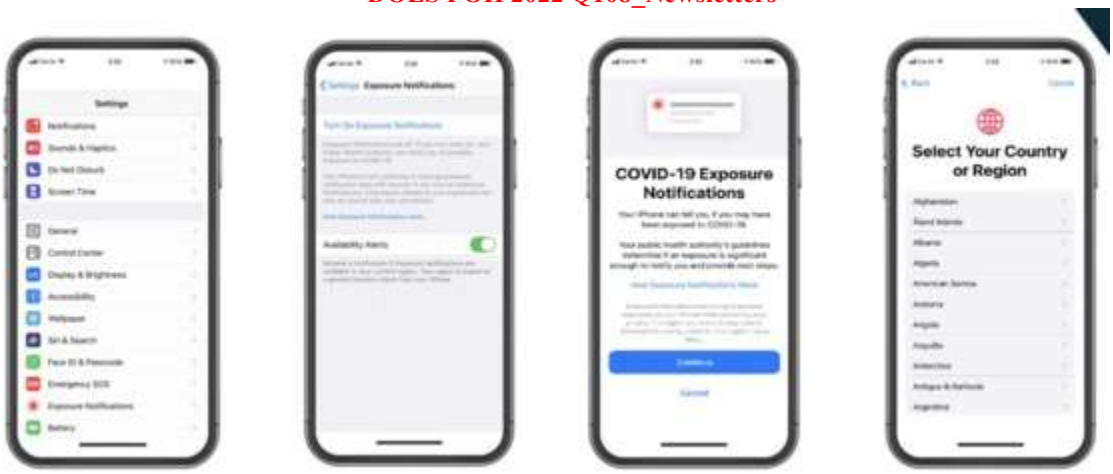
DC has a new tool to help you know if you might have been exposed to COVID-19

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

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.

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

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
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

DOES POH Q118_WOW Deployment Report

Date	Name of Event	Address	Ward	# of Adults Assisted	# of Youth Assisted	Total Assisted	Mobile Unit/ TableEvent
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
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

DOES POH Q118_WOW Deployment Report

Date	Name of Event	Address	Ward	# of Adults Assisted	# of Youth Assisted	Total Assisted	Mobile Unit/ TableEvent
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: 536001131	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

TABLE OF CONTENTS

1. Order of Precedence 2
2. Notice of Award 2
3. Training and Employment Guidance Letter (TEGL) 3
4. Federal Project Officer 3
5. Indirect Cost Rate and Cost Allocation Plan 3
6. Approved Statement of Work 5
7. Approved Budget 5
8. Return of Funds 5
9. Evaluation, Data, and Implementation 5
10. Resources and Information 5
11. Cost Limitation Restrictions 6
a. Budget Flexibility 6
b. Consultants 6
c. Travel 6
d. Travel – Foreign 6
e. Travel – Mileage Reimbursement Rates 7
12. Administrative Requirements 7
a. Audits 7
b. Closeout/Final Year Requirements 7
c. Creative Commons Attributions License 7
d. Equipment 8
e. Federal Funding Accountability and Transparency Act (FFATA) 8
f. Intellectual Property Rights 10
g. Intellectual Property Rights and the Bayh-Dole Act 11
h. Personally Identifiable Information 11
i. Pre-Award 11
j. Procurement 11
k. Program Income 12
l. Publicity 12
m. Recipient Integrity and Performance Matters 12
n. Reports 14
o. Requirements for Conference and Conference Space 14
p. Subawards 15
q. Supportive Services & Participant Support Costs 15
r. System for Award Management 15
s. Vendor/Contractor 16
13. Program Requirements 16
14. 2018 Federal Appropriations Requirements 16
a. Buy American Notice 16
b. Fair Labor Standards Act Amendment for Major Disasters 17
c. Health Benefits Coverage for Contraceptives 18
d. Privacy Act 18

e. Prohibition on Contracting with Corporations with Felony Criminal Convictions 18
f. Prohibition on Contracting with Corporations with Unpaid Tax Liabilities 18
g. Prohibition on Procuring Goods Obtained Through Child Labor 18
h. Prohibition on Providing Federal Funds to ACORN 19
i. Reporting of Waste, Fraud and Abuse 19
j. Requirement for Blocking Pornography 19
k. Requirement to Provide Certain Information in Public Communications 19
l. Restriction on Health Benefits Coverage for Abortions 19
m. Restriction on Lobbying/Advocacy 20
n. Restriction on the Promotion of Drug Legalization 20
o. Restriction on Purchase of Sterile Needles or Syringes 20
p. Salary and Bonus Limitations 20
15. Public Policy 20
a. Architectural Barriers 20
b. Drug-Free Workplace 21
c. Executive Orders 21
d. Flood Insurance 21
e. Hotel-Motel Fire Safety 22
f. Prohibition on Trafficking in Persons 22
g. Veterans' Priority Provisions 23
16. Attachments 24
Attachment A: SF-424
Attachment B: SF-424A
Attachment C: Budget Narrative
Attachment D: Statement of Work

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. Proceedings about which you must report. Submit the information required about each proceeding that:

a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;
b. Reached its final disposition during the most recent 5-year period; and
c. Is one of the following:
   I. A criminal proceeding that resulted in a conviction, as defined in paragraph 5. of this award term
   II. A civil proceeding that resulted in a finding of fault and liability and paying a monetary fine, penalty, reimbursement, restitution, or damages of $5,000 or more;
   III. An administrative proceeding, as defined in paragraph 5. of this award term, that resulted in a finding of fault and liability and your payment of either monetary fine or penalty of $5,000 or more or a reimbursement, restitution, or damages in excess of $100,000; or
   IV. Any other criminal, civil, or administrative proceeding if:
      (A) It could have led to an outcome described in paragraph 2.c.I, II, or III of this award term;
      (B) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and
      (C) The requirement in this award term to disclose information about the proceeding does not conflict with applicable laws and regulations.

3. Reporting procedures. Enter in SAM Entity Management area (formerly CCR), or any successor system, the FAPIIS information that SAM requires about each proceeding described in paragraph 2. of this award term. You do not need to submit the information a second time under assistance awards that you received if you already provided the information through SAM (formerly CCR) because you were required to do so under Federal procurement contracts that you were awarded.

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

5. Definitions. For purposes of this award term:

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

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

n. Reports

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

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

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

B. **Quarterly Narrative Progress Reports**. Recipients are required to submit a narrative quarterly and final report on grant activities funded under this award. All reports are due no later than 45 calendar days after the end of each specified reporting quarter. Reporting quarter end dates are March 31, June 30, September 30, and December 31.

1. The last quarterly progress report that award recipients submit will serve as the grant's Final Performance Report. This report should provide both ***quarterly and cumulative*** information on the grant's activities. It must summarize project activities, employment outcomes and other deliverables, and related results of the project.

2. The recipient shall use any standard forms and instructions to report on training and employment outcomes and other data relating to the progress reports as provided by ETA.

3. The recipient shall utilize standard reporting processes and electronic reporting systems to submit their quarterly progress reports as provided by ETA.

o. Requirements for Conference and Conference Space

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

p. Subawards

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

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

q. Supportive Services & Participant Support Costs

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

r. System for Award Management

1. Requirement for System of Award Management (SAM)

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

2. Requirement for unique entity identifier

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

i. Must notify potential subrecipients that no entity (*see* definition in paragraph [3] of this award term) may receive a subaward from you unless the entity has provided its unique entity identifier to you.

ii. May not make a subaward to an entity unless the entity has provided its unique entity identifier to you.

3. Definitions

For purposes of this award term:

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

ii. *Unique entity identifier* means the code that is unique to a registered entity in order to complete its registration on SAM. \iii. *Entity,* as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:

a. A Governmental organization, which is a State, local government, or Indian Tribe;

b. A foreign public entity;

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

iv. *Subaward:*

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

v. *Subrecipient* means an entity that:

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

s. Vendor/Contractor

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

13. Program Requirements

The TEGL contains the program requirements for this award.

14. 2018 Federal Appropriations Requirements

a. Buy American Notice

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

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

☒ 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: 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

235

Standard Form 424A (Rev. 7- 97)
Prescribed by OMB (Circular A -102) Page 1

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY (1)	(2)	(3)	(4)	Total (5)
	Apprenticeship USA Grants	N/A	N/A	N/A	
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

Authorized for Local Reproduction

Standard Form 424A (Rev. 7- 97)
Prescribed by OMB (Circular A -102) Page 1A

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:

237

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***

<table>
<tr><td>GOAL #3</td><td colspan="3">Build the District's capacity and increase apprentice sponsors knowledge on serving diverse populations.</td></tr>
<tr><td>Activity: State-level trainings and roundtables</td><td>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.</td><td>Lead/Support Implementer (s):</td><td>Develop printed training materials
Host 2 trainings
Host 2 roundtable events</td></tr>
<tr><td colspan="2">Deliverable(s): 150 Registered Apprenticeship sponsors will report increase knowledge and understanding in serving and mentoring diverse apprentices.</td><td colspan="2">50 Registered Apprenticeship Sponsors will attend either a state-level training or roundtable each year annually for 3 years for a total of 150.</td></tr>
<tr><td>Milestones</td><td>Timeframe</td><td colspan="2">Deliverable Dates</td></tr>
<tr><td>Identify subject matter expert for content.</td><td>August 2019</td><td>Start:</td><td>July 1, 2019</td></tr>
<tr><td>Set training schedule for the year.</td><td>August 2019</td><td>End:</td><td>June 30, 2020</td></tr>
<tr><td>Host 2 state-level roundtables.</td><td>November 2019</td><td colspan="2">Annual Costs</td></tr>
<tr><td>Host 2 state-level trainings.</td><td>November 2019</td><td>Year 1</td><td>DOES Funds: $137,287.25
Grant Funds: $121,236.50</td></tr>
<tr><td>Tabulate feedback surveys and draft final report.</td><td>June 2020</td><td>Year 2</td><td>DOES Funds: $137,287.25
Grant Funds: $121,236.50</td></tr>
<tr><td colspan="2" rowspan="2"></td><td>Year 3</td><td>DOES Funds: $137,287.25
Grant Funds: $121,236.50</td></tr>
<tr><td>TOTAL</td><td>DOES Funds: $411,861.75
Grant Funds: $363,709.50</td></tr>
</table>

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

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.

Contents

I. NEW APPRENTICES 1

II. NEW REGISTERED APPRENTICESHIP PROGRAMS 1

III. DE-REGISTRATION OF APPRENTICESHIP PROGRAMS 2

IV. PRE-APPRENTICESHIP PROGRAM INITIATIVES 2

V. YOUTH APPRENTICESHIP INITIATIVES 2

VI. APPRENTICESHIP RECRUITMENT and INFORMATION SESSIONS 3

VII. APPRENTICESHIP OUTREACH/NATIONAL APPRENTICESHIP WEEK 3

VIII. TOTAL NUMBER OF APPRENTICESHIP SPONSORS: 3

IX. TOTAL NUMBER OF APPRENTICES REGISTERED: 4

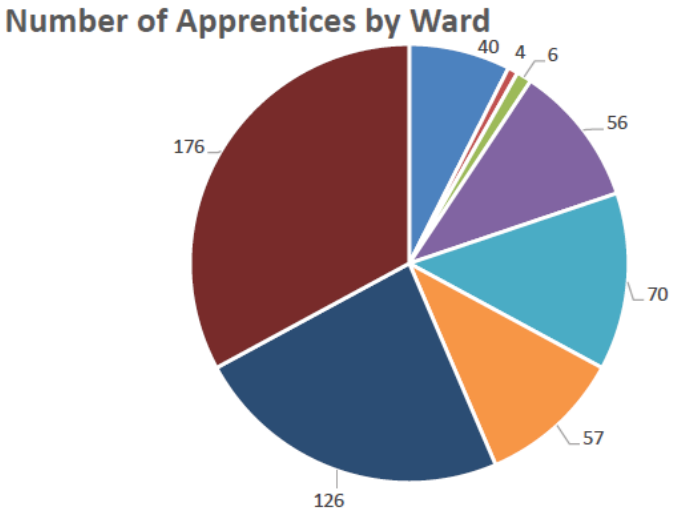
X. OUR FOCUS 5

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:

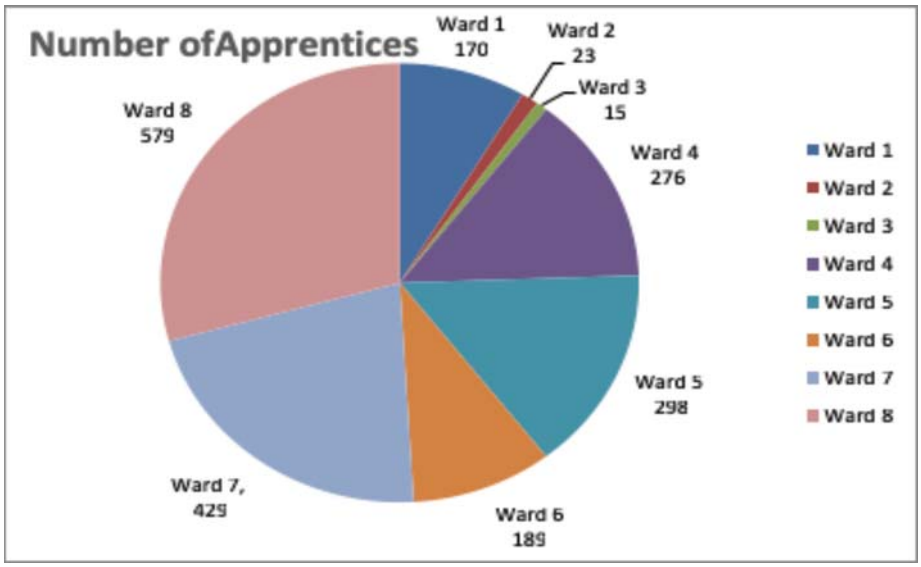
As of September 30, 2018:

- **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.

DEPARTMENT OF EMPLOYMENT SERVICES

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

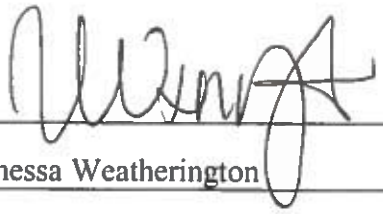
Attachment VIII

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

TABLE OF CONTENTS

1. Order of Precedence 2
2. Notice of Award 2
3. Training and Employment Guidance Letter (TEGL) 3
4. Federal Project Officer 3
5. Indirect Cost Rate and Cost Allocation Plan 3
6. Approved Statement of Work 5
7. Approved Budget 5
8. Return of Funds 5
9. Evaluation, Data, and Implementation 5
10. Resources and Information 5
11. Cost Limitation Restrictions 6
a. Budget Flexibility 6
b. Consultants 6
c. Travel 6
d. Travel – Foreign 6
e. Travel – Mileage Reimbursement Rates 7
12. Administrative Requirements 7
a. Audits 7
b. Closeout/Final Year Requirements 7
c. Creative Commons Attributions License 7
d. Equipment 8
e. Federal Funding Accountability and Transparency Act (FFATA) 8
f. Intellectual Property Rights 10
g. Intellectual Property Rights and the Bayh-Dole Act 11
h. Personally Identifiable Information 11
i. Pre-Award 11
j. Procurement 11
k. Program Income 12
l. Publicity 12
m. Recipient Integrity and Performance Matters 12
n. Reports 14
o. Requirements for Conference and Conference Space 14
p. Subawards 15
q. Supportive Services & Participant Support Costs 15
r. System for Award Management 15
s. Vendor/Contractor 16
13. Program Requirements 16
14. 2018 Federal Appropriations Requirements 16
a. Buy American Notice 16
b. Fair Labor Standards Act Amendment for Major Disasters 17
c. Health Benefits Coverage for Contraceptives 18
d. Privacy Act 18

e. Prohibition on Contracting with Corporations with Felony Criminal Convictions 18
f. Prohibition on Contracting with Corporations with Unpaid Tax Liabilities 18
g. Prohibition on Procuring Goods Obtained Through Child Labor 18
h. Prohibition on Providing Federal Funds to ACORN 19
i. Reporting of Waste, Fraud and Abuse 19
j. Requirement for Blocking Pornography 19
k. Requirement to Provide Certain Information in Public Communications 19
l. Restriction on Health Benefits Coverage for Abortions 19
m. Restriction on Lobbying/Advocacy 20
n. Restriction on the Promotion of Drug Legalization 20
o. Restriction on Purchase of Sterile Needles or Syringes 20
p. Salary and Bonus Limitations 20
15. Public Policy 20
a. Architectural Barriers 20
b. Drug-Free Workplace 21
c. Executive Orders 21
d. Flood Insurance 21
e. Hotel-Motel Fire Safety 22
f. Prohibition on Trafficking in Persons 22
g. Veterans' Priority Provisions 23
16. Attachments 24
Attachment A: SF-424
Attachment B: SF-424A
Attachment C: Budget Narrative
Attachment D: Statement of Work

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. Proceedings about which you must report. Submit the information required about each proceeding that:

a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;
b. Reached its final disposition during the most recent 5-year period; and
c. Is one of the following:
   I. A criminal proceeding that resulted in a conviction, as defined in paragraph 5. of this award term
   II. A civil proceeding that resulted in a finding of fault and liability and paying a monetary fine, penalty, reimbursement, restitution, or damages of $5,000 or more;
   III. An administrative proceeding, as defined in paragraph 5. of this award term, that resulted in a finding of fault and liability and your payment of either monetary fine or penalty of $5,000 or more or a reimbursement, restitution, or damages in excess of $100,000; or
   IV. Any other criminal, civil, or administrative proceeding if:
      (A) It could have led to an outcome described in paragraph 2.c.I, II, or III of this award term;
      (B) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and
      (C) The requirement in this award term to disclose information about the proceeding does not conflict with applicable laws and regulations.

3. Reporting procedures. Enter in SAM Entity Management area (formerly CCR), or any successor system, the FAPIIS information that SAM requires about each proceeding described in paragraph 2. of this award term. You do not need to submit the information a second time under assistance awards that you received if you already provided the information through SAM (formerly CCR) because you were required to do so under Federal procurement contracts that you were awarded.

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

5. Definitions. For purposes of this award term:

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

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

n. Reports

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

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

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

B. **Quarterly Narrative Progress Reports**. Recipients are required to submit a narrative quarterly and final report on grant activities funded under this award. All reports are due no later than 45 calendar days after the end of each specified reporting quarter. Reporting quarter end dates are March 31, June 30, September 30, and December 31.

1. The last quarterly progress report that award recipients submit will serve as the grant's Final Performance Report. This report should provide both ***quarterly and cumulative*** information on the grant's activities. It must summarize project activities, employment outcomes and other deliverables, and related results of the project.

2. The recipient shall use any standard forms and instructions to report on training and employment outcomes and other data relating to the progress reports as provided by ETA.

3. The recipient shall utilize standard reporting processes and electronic reporting systems to submit their quarterly progress reports as provided by ETA.

o. Requirements for Conference and Conference Space

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

p. Subawards

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

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

q. Supportive Services & Participant Support Costs

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

r. System for Award Management

1. Requirement for System of Award Management (SAM)

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

2. Requirement for unique entity identifier

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

i. Must notify potential subrecipients that no entity (*see* definition in paragraph [3] of this award term) may receive a subaward from you unless the entity has provided its unique entity identifier to you.

ii. May not make a subaward to an entity unless the entity has provided its unique entity identifier to you.

3. Definitions

For purposes of this award term:

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

ii. *Unique entity identifier* means the code that is unique to a registered entity in order to complete its registration on SAM. \iii. *Entity,* as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:

a. A Governmental organization, which is a State, local government, or Indian Tribe;

b. A foreign public entity;

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

iv. *Subaward:*

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

v. *Subrecipient* means an entity that:

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

s. Vendor/Contractor

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

13. Program Requirements

The TEGL contains the program requirements for this award.

14. 2018 Federal Appropriations Requirements

a. Buy American Notice

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

For the purposes of this award, the Buy American Act requires the recipient to use, with limited exceptions, only 1) unmanufactured items that have been mined or produced in the United States; and 2) manufactured items that have been manufactured in the 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:	* 2. Type of Application:	* If Revision, select appropriate letter(s):
☐ Preapplication	☒ New	
☒ Application	☐ Continuation	* Other (Specify):
☐ Changed/Corrected Application	☐ Revision	

* 3. Date Received:	4. Applicant Identifier:
Completed by Grants.gov upon submission.	

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):	* c. Organizational DUNS:
536001131	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:	Division Name:
DC Dept. of Employment Service	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 .

☒ 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: 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

304

Standard Form 424A (Rev. 7- 97)
Prescribed by OMB (Circular A -102) Page 1

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY (1)	(2)	(3)	(4)	Total (5)
	Apprenticeship USA Grants	N/A	N/A	N/A	
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

Authorized for Local Reproduction

Standard Form 424A (Rev. 7- 97)
Prescribed by OMB (Circular A -102) Page 1A

305

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:

306

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***

<table>
<tr><td>GOAL #3</td><td colspan="3">Build the District's capacity and increase apprentice sponsors knowledge on serving diverse populations.</td></tr>
<tr><td>Activity: State-level trainings and roundtables</td><td>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.</td><td>Lead/Support Implementer (s):</td><td>Develop printed training materials
Host 2 trainings
Host 2 roundtable events</td></tr>
<tr><td colspan="2">Deliverable(s): 150 Registered Apprenticeship sponsors will report increase knowledge and understanding in serving and mentoring diverse apprentices.</td><td colspan="2">50 Registered Apprenticeship Sponsors will attend either a state-level training or roundtable each year annually for 3 years for a total of 150.</td></tr>
</table>

<table>
<tr><th>Milestones</th><th>Timeframe</th><th colspan="2">Deliverable Dates</th></tr>
<tr><td>Identify subject matter expert for content.</td><td>August 2019</td><td>Start:</td><td>July 1, 2019</td></tr>
<tr><td>Set training schedule for the year.</td><td>August 2019</td><td>End:</td><td>June 30, 2020</td></tr>
<tr><td>Host 2 state-level roundtables.</td><td>November 2019</td><td colspan="2">Annual Costs</td></tr>
<tr><td>Host 2 state-level trainings.</td><td>November 2019</td><td>Year 1</td><td>DOES Funds: $137,287.25
Grant Funds: $121,236.50</td></tr>
<tr><td>Tabulate feedback surveys and draft final report.</td><td>June 2020</td><td>Year 2</td><td>DOES Funds: $137,287.25
Grant Funds: $121,236.50</td></tr>
<tr><td rowspan="2"></td><td rowspan="2"></td><td>Year 3</td><td>DOES Funds: $137,287.25
Grant Funds: $121,236.50</td></tr>
<tr><td>TOTAL</td><td>DOES Funds: $411,861.75
Grant Funds: $363,709.50</td></tr>
</table>

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

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.

Contents

I. NEW APPRENTICES 1

II. NEW REGISTERED APPRENTICESHIP PROGRAMS 1

III. DE-REGISTRATION OF APPRENTICESHIP PROGRAMS 2

IV. PRE-APPRENTICESHIP PROGRAM INITIATIVES 2

V. YOUTH APPRENTICESHIP INITIATIVES 2

VI. APPRENTICESHIP RECRUITMENT and INFORMATION SESSIONS 3

VII. APPRENTICESHIP OUTREACH/NATIONAL APPRENTICESHIP WEEK 3

VIII. TOTAL NUMBER OF APPRENTICESHIP SPONSORS: 3

IX. TOTAL NUMBER OF APPRENTICES REGISTERED: 4

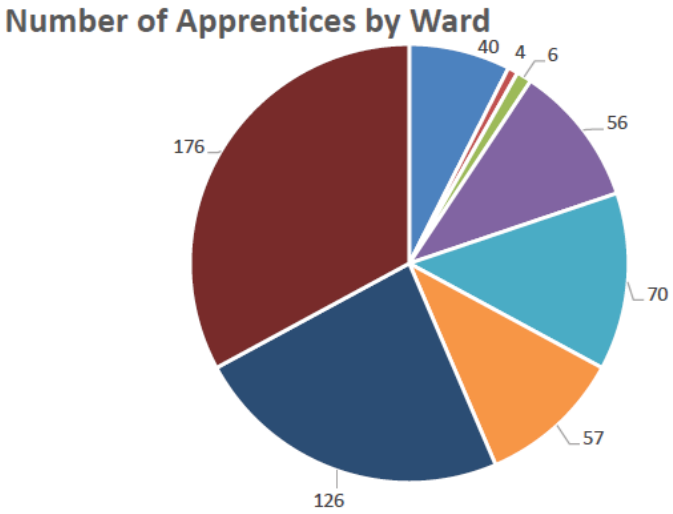
X. OUR FOCUS 5

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:

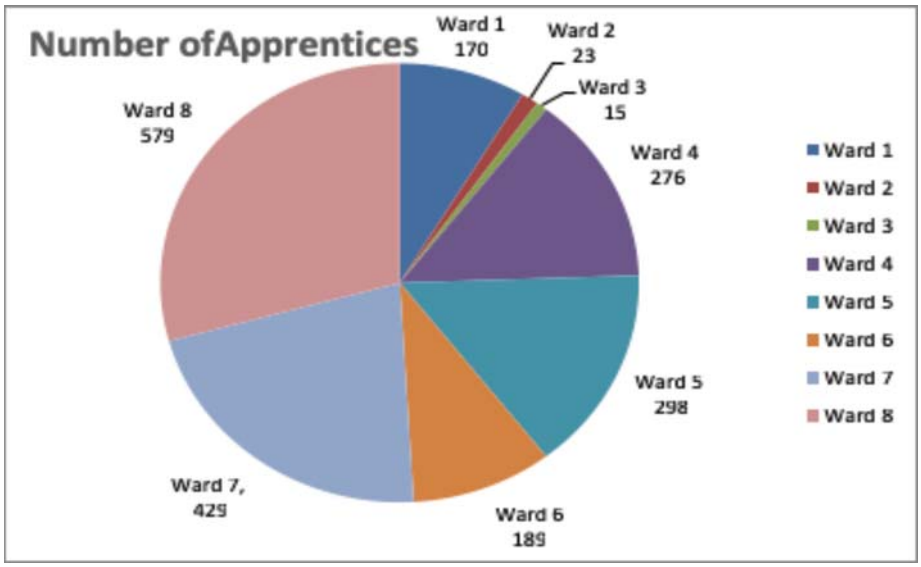
As of September 30, 2018:

- **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.

DEPARTMENT OF EMPLOYMENT SERVICES

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

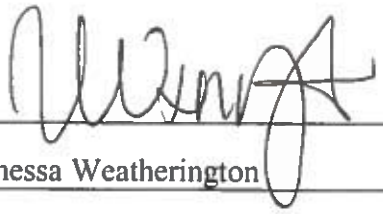
Attachment VIII

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	

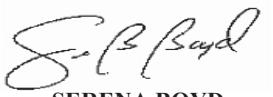
Action:

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	

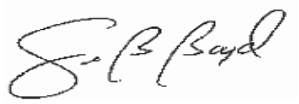
Action:

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.)
- ☑ 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 virtual workshop, the RESEA staff provides the content of the workshop via a one-on-one conference call with 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

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	
			PAGE 1

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 

Kia Mason

Grant Officer

Date Signed **03/11/2021**

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: 536001131
DUNS #: 077819415

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

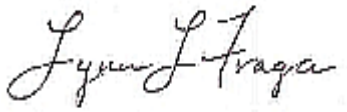
The Federal Project Officer (FPO) assigned to this grant is Tobby Willis. Tobby Willis will serve as your first line point of contact and can be contacted via e-mail - *willis.tobby@dol.gov*. If your FPO is not available, please call your Regional Office at 215-861-5205 for assistance.

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 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
Table of Contents

Table of Contents

Table of Contents 1
1. Order of Precedence 4
2. Notice of Award 4
3. Funding Opportunity Announcement 4
4. Administrative Law Judge Removal of Award (WIOA) 4
5. Federal Project Officer 5
6. Indirect Cost Rate and Cost Allocation Plan 5
7. Approved Statement of Work 7
8. Approved Budget 7
9. Return of Funds 7
10. Evaluation, Data, and Implementation 7
11. Resources and Information 7
12. Cost Limitation Restrictions 8
a. Administrative Costs 8
b. Cost per Participant 8
c. Budget Flexibility 8
d. Consultants 9
e. Travel 9
f. Travel – Foreign 9
g. Travel – Mileage Reimbursement Rates 9
h. WIOA Infrastructure 10
13. Administrative Requirements 10
a. Assurances and Certifications 10
b. Audits 10
c. Changes in Micro-purchase and Simplified Acquisition Thresholds 11
d. Closeout/Final Year Requirements 11
e. Creative Commons Attributions License 11
f. Equipment 11
g. Federal Funding Accountability and Transparency Act (FFATA) 12
h. Intellectual Property Rights 14
i. Intellectual Property Rights and the Bayh-Dole Act 15
j. Personally Identifiable Information 15
k. Pre-Award 15
l. Procurement 15

m. Program Income 15
n. Publicity 16
o. Recipient Integrity and Performance Matters 16
p. Reports 17
q. Requirements for Conference and Conference Space 19
r. Subawards 20
s. Supportive Services & Participant Support Costs 20
t. System for Award Management 20
u. SAM Registration Validation 21
v. Vendor/Contractor 21
w. Whistleblower Protection 21
14. Program Requirements 22
a. Coordination with Federal Agencies 22
b. Eligibility 22
c. Participant Compensation 23
d. Employment Conditions 23
e. Worksite Selection and Work on Private Property 24
f. Fish and Wildlife Service (FWS) 24
15. Fiscal Year 2020 Federal Appropriations Requirements 24
a. Fair Labor Standards Act Amendment for Major Disasters 24
b. Health Benefits Coverage for Contraceptives 25
c. Participant Minimum Age 26
d. Privacy Act 26
e. Prohibition on Contracting with Corporations with Felony Criminal Convictions 26
f. Prohibition on Contracting with Corporations with Unpaid Tax Liabilities 26
g. Prohibition on Procuring Goods Obtained Through Child Labor 26
h. Prohibition on Providing Federal Funds to ACORN 26
i. Reporting of Waste, Fraud and Abuse 26
j. Requirement for Blocking Pornography 27
k. Requirement to Provide Certain Information in Public Communications 27
l. Restriction on Health Benefits Coverage for Abortions 27
m. Restriction on Lobbying/Advocacy 27
n. Restriction on the Promotion of Drug Legalization 28
o. Restriction on Purchase of Sterile Needles or Syringes 28
p. Salary and Bonus Limitations 28
16. Public Policy 28

a. Architectural Barriers 28
b. Drug-Free Workplace 28
c. Executive Orders 29
d. Flood Insurance 29
e. Hotel-Motel Fire Safety 30
f. Prohibition on Trafficking in Persons 30
g. Veterans' Priority Provisions 31
17. Attachments 32
Attachment A: SF-424 Attachment B: SF-424A Attachment C: Budget Narrative Attachment D: Statement of Work 32

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. Proceedings about which you must report. Submit the information required about each proceeding that:
   a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from either the Federal Government;
   b. Reached its final disposition during the most recent 5-year period; and
   c. Is one of the following:
      I. A criminal proceeding that resulted in a conviction, as defined in paragraph 5. of this award term
      II. A civil proceeding that resulted in a finding of fault and liability and paying a monetary fine, penalty, reimbursement, restitution, or damages of $5,000 or more;
      III. An administrative proceeding, as defined in paragraph 5. of this award term, that

resulted in a finding of fault and liability and your payment of either monetary fine or penalty of $5,000 or more or a reimbursement, restitution, or damages in excess of $100,000; or

IV. Any other criminal, civil, or administrative proceeding if:

(A) It could have led to an outcome described in paragraph 2.c.I, II, or III of this award term;

(B) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and

(C) The requirement in this award term to disclose information about the proceeding does not conflict with applicable laws and regulations.

3. Reporting procedures. Enter in SAM Entity Management area (formerly CCR), or any successor system, the 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.

.

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:	* 2. Type of Application:	* If Revision, select appropriate letter(s):
☐ Preapplication	☒ New	
☒ Application	☐ Continuation	* Other (Specify):
☐ Changed/Corrected Application	☐ Revision	

* 3. Date Received:	4. Applicant Identifier:
03/31/2020	

5a. Federal Entity Identifier:	5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:	7. State Application Identifier:
03/20/2020	

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:	Division Name:
Employment Services	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 *and* 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
Table of Contents

Table of Contents

Table of Contents **1**
1. Order of Precedence **4**
2. Notice of Award **4**
3. Funding Opportunity Announcement **4**
4. Administrative Law Judge Removal of Award (WIOA) **4**
5. Federal Project Officer **5**
6. Indirect Cost Rate and Cost Allocation Plan **5**
7. Approved Statement of Work **7**
8. Approved Budget **7**
9. Return of Funds **7**
10. Evaluation, Data, and Implementation **7**
11. Resources and Information **7**
12. Cost Limitation Restrictions **8**
a. Administrative Costs 8
b. Cost per Participant 8
c. Budget Flexibility 9
d. Consultants 9
e. Travel 9
f. Travel – Foreign 9
g. Travel – Mileage Reimbursement Rates 10
h. WIOA Infrastructure 10
13. Administrative Requirements **10**
a. Assurances and Certifications 10
b. Audits 11
c. Changes in Micro-purchase and Simplified Acquisition Thresholds 11
d. Closeout/Final Year Requirements 11
e. Creative Commons Attributions License 11
f. Equipment 12
g. Federal Funding Accountability and Transparency Act (FFATA) 12
h. Intellectual Property Rights 14
i. Intellectual Property Rights and the Bayh-Dole Act 15
j. Personally Identifiable Information 15
k. Pre-Award 15
l. Procurement 15

m. Program Income 16
n. Publicity 16
o. Recipient Integrity and Performance Matters 16
p. Reports 18
q. Requirements for Conference and Conference Space 20
r. Subawards 20
s. Supportive Services & Participant Support Costs 20
t. System for Award Management 20
u. SAM Registration Validation 21
v. Vendor/Contractor 21
w. Whistleblower Protection 22
14. Program Requirements 22
a. Coordination with Federal Agencies 22
b. Eligibility 22
c. Participant Compensation 23
d. Employment Conditions 23
e. Worksite Selection and Work on Private Property 24
f. Fish and Wildlife Service (FWS) 24
15. Fiscal Year 2020 Federal Appropriations Requirements 25
a. Fair Labor Standards Act Amendment for Major Disasters 25
b. Health Benefits Coverage for Contraceptives 26
c. Participant Minimum Age 26
d. Privacy Act 26
e. Prohibition on Contracting with Corporations with Felony Criminal Convictions 26
f. Prohibition on Contracting with Corporations with Unpaid Tax Liabilities 26
g. Prohibition on Procuring Goods Obtained Through Child Labor 26
h. Prohibition on Providing Federal Funds to ACORN 27
i. Reporting of Waste, Fraud and Abuse 27
j. Requirement for Blocking Pornography 27
k. Requirement to Provide Certain Information in Public Communications 27
l. Restriction on Health Benefits Coverage for Abortions 27
m. Restriction on Lobbying/Advocacy 28
n. Restriction on the Promotion of Drug Legalization 28
o. Restriction on Purchase of Sterile Needles or Syringes 28
p. Salary and Bonus Limitations 28
16. Public Policy 28

a. Architectural Barriers 28
b. Drug-Free Workplace 29
c. Executive Orders 29
d. Flood Insurance 30
e. Hotel-Motel Fire Safety 30
f. Prohibition on Trafficking in Persons 30
g. Veterans' Priority Provisions 32
17. Attachments 32
Attachment A: SF-424 Attachment B: SF-424A Attachment C: Budget Narrative Attachment D: Statement of Work 32

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. Proceedings about which you must report. Submit the information required about each proceeding that:

a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from either the Federal Government;
b. Reached its final disposition during the most recent 5-year period; and
c. Is one of the following:
   I. A criminal proceeding that resulted in a conviction, as defined in paragraph 5. of this award term
   II. A civil proceeding that resulted in a finding of fault and liability and paying a monetary fine, penalty, reimbursement, restitution, or damages of $5,000 or more;
   III. An administrative proceeding, as defined in paragraph 5. of this award term, that resulted in a finding of fault and liability and your payment of either monetary fine or penalty of $5,000 or more or a reimbursement, restitution, or damages in excess of $100,000; or
   IV. Any other criminal, civil, or administrative proceeding if:
      (A) It could have led to an outcome described in paragraph 2.c.I, II, or III of this award term;
      (B) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and
      (C) The requirement in this award term to disclose information about the proceeding does not conflict with applicable laws and regulations.

3. Reporting procedures. Enter in SAM Entity Management area (formerly CCR), or any successor system, the 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.

.

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:	* 2. Type of Application:	* If Revision, select appropriate letter(s):
☐ Preapplication	☒ New	
☒ Application	☐ Continuation	* Other (Specify):
☐ Changed/Corrected Application	☐ Revision	

* 3. Date Received:	4. Applicant Identifier:
05/15/2020	

5a. Federal Entity Identifier:	5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:	7. State Application Identifier:
04/23/2020	

8. APPLICANT INFORMATION:

* a. Legal Name:	District of Columbia Department of Employment Services

* b. Employer/Taxpayer Identification Number (EIN/TIN):	* c. Organizational DUNS:
536001131	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:	Division Name:
Employment Services	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 .

☒ 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

* Telephone Number: 202.671.1900 Fax Number:

* Email: unique.morris-hughes2@dc.gov

* Signature of Authorized Representative: [redacted] * 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

Standard Form 424A (Rev. 7- 97)
Prescribed by OMB (Circular A -102) Page 1

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY (1)	(2)	(3)	(4)	Total (5)
	WIOA National Dislocated Worker Emergency Grant				
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

Authorized for Local Reproduction

Standard Form 424A (Rev. 7- 97)
Prescribed by OMB (Circular A -102) Page 1A

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:	

Authorized for Local Reproduction

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.

Table 1 – Proposed Disaster Relief Jobs

Statement of Need		Project Activities	Requirements To Carry out Disaster Relief Positions	Partners
Needs	**Areas Where Needs Exist**	**Disaster Relied Jobs to Address Need**	**Training or supplies, supportive services, etc.**	**Partners Involved with Establishing the Disaster Relief Positions**
Unemployment Benefit Distribution Support - related employment opportunities include Call Center Support positions, which amount may vary based on need and availability.	The District of Columbia	To serve those underserved populations in Wards 7 and 8, who are lacking access to technology, DOES identified the need for trained workers to staff the call centers, delivering benefits timely to District residents before their financial and health stability deteriorates to life-threatening levels.	In alignment with the District's current Workforce Innovation and Opportunities Act (WIOA) programs, the Department of Employment Services (DOES) will provide Work Readiness training that includes Customer Services and COVID-19 training. Additionally, 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.	Various District of Columbia Government Agencies
Food Insecurity Support - related employment opportunities include Food Packer and Food Handler positions, and Food Distributor positions, which amount may vary based on need and availability.	The District of Columbia	To increase access to food and prevent furthering the hunger crisis within the District, DOES identified a need for trained workers to distribute food to designated locations throughout the District, targeting individuals most vulnerable to COVID-19, such as older and disabled populations.	In alignment with the District's current Workforce Innovation and Opportunities Act (WIOA) programs, the Department of Employment Services (DOES) will provide Work Readiness training that includes Customer Services and COVID-19 training. Additionally, 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.	Various District of Columbia Government Agencies and local community-based organizations who prioritize services to unemployed and underemployed, elderly, and individuals with disabilities.
Sanitization Support – related employment opportunities include Janitorial Support positions, which amount may vary based on need and availability.	The District of Columbia	To assist the Department of General Services (DGS), DOES identified the need for additional trained workers to support DGS' commitment to clean and sanitize public spaces such as government buildings that operate during COVID-19 and COVID testing locations to prevent widespread transmission and potential death.	In alignment with the District's current Workforce Innovation and Opportunities Act (WIOA) programs, the Department of Employment Services (DOES) will provide Work Readiness training that includes Customer Services and COVID-19 training. Additionally, DOES will provide supportive services such as transportation assistance (Metro Farecards) and weekly supply of	Department of General Services (DGS)

452

DOES POH 2022 Q119_WIOA Grant Agreements

Statement of Need		Project Activities	Requirements To Carry out Disaster Relief Positions	Partners
Needs	**Areas Where Needs Exist**	**Disaster Relied Jobs to Address Need**	**Training or supplies, supportive services, etc.**	**Partners Involved with Establishing the Disaster Relief Positions**
			Personal protective equipment (PPE) work-related and work-required items.	
Decedent Processing – related employment opportunities include Decedent Administrators positions, which amount may vary based on need and availability.	The District of Columbia	To allow the Chief Medical Examiner (OCME) to release decedents' remains quicker and reduce the high inventory levels to manageable volumes without overwhelming the current system, DOES identified the need for trained workers to assist with releasing the decedents remains to their loved ones.	In alignment with the District's current Workforce Innovation and Opportunities Act (WIOA) programs, the Department of Employment Services (DOES) will provide Work Readiness training that includes Customer Services and COVID-19 training. Additionally, 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.	Chief Medical Examiner (OCME)

Table 2 **- Enrollment and Expenditure Worksheet for Disaster Relief Employment**

Participant Breakdown by Services	Initial Planned Enrollment Numbers	Initial Planned Expenditures
Participant Disaster Relief Employment Wages	100	$945,000.00
Participant Fringe Benefits	100	$141,750.00
Related Disaster Relief Training and Supportive Services	100	$117,000.00
Program Monitoring and Quality Control Temp Staff	1	$42,219.00
	Totals	S1,245,969.00

Community Needs Assessment

INTRODUCTION

The Coronavirus (COVID-19) pandemic has an unprecedented impact on the District of Columbia, prompting a humanitarian crisis, both in scaling public health preparedness and response and the protection of vulnerable populations who are less equipped to handle a disaster of this magnitude. While COVID-19 has higher morbidity and mortality impact among specific vulnerable groups such as the older people, the chronically ill, the immunologically compromised, and people with disabilities, its spread is linked to the rapid circulation of the virus in the general population. The effects of the disease are less severe in most cases in younger and otherwise healthy population groups. Still, the indirect effects of preventive measures such as confinement greatly influence people's ability to secure a basic living. Although District and national officials continue to implement new strategies to combat the effects of the virus, existing systems are overburdened, stretched, and underperforming, requiring immediate humanitarian assistance to help mitigate irreparable damage to all District residents. To address the growing complexities of

453

the public health challenges in the humanitarian context, the District must ensure the continuity of essential services to include bolstering workforce support efforts in the areas of unemployment benefit distribution, food insecurity, sanitization, and decedent processing.

UI BENEFITS

COVID-19 is wreaking havoc on the District's economy, leading to a spike in joblessness and health and human service needs. The District of Columbia's Department of Employment Services' (DOES) daily raw count of unemployment insurance (UI) claims has spiked to over approximately 134,000 as of August 1, 2020. Local and federal leaders continue to develop strategies to provide immediate economic relief, however, enacting more substantial and structural policy changes to address the public health needs to protect residents from serious long-term financial harm is paramount. Unfortunately, the District's UI system reveals the structure is struggling to pace with an unprecedented number of requests from applicants. Many wait weeks to receive relief. More than 40 percent of District applicants applying for UI claims are awaiting benefits. Of the more than 100,000 claims received by DOES as of May 21, only 59,914 people received a check, leaving more than 40,000 people waiting for funds. About 18,000 of those are in the appeals process.

As the coronavirus pandemic grows in the DC area, the jobless number grows, overloading the unemployment process. The overload has caused many difficulties for the District, trying to distribute benefits expeditiously to UI claimants and their dependents, adding pressure to an unemployment process plagued with systemic challenges before the pandemic. Many UI claimants cite spending several weeks attempting to receive benefits using the obsolete online unemployment portal or understaffed call centers. The online portal uses antiquated technology that cannot meet the demand created by the COVID-19 pandemic. Aside from the effects of outdated technology, many lower-income applicants must either cross the digital divide to apply online or use a phone. The DOES offices, recreation centers, senior centers, schools, and public libraries, closed for the public health emergency, significantly decreased free Internet access in Wards 7 and 8, where broadband has a household penetration rate under 65 percent. Many have been forced to apply over the phone in the absence of a smartphone application or public online infrastructure. Applicants using the over the phone process may experience longer wait times, which some callers cite holding for six hours.

Unfortunately, UI claimants desperately need their unemployment benefits to provide necessities like food and shelter for them and their families. This backlog of processing UI benefits is compounding the COVID crisis, adding extra mental health stress on families, and further depressing underserved communities in the District. Call center workers are urgently required to compensate for the District's unemployment online portal's lack of efficiency. To serve those underserved populations in Wards 7 and 8, who are lacking technology, DOES identified the need for trained workers to staff the call centers, delivering benefits timely to District residents before their financial and health stability deteriorates to life-threatening levels, avoiding overburdening stretched food banks in the District. The proposed project will address the need by training and placing eligible participants in positions with DOES Unemployment Insurance (UI) team.

Since submitting the emergency application, DOES has begun recruiting and screening eligible candidates interested in call center support positions, identifying potential participants from the Reemployment Services and Eligibility Assessment (RESEA) population, and American Job Center (AJC) referrals.

Additionally, DOES has developed the Unemployment Insurance Call Center Training Program, offering information and learning activities designed to assist participants in effectively assisting customer-callers with UI inquiries. The training program will be delivered entirely online, using narrated presentations, video recorded demonstrations and online courses hosted on Adobe Captivate. Check-in sessions are held each morning, and question and answer sessions are held each afternoon of this four-day training program.

FOOD INSECURITY

COVID-19 has killed more than 6,000 in the Metropolitan DC area and infected more than 170,000. Since its arrival, the local food banks have seen a 70 to 75 percent reduction in donated food, while also seeing an increase in food requests. As a result, the District of Columbia is in a food insecurity crisis as COVID-19 could push 250,000 into hunger in the District region. The DC Food Bank's Hunger Report 2020 predicts a 48 to 60 percent jump in those struggling to eat in the coming year, after five consecutive years of record decreases. Additionally, the report predicts a quarter of a million people in the Washington area could be thrown into hunger because of the COVID-19 pandemic. Presently, a staggering 415,000 individuals are food insecure in the region.

Data reveals the unequal impact of the pandemic: the rise in hunger is expected to hit hardest in the District's neighborhoods east of the Anacostia River with predominantly African American and Latinx populations. According to the Food Bank's Hunger Report, the people currently served by the Capital Area Food Bank is 46 percent African American, 37 percent Latinx, 6.5 percent White, with 9 percent identifying as some other race. Because food insecurity is tied to the disparity of unemployment, Wards 7 and Wards 8 of the District have both the highest unemployment and food insecurity rates, due to COVID-19.

About half of the food bank's 450 partner groups and food pantries are closed because of the COVID-19 pandemic; mostly, because of building closures, a loss of elderly volunteers, or a lack of funding. With hundreds of thousands newly out of work, the distribution sites that remain open are reporting dramatic increases in food demand, ranging from 30 percent to 400 percent. Estimates of food insecurity in the region are based on a projected rise in unemployment and poverty. With only a few food pantries open in the District, much of the burden to meet the increasingly high demand leads to skyrocketing operating costs and uncertainty about how long they'll be able to respond to the need. Much of the operating expenses are labor costs; thus, there is a critical demand for cost-effective support at these food banks and distribution centers. The District must continue to respond quickly and creatively, implementing cost-effective food distribution models, allowing residents to pick up meals in designated areas; loading up vehicles with meals, dropping them off at stops along neighborhood routes; and delivering meals directly to residents homes with limited mobility. With increased, trained labor support, the food insecurity demand can be met, providing District residents in the hardest hit regions food options, avoiding going without food because of COVID-19.

To increase access to food and prevent furthering the hunger crisis within the District, DOES identified a need for trained workers to distribute food to designated locations throughout the District, targeting individuals most vulnerable to COVID-19, such as homebound elderly and disabled populations. Upon grant approval, DOES proposes the project will address this need by training and placing eligible participants in positions with community partners such as the DC Central Kitchen to increase food access, prioritizing services to older, disabled, and underserved populations located east of the Anacostia River in Wards 7 and 8. The proposed community partners' worksites are located in Wards 7 and 8, where communities are in the highest needs of humanitarian assistance. Positions identified include food handlers, food packers, and food distributors.

Since submitting the emergency application, DOES has begun recruiting and screening eligible candidates interested in food distributions positions, identifying potential participants from the Reemployment Services and Eligibility Assessment (RESEA) population, and American Job Center (AJC) referrals.

SANITIZATION SUPPORT

In addition to unemployment benefits and food distribution, proper cleaning and sanitizing public spaces is crucial in combatting the spread of COVID-19 in the District, creating an immediate humanitarian response. Cleaning and sanitizing are essential services during the current pandemic, which has almost paralyzed the District and continues to threaten residents' health. Cleaning and sanitizing are not just semantics. Cleaning and sanitizing are distinct methods of removing germs, dirt, and impurities from surfaces or objects. Cleaning is the physical process of removing dirt, germs, viruses, and bacteria, typically using soap and water. While it

doesn't necessarily kill germs, removing them from surfaces and objects reduces infection to spread. Sanitizing is removing and lowering numbers of germs to a safe level, as judged by public health standards. In addition to cleaning, sanitizing is a vital component of the cleaning process in public spaces, medical offices, adult care facilities, hospitals, schools, recreation centers, and parks. Appropriate and frequent sanitizing will reduce microbiological contamination to levels that conform to health regulations.

In the District, the Department of General Services (DGS) provides residents with safe, dynamic, and accessible public spaces. DGS is responsible for maintaining and repairing public spaces, relying on partnerships with District agencies to inform them of community concerns and maintenance requests. During COVID-19, DGS cleans and sanitizes government buildings that must operate during the pandemic and COVID-19 testing sites. To assist DGS, DOES identified the need for additional trained workers to support DGS's commitment to clean and sanitize these public spaces to prevent widespread transmission and potential death. The additional staff would be responsible for cleaning and sanitizing government buildings, COVID-19 testing sites, public parks, recreational centers, and other public areas. DGS will train the new workforce to clean and sanitize properly. Increasing the DGS' workforce with properly trained workers will allow the District to stay in front of COVID-19, ensuring public cleanliness, safety, and sustainability throughout the District

Since submitting the emergency application, DOES has begun recruiting and screening eligible candidates interested in assisting DGS with cleaning and sanitizing public spaces, identifying potential participants from the Reemployment Services and Eligibility Assessment (RESEA) population, and American Job Center (AJC) referrals.

DECEDENT PROCESSING

As of August 5, 2020, there have been at least 12,518 positive cases of COVID-19 and 587 direct COVID-19 deaths in the District of Columbia, since the beginning of the pandemic. The uptick in deaths related directly and indirectly to COVID-19 has turned the District's Office of the Chief Medical Examiner (OCME) into a funeral home, assisting decedent's next of kin with cremation services and support. The additional support Decedent processing which involves contacting family members by phone to discuss funeral arrangements, collecting information for death certificates and inputting information into the Electronic Death Registration System (EDRS), completing decedent release forms, creating letters authorizing family members to received cremains; reviewing death certificates for accuracy prior to electronic signature; and processing cremation requests. Some families have lost more than one loved one or lost their head of household. OCME also provides bereavement counseling, help with cremation arrangements, and guidance for obtaining supportive services such as food stamps and unemployment insurance.

The arduous decedent process requires time, care, and sensitivity, creating a stockpile of bodies at OCME, which extends times for loved ones' waiting to receive the decedent's remains. The increasingly high inventory of dead bodies and loved ones awaiting decedent's remains adds to the existing public and mental health crisis. To allow the OCME to release decedents' remains quicker and reduce the high inventory levels to manageable volumes without overwhelming the current system, DOES identified the need for trained workers to assist with releasing the decedents remains to their loved ones. These workers would participate in COVID-19 fundamentals training to empathically speak with grieving families while supporting them through the release process. The proposed project will address the immediate need to free up space for incoming decedents to be processed by OCME and, most importantly, the humane obligation to allow families to grieve appropriately as coping with death is vital to one's mental health well-being.

Since submitting the emergency application, DOES has begun recruiting and screening eligible candidates interested in assisting OCME with decedent administration, identifying potential participants from the Reemployment Services and Eligibility Assessment (RESEA) population, and American Job Center (AJC) referrals.

DOES POH 2022-Q119: WIOA Grant Agreements

Since this a humanitarian response, all additional staff will be trained in DOES' Virtual Contact Tracing Course Training, which includes four (4) modules: The Basics of Coronavirus; The Basics of Contact Tracing; Effective Communication and Interviews; and Case Monitoring and Resources, designed to assist participants in effectively handles the various facets of COVID-19. Additional training will be offered by OCME, learning activities such as entering data into the Electronic Death Registration System (EDRS), completing decedent release forms, and creating letters authorizing family members to received cremains.

CONCLUSION

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.

Attachment E:
Negotiated Indirect Cost Rate Agreement

(If applicable)

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

Under the authority of the ***Workforce Innovation and Opportunity Act, P.L. 113-28***, this grant or agreement is entered into between the above named ***Grantor Agency*** and the following named ***Awardee***, for a project entitled - ***SCSEP-OLDER WORKER EMPLOYMENT SERVICES INCENTIVE COOPERATIVE AGREEMENT .***

Name & Address of Awardee:
DISTRICT OF COLUMBIA DEPARTMENT OF EMPLOYMENT SERVICES
4058 MINNESOTA, NE
WASHINGTON, DISTRICT OF COLUMBIA 20019-3540

Federal Award Id. No. (FAIN): MI-35026-20-75-A-11
CFDA #: 17.235- Senior Community Service Employement Program
Amount:$889,285.00
EIN: 536001137
DUNS #: 077819415

Accounting Code: 1630-2020-0501751720BD202001750002175OA008A0000AOWI00AOWI00-A90200-410023-ETA-DEFAULT TASK-

Payment Management System DOC#: MI35026YH0

The Period of Performance shall be from **July 01, 2020 thru December 31, 2022**.
Total Government's Financial Obligation is **$889,285.00** (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.

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 Christopher Ransome. Christopher Ransome will serve as your first line point of contact and can be contacted via e-mail - *ransome.christopher@dol.gov*. If your FPO is not available, please call your Regional Office at 215-861-5205 for assistance.

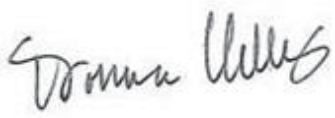
The awardee's signature below certifies full compliance with all terms and conditions as well as all applicable Statues(s), grant regulations, guidance, and certifications.

Signature of Approving Official - ***AWARDEE***

See SF-424 for Signature

No Additional Signature Required

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



DONNA KELLY, June 26, 2020
GRANT Officer

AWARD CONDITIONS

As a condition of this award, grantees must submit the following within **60 days** of receipt of the Notice of Award:

a. A full statement of work and implementation plan. Upon award of this grant, ETA will work with grantees to develop a more detailed statement of work and implementation plan, using the high-level document described above as the foundation.

b. A completed SF-424A "Budget Information Form" and Budget Narrative. Complete the SF-424A Budget Information Form (available at: http://apply07.grants.gov/apply/forms/sample/SF424A-V1.0.pdf). In preparing the Budget Information Form, provide a concise narrative explanation to support the budget request, explained in detail below. The budget narrative must provide a description of costs associated with each line item on the SF-424A. It should also include a description of leveraged resources provided (as applicable) to support activities under the cooperative agreement.

SOLE SOURCE TERMS AND CONDITIONS LIBRARY

TABLE OF CONTENTS

1. Order of Precedence 2
2. Notice of Award 3
3. Federal Project Officer 3
4. Indirect Cost Rate and Cost Allocation Plan 3
5. Approved Statement of Work 5
6. Return of Funds 5
7. Evaluation, Data, and Implementation 5
8. Resources and Information 5
9. Cost Limitation Restrictions 5
a. Budget Flexibility 5
b. Consultants 6
c. Non-Federal Share (Match or Cost Share) 6
d. Travel 6
e. Travel – Foreign 6
f. Travel – Mileage Reimbursement Rates 6
g. WIOA Infrastructure (applicable for WIOA and the programs listed below) 7
10. Administrative Requirements 7
a. Assurances and Certifications 7
b. Audits 8
c. Changes in Micro-purchase and Simplified Acquisition Thresholds 8
d. Closeout/Final Year Requirements 8
e. Creative Commons Attributions License 8
f. Equipment 9
g. Federal Funding Accountability and Transparency Act (FFATA) 9
h. Intellectual Property Rights 12
i. Intellectual Property Rights and the Bayh-Dole Act 12
j. Personally Identifiable Information 13
k. Pre-Award 13
l. Procurement 13
m. Program Income 13
n. Publicity 13
o. Recipient Integrity and Performance Matters (applicable only for awards exceeding $500,000) 14
p. Reports 15
q. Requirements for Conference and Conference Space 16
r. Subawards 16
s. Supportive Services & Participant Support Costs 16
t. System for Award Management 17
u. SAM Registration Validation 18
v. Vendor/Contractor 18
w. Whistleblower Protection 18
11. Program Requirements 18
12. FY 2020 Federal Appropriations Requirements 19
a. Fair Labor Standards Act Amendment for Major Disasters 19

b. Health Benefits Coverage for Contraceptives 19
c. Privacy Act 20
d. Prohibition on Contracting with Corporations with Felony Criminal Convictions 20
e. Prohibition on Contracting with Corporations with Unpaid Tax Liabilities 20
f. Prohibition on Procuring Goods Obtained Through Child Labor 20
g. Prohibition on Providing Federal Funds to ACORN 20
h. Reporting of Waste, Fraud and Abuse 21
i. Requirement for Blocking Pornography 21
j. Requirement to Provide Certain Information in Public Communications 21
k. Restriction on Health Benefits Coverage for Abortions 21
l. Restriction on Lobbying/Advocacy 21
m. Restriction on the Promotion of Drug Legalization 22
n. Restriction on Purchase of Sterile Needles or Syringes 22
o. Salary and Bonus Limitations 22
13. Public Policy 22
a. Architectural Barriers 22
b. Drug-Free Workplace 23
c. Executive Orders 23
d. Flood Insurance 24
e. Hotel-Motel Fire Safety 24
f. Prohibition on Trafficking in Persons 24
g. Veterans' Priority Provisions 26
14. Attachments 26
Attachment A: SF-424
Attachment B: SF-424A
Attachment C: Budget Narrative
Attachment D: Statement of Work
Attachment E: NICRA

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 Older Americans Act of 1965, as amended through later lawas, including the Older Americans Act Reauthorization Act of 2016, Public Law 114-144, enacted April 19, 2016 Other applicable Federal statutes.
II. Other applicable Federal statutes.
III. Consolidated Appropriations Act of 2019, Public Law 115-245.
IV. Implementing Regulations.
V. Executive Orders.
VI. OMB Guidance, 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. Federal Project Officer

The DOL/ETA Federal Project Officer (FPO) for this award is listed on your Notice of Award.

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.

4. 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: Estimated indirect costs have been specified on the SF-424A, Section B, Object Class Category "j", however only $*[If B is not selected, enter N/A. If B is selected, enter 10% of Personnel line or 10% of Indirect Charges line (whichever 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.

___ 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

5. Approved Statement of Work

The project's overview ~~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 overview and the program statue, appropriation, regulations, Executive Orders, Uniform Guidance, OMB Circulars, and DOL-ETA directives, the order of precedence will prevail. See the Award Conditions attatched above and in Section 11 Program Requirements for the full statement of work and implementation plan information.

6. 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.

7. 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.

8. 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.

9. 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. Non-Federal Share (Match or Cost Share)

This award does not include a match requirement.

d. Travel

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

e. Travel – Foreign

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

f. Travel – Mileage Reimbursement Rates

Pursuant to 2 CFR 200.474(a), all award recipients must have policies and procedures in place related to travel costs; however, for reimbursement on a mileage basis, this Federal award cannot be charged more than the maximum allowable mileage reimbursement rates for Federal employees. The 2019 mileage reimbursement rates are:

Modes of Transportation	Effective/Applicability Date	Rate per mile
Privately owned automobile	**January 1, 2020**	$0.575
Privately owned motorcycle	**January 1, 2020**	$0.545

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

g. WIOA Infrastructure (applicable for WIOA and the programs listed below)

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.

10. 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 (current threshold is $5,000). Prior approval is required only when the acquisition cost is $5,000 or more regardless of the non-Federal entity's capitalization threshold. Equipment purchases must be made in accordance with 2 CFR 200.313 or 2 CFR 200.439.

Being awarded this grant ***does not*** automatically mean 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 during the last year of the period of performance or the last year of full program service delivery (not follow up activities) whichever comes first. This 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.

(applicable for Wagner-Peyser)
The requirement that grant recipients obtain prior approval from the Federal Grantor agency for all purchases of equipment (as described in 2 CFR 200.439) is waived in accordance with 2 CFR 200.308(c)(4) and 20 CFR Part 683.200, and approval authority is delegated to the Governor for programs funded under sec. 127 or sec. 132 of WIOA or under the Wagner-Peyser Act. Notwithstanding this waiver, the Grantor reserves the right to reimpose the requirement of prior approval by the Grantor, after providing advance notice to the State (Grantee).

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

(applicable for non-state recipients)
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.

(applicable for State recipients)
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 section 200.322 Procurement of recovered *materials* and ensure that every purchase order or other contract includes any clauses required by section 200.326 Contract provisions.

(applicable for State WIOA recipients)
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 (applicable only for awards exceeding $500,000)

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

2. Proceedings about which you must report. Submit the information required about each proceeding that:
   a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;
   b. Reached its final disposition during the most recent 5-year period; and
   c. Is one of the following:
      I. A criminal proceeding that resulted in a conviction, as defined in paragraph 5. of this award term
      II. A civil proceeding that resulted in a finding of fault and liability and paying a monetary fine, penalty, reimbursement, restitution, or damages of $5,000 or more;
      III. An administrative proceeding, as defined in paragraph 5. of this award term, that resulted in a finding of fault and liability and your payment of either monetary fine or penalty of $5,000 or more or a reimbursement, restitution, or damages in excess of $100,000; or
      IV. Any other criminal, civil, or administrative proceeding if:
         (A) It could have led to an outcome described in paragraph 2.c.I, II, or III of this award term;
         (B) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and

(C) The requirement in this award term to disclose information about the proceeding does not conflict with applicable laws and regulations.

3. Reporting procedures. Enter in SAM Entity Management area (formerly CCR), or any successor system, the FAPIIS information that SAM requires about each proceeding described in paragraph 2. of this award term. You do not need to submit the information a second time under assistance awards that you received if you already provided the information through SAM (formerly CCR) because you were required to do so under Federal procurement contracts that you were awarded.

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

5. Definitions. For purposes of this award term:

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

p. 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.

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.

11. Program Requirements

As a condition of this award, grantees must submit the following within **60 days** of receipt of the Notice of Award:

a. A full statement of work and implementation plan. Upon award of this grant, ETA will work with grantees to develop a more detailed statement of work and implementation plan, using the high-level document described above as the foundation.

b. A completed SF-424A "Budget Information Form" and Budget Narrative. Complete the SF-424A Budget Information Form (available at: http://apply07.grants.gov/apply/forms/sample/SF424A-V1.0.pdf). In preparing the Budget Information Form, provide a concise narrative explanation to support the budget request, explained in detail below. The budget narrative must provide a description of costs associated with each line item on the SF-424A. It should also include a description of leveraged resources provided (as applicable) to support activities under the cooperative agreement.

12. FY 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. Privacy Act

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

d. 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.

e. 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.

f. 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.

g. 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.

h. 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.

i. 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.

j. 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.

k. 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.

l. 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.

m. 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.

n. 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.

o. 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.

13. 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.

14. Attachments

Attachment A: SF-424
Attachment B: SF-424A
Attachment C: Budget Narrative
Attachment D: Statement of Work
Attachment E: NICRA

Attachment A: SF-424

OMB Number: 4040-0004
Expiration Date: 12/31/2022

Application for Federal Assistance SF-424

* 1. Type of Submission:	* 2. Type of Application:	* If Revision, select appropriate letter(s):
☐ Preapplication	☒ New	
☒ Application	☐ Continuation	* Other (Specify):
☐ Changed/Corrected Application	☐ Revision	

* 3. Date Received:	4. Applicant Identifier:
05/01/2020	

5a. Federal Entity Identifier:	5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:	05/01/2020	7. State Application Identifier:	

8. APPLICANT INFORMATION:

* a. Legal Name:	District of Columbia Department of Employment Services

* b. Employer/Taxpayer Identification Number (EIN/TIN):	* c. Organizational DUNS:
536001131	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:	Division Name:
Employment Services	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:
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:

17.235

CFDA Title:

Senior Community Service Employment Program

*** 12. Funding Opportunity Number:**

* Title:

Senior Community Service Employment Program (SCSEP) State Older Workers Demonstration

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:**

Senior Community Service Employment Program (SCSEP) State Older Workers Demonstration

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: 07/01/2020 * b. End Date: 06/30/2021

18. Estimated Funding ($):

* a. Federal	1,000,000.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	1,000,000.00

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

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

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

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

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

☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment | Delete Attachment | View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ ** I AGREE

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

Authorized Representative:

Prefix: 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: [redacted] * Date Signed: 5-29-20

Attachment B: SF-424A

Attachment C: Budget Narrative

Attachment D: Statement of Work

Project Overview
District of Columbia State Older Workers Demonstration
May 2020

Project Description

Project Scope

The District of Columbia State Older Workers Demonstration Project (SOWDP) will be designed to enhance the current service delivery model to more effectively prepare and place older individuals in unsubsidized employment. The SOWDP grant will allow the District to implement an enhanced version of our current SCSEP and locally funded seniors programs.

The SOWDP will follow best practices, knowledge and experience gained through the implementation of other program models. The proposed SOWDP will offer District residents ages 55 and older access to services including assessment, technology training, case management and career counseling, group and individual job coaching, subsidized work experience, job club, and job placement assistance. This program will focus on those job candidates generally not eligible for programs such as the federally funded Senior Community Service Employment Program (SCSEP)—where participation criteria include income ceilings and age requirements (55 and over).

In brief, the proposed SOWDP will enhance the current service delivery system by (1) building program capacity and (2) extending program eligibility to individuals ages 50 and older who are facing barriers to employment.

Project Activities

The following menu of services will be provided to support the professional development of mature job seekers by way of virtual platforms and in-person:

- Recruitment
- Orientation/Eligibility Determination/Intake
- Referrals to supportive services (transportation, clothing, housing, etc.)
- Technology Assessment and Training
- Job Club
- Professional Coaching
- Job Readiness Workshops
    - Introduction to best practices in working remotely during and post COVID-19 (new)
    - Safety and health in the workplace during and post COVID-19 (new)
    - Networking (new)
    - Social Media and Personal Branding (new)
    - Smart Resume
    - Interviewing Skills
    - Best practices in Job searching
- Interview/Resume Development
- Career Webinars
- Ongoing Case Management Support
- Employer-Led Workshops
- Subsidized Work Experience

- Job Placement Assistance for unsubsidized jobs

Innovative Approaches

Technology Instruction and Preparedness for Remote Work or Telework

During intake each participant will be directed to take an online technology and remote work assessment to evaluate skills and comfort levels with working remotely. Upon completion, participants will be scheduled to begin a two-week long training, which will include hands-on assistance in core technology areas. The goal of this stage is to ensure all participants have basic remote work skills and understand how mastery of technology may impact their job prospects. Simulated work scenarios will be incorporated to introduce or enhance troubleshooting techniques in the workplace.

Career Coaching and Work Readiness Workshops

Upon successful completion of the two-week long technology training, participants begin a four-week job coaching workshop. Participants will attend the above described job readiness workshops. Additionally, participants will receive individual professional coaching on the Seven Smart Strategies.

Subsidized Work Experience

While unsubsidized employment is the primary goal of the program, there will be a built-in component that allows for subsidized work experience (WEX) and on-the-job-coaching with wages paid by the DOES/Bureau of Workforce & Federal Programs. Work experience placement will prioritize opportunities for participants to develop experience in remote work or teleworking. The reason of this priority is to provide participants with an opportunity to equip themselves with work experience that will better prepare them for a changing labor market in which an increase in remote work opportunities is expected.

Subsidized work experience sites are formally established through a host agency agreement and may include government agencies, non-profit organizations, and other private sector employers.

Unsubsidized Employment

The search for unsubsidized employment opportunities will be ongoing throughout the program participation cycle. Activities to support individuals in achieving unsubsidized employment will include job placement assistance, conducting job club session, monthly basis to connect job ready participants with employers looking to hire; guest speaker series; individualized career guidance; conducting resume reviews; coordinating interviews with interested employers; advising participants of employment fairs and other hiring events; interviews rehearsals and preparedness.

Case Management Services

Case management support is ongoing and involves holistically addressing issues that may impact employability. During the program, case manager conducts biweekly check-ins and support and is available as required when issues arise during the training and job search phases of the program.

Targeted Population

Initial Criteria

The District proposes to serve 90% of residents who are within the traditional SCSEP eligibility age range of 55+ with an allowance for 10% to fall within the 50-54-year-old range. Data has shown that over the last 2 program years more than 50% of the seniors who enrolled in WIOA are in the 50-54-year-old age range. Data shows similar figures for seniors in our Wagner Peyser program with just under 50% of our registrants falling within the 50-54-year old age group.

PY2019 Age	Total	% Total
50-54	84	14.90%
55-64	134	13.40%
65 and Older	28	2.80%

Age	Total	% Total
50-54	102	13.78%
55-64	156	10.14%
65 and Older	29	1.88%

PY2019 Age	Total	% Total
50-54	533	18.60%
55-64	1,108	15.07%
65 and Older	404	5.50%

Age	Total	% Total
50-54	621	18.12%
55-64	1,834	17.04%
65 and Older	636	5.91%

Eligibility Criteria

- Age 55+ (with 10% allowance for applicants 50+ who meet the remaining criteria)
- District of Columbia Resident
- Legally eligible to work

- Income less than 125% of the federal poverty level
- Residents who have the mental and physical capacity to perform training-related activities for at least twenty (20) hours per week
- Unemployed and have low employment prospects

Priority of Service is given to people who fit any of the following most-in-need criteria:

- Age 55+
- Disabled
- Veteran
- Homeless or at risk of homelessness
- Limited English proficiency or low literacy

Project Objectives

- **Remote Work Preparedness:** Provide older workers with relevant work experience to prepare for a labor market with increased need for workers who are equipped to work remotely.
- **Employment/Labor Market Awareness:** Provide current information and the latest trends about required qualifications, experience, training, and compensation for in-demand occupations.
- **Connect to Vital Support Services:** Connect participants to community services and resources to address barriers to employment (i.e., housing, medical, transportation, professional attire, etc.)
- **Provide Tools to Compete in Labor Market:** Introduce participants to virtual job search techniques by creating accounts with job search networking platforms such as LinkedIn.
- **Connect with Training and Employment Opportunities:** Identify on the job training and unsubsidized employment opportunities aligned to the participant's skill set and occupational interests.

Outcomes

1. People served: 20-30 participants in a period of 30 months. Potentially two 15-month long cohort of 10-15 participants.
2. Credential Attainment: 50% of participants will obtain a nationally recognized credential
3. Unsubsidized Employment: 38% of participants who exit the program will be employed (unsubsidized) six months after their exit.
4. Unsubsidized Employment: 40% of participants who exit the program will be employed (unsubsidized) 12 months after exit

Partners

Target industry/occupation: Currently conducting research on occupations. The target is to focus on occupations that promote remote work opportunities.

The district will leverage partnerships already in place through the SCSEP program. Additionally, new host site agreements will be explored and potentially pursued.

Recommended Staff Roles

Job Title	Duties and Responsibilities
Program Facilitator (FT)	Conduct 7SS and four-week coaching workshops, job develop, job match, conduct outreach and recruitment, document information in FIS, represent program at AARP Foundation forums
Case Manager (PT)	Enroll participants in DC Networks, provide information on available training opportunities, workforce development and supportive services resources
Job Developer (PT)	Share job leads with participants identified as job ready; coordinate employer events; provide interview related guidance

Attachment E:
Negotiated Indirect Cost Rate Agreement

(If applicable)

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

Under the authority of the ***Workforce Innovation and Opportunity Act, P.L. 113-28***, this grant or agreement is entered into between the above named ***Grantor Agency*** and the following named ***Awardee***, for a project entitled - ***SCSEP-OLDER WORKER EMPLOYMENT SERVICES INCENTIVE COOPERATIVE AGREEMENT .***

Name & Address of Awardee:
DISTRICT OF COLUMBIA DEPARTMENT OF EMPLOYMENT SERVICES
4058 MINNESOTA, NE
WASHINGTON, DISTRICT OF COLUMBIA 20019-3540

Federal Award Id. No. (FAIN): MI-35026-20-75-A-11
CFDA #: 17.235- Senior Community Service Employement Program
Amount:$889,285.00
EIN: 536001137
DUNS #: 077819415

Accounting Code: 1630-2020-0501751720BD202001750002175OA008A0000AOWI00AOWI00-A90200-410023-ETA-DEFAULT TASK-

Payment Management System DOC#: MI35026YH0

The Period of Performance shall be from **July 01, 2020 thru December 31, 2022**.
Total Government's Financial Obligation is **$889,285.00** (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.

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 Christopher Ransome. Christopher Ransome will serve as your first line point of contact and can be contacted via e-mail - *ransome.christopher@dol.gov*. If your FPO is not available, please call your Regional Office at 215-861-5205 for assistance.

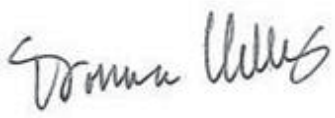
The awardee's signature below certifies full compliance with all terms and conditions as well as all applicable Statues(s), grant regulations, guidance, and certifications.

Signature of Approving Official - ***AWARDEE***

See SF-424 for Signature

No Additional Signature Required

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



DONNA KELLY, June 26, 2020
GRANT Officer

AWARD CONDITIONS

As a condition of this award, grantees must submit the following within **60 days** of receipt of the Notice of Award:

a. A full statement of work and implementation plan. Upon award of this grant, ETA will work with grantees to develop a more detailed statement of work and implementation plan, using the high-level document described above as the foundation.

b. A completed SF-424A "Budget Information Form" and Budget Narrative. Complete the SF-424A Budget Information Form (available at: http://apply07.grants.gov/apply/forms/sample/SF424A-V1.0.pdf). In preparing the Budget Information Form, provide a concise narrative explanation to support the budget request, explained in detail below. The budget narrative must provide a description of costs associated with each line item on the SF-424A. It should also include a description of leveraged resources provided (as applicable) to support activities under the cooperative agreement.

SOLE SOURCE TERMS AND CONDITIONS LIBRARY

TABLE OF CONTENTS

1. Order of Precedence 2
2. Notice of Award 3
3. Federal Project Officer 3
4. Indirect Cost Rate and Cost Allocation Plan 3
5. Approved Statement of Work 5
6. Return of Funds 5
7. Evaluation, Data, and Implementation 5
8. Resources and Information 5
9. Cost Limitation Restrictions 5
a. Budget Flexibility 5
b. Consultants 6
c. Non-Federal Share (Match or Cost Share) 6
d. Travel 6
e. Travel – Foreign 6
f. Travel – Mileage Reimbursement Rates 6
g. WIOA Infrastructure (applicable for WIOA and the programs listed below) 7
10. Administrative Requirements 7
a. Assurances and Certifications 7
b. Audits 8
c. Changes in Micro-purchase and Simplified Acquisition Thresholds 8
d. Closeout/Final Year Requirements 8
e. Creative Commons Attributions License 8
f. Equipment 9
g. Federal Funding Accountability and Transparency Act (FFATA) 9
h. Intellectual Property Rights 12
i. Intellectual Property Rights and the Bayh-Dole Act 12
j. Personally Identifiable Information 13
k. Pre-Award 13
l. Procurement 13
m. Program Income 13
n. Publicity 13
o. Recipient Integrity and Performance Matters (applicable only for awards exceeding $500,000) 14
p. Reports 15
q. Requirements for Conference and Conference Space 16
r. Subawards 16
s. Supportive Services & Participant Support Costs 16
t. System for Award Management 17
u. SAM Registration Validation 18
v. Vendor/Contractor 18
w. Whistleblower Protection 18
11. Program Requirements 18
12. FY 2020 Federal Appropriations Requirements 19
a. Fair Labor Standards Act Amendment for Major Disasters 19

b. Health Benefits Coverage for Contraceptives 19
c. Privacy Act 20
d. Prohibition on Contracting with Corporations with Felony Criminal Convictions 20
e. Prohibition on Contracting with Corporations with Unpaid Tax Liabilities 20
f. Prohibition on Procuring Goods Obtained Through Child Labor 20
g. Prohibition on Providing Federal Funds to ACORN 20
h. Reporting of Waste, Fraud and Abuse 21
i. Requirement for Blocking Pornography 21
j. Requirement to Provide Certain Information in Public Communications 21
k. Restriction on Health Benefits Coverage for Abortions 21
l. Restriction on Lobbying/Advocacy 21
m. Restriction on the Promotion of Drug Legalization 22
n. Restriction on Purchase of Sterile Needles or Syringes 22
o. Salary and Bonus Limitations 22
13. Public Policy 22
a. Architectural Barriers 22
b. Drug-Free Workplace 23
c. Executive Orders 23
d. Flood Insurance 24
e. Hotel-Motel Fire Safety 24
f. Prohibition on Trafficking in Persons 24
g. Veterans' Priority Provisions 26
14. Attachments 26
Attachment A: SF-424
Attachment B: SF-424A
Attachment C: Budget Narrative
Attachment D: Statement of Work
Attachment E: NICRA

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 Older Americans Act of 1965, as amended through later lawas, including the Older Americans Act Reauthorization Act of 2016, Public Law 114-144, enacted April 19, 2016 Other applicable Federal statutes.
II. Other applicable Federal statutes.
III. Consolidated Appropriations Act of 2019, Public Law 115-245.
IV. Implementing Regulations.
V. Executive Orders.
VI. OMB Guidance, 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. Federal Project Officer

The DOL/ETA Federal Project Officer (FPO) for this award is listed on your Notice of Award.

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.

4. 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: Estimated indirect costs have been specified on the SF-424A, Section B, Object Class Category "j", however only $*[If B is not selected, enter N/A. If B is selected, enter 10% of Personnel line or 10% of Indirect Charges line (whichever 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.

___ 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

5. Approved Statement of Work

The project's overview ~~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 overview and the program statue, appropriation, regulations, Executive Orders, Uniform Guidance, OMB Circulars, and DOL-ETA directives, the order of precedence will prevail. See the Award Conditions attatched above and in Section 11 Program Requirements for the full statement of work and implementation plan information.

6. 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.

7. 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.

8. 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.

9. 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. Non-Federal Share (Match or Cost Share)

This award does not include a match requirement.

d. Travel

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

e. Travel – Foreign

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

f. Travel – Mileage Reimbursement Rates

Pursuant to 2 CFR 200.474(a), all award recipients must have policies and procedures in place related to travel costs; however, for reimbursement on a mileage basis, this Federal award cannot be charged more than the maximum allowable mileage reimbursement rates for Federal employees. The 2019 mileage reimbursement rates are:

Modes of Transportation	Effective/Applicability Date	Rate per mile
Privately owned automobile	**January 1, 2020**	$0.575
Privately owned motorcycle	**January 1, 2020**	$0.545

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

g. WIOA Infrastructure (applicable for WIOA and the programs listed below)

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.

10. 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 (current threshold is $5,000). Prior approval is required only when the acquisition cost is $5,000 or more regardless of the non-Federal entity's capitalization threshold. Equipment purchases must be made in accordance with 2 CFR 200.313 or 2 CFR 200.439.

Being awarded this grant ***does not*** automatically mean 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 during the last year of the period of performance or the last year of full program service delivery (not follow up activities) whichever comes first. This 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.

(applicable for Wagner-Peyser)
The requirement that grant recipients obtain prior approval from the Federal Grantor agency for all purchases of equipment (as described in 2 CFR 200.439) is waived in accordance with 2 CFR 200.308(c)(4) and 20 CFR Part 683.200, and approval authority is delegated to the Governor for programs funded under sec. 127 or sec. 132 of WIOA or under the Wagner-Peyser Act. Notwithstanding this waiver, the Grantor reserves the right to reimpose the requirement of prior approval by the Grantor, after providing advance notice to the State (Grantee).

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

(applicable for non-state recipients)
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.

(applicable for State recipients)
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 section 200.322 Procurement of recovered *materials* and ensure that every purchase order or other contract includes any clauses required by section 200.326 Contract provisions.

(applicable for State WIOA recipients)
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 (applicable only for awards exceeding $500,000)

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

2. Proceedings about which you must report. Submit the information required about each proceeding that:
   a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;
   b. Reached its final disposition during the most recent 5-year period; and
   c. Is one of the following:
      I. A criminal proceeding that resulted in a conviction, as defined in paragraph 5. of this award term
      II. A civil proceeding that resulted in a finding of fault and liability and paying a monetary fine, penalty, reimbursement, restitution, or damages of $5,000 or more;
      III. An administrative proceeding, as defined in paragraph 5. of this award term, that resulted in a finding of fault and liability and your payment of either monetary fine or penalty of $5,000 or more or a reimbursement, restitution, or damages in excess of $100,000; or
      IV. Any other criminal, civil, or administrative proceeding if:
         (A) It could have led to an outcome described in paragraph 2.c.I, II, or III of this award term;
         (B) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and

(C) The requirement in this award term to disclose information about the proceeding does not conflict with applicable laws and regulations.

3. Reporting procedures. Enter in SAM Entity Management area (formerly CCR), or any successor system, the FAPIIS information that SAM requires about each proceeding described in paragraph 2. of this award term. You do not need to submit the information a second time under assistance awards that you received if you already provided the information through SAM (formerly CCR) because you were required to do so under Federal procurement contracts that you were awarded.

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

5. Definitions. For purposes of this award term:

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

p. 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.

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.

11. Program Requirements

As a condition of this award, grantees must submit the following within **60 days** of receipt of the Notice of Award:

a. A full statement of work and implementation plan. Upon award of this grant, ETA will work with grantees to develop a more detailed statement of work and implementation plan, using the high-level document described above as the foundation.

b. A completed SF-424A "Budget Information Form" and Budget Narrative. Complete the SF-424A Budget Information Form (available at: http://apply07.grants.gov/apply/forms/sample/SF424A-V1.0.pdf). In preparing the Budget Information Form, provide a concise narrative explanation to support the budget request, explained in detail below. The budget narrative must provide a description of costs associated with each line item on the SF-424A. It should also include a description of leveraged resources provided (as applicable) to support activities under the cooperative agreement.

12. FY 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. Privacy Act

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

d. 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.

e. 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.

f. 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.

g. 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.

h. 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.

i. 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.

j. 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.

k. 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.

l. 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.

m. 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.

n. 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.

o. 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.

13. 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.

14. Attachments

Attachment A: SF-424
Attachment B: SF-424A
Attachment C: Budget Narrative
Attachment D: Statement of Work
Attachment E: NICRA

Attachment A: SF-424

OMB Number: 4040-0004
Expiration Date: 12/31/2022

Application for Federal Assistance SF-424

* 1. Type of Submission:	* 2. Type of Application:	* If Revision, select appropriate letter(s):
☐ Preapplication	☒ New	
☒ Application	☐ Continuation	* Other (Specify):
☐ Changed/Corrected Application	☐ Revision	

* 3. Date Received:	4. Applicant Identifier:
05/01/2020	

5a. Federal Entity Identifier:	5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:	05/01/2020	7. State Application Identifier:	

8. APPLICANT INFORMATION:

* a. Legal Name:	District of Columbia Department of Employment Services

* b. Employer/Taxpayer Identification Number (EIN/TIN):	* c. Organizational DUNS:
536001131	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:	Division Name:
Employment Services	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:
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:

17.235

CFDA Title:

Senior Community Service Employment Program

*** 12. Funding Opportunity Number:**

* Title:

Senior Community Service Employment Program (SCSEP) State Older Workers Demonstration

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:**

Senior Community Service Employment Program (SCSEP) State Older Workers Demonstration

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: 07/01/2020 * b. End Date: 06/30/2021

18. Estimated Funding ($):

* a. Federal	1,000,000.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	1,000,000.00

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

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

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

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

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

☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment | Delete Attachment | View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ ** I AGREE

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

Authorized Representative:

Prefix: 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: [redacted] * Date Signed: 5-29-20

Attachment B: SF-424A

Attachment C: Budget Narrative

Attachment D: Statement of Work

Project Overview
District of Columbia State Older Workers Demonstration
May 2020

Project Description

Project Scope

The District of Columbia State Older Workers Demonstration Project (SOWDP) will be designed to enhance the current service delivery model to more effectively prepare and place older individuals in unsubsidized employment. The SOWDP grant will allow the District to implement an enhanced version of our current SCSEP and locally funded seniors programs.

The SOWDP will follow best practices, knowledge and experience gained through the implementation of other program models. The proposed SOWDP will offer District residents ages 55 and older access to services including assessment, technology training, case management and career counseling, group and individual job coaching, subsidized work experience, job club, and job placement assistance. This program will focus on those job candidates generally not eligible for programs such as the federally funded Senior Community Service Employment Program (SCSEP)—where participation criteria include income ceilings and age requirements (55 and over).

In brief, the proposed SOWDP will enhance the current service delivery system by (1) building program capacity and (2) extending program eligibility to individuals ages 50 and older who are facing barriers to employment.

Project Activities

The following menu of services will be provided to support the professional development of mature job seekers by way of virtual platforms and in-person:

- Recruitment
- Orientation/Eligibility Determination/Intake
- Referrals to supportive services (transportation, clothing, housing, etc.)
- Technology Assessment and Training
- Job Club
- Professional Coaching
- Job Readiness Workshops
    - Introduction to best practices in working remotely during and post COVID-19 (new)
    - Safety and health in the workplace during and post COVID-19 (new)
    - Networking (new)
    - Social Media and Personal Branding (new)
    - Smart Resume
    - Interviewing Skills
    - Best practices in Job searching
- Interview/Resume Development
- Career Webinars
- Ongoing Case Management Support
- Employer-Led Workshops
- Subsidized Work Experience

- Job Placement Assistance for unsubsidized jobs

Innovative Approaches

Technology Instruction and Preparedness for Remote Work or Telework

During intake each participant will be directed to take an online technology and remote work assessment to evaluate skills and comfort levels with working remotely. Upon completion, participants will be scheduled to begin a two-week long training, which will include hands-on assistance in core technology areas. The goal of this stage is to ensure all participants have basic remote work skills and understand how mastery of technology may impact their job prospects. Simulated work scenarios will be incorporated to introduce or enhance troubleshooting techniques in the workplace.

Career Coaching and Work Readiness Workshops

Upon successful completion of the two-week long technology training, participants begin a four-week job coaching workshop. Participants will attend the above described job readiness workshops. Additionally, participants will receive individual professional coaching on the Seven Smart Strategies.

Subsidized Work Experience

While unsubsidized employment is the primary goal of the program, there will be a built-in component that allows for subsidized work experience (WEX) and on-the-job-coaching with wages paid by the DOES/Bureau of Workforce & Federal Programs. Work experience placement will prioritize opportunities for participants to develop experience in remote work or teleworking. The reason of this priority is to provide participants with an opportunity to equip themselves with work experience that will better prepare them for a changing labor market in which an increase in remote work opportunities is expected.

Subsidized work experience sites are formally established through a host agency agreement and may include government agencies, non-profit organizations, and other private sector employers.

Unsubsidized Employment

The search for unsubsidized employment opportunities will be ongoing throughout the program participation cycle. Activities to support individuals in achieving unsubsidized employment will include job placement assistance, conducting job club session, monthly basis to connect job ready participants with employers looking to hire; guest speaker series; individualized career guidance; conducting resume reviews; coordinating interviews with interested employers; advising participants of employment fairs and other hiring events; interviews rehearsals and preparedness.

Case Management Services

Case management support is ongoing and involves holistically addressing issues that may impact employability. During the program, case manager conducts biweekly check-ins and support and is available as required when issues arise during the training and job search phases of the program.

Targeted Population

Initial Criteria

The District proposes to serve 90% of residents who are within the traditional SCSEP eligibility age range of 55+ with an allowance for 10% to fall within the 50-54-year-old range. Data has shown that over the last 2 program years more than 50% of the seniors who enrolled in WIOA are in the 50-54-year-old age range. Data shows similar figures for seniors in our Wagner Peyser program with just under 50% of our registrants falling within the 50-54-year old age group.

PY2019 Age	Total	% Total
50-54	84	14.90%
55-64	134	13.40%
65 and Older	28	2.80%

Age	Total	% Total
50-54	102	13.78%
55-64	156	10.14%
65 and Older	29	1.88%

PY2019 Age	Total	% Total
50-54	533	18.60%
55-64	1,108	15.07%
65 and Older	404	5.50%

Age	Total	% Total
50-54	621	18.12%
55-64	1,834	17.04%
65 and Older	636	5.91%

Eligibility Criteria

- Age 55+ (with 10% allowance for applicants 50+ who meet the remaining criteria)
- District of Columbia Resident
- Legally eligible to work

- Income less than 125% of the federal poverty level
- Residents who have the mental and physical capacity to perform training-related activities for at least twenty (20) hours per week
- Unemployed and have low employment prospects

Priority of Service is given to people who fit any of the following most-in-need criteria:

- Age 55+
- Disabled
- Veteran
- Homeless or at risk of homelessness
- Limited English proficiency or low literacy

Project Objectives

- **Remote Work Preparedness:** Provide older workers with relevant work experience to prepare for a labor market with increased need for workers who are equipped to work remotely.
- **Employment/Labor Market Awareness:** Provide current information and the latest trends about required qualifications, experience, training, and compensation for in-demand occupations.
- **Connect to Vital Support Services:** Connect participants to community services and resources to address barriers to employment (i.e., housing, medical, transportation, professional attire, etc.)
- **Provide Tools to Compete in Labor Market:** Introduce participants to virtual job search techniques by creating accounts with job search networking platforms such as LinkedIn.
- **Connect with Training and Employment Opportunities:** Identify on the job training and unsubsidized employment opportunities aligned to the participant's skill set and occupational interests.

Outcomes

1. People served: 20-30 participants in a period of 30 months. Potentially two 15-month long cohort of 10-15 participants.
2. Credential Attainment: 50% of participants will obtain a nationally recognized credential
3. Unsubsidized Employment: 38% of participants who exit the program will be employed (unsubsidized) six months after their exit.
4. Unsubsidized Employment: 40% of participants who exit the program will be employed (unsubsidized) 12 months after exit

Partners

Target industry/occupation: Currently conducting research on occupations. The target is to focus on occupations that promote remote work opportunities.

The district will leverage partnerships already in place through the SCSEP program. Additionally, new host site agreements will be explored and potentially pursued.

Recommended Staff Roles

Job Title	Duties and Responsibilities
Program Facilitator (FT)	Conduct 7SS and four-week coaching workshops, job develop, job match, conduct outreach and recruitment, document information in FIS, represent program at AARP Foundation forums
Case Manager (PT)	Enroll participants in DC Networks, provide information on available training opportunities, workforce development and supportive services resources
Job Developer (PT)	Share job leads with participants identified as job ready; coordinate employer events; provide interview related guidance

Attachment E:
Negotiated Indirect Cost Rate Agreement

(If applicable)

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

Under the authority of the ***Social Security Act, as amended***, this grant or agreement is entered into between the above named ***Grantor Agency*** and the following named ***Awardee***, for a project entitled - ***UNEMPLOYMENT INSURANCE (UI) REEMPLOYMENT SERVICES AND ELIGIBILITY ASSESSMENT (RESEA) .***

Name & Address of Awardee:
DC DEPARTMENT OF EMPLOYMENT SERVICES
4058 MINNESOTA AVE., NE
WASHINGTON, DISTRICT OF COLUMBIA 20019-3540

Federal Award Id. No. (FAIN): UI-34489-20-60-A-11
CFDA #: 17.225- Unemployment Insurance
Amount:$146,574.00
EIN: 536001131
DUNS #: 077819415

Accounting Code:
1630-2020-0501792021BD202001790001205UI021A0000AOWS00AOWS00-A90220-410010-ETA-DEFAULT TASK-

Payment Management System DOC#: UI34489Y90

The Period of Performance shall be from **January 01, 2020 thru September 30, 2021**.
Total Government's Financial Obligation is **$146,574.00** (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.

To provide FY 2020 RESEA bridge funding to keep state operations functioning until full year awards are finalized and distributed. NOTE: The period of performance for the FY 2020 RESEA program is effective January 1, 2020, and ends on September 30, 2021.

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 Marisol Lopez. Marisol Lopez will serve as your first line point of contact and can be contacted via e-mail - *lopez.marisol@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***

SERENA BOYD, February 24, 2020
Grant Officer

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

Under the authority of the ***Workforce Innovation and Opportunity Act, P.L. 113-28***, this grant or agreement is entered into between the above named ***Grantor Agency*** and the following named ***Awardee***, for a project entitled - ***WIOA FORMULA GRANTS YOUTH/ADULT/DISLOCATED WORKERS.***

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): AA-34761-20-55-A-11
CFDA #: 17.259- WIA/WIOA Youth Activities
Amount:$5,121,772.00
EIN: 536001131
DUNS #: 077819415

Accounting Code:
1630-2020-0501742021BD202001740005205YF000A0000AOWI00AOWI00-A90200-410023-ETA-DEFAULT TASK-

Payment Management System DOC#: AA34761VS0

The Period of Performance shall be from **April 01, 2020 thru June 30, 2023**.
Total Government's Financial Obligation is **$5,121,772.00** (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.

In accordance with Training and Employment Guidance Letter No. 16-19, this Notice of Award transmits the Program Year 2020 allotments for the WIOA Title I Youth program.

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***

SERENA BOYD, May 28, 2020
Grant Officer

PY 2020 Workforce Innovation and Opportunity Act (WIOA) Youth, Adult, and Dislocated Worker Programs

Terms and Conditions

Table of Contents

1. Order of Precedence....3
2. Notice of Award....3
3. Training and Employment Guidance Letter (TEGL) No. 16-19....3
4. Approved Budget....3
5. Federal Project Officer....4
6. Return of Funds....4
7. Evaluation, Data, and Implementation....4
8. Resources and Information....4
9. Cost Limitation Restrictions....4
a. Administrative Costs....4
b. Budget Flexibility....5
c. Consultants....5
d. Travel....5
e. Travel – Foreign....5
f. Travel – Mileage Reimbursement Rates....6
g. WIOA Infrastructure....6
10. Administrative Requirements....7
a. Assurances and Certifications....7
b. Audits....7
c. Changes in Micro-purchase and Simplified Acquisition Thresholds....7
d. Closeout/Final Year Requirements....7
e. Equipment....8
f. Federal Funding Accountability and Transparency Act (FFATA)....8
g. Intellectual Property Rights....10
h. Pay for Performance Contract Strategies....11
i. PY 2019 Administrative Costs Limits (WIOA Title I Only)....11
j. PY 2019 Rapid Response Activities (WIOA Title I Only)....12
k. Personally Identifiable Information....12
l. Pre-Award....12
m. Procurement....12
n. Program Income....12
o. Publicity....12
p. Recipient Integrity and Performance Matters....13
q. Reports....14
r. Requirements for Conference and Conference Space....14
s. Subawards....15
t. Supportive Services & Participant Support Costs....15
u. System for Award Management....15
v. SAM Registration Validation....16
w. Vendor/Contractor....16

x. Whistleblower Protection 16
11. Program Requirements 17
12. Fiscal Year (FY) 2020 Federal Appropriations Requirements 17
a. Fair Labor Standards Act Amendment for Major Disasters 17
b. Health Benefits Coverage for Contraceptives 18
c. Privacy Act 18
d. Prohibition on Contracting with Corporations with Felony Criminal Convictions 18
e. Prohibition on Contracting with Corporations with Unpaid Tax Liabilities 18
f. Prohibition on Procuring Goods Obtained Through Child Labor 18
g. Prohibition on Providing Federal Funds to ACORN 19
h. Reporting of Waste, Fraud and Abuse 19
i. Requirement for Blocking Pornography 19
j. Requirement to Provide Certain Information in Public Communications 19
k. Restriction on Health Benefits Coverage for Abortions 19
l. Restriction on Lobbying/Advocacy 20
m. Restriction on the Promotion of Drug Legalization 20
n. Restriction on Purchase of Sterile Needles or Syringes 20
o. Salary and Bonus Limitations 20
13. Public Policy 20
a. Architectural Barriers 20
b. Drug-Free Workplace 21
c. Executive Orders 21
d. Flood Insurance 22
e. Hotel-Motel Fire Safety 22
f. Prohibition on Trafficking in Persons 22
g. Veterans' Priority Provisions 24
14. Attachments 24
Attachment A: SF-424

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 (Pub. L. 113-128).
II. Other applicable Federal statutes.
III. Further Consolidated Appropriations Act, 2020 (Pub. L. 116-94)
IV. Implementing Regulations.
V. Executive Orders.
VI. OMB Guidance, 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

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. Training and Employment Guidance Letter (TEGL) No. 16-19

Training and Employment Guidance Letter (TEGL) No. 16-19 and any amendments https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=8295 are hereby incorporated into this Grant Agreement. 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 Notice of Award (NOA).

4. 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. 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.

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. Return of Funds

Effective October 1, 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.

7. 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.

8. 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.

9. Cost Limitation Restrictions

a. Administrative Costs

Under the Workforce Innovation and Opportunity Act, administrative costs are defined and discussed in 20 CFR 683.215. There is a 10 percent limitation on administrative costs on funds that are awarded under this grant. Under no circumstances may the administrative costs exceed this limit. Award recipients will be evaluated based on their compliance to the limits of the administrative costs during close out. Any amounts that exceeds this limitation will be disallowed and subject to debt collection.

b. Budget Flexibility

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

As directed in 2 CFR 200.308(e), for programs where the Federal share is over the simplified acquisition threshold (currently $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).

c. Consultants

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

d. Travel

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

e. Travel – Foreign

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

f. Travel – Mileage Reimbursement Rates

Pursuant to 2 CFR 200.474(a), all award recipients must have policies and procedures in place related to travel costs; however, for reimbursement on a mileage basis, this Federal award cannot be charged more than the maximum allowable mileage reimbursement rates for Federal employees. The 2020 mileage reimbursement rates are:

Modes of Transportation	Effective/Applicability Date	Rate per mile
Privately owned automobile	**January 1, 2020**	$0.575
Privately owned motorcycle	**January 1, 2020**	$0.545

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

g. WIOA Infrastructure

WIOA sec. 121(b)(1)(B)and 20 CFR 678.400 require the following programs to be One-Stop partners: A. WIOA title I programs: Adult, Dislocated Worker, and Youth formula programs; Job Corps; YouthBuild; Native American programs; National Farmworker Jobs Program (NFJP); B. Wagner-Peyser Act Employment Service (ES) program authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), as amended by WIOA title III; C. Senior Community Service Employment Program (SCSEP) authorized under title V of the Older Americans Act of 1965; D. Trade Adjustment Assistance (TAA) activities authorized under chapter 2 of title II of the Trade Act of 1974; E. Unemployment Compensation (UC) programs; F. Jobs for Veterans State Grants (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.

10. 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. Equipment

The requirement that grant recipients obtain prior approval from the Federal Grantor agency for all purchases of equipment (as described in 2 CFR 200.439) is waived in accordance with 2 CFR 200.308(c)(4) and 20 CFR Part 683.200, and approval authority is delegated to the Governor. Notwithstanding this waiver, the Grantor reserves the right to reimpose the requirement of prior approval by the Grantor, after providing advance notice to the State (Grantee).

f. 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.

g. 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."***

h. Pay for Performance Contract Strategies

Pay for Performance (PFP) contract strategies seek to maximize the likelihood that the Federal government pays only for services that are demonstrably effective, and secures performance results at a lower cost. The Workforce Innovation and Opportunity Act (WIOA) has authorized PFP as a discretionary activity in WIOA Title I Adult, Dislocated Worker, and Youth programs:

> WIOA, Public Law No. 113-128, enacted July 22, 2015, available at https://www.gpo.gov/fdsys/pkg/PLAW-113publ128/pdf/PLAW-113publ128.pdf, Sections 3(47); 116(d)(2)(K), which references 116(b)(2)(A); 116(d)(6)(D); 116(h); 128(b); 133(b); 129(c)(2); 134(a)(3)(A)(xiv), which references 134(d)(1)(A)(iii); 134(c)(3) and 134(c)(3)(G)(ii)(VI) specifically; and 189(g)(2)(D)

A state may request no more than 10 percent of the total local adult and dislocated worker allocations be reserved and used on the implementation of WIOA PFP contract strategies for adult training services described in sec. 134(c)(3) of WIOA. No more than 10 percent of the local youth allocation can be reserved and used on the implementation of WIOA PFP contract strategies for youth training services and other activities described in sec. 129(c)(2) of WIOA. Section 189(g)(2)(D) of WIOA authorizes funds used for WIOA PFP contract strategies are available until expended.

A forthcoming Training and Employment Guidance Letter (TEGL) will provide information and procedural requirements on the implementation of PFP Contract Strategies using the WIOA formula funding streams. After the PFP TEGL is published, this grant will be modified to incorporate the PFP Federal Award Terms, which would become effective when a state has received approval of a grant modification request to implement PFP.

i. PY 2019 Administrative Costs Limits (WIOA Title I Only)

Notwithstanding WIOA section 128(b)(4), for PY 2019, not more than 20 percent of the total amount allocated to a local area may be used for the administrative costs of carrying out local workforce investment activities under WIOA Chapter 2 (Youth Workforce Investment Activities) and Chapter 3 (Adult and Dislocated Worker Employment and Training Activities), if the portion

of the total amount of administrative costs that exceeds 10 percent of the total amount allocated is used to respond to a qualifying emergency.

j. PY 2019 Rapid Response Activities (WIOA Title I Only)

The funds reserved by a Governor for PY 2019 for statewide activities under WIOA 128(a) that remain unobligated may be used for statewide rapid response activities as described in WIOA 134(a)(2)(A) for responding to a qualifying emergency.

k. 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.

l. 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.***

m. 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.

n. 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.

o. 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.

p. Recipient Integrity and Performance Matters

1. If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds $10,000,000 for any period of time during the period of performance of this Federal award, then you as the award recipient during that period of time must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings described in paragraph 2 of this award term and condition. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.
2. Proceedings about which you must report. Submit the information required about each proceeding that:
   a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;
   b. Reached its final disposition during the most recent 5-year period; and
   c. Is one of the following:
      I. A criminal proceeding that resulted in a conviction, as defined in paragraph 5. of this award term
      II. A civil proceeding that resulted in a finding of fault and liability and paying a monetary fine, penalty, reimbursement, restitution, or damages of $5,000 or more;
      III. An administrative proceeding, as defined in paragraph 5. of this award term, that resulted in a finding of fault and liability and your payment of either monetary fine or penalty of $5,000 or more or a reimbursement, restitution, or damages in excess of $100,000; or
      IV. Any other criminal, civil, or administrative proceeding if:
         (A) It could have led to an outcome described in paragraph 2.c.I, II, or III of this award term;
         (B) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and
         (C) The requirement in this award term to disclose information about the proceeding does not conflict with applicable laws and regulations.

3. Reporting procedures. Enter in SAM Entity Management area (formerly CCR), or any successor system, the FAPIIS information that SAM requires about each proceeding described in paragraph 2. of this award term. You do not need to submit the information a second time under assistance awards that you received if you already provided the information through SAM (formerly CCR) because you were required to do so under Federal procurement contracts that you were awarded.

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

5. Definitions. For purposes of this award term:

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

q. 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 45 calendar days after the quarter ends and the closeout 9130 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) 20-19 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 NOA.

r. 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.

s. 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)).

t. 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.

u. 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.

v. 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.

w. 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.

x. 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.

11. Program Requirements

Training and Employment Guidance Letter (TEGL) No. 16-19 outlines the program requirements for this award.

12. Fiscal Year (FY) 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. Privacy Act

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

d. 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.

e. 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.

f. 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.

g. 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.

h. 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.

i. 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.

j. 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.

k. 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.

l. 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.

m. 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.

n. 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.

o. 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.

13. 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.

14. Attachments

Attachment A: SF-424

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: 05/22/2020

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:

Division Name:

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:

17.259

CFDA Title:

WIOA Youth Activities

*** 12. Funding Opportunity Number:**

ETA-TEGL-16-19-YOUTH

* Title:

Workforce Innovation and Opportunity Act (WIOA) Youth Activities Program Allotments for Program Year (PY) 2020

13. Competition Identification Number:

ETA-TEGL-16-19-YOUTH

Title:

Workforce Innovation and Opportunity Act (WIOA) Youth Activities Program Allotments for Program Year (PY) 2020

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

Add Attachment | Delete Attachment | View Attachment

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

WIOA Youth Activities

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: 07/01/2020 * b. End Date: 06/30/2021

18. Estimated Funding ($):

* a. Federal	5,121,772.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	5,121,772.00

*** 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

* Telephone Number: 202.671.1900 Fax Number:

* Email: unique.morris-hughes2@dc.gov

* Signature of Authorized Representative: Walter C Lundy * Date Signed: 05/22/2020

DOES POH 2022 Q120_WIOA Common Measures

		PY19									PY20									PY21				
			Q1		Q2		Q3		Q4			Q1		Q2		Q3		Q4			Q1		Q2	
		Negotiated Outcome	N (number)	Percent	N (number)	Percent	N (number)	Percent	N (number)	Percent	Negotiated Outcome	N (number)	Percent	N (number)	Percent	N (number)	Percent	N (number)	Percent	Negotiated Outcome	N (number)	Percent	N (number)	Percent
Title I Adult	*Participants Served (N only)*	***N/A***	860	N/A	791	N/A	759	N/A	639	N/A	***N/A***	641	N/A	602	N/A	641	N/A	650	N/A	**N/A**	675	N/A		N/A
	Employment rate (2d quarter after exit) - numerator and denominator	***65%***	70.50%	100%	72.50%	100%	68.30%	100%	71.80%	100%	***67%***	78.50%	100%	74.20%	100%	53.50%	79.90%	53.10%	79.10%	**67%**	83.00%	100%		
	Employment rate (4th quarter after exit) - numerator and denominator	***68%***	72.00%	100%	74.20%	100%	74.20%	100%	68.60%	100%	***70%***	76.90%	100%	69.50%	99%	52.60%	75.10%	75.30%	100%	**70%**	67.40%	96.30%		
	Median earnings (2d quarter after exit)	***$5,725***	$6,397	100%	$6,419	100%	$6,113	100%	$7,323	100%	***$6,000***	$9,111	100%	$9,286	100%	$6,286	100%	$11,726	100%	**$6,400**	$12,981	100%		
	Credential attainment	***60%***	28.70%	48%	37.50%	63%	31.10%	52%	44.10%	74%	***60%***	40.20%	67%	62.70%	100%	62.40%	100%	56.10%	94%	**60%**	65.20%	100%		
	Measurable skills gain	***Baseline***	33.30%	N/A	46.50%	N/A	30.20%	N/A	54.40%	N/A	***34%***	55.30%	100%	50%	100%	63.20%	100%	62.50%	100%	**34%**	59.00%	100%		
Title I Dislocated Worker	*Participants Served (N only)*	***N/A***	214	N/A	234	N/A	224	N/A	165	N/A	***N/A***	186	N/A	180	N/A	208	N/A	186	N/A	**N/A**	192	N/A		N/A
	Employment rate (2d quarter after exit) - numerator and denominator	***67%***	80.00%	100%	71.90%	100%	73.80%	100%	78.90%	100%	***71%***	82.10%	100%	69.20%	97%	59.40%	83.70%	87.50%	100%	**74%**	84.80%	100%		
	Employment rate (4th quarter after exit) - numerator and denominator	***68%***	71.30%	100%	77.20%	100%	64.40%	95%	68.60%	100%	***70%***	79.20%	100%	72.00%	100%	51.70%	73.90%	76.70%	100%	**70%**	71.00%	100%		
	Median earnings (2d quarter after exit)	***$7,500***	$6,651	89%	$10,522	100%	$8,652	100%	$7,035	94%	***$8,000***	$11,726	100%	$14,899	100%	$8,023	100%	$14,702	100%	**$8,000**	$19,369	100%		
	Credential attainment	***60%***	46.20%	77%	24.10%	40%	25.90%	43%	25.00%	42%	***60%***	20.00%	33.30%	51.60%	86%	53.30%	88.80%	28.60%	47.70%	**60%**	66.70%	100%		
	Measurable skills gain	***Baseline***	69.70%	N/A	60.70%	N/A	33.30%	N/A	33.30%	100%	***56%***	56.50%	100%	40%	71%	63.60%	100%	50%	89.30%	**56%**	57.10%	100%		
Title I Youth	*Participants Served (N only)*	***N/A***	250	N/A	84	N/A	100	N/A	122	N/A	***N/A***	145	N/A	173	N/A	186	N/A	166	N/A	**N/A**	26	N/A		N/A
	Employment rate (2d quarter after exit) - numerator and denominator	***54%***	62.10%	100%	69.20%	100%	58.30%	100%	57.80%	100%	***58%***	66.50%	100%	57.70%	99%	50.00%	86.20%	66.70%	100%	**60%**	84.80%	100%		
	Employment rate (4th quarter after exit) - numerator and denominator	***46%***	53.70%	100%	66.90%	100%	66.00%	100%	61.50%	100%	***56%***	58.30%	100%	50%	89%	39.80%	71.10%	73.10%	100%	**58%**	33.30%	57.40%		
	Median earnings (2d quarter after exit)	***Baseline***	$3,237	N/A	$3,274	N/A	$2,312	N/A	$3,663	N/A	***$3,200***	$5,191	100%	$4,530	100%	$10,433	100%	$3,769	100%	**$3,200**	$8,014	100%		
	Credential attainment	***52%***	52.50%	100%	64.70%	100%	67.30%	100%	100.00%	100%	***53%***	100%	100%	85.20%	100%	44.50%	84.00%	23.80%	44.90%	**53%**	66.70%	100%		
	Measurable skills gain	***Baseline***	17.60%	N/A	33.80%	N/A	22.40%	N/A	13.20%	100%	***20%***	4.80%	24%	0.60%	3%	21.50%	100%	8.70%	43.50%	**20%**	71.40%	100%		
Title III Employment Services	*Participants Served (N only)*	***N/A***	3,372	N/A	3171	N/A	3107	N/A	1392	N/A	***N/A***	1413	N/A	1276	N/A	2008	N/A	2097	N/A	**N/A**	2212	N/A		N/A
	Employment rate (2d quarter after exit) - numerator and denominator	***54%***	56.60%	100%	56.50%	100%	58.00%	100%	57.70%	100%	***56%***	66%	100%	59%	100%	30.50%	54.50%	61.50%	100%	**56%**	55.90%	99.80%		
	Employment rate (4th quarter after exit) - numerator and denominator	***79%***	59.70%	76%	62.60%	79%	63.00%	80%	60.30%	76%	***75%***	68.70%	91.60%	62.70%	83.60%	40.70%	54.30%	59.70%	79.60%	**75%**	54.10%	72.10%		
	Median earnings (2d quarter after exit)	***$5,200***	$5,473	100%	5,455$	100%	$6,082	100%	$7,073	100%	***$5,400***	$7,524	100%	$8,457	100%	$6,612	100%	$6,368	100%	**$5,400**	$6,787	100%		
	Credential attainment	***N/A***	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	***N/A***	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	**N/A**	N/A	N/A	N/A	N/A
	Measurable skills gain	***N/A***	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	***N/A***	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	**N/A**	N/A	N/A	N/A	N/A

OMB Control Number 1205-0526
Expiration Date: 05-31-2024

ETA-9169

Statewide Performance Report

Certified in WIPS: 9/30/2021 10:05 AM EDT

PROGRAM Wagner-Peyser

STATE: District Of Columbia Title I Local Area:

REPORTING PERIOD COVERED (Required for current and three preceding years.)

From (mm/dd/yyyy) : 7/1/2020 To (mm/dd/yyyy) : 6/30/2021

TITLE (select one):

Title I Adult	☐	Title II Adult Education	☐
Title I Dislocated Worker	☐	Title III Wagner-Peyser	☒
Title I Youth	☐	Title IV Vocational Rehabilitation	☐
Title I and Title III combined	☐		

SUMMARY INFORMATION

Service	Participants Served Cohort Period:	Participants Exited Cohort Period: 4/1/2020-3/31/2021	Funds Expended Cohort Period: 7/1/2020-6/30/2021	Cost Per Participant Served Cohort Period: 7/1/2020-6/30/2021
Career Services	4,275	2,697	$1,885,532	$441
Training Services				

	Percent enrolled in more than one core program:	Percent Admin Expended:
	27.0%	N/A
15.4%		

BY PARTICIPANT CHARACTERISTICS

		Total Participants Served Cohort Period: 7/1/2020-6/30/2021	Total Participants Exited Cohort Period: 4/1/2020-3/31/2021		Employment Rate (Q2)[2] Cohort Period: 7/1/2019-6/30/2020		Employment Rate (Q4)[2] Cohort Period: 1/1/2019-12/31/2019		Median Earnings Cohort Period: 7/1/2019-6/30/2020	Credential Rate[3] (Cohort Period: 1/1/2019-12/31/2019		Measurable Skill Gains[3] Cohort Period: 7/1/2020-6/30/2021	
					Num	Rate	Num	Rate	Earnings	Num	Rate	Num	Rate
Total Statewide		4,275	2,697	Negotiated Targets		56.0%		75.0%	$5,400				
				Actual	3,832	53.1%	5,530	58.1%	$7,441				
Sex	Female	2,404	1,521		1,933	54.7%	2,678	58.3%	$7,184				
	Male	1,864	1,170		1,895	51.5%	2,847	58.0%	$7,800				
Age	< 16	0	0		0		0						
	16 - 18	37	18		20	74.1%	28	73.7%	$3,789				
	19 - 24	604	397		523	58.4%	657	58.2%	$4,902				
	25 - 44	2,196	1,390		2,081	57.1%	3,023	62.8%	$7,735				
	45 - 54	668	412		660	49.3%	1,006	57.6%	$9,038				
	55 - 59	340	206		284	46.7%	447	54.3%	$8,230				
	60+	430	274		264	37.2%	369	38.1%	$7,437				
Ethnicity/Race	American Indian / Alaska Native	60	32		39	47.0%	62	51.2%	$4,515				
	Asian	69	48		28	54.9%	37	52.9%	$8,895				
	Black / African American	2,860	1,659		2,279	52.1%	3,314	56.2%	$6,369				
	Hispanic / Latino	99	55		152	53.5%	191	61.4%	$9,880				
	Native Hawaiian / Pacific Islander	15	8		7	63.6%	10	71.4%	$11,226				
	White	434	289		178	53.9%	255	58.2%	$10,739				
	More Than One Race	66	34		36	45.6%	69	54.8%	$6,406				

BY EMPLOYMENT BARRIER[4]	Total Participants Served	Total Participants Exited		Employment Rate (Q2)[2]		Employment Rate (Q4)[2]		Median Earnings	Credential Rate[3]		Measurable Skill Gains[3]	
				Num	Rate	Num	Rate	Earnings	Num	Rate	Num	Rate
Total Statewide	4,275	2,697	Negotiated Targets		56.0%		75.0%	$5,400				
			Actual	3,832	53.1%	5,530	58.1%	$7,441				
Displaced Homemakers	2	0		0		1	50.0%					
English Language Learners, Low Levels of Literacy, Cultural Barriers	273	60		120	64.9%	135	58.2%	$6,545				
Exhausting TANF within 2 years (Part A Title IV of the Social Security Act)	0	0		0		0						
Ex-offenders	313	179		358	47.6%	324	49.2%	$4,683				
Homeless Individuals / runaway youth	281	146		302	48.5%	272	47.5%	$5,296				
Long-term Unemployed (27 or more consecutive weeks)	677	376		557	47.4%	907	53.1%	$6,707				
Low-Income Individuals	1,536	561		937	55.2%	1,268	56.0%	$6,830				
Migrant and Seasonal Farmworkers	0	0		0		0						
Individuals with Disabilities (incl. youth)	253	121		175	38.8%	261	42.5%	$7,017				
Single Parents (Incl. single pregnant women)	313	67		99	55.9%	139	54.9%	$7,417				
Youth in foster care or aged out of system	0	0		0		1	100.0%					

ADDITIONAL COMMENTS:

[1]Applies to Title I only.
[2]This indicator also includes those who entered into a training or education program for the Youth program.
[3]Credential Rate and Measurable Skill Gains do not apply to the Wagner-Peyser program.
[4]Barriers to Employment are determined at the point of entry into the program.

Numbers entered into cells in this template are the same as the corresponding "report item number" on the report specification document. Clicking on each hyperlink will take the user to the plain text language

Public Burden Statement (1205-0NEW)
Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's reply to these reporting requirements is mandatory (Workforce Innovation and Opportunity Act, Section 116). Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the 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 this burden estimate to the Office of Policy Development and Research ● U.S. Department of Labor ● Room N-5641 ● 200 Constitution Ave., NW, ● Washington, DC ● 20210. Do NOT send the completed application to this address.

OMB Control Number 1205-0526
Expiration Date: 05-31-2024

ETA-9169

Statewide Performance Report

Certified in WIPS: 9/30/2021 9:51 AM EDT

PROGRAM WIOA Adult

STATE: District Of Columbia Title I Local Area:

REPORTING PERIOD COVERED (Required for current and three preceding years.)

From (mm/dd/yyyy) : 7/1/2020 To (mm/dd/yyyy) : 6/30/2021

TITLE (select one):

Title I Adult	☒	Title II Adult Education	☐
Title I Dislocated Worker	☐	Title III Wagner-Peyser	☐
Title I Youth	☐	Title IV Vocational Rehabilitation	☐
Title I and Title III combined	☐		

SUMMARY INFORMATION

Service	Participants Served Cohort Period:	Participants Exited Cohort Period: 4/1/2020-3/31/2021	Funds Expended Cohort Period: 7/1/2020-6/30/2021	Cost Per Participant Served Cohort Period: 7/1/2020-6/30/2021
Career Services	880	262	$2,544,261	$2,891
Training Services	373	118	$88,156	$236

Percent training-related employment[1]:	Percent enrolled in more than one core program:	Percent Admin Expended:
18.2%	99.9%	1.0%

BY PARTICIPANT CHARACTERISTICS

		Total Participants Served Cohort Period: 7/1/2020-6/30/2021	Total Participants Exited Cohort Period: 4/1/2020-3/31/2021		Employment Rate (Q2)[2] Cohort Period: 7/1/2019-6/30/2020		Employment Rate (Q4)[2] Cohort Period: 1/1/2019-12/31/2019		Median Earnings Cohort Period: 7/1/2019-6/30/2020	Credential Rate[3] (Cohort Period: 1/1/2019-12/31/2019		Measurable Skill Gains[3] Cohort Period: 7/1/2020-6/30/2021	
					Num	Rate	Num	Rate	Earnings	Num	Rate	Num	Rate
Total Statewide		880	262	Negotiated Targets		67.0%		70.0%	$6,000		60.0%		34.0%
				Actual	468	70.3%	689	68.2%	$8,580	182	56.2%	92	76.0%
Sex	Female	467	137		236	68.2%	340	66.0%	$7,913	80	54.1%	46	82.1%
	Male	411	124		230	72.3%	347	70.5%	$9,758	102	58.0%	46	70.8%
Age	< 16	0	0		0		0			0		0	
	16 - 18	22	8		7	87.5%	9	75.0%	$2,945	3	75.0%	8	66.7%
	19 - 24	163	48		85	80.2%	117	73.6%	$8,056	37	63.8%	47	90.4%
	25 - 44	420	115		271	73.8%	403	71.2%	$9,552	100	54.1%	26	63.4%
	45 - 54	138	45		56	70.0%	96	70.1%	$8,617	24	52.2%	4	66.7%
	55 - 59	73	24		25	47.2%	39	55.7%	$8,521	13	68.4%	4	100.0%
	60+	64	22		24	46.2%	25	37.3%	$5,100	5	41.7%	3	50.0%
Ethnicity/Race	American Indian / Alaska Native	14	3		6	50.0%	12	60.0%	$5,978	4	100.0%	2	100.0%
	Asian	4	1		5	100.0%	7	58.3%	$9,073	2	50.0%	1	100.0%
	Black / African American	729	219		359	70.7%	552	68.2%	$8,462	153	58.0%	80	76.9%
	Hispanic / Latino	22	10		19	55.9%	22	66.7%	$6,597	3	50.0%	3	100.0%
	Native Hawaiian / Pacific Islander	5	1		1	100.0%	2	100.0%	$11,226	0	0.0%	1	100.0%
	White	30	9		21	67.7%	25	67.6%	$7,788	6	60.0%	2	50.0%
	More Than One Race	16	4		4	44.4%	13	76.5%	$5,978	4	100.0%	3	100.0%

BY EMPLOYMENT BARRIER[4]	Total Participants Served	Total Participants Exited		Employment Rate (Q2)[2]		Employment Rate (Q4)[2]		Median Earnings	Credential Rate[3]		Measurable Skill Gains[3]	
				Num	Rate	Num	Rate	Earnings	Num	Rate	Num	Rate
Total Statewide	880	262	Negotiated Targets		67.0%		70.0%	$6,000		60.0%		34.0%
			Actual	468	70.3%	689	68.2%	$8,580	182	56.2%	92	76.0%
Displaced Homemakers	1	0		0		1	50.0%		0		0	
English Language Learners, Low Levels of Literacy, Cultural Barriers	172	42		68	70.1%	75	67.0%	$7,879	31	62.0%	11	40.7%
Exhausting TANF within 2 years (Part A Title IV of the Social Security Act)	0	0		0		0			0		0	
Ex-offenders	105	35		52	73.2%	82	70.1%	$7,661	18	60.0%	9	47.4%
Homeless Individuals / runaway youth	87	32		59	73.8%	77	63.1%	$5,811	24	64.9%	1	25.0%
Long-term Unemployed (27 or more consecutive weeks)	170	57		76	57.6%	108	53.2%	$6,859	32	61.5%	7	50.0%
Low-Income Individuals	727	213		376	68.4%	570	66.1%	$8,118	163	58.6%	78	76.5%
Migrant and Seasonal Farmworkers	0	0		0		0			0		0	
Individuals with Disabilities (incl. youth)	61	20		22	50.0%	35	52.2%	$3,771	14	63.6%	0	0.0%
Single Parents (Incl. single pregnant women)	130	40		48	62.3%	70	58.3%	$7,848	26	60.5%	11	68.8%
Youth in foster care or aged out of system	0	0		0		0			0		0	

ADDITIONAL COMMENTS:

Funds Expended: Dislocated Workers Funds were used to pay for Adult Training Activities.

Transfers of Funds. 1. WIOA sec. 133(b)(4) provides the authority for local workforce areas, with approval of the Governor/Mayor, to transfer up to 100 percent of the Adult Activities funds for expenditure for on Dislocated Worker Activities, and up to 100 percent of Dislocated Worker Activities funds for expenditure on Adult Activities.

[1]Applies to Title I only.
[2]This indicator also includes those who entered into a training or education program for the Youth program.
[3]Credential Rate and Measurable Skill Gains do not apply to the Wagner-Peyser program.
[4]Barriers to Employment are determined at the point of entry into the program.

Numbers entered into cells in this template are the same as the corresponding "report item number" on the report specification document. Clicking on each hyperlink will take the user to the plain text language

Public Burden Statement (1205-0NEW)
Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's reply to these reporting requirements is mandatory (Workforce Innovation and Opportunity Act, Section 116). Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the 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 this burden estimate to the Office of Policy Development and Research ● U.S. Department of Labor ● Room N-5641 ● 200 Constitution Ave., NW, ● Washington, DC ● 20210. Do NOT send the completed application to this address.

OMB Control Number 1205-0526
Expiration Date: 05-31-2024

ETA-9169

Statewide Performance Report

Certified in WIPS: 9/30/2021 9:57 AM EDT

PROGRAM WIOA Dislocated Worker

STATE: District Of Columbia Title I Local Area:

REPORTING PERIOD COVERED (Required for current and three preceding years.)

From (mm/dd/yyyy) : 7/1/2020 To (mm/dd/yyyy) : 6/30/2021

TITLE (select one):

Title I Adult	☐	Title II Adult Education	☐
Title I Dislocated Worker	☑	Title III Wagner-Peyser	☐
Title I Youth	☐	Title IV Vocational Rehabilitation	☐
Title I and Title III combined	☐		

SUMMARY INFORMATION

Service	Participants Served Cohort Period:	Participants Exited Cohort Period: 4/1/2020-3/31/2021	Funds Expended Cohort Period: 7/1/2020-6/30/2021	Cost Per Participant Served Cohort Period: 7/1/2020-6/30/2021
Career Services	282	112	$6,007,485	$21,303
Training Services	99	46	$845,282	$8,538

Percent training-related employment[1]:	Percent enrolled in more than one core program:	Percent Admin Expended:
10.2%	100.0%	1.0%

BY PARTICIPANT CHARACTERISTICS

		Total Participants Served Cohort Period: 7/1/2020-6/30/2021	Total Participants Exited Cohort Period: 4/1/2020-3/31/2021		Employment Rate (Q2)[2] Cohort Period: 7/1/2019-6/30/2020		Employment Rate (Q4)[2] Cohort Period: 1/1/2019-12/31/2019		Median Earnings Cohort Period: 7/1/2019-6/30/2020	Credential Rate[3] (Cohort Period: 1/1/2019-12/31/2019		Measurable Skill Gains[3] Cohort Period: 7/1/2020-6/30/2021	
					Num	Rate	Num	Rate	Earnings	Num	Rate	Num	Rate
Total Statewide		282	112	Negotiated Targets		71.0%		70.0%	$8,000		60.0%		56.0%
				Actual	152	69.7%	231	70.9%	$11,735	32	41.0%	27	84.4%
Sex	Female	185	67		93	68.4%	126	66.0%	$11,659	22	46.8%	16	88.9%
	Male	97	45		59	72.0%	105	77.8%	$14,275	10	32.3%	11	78.6%
Age	< 16	0	0		0		0			0		0	
	16 - 18	0	0		0		0			0		0	
	19 - 24	22	8		11	91.7%	11	68.8%	$11,286	1	25.0%	2	66.7%
	25 - 44	131	52		83	75.5%	126	80.3%	$14,929	18	42.9%	12	80.0%
	45 - 54	66	22		34	66.7%	49	63.6%	$6,922	5	31.3%	4	100.0%
	55 - 59	36	16		13	56.5%	25	65.8%	$11,045	5	45.5%	5	100.0%
	60+	27	14		11	50.0%	20	52.6%	$11,089	3	60.0%	4	80.0%
Ethnicity/Race	American Indian / Alaska Native	7	4		0	0.0%	0	0.0%		0	0.0%	1	100.0%
	Asian	3	1		1	50.0%	2	50.0%	$2,425	0	0.0%	0	
	Black / African American	182	61		75	74.3%	130	68.8%	$9,516	23	46.0%	21	84.0%
	Hispanic / Latino	10	6		14	73.7%	11	57.9%	$10,745	1	50.0%	0	
	Native Hawaiian / Pacific Islander	1	1		0		1	100.0%		0		0	
	White	23	12		11	57.9%	15	78.9%	$16,830	2	50.0%	1	100.0%
	More Than One Race	6	4		0	0.0%	1	33.3%		0	0.0%	1	100.0%

BY EMPLOYMENT BARRIER[4]	Total Participants Served	Total Participants Exited		Employment Rate (Q2)[2]		Employment Rate (Q4)[2]		Median Earnings	Credential Rate[3]		Measurable Skill Gains[3]	
				Num	Rate	Num	Rate	Earnings	Num	Rate	Num	Rate
Total Statewide	282	112	Negotiated Targets		71.0%		70.0%	$8,000		60.0%		56.0%
			Actual	152	69.7%	231	70.9%	$11,735	32	41.0%	27	84.4%
Displaced Homemakers	0	0		0		0			0		0	
English Language Learners, Low Levels of Literacy, Cultural Barriers	31	5		8	80.0%	10	66.7%	$7,002	3	50.0%	2	40.0%
Exhausting TANF within 2 years (Part A Title IV of the Social Security Act)	0	0		0		0			0		0	
Ex-offenders	16	5		4	80.0%	6	60.0%	$7,444	2	40.0%	4	66.7%
Homeless Individuals / runaway youth	17	10		7	63.6%	13	76.5%	$6,568	1	25.0%	2	100.0%
Long-term Unemployed (27 or more consecutive weeks)	60	27		24	66.7%	41	62.1%	$11,755	11	73.3%	4	66.7%
Low-Income Individuals	229	78		99	67.3%	169	70.1%	$11,850	29	44.6%	21	87.5%
Migrant and Seasonal Farmworkers	0	0		0		0			0		0	
Individuals with Disabilities (incl. youth)	19	11		9	75.0%	14	87.5%	$11,286	0	0.0%	1	100.0%
Single Parents (Incl. single pregnant women)	28	5		13	72.2%	18	66.7%	$8,467	4	40.0%	1	100.0%
Youth in foster care or aged out of system	0	0		0		0			0		0	

ADDITIONAL COMMENTS:

Funds Expended: Dislocated Workers Funds were used to pay for Adult Training Activities.

Transfers of Funds. 1. WIOA sec. 133(b)(4) provides the authority for local workforce areas, with approval of the Governor/Mayor, to transfer up to 100 percent of the Adult Activities funds for expenditure for on Dislocated Worker Activities, and up to 100 percent of Dislocated Worker Activities funds for expenditure on Adult Activities.

[1]Applies to Title I only.
[2]This indicator also includes those who entered into a training or education program for the Youth program.
[3]Credential Rate and Measurable Skill Gains do not apply to the Wagner-Peyser program.
[4]Barriers to Employment are determined at the point of entry into the program.

Numbers entered into cells in this template are the same as the corresponding "report item number" on the report specification document. Clicking on each hyperlink will take the user to the plain text language

Public Burden Statement (1205-0NEW)
Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's reply to these reporting requirements is mandatory (Workforce Innovation and Opportunity Act, Section 116). Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the 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 this burden estimate to the Office of Policy Development and Research ● U.S. Department of Labor ● Room N-5641 ● 200 Constitution Ave., NW, ● Washington, DC ● 20210. Do NOT send the completed application to this address.

OMB Control Number 1205-0526
Expiration Date: 05-31-2024

ETA-9169

Statewide Performance Report

Certified in WIPS: 9/30/2021 9:59 AM EDT

PROGRAM WIOA Youth

STATE: District Of Columbia Title I Local Area:

REPORTING PERIOD COVERED (Required for current and three preceding years.)

From (mm/dd/yyyy) : 7/1/2020 To (mm/dd/yyyy) : 6/30/2021

TITLE (select one):

Title I Adult	☐	Title II Adult Education	☐
Title I Dislocated Worker	☐	Title III Wagner-Peyser	☐
Title I Youth	☒	Title IV Vocational Rehabilitation	☐
Title I and Title III combined	☐		

SUMMARY INFORMATION

Service	Participants Served Cohort Period:	Participants Exited Cohort Period: 4/1/2020-3/31/2021	Funds Expended Cohort Period: 7/1/2020-6/30/2021	Cost Per Participant Served Cohort Period: 7/1/2020-6/30/2021
Career Services	207	44	$2,197,036	$10,614
Training Services	193	44	$1,050,277	$5,442

Percent training-related employment[1]:	Percent enrolled in more than one core program:	Percent Admin Expended:
1.2%	43.5%	1.0%

BY PARTICIPANT CHARACTERISTICS

		Total Participants Served Cohort Period: 7/1/2020-6/30/2021	Total Participants Exited Cohort Period: 4/1/2020-3/31/2021		Youth Employment/Education/ Training Rate (Q2) Cohort Period: 7/1/2019-6/30/2020		Youth Employment/Education/ Training Rate (Q4) Cohort Period: 1/1/2019-12/31/2019		Median Earnings Cohort Period: 7/1/2019-6/30/2020	Credential Rate[3] (Cohort Period: 1/1/2019-12/31/2019		Measurable Skill Gains[3] Cohort Period: 7/1/2020-6/30/2021	
					Num	Rate	Num	Rate	Earnings	Num	Rate	Num	Rate
Total Statewide		207	44	Negotiated Targets		58.0%		56.0%	$3,200		53.0%		20.0%
				Actual	169	65.3%	144	45.1%	$5,116	93	47.9%	94	49.0%
Sex	Female	115	25		96	68.6%	82	48.5%	$5,344	46	44.2%	51	48.6%
	Male	92	19		73	61.3%	62	41.3%	$4,633	47	52.2%	43	49.4%
Age	< 16	0	0		1	33.3%	2	66.7%		0	0.0%	0	
	16 - 18	20	3		26	56.5%	28	44.4%	$2,292	15	48.4%	6	31.6%
	19 - 24	186	41		142	67.6%	114	45.1%	$5,954	78	48.8%	88	50.9%
	25 - 44	1	0		0		0			0		0	
	45 - 54	0	0		0		0			0		0	
	55 - 59	0	0		0		0			0		0	
	60+	0	0		0		0			0		0	
Ethnicity/Race	American Indian / Alaska Native	1	0		5	71.4%	6	66.7%	$2,913	2	33.3%	0	0.0%
	Asian	1	0		0	0.0%	1	50.0%		0	0.0%	0	
	Black / African American	182	42		147	63.9%	127	43.9%	$5,308	81	47.4%	81	48.5%
	Hispanic / Latino	5	0		4	66.7%	3	50.0%	$4,775	2	66.7%	4	80.0%
	Native Hawaiian / Pacific Islander	0	0		0		0			0		0	
	White	2	1		0		0			0		1	50.0%
	More Than One Race	2	0		0	0.0%	1	33.3%		0	0.0%	0	0.0%

BY EMPLOYMENT BARRIER[4]

	Total Participants Served	Total Participants Exited		Youth Employment/Education/ Training Rate (Q2)		Youth Employment/Education/ Training Rate (Q4)		Median Earnings	Credential Rate[3]		Measurable Skill Gains[3]	
				Num	Rate	Num	Rate	Earnings	Num	Rate	Num	Rate
Total Statewide	207	44	Negotiated Targets		58.0%		56.0%	$3,200		53.0%		20.0%
			Actual	169	65.3%	144	45.1%	$5,116	93	47.9%	94	49.0%
Displaced Homemakers	0	0		0		0			0		0	
English Language Learners, Low Levels of Literacy, Cultural Barriers	192	41		145	64.4%	129	45.7%	$5,233	82	49.1%	89	50.0%
Exhausting TANF within 2 years (Part A Title IV of the Social Security Act)	0	0		0		0			0		0	
Ex-offenders	6	3		6	54.5%	5	38.5%	$5,438	6	60.0%	3	50.0%
Homeless Individuals / runaway youth	14	5		11	84.6%	6	42.9%	$2,516	3	42.9%	8	57.1%
Long-term Unemployed (27 or more consecutive weeks)	1	0		3	50.0%	3	50.0%	$2,501	0	0.0%	0	0.0%
Low-Income Individuals	206	44		169	65.5%	144	45.3%	$5,116	92	47.7%	94	49.2%
Migrant and Seasonal Farmworkers	0	0		0		0			0		0	
Individuals with Disabilities (incl. youth)	4	1		4	30.8%	5	31.3%	$1,408	5	50.0%	1	25.0%
Single Parents (Incl. single pregnant women)	30	9		9	75.0%	4	25.0%	$1,540	7	58.3%	12	44.4%
Youth in foster care or aged out of system	2	1		3	60.0%	3	37.5%	$3,877	2	50.0%	0	0.0%

ADDITIONAL COMMENTS:

[1]Applies to Title I only.
[2]This indicator also includes those who entered into a training or education program for the Youth program.
[3]Credential Rate and Measurable Skill Gains do not apply to the Wagner-Peyser program.
[4]Barriers to Employment are determined at the point of entry into the program.

Public Burden Statement (1205-0NEW)
Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's reply to these reporting requirements is mandatory (Workforce Innovation and Opportunity Act, Section 116). Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the 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 this burden estimate to the Office of Policy Development and Research ● U.S. Department of Labor ● Room N-5641 ● 200 Constitution Ave., NW, ● Washington, DC ● 20210. Do NOT send the completed application to this address.

DISTRICT OF COLUMBIA
DEPARTMENT OF
EMPLOYMENT SERVICES



PY2020

WORKFORCE INNOVATION and OPPORTUNITY ACT

ANNUAL REPORT

GOVERNMENT OF THE DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

CONTENTS

SECTION I: DISTRICT'S WORKFORCE VISION 2

SECTION II: DISTICT'S WORKFORCE GOALS 2

SECTION III: SECTOR STRATEGIES/CAREER PATHWAYS 4

SECTION IV: CUSTOMER SATISFACTION 5

A.1 - ORGANIZATIONAL GROWTH AND PROGRAMMATIC ENHANCEMENTS..... 5
A.2 - IMPROVED ACCESSIBILITY 5
A.3 - INTERNAL-FACING CUSTOMER SERVICE 6

SECTION V: PERFORMANCE ACCOUNTABILITY 6

A.1 - ADULT PROGRAM 7
A.2 - DISLOCATED WORKER PROGRAM 8
A.3 - YOUTH PROGRAM 9
A.4 - WAGNER- PEYSER 10
A.5 - EFFECTIVENESS IN SERVING EMPLOYERS 11
A.6 - COMMON EXIT POLICY 11
A.7 – DATA VALIDATION 12

SECTION VI: MONITORINGACTIVITIES 12

A.1 - PROVIDER RISK ASSESSMENTS 12
A.2 - WIOA SUB-RECIPIENT RISK ASSESSMENTS 13

SECTION VII: OTHER PROGRAMS 14

A.1 - RAPID RESPONSE: 14
A.2 - VETERAN SERVICES PROGRAM: 17
A.3 – National Dislocated Worker Grant Program 18

SECTION VIII: PROMISING PRACTICES/SUCCESS STORIES..... 18

A.1 - PROMISING PRACTICES 19
A.2 - SUCCESS STORIES 21

SECTION IX: Evaluation Activities 23

SECTION X: WAIVERS 23

SECTION I: DISTRICT OF COLUMBIA WORKFORCE VISION

The District of Columbia's WIOA Unified State Plan served as the Program Year (PY) 2020 roadmap to enhance the workforce development system. The vision, goals, strategies, and plans outlined in the Unified State Plan will move the District from a set of siloed workforce programs, across multiple agencies, to a coordinated, accessible and effective workforce system wherein residents can easily access an array of high-quality services offered through various departments through seamless service delivery.

The District's strategic vision for its workforce development system consists of the following three tenets:

- Every DC resident is ready, able, and empowered to discover and attain their fullest potential through lifelong learning, sustained employment, and economic security.
- Businesses are connected to the skilled DC residents they need to compete globally, are full participants in the workforce system, and drive the District's economic growth.
- Residents and businesses in all wards are supported by coordinated, cohesive, and integrated government agencies and partners working to help communities thrive.

The District will continue to work to create a unified public workforce system. This strategy will include efforts to further enhance alignment across core partners; expand that alignment to partners beyond core partners; strengthen the public workforce system's alignment and responsiveness to the business community; develop seamless pathways to in-demand careers; and assess the provision of workforce services. These efforts embody the five major goals identified for the State.

SECTION II: DISTICT'S WORKFORCE GOALS

The public workforce system partners developed the following five goals to achieve the District's vision:

Goal 1: Enhance System Alignment

District workforce development, education and social services providers will collaborate to deliver coordinated and effective services.

Goal 2: Improve Community Access to Workforce and Education Services

All District residents—including people with disabilities, individuals with multiple barriers to employment and those who are underemployed—will have improved access to jobs, education, training, career information and support services necessary to advance in their career pathway.

Goal 3: Expand the Talent Pool for Businesses

The District's business community, particularly those in critical sectors, will be able to access a broader pool of District talent with the skills necessary to meet businesses'

needs, and workers will be able to advance in a career pathway at businesses that hire them.

Goal 4: Improve Youth Services

Youth will have increased access to a coordinated education and workforce system that provides the services and support needed to prepare them for postsecondary educational success, employment, and long-term career advancement.

Goal 5: Increase Performance and Accountability

The DC Workforce Investment Council (DCWIC) will establish, measure, and regularly report progress in meeting realistic quantitative and qualitative performance goals for the District's workforce and education system.

Goal Updates:
The District's PY2020 progress towards achieving the State's workforce vision and five goals identified in the State Plan are listed below:

- Trained more than 100 front line staff and administrators on the use of Data Vault, the District's customer intake and referral system. In addition, front-line workers attended monthly technical assistance meetings, and participated in quarterly Data Vault user training.
- Front-line workers across the District's workforce system received staff development training including topics that support career coaching-related resources and tools for addressing the barriers jobseekers face as a result of the impact that COVID has had on their ability to find employment.
- OSO developed profiles for key CBOs in the District that provide wrap around and other supportive services for vulnerable and underserved populations. The list will be converted into a Customer Relationship Management tool for ongoing updating and sharing of resources within the workforce system that can be accessed to assist jobseekers with barriers to employment.
- Four virtual hiring events were held in 2021 in the District's high growth industries including Construction, Healthcare, IT, Security, Transportation, and Hospitality. Over 101 employers participated in the hiring efforts. Over 497 jobseekers attended.
    - Four informational events designed for employers, jobseekers and case managers were held in conjunction with the virtual hiring events.
- An analysis review of youth-related services and programs provided by District agencies and community-based organizations was conducted through queries to agencies that support youth services along with a cross reference of the Expenditure Guide which requires District agencies to report on programmatic and budget outcomes if they receive workforce funding either at the federal or local level. The analysis will help inform mid-year state planning strategies for serving both in-school and out-of-school youth.

- The Workforce system is facilitating digital access for low-income individuals and are tracking who is receiving access and where there are gaps (Ward-specific).

SECTION III: SECTOR STRATEGIES/CAREER PATHWAYS

The WIC continued to work with providers, employers, and agency partners to update Career Pathways maps as a tool for the system to support the connection of residents to training and skill development aligned with the District's High-Demand Sectors and Occupations List. These maps were shared with partners across the system to ensure alignment and consistency regarding the occupations, knowledge, skills, and credentials that are most sought by employers in the region. Additionally, the career pathway maps will drive further analysis by the DCWIC to identify gaps in services and the need to expand access to high-quality education, training, and workforce providers that align with the high-demand occupations within each pathway. Additional PY2020 Career Pathway updates include:

- DCWIC developed updated career pathway maps and revised analyses of post-COVID in demand occupations.
    - Career pathway maps included focus groups with businesses. Employer comments were analyzed to ensure that training curriculum include skill requirements in high demand occupations.
- Convened internal and external workforce, education, training, and skills development partner working groups to identify opportunities for improved system efficiency, deepen coordination, and inform provision of technical assistance and resource allocation.
- Delivered a 2021 Annual Healthcare Occupations report, listing the top 5 in-demand District occupation areas including:
    - Nursing Assistant
    - Licensed Practical Nurse
    - Medical Assistant
    - Pharmacy Technician
    - Home Health Aide
    - Training for FY21 consisted of a pilot group of 25 individuals trained and certified as Medical Assistants.
- A database was created to track training providers in the District. Information in the database was established based on surveying District training providers to gauge their current training offerings, current learning delivery methods and other data that will allow for analyzing the current state and capacity of training options.
- Expanded the Eligible Training Provider List by two additional training providers and two registered apprenticeship programs, expanding the capacity of quality training in the District's high-demand sectors.
- Year one of the Workforce Investment Council-led Healthcare Sector Partnership was completed. Participants are still engaged in healthcare training and will be

tracked through completion and connected to employment opportunities in the healthcare sector.

SECTION IV: CUSTOMER SATISFACTION

The District maintains its commitment to ensuring customer service provided to all customers – jobseekers, employers, partners, and internal staff– is thorough, consistent, and effective.

A.1 The Customer Navigation Center (CNC)

The CNC is a centralized communications unit that provides efficiency for DOES customer service initiatives. The CNC has proved to become an important customer service cornerstone for the DOES and has expanded to include several DOES programs with plans to onboard more. CNC's goal is to work at a capacity that supports its customer service standards and act as both tertiary support for agency programs – taking calls and answering general information, as well as secondary and primary support – taking and entering participant information into secured systems with the ability to provide detailed information regarding participant intake.

With a call answer rate above 90 percent, the CNC demonstrates how important customer service is to the agency. It is its mission as the DOES' frontline, to deliver stellar customer service that meets and exceeds the seven tenets of the Customer Service Standard's Customer Bill of Rights. The CNC supports DOES customer service standards by being the first point of contact for customer service. The center submits participant information into secure systems with the ability to provide detailed information regarding participant intake.

A.2 Ask the Director

One of the agency's comprehensive customer satisfaction feedback tools is the DOES "Ask the Director" feature accessible through the agency website, https://does.dc.gov/. Through this feature, customers are able to send questions, concerns, and comments directly to the Director of DOES. Within the DOES "Ask the Director" web page, customers may leave their contact information for follow-up and may choose from a wide array of subjects, as well as tailor a message to suit their specific interests or needs. DOES leadership relies on the collection and thorough review of customer feedback to effectively address and improve programmatic processes, procedures, and outcomes, as well as service delivery strategies agency-wide. Once feedback is received by the Director, it is forwarded to the appropriate manager within the appropriate division for review, clarification, and comment to be sent back to the Director within 48 hours or two (2) business days, under normal circumstances. Corrective actions, if necessary, are finalized and implemented. The customer is notified by the agency of any actions and/or outcomes directly related to the inquiry or comment. All resulting determinations are thoroughly evaluated so that customer concerns are addressed, and programmatic enhancements are made, as needed, based upon the feedback provided. Additionally, some feedback and inquiries are received through the District's "Ask the Mayor" portal – similar to the "Ask the Director" tool with a broader scale and customer reach.

A.3 Internal-Facing Customer Service

In addition to external-facing customer service, the DOES values internal-facing customer service to employees as well.

The Oracle

In July 2017, the agency introduced an internal newsletter, Daily Dispatch, to the DOES staff. The newsletter was designed to be an invaluable mouthpiece for internal stakeholders throughout the agency. The resulting content is a 360- view of what is going on in and around DOES.

Customer Service Employee Surveys

Internal-facing customer service surveys detect the mood of the agency. Internal polls and surveys offer insight on how the agency can improve employee morale, provide continued support for its employees, and ensure employees are engaged in work performance. As a result, internal customer care will extend to external quality external customer service.

DOES Intranet

The agency's internal intranet website was revamped in FY 2018. Benefits of the intranet includes a one-stop shop for important agency information that includes but not limited to: policies and procedures, program overviews, staff directory, communication and technology help desk request portals, and daily agency- and District-wide workforce news and twitter updates.

Employee Recognition

The above-mentioned DOES intranet also maintains an employee recognition section to spotlight agency employees and boost staff morale. Employees of the agency can submit a nomination through the intranet and learn more about the employees being recognized.

SECTION V: PERFORMANCE ACCOUNTABILITY

The District's performance goals for PY2020 were established in cooperation with the U.S. Department of Labor's Employment and Training Administration (ETA). This section covers performance and activities for Adults, Dislocated Workers, Youth, and Wagner-Peyser participants receiving WIOA services. The performance data in the tables below provide a look at the employment outcomes of program participants who exited federally funded District workforce programs. The performance indicators measure Employment Rate-2nd quarter after exit, Employment Rate- 4th quarter after exit, Median Earnings, Credential Attainment Rate, and Measurable Skills Gain. DCNetworks is utilized by DOES as its workforce development management information system to document and meet the accountability and reporting requirements of the Department of Labor under WIOA.

DCNetworks connects partner agencies, programs, providers, and services electronically to facilitate the connection between employers and jobseekers. DCNetworks is an integrated web-based system that provides jobseekers, training providers, employers,

and UI applicants with 24-hour access to the agency's comprehensive, employment-related program services and resources as well as access to local, regional, and national labor market information. DCNetworks offers easy access to real-time labor market information, allowing customers to compare information, such as, industry growth, wage rates, current opportunities, and education requirement for specific occupations. DCNetworks also provides employers with viable solutions for online recruiting through use of advanced candidate search options; automated correspondence; and applicant tracking. The system also offers easy access to key reporting features that provide valuable information used for continuous program improvement and performance tracking. Utilizing DCNetworks significantly increases the talent pool available for District employers, as well as provide access to an abundance of employment opportunities for jobseekers.

A.1 Adult Program

The District's WIOA Adult Program provides quality employment and training services to assist eligible customers in obtaining the goals identified in their Individual Employment Plan. The District's Adult Program serves the broadest range of individuals, including unemployment insurance claimants; returning citizens; individuals with disabilities; public assistance recipients, veterans, and individuals with a limited work history. The program is also designed to support employers by assisting them in meeting their individual needs such as hiring skilled workers.

Performance targets and outcomes for the WIOA Adult Program in PY2020 are presented below in ***Table 1.*** In PY2020, the District's negotiated performance standard was 67 percent for Employment Rate- 2nd Quarter after exit, 70 percent for Employment Rate- 4th Quarter after exit, $6,000 for Median Earnings, 60 percent for Credential Attainment Rate, and 34 percent for Measurable Skills Gain. The actual Adult Employment Rate-2nd Qtr after exit of 70.3 percent exceeded the negotiated target; the 68.2 percent Employment Rate- 4th Qtr after exit was 97.4 percent of the target of 70 percent. The Adult Median Earnings of $8,580 exceeded the target of $6,000; the Credential Attainment Rate of 56.2 percent was below the negotiated target of 60 percent; and the 76 percent Measurable Skills Gain exceeded the target of 34 percent In PY2020, DOES served a total of 880 WIOA Adult participants and a total of 262 WIOA Adult participants were exited during the April 1, 2020 through March 31, 2021 reporting period

Table 1: WIOA Adult Program Performance- PY2020

WIOA Adult Performance- PY2020			
Performance Indicator	**Negotiated Target**	**Actual**	**Percent of Target Achieved**
Employment Rate- 2nd Qtr after exit	67%	70.3%	100%
Employment Rate- 4th Qtr after exit	70%	68.2%	97.4%
Median Earnings	$6,000	$8,580	100%

Credential Attainment Rate	60%	56.2%	94%
Measurable Skills Gain	34%	76.0%	100%

A.2 Dislocated Worker Program

The WIOA Dislocated Worker Program is designed to transition laid-off workers back into the labor force – as quickly as possible – in sustainable unsubsidized employment. The goal of the program is to increase the retention and earnings of Dislocated Workers by strengthening their work readiness, educational attainment, occupational skills, and connecting them to careers in high-demand industries. The District delivered basic career, individualized career, training and follow up services to Dislocated Worker customers at the AJCs, while many more benefited from self-service offerings via the DCNetworks system.

Performance results for the WIOA Dislocated Worker Program for PY2020 are presented below in ***Table 2***. In PY2020, the District's negotiated performance target was 71 percent for Employment Rate- 2nd Quarter after exit, 70 percent for Employment Rate- 4th Quarter after exit, $8,000 for Median Earnings, 60 percent for Credential Attainment Rate, and 56 percent for Measurable Skills Gain. The District's actual Employment Rate- 2nd Qtr after exit of 69.7 percent achieved 98.2 percent of the negotiated target; the 70.9 percent Employment Rate- 4th Qtr after exit exceeded the target; The DW Median Earnings of $11,735 exceeded the target of $8,000, the Credential Attainment Rate of 41 percent did not meet the target; and the 84.4 percent Measurable Skills Gain exceeded the target. In PY2020, DOES served a total of 282 WIOA Dislocated Worker participants and a total of 112 WIOA Dislocated Worker participants were exited during the April 1, 2020 through March 31, 2021 reporting period

Table 2: WIOA Dislocated Worker Program Performance– PY2020

WIOA Dislocated Worker Performance- PY2020			
Performance Indicator	**Negotiated Target**	**Actual**	**Percent of Target Achieved**
Employment Rate- 2nd Qtr after exit	71%	69.7%	98.2%
Employment Rate- 4th Qtr after exit	70%	70.9%	100%
Median Earnings	$8,000	11,735	100%
Credential Attainment Rate	60%	41.0%	68.3%
Measurable Skills Gain	56%	84.4%	100%

.

A.3 Youth Program

The WIOA Out of School Youth Program is a federally funded program serving District youth ages 16-24, who are experiencing barriers to employment. This program offers services to young individuals under DOES' Workforce and Federal Program Bureau.

Out of School Youth Programs address these challenges through multiple programs by encouraging and supporting youth to gain both the educational and occupational skills training that leads to nationally recognized credentials that will in turn prepare them for the workforce. Youth who need additional support to employment are provided with the necessary assistance to obtain employment and benefit from job-readiness and employment training.

In PY2020 WIOA enrolled youth were given the opportunity to go through one of two programs offered by DOES' Out School Youth Programs. Programs included: The Pathways for Young Adults Program (PYAP) and Youth Earn and Learn Program (YEALP). These two programs afforded youth within the District who were enrolled in training options that focused on Occupational Skills Training, Work Readiness, Financial Literacy, Entrepreneurial skills development, connection to obtain their high school diploma or G.E.D, paid internship experience, as well as supportive and follow-up services. 90.3% of youth who entered one of the three programs listed, received one of these credentials:

- CDL-B License
- Unarmed Security License
- Information Technology Certification
- Home Health Aid Certification
- Nursing Assistant Certification
- Emergency Medical Technician Certified
- ServSafe Certification
- Business License
- Customer Service for retail sales and Hospitality Certification
- Scrum Agile Project Management Credential
- GED

Performance results for the WIOA Youth Program in PY 2020 are found in **Table 3** below.

In PY2020, the District's negotiated performance target was 58 percent for Employment Rate- 2nd Quarter after exit, 56 percent for Employment Rate- 4th Quarter after exit, $3,200 for the Median Earnings, 53 percent for Credential Attainment Rate, and 20 percent for Measurable Skills Gain.

The actual Youth Employment Rate- 2nd Quarter after exit was 65.3 percent, exceeding the negotiated target; 45.1 percent for Employment Rate -4th Quarter after exit, achieving 80.5 percent of the negotiated goal. Five thousand one hundred eleven dollars for Median income was achieved surpassing the negotiated goal. The actual rate for

Credential Attainment was 47.9 percent, achieving 90.3 percent of the negotiated target. Forty-nine percent for Measurable Skills Gain was achieved, surpassing the negotiated goal. In PY2020, DOES served a total of 207 WIOA Youth participants and a total of 44 WIOA Youth participants were exited during the April 1, 2020 through March 31, 2021 reporting period

Table 3: WIOA Youth Program Performance – PY2020

WIOA Youth Performance- PY2020			
Performance Indicator	**Negotiated Target**	**Actual**	**Percent of Target Achieved**
Employment Rate- 2nd Qtr after exit	58%	65.3%	100%
Employment Rate- 4th Qtr after exit	56%	45.1%	80.5
Median Earnings	$3200	$5,116	100%
Credential Attainment Rate	53%	47.9%	90.3%
Measurable Skills Gain	20%	49.0%	100%

A.4 – Wagner- Peyser

The Wagner-Peyser (WP) Program helps thousands of adult workers connect with employment opportunities and services to develop skills. The program also assists employers with finding skilled workers to fill vacancies. The WP program serves the fullest range of individuals, including returning citizens, Unemployment Insurance claimants, individuals with disabilities, public assistance recipients, veterans, homeless individuals, and individuals with little or no work history. In PY2020 the WP program served 4,275 participants.

Performance results for the Wagner-Peyser Program in PY2020 are found in **Table 4** below. In PY2020, the District's negotiated performance target was 56 percent for Employment Rate- 2nd Quarter after exit, 75 percent for Employment Rate- 4th Quarter after exit, and $5,400 for Median Earnings. The actual Wagner-Peyser Employment Rate- 2nd Qtr after exit of 53.1 percent was 94.8 percent of the negotiated target; the 58.1 percent Employment Rate- 4th Qtr after exit accounted for 77.5 percent of the negotiated target; and the $7,441 Wagner-Peyser Median Earnings exceeded the target of $5,400. In PY2020, DOES served a total of 4,275 Wagner-Peyser participants and a total of 2,697 Wagner-Peyser participants were exited during the April 1, 2020 through March 31, 2021 reporting period

Table 4: Wagner-Peyser Program Performance – PY2020

Wagner-Peyser Performance- PY2020			
Performance Indicator	**Negotiated Target**	**Actual**	**Percent of Target Achieved**
Employment Rate- 2nd Qtr after exit	56%	53.1%	94.8%
Employment Rate- 4th Qtr after exit	75%	58.1%	77.5%
Median Earnings	$5,400	$7,441	100%

A.5 Effectiveness in Serving Employers

WIOA sec. 116(b)(2)(A)(i)(VI) required the US Department of Labor (DOL) and US Department of Education (ED) to establish a primary indicator of performance for effectiveness in serving employers. This indicator is measured as a shared outcome across all six workforce development core programs within District of Columbia to ensure a holistic approach to serving employers. This indicator is reported on an annual basis; therefore, the reporting period for the effectiveness in serving employers indicator is the program year.

The DOL and ED developed three approaches for measuring the effectiveness in serving employers and states had to select two approaches to pilot. The District chose the **Repeat Business Customers** and **Employer Penetration Rate** approaches.

The Repeat Business Customers approach is useful in determining whether employers who receive services from the core programs are satisfied with those services and become repeat customers. This approach also assesses the workforce system's ability to develop and maintain strong relationships with employers over extended periods of time. In PY2020, the District achieved a 21.8 percent (1,787/8,191) Repeat Business Customer Rate.

The Employer Penetration Rate approach is useful in determining whether the core programs are serving a large portion of total employers in an area and are adequately meeting the workforce needs of the area. In PY2020, the District achieved a 6.7 percent (2,920/43,770) Employer Penetration Rate.

A.6 Common Exit Policy

Common exit occurs when a participant, enrolled in multiple partner programs, has not received services from any DOL-administered program, in which the participant is enrolled, for at least 90 days, and no future services are planned.

The District currently operates under a common exit policy that includes the WIOA Title I Adult, Dislocated Worker, and Youth Programs, as well as Title III Wagner-Peyser Employment Service program.

A.7 Data Validation

Data validation is a series of internal controls or quality assurance procedures established to evaluate the accuracy, validity, and reliability of data. The District requires that the WIOA programs use the DCNetworks system to upload or scan participant documents upon receipt for data validation purposes. Moving to an electronic process eliminated the need to maintain paper documents while allowing the validation process to be conducted remotely, accurately, and. If necessary, more frequently than in previous program years. The District has a process to ensure that all eligibility documentation and performance outcomes are entered in DCNetworks prior to the end of the applicable program year.

The annual data validation process is used primarily for ensuring the data used in performance calculations are accurate, reliable, and comparable across programs. A sample of participant data contained in the WIOA performance measures is pulled. The District performs annual data validation on the 24 common data elements listed in TEGL 7-18. Staff training was conducted during the annual validation process on what, why, and how data validation works.

At the conclusion of each year, the District assesses the data validation process to ensure it is working as intended and makes revisions as needed.

SECTION VI: MONITORING ACTIVITIES

In support of the District's workforce programs, provider monitoring is conducted to ensure contracted providers procured through grant and human care agreement (HCA) awards, as well as Memoranda of Understanding (MOUs) are executed in accordance with their governing executed agreement, WIOA requirements, and all required federal and local laws. Program year (PY) 2020 monitoring activities included grant and HCA desk reviews, virtual site visits, reengagements, and follow-up reviews of WIOA-based agreements (grants, HCAs, and MOUs).

The DOES monitoring plan encompasses a risk-based model that administers provider monitoring and tracks program progress in accordance with each provider's assigned risk designation per the risk rubric shown below in ***Table 5***. There are two (2) provider-based assessments: 1) the DOES Provider Risk Assessment; and 2) the WIOA Sub-recipient Risk Assessment. The current Risk Assessment plan is as follows:

A.1 - Provider Risk Assessments

Provider risk assessments are assigned to and completed by an authorized provider stakeholder and include the following assessment areas:

- ***Staffing and Operations*** – provision of the following details for the entity: current staffing levels, lines of authority, and governing board of directors;
- ***Values and Ethics*** – description of entity code of conduct principles and its dissemination;
- ***Policies and Procedures*** – description of the process by which documents governing day-to-day operations are produced, updated, and disseminated to the program team;
- ***Personally Identifiable Information (PII)*** – description of how staff are trained to maintain and safeguard programmatic proprietary information;
- ***Contract Administration*** – description of contractual details, such as: contracting vehicle, scope of services, period of performance, award amount, expenditures to date, mandatory provider deliverables, and credential attainment;
- ***Program Compliance*** – description of compliance activities, such as monitoring of program sub-recipients;
- ***Fiscal and Administrative Operations*** – description of accounting and administrative policies and processes surrounding cash disbursements, prepaid program purchases, fixed assets and inventory, payables and disbursements, procurement and contracting, payroll and human resources, and fiscal sub-recipient monitoring;
- ***Information Technology*** – description of policies and assigned levels of authority as it pertains to IT systems, backing up data, and disaster recovery; and
- ***Previous Risk Areas*** – a disclosure of internal and external programmatic reviews, such as DOL monitoring, previous monitoring, and District of Columbia City Administrator Audit reports.

A.2 - WIOA Sub-Recipient Risk Assessments

WIOA sub-recipient risk assessments are assigned to DOES providers who are performing DOES WIOA administrative functions to include participant eligibility determination as delineated in *the Uniform Administrative Requirements - 2 CFR 200.93*. The WIOA Sub-Recipient Risk Assessment will be conducted in two parts: A) the completion of the Provider Risk Assessment; and B) the completion of the WIOA Sub-Recipient Risk Assessment tool (an Excel file). The WIOA Sub-recipient Risk Assessment tool places a greater emphasis on discerning the organizational contractual compliance and governing accounting principles, such as general ledger and financial statement review as well as accounting system information. *Presently, DOES has no WIOA sub-recipients*.

Provider and WIOA Sub-Recipient Risk Assessment forms will be emailed to the appropriate stakeholder for completion and submission.

Risk Level Designation

Table 5 –Provider and Sub-recipient Risk Level Designation

	Low Risk	Moderate Risk	High Risk
Program / Entity Risk Indicators	**No documented history**[1] of: • Changes in staffing levels and personnel; • Program compliance shortfalls; • Disallowed program costs; • Instances of fraud or disbarment.	**Some documented history**[2] of: • Changes in staffing levels and personnel; • Periodic program compliance shortfalls; • Disallowed program costs; and; • **No** instances of fraud or disbarment.	**Documented history** of: • Drastic changes in staffing levels and personnel; • Sustained program compliance shortfalls; • Disallowed program costs; and • Possible instances of fraud or disbarment.
	Instances where there are fraud convictions and/or debarment is found, the entity will be immediately assessed for contract cancellation and/or appropriate action.		
Monitoring Methodology	Low level risk designated entities will undergo basic program, fiscal, and operation monitoring efforts with a two (2) percent file sampling size and follow-up activities as needed.	Moderate level risk designated entities will undergo a more basic program, fiscal, and operation monitoring efforts with a four (4) percent file sampling size and follow-up activities as needed.	High level risk designated entities will undergo a monitoring of program, fiscal, and operations reviews tailored specifically to the areas of concern with a six (6) percent file sampling size and follow-up activities every three months.

Evidence Collection

Provider stakeholders must provide evidence to verify the statements purported on their respective risk assessments. Verification documents must be submitted along with the completed risk assessment form(s). Provider Risk Assessments must be completed and submitted to DOES monitoring staff, along with corresponding verification documents, within 14 calendar days of distribution.

SECTION VII: OTHER PROGRAMS

A.1 Rapid Response

Authorized under the Workforce Investment and Opportunity Act (WIOA), Rapid Response (RR) is a proactive, employee-focused program designed to assist Dislocated Workers in transitioning into new employment opportunities. The goal of the RR is two-fold: 1) provide resources to companies in both private and government sectors; and 2)

[1] With the exception of drastic changes in staffing levels, OPPM defines "documented history" as a finding from prior monitoring that was not abated.

[2] Not more than two (2) concerns noted, but not more than one (1) concern in for any of the categories listed therein.

respond to layoffs and closings by coordinating services and providing immediate aid to companies and their affected workers. In this regard, RR is beneficial to employees experiencing downsizing and is geared to growing companies who need a pool of skilled workers who are readily available.

The RR team responds within 48 hours of receiving notice of Reduction in Force (RIFS), mass layoffs, or company closings and works to quickly coordinate services with the employer. The District follows federal guidelines under the Worker Adjustment and Retraining Notification (WARN) Act to trigger the delivery of services.

In PY2020 RR received twenty-five (25) Worker Adjustment and Retraining Notifications. The Employers, listed in **Table 6** below, were contacted, and immediate assistance was offered to the employers and affected workers.

Table 6: WARN Notifications

Worker Adjustment and Retraining Notifications - PY2020				
Notice Date	**Organization Name**	**Number of Employees Affected**	**Effective Layoff Date**	**Code Type**
7/17/2020	Pret A Manger	152	3/16/2020	Layoff
7/21/2020	Dupont Circle Hotel	157	3/22/2020	Layoff
7/23/2020	Conrad Hotel	359	3/20/2020	Layoff
7/23/2020	Omni Shoreham Hotel	599	3/27/2020	Layoff
7/24/2020	Washington Hilton	533	3/19/2020	Layoff
7/29/2020	Compass Group USA, Inc. d/b/a/ Restaurant Associates @ World Bank	261	10/1/2020	Layoff
7/30/2020	Compass Group USA, Inc. d/b/a/ Restaurant Associates @ CVC	48	8/1/2020	Layoff
7/30/2020	Compass Group USA, Inc. d/b/a/ Restaurant Associates @ Senate	199	10/1/2020	Layoff

8/6/2020	Embassy Suites Hilton- DC Convention Center	106	3/20/2020	Layoff
8/11/2020	HMS Hosts - DCA	79	3/16/2020	Layoff
8/17/2020	Restaurant Associates (Kennedy Center)	88	8/15/2020	Layoff
8/17/2020	Monumental Sports and Entertainment	175	10/16/2020	Layoff
8/19/2020	Rose Restaurant Group, LLC and affiliates (Rose's Luxury, Pineapple and Pearl, Little Pearl)	72	September 15, 2020 and March 18, 2020	Layoff
8/20/2020	Phoenix Park Hotel	57	10/7/2020	Layoff
8/20/2020	Compass Group USA Inc. dba Chartwells	220	8/20/2020	Layoff
8/23/2020	Neiman Marcus Group	78	10/23/2020	Permanent Closure
9/14/2020	Marriot Washington Metro Center	91	11/20/2020	Layoff
9/30/2020	Kimpton Hotel Palomar	55	TBD	Layoff
10/1/2020	LeTote, Inc.	33	12/1/2020	Permanent Closure
10/12/2020	Aramark at Georgetown Hotel and Conference Center	55	TBD	Layoff
10/16/2020	Aramark at Capital One Area	738	TBD	Layoff
10/16/2020	Aramark at Washington Convention Center	123	TBD	Layoff
10/22/2020	Washington Metropolitan Area Transit Authority	1,604	12/25, and 2/2021 - 6/2021	Layoff

10/22/2020	Cosmos Club	70	5/4/2020	Layoff
3/2/2021	CACI Technologies, Inc.	77	4/30/2021	Permanent Closure
3/16/2021	Curative, Inc	187	5/15/2021	Layoff

The RR team provided a virtual presentation covering AJC and other support services, as applicable. Upon completing a RR event, individuals are instructed on how to register on our DC Networks platform so that we may connect them to Unemployment Insurance or other programs available in the District.

To assist with layoff aversion, the RR team provided referrals to job opportunities within similar occupations. If no opportunities were available within the occupation, other supportive services, or training opportunities were presented as options to dislocated workers. The RR team also provided applicable materials on American Job Center Services to include resume improvement and writing, completing applications on DC Networks or Indeed, and career pathways via training or local District programs such as the DC Infrastructure Academy. Affected workers received information and assistance with Unemployment Insurance filings or issues within filing timeframes.

Moreover, RR accommodated businesses within a sector to place dislocated workers within their industry or occupation based on available opportunities and provided information on Shared Work Opportunities available via the Unemployment Insurance Tax Office.

RR continues to support the needs of the District's businesses and dislocated workers within the parameters of collaboration and cooperation of the business community.

A.2 - Veteran Services Program

The Department of Employment Services has an unwavering commitment to support veterans seeking employment. Leading this work is the Jobs for Veterans State Grant (JVSG) Program. All eligible veterans and eligible spouses receive priority of services over non-veterans in a multitude of services including career assessments, job counseling, job referrals, job placement and targeted hiring events. Veterans are also educated on the preferences made available to them when seeking employment in the federal government.

This program is funded through a US DOL VETS funding formula which is determined by the total number of veterans in a specific geographical location based on census and US Department of Veterans Affairs (VA) statistical data. The District of Columbia is authorized two (2) Local Veteran Employment Representative's (LVER) and three (3) Disabled Veterans Outreach Program (DVOP) specialists.

The LVER staff works with employers, training providers, apprenticeship programs, federal agencies, contractors, and other employer associations to encourage the hiring and advancement of qualified veterans. The DVOP staff provides individualized career services to veterans identified to have significant barriers to employment (SBE) using the case management approach.

The District recognizes that through their service, veterans gain valuable knowledge, strengthened character and transferable skills which can translate over into the civilian labor market. The DVOP and LVER staff work in concert with the AJC staff and the Talent & Client Services staff to identify and match job ready veterans to local employment opportunities. All JVSG program participants are enrolled in the Wagner-Peyser program and some participants are enrolled in WIOA.

A.3 National Dislocated Worker Grant

The Department of Labor (DOL) awarded the Department of Employment Services (DOES) the COVID-19 Disaster Recovery National Dislocated Worker Grant (DWG) to assist DOES with the implementation of innovative strategies to combat the effects of COVID-19 on overburdened and underperforming systems, requiring immediate humanitarian assistance to help mitigate irreparable damage to all District residents. To address the growing complexities of these public health challenges in a humanitarian context, DOES will expand grant activities of providing dislocated workers disaster-relief employment (DRE) positions related to the delivery of humanitarian assistance in the immediate aftermath of the COVID-19 pandemic to include employability training activities component, reskilling dislocated workers to reenter the workforce, closing the District's skills gap.

Given the changing COVID-19 pandemic landscape in the District, DOES will implement a hybrid model that allows DOES to continue to offer low-demand disaster-relief employment opportunities and add career training services component to prepare Washingtonians for a post-pandemic labor force, increasing occupational skills and employment marketability. The pivot to expand grant activities to better serve District residents aligns with DOES' Vision Forward plan to address essential occupation skills upskilling that will lead to viable career pathways for the District's post-pandemic workforce.

To date, DOES served thirty-six (36) participants with the DWG funding, providing DRE positions. DWG funding will support an additional eleven (11) DRE placements. The remaining funds will support fifty-three (53) participants who will receive employment and training services to allow these participants to obtain unsubsidized, sustainable employment following the conclusion of the grant-supported activities.

SECTION VIII: PROMISING PRACTICES/SUCCESS STORIES

The District's WIOA Title I and Title III programs rely on many other programs and partners to leverage funding streams and deliver the broad scope of services our residents require. Efficiently leveraging resources across the District will help to address

the barriers residents face in obtaining employment and allow them to enter and complete education and training programs leading to employment and self-sufficiency. Funded through both federal and local dollars, these programs support residents along their career pathways by providing supportive services, education and training, work experiences, and workforce activities. Although not exhaustive, descriptions of the partner programs and the services that support and supplement co-enrolled Title I and Title III participants are listed below.

A.1 - Promising Practices

Workforce on Wheels (WOW)

Workforce on Wheels is the cutting-edge mobile outreach team of the Department of EmploymentServices. The Workforce on Wheels team is dispatched to various communities across the District to address the needs of District youth and residents. Commissioned to serve constituents in under-served communities, the Workforce on Wheels team brings the resources and services of the American Job Center to neighborhoods where access is often limited.

Wagner Peyser and Reemployment Services and Eligibility Assessment (RESEA) Workshops

Due to COVID-19, the American Job Centers (AJCs) had to adjust service delivery methods. The AJCs continued to operate during peak of pandemic, due of the rise in unemployment and the growing need to provide employment and training services to unemployed and underemployed District residents. As a result, DOES found innovative ways to offer programming and service delivery by moving all Wagner Peyser and Reemployment Services and Eligibility Assessment (RESEA) workshops 100% remotely, utilizing the Adobe Connect platform. Customers can register for upcoming Wagner-Peyser workshops on the DOES website. Moving the workshops completely remotely decreased the risk of the spread of COVID-19 to our employees and customers.

DC Infrastructure Academy

The District of Columbia Infrastructure Academy (DCIA) is a key initiative of the Mayor Muriel Bowser's Administration and led by the Department of Employment Services. Infrastructure is one of the fastest growing industries in the country. The training and services offered by the DC Infrastructure Academy are designed to meet the need for skilled infrastructure professionals in Washington, DC. DCIA coordinates, trains, screens, and recruits residents to fulfill the needs of the infrastructure industry and infrastructure jobs with leading companies in this high-demand field. DCIA is located in the Anacostia neighborhood in Ward 8. All program participants are Wagner-Peyser enrolled with some also participating in WIOA programs.

Office of Apprenticeship, Information and Training (OAIT)

OAIT is responsible for administering the District's Apprenticeship program and the enforcement of DC Law 2-156 and the federal Davis-Bacon and Related Acts (DBRA) on District-funded projects. These services include recruiting and enrolling apprentices. registering employers as apprenticeship sponsors; and providing oversight, technical assistance, and monitoring to ensure compliance with federal and state laws. This

program is a comprehensive training that combines on-the-job learning experiences with supplemental job-related classroom instruction.

Pre-Apprenticeships

The District is one of the few jurisdictions that directly funds pre-apprenticeship programs. DOES's Office of Apprenticeship, Information and Training ("D.C. Office of Apprenticeship") funds several pre-apprenticeship training programs for District residents. One particular hybrid model gives District residents the advantage of earning wages during their initial training period. This pre-apprenticeship training is a preparatory training initiative that prepares District residents to qualify for established registered apprenticeship programs. These programs are targeted to serve hard to employ residents, particularly those residents with certain deficiencies in math, aptitude testing and job readiness.

Pre-apprenticeship training initiatives have been an effective tool to increase the number of District residents in existing apprenticeship opportunities. These programs are approved, overseen, and funded by the District and run by labor union entities and companies with existing approved apprenticeship programs, recognized by the District of Columbia. In order for these entities to participate they must commit to increasing the number of District resident apprentices in their apprenticeship program by accepting all successful completers of the pre-apprenticeship program as apprentices. The District is one of three jurisdictions in the country that has a mandatory apprenticeship registration requirement; the District established the "Step-up Apprentice" classification, which gives District residents another avenue to qualify for union apprenticeship programs. Step-up Apprentices are indentured in the same as regular apprentices: however, this classification gives District residents, who may have slight deficiencies, a year-period to meet full apprenticeship eligibility requirements while gaining credit towards their program. All pre-apprentices are enrolled in Wagner-Peyser Program and some are enrolled in WIOA if additional support is needed.

DC Jail Work Reentry Program

The District wants to ensure all residents who seek employment services – including those who have recently been incarcerated have access to comprehensive support to enter the workforce. District residents pending release from incarceration face a unique set of challenges when seeking to obtain employment. Limited employment history, inadequate educational credentials, substance abuse and mental health challenges are but a few of the obstacles faced by the clients this partnership serves. Through the development of life skills, job training, and basic computer training participants are better prepared for the employment challenges they will face upon release. To that end, the DC Jail Work Reentry Program was established in July 2015 in partnership with the Department of Corrections (DOC), to provide intensive 6-week job training for incarcerated persons with an impending release date. This program enhances the availability of employment options for returning citizens by beginning the process of reintegration prior to release.

Inmates face a thorough screening and assessment to determine eligibility and suitability for the program. Those who are selected are transferred to an exclusive housing unit that is designated solely for the DJ Jail Work Reentry Program. A new cohort of no more than 20 participants begins approximately every six weeks. Job Readiness Class is held Monday through Friday from 9am to 4pm.The program offers a multitude of services including job readiness workshops and classes, which closely parallel the Project Empowerment program, hands-on computer training through a contracted computer instructor; case management for wrap-around services; and post release services.

Participants who take advantage of Project Empowerment referrals are able to start earning a wage almost immediately after being released. For these participants, the transition is significantly easier. The remaining graduates have an open invitation to join Project Empowerment and receive weekly follow-up from an American Job Center case manager. Program participants are Wagner-Peyser enrolled and upon release have the opportunity to enroll in other District workforce programs including the WIOA Adult program.

On the Job Training (OJT)
OJT is a workforce development strategy where employers of all sizes have an opportunity to train, mentor and hire candidates as they become fully proficient in a particular skillset or job function. Through the OJT model, candidates receive the hands-on training necessary to increase their skills, knowledge, and capacity to perform the designated job functions. The OJT strategy ensures unemployed and underemployed jobseekers have a chance to enter and reenter the workforce through an “earn and learn” model. This streamlined approach developed between select employers and the Department of Employment Services (DOES) allows employers to be reimbursed at an established wage rate in exchange for the training provided to participating OJT candidates.

Pre-screened and job-ready candidates are matched with employers willing to provide skills-based, on-the-job training. DOES will provide wage reimbursement from 50 to 75 percent of the candidate’s salary from one to six months (in some cases up to one year) for qualifying District of Columbia residents and employers. OJT employers maintain complete control over hiring decisions, and are assigned a DOES liaison to initiate recruitment efforts and provide support throughout the length of the OJT agreement. Clearly written OJT agreements detail the individual training outline, objectives, duration of agreement, and reimbursement rate. Wage reimbursements will be administered to employers within net 30 days (upon receipt of invoice).

A.2 Success Stories

DOES continues to solicit feedback from program participants (past and present) and their respective worksite supervisors. The input allows DOES to continuously enhance service delivery and improve program outcomes. The following success stories highlight program participants who exceeded performance expectations.

NDWG*:* Participant One was one of the DWG high performers who was offered a position at DOES. His background included experience as a graduate assistant at a community college and managerial expertise at a national retail pharmacy chain. Armed with an accounting degree, Participant One's attention to detail, accuracy, and organizational skills made him an asset to his DOES work team.

Participant Two graduated from college in May 2018 and worked for a defense contractor in cyber and physical security in a highly-sensitive position with Homeland Security. Due to COVID-19, the federal workforce shifted to remote work, and his duties became obsolete. His job was eliminated. DOES benefited from his ability and experience to utilize database systems and process sensitive information quickly.

In addition to attending a local university part-time, Participant Three worked with a residential program for individuals with disabilities. Cutbacks in funding led to a loss in their employment, and Participant Three filed for unemployment and sought assistance from caseworkers at the American Job Center. She was referred to the DWG and placed on a UI team, strengthening her communication and computer skills.

Participant Four's qualifications included a Business Administration degree and ten years in the customer service and managerial field. From the beginning of her tenure in DWG, this participant was pleased to immediately receive extensive training along with the equipment and supplies to enable her to carry out her assignment. Participant Four shared with her caseworker that her placement in DWG "went very well; she loved it and had no issues or concerns." Moreover, she acknowledged that she expanded her skills, especially with research and data retrieval, and set a personal goal to secure permanent employment with the agency.

JVSG: Participant Five, Disabled Air Force Veteran, Enrolled into JVSG on 1.6.2021, highest education was an AA Degree, veteran had skills in Office Management, Medical Records Technician and Medical Assistant. Veteran referred to LVER on 1.10.2021, veteran applied to 4-6 jobs weekly. Veteran continued pursuing a higher education, veteran applied to the DC Charter Schools, Civilian GS9 position at Andrews Air Force Base and Government Positions. Veteran was offered a contract position as Office Manager with the Friendship Place Elementary Charter School, started on 3.5.2021, 55K a year with benefits

"Thank you for all your assistance. I will continue to reach out to you to further build my career. Have a nice day!"

WIOA: Participant Six was working as a cab driver and enjoyed driving but deep down he knew he wanted to increase his income. He had heard that the WIOA program could pay for CDL training and he took off from work to go to the American Job Center to find out more information. He was able to beenrolled in WIOA and was sent to CDL training at 1st CDL of NOVA. After a delay due to the pandemic, he was able to obtain his CDL Class A in September 2020. Since that time, he has started his own transportation company. The customer shared the following message about his experience,

"I really appreciate you! If not for you I should not complete my training and have job now. You assisted me on your lunch break by understanding my desperation to support my family. If I didn't have this job, I might be a homeless by now with my family. I will be creating 4 job opportunities by end of March."

SECTION IX: Evaluation Activities

The District did not perform any evaluation activities in PY2020; however, the District is planning an Equity Audit in PY2021. The Equity Audit will provide more than outcome-based data analysis; but providing a humanistic approach to understanding DOES' data along the lines of color, national origin, age, sexual orientation, gender identity or expression, and place of residence as well as providing data along the lines of equity, inclusion and diversity, telling the agency's whole story, statistically, and providing analysis on how DOES can better inform its stakeholders and partners about its commitment to, equity, inclusion and diversity within the community it serves. The audit will also evaluate how the agency's policies impact and influence the greater workforce ecosystem.

SECTION IX: WAIVERS

The District of Columbia did not have any approved Workforce Innovation and Opportunity Act Waivers during PY2020.

DEPARTMENT OF EMPLOYMENT SERVICES

4058 Minnesota Avenue, NE | Washington, D.C. 20019
Phone: 202-724-7000 | Fax: 202-673-6993 | TTY: 202-698-4817
Website: does.dc.gov | Email: does@dc.gov

DISTRICT OF COLUMBIA DEPARTMENT OF EMPLOYMENT SERVICES

GOVERNMENT OF THE DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

OMB Control Number: 1205-0521
Expiration Date: 06-30-2021

ETA-9173

PY 2020 Qtr 9/30/2020 Performance Report for Jobs for Veterans' State Grants

Time Period: (choose only one) ☒ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date State: District Of Columbia

REPORTING PERIOD COVERED: 7/1/2020-9/30/2020 Certified in WIPS: 11/13/2020 10:54 AM EST

Performance Items		Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period
A. SUMMARY INFORMATION						
1. Total Exiters (Cohort Period:4/1/2020-6/30/2020)		1	9	0	10	16
2. Total Participants Served (Cohort Period:7/1/2020-9/30/2020)		0	56	10	66	63
3. Total Reportable Individuals (Cohort Period:7/1/2020-9/30/2020)						
B. PARTICIPANT SUMMARY AND SERVICE INFORMATION1 (Cohort Period:7/1/2020-9/30/2020)						
Sex	1a. Male	0	45	10	55	54
	1b. Female	0	11	0	11	9
Ethnicity/Race	2a. Hispanic/Latino	0	6	0	6	5
	2b. American Indian or Alaskan Native	0	0	0	0	0
	2c. Asian	0	2	0	2	2
	2d. Black or African American	0	45	6	51	48
	2e. Native Hawaiian or Other Pacific Islander	0	0	0	0	0
	2f. White	0	7	0	7	7
	2g. More Than One Race	0	3	0	3	3
Other Demographics	3a. Eligible Veterans	0	56	10	66	63
	3b. Individuals with a Disability	0	28	5	33	34
	3c. Incumbent Workers	0	0	0	0	0
	3d. Unemployed Individuals	0	51	7	58	55
Education Level	4a. Secondary School Graduate or Equivalent	0	20	1	21	15
	4b. Completed 1 or more years of Postsecondary Education	0	12	1	13	16
	4c. Postsecondary Certification, License, or Educational Certificate (non-degree)	0	1	0	1	1
	4d. Associate's Degree	0	1	0	1	0
	4e. Bachelor's Degree or Equivalent	0	15	4	19	18
	4f. Advanced Degree Beyond Bachelor's Degree	0	7	4	11	13
C. EMPLOYMENT BARRIER2 (Cohort Period:7/1/2020-9/30/2020)						
1. Displaced homemakers		0	0	0	0	0
2. Low-income individuals		0	31	7	38	32
3. Older individuals		0	18	6	24	26
4. Ex-offenders		0	11	0	11	12
5. Homeless individuals or runaway youth		0	26	3	29	23
6. Current or former foster care youth		0	0	0	0	0
7. English language learners, individuals with low levels of literacy or facing substantial cultural barriers		0	0	0	0	0
8. Eligible migrant and seasonal farmworkers		0	0	0	0	0
9. Exhausting TANF within 2 years (Part A Title IV of the Social Security Act)		0	0	0	0	0
10. Single parents (Including single pregnant women)		0	0	0	0	0
11. Long-term unemployed (27 or more consecutive weeks)		0	21	6	27	27

PY 2020 Qtr 9/30/2020 Performance Report for Jobs for Veterans' State Grants

Time Period: (choose only one) ☑ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date State: District Of Columbia

PERIOD COVERED: 7/1/2020-9/30/2020 Certified in WIPS: 11/13/2020 10:54 AM EST

Performance Items	Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period
D. Core Indicators of Performance					
1. Employment Rate (Q2) (Cohort Period:7/1/2019-9/30/2019)	20.0%	57.1%	100.0%	56.0%	40.3%
2. Employment Rate (Q4) (Cohort Period:1/1/2019-3/31/2019)	100.0%	54.8%	100%	62.2%	52.2%
3. Median Earnings (Cohort Period:7/1/2019-9/30/2019)	$55,618	$4,292	$5,261	$4,786	$5,460
4. Credential Rate[3] (Cohort Period:1/1/2019-3/31/2019)					
5. Measurable Skill Gains[3] (Cohort Period:7/1/2020-9/30/2020)					

Performance Items	Total Covered Entrants	Percent Served Current Period	Percent Served Previous Period
E. Veterans' Priority of Service (Cohort Period:7/1/2020-9/30/2020)			
1. Covered Entrants	13		
2. Covered Entrants Who Received a Service During the Entry Period	13	100.0%	100.0%
3. Covered Entrants Who Received a Staff-Assisted Service During the Entry Period	13	100.0%	100.0%

Common Exit Programs: Please indicate by checking the box below each program below that utilizes a common exit policy with this program in this state.

Program	Wagner-Peyser	Adults, Dislocated Workers, Youth	TAA	Job Corps	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INA)	Reentry Employment Opportunities (Adult)	Reentry Employment Opportunities (Youth)	YouthBuild	H1B	SCSEP
Common Exit?	X	X	X								

ADDITIONAL COMMENTS

[1]Participant information is based on data given at the point of entry into the program.

[2]Barriers to Employment are determined at the point of entry into the program.

[3]Credential Rate and Measurable Skill Gains do not apply to the Wagner-Peyser program.

Public Burden Statement (1205-0521)

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's reply to these reporting requirements is mandatory (Workforce Innovation and Opportunity Act, Section 116). Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the 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 this burden estimate to the Office of Policy Development and Research ● U.S. Department of Labor ● Room N-5641 ● 200 Constitution Ave., NW, ● Washington, DC ● 20210.

Do NOT send the completed application to this address.

OMB Control Number: 1205-0521
Expiration Date: 06-30-2021
Date of Report: 11/13/2020 10:00 AM EST

ETA-9173-NDWG

PY 2020 Qtr 9/30/2020 Performance Report for National Dislocated Worker Grants

Time Period: ☐ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date **DWG Grant Number:** DW34649

Reporting Period Covered: 7/1/2020-9/30/2020 **Certified Time:** 11/13/2020 10:55 AM EST

Performance Items		Received Basic Career Services (Other Than Self Service)	Received Individualized Career Services	Received Training Services	Total Current Period	Total Previous Period
A. SUMMARY INFORMATION (Cohort Period:7/1/2020-9/30/2020)						
1. Total Exiters						
2. Total Participants Served			16	7	23	16
3. Total Reportable Individuals						
B. PARTICIPANT SUMMARY INFORMATION (Cohort Period:7/1/2020-9/30/2020)						
Sex	1a. Male		1	1	2	2
	1b. Female		15	6	21	14
Ethnicity/Race	2a. Hispanic/Latino		1	1	2	1
	2b. American Indian or Alaskan Native			1	1	1
	2c. Asian					
	2d. Black or African American		12	5	17	10
	2e. Native Hawaiian or Other Pacific Islander					
	2f. White			1	1	1
	2g. More Than One Race			1	1	1
Other Demographics	3a. Eligible Veterans					
	3b. Individuals with a Disability		1	1	2	2
	3c. Incumbent Workers					
	3d. Unemployed Individuals		14	7	21	15
	3e. Disaster Relief Employment					
Education Level	4a. Secondary School Graduate or Equivalent		7	2	9	3
	4b. Completed 1 or More Years of Postsecondary Education		2	3	5	5
	4c. Postsecondary Certification, License, or Educational Certificate (Non-Degree)		1		1	1
	4d. Associate's Degree					
	4e. Bachelor's Degree or Equivalent		6	1	7	6
	4f. Advanced Degree Beyond Bachelor's Degree					
C. EMPLOYMENT BARRIER (Cohort Period:7/1/2020-9/30/2020)						
1. Displaced Homemakers						
2. Low-Income Individuals			8	1	9	5
3. Older Individuals				1	1	1
4. Ex-Offenders				1	1	1
5. Homeless Individuals or Runaway Youth						
6. Current or Former Foster Care Youth						
7. English Language Learners, Individuals With Low Levels of Literacy or Facing Substantial Cultural Barriers			2	1	3	3
8. Eligible Migrant and Seasonal Farmworkers						
9. Exhausting TANF Within 2 Years (Part A Title IV of the Social Security Act)						
10. Single Parents (Including Single Pregnant Women)			2		2	
11. Long-Term Unemployed (27 or More Consecutive Weeks)				1	1	1

D. WIOA PRIMARY INDICATORS OF PERFORMANCE

	Combined	Grantee Certified	Additional UI Match	Combined	Grantee Certified	Additional UI Match	Combined	Grantee Certified	Additional UI Match	Combined	Grantee Certified	Additional UI Match	Combined	Grantee Certified	Additional UI Match
1. Employment Rate (Q2) (CohortPeriod: 7/1/2019-9/30/2019)															
2. Employment Rate (Q4) (CohortPeriod: 1/1/2019-3/31/2019)															
3. Median Earnings (CohortPeriod: 7/1/2019-9/30/2019)															
4. Credential Rate (CohortPeriod: 1/1/2019-3/31/2019)															
5. Measurable Skill Gains (CohortPeriod: 7/1/2020-9/30/2020)							33.3%			33.3%			0.0%		

E. EFFECTIVENESS IN SERVING EMPLOYERS

	Combined	Grantee Certified	Additional UI Match	Combined	Grantee Certified	Additional UI Match	Combined	Grantee Certified	Additional UI Match	Combined	Grantee Certified	Additional UI Match	Combined	Grantee Certified	Additional UI Match
1. Retention with the Same Employer in the 2nd and 4th Quarter After Exit (CohortPeriod: 4/1/2020-6/30/2020)															

F. VETERANS' PRIORITY OF SERVICE	Total Covered Entrants	Percent Served Current	Percent Served Previous
1. Covered Entrants			
2. Covered Entrants Who Received a Service During the Entry Period			
3. Covered Entrants Who Received a Staff-Assisted Service During the Entry Period			

Common Exit Programs: Please indicate by checking the box below each program below that utilizes a common exit policy with this program in this state.

Program	Wagner-Peyser	Adults, Dislocated Workers, Youth	TAA	Job Corps	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INA)	Reentry Employment Opportunities (Adult)	Reentry Employment Opportunities (Youth)	YouthBuild	H1B	SCSEP
Common Exit?	X	X	X								

Public Burden Statement (1205-0521)
Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's reply to these reporting requirements is mandatory (Workforce Innovation and Opportunity Act, Section 116). Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the 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 this burden estimate to the Office of Policy Development and Research ● U.S. Department of Labor ● Room N-5641 ● 200 Constitution Ave., NW, ● Washington, DC ● 20210.
Do NOT send the completed application to this address.

OMB Control Number: 1205-0521
Expiration Date: 06-30-2021

ETA-9173

PY 2020 Qtr 9/30/2020 Performance Report for Jobs for Veterans' State Grants

Time Period: (choose only one) ☒ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date State: District Of Columbia

REPORTING PERIOD COVERED: 7/1/2020-9/30/2020 Certified in WIPS: 11/13/2020 10:54 AM EST

Performance Items		Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period
A. SUMMARY INFORMATION						
1. Total Exiters (Cohort Period:4/1/2020-6/30/2020)		1	9	0	10	16
2. Total Participants Served (Cohort Period:7/1/2020-9/30/2020)		0	56	10	66	63
3. Total Reportable Individuals (Cohort Period:7/1/2020-9/30/2020)						
B. PARTICIPANT SUMMARY AND SERVICE INFORMATION1 (Cohort Period:7/1/2020-9/30/2020)						
Sex	1a. Male	0	45	10	55	54
	1b. Female	0	11	0	11	9
Ethnicity/Race	2a. Hispanic/Latino	0	6	0	6	5
	2b. American Indian or Alaskan Native	0	0	0	0	0
	2c. Asian	0	2	0	2	2
	2d. Black or African American	0	45	6	51	48
	2e. Native Hawaiian or Other Pacific Islander	0	0	0	0	0
	2f. White	0	7	0	7	7
	2g. More Than One Race	0	3	0	3	3
Other Demographics	3a. Eligible Veterans	0	56	10	66	63
	3b. Individuals with a Disability	0	28	5	33	34
	3c. Incumbent Workers	0	0	0	0	0
	3d. Unemployed Individuals	0	51	7	58	55
Education Level	4a. Secondary School Graduate or Equivalent	0	20	1	21	15
	4b. Completed 1 or more years of Postsecondary Education	0	12	1	13	16
	4c. Postsecondary Certification, License, or Educational Certificate (non-degree)	0	1	0	1	1
	4d. Associate's Degree	0	1	0	1	0
	4e. Bachelor's Degree or Equivalent	0	15	4	19	18
	4f. Advanced Degree Beyond Bachelor's Degree	0	7	4	11	13
C. EMPLOYMENT BARRIER2 (Cohort Period:7/1/2020-9/30/2020)						
1. Displaced homemakers		0	0	0	0	0
2. Low-income individuals		0	31	7	38	32
3. Older individuals		0	18	6	24	26
4. Ex-offenders		0	11	0	11	12
5. Homeless individuals or runaway youth		0	26	3	29	23
6. Current or former foster care youth		0	0	0	0	0
7. English language learners, individuals with low levels of literacy or facing substantial cultural barriers		0	0	0	0	0
8. Eligible migrant and seasonal farmworkers		0	0	0	0	0
9. Exhausting TANF within 2 years (Part A Title IV of the Social Security Act)		0	0	0	0	0
10. Single parents (Including single pregnant women)		0	0	0	0	0
11. Long-term unemployed (27 or more consecutive weeks)		0	21	6	27	27

PY 2020 Qtr 9/30/2020 Performance Report for Jobs for Veterans' State Grants

Time Period: (choose only one) ☑ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date State: District Of Columbia

PERIOD COVERED: 7/1/2020-9/30/2020 Certified in WIPS: 11/13/2020 10:54 AM EST

Performance Items	Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period
D. Core Indicators of Performance					
1. Employment Rate (Q2) (Cohort Period:7/1/2019-9/30/2019)	20.0%	57.1%	100.0%	56.0%	40.3%
2. Employment Rate (Q4) (Cohort Period:1/1/2019-3/31/2019)	100.0%	54.8%	100%	62.2%	52.2%
3. Median Earnings (Cohort Period:7/1/2019-9/30/2019)	$55,618	$4,292	$5,261	$4,786	$5,460
4. Credential Rate[3] (Cohort Period:1/1/2019-3/31/2019)					
5. Measurable Skill Gains[3] (Cohort Period:7/1/2020-9/30/2020)					

Performance Items	Total Covered Entrants	Percent Served Current Period	Percent Served Previous Period
E. Veterans' Priority of Service (Cohort Period:7/1/2020-9/30/2020)			
1. Covered Entrants	13		
2. Covered Entrants Who Received a Service During the Entry Period	13	100.0%	100.0%
3. Covered Entrants Who Received a Staff-Assisted Service During the Entry Period	13	100.0%	100.0%

Common Exit Programs: Please indicate by checking the box below each program below that utilizes a common exit policy with this program in this state.

Program	Wagner-Peyser	Adults, Dislocated Workers, Youth	TAA	Job Corps	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INA)	Reentry Employment Opportunities (Adult)	Reentry Employment Opportunities (Youth)	YouthBuild	H1B	SCSEP
Common Exit?	X	X	X								

ADDITIONAL COMMENTS

[1]Participant information is based on data given at the point of entry into the program.

[2]Barriers to Employment are determined at the point of entry into the program.

[3]Credential Rate and Measurable Skill Gains do not apply to the Wagner-Peyser program.

Public Burden Statement (1205-0521)

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's reply to these reporting requirements is mandatory (Workforce Innovation and Opportunity Act, Section 116). Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the 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 this burden estimate to the Office of Policy Development and Research ● U.S. Department of Labor ● Room N-5641 ● 200 Constitution Ave., NW, ● Washington, DC ● 20210.

Do NOT send the completed application to this address.

OMB Control Number: 1205-0521
Expiration Date: 06-30-2021

ETA-9173

PY 2020 Qtr 9/30/2020 Performance Report for Jobs for Veterans' State Grants

Time Period: (choose only one) ☒ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date State: District Of Columbia

REPORTING PERIOD COVERED: 7/1/2020-9/30/2020 Certified in WIPS: 11/13/2020 10:54 AM EST

Performance Items		Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period
A. SUMMARY INFORMATION						
1. Total Exiters (Cohort Period:4/1/2020-6/30/2020)		1	9	0	10	16
2. Total Participants Served (Cohort Period:7/1/2020-9/30/2020)		0	56	10	66	63
3. Total Reportable Individuals (Cohort Period:7/1/2020-9/30/2020)						
B. PARTICIPANT SUMMARY AND SERVICE INFORMATION1 (Cohort Period:7/1/2020-9/30/2020)						
Sex	1a. Male	0	45	10	55	54
	1b. Female	0	11	0	11	9
Ethnicity/Race	2a. Hispanic/Latino	0	6	0	6	5
	2b. American Indian or Alaskan Native	0	0	0	0	0
	2c. Asian	0	2	0	2	2
	2d. Black or African American	0	45	6	51	48
	2e. Native Hawaiian or Other Pacific Islander	0	0	0	0	0
	2f. White	0	7	0	7	7
	2g. More Than One Race	0	3	0	3	3
Other Demographics	3a. Eligible Veterans	0	56	10	66	63
	3b. Individuals with a Disability	0	28	5	33	34
	3c. Incumbent Workers	0	0	0	0	0
	3d. Unemployed Individuals	0	51	7	58	55
Education Level	4a. Secondary School Graduate or Equivalent	0	20	1	21	15
	4b. Completed 1 or more years of Postsecondary Education	0	12	1	13	16
	4c. Postsecondary Certification, License, or Educational Certificate (non-degree)	0	1	0	1	1
	4d. Associate's Degree	0	1	0	1	0
	4e. Bachelor's Degree or Equivalent	0	15	4	19	18
	4f. Advanced Degree Beyond Bachelor's Degree	0	7	4	11	13
C. EMPLOYMENT BARRIER2 (Cohort Period:7/1/2020-9/30/2020)						
1. Displaced homemakers		0	0	0	0	0
2. Low-income individuals		0	31	7	38	32
3. Older individuals		0	18	6	24	26
4. Ex-offenders		0	11	0	11	12
5. Homeless individuals or runaway youth		0	26	3	29	23
6. Current or former foster care youth		0	0	0	0	0
7. English language learners, individuals with low levels of literacy or facing substantial cultural barriers		0	0	0	0	0
8. Eligible migrant and seasonal farmworkers		0	0	0	0	0
9. Exhausting TANF within 2 years (Part A Title IV of the Social Security Act)		0	0	0	0	0
10. Single parents (Including single pregnant women)		0	0	0	0	0
11. Long-term unemployed (27 or more consecutive weeks)		0	21	6	27	27

PY 2020 Qtr 9/30/2020 Performance Report for Jobs for Veterans' State Grants

Time Period: (choose only one) ☑ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date State: District Of Columbia

PERIOD COVERED: 7/1/2020-9/30/2020 Certified in WIPS: 11/13/2020 10:54 AM EST

Performance Items	Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period
D. Core Indicators of Performance					
1. Employment Rate (Q2) (Cohort Period:7/1/2019-9/30/2019)	20.0%	57.1%	100.0%	56.0%	40.3%
2. Employment Rate (Q4) (Cohort Period:1/1/2019-3/31/2019)	100.0%	54.8%	100%	62.2%	52.2%
3. Median Earnings (Cohort Period:7/1/2019-9/30/2019)	$55,618	$4,292	$5,261	$4,786	$5,460
4. Credential Rate[3] (Cohort Period:1/1/2019-3/31/2019)					
5. Measurable Skill Gains[3] (Cohort Period:7/1/2020-9/30/2020)					

Performance Items	Total Covered Entrants	Percent Served Current Period	Percent Served Previous Period
E. Veterans' Priority of Service (Cohort Period:7/1/2020-9/30/2020)			
1. Covered Entrants	13		
2. Covered Entrants Who Received a Service During the Entry Period	13	100.0%	100.0%
3. Covered Entrants Who Received a Staff-Assisted Service During the Entry Period	13	100.0%	100.0%

Common Exit Programs: Please indicate by checking the box below each program below that utilizes a common exit policy with this program in this state.

Program	Wagner-Peyser	Adults, Dislocated Workers, Youth	TAA	Job Corps	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INA)	Reentry Employment Opportunities (Adult)	Reentry Employment Opportunities (Youth)	YouthBuild	H1B	SCSEP
Common Exit?	X	X	X								

ADDITIONAL COMMENTS

[1]Participant information is based on data given at the point of entry into the program.

[2]Barriers to Employment are determined at the point of entry into the program.

[3]Credential Rate and Measurable Skill Gains do not apply to the Wagner-Peyser program.

Public Burden Statement (1205-0521)

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's reply to these reporting requirements is mandatory (Workforce Innovation and Opportunity Act, Section 116). Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the 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 this burden estimate to the Office of Policy Development and Research ● U.S. Department of Labor ● Room N-5641 ● 200 Constitution Ave., NW, ● Washington, DC ● 20210.

Do NOT send the completed application to this address.

OMB Control Number: 1205-0521
Expiration Date: 06-30-2021

ETA-9173

PY 2020 Qtr 9/30/2020 Performance Report for Jobs for Veterans' State Grants

Time Period: (choose only one) ☒ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date State: District Of Columbia

REPORTING PERIOD COVERED: 7/1/2020-9/30/2020 Certified in WIPS: 11/13/2020 10:54 AM EST

Performance Items		Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period
A. SUMMARY INFORMATION						
1. Total Exiters (Cohort Period:4/1/2020-6/30/2020)		1	9	0	10	16
2. Total Participants Served (Cohort Period:7/1/2020-9/30/2020)		0	56	10	66	63
3. Total Reportable Individuals (Cohort Period:7/1/2020-9/30/2020)						
B. PARTICIPANT SUMMARY AND SERVICE INFORMATION1 (Cohort Period:7/1/2020-9/30/2020)						
Sex	1a. Male	0	45	10	55	54
	1b. Female	0	11	0	11	9
Ethnicity/Race	2a. Hispanic/Latino	0	6	0	6	5
	2b. American Indian or Alaskan Native	0	0	0	0	0
	2c. Asian	0	2	0	2	2
	2d. Black or African American	0	45	6	51	48
	2e. Native Hawaiian or Other Pacific Islander	0	0	0	0	0
	2f. White	0	7	0	7	7
	2g. More Than One Race	0	3	0	3	3
Other Demographics	3a. Eligible Veterans	0	56	10	66	63
	3b. Individuals with a Disability	0	28	5	33	34
	3c. Incumbent Workers	0	0	0	0	0
	3d. Unemployed Individuals	0	51	7	58	55
Education Level	4a. Secondary School Graduate or Equivalent	0	20	1	21	15
	4b. Completed 1 or more years of Postsecondary Education	0	12	1	13	16
	4c. Postsecondary Certification, License, or Educational Certificate (non-degree)	0	1	0	1	1
	4d. Associate's Degree	0	1	0	1	0
	4e. Bachelor's Degree or Equivalent	0	15	4	19	18
	4f. Advanced Degree Beyond Bachelor's Degree	0	7	4	11	13
C. EMPLOYMENT BARRIER2 (Cohort Period:7/1/2020-9/30/2020)						
1. Displaced homemakers		0	0	0	0	0
2. Low-income individuals		0	31	7	38	32
3. Older individuals		0	18	6	24	26
4. Ex-offenders		0	11	0	11	12
5. Homeless individuals or runaway youth		0	26	3	29	23
6. Current or former foster care youth		0	0	0	0	0
7. English language learners, individuals with low levels of literacy or facing substantial cultural barriers		0	0	0	0	0
8. Eligible migrant and seasonal farmworkers		0	0	0	0	0
9. Exhausting TANF within 2 years (Part A Title IV of the Social Security Act)		0	0	0	0	0
10. Single parents (Including single pregnant women)		0	0	0	0	0
11. Long-term unemployed (27 or more consecutive weeks)		0	21	6	27	27

PY 2020 Qtr 9/30/2020 Performance Report for Jobs for Veterans' State Grants

Time Period: (choose only one) ☑ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date State: District Of Columbia

PERIOD COVERED: 7/1/2020-9/30/2020 Certified in WIPS: 11/13/2020 10:54 AM EST

Performance Items	Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period
D. Core Indicators of Performance					
1. Employment Rate (Q2) (Cohort Period:7/1/2019-9/30/2019)	20.0%	57.1%	100.0%	56.0%	40.3%
2. Employment Rate (Q4) (Cohort Period:1/1/2019-3/31/2019)	100.0%	54.8%	100%	62.2%	52.2%
3. Median Earnings (Cohort Period:7/1/2019-9/30/2019)	$55,618	$4,292	$5,261	$4,786	$5,460
4. Credential Rate[3] (Cohort Period:1/1/2019-3/31/2019)					
5. Measurable Skill Gains[3] (Cohort Period:7/1/2020-9/30/2020)					

Performance Items	Total Covered Entrants	Percent Served Current Period	Percent Served Previous Period
E. Veterans' Priority of Service (Cohort Period:7/1/2020-9/30/2020)			
1. Covered Entrants	13		
2. Covered Entrants Who Received a Service During the Entry Period	13	100.0%	100.0%
3. Covered Entrants Who Received a Staff-Assisted Service During the Entry Period	13	100.0%	100.0%

Common Exit Programs: Please indicate by checking the box below each program below that utilizes a common exit policy with this program in this state.

Program	Wagner-Peyser	Adults, Dislocated Workers, Youth	TAA	Job Corps	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INA)	Reentry Employment Opportunities (Adult)	Reentry Employment Opportunities (Youth)	YouthBuild	H1B	SCSEP
Common Exit?	X	X	X								

ADDITIONAL COMMENTS

[1]Participant information is based on data given at the point of entry into the program.

[2]Barriers to Employment are determined at the point of entry into the program.

[3]Credential Rate and Measurable Skill Gains do not apply to the Wagner-Peyser program.

Public Burden Statement (1205-0521)

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's reply to these reporting requirements is mandatory (Workforce Innovation and Opportunity Act, Section 116). Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the 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 this burden estimate to the Office of Policy Development and Research ● U.S. Department of Labor ● Room N-5641 ● 200 Constitution Ave., NW, ● Washington, DC ● 20210.

Do NOT send the completed application to this address.

OMB Control Number: 1205-0521
Expiration Date: 06-30-2021

ETA-9173

PY 2020 Qtr 9/30/2020 Performance Report for Jobs for Veterans' State Grants

Time Period: (choose only one) ☒ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date State: District Of Columbia

REPORTING PERIOD COVERED: 7/1/2020-9/30/2020 Certified in WIPS: 11/13/2020 10:54 AM EST

Performance Items		Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period
A. SUMMARY INFORMATION						
1. Total Exiters (Cohort Period:4/1/2020-6/30/2020)		1	9	0	10	16
2. Total Participants Served (Cohort Period:7/1/2020-9/30/2020)		0	56	10	66	63
3. Total Reportable Individuals (Cohort Period:7/1/2020-9/30/2020)						
B. PARTICIPANT SUMMARY AND SERVICE INFORMATION1 (Cohort Period:7/1/2020-9/30/2020)						
Sex	1a. Male	0	45	10	55	54
	1b. Female	0	11	0	11	9
Ethnicity/Race	2a. Hispanic/Latino	0	6	0	6	5
	2b. American Indian or Alaskan Native	0	0	0	0	0
	2c. Asian	0	2	0	2	2
	2d. Black or African American	0	45	6	51	48
	2e. Native Hawaiian or Other Pacific Islander	0	0	0	0	0
	2f. White	0	7	0	7	7
	2g. More Than One Race	0	3	0	3	3
Other Demographics	3a. Eligible Veterans	0	56	10	66	63
	3b. Individuals with a Disability	0	28	5	33	34
	3c. Incumbent Workers	0	0	0	0	0
	3d. Unemployed Individuals	0	51	7	58	55
Education Level	4a. Secondary School Graduate or Equivalent	0	20	1	21	15
	4b. Completed 1 or more years of Postsecondary Education	0	12	1	13	16
	4c. Postsecondary Certification, License, or Educational Certificate (non-degree)	0	1	0	1	1
	4d. Associate's Degree	0	1	0	1	0
	4e. Bachelor's Degree or Equivalent	0	15	4	19	18
	4f. Advanced Degree Beyond Bachelor's Degree	0	7	4	11	13
C. EMPLOYMENT BARRIER2 (Cohort Period:7/1/2020-9/30/2020)						
1. Displaced homemakers		0	0	0	0	0
2. Low-income individuals		0	31	7	38	32
3. Older individuals		0	18	6	24	26
4. Ex-offenders		0	11	0	11	12
5. Homeless individuals or runaway youth		0	26	3	29	23
6. Current or former foster care youth		0	0	0	0	0
7. English language learners, individuals with low levels of literacy or facing substantial cultural barriers		0	0	0	0	0
8. Eligible migrant and seasonal farmworkers		0	0	0	0	0
9. Exhausting TANF within 2 years (Part A Title IV of the Social Security Act)		0	0	0	0	0
10. Single parents (Including single pregnant women)		0	0	0	0	0
11. Long-term unemployed (27 or more consecutive weeks)		0	21	6	27	27

PY 2020 Qtr 9/30/2020 Performance Report for Jobs for Veterans' State Grants

Time Period: (choose only one) ☑ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date State: District Of Columbia

PERIOD COVERED: 7/1/2020-9/30/2020 Certified in WIPS: 11/13/2020 10:54 AM EST

Performance Items	Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period
D. Core Indicators of Performance					
1. Employment Rate (Q2) (Cohort Period:7/1/2019-9/30/2019)	20.0%	57.1%	100.0%	56.0%	40.3%
2. Employment Rate (Q4) (Cohort Period:1/1/2019-3/31/2019)	100.0%	54.8%	100%	62.2%	52.2%
3. Median Earnings (Cohort Period:7/1/2019-9/30/2019)	$55,618	$4,292	$5,261	$4,786	$5,460
4. Credential Rate[3] (Cohort Period:1/1/2019-3/31/2019)					
5. Measurable Skill Gains[3] (Cohort Period:7/1/2020-9/30/2020)					

Performance Items	Total Covered Entrants	Percent Served Current Period	Percent Served Previous Period
E. Veterans' Priority of Service (Cohort Period:7/1/2020-9/30/2020)			
1. Covered Entrants	13		
2. Covered Entrants Who Received a Service During the Entry Period	13	100.0%	100.0%
3. Covered Entrants Who Received a Staff-Assisted Service During the Entry Period	13	100.0%	100.0%

Common Exit Programs: Please indicate by checking the box below each program below that utilizes a common exit policy with this program in this state.

Program	Wagner-Peyser	Adults, Dislocated Workers, Youth	TAA	Job Corps	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INA)	Reentry Employment Opportunities (Adult)	Reentry Employment Opportunities (Youth)	YouthBuild	H1B	SCSEP
Common Exit?	X	X	X								

ADDITIONAL COMMENTS

[1]Participant information is based on data given at the point of entry into the program.

[2]Barriers to Employment are determined at the point of entry into the program.

[3]Credential Rate and Measurable Skill Gains do not apply to the Wagner-Peyser program.

Public Burden Statement (1205-0521)

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's reply to these reporting requirements is mandatory (Workforce Innovation and Opportunity Act, Section 116). Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the 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 this burden estimate to the Office of Policy Development and Research ● U.S. Department of Labor ● Room N-5641 ● 200 Constitution Ave., NW, ● Washington, DC ● 20210.

Do NOT send the completed application to this address.

OMB Control Number: 1205-0521
Expiration Date: 06-30-2021

ETA-9173

PY 2020 Qtr 9/30/2020 Performance Report for Jobs for Veterans' State Grants

Time Period: (choose only one) ☒ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date **State:** District Of Columbia

REPORTING PERIOD COVERED: 7/1/2020-9/30/2020 Certified in WIPS: 11/13/2020 10:54 AM EST

Performance Items		outh:	Received services other than occupational s ills training	Received occupational s ills training	Total Current Period	Total Previous Period
A. S MMAR IN ORMATION						
1. Total Exiters (Cohort Period:4/1/2020-6/30/2020)			0	12	10	16
2. Total Participants Served (Cohort Period:7/1/2020-9/30/2020)			0	145	66	63
3. Total Reportable Individuals (Cohort Period:7/1/2020-9/30/2020)						
B. PARTICIPANT S MMAR AND SERVICE IN ORMATION[1] (Cohort Period:7/1/2020-9/30/2020)						
Sex	1a. Male		0	71	55	54
	1b. Female		0	74	11	9
Ethnicity/Race	2a. Hispanic/Latino		0	4	6	5
	2b. American Indian or Alaskan Native		0	0	0	0
	2c. Asian		0	0	2	2
	2d. Black or African American		0	129	51	48
	2e. Native Hawaiian or Other Pacific Islander		0	0	0	0
	2f. White		0	1	7	7
	2g. More Than One Race		0	0	3	3
Other Demographics	3a. Eligible Veterans		0	0	66	63
	3b. Individuals with a Disability		0	3	33	34
	3c. Out-of-School Youth		0	145	145	123
	3d. In-School Youth		0	0	0	0
	3e. Unemployed Individuals		0	121	121	103
Education Level	4a. Secondary School Graduate or Equivalent		0	138	21	15
	4b. Completed 1 or more years of Postsecondary Education		0	2	13	16
	4c. Postsecondary Certification, License, or Educational Certificate (non-degree)		0	0	1	1
	4d. Associate's Degree		0	0	1	0
	4e. Bachelor's Degree or Equivalent		0	1	19	18
	4f. Not a Secondary School Graduate or Equivalent		0	4	4	0
C. EMPLO MENT BARRIER[2] (Cohort Period:7/1/2020-9/30/2020)						
1. Displaced homemakers			0	0	0	0
2. Low-income individuals			0	143	38	32
3. Ex-offenders			0	4	11	12
4. Homeless individuals or runaway youth			0	11	29	23
5. Current or former foster care youth			0	1	0	0
6. English language learners, individuals with low levels of literacy or facing substantial cultural barriers			0	133	0	0
7. Eligible migrant and seasonal farmworkers			0	0	0	0
8. Exhausting TANF within 2 years (Part A Title IV of the Social Security Act)			0	0	0	0
9. Single parents (Including single pregnant women)			0	22	0	0
10. Long-term unemployed (27 or more consecutive weeks)			0	1	27	27

PY 2020 Qtr 9/30/2020 Performance Report for Jobs for Veterans' State Grants

Time Period: (choose only one) ☒ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date **State:** District Of Columbia

PERIOD COVERED: 7/1/2020-9/30/2020

Performance Items	outh:	Received services other than occupational s ills training	Received occupational s ills training	Total Current Period	Total Previous Period
D. Core Indicators of Performance					
1. Employment, Education, or Training Placement Rate (Q2) (Cohort Period:7/1/2019-9/30/2019)		61.9%	69.2%	56.0%	40.3%
2. Employment, Education or Training placement Rate (Q4) (Cohort Period:1/1/2019-3/31/2019)		56.5%	100.0%	62.2%	52.2%
3. Median Earnings (Cohort Period:7/1/2019-9/30/2019)		$2,501	$7,067	$4,786	$5,460
4. Credential Rate (Cohort Period:1/1/2019-3/31/2019)			100.0%	100.0%	100.0%
5. Measurable Skill Gains (Cohort Period:7/1/2020-9/30/2020)			4.8%	4.8%	15.7%

Performance Items	Total Covered Entrants	Percent Served Current Period	Percent Served Previous Period
E. Veterans Priorit of Service (Cohort Period:7/1/2020-9/30/2020)			
1. Covered Entrants	0		
2. Covered Entrants Who Received a Service During the Entry Period	0		
3. Covered Entrants Who Received a Staff-Assisted Service During the Entry Period	0		

Common Exit Programs: Please indicate by checking the box below each program below that utilizes a common exit policy with this program in this state.

Program	agner-Pe ser	Adults Dislocated or ers outh	TAA	ob Corps	National arm or er obs Program (N P)	Indian and Native American Program (INA)	Reentr Emplo ment Opportunities (Adult)	Reentr Emplo ment Opportunities (outh)	outhBuild	1B	SCSEP
Common Exit?	X	X	X								

ADDITIONAL COMMENTS

[1]Participant information is based on data given at time of enrollment.
[2]Barriers to Employment are determined at the point of entry into the program.
[3]This indicator also includes those youth participants, whether formula or discretionary, who entered into a training or education program.
[4]Credential Rate and Measurable Skill Gains do not apply to the Wagner-Peyser program.

Public Burden Statement (1205-0521)

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's reply to these reporting requirements is mandatory (Workforce Innovation and Opportunity Act, Section 116). Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the 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 this burden estimate to the Office of Policy Development and Research ● U.S. Department of Labor ● Room N-5641 ● 200 Constitution Ave., NW, ● Washington, DC ● 20210.
Do NOT send the completed application to this address.

OMB Control Number: 1205-0521
Expiration Date: 06-30-2024

ETA-9173

PY 2020 Qtr 12/31/2020 Performance Report for Jobs for Veterans' State Grants

Time Period: (choose only one) ☒ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date State: District Of Columbia

REPORTING PERIOD COVERED: 10/1/2020-12/31/2020 Certified in WIPS: 2/16/2021 4:52 PM EST

Performance Items		Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period
A. SUMMARY INFORMATION						
1. Total Exiters (Cohort Period:7/1/2020-9/30/2020)		0	13	1	14	10
2. Total Participants Served (Cohort Period:10/1/2020-12/31/2020)		1	64	10	75	67
3. Total Reportable Individuals (Cohort Period:10/1/2020-12/31/2020)						
B. PARTICIPANT SUMMARY AND SERVICE INFORMATION1 (Cohort Period:10/1/2020-12/31/2020)						
Sex	1a. Male	1	52	9	62	55
	1b. Female	0	12	1	13	12
Ethnicity/Race	2a. Hispanic/Latino	0	6	0	6	6
	2b. American Indian or Alaskan Native	0	2	0	2	0
	2c. Asian	0	2	0	2	2
	2d. Black or African American	1	49	7	57	52
	2e. Native Hawaiian or Other Pacific Islander	0	0	0	0	0
	2f. White	0	7	0	7	7
	2g. More Than One Race	0	5	0	5	3
Other Demographics	3a. Eligible Veterans	1	64	10	75	67
	3b. Individuals with a Disability	1	30	4	35	33
	3c. Incumbent Workers	0	0	0	0	0
	3d. Unemployed Individuals	1	58	7	66	59
Education Level	4a. Secondary School Graduate or Equivalent	0	31	1	32	21
	4b. Completed 1 or more years of Postsecondary Education	0	7	1	8	13
	4c. Postsecondary Certification, License, or Educational Certificate (non-degree)	0	2	1	3	2
	4d. Associate's Degree	0	4	0	4	1
	4e. Bachelor's Degree or Equivalent	1	15	3	19	19
	4f. Advanced Degree Beyond Bachelor's Degree	0	5	4	9	11
C. EMPLOYMENT BARRIER2 (Cohort Period:10/1/2020-12/31/2020)						
1. Displaced homemakers		0	0	0	0	0
2. Low-income individuals		0	46	8	54	41
3. Older individuals		0	26	7	33	25
4. Ex-offenders		0	15	0	15	11
5. Homeless individuals or runaway youth		0	38	3	41	29
6. Current or former foster care youth		0	0	0	0	0
7. English language learners, individuals with low levels of literacy or facing substantial cultural barriers		0	0	0	0	0
8. Eligible migrant and seasonal farmworkers		0	0	0	0	0
9. Exhausting TANF within 2 years (Part A Title IV of the Social Security Act)		0	0	0	0	0
10. Single parents (Including single pregnant women)		0	0	0	0	0
11. Long-term unemployed (27 or more consecutive weeks)		0	26	5	31	27

PY 2020 Qtr 12/31/2020 Performance Report for Jobs for Veterans' State Grants

Time Period: (choose only one) ☑ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date State: District Of Columbia

PERIOD COVERED: 10/1/2020-12/31/2020 Certified in WIPS: 2/16/2021 4:52 PM EST

Performance Items	Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period
D. Core Indicators of Performance					
1. Employment Rate (Q2) (Cohort Period:10/1/2019-12/31/2019)	33.3%	60.0%	100.0%	56.8%	56.0%
2. Employment Rate (Q4) (Cohort Period:4/1/2019-6/30/2019)	100.0%	54.5%	40.0%	54.1%	62.2%
3. Median Earnings (Cohort Period:10/1/2019-12/31/2019)	$2,695	$13,855	$14,092	$13,729	$4,786
4. Credential Rate[3] (Cohort Period:4/1/2019-6/30/2019)					
5. Measurable Skill Gains[3] (Cohort Period:10/1/2020-12/31/2020)					

Performance Items	Total Covered Entrants	Percent Served Current Period	Percent Served Previous Period
E. Veterans' Priority of Service (Cohort Period:10/1/2020-12/31/2020)			
1. Covered Entrants	14		
2. Covered Entrants Who Received a Service During the Entry Period	14	100.0%	100.0%
3. Covered Entrants Who Received a Staff-Assisted Service During the Entry Period	13	92.9%	66.7%

Common Exit Programs: Please indicate by checking the box below each program below that utilizes a common exit policy with this program in this state.

Program	Wagner-Peyser	Adults, Dislocated Workers, Youth	TAA	Job Corps	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INA)	Reentry Employment Opportunities (Adult)	Reentry Employment Opportunities (Youth)	YouthBuild	H1B	SCSEP
Common Exit?	X	X	X								

ADDITIONAL COMMENTS

[1]Participant information is based on data given at the point of entry into the program.

[2]Barriers to Employment are determined at the point of entry into the program.

[3]Credential Rate and Measurable Skill Gains do not apply to the Wagner-Peyser program.

Public Burden Statement (1205-0521)

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's reply to these reporting requirements is mandatory (Workforce Innovation and Opportunity Act, Section 116). Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the 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 this burden estimate to the Office of Policy Development and Research ● U.S. Department of Labor ● Room N-5641 ● 200 Constitution Ave., NW, ● Washington, DC ● 20210.

Do NOT send the completed application to this address.

OMB Control Number: 1205-0521
Expiration Date: 06-30-2024
Date of Report: 2/10/2021 10:48 AM EST

ETA-9173-NDWG

PY 2020 Qtr 12/31/2020 Performance Report for National Dislocated Worker Grants

Time Period: ☐ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date
State: District Of Columbia
DWG Grant Number: DW34649
Reporting Period Covered: 10/1/2020-12/31/2020
Certified Time: 2/16/2021 4:51 PM EST

Performance Items		Received Basic Career Services (Other Than Self Service)	Received Individualized Career Services	Received Training Services	Total Current Period	Total Previous Period
A. SUMMARY INFORMATION (Cohort Period:10/1/2020-12/31/2020)						
1. Total Exiters			1		1	
2. Total Participants Served			22	5	27	27
3. Total Reportable Individuals						
B. PARTICIPANT SUMMARY INFORMATION (Cohort Period:10/1/2020-12/31/2020)						
Sex	1a. Male		2	1	3	3
	1b. Female		20	4	24	24
Ethnicity/Race	2a. Hispanic/Latino		2	1	3	3
	2b. American Indian or Alaskan Native			1	1	1
	2c. Asian		1		1	1
	2d. Black or African American		13	5	18	18
	2e. Native Hawaiian or Other Pacific Islander					
	2f. White			1	1	1
	2g. More Than One Race			1	1	1
Other Demographics	3a. Eligible Veterans					
	3b. Individuals with a Disability		1	1	2	2
	3c. Incumbent Workers					
	3d. Unemployed Individuals		19	5	24	24
	3e. Disaster Relief Employment					
Education Level	4a. Secondary School Graduate or Equivalent		7	2	9	9
	4b. Completed 1 or More Years of Postsecondary Education		4	2	6	6
	4c. Postsecondary Certification, License, or Educational Certificate (Non-Degree)		1		1	1
	4d. Associate's Degree		1		1	1
	4e. Bachelor's Degree or Equivalent		8		8	9
	4f. Advanced Degree Beyond Bachelor's Degree		1		1	
C. EMPLOYMENT BARRIER (Cohort Period:10/1/2020-12/31/2020)						
1. Displaced Homemakers						
2. Low-Income Individuals			11	1	12	12
3. Older Individuals						1
4. Ex-Offenders				1	1	1
5. Homeless Individuals or Runaway Youth						
6. Current or Former Foster Care Youth						
7. English Language Learners, Individuals With Low Levels of Literacy or Facing Substantial Cultural Barriers			2	1	3	3
8. Eligible Migrant and Seasonal Farmworkers						
9. Exhausting TANF Within 2 Years (Part A Title IV of the Social Security Act)						
10. Single Parents (Including Single Pregnant Women)			2		2	2
11. Long-Term Unemployed (27 or More Consecutive Weeks)						1

D. WIOA PRIMARY INDICATORS OF PERFORMANCE

	Received Basic Career Services (Other Than Self Service)		Received Individualized Career Services		Received Training Services		Total Current Period		Total Previous Period	
	Combined	Grantee Certified	Combined	Grantee Certified	Combined	Grantee Certified	Combined	Grantee Certified	Combined	Grantee Certified
1. Employment Rate (Q2) (CohortPeriod: 10/1/2019-12/31/2019)		Additional UI Match		Additional UI Match		Additional UI Match		Additional UI Match		Additional UI Match
2. Employment Rate (Q4) (CohortPeriod: 4/1/2019-6/30/2019)		Additional UI Match		Additional UI Match		Additional UI Match		Additional UI Match		Additional UI Match
3. Median Earnings (CohortPeriod: 10/1/2019-12/31/2019)		Additional UI Match		Additional UI Match		Additional UI Match		Additional UI Match		Additional UI Match
4. Credential Rate (CohortPeriod: 4/1/2019-6/30/2019)										
5. Measurable Skill Gains (CohortPeriod: 10/1/2020-12/31/2020)									100.0%	

E. EFFECTIVENESS IN SERVING EMPLOYERS

	Received Basic Career Services (Other Than Self Service)		Received Individualized Career Services		Received Training Services		Total Current Period		Total Previous Period	
	Combined	Grantee Certified	Combined	Grantee Certified	Combined	Grantee Certified	Combined	Grantee Certified	Combined	Grantee Certified
1. Retention with the Same Employer in the 2nd and 4th Quarter After Exit (CohortPeriod: 4/1/2019-6/30/2019)		Additional UI Match		Additional UI Match		Additional UI Match		Additional UI Match		Additional UI Match

F. VETERANS' PRIORITY OF SERVICE	Total Covered Entrants	Percent Served Current	Percent Served Previous
1. Covered Entrants			
2. Covered Entrants Who Received a Service During the Entry Period			
3. Covered Entrants Who Received a Staff-Assisted Service During the Entry Period			

Common Exit Programs: Please indicate by checking the box below each program below that utilizes a common exit policy with this program in this state.

Program	Wagner-Peyser	Adults, Dislocated Workers, Youth	TAA	Job Corps	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INA)	Reentry Employment Opportunities (Adult)	Reentry Employment Opportunities (Youth)	YouthBuild	H1B	SCSEP
Common Exit?	X	X	X								

Public Burden Statement (1205-0521)
Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's reply to these reporting requirements is mandatory (Workforce Innovation and Opportunity Act, Section 116). Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the 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 this burden estimate to the Office of Policy Development and Research ● U.S. Department of Labor ● Room N-5641 ● 200 Constitution Ave., NW, ● Washington, DC ● 20210.
Do NOT send the completed application to this address.

OMB Control Number: 1205-0521
Expiration Date: 06-30-2024

ETA-9173

PY 2020 Qtr 12/31/2020 Performance Report for Wagner-Peyser

Time Period: (choose only one) ☒ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date State: District Of Columbia

REPORTING PERIOD COVERED: 10/1/2020-12/31/2020 Certified in WIPS: 2/16/2021 4:52 PM EST

Performance Items		Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period
A. SUMMARY INFORMATION						
1. Total Exiters (Cohort Period:7/1/2020-9/30/2020)		58	539		657	539
2. Total Participants Served (Cohort Period:10/1/2020-12/31/2020)		79	859		1,276	1,465
3. Total Reportable Individuals (Cohort Period:10/1/2020-12/31/2020)					18,074	25,130
B. PARTICIPANT SUMMARY AND SERVICE INFORMATION1 (Cohort Period:10/1/2020-12/31/2020)						
Sex	1a. Male	37	382		573	653
	1b. Female	41	475		700	809
Ethnicity/Race	2a. Hispanic/Latino	1	20		35	38
	2b. American Indian or Alaskan Native	1	11		21	26
	2c. Asian	1	12		14	21
	2d. Black or African American	60	617		950	1,059
	2e. Native Hawaiian or Other Pacific Islander	0	1		2	4
	2f. White	6	56		79	80
	2g. More Than One Race	2	13		23	28
Other Demographics	3a. Eligible Veterans	4	107		130	123
	3b. Individuals with a Disability	6	77		100	104
	3c. Incumbent Workers	0	0		0	0
	3d. Unemployed Individuals	76	739		1,079	1,238
Education Level	4a. Secondary School Graduate or Equivalent	44	393		648	719
	4b. Completed 1 or more years of Postsecondary Education	9	174		216	258
	4c. Postsecondary Certification, License, or Educational Certificate (non-degree)	0	19		27	37
	4d. Associate's Degree	1	28		31	26
	4e. Bachelor's Degree or Equivalent	10	134		188	220
	4f. Advanced Degree Beyond Bachelor's Degree	5	84		126	146
C. EMPLOYMENT BARRIER2 (Cohort Period:10/1/2020-12/31/2020)						
1. Displaced homemakers		0	0		0	0
2. Low-income individuals		9	349		567	616
3. Older individuals		7	203		247	253
4. Ex-offenders		14	56		92	93
5. Homeless individuals or runaway youth		2	75		95	97
6. Current or former foster care youth		0	0		0	0
7. English language learners, individuals with low levels of literacy or facing substantial cultural barriers		0	41		130	140
8. Eligible migrant and seasonal farmworkers		0	0		0	0
9. Exhausting TANF within 2 years (Part A Title IV of the Social Security Act)		0	0		0	0
10. Single parents (Including single pregnant women)		2	38		64	74
11. Long-term unemployed (27 or more consecutive weeks)		10	167		226	247

PY 2020 Qtr 12/31/2020 Performance Report for Wagner-Peyser

Time Period: (choose only one) ☑ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date State: District Of Columbia

PERIOD COVERED: 10/1/2020-12/31/2020 Certified in WIPS: 2/16/2021 4:52 PM EST

Performance Items	Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period
D. Core Indicators of Performance					
1. Employment Rate (Q2) (Cohort Period:10/1/2019-12/31/2019)	51.6%	59.9%		59.0%	66.2%
2. Employment Rate (Q4) (Cohort Period:4/1/2019-6/30/2019)	49.5%	64.7%		62.7%	68.7%
3. Median Earnings (Cohort Period:10/1/2019-12/31/2019)	$4,650	$9,199		$8,457	$7,525
4. Credential Rate[3] (Cohort Period:4/1/2019-6/30/2019)					
5. Measurable Skill Gains[3] (Cohort Period:10/1/2020-12/31/2020)					

Performance Items	Total Covered Entrants	Percent Served Current Period	Percent Served Previous Period
E. Veterans' Priority of Service (Cohort Period:10/1/2020-12/31/2020)			
1. Covered Entrants	364		
2. Covered Entrants Who Received a Service During the Entry Period	364	100.0%	100.0%
3. Covered Entrants Who Received a Staff-Assisted Service During the Entry Period	23	6.3%	5.3%

Common Exit Programs: Please indicate by checking the box below each program below that utilizes a common exit policy with this program in this state.

Program	Wagner-Peyser	Adults, Dislocated Workers, Youth	TAA	Job Corps	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INA)	Reentry Employment Opportunities (Adult)	Reentry Employment Opportunities (Youth)	YouthBuild	H1B	SCSEP
Common Exit?	X	X	X								

ADDITIONAL COMMENTS

[1]Participant information is based on data given at the point of entry into the program.

[2]Barriers to Employment are determined at the point of entry into the program.

[3]Credential Rate and Measurable Skill Gains do not apply to the Wagner-Peyser program.

Public Burden Statement (1205-0521)

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's reply to these reporting requirements is mandatory (Workforce Innovation and Opportunity Act, Section 116). Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the 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 this burden estimate to the Office of Policy Development and Research ● U.S. Department of Labor ● Room N-5641 ● 200 Constitution Ave., NW, ● Washington, DC ● 20210.

Do NOT send the completed application to this address.

OMB Control Number: 1205-0521
Expiration Date: 06-30-2024

ETA-9173

PY 2020 Qtr 12/31/2020 Performance Report for WIOA Adult

Time Period: (choose only one) ☒ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date State: District Of Columbia

REPORTING PERIOD COVERED: 10/1/2020-12/31/2020 Certified in WIPS: 2/16/2021 4:48 PM EST

Performance Items		Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period
A. SUMMARY INFORMATION						
1. Total Exiters (Cohort Period:7/1/2020-9/30/2020)		0	48	47	95	33
2. Total Participants Served (Cohort Period:10/1/2020-12/31/2020)		0	351	251	602	679
3. Total Reportable Individuals (Cohort Period:10/1/2020-12/31/2020)					0	0
B. PARTICIPANT SUMMARY AND SERVICE INFORMATION1 (Cohort Period:10/1/2020-12/31/2020)						
Sex	1a. Male	0	174	117	291	330
	1b. Female	0	175	134	309	347
Ethnicity/Race	2a. Hispanic/Latino	0	6	9	15	18
	2b. American Indian or Alaskan Native	0	4	6	10	12
	2c. Asian	0	3	1	4	3
	2d. Black or African American	0	286	208	494	563
	2e. Native Hawaiian or Other Pacific Islander	0	0	1	1	2
	2f. White	0	13	10	23	24
	2g. More Than One Race	0	5	5	10	12
Other Demographics	3a. Eligible Veterans	0	26	14	40	43
	3b. Individuals with a Disability	0	25	14	39	44
	3c. Incumbent Workers	0	0	0	0	0
	3d. Unemployed Individuals	0	272	188	460	525
Education Level	4a. Secondary School Graduate or Equivalent	0	170	155	325	375
	4b. Completed 1 or more years of Postsecondary Education	0	55	27	82	92
	4c. Postsecondary Certification, License, or Educational Certificate (non-degree)	0	16	5	21	23
	4d. Associate's Degree	0	18	2	20	20
	4e. Bachelor's Degree or Equivalent	0	53	35	88	100
	4f. Advanced Degree Beyond Bachelor's Degree	0	29	25	54	56
C. EMPLOYMENT BARRIER2 (Cohort Period:10/1/2020-12/31/2020)						
1. Displaced homemakers		0	0	0	0	0
2. Low-income individuals		0	214	144	358	415
3. Older individuals		0	80	30	110	118
4. Ex-offenders		0	25	21	46	54
5. Homeless individuals or runaway youth		0	22	14	36	43
6. Current or former foster care youth		0	0	0	0	0
7. English language learners, individuals with low levels of literacy or facing substantial cultural barriers		0	34	38	72	80
8. Eligible migrant and seasonal farmworkers		0	0	0	0	0
9. Exhausting TANF within 2 years (Part A Title IV of the Social Security Act)		0	0	0	0	0
10. Single parents (Including single pregnant women)		0	26	16	42	58
11. Long-term unemployed (27 or more consecutive weeks)		0	77	43	120	137

PY 2020 Qtr 12/31/2020 Performance Report for WIOA Adult

Time Period: (choose only one) ☑ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date State: District Of Columbia

PERIOD COVERED: 10/1/2020-12/31/2020 Certified in WIPS: 2/16/2021 4:48 PM EST

Performance Items	Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period
D. Core Indicators of Performance					
1. Employment Rate (Q2) (Cohort Period:10/1/2019-12/31/2019)	100.0%	75.0%	72.5%	74.2%	78.5%
2. Employment Rate (Q4) (Cohort Period:4/1/2019-6/30/2019)	100.0%	68.3%	71.3%	69.5%	77.2%
3. Median Earnings (Cohort Period:10/1/2019-12/31/2019)	$9,112	$9,257	$9,763	$9,286	$9,111
4. Credential Rate[3] (Cohort Period:4/1/2019-6/30/2019)			62.7%	62.7%	41.3%
5. Measurable Skill Gains[3] (Cohort Period:10/1/2020-12/31/2020)			50.0%	50.0%	32.5%

Performance Items	Total Covered Entrants	Percent Served Current Period	Percent Served Previous Period
E. Veterans' Priority of Service (Cohort Period:10/1/2020-12/31/2020)			
1. Covered Entrants	0		
2. Covered Entrants Who Received a Service During the Entry Period	0		100.0%
3. Covered Entrants Who Received a Staff-Assisted Service During the Entry Period	0		100.0%

Common Exit Programs: Please indicate by checking the box below each program below that utilizes a common exit policy with this program in this state.

Program	Wagner-Peyser	Adults, Dislocated Workers, Youth	TAA	Job Corps	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INA)	Reentry Employment Opportunities (Adult)	Reentry Employment Opportunities (Youth)	YouthBuild	H1B	SCSEP
Common Exit?	X	X	X								

ADDITIONAL COMMENTS

[1]Participant information is based on data given at the point of entry into the program.

[2]Barriers to Employment are determined at the point of entry into the program.

[3]Credential Rate and Measurable Skill Gains do not apply to the Wagner-Peyser program.

Public Burden Statement (1205-0521)

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's reply to these reporting requirements is mandatory (Workforce Innovation and Opportunity Act, Section 116). Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the 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 this burden estimate to the Office of Policy Development and Research ● U.S. Department of Labor ● Room N-5641 ● 200 Constitution Ave., NW, ● Washington, DC ● 20210.

Do NOT send the completed application to this address.

OMB Control Number: 1205-0521
Expiration Date: 06-30-2024

ETA-9173

PY 2020 Qtr 12/31/2020 Performance Report for WIOA Dislocated Worker

Time Period: (choose only one) ☒ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date State: District Of Columbia

REPORTING PERIOD COVERED: 10/1/2020-12/31/2020 Certified in WIPS: 2/16/2021 4:49 PM EST

Performance Items		Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period
A. SUMMARY INFORMATION						
1. Total Exiters (Cohort Period:7/1/2020-9/30/2020)		0	19	14	33	16
2. Total Participants Served (Cohort Period:10/1/2020-12/31/2020)		0	113	67	180	199
3. Total Reportable Individuals (Cohort Period:10/1/2020-12/31/2020)					0	0
B. PARTICIPANT SUMMARY AND SERVICE INFORMATION1 (Cohort Period:10/1/2020-12/31/2020)						
Sex	1a. Male	0	34	24	58	67
	1b. Female	0	79	43	122	132
Ethnicity/Race	2a. Hispanic/Latino	0	3	3	6	7
	2b. American Indian or Alaskan Native	0	0	4	4	7
	2c. Asian	0	1	0	1	2
	2d. Black or African American	0	69	46	115	125
	2e. Native Hawaiian or Other Pacific Islander	0	0	0	0	0
	2f. White	0	8	7	15	17
	2g. More Than One Race	0	0	3	3	6
Other Demographics	3a. Eligible Veterans	0	4	7	11	14
	3b. Individuals with a Disability	0	2	4	6	11
	3c. Incumbent Workers	0	0	0	0	0
	3d. Unemployed Individuals	0	105	65	170	186
Education Level	4a. Secondary School Graduate or Equivalent	0	31	17	48	50
	4b. Completed 1 or more years of Postsecondary Education	0	22	7	29	31
	4c. Postsecondary Certification, License, or Educational Certificate (non-degree)	0	3	4	7	8
	4d. Associate's Degree	0	4	0	4	3
	4e. Bachelor's Degree or Equivalent	0	30	17	47	55
	4f. Advanced Degree Beyond Bachelor's Degree	0	21	21	42	49
C. EMPLOYMENT BARRIER2 (Cohort Period:10/1/2020-12/31/2020)						
1. Displaced homemakers		0	0	0	0	0
2. Low-income individuals		0	65	28	93	101
3. Older individuals		0	23	16	39	44
4. Ex-offenders		0	2	3	5	7
5. Homeless individuals or runaway youth		0	5	2	7	10
6. Current or former foster care youth		0	0	0	0	0
7. English language learners, individuals with low levels of literacy or facing substantial cultural barriers		0	7	6	13	14
8. Eligible migrant and seasonal farmworkers		0	0	0	0	0
9. Exhausting TANF within 2 years (Part A Title IV of the Social Security Act)		0	0	0	0	0
10. Single parents (Including single pregnant women)		0	9	4	13	11
11. Long-term unemployed (27 or more consecutive weeks)		0	18	11	29	36

PY 2020 Qtr 12/31/2020 Performance Report for WIOA Dislocated Worker

Time Period: (choose only one) ☑ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date State: District Of Columbia

PERIOD COVERED: 10/1/2020-12/31/2020 Certified in WIPS: 2/16/2021 4:49 PM EST

Performance Items	Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period
D. Core Indicators of Performance					
1. Employment Rate (Q2) (Cohort Period:10/1/2019-12/31/2019)		67.8%	73.7%	69.2%	82.1%
2. Employment Rate (Q4) (Cohort Period:4/1/2019-6/30/2019)		70.1%	77.4%	72.0%	78.7%
3. Median Earnings (Cohort Period:10/1/2019-12/31/2019)		$13,583	$18,822	$14,899	$11,726
4. Credential Rate[3] (Cohort Period:4/1/2019-6/30/2019)			51.6%	51.6%	22.2%
5. Measurable Skill Gains[3] (Cohort Period:10/1/2020-12/31/2020)			40.0%	40.0%	57.1%

Performance Items	Total Covered Entrants	Percent Served Current Period	Percent Served Previous Period
E. Veterans' Priority of Service (Cohort Period:10/1/2020-12/31/2020)			
1. Covered Entrants	0		
2. Covered Entrants Who Received a Service During the Entry Period	0		
3. Covered Entrants Who Received a Staff-Assisted Service During the Entry Period	0		

Common Exit Programs: Please indicate by checking the box below each program below that utilizes a common exit policy with this program in this state.

Program	Wagner-Peyser	Adults, Dislocated Workers, Youth	TAA	Job Corps	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INA)	Reentry Employment Opportunities (Adult)	Reentry Employment Opportunities (Youth)	YouthBuild	H1B	SCSEP
Common Exit?	X	X	X								

ADDITIONAL COMMENTS

[1]Participant information is based on data given at the point of entry into the program.
[2]Barriers to Employment are determined at the point of entry into the program.
[3]Credential Rate and Measurable Skill Gains do not apply to the Wagner-Peyser program.

Public Burden Statement (1205-0521)

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's reply to these reporting requirements is mandatory (Workforce Innovation and Opportunity Act, Section 116). Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the 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 this burden estimate to the Office of Policy Development and Research ● U.S. Department of Labor ● Room N-5641 ● 200 Constitution Ave., NW, ● Washington, DC ● 20210.
Do NOT send the completed application to this address.

OMB Control Number: 1205-0521
Expiration Date: 06-30-2024

ETA-9173

PY 2020 Qtr 12/31/2020 Performance Report for WIOA Youth

Time Period: (choose only one) ☐ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date **State:** District Of Columbia

REPORTING PERIOD COVERED: 10/1/2020-12/31/2020 Certified in WIPS: 2/16/2021 4:50 PM EST

Performance Items		outh:	Received services other than occupational s ills training	Received occupational s ills training	Total Current Period	Total Previous Period
A. S MMAR IN ORMATION						
1. Total Exiters (Cohort Period:7/1/2020-9/30/2020)			0	19	19	12
2. Total Participants Served (Cohort Period:10/1/2020-12/31/2020)			13	160	173	147
3. Total Reportable Individuals (Cohort Period:10/1/2020-12/31/2020)					0	0
B. PARTICIPANT S MMAR AND SERVICE IN ORMATION[1] (Cohort Period:10/1/2020-12/31/2020)						
Sex	1a. Male		5	76	81	73
	1b. Female		8	84	92	74
Ethnicity/Race	2a. Hispanic/Latino		0	5	5	5
	2b. American Indian or Alaskan Native		0	1	1	0
	2c. Asian		1	0	1	0
	2d. Black or African American		13	136	149	131
	2e. Native Hawaiian or Other Pacific Islander		0	0	0	0
	2f. White		0	2	2	1
	2g. More Than One Race		1	1	2	0
Other Demographics	3a. Eligible Veterans		0	0	0	0
	3b. Individuals with a Disability		0	3	3	3
	3c. Out-of-School Youth		12	160	172	147
	3d. In-School Youth		0	0	0	0
	3e. Unemployed Individuals		12	132	144	123
Education Level	4a. Secondary School Graduate or Equivalent		11	144	155	140
	4b. Completed 1 or more years of Postsecondary Education		0	1	1	2
	4c. Postsecondary Certification, License, or Educational Certificate (non-degree)		0	0	0	0
	4d. Associate's Degree		0	0	0	0
	4e. Bachelor's Degree or Equivalent		2	0	2	1
	4f. Not a Secondary School Graduate or Equivalent		0	15	15	4
C. EMPLO MENT BARRIER[2] (Cohort Period:10/1/2020-12/31/2020)						
1. Displaced homemakers			0	0	0	0
2. Low-income individuals			13	158	171	145
3. Ex-offenders			0	3	3	4
4. Homeless individuals or runaway youth			0	14	14	11
5. Current or former foster care youth			0	1	1	1
6. English language learners, individuals with low levels of literacy or facing substantial cultural barriers			13	145	158	134
7. Eligible migrant and seasonal farmworkers			0	0	0	0
8. Exhausting TANF within 2 years (Part A Title IV of the Social Security Act)			0	0	0	0
9. Single parents (Including single pregnant women)			2	21	23	23
10. Long-term unemployed (27 or more consecutive weeks)			0	1	1	1

PY 2020 Qtr 12/31/2020 Performance Report for WIOA Youth

Time Period: (choose only one) ☐ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date **State:** District Of Columbia

PERIOD COVERED: 10/1/2020-12/31/2020

Performance Items	outh:	Received services other than occupational s ills training	Received occupational s ills training	Total Current Period	Total Previous Period
D. Core Indicators of Performance					
1. Employment, Education, or Training Placement Rate (Q2) (Cohort Period:10/1/2019-12/31/2019)		46.2%	69.2%	57.7%	66.5%
2. Employment, Education or Training placement Rate (Q4) (Cohort Period:4/1/2019-6/30/2019)		58.8%	44.4%	50.0%	58.3%
3. Median Earnings (Cohort Period:10/1/2019-12/31/2019)		$2,725	$8,651	$4,530	$5,191
4. Credential Rate (Cohort Period:4/1/2019-6/30/2019)			85.2%	85.2%	100.0%
5. Measurable Skill Gains (Cohort Period:10/1/2020-12/31/2020)			0.6%	0.6%	30.3%

Performance Items	Total Covered Entrants	Percent Served Current Period	Percent Served Previous Period
E. Veterans Priorit of Service (Cohort Period:10/1/2020-12/31/2020)			
1. Covered Entrants	0		
2. Covered Entrants Who Received a Service During the Entry Period	0		
3. Covered Entrants Who Received a Staff-Assisted Service During the Entry Period	0		

Common Exit Programs: Please indicate by checking the box below each program below that utilizes a common exit policy with this program in this state.

Program	agner-Pe ser	Adults Dislocated or ers outh	TAA	ob Corps	National arm or er obs Program (N P)	Indian and Native American Program (INA)	Reentr Emplo ment Opportunities (Adult)	Reentr Emplo ment Opportunities (outh)	outhBuild	1B	SCSEP
Common Exit?	X	X	X								

ADDITIONAL COMMENTS

[1]Participant information is based on data given at time of enrollment.
[2]Barriers to Employment are determined at the point of entry into the program.
[3]This indicator also includes those youth participants, whether formula or discretionary, who entered into a training or education program.
[4]Credential Rate and Measurable Skill Gains do not apply to the Wagner-Peyser program.

Public Burden Statement (1205-0521)

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's reply to these reporting requirements is mandatory (Workforce Innovation and Opportunity Act, Section 116). Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the 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 this burden estimate to the Office of Policy Development and Research ● U.S. Department of Labor ● Room N-5641 ● 200 Constitution Ave., NW, ● Washington, DC ● 20210.
Do NOT send the completed application to this address.

OMB Control Number: 1205-0521
Expiration Date: 06-30-2024

ETA-9173

PY 2020 Qtr 3/31/2021 Performance Report for Jobs for Veterans' State Grants

Time Period: (choose only one) ☒ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date State: District Of Columbia

REPORTING PERIOD COVERED: 1/1/2021-3/31/2021 Certified in WIPS: 5/17/2021 3:01 PM EDT

Performance Items		Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period
A. SUMMARY INFORMATION						
1. Total Exiters (Cohort Period:10/1/2020-12/31/2020)		0	3	0	3	14
2. Total Participants Served (Cohort Period:1/1/2021-3/31/2021)		2	93	10	105	76
3. Total Reportable Individuals (Cohort Period:1/1/2021-3/31/2021)						
B. PARTICIPANT SUMMARY AND SERVICE INFORMATION1 (Cohort Period:1/1/2021-3/31/2021)						
Sex	1a. Male	2	73	9	84	62
	1b. Female	0	20	1	21	14
Ethnicity/Race	2a. Hispanic/Latino	0	5	0	5	6
	2b. American Indian or Alaskan Native	0	2	0	2	1
	2c. Asian	0	2	0	2	2
	2d. Black or African American	2	75	7	84	59
	2e. Native Hawaiian or Other Pacific Islander	0	1	0	1	0
	2f. White	0	7	0	7	7
	2g. More Than One Race	0	6	0	6	4
Other Demographics	3a. Eligible Veterans	2	91	10	103	76
	3b. Individuals with a Disability	2	40	4	46	35
	3c. Incumbent Workers	0	0	0	0	0
	3d. Unemployed Individuals	2	80	7	89	67
Education Level	4a. Secondary School Graduate or Equivalent	1	47	1	49	32
	4b. Completed 1 or more years of Postsecondary Education	0	13	1	14	8
	4c. Postsecondary Certification, License, or Educational Certificate (non-degree)	0	2	1	3	3
	4d. Associate's Degree	0	5	0	5	4
	4e. Bachelor's Degree or Equivalent	1	18	3	22	19
	4f. Advanced Degree Beyond Bachelor's Degree	0	7	4	11	10
C. EMPLOYMENT BARRIER2 (Cohort Period:1/1/2021-3/31/2021)						
1. Displaced homemakers		0	0	0	0	0
2. Low-income individuals		0	72	9	81	58
3. Older individuals		1	39	7	47	33
4. Ex-offenders		0	22	0	22	16
5. Homeless individuals or runaway youth		0	59	3	62	41
6. Current or former foster care youth		0	0	0	0	0
7. English language learners, individuals with low levels of literacy or facing substantial cultural barriers		0	0	0	0	0
8. Eligible migrant and seasonal farmworkers		0	0	0	0	0
9. Exhausting TANF within 2 years (Part A Title IV of the Social Security Act)		0	0	0	0	0
10. Single parents (Including single pregnant women)		0	0	0	0	0
11. Long-term unemployed (27 or more consecutive weeks)		0	41	5	46	32

PY 2020 Qtr 3/31/2021 Performance Report for Jobs for Veterans' State Grants

Time Period: (choose only one) ☑ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date State: District Of Columbia

PERIOD COVERED: 1/1/2021-3/31/2021 Certified in WIPS: 5/17/2021 3:01 PM EDT

Performance Items	Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period
D. Core Indicators of Performance					
1. Employment Rate (Q2) (Cohort Period:1/1/2020-3/31/2020)		46.7%	0.0%	43.8%	59.5%
2. Employment Rate (Q4) (Cohort Period:7/1/2019-9/30/2019)	20.0%	40.5%	0.0%	36.0%	54.1%
3. Median Earnings (Cohort Period:1/1/2020-3/31/2020)		$9,945		$9,945	$13,271
4. Credential Rate[3] (Cohort Period:7/1/2019-9/30/2019)					
5. Measurable Skill Gains[3] (Cohort Period:1/1/2021-3/31/2021)					

Performance Items	Total Covered Entrants	Percent Served Current Period	Percent Served Previous Period
E. Veterans' Priority of Service (Cohort Period:1/1/2021-3/31/2021)			
1. Covered Entrants	30		
2. Covered Entrants Who Received a Service During the Entry Period	30	100.0%	100.0%
3. Covered Entrants Who Received a Staff-Assisted Service During the Entry Period	30	100.0%	93.3%

Common Exit Programs: Please indicate by checking the box below each program below that utilizes a common exit policy with this program in this state.

Program	Wagner-Peyser	Adults, Dislocated Workers, Youth	TAA	Job Corps	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INA)	Reentry Employment Opportunities (Adult)	Reentry Employment Opportunities (Youth)	YouthBuild	H1B	SCSEP
Common Exit?	X	X	X								

ADDITIONAL COMMENTS

[1]Participant information is based on data given at the point of entry into the program.

[2]Barriers to Employment are determined at the point of entry into the program.

[3]Credential Rate and Measurable Skill Gains do not apply to the Wagner-Peyser program.

Public Burden Statement (1205-0521)

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's reply to these reporting requirements is mandatory (Workforce Innovation and Opportunity Act, Section 116). Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the 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 this burden estimate to the Office of Policy Development and Research ● U.S. Department of Labor ● Room N-5641 ● 200 Constitution Ave., NW, ● Washington, DC ● 20210.

Do NOT send the completed application to this address.

OMB Control Number: 1205-0521
Expiration Date: 06-30-2024
Date of Report: 5/12/2021 5:41 AM EDT

ETA-9173-NDWG

PY 2020 Qtr 3/31/2021 Performance Report for National Dislocated Worker Grants

Time Period: ☐ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date
State: District Of Columbia
DWG Grant Number: DW34649
Reporting Period Covered: 1/1/2021-3/31/2021
Certified Time: 5/17/2021 3:03 PM EDT

Performance Items		Received Basic Career Services (Other Than Self Service)	Received Individualized Career Services	Received Training Services	Total Current Period	Total Previous Period
A. SUMMARY INFORMATION (Cohort Period:1/1/2021-3/31/2021)						
1. Total Exiters				1	1	2
2. Total Participants Served			28	5	33	34
3. Total Reportable Individuals						
B. PARTICIPANT SUMMARY INFORMATION (Cohort Period:1/1/2021-3/31/2021)						
Sex	1a. Male		1	1	2	2
	1b. Female		27	4	31	32
Ethnicity/Race	2a. Hispanic/Latino		1	1	2	2
	2b. American Indian or Alaskan Native			1	1	1
	2c. Asian					
	2d. Black or African American		21	4	25	26
	2e. Native Hawaiian or Other Pacific Islander					
	2f. White			1	1	1
	2g. More Than One Race			1	1	1
Other Demographics	3a. Eligible Veterans		1		1	1
	3b. Individuals with a Disability		1	1	2	2
	3c. Incumbent Workers					
	3d. Unemployed Individuals		26	5	31	32
	3e. Disaster Relief Employment					
Education Level	4a. Secondary School Graduate or Equivalent		10	2	12	12
	4b. Completed 1 or More Years of Postsecondary Education		6	1	7	8
	4c. Postsecondary Certification, License, or Educational Certificate (Non-Degree)		1		1	1
	4d. Associate's Degree					
	4e. Bachelor's Degree or Equivalent		9		9	9
	4f. Advanced Degree Beyond Bachelor's Degree		2	1	3	3
C. EMPLOYMENT BARRIER (Cohort Period:1/1/2021-3/31/2021)						
1. Displaced Homemakers						
2. Low-Income Individuals			25	3	28	29
3. Older Individuals			3		3	3
4. Ex-Offenders				1	1	1
5. Homeless Individuals or Runaway Youth						
6. Current or Former Foster Care Youth						
7. English Language Learners, Individuals With Low Levels of Literacy or Facing Substantial Cultural Barriers			2	1	3	3
8. Eligible Migrant and Seasonal Farmworkers						
9. Exhausting TANF Within 2 Years (Part A Title IV of the Social Security Act)						
10. Single Parents (Including Single Pregnant Women)			4	1	5	5
11. Long-Term Unemployed (27 or More Consecutive Weeks)			3		3	3

D. WIOA PRIMARY INDICATORS OF PERFORMANCE

	Combined	Grantee Certified	Additional UI Match	Combined	Grantee Certified	Additional UI Match	Combined	Grantee Certified	Additional UI Match	Combined	Grantee Certified	Additional UI Match	Combined	Grantee Certified	Additional UI Match
1. Employment Rate (Q2) (CohortPeriod: 1/1/2020-3/31/2020)															
2. Employment Rate (Q4) (CohortPeriod: 7/1/2019-9/30/2019)															
3. Median Earnings (CohortPeriod: 1/1/2020-3/31/2020)															
4. Credential Rate (CohortPeriod: 7/1/2019-9/30/2019)															
5. Measurable Skill Gains (CohortPeriod: 1/1/2021-3/31/2021)							100.0%			100.0%			0.0%		

E. EFFECTIVENESS IN SERVING EMPLOYERS

	Combined	Grantee Certified	Additional UI Match	Combined	Grantee Certified	Additional UI Match	Combined	Grantee Certified	Additional UI Match	Combined	Grantee Certified	Additional UI Match	Combined	Grantee Certified	Additional UI Match
1. Retention with the Same Employer in the 2nd and 4th Quarter After Exit (CohortPeriod: 7/1/2019-9/30/2019)															

F. VETERANS' PRIORITY OF SERVICE	Total Covered Entrants	Percent Served Current	Percent Served Previous
1. Covered Entrants			
2. Covered Entrants Who Received a Service During the Entry Period			
3. Covered Entrants Who Received a Staff-Assisted Service During the Entry Period			

Common Exit Programs: Please indicate by checking the box below each program below that utilizes a common exit policy with this program in this state.

Program	Wagner-Peyser	Adults, Dislocated Workers, Youth	TAA	Job Corps	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INA)	Reentry Employment Opportunities (Adult)	Reentry Employment Opportunities (Youth)	YouthBuild	H1B	SCSEP
Common Exit?	X	X	X								

Public Burden Statement (1205-0521)
Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's reply to these reporting requirements is mandatory (Workforce Innovation and Opportunity Act, Section 116). Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the 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 this burden estimate to the Office of Policy Development and Research ● U.S. Department of Labor ● Room N-5641 ● 200 Constitution Ave., NW, ● Washington, DC ● 20210.
Do NOT send the completed application to this address.

OMB Control Number: 1205-0521
Expiration Date: 06-30-2024

ETA-9173

PY 2020 Qtr 3/31/2021 Performance Report for Wagner-Peyser

Time Period: (choose only one) ☒ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date State: District Of Columbia

REPORTING PERIOD COVERED: 1/1/2021-3/31/2021 Certified in WIPS: 5/17/2021 2:59 PM EDT

Performance Items		Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period
A. SUMMARY INFORMATION						
1. Total Exiters (Cohort Period:10/1/2020-12/31/2020)		82	358		476	658
2. Total Participants Served (Cohort Period:1/1/2021-3/31/2021)		141	1,514		2,008	1,317
3. Total Reportable Individuals (Cohort Period:1/1/2021-3/31/2021)					20,013	17,030
B. PARTICIPANT SUMMARY AND SERVICE INFORMATION1 (Cohort Period:1/1/2021-3/31/2021)						
Sex	1a. Male	70	683		924	601
	1b. Female	70	827		1,079	713
Ethnicity/Race	2a. Hispanic/Latino	3	34		50	35
	2b. American Indian or Alaskan Native	3	14		24	19
	2c. Asian	0	30		31	14
	2d. Black or African American	109	974		1,366	987
	2e. Native Hawaiian or Other Pacific Islander	1	4		7	3
	2f. White	9	202		227	81
	2g. More Than One Race	2	20		28	21
Other Demographics	3a. Eligible Veterans	5	140		164	131
	3b. Individuals with a Disability	8	107		135	106
	3c. Incumbent Workers	0	0		0	0
	3d. Unemployed Individuals	131	1,318		1,735	1,118
Education Level	4a. Secondary School Graduate or Equivalent	92	657		977	681
	4b. Completed 1 or more years of Postsecondary Education	16	252		301	217
	4c. Postsecondary Certification, License, or Educational Certificate (non-degree)	3	25		36	27
	4d. Associate's Degree	0	32		35	32
	4e. Bachelor's Degree or Equivalent	14	322		379	191
	4f. Advanced Degree Beyond Bachelor's Degree	4	158		197	129
C. EMPLOYMENT BARRIER2 (Cohort Period:1/1/2021-3/31/2021)						
1. Displaced homemakers		0	1		1	0
2. Low-income individuals		21	636		954	787
3. Older individuals		27	315		376	247
4. Ex-offenders		27	98		156	122
5. Homeless individuals or runaway youth		15	128		166	119
6. Current or former foster care youth		0	0		0	0
7. English language learners, individuals with low levels of literacy or facing substantial cultural barriers		0	73		189	188
8. Eligible migrant and seasonal farmworkers		0	0		0	0
9. Exhausting TANF within 2 years (Part A Title IV of the Social Security Act)		0	0		0	0
10. Single parents (Including single pregnant women)		3	94		130	90
11. Long-term unemployed (27 or more consecutive weeks)		30	256		333	230

PY 2020 Qtr 3/31/2021 Performance Report for Wagner-Peyser

Time Period: (choose only one) ☑ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date State: District Of Columbia

PERIOD COVERED: 1/1/2021-3/31/2021 Certified in WIPS: 5/17/2021 2:59 PM EDT

Performance Items	Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period
D. Core Indicators of Performance					
1. Employment Rate (Q2) (Cohort Period:1/1/2020-3/31/2020)	25.3%	31.0%		30.5%	59.1%
2. Employment Rate (Q4) (Cohort Period:7/1/2019-9/30/2019)	32.2%	41.7%		40.7%	62.9%
3. Median Earnings (Cohort Period:1/1/2020-3/31/2020)	$5,759	$6,625		$6,612	$8,460
4. Credential Rate[3] (Cohort Period:7/1/2019-9/30/2019)					
5. Measurable Skill Gains[3] (Cohort Period:1/1/2021-3/31/2021)					

Performance Items	Total Covered Entrants	Percent Served Current Period	Percent Served Previous Period
E. Veterans' Priority of Service (Cohort Period:1/1/2021-3/31/2021)			
1. Covered Entrants	465		
2. Covered Entrants Who Received a Service During the Entry Period	465	100.0%	100.0%
3. Covered Entrants Who Received a Staff-Assisted Service During the Entry Period	46	9.9%	6.9%

Common Exit Programs: Please indicate by checking the box below each program below that utilizes a common exit policy with this program in this state.

Program	Wagner-Peyser	Adults, Dislocated Workers, Youth	TAA	Job Corps	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INA)	Reentry Employment Opportunities (Adult)	Reentry Employment Opportunities (Youth)	YouthBuild	H1B	SCSEP
Common Exit?	X	X	X								

ADDITIONAL COMMENTS

[1]Participant information is based on data given at the point of entry into the program.

[2]Barriers to Employment are determined at the point of entry into the program.

[3]Credential Rate and Measurable Skill Gains do not apply to the Wagner-Peyser program.

Public Burden Statement (1205-0521)

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's reply to these reporting requirements is mandatory (Workforce Innovation and Opportunity Act, Section 116). Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the 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 this burden estimate to the Office of Policy Development and Research ● U.S. Department of Labor ● Room N-5641 ● 200 Constitution Ave., NW, ● Washington, DC ● 20210.

Do NOT send the completed application to this address.

OMB Control Number: 1205-0521
Expiration Date: 06-30-2024

ETA-9173

PY 2020 Qtr 3/31/2021 Performance Report for WIOA Adult

Time Period: (choose only one) ☒ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date State: District Of Columbia

REPORTING PERIOD COVERED: 1/1/2021-3/31/2021 Certified in WIPS: 5/17/2021 2:57 PM EDT

Performance Items		Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period
A. SUMMARY INFORMATION						
1. Total Exiters (Cohort Period:10/1/2020-12/31/2020)		0	25	31	56	95
2. Total Participants Served (Cohort Period:1/1/2021-3/31/2021)		0	386	255	641	637
3. Total Reportable Individuals (Cohort Period:1/1/2021-3/31/2021)					0	0
B. PARTICIPANT SUMMARY AND SERVICE INFORMATION1 (Cohort Period:1/1/2021-3/31/2021)						
Sex	1a. Male	0	178	127	305	314
	1b. Female	0	206	128	334	321
Ethnicity/Race	2a. Hispanic/Latino	0	5	8	13	15
	2b. American Indian or Alaskan Native	0	5	5	10	10
	2c. Asian	0	3	1	4	4
	2d. Black or African American	0	316	210	526	526
	2e. Native Hawaiian or Other Pacific Islander	0	1	2	3	2
	2f. White	0	13	10	23	24
	2g. More Than One Race	0	7	4	11	10
Other Demographics	3a. Eligible Veterans	0	28	14	42	41
	3b. Individuals with a Disability	0	29	15	44	42
	3c. Incumbent Workers	0	0	0	0	0
	3d. Unemployed Individuals	0	286	199	485	493
Education Level	4a. Secondary School Graduate or Equivalent	0	190	160	350	349
	4b. Completed 1 or more years of Postsecondary Education	0	57	27	84	83
	4c. Postsecondary Certification, License, or Educational Certificate (non-degree)	0	13	5	18	21
	4d. Associate's Degree	0	19	3	22	21
	4e. Bachelor's Degree or Equivalent	0	62	34	96	93
	4f. Advanced Degree Beyond Bachelor's Degree	0	36	24	60	58
C. EMPLOYMENT BARRIER2 (Cohort Period:1/1/2021-3/31/2021)						
1. Displaced homemakers		0	0	0	0	0
2. Low-income individuals		0	319	209	528	529
3. Older individuals		0	81	28	109	112
4. Ex-offenders		0	39	30	69	76
5. Homeless individuals or runaway youth		0	34	19	53	60
6. Current or former foster care youth		0	0	0	0	0
7. English language learners, individuals with low levels of literacy or facing substantial cultural barriers		0	59	52	111	116
8. Eligible migrant and seasonal farmworkers		0	0	0	0	0
9. Exhausting TANF within 2 years (Part A Title IV of the Social Security Act)		0	0	0	0	0
10. Single parents (Including single pregnant women)		0	54	23	77	66
11. Long-term unemployed (27 or more consecutive weeks)		0	83	41	124	126

PY 2020 Qtr 3/31/2021 Performance Report for WIOA Adult

Time Period: (choose only one) ☑ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date State: District Of Columbia

PERIOD COVERED: 1/1/2021-3/31/2021 Certified in WIPS: 5/17/2021 2:57 PM EDT

Performance Items	Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period
D. Core Indicators of Performance					
1. Employment Rate (Q2) (Cohort Period:1/1/2020-3/31/2020)		49.6%	65.8%	53.5%	74.3%
2. Employment Rate (Q4) (Cohort Period:7/1/2019-9/30/2019)	100.0%	46.6%	62.5%	52.6%	69.5%
3. Median Earnings (Cohort Period:1/1/2020-3/31/2020)		$6,194	$8,580	$6,286	$9,315
4. Credential Rate[3] (Cohort Period:7/1/2019-9/30/2019)			62.4%	62.4%	62.7%
5. Measurable Skill Gains[3] (Cohort Period:1/1/2021-3/31/2021)			63.2%	63.2%	13.8%

Performance Items	Total Covered Entrants	Percent Served Current Period	Percent Served Previous Period
E. Veterans' Priority of Service (Cohort Period:1/1/2021-3/31/2021)			
1. Covered Entrants	2		
2. Covered Entrants Who Received a Service During the Entry Period	2	100.0%	
3. Covered Entrants Who Received a Staff-Assisted Service During the Entry Period	2	100.0%	

Common Exit Programs: Please indicate by checking the box below each program below that utilizes a common exit policy with this program in this state.

Program	Wagner-Peyser	Adults, Dislocated Workers, Youth	TAA	Job Corps	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INA)	Reentry Employment Opportunities (Adult)	Reentry Employment Opportunities (Youth)	YouthBuild	H1B	SCSEP
Common Exit?	X	X	X								

ADDITIONAL COMMENTS

[1]Participant information is based on data given at the point of entry into the program.

[2]Barriers to Employment are determined at the point of entry into the program.

[3]Credential Rate and Measurable Skill Gains do not apply to the Wagner-Peyser program.

Public Burden Statement (1205-0521)

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's reply to these reporting requirements is mandatory (Workforce Innovation and Opportunity Act, Section 116). Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the 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 this burden estimate to the Office of Policy Development and Research ● U.S. Department of Labor ● Room N-5641 ● 200 Constitution Ave., NW, ● Washington, DC ● 20210.

Do NOT send the completed application to this address.

OMB Control Number: 1205-0521
Expiration Date: 06-30-2024

ETA-9173

PY 2020 Qtr 3/31/2021 Performance Report for WIOA Dislocated Worker

Time Period: (choose only one) ☒ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date State: District Of Columbia

REPORTING PERIOD COVERED: 1/1/2021-3/31/2021 Certified in WIPS: 5/17/2021 2:58 PM EDT

Performance Items		Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period
A. SUMMARY INFORMATION						
1. Total Exiters (Cohort Period:10/1/2020-12/31/2020)		0	12	7	19	33
2. Total Participants Served (Cohort Period:1/1/2021-3/31/2021)		0	137	71	208	194
3. Total Reportable Individuals (Cohort Period:1/1/2021-3/31/2021)					0	0
B. PARTICIPANT SUMMARY AND SERVICE INFORMATION1 (Cohort Period:1/1/2021-3/31/2021)						
Sex	1a. Male	0	39	32	71	65
	1b. Female	0	98	39	137	129
Ethnicity/Race	2a. Hispanic/Latino	0	5	2	7	6
	2b. American Indian or Alaskan Native	0	1	3	4	3
	2c. Asian	0	2	0	2	1
	2d. Black or African American	0	84	51	135	129
	2e. Native Hawaiian or Other Pacific Islander	0	1	0	1	0
	2f. White	0	10	5	15	15
	2g. More Than One Race	0	1	2	3	2
Other Demographics	3a. Eligible Veterans	0	5	8	13	12
	3b. Individuals with a Disability	0	5	7	12	11
	3c. Incumbent Workers	0	0	0	0	0
	3d. Unemployed Individuals	0	126	69	195	183
Education Level	4a. Secondary School Graduate or Equivalent	0	43	21	64	53
	4b. Completed 1 or more years of Postsecondary Education	0	25	7	32	30
	4c. Postsecondary Certification, License, or Educational Certificate (non-degree)	0	5	4	9	7
	4d. Associate's Degree	0	4	1	5	5
	4e. Bachelor's Degree or Equivalent	0	38	17	55	51
	4f. Advanced Degree Beyond Bachelor's Degree	0	20	20	40	45
C. EMPLOYMENT BARRIER2 (Cohort Period:1/1/2021-3/31/2021)						
1. Displaced homemakers		0	0	0	0	0
2. Low-income individuals		0	118	52	170	159
3. Older individuals		0	27	16	43	42
4. Ex-offenders		0	4	8	12	10
5. Homeless individuals or runaway youth		0	9	4	13	12
6. Current or former foster care youth		0	0	0	0	0
7. English language learners, individuals with low levels of literacy or facing substantial cultural barriers		0	13	10	23	20
8. Eligible migrant and seasonal farmworkers		0	0	0	0	0
9. Exhausting TANF within 2 years (Part A Title IV of the Social Security Act)		0	0	0	0	0
10. Single parents (Including single pregnant women)		0	14	5	19	17
11. Long-term unemployed (27 or more consecutive weeks)		0	28	12	40	35

PY 2020 Qtr 3/31/2021 Performance Report for WIOA Dislocated Worker

Time Period: (choose only one) ☑ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date State: District Of Columbia

PERIOD COVERED: 1/1/2021-3/31/2021 Certified in WIPS: 5/17/2021 2:58 PM EDT

Performance Items	Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period
D. Core Indicators of Performance					
1. Employment Rate (Q2) (Cohort Period:1/1/2020-3/31/2020)		60.0%	57.1%	59.4%	69.2%
2. Employment Rate (Q4) (Cohort Period:7/1/2019-9/30/2019)		50.0%	56.3%	51.7%	72.0%
3. Median Earnings (Cohort Period:1/1/2020-3/31/2020)		$5,918	$13,060	$8,023	$14,899
4. Credential Rate[3] (Cohort Period:7/1/2019-9/30/2019)			53.3%	53.3%	51.6%
5. Measurable Skill Gains[3] (Cohort Period:1/1/2021-3/31/2021)			63.6%	63.6%	14.3%

Performance Items	Total Covered Entrants	Percent Served Current Period	Percent Served Previous Period
E. Veterans' Priority of Service (Cohort Period:1/1/2021-3/31/2021)			
1. Covered Entrants	1		
2. Covered Entrants Who Received a Service During the Entry Period	1	100.0%	
3. Covered Entrants Who Received a Staff-Assisted Service During the Entry Period	1	100.0%	

Common Exit Programs: Please indicate by checking the box below each program below that utilizes a common exit policy with this program in this state.

Program	Wagner-Peyser	Adults, Dislocated Workers, Youth	TAA	Job Corps	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INA)	Reentry Employment Opportunities (Adult)	Reentry Employment Opportunities (Youth)	YouthBuild	H1B	SCSEP
Common Exit?	X	X	X								

ADDITIONAL COMMENTS

[1]Participant information is based on data given at the point of entry into the program.

[2]Barriers to Employment are determined at the point of entry into the program.

[3]Credential Rate and Measurable Skill Gains do not apply to the Wagner-Peyser program.

Public Burden Statement (1205-0521)

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's reply to these reporting requirements is mandatory (Workforce Innovation and Opportunity Act, Section 116). Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the 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 this burden estimate to the Office of Policy Development and Research ● U.S. Department of Labor ● Room N-5641 ● 200 Constitution Ave., NW, ● Washington, DC ● 20210.

Do NOT send the completed application to this address.

OMB Control Number: 1205-0521
Expiration Date: 06-30-2024

ETA-9173

PY 2020 Qtr 3/31/2021 Performance Report for WIOA Youth

Time Period: (choose only one) ☐ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date **State:** District Of Columbia

REPORTING PERIOD COVERED: 1/1/2021-3/31/2021 Certified in WIPS: 5/17/2021 2:59 PM EDT

Performance Items		outh:	Received services other than occupational s ills training	Received occupational s ills training	Total Current Period	Total Previous Period
A. S MMAR IN ORMATION						
1. Total Exiters (Cohort Period:10/1/2020-12/31/2020)			0	0	0	19
2. Total Participants Served (Cohort Period:1/1/2021-3/31/2021)			13	173	186	185
3. Total Reportable Individuals (Cohort Period:1/1/2021-3/31/2021)					0	0
B. PARTICIPANT S MMAR AND SERVICE IN ORMATION[1] (Cohort Period:1/1/2021-3/31/2021)						
Sex	1a. Male		5	80	85	85
	1b. Female		8	93	101	100
Ethnicity/Race	2a. Hispanic/Latino		0	5	5	5
	2b. American Indian or Alaskan Native		0	1	1	1
	2c. Asian		1	0	1	1
	2d. Black or African American		13	148	161	160
	2e. Native Hawaiian or Other Pacific Islander		0	0	0	0
	2f. White		0	2	2	2
	2g. More Than One Race		1	1	2	2
Other Demographics	3a. Eligible Veterans		0	0	0	0
	3b. Individuals with a Disability		0	3	3	3
	3c. Out-of-School Youth		12	173	185	184
	3d. In-School Youth		0	0	0	0
	3e. Unemployed Individuals		12	145	157	156
Education Level	4a. Secondary School Graduate or Equivalent		11	157	168	167
	4b. Completed 1 or more years of Postsecondary Education		0	1	1	1
	4c. Postsecondary Certification, License, or Educational Certificate (non-degree)		0	0	0	0
	4d. Associate's Degree		0	0	0	0
	4e. Bachelor's Degree or Equivalent		2	0	2	2
	4f. Not a Secondary School Graduate or Equivalent		0	15	15	15
C. EMPLO MENT BARRIER[2] (Cohort Period:1/1/2021-3/31/2021)						
1. Displaced homemakers			0	0	0	0
2. Low-income individuals			13	172	185	184
3. Ex-offenders			0	3	3	3
4. Homeless individuals or runaway youth			0	14	14	14
5. Current or former foster care youth			0	1	1	1
6. English language learners, individuals with low levels of literacy or facing substantial cultural barriers			13	160	173	172
7. Eligible migrant and seasonal farmworkers			0	0	0	0
8. Exhausting TANF within 2 years (Part A Title IV of the Social Security Act)			0	0	0	0
9. Single parents (Including single pregnant women)			2	21	23	23
10. Long-term unemployed (27 or more consecutive weeks)			0	1	1	1

PY 2020 Qtr 3/31/2021 Performance Report for WIOA Youth

Time Period: (choose only one) ☐ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date **State:** District Of Columbia

PERIOD COVERED: 1/1/2021-3/31/2021

Performance Items	outh:	Received services other than occupational s ills training	Received occupational s ills training	Total Current Period	Total Previous Period
D. Core Indicators of Performance					
1. Employment, Education, or Training Placement Rate (Q2) (Cohort Period:1/1/2020-3/31/2020)			50.0%	50.0%	57.7%
2. Employment, Education or Training placement Rate (Q4) (Cohort Period:7/1/2019-9/30/2019)		34.5%	43.0%	39.8%	50.0%
3. Median Earnings (Cohort Period:1/1/2020-3/31/2020)			$10,433	$10,433	$4,530
4. Credential Rate (Cohort Period:7/1/2019-9/30/2019)		50.0%	44.4%	44.5%	85.2%
5. Measurable Skill Gains (Cohort Period:1/1/2021-3/31/2021)			21.5%	21.5%	2.4%

Performance Items	Total Covered Entrants	Percent Served Current Period	Percent Served Previous Period
E. Veterans Priorit of Service (Cohort Period:1/1/2021-3/31/2021)			
1. Covered Entrants	0		
2. Covered Entrants Who Received a Service During the Entry Period	0		
3. Covered Entrants Who Received a Staff-Assisted Service During the Entry Period	0		

Common Exit Programs: Please indicate by checking the box below each program below that utilizes a common exit policy with this program in this state.

Program	agner-Pe ser	Adults Dislocated or ers outh	TAA	ob Corps	National arm or er obs Program (N P)	Indian and Native American Program (INA)	Reentr Emplo ment Opportunities (Adult)	Reentr Emplo ment Opportunities (outh)	outhBuild	1B	SCSEP
Common Exit?	X	X	X								

ADDITIONAL COMMENTS

[1]Participant information is based on data given at time of enrollment.
[2]Barriers to Employment are determined at the point of entry into the program.
[3]This indicator also includes those youth participants, whether formula or discretionary, who entered into a training or education program.
[4]Credential Rate and Measurable Skill Gains do not apply to the Wagner-Peyser program.

Public Burden Statement (1205-0521)

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's reply to these reporting requirements is mandatory (Workforce Innovation and Opportunity Act, Section 116). Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the 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 this burden estimate to the Office of Policy Development and Research ● U.S. Department of Labor ● Room N-5641 ● 200 Constitution Ave., NW, ● Washington, DC ● 20210.
Do NOT send the completed application to this address.

OMB Control Number: 1205-0521
Expiration Date: 06-30-2024

ETA-9173

PY 2020 Qtr 6/30/2021 Performance Report for Jobs for Veterans' State Grants

Time Period: (choose only one) ☒ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date State: District Of Columbia

REPORTING PERIOD COVERED: 4/1/2021-6/30/2021 Certified in WIPS: 8/16/2021 1:52 PM EDT

Performance Items		Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period
A. SUMMARY INFORMATION						
1. Total Exiters (Cohort Period:1/1/2021-3/31/2021)		2	4	1	7	3
2. Total Participants Served (Cohort Period:4/1/2021-6/30/2021)		3	103	9	115	107
3. Total Reportable Individuals (Cohort Period:4/1/2021-6/30/2021)						
B. PARTICIPANT SUMMARY AND SERVICE INFORMATION1 (Cohort Period:4/1/2021-6/30/2021)						
Sex	1a. Male	3	85	8	96	86
	1b. Female	0	18	1	19	21
Ethnicity/Race	2a. Hispanic/Latino	0	5	0	5	5
	2b. American Indian or Alaskan Native	0	2	0	2	2
	2c. Asian	0	2	0	2	2
	2d. Black or African American	3	82	7	92	87
	2e. Native Hawaiian or Other Pacific Islander	0	1	0	1	1
	2f. White	0	8	0	8	7
	2g. More Than One Race	0	6	0	6	6
Other Demographics	3a. Eligible Veterans	3	100	9	112	105
	3b. Individuals with a Disability	0	44	3	47	48
	3c. Incumbent Workers	0	0	0	0	0
	3d. Unemployed Individuals	1	89	7	97	91
Education Level	4a. Secondary School Graduate or Equivalent	3	53	1	57	50
	4b. Completed 1 or more years of Postsecondary Education	0	12	1	13	14
	4c. Postsecondary Certification, License, or Educational Certificate (non-degree)	0	3	1	4	3
	4d. Associate's Degree	0	4	0	4	5
	4e. Bachelor's Degree or Equivalent	0	22	3	25	22
	4f. Advanced Degree Beyond Bachelor's Degree	0	7	3	10	12
C. EMPLOYMENT BARRIER2 (Cohort Period:4/1/2021-6/30/2021)						
1. Displaced homemakers		0	0	0	0	0
2. Low-income individuals		3	82	8	93	82
3. Older individuals		2	47	7	56	48
4. Ex-offenders		1	25	0	26	23
5. Homeless individuals or runaway youth		3	69	3	75	62
6. Current or former foster care youth		0	0	0	0	0
7. English language learners, individuals with low levels of literacy or facing substantial cultural barriers		0	0	0	0	0
8. Eligible migrant and seasonal farmworkers		0	0	0	0	0
9. Exhausting TANF within 2 years (Part A Title IV of the Social Security Act)		0	0	0	0	0
10. Single parents (Including single pregnant women)		0	2	0	2	2
11. Long-term unemployed (27 or more consecutive weeks)		1	51	4	56	48

PY 2020 Qtr 6/30/2021 Performance Report for Jobs for Veterans' State Grants

Time Period: (choose only one) ☑ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date State: District Of Columbia

PERIOD COVERED: 4/1/2021-6/30/2021 Certified in WIPS: 8/16/2021 1:52 PM EDT

Performance Items	Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period
D. Core Indicators of Performance					
1. Employment Rate (Q2) (Cohort Period:4/1/2020-6/30/2020)	0.0%	88.9%		80.0%	43.8%
2. Employment Rate (Q4) (Cohort Period:10/1/2019-12/31/2019)	28.6%	55.2%	100%	51.4%	36.0%
3. Median Earnings (Cohort Period:4/1/2020-6/30/2020)		$13,062		$13,062	$9,945
4. Credential Rate[3] (Cohort Period:10/1/2019-12/31/2019)					
5. Measurable Skill Gains[3] (Cohort Period:4/1/2021-6/30/2021)					

Performance Items	Total Covered Entrants	Percent Served Current Period	Percent Served Previous Period
E. Veterans' Priority of Service (Cohort Period:4/1/2021-6/30/2021)			
1. Covered Entrants	14		
2. Covered Entrants Who Received a Service During the Entry Period	14	100.0%	100.0%
3. Covered Entrants Who Received a Staff-Assisted Service During the Entry Period	14	100.0%	100.0%

Common Exit Programs: Please indicate by checking the box below each program below that utilizes a common exit policy with this program in this state.

Program	Wagner-Peyser	Adults, Dislocated Workers, Youth	TAA	Job Corps	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INA)	Reentry Employment Opportunities (Adult)	Reentry Employment Opportunities (Youth)	YouthBuild	H1B	SCSEP
Common Exit?	X	X	X								

ADDITIONAL COMMENTS

[1]Participant information is based on data given at the point of entry into the program.

[2]Barriers to Employment are determined at the point of entry into the program.

[3]Credential Rate and Measurable Skill Gains do not apply to the Wagner-Peyser program.

Public Burden Statement (1205-0521)

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's reply to these reporting requirements is mandatory (Workforce Innovation and Opportunity Act, Section 116). Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the 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 this burden estimate to the Office of Policy Development and Research ● U.S. Department of Labor ● Room N-5641 ● 200 Constitution Ave., NW, ● Washington, DC ● 20210.

Do NOT send the completed application to this address.

OMB Control Number: 1205-0521
Expiration Date: 06-30-2024
Date of Report: 8/13/2021 10:28 AM EDT

ETA-9173-NDWG

PY 2020 Qtr 6/30/2021 Performance Report for National Dislocated Worker Grants

Time Period: ☐ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date
State: District Of Columbia
DWG Grant Number: DW34649
Reporting Period Covered: 4/1/2021-6/30/2021
Certified Time: 8/16/2021 1:53 PM EDT

Performance Items		Received Basic Career Services (Other Than Self Service)	Received Individualized Career Services	Received Training Services	Total Current Period	Total Previous Period
A. SUMMARY INFORMATION (Cohort Period:4/1/2021-6/30/2021)						
1. Total Exiters			1		1	1
2. Total Participants Served			33	5	38	39
3. Total Reportable Individuals						
B. PARTICIPANT SUMMARY INFORMATION (Cohort Period:4/1/2021-6/30/2021)						
Sex	1a. Male		3	1	4	4
	1b. Female		30	4	34	35
Ethnicity/Race	2a. Hispanic/Latino		1	1	2	2
	2b. American Indian or Alaskan Native			1	1	1
	2c. Asian					
	2d. Black or African American		24	4	28	29
	2e. Native Hawaiian or Other Pacific Islander					
	2f. White			1	1	1
	2g. More Than One Race			1	1	1
Other Demographics	3a. Eligible Veterans		1		1	1
	3b. Individuals with a Disability		1	1	2	2
	3c. Incumbent Workers					
	3d. Unemployed Individuals		31	5	36	37
	3e. Disaster Relief Employment					
Education Level	4a. Secondary School Graduate or Equivalent		10	2	12	13
	4b. Completed 1 or More Years of Postsecondary Education		6	1	7	7
	4c. Postsecondary Certification, License, or Educational Certificate (Non-Degree)		2		2	2
	4d. Associate's Degree					
	4e. Bachelor's Degree or Equivalent		12		12	12
	4f. Advanced Degree Beyond Bachelor's Degree		3	1	4	4
C. EMPLOYMENT BARRIER (Cohort Period:4/1/2021-6/30/2021)						
1. Displaced Homemakers						
2. Low-Income Individuals			30	3	33	33
3. Older Individuals			3		3	3
4. Ex-Offenders				1	1	1
5. Homeless Individuals or Runaway Youth			1		1	1
6. Current or Former Foster Care Youth						
7. English Language Learners, Individuals With Low Levels of Literacy or Facing Substantial Cultural Barriers			3	1	4	4
8. Eligible Migrant and Seasonal Farmworkers						
9. Exhausting TANF Within 2 Years (Part A Title IV of the Social Security Act)						
10. Single Parents (Including Single Pregnant Women)			5	1	6	7
11. Long-Term Unemployed (27 or More Consecutive Weeks)			5		5	5

D. WIOA PRIMARY INDICATORS OF PERFORMANCE

	Received Basic Career Services (Other Than Self Service)		Received Individualized Career Services		Received Training Services		Total Current Period		Total Previous Period	
	Combined	Grantee Certified	Combined	Grantee Certified	Combined	Grantee Certified	Combined	Grantee Certified	Combined	Grantee Certified
1. Employment Rate (Q2) (CohortPeriod: 4/1/2020-6/30/2020)		Additional UI Match		Additional UI Match		Additional UI Match		Additional UI Match		Additional UI Match
2. Employment Rate (Q4) (CohortPeriod: 10/1/2019-12/31/2019)		Additional UI Match		Additional UI Match		Additional UI Match		Additional UI Match		Additional UI Match
3. Median Earnings (CohortPeriod: 4/1/2020-6/30/2020)		Additional UI Match		Additional UI Match		Additional UI Match		Additional UI Match		Additional UI Match
4. Credential Rate (CohortPeriod: 10/1/2019-12/31/2019)										
5. Measurable Skill Gains (CohortPeriod: 4/1/2021-6/30/2021)					0.0%		0.0%		100.0%	

E. EFFECTIVENESS IN SERVING EMPLOYERS

	Received Basic Career Services (Other Than Self Service)		Received Individualized Career Services		Received Training Services		Total Current Period		Total Previous Period	
	Combined	Grantee Certified	Combined	Grantee Certified	Combined	Grantee Certified	Combined	Grantee Certified	Combined	Grantee Certified
1. Retention with the Same Employer in the 2nd and 4th Quarter After Exit (CohortPeriod: 10/1/2019-12/31/2019)		Additional UI Match		Additional UI Match		Additional UI Match		Additional UI Match		Additional UI Match

F. VETERANS' PRIORITY OF SERVICE	Total Covered Entrants	Percent Served Current	Percent Served Previous
1. Covered Entrants			
2. Covered Entrants Who Received a Service During the Entry Period			
3. Covered Entrants Who Received a Staff-Assisted Service During the Entry Period			

Common Exit Programs: Please indicate by checking the box below each program below that utilizes a common exit policy with this program in this state.

Program	Wagner-Peyser	Adults, Dislocated Workers, Youth	TAA	Job Corps	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INA)	Reentry Employment Opportunities (Adult)	Reentry Employment Opportunities (Youth)	YouthBuild	H1B	SCSEP
Common Exit?	X	X	X								

Public Burden Statement (1205-0521)
Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's reply to these reporting requirements is mandatory (Workforce Innovation and Opportunity Act, Section 116). Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the 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 this burden estimate to the Office of Policy Development and Research ● U.S. Department of Labor ● Room N-5641 ● 200 Constitution Ave., NW, ● Washington, DC ● 20210.
Do NOT send the completed application to this address.

OMB Control Number: 1205-0521
Expiration Date: 06-30-2024

ETA-9173

PY 2020 Qtr 6/30/2021 Performance Report for Wagner-Peyser

Time Period: (choose only one) ☒ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date State: District Of Columbia

REPORTING PERIOD COVERED: 4/1/2021-6/30/2021 Certified in WIPS: 8/16/2021 1:51 PM EDT

Performance Items		Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period
A. SUMMARY INFORMATION						
1. Total Exiters (Cohort Period:1/1/2021-3/31/2021)		894	103		1,039	477
2. Total Participants Served (Cohort Period:4/1/2021-6/30/2021)		973	767		2,097	2,044
3. Total Reportable Individuals (Cohort Period:4/1/2021-6/30/2021)					26,809	18,652
B. PARTICIPANT SUMMARY AND SERVICE INFORMATION1 (Cohort Period:4/1/2021-6/30/2021)						
Sex	1a. Male	413	349		933	937
	1b. Female	560	417		1,163	1,102
Ethnicity/Race	2a. Hispanic/Latino	23	27		64	54
	2b. American Indian or Alaskan Native	14	11		32	24
	2c. Asian	15	6		23	31
	2d. Black or African American	616	598		1,500	1,396
	2e. Native Hawaiian or Other Pacific Islander	2	2		7	8
	2f. White	123	34		170	227
	2g. More Than One Race	14	17		37	30
Other Demographics	3a. Eligible Veterans	32	141		190	166
	3b. Individuals with a Disability	45	100		162	136
	3c. Incumbent Workers	0	0		0	0
	3d. Unemployed Individuals	837	612		1,737	1,768
Education Level	4a. Secondary School Graduate or Equivalent	432	383		1,049	989
	4b. Completed 1 or more years of Postsecondary Education	213	108		354	304
	4c. Postsecondary Certification, License, or Educational Certificate (non-degree)	17	20		45	36
	4d. Associate's Degree	17	27		48	36
	4e. Bachelor's Degree or Equivalent	169	140		351	387
	4f. Advanced Degree Beyond Bachelor's Degree	80	68		179	207
C. EMPLOYMENT BARRIER2 (Cohort Period:4/1/2021-6/30/2021)						
1. Displaced homemakers		0	1		2	2
2. Low-income individuals		216	544		1,068	995
3. Older individuals		160	177		371	379
4. Ex-offenders		69	80		185	160
5. Homeless individuals or runaway youth		38	113		179	173
6. Current or former foster care youth		0	0		0	0
7. English language learners, individuals with low levels of literacy or facing substantial cultural barriers		5	90		218	208
8. Eligible migrant and seasonal farmworkers		0	0		0	0
9. Exhausting TANF within 2 years (Part A Title IV of the Social Security Act)		0	0		0	0
10. Single parents (Including single pregnant women)		117	93		253	146
11. Long-term unemployed (27 or more consecutive weeks)		133	190		368	340

PY 2020 Qtr 6/30/2021 Performance Report for Wagner-Peyser

Time Period: (choose only one) ☑ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date State: District Of Columbia

PERIOD COVERED: 4/1/2021-6/30/2021 Certified in WIPS: 8/16/2021 1:51 PM EDT

Performance Items	Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period
D. Core Indicators of Performance					
1. Employment Rate (Q2) (Cohort Period:4/1/2020-6/30/2020)	62.2%	58.5%		61.5%	30.6%
2. Employment Rate (Q4) (Cohort Period:10/1/2019-12/31/2019)	55.1%	62.2%		59.7%	40.8%
3. Median Earnings (Cohort Period:4/1/2020-6/30/2020)	$5,197	$13,178		$6,368	$6,612
4. Credential Rate[3] (Cohort Period:10/1/2019-12/31/2019)					
5. Measurable Skill Gains[3] (Cohort Period:4/1/2021-6/30/2021)					

Performance Items	Total Covered Entrants	Percent Served Current Period	Percent Served Previous Period
E. Veterans' Priority of Service (Cohort Period:4/1/2021-6/30/2021)			
1. Covered Entrants	500		
2. Covered Entrants Who Received a Service During the Entry Period	500	100.0%	100.0%
3. Covered Entrants Who Received a Staff-Assisted Service During the Entry Period	30	6.0%	11.0%

Common Exit Programs: Please indicate by checking the box below each program below that utilizes a common exit policy with this program in this state.

Program	Wagner-Peyser	Adults, Dislocated Workers, Youth	TAA	Job Corps	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INA)	Reentry Employment Opportunities (Adult)	Reentry Employment Opportunities (Youth)	YouthBuild	H1B	SCSEP
Common Exit?	X	X	X								

ADDITIONAL COMMENTS

[1]Participant information is based on data given at the point of entry into the program.

[2]Barriers to Employment are determined at the point of entry into the program.

[3]Credential Rate and Measurable Skill Gains do not apply to the Wagner-Peyser program.

Public Burden Statement (1205-0521)

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's reply to these reporting requirements is mandatory (Workforce Innovation and Opportunity Act, Section 116). Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the 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 this burden estimate to the Office of Policy Development and Research ● U.S. Department of Labor ● Room N-5641 ● 200 Constitution Ave., NW, ● Washington, DC ● 20210.

Do NOT send the completed application to this address.

OMB Control Number: 1205-0521
Expiration Date: 06-30-2024

ETA-9173

PY 2020 Qtr 6/30/2021 Performance Report for WIOA Adult

Time Period: (choose only one) ☒ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date State: District Of Columbia

REPORTING PERIOD COVERED: 4/1/2021-6/30/2021 Certified in WIPS: 8/16/2021 1:47 PM EDT

Performance Items		Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period
A. SUMMARY INFORMATION						
1. Total Exiters (Cohort Period:1/1/2021-3/31/2021)		1	49	29	79	56
2. Total Participants Served (Cohort Period:4/1/2021-6/30/2021)		0	384	266	650	693
3. Total Reportable Individuals (Cohort Period:4/1/2021-6/30/2021)					0	0
B. PARTICIPANT SUMMARY AND SERVICE INFORMATION1 (Cohort Period:4/1/2021-6/30/2021)						
Sex	1a. Male	0	170	134	304	326
	1b. Female	0	213	132	345	365
Ethnicity/Race	2a. Hispanic/Latino	0	5	9	14	16
	2b. American Indian or Alaskan Native	0	5	6	11	10
	2c. Asian	0	1	2	3	4
	2d. Black or African American	0	317	217	534	569
	2e. Native Hawaiian or Other Pacific Islander	0	1	3	4	4
	2f. White	0	12	9	21	24
	2g. More Than One Race	0	7	5	12	13
Other Demographics	3a. Eligible Veterans	0	29	14	43	46
	3b. Individuals with a Disability	0	32	13	45	47
	3c. Incumbent Workers	0	0	0	0	0
	3d. Unemployed Individuals	0	280	208	488	528
Education Level	4a. Secondary School Graduate or Equivalent	0	201	170	371	378
	4b. Completed 1 or more years of Postsecondary Education	0	49	28	77	91
	4c. Postsecondary Certification, License, or Educational Certificate (non-degree)	0	12	5	17	18
	4d. Associate's Degree	0	15	4	19	23
	4e. Bachelor's Degree or Equivalent	0	64	35	99	105
	4f. Advanced Degree Beyond Bachelor's Degree	0	34	22	56	67
C. EMPLOYMENT BARRIER2 (Cohort Period:4/1/2021-6/30/2021)						
1. Displaced homemakers		0	0	1	1	1
2. Low-income individuals		0	316	223	539	575
3. Older individuals		0	70	27	97	113
4. Ex-offenders		0	39	35	74	76
5. Homeless individuals or runaway youth		0	34	24	58	64
6. Current or former foster care youth		0	0	0	0	0
7. English language learners, individuals with low levels of literacy or facing substantial cultural barriers		0	76	59	135	130
8. Eligible migrant and seasonal farmworkers		0	0	0	0	0
9. Exhausting TANF within 2 years (Part A Title IV of the Social Security Act)		0	0	0	0	0
10. Single parents (Including single pregnant women)		0	64	32	96	90
11. Long-term unemployed (27 or more consecutive weeks)		0	79	41	120	132

PY 2020 Qtr 6/30/2021 Performance Report for WIOA Adult

Time Period: (choose only one) ☑ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date State: District Of Columbia

PERIOD COVERED: 4/1/2021-6/30/2021 Certified in WIPS: 8/16/2021 1:47 PM EDT

Performance Items	Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period
D. Core Indicators of Performance					
1. Employment Rate (Q2) (Cohort Period:4/1/2020-6/30/2020)		47.6%	63.6%	53.1%	53.5%
2. Employment Rate (Q4) (Cohort Period:10/1/2019-12/31/2019)	100.0%	73.8%	78.8%	75.3%	52.4%
3. Median Earnings (Cohort Period:4/1/2020-6/30/2020)		$15,115	$10,917	$11,726	$6,286
4. Credential Rate[3] (Cohort Period:10/1/2019-12/31/2019)			56.1%	56.1%	62.4%
5. Measurable Skill Gains[3] (Cohort Period:4/1/2021-6/30/2021)			62.5%	62.5%	24.0%

Performance Items	Total Covered Entrants	Percent Served Current Period	Percent Served Previous Period
E. Veterans' Priority of Service (Cohort Period:4/1/2021-6/30/2021)			
1. Covered Entrants	0		
2. Covered Entrants Who Received a Service During the Entry Period	0		100.0%
3. Covered Entrants Who Received a Staff-Assisted Service During the Entry Period	0		75.0%

Common Exit Programs: Please indicate by checking the box below each program below that utilizes a common exit policy with this program in this state.

Program	Wagner-Peyser	Adults, Dislocated Workers, Youth	TAA	Job Corps	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INA)	Reentry Employment Opportunities (Adult)	Reentry Employment Opportunities (Youth)	YouthBuild	H1B	SCSEP
Common Exit?	X	X	X								

ADDITIONAL COMMENTS

[1]Participant information is based on data given at the point of entry into the program.

[2]Barriers to Employment are determined at the point of entry into the program.

[3]Credential Rate and Measurable Skill Gains do not apply to the Wagner-Peyser program.

Public Burden Statement (1205-0521)

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's reply to these reporting requirements is mandatory (Workforce Innovation and Opportunity Act, Section 116). Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the 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 this burden estimate to the Office of Policy Development and Research ● U.S. Department of Labor ● Room N-5641 ● 200 Constitution Ave., NW, ● Washington, DC ● 20210.

Do NOT send the completed application to this address.

OMB Control Number: 1205-0521
Expiration Date: 06-30-2024

ETA-9173

PY 2020 Qtr 6/30/2021 Performance Report for WIOA Dislocated Worker

Time Period: (choose only one) ☒ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date State: District Of Columbia

REPORTING PERIOD COVERED: 4/1/2021-6/30/2021 Certified in WIPS: 8/16/2021 1:49 PM EDT

Performance Items		Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period
A. SUMMARY INFORMATION						
1. Total Exiters (Cohort Period:1/1/2021-3/31/2021)		0	23	20	43	19
2. Total Participants Served (Cohort Period:4/1/2021-6/30/2021)		0	129	57	186	217
3. Total Reportable Individuals (Cohort Period:4/1/2021-6/30/2021)					0	0
B. PARTICIPANT SUMMARY AND SERVICE INFORMATION1 (Cohort Period:4/1/2021-6/30/2021)						
Sex	1a. Male	0	34	24	58	73
	1b. Female	0	95	33	128	144
Ethnicity/Race	2a. Hispanic/Latino	0	4	2	6	8
	2b. American Indian or Alaskan Native	0	1	2	3	4
	2c. Asian	0	2	0	2	2
	2d. Black or African American	0	82	43	125	141
	2e. Native Hawaiian or Other Pacific Islander	0	0	0	0	1
	2f. White	0	8	4	12	16
	2g. More Than One Race	0	1	1	2	3
Other Demographics	3a. Eligible Veterans	0	8	5	13	15
	3b. Individuals with a Disability	0	5	4	9	13
	3c. Incumbent Workers	0	0	0	0	0
	3d. Unemployed Individuals	0	119	55	174	203
Education Level	4a. Secondary School Graduate or Equivalent	0	45	19	64	64
	4b. Completed 1 or more years of Postsecondary Education	0	22	5	27	33
	4c. Postsecondary Certification, License, or Educational Certificate (non-degree)	0	4	4	8	9
	4d. Associate's Degree	0	2	1	3	5
	4e. Bachelor's Degree or Equivalent	0	37	12	49	59
	4f. Advanced Degree Beyond Bachelor's Degree	0	17	15	32	44
C. EMPLOYMENT BARRIER2 (Cohort Period:4/1/2021-6/30/2021)						
1. Displaced homemakers		0	0	0	0	0
2. Low-income individuals		0	114	45	159	179
3. Older individuals		0	20	16	36	45
4. Ex-offenders		0	3	8	11	12
5. Homeless individuals or runaway youth		0	6	2	8	13
6. Current or former foster care youth		0	0	0	0	0
7. English language learners, individuals with low levels of literacy or facing substantial cultural barriers		0	17	9	26	23
8. Eligible migrant and seasonal farmworkers		0	0	0	0	0
9. Exhausting TANF within 2 years (Part A Title IV of the Social Security Act)		0	0	0	0	0
10. Single parents (Including single pregnant women)		0	18	6	24	23
11. Long-term unemployed (27 or more consecutive weeks)		0	25	9	34	42

PY 2020 Qtr 6/30/2021 Performance Report for WIOA Dislocated Worker

Time Period: (choose only one) ☑ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date State: District Of Columbia

PERIOD COVERED: 4/1/2021-6/30/2021 Certified in WIPS: 8/16/2021 1:49 PM EDT

Performance Items	Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period
D. Core Indicators of Performance					
1. Employment Rate (Q2) (Cohort Period:4/1/2020-6/30/2020)		83.3%	100.0%	87.5%	59.4%
2. Employment Rate (Q4) (Cohort Period:10/1/2019-12/31/2019)		75.9%	80.0%	76.7%	51.7%
3. Median Earnings (Cohort Period:4/1/2020-6/30/2020)		$18,244	$12,564	$14,702	$8,023
4. Credential Rate[3] (Cohort Period:10/1/2019-12/31/2019)			28.6%	28.6%	53.3%
5. Measurable Skill Gains[3] (Cohort Period:4/1/2021-6/30/2021)			50.0%	50.0%	53.8%

Performance Items	Total Covered Entrants	Percent Served Current Period	Percent Served Previous Period
E. Veterans' Priority of Service (Cohort Period:4/1/2021-6/30/2021)			
1. Covered Entrants	0		
2. Covered Entrants Who Received a Service During the Entry Period	0		100.0%
3. Covered Entrants Who Received a Staff-Assisted Service During the Entry Period	0		75.0%

Common Exit Programs: Please indicate by checking the box below each program below that utilizes a common exit policy with this program in this state.

Program	Wagner-Peyser	Adults, Dislocated Workers, Youth	TAA	Job Corps	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INA)	Reentry Employment Opportunities (Adult)	Reentry Employment Opportunities (Youth)	YouthBuild	H1B	SCSEP
Common Exit?	X	X	X								

ADDITIONAL COMMENTS

[1]Participant information is based on data given at the point of entry into the program.

[2]Barriers to Employment are determined at the point of entry into the program.

[3]Credential Rate and Measurable Skill Gains do not apply to the Wagner-Peyser program.

Public Burden Statement (1205-0521)

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's reply to these reporting requirements is mandatory (Workforce Innovation and Opportunity Act, Section 116). Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the 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 this burden estimate to the Office of Policy Development and Research ● U.S. Department of Labor ● Room N-5641 ● 200 Constitution Ave., NW, ● Washington, DC ● 20210.

Do NOT send the completed application to this address.

OMB Control Number: 1205-0521
Expiration Date: 06-30-2024

ETA-9173

PY 2020 Qtr 6/30/2021 Performance Report for WIOA Youth

Time Period: (choose only one) ☐ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date **State:** District Of Columbia

REPORTING PERIOD COVERED: 4/1/2021-6/30/2021 Certified in WIPS: 8/16/2021 1:50 PM EDT

Performance Items		outh:	Received services other than occupational s ills training	Received occupational s ills training	Total Current Period	Total Previous Period
A. S MMAR IN ORMATION						
1. Total Exiters (Cohort Period:1/1/2021-3/31/2021)			0	6	6	2
2. Total Participants Served (Cohort Period:4/1/2021-6/30/2021)			14	152	166	171
3. Total Reportable Individuals (Cohort Period:4/1/2021-6/30/2021)					0	0
B. PARTICIPANT S MMAR AND SERVICE IN ORMATION[1] (Cohort Period:4/1/2021-6/30/2021)						
Sex	1a. Male		5	68	73	74
	1b. Female		9	84	93	97
Ethnicity/Race	2a. Hispanic/Latino		0	5	5	5
	2b. American Indian or Alaskan Native		0	1	1	1
	2c. Asian		1	0	1	1
	2d. Black or African American		14	129	143	148
	2e. Native Hawaiian or Other Pacific Islander		0	0	0	0
	2f. White		0	1	1	1
	2g. More Than One Race		1	1	2	2
Other Demographics	3a. Eligible Veterans		0	0	0	0
	3b. Individuals with a Disability		0	3	3	3
	3c. Out-of-School Youth		13	152	165	170
	3d. In-School Youth		0	0	0	0
	3e. Unemployed Individuals		13	128	141	146
Education Level	4a. Secondary School Graduate or Equivalent		12	136	148	153
	4b. Completed 1 or more years of Postsecondary Education		0	1	1	1
	4c. Postsecondary Certification, License, or Educational Certificate (non-degree)		0	0	0	0
	4d. Associate's Degree		0	0	0	0
	4e. Bachelor's Degree or Equivalent		2	0	2	2
	4f. Not a Secondary School Graduate or Equivalent		0	15	15	15
C. EMPLO MENT BARRIER[2] (Cohort Period:4/1/2021-6/30/2021)						
1. Displaced homemakers			0	0	0	0
2. Low-income individuals			14	151	165	170
3. Ex-offenders			0	3	3	3
4. Homeless individuals or runaway youth			0	10	10	10
5. Current or former foster care youth			0	1	1	1
6. English language learners, individuals with low levels of literacy or facing substantial cultural barriers			14	140	154	159
7. Eligible migrant and seasonal farmworkers			0	0	0	0
8. Exhausting TANF within 2 years (Part A Title IV of the Social Security Act)			0	0	0	0
9. Single parents (Including single pregnant women)			2	19	21	21
10. Long-term unemployed (27 or more consecutive weeks)			0	1	1	1

PY 2020 Qtr 6/30/2021 Performance Report for WIOA Youth

Time Period: (choose only one) ☐ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date **State:** District Of Columbia

PERIOD COVERED: 4/1/2021-6/30/2021

Performance Items	outh:	Received services other than occupational s ills training	Received occupational s ills training	Total Current Period	Total Previous Period
D. Core Indicators of Performance					
1. Employment, Education, or Training Placement Rate (Q2) (Cohort Period:4/1/2020-6/30/2020)			66.7%	66.7%	50.0%
2. Employment, Education or Training placement Rate (Q4) (Cohort Period:10/1/2019-12/31/2019)		69.2%	76.9%	73.1%	39.8%
3. Median Earnings (Cohort Period:4/1/2020-6/30/2020)			$3,769	$3,769	$10,433
4. Credential Rate (Cohort Period:10/1/2019-12/31/2019)		50.0%	7.7%	23.8%	44.5%
5. Measurable Skill Gains (Cohort Period:4/1/2021-6/30/2021)			8.7%	8.7%	23.6%

Performance Items	Total Covered Entrants	Percent Served Current Period	Percent Served Previous Period
E. Veterans Priorit of Service (Cohort Period:4/1/2021-6/30/2021)			
1. Covered Entrants	0		
2. Covered Entrants Who Received a Service During the Entry Period	0		
3. Covered Entrants Who Received a Staff-Assisted Service During the Entry Period	0		

Common Exit Programs: Please indicate by checking the box below each program below that utilizes a common exit policy with this program in this state.

Program	agner-Pe ser	Adults Dislocated or ers outh	TAA	ob Corps	National arm or er obs Program (N P)	Indian and Native American Program (INA)	Reentr Emplo ment Opportunities (Adult)	Reentr Emplo ment Opportunities (outh)	outhBuild	1B	SCSEP
Common Exit?	X	X	X								

ADDITIONAL COMMENTS

[1]Participant information is based on data given at time of enrollment.
[2]Barriers to Employment are determined at the point of entry into the program.
[3]This indicator also includes those youth participants, whether formula or discretionary, who entered into a training or education program.
[4]Credential Rate and Measurable Skill Gains do not apply to the Wagner-Peyser program.

Public Burden Statement (1205-0521)

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's reply to these reporting requirements is mandatory (Workforce Innovation and Opportunity Act, Section 116). Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the 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 this burden estimate to the Office of Policy Development and Research ● U.S. Department of Labor ● Room N-5641 ● 200 Constitution Ave., NW, ● Washington, DC ● 20210.
Do NOT send the completed application to this address.

OMB Control Number: 1205-0521
Expiration Date: 06-30-2024

ETA-9173

PY 2021 Qtr 9/30/2021 Performance Report for Jobs for Veterans' State Grants

Time Period: (choose only one) ☒ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date State: District Of Columbia

REPORTING PERIOD COVERED: 7/1/2021-9/30/2021 Certified in WIPS: 11/14/2021 8:36 AM EST

Performance Items		Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period
A. SUMMARY INFORMATION						
1. Total Exiters (Cohort Period:4/1/2021-6/30/2021)		0	10	0	10	7
2. Total Participants Served (Cohort Period:7/1/2021-9/30/2021)		6	150	10	166	145
3. Total Reportable Individuals (Cohort Period:7/1/2021-9/30/2021)						
B. PARTICIPANT SUMMARY AND SERVICE INFORMATION1 (Cohort Period:7/1/2021-9/30/2021)						
Sex	1a. Male	5	123	8	136	118
	1b. Female	1	27	2	30	27
Ethnicity/Race	2a. Hispanic/Latino	0	7	0	7	7
	2b. American Indian or Alaskan Native	0	3	0	3	2
	2c. Asian	0	3	0	3	3
	2d. Black or African American	4	116	7	127	113
	2e. Native Hawaiian or Other Pacific Islander	0	1	0	1	1
	2f. White	0	13	0	13	12
	2g. More Than One Race	0	7	0	7	6
Other Demographics	3a. Eligible Veterans	6	147	10	163	141
	3b. Individuals with a Disability	1	75	3	79	68
	3c. Incumbent Workers	0	0	0	0	0
	3d. Unemployed Individuals	4	134	8	146	125
Education Level	4a. Secondary School Graduate or Equivalent	4	64	1	69	62
	4b. Completed 1 or more years of Postsecondary Education	0	26	1	27	19
	4c. Postsecondary Certification, License, or Educational Certificate (non-degree)	0	3	1	4	4
	4d. Associate's Degree	0	11	0	11	7
	4e. Bachelor's Degree or Equivalent	2	32	4	38	34
	4f. Advanced Degree Beyond Bachelor's Degree	0	12	3	15	17
C. EMPLOYMENT BARRIER2 (Cohort Period:7/1/2021-9/30/2021)						
1. Displaced homemakers		0	0	0	0	0
2. Low-income individuals		4	113	9	126	112
3. Older individuals		3	75	7	85	70
4. Ex-offenders		2	35	0	37	32
5. Homeless individuals or runaway youth		4	78	3	85	79
6. Current or former foster care youth		0	0	0	0	0
7. English language learners, individuals with low levels of literacy or facing substantial cultural barriers		0	0	0	0	0
8. Eligible migrant and seasonal farmworkers		0	0	0	0	0
9. Exhausting TANF within 2 years (Part A Title IV of the Social Security Act)		0	0	0	0	0
10. Single parents (Including single pregnant women)		0	6	0	6	4
11. Long-term unemployed (27 or more consecutive weeks)		3	74	4	81	67

PY 2021 Qtr 9/30/2021 Performance Report for Jobs for Veterans' State Grants

Time Period: (choose only one) ☑ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date State: District Of Columbia

PERIOD COVERED: 7/1/2021-9/30/2021 Certified in WIPS: 11/14/2021 8:36 AM EST

Performance Items	Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period
D. Core Indicators of Performance					
1. Employment Rate (Q2) (Cohort Period:7/1/2020-9/30/2020)	100.0%	50.0%	0.0%	50.0%	83.3%
2. Employment Rate (Q4) (Cohort Period:1/1/2020-3/31/2020)	100.0%	71.4%	100%	73.9%	56.5%
3. Median Earnings (Cohort Period:7/1/2020-9/30/2020)	$35,633	$19,654		$21,001	$13,178
4. Credential Rate[3] (Cohort Period:1/1/2020-3/31/2020)					
5. Measurable Skill Gains[3] (Cohort Period:7/1/2021-9/30/2021)					

Performance Items	Total Covered Entrants	Percent Served Current Period	Percent Served Previous Period
E. Veterans' Priority of Service (Cohort Period:7/1/2021-9/30/2021)			
1. Covered Entrants	30		
2. Covered Entrants Who Received a Service During the Entry Period	30	100.0%	100.0%
3. Covered Entrants Who Received a Staff-Assisted Service During the Entry Period	30	100.0%	100.0%

Common Exit Programs: Please indicate by checking the box below each program below that utilizes a common exit policy with this program in this state.

Program	Wagner-Peyser	Adults, Dislocated Workers, Youth	TAA	Job Corps	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INA)	Reentry Employment Opportunities (Adult)	Reentry Employment Opportunities (Youth)	YouthBuild	H1B	SCSEP
Common Exit?	X	X	X								

ADDITIONAL COMMENTS

[1]Participant information is based on data given at the point of entry into the program.

[2]Barriers to Employment are determined at the point of entry into the program.

[3]Credential Rate and Measurable Skill Gains do not apply to the Wagner-Peyser program.

Public Burden Statement (1205-0521)

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's reply to these reporting requirements is mandatory (Workforce Innovation and Opportunity Act, Section 116). Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the 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 this burden estimate to the Office of Policy Development and Research ● U.S. Department of Labor ● Room N-5641 ● 200 Constitution Ave., NW, ● Washington, DC ● 20210.

Do NOT send the completed application to this address.

OMB Control Number: 1205-0521
Expiration Date: 06-30-2024
Date of Report: 11/5/2021 4:11 PM EDT

ETA-9173-NDWG

PY 2021 Qtr 9/30/2021 Performance Report for National Dislocated Worker Grants

Time Period: ☐ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date
State: District Of Columbia **DWG Grant Number:** DW34649
Reporting Period Covered: 7/1/2021-9/30/2021
Certified Time: 11/14/2021 8:30 AM EST

Performance Items		Received Basic Career Services (Other Than Self Service)	Received Individualized Career Services	Received Training Services	Total Current Period	Total Previous Period
A. SUMMARY INFORMATION (Cohort Period:7/1/2021-9/30/2021)						
1. Total Exiters			4		4	1
2. Total Participants Served			29	6	35	39
3. Total Reportable Individuals						
B. PARTICIPANT SUMMARY INFORMATION (Cohort Period:7/1/2021-9/30/2021)						
Sex	1a. Male		3	1	4	4
	1b. Female		26	5	31	35
Ethnicity/Race	2a. Hispanic/Latino			1	1	2
	2b. American Indian or Alaskan Native			1	1	1
	2c. Asian					
	2d. Black or African American		23	4	27	29
	2e. Native Hawaiian or Other Pacific Islander					
	2f. White			1	1	1
	2g. More Than One Race			1	1	1
Other Demographics	3a. Eligible Veterans		1		1	1
	3b. Individuals with a Disability		1	1	2	2
	3c. Incumbent Workers					
	3d. Unemployed Individuals		26	6	32	36
	3e. Disaster Relief Employment					
Education Level	4a. Secondary School Graduate or Equivalent		9	2	11	13
	4b. Completed 1 or More Years of Postsecondary Education		6	1	7	7
	4c. Postsecondary Certification, License, or Educational Certificate (Non-Degree)		2		2	2
	4d. Associate's Degree					
	4e. Bachelor's Degree or Equivalent		10		10	12
	4f. Advanced Degree Beyond Bachelor's Degree		2	2	4	4
C. EMPLOYMENT BARRIER (Cohort Period:7/1/2021-9/30/2021)						
1. Displaced Homemakers						
2. Low-Income Individuals			26	4	30	34
3. Older Individuals			3		3	3
4. Ex-Offenders				1	1	1
5. Homeless Individuals or Runaway Youth			1		1	1
6. Current or Former Foster Care Youth						
7. English Language Learners, Individuals With Low Levels of Literacy or Facing Substantial Cultural Barriers			3	1	4	4
8. Eligible Migrant and Seasonal Farmworkers						
9. Exhausting TANF Within 2 Years (Part A Title IV of the Social Security Act)						
10. Single Parents (Including Single Pregnant Women)			4	1	5	6
11. Long-Term Unemployed (27 or More Consecutive Weeks)			5		5	5

D. WIOA PRIMARY INDICATORS OF PERFORMANCE

	Received Basic Career Services (Other Than Self Service)		Received Individualized Career Services		Received Training Services		Total Current Period		Total Previous Period	
	Combined	Grantee Certified	Combined	Grantee Certified	Combined	Grantee Certified	Combined	Grantee Certified	Combined	Grantee Certified
1. Employment Rate (Q2) (CohortPeriod: 7/1/2020-9/30/2020)				100.0%				100.0%		
		Additional UI Match		Additional UI Match		Additional UI Match		Additional UI Match		Additional UI Match
2. Employment Rate (Q4) (CohortPeriod: 1/1/2020-3/31/2020)										
		Additional UI Match		Additional UI Match		Additional UI Match		Additional UI Match		Additional UI Match
3. Median Earnings (CohortPeriod: 7/1/2020-9/30/2020)				$11.782				$11.782		
		Additional UI Match		Additional UI Match		Additional UI Match		Additional UI Match		Additional UI Match
4. Credential Rate (CohortPeriod: 1/1/2020-3/31/2020)										
5. Measurable Skill Gains (CohortPeriod: 7/1/2021-9/30/2021)									100.0%	

E. EFFECTIVENESS IN SERVING EMPLOYERS

	Received Basic Career Services (Other Than Self Service)		Received Individualized Career Services		Received Training Services		Total Current Period		Total Previous Period	
	Combined	Grantee Certified	Combined	Grantee Certified	Combined	Grantee Certified	Combined	Grantee Certified	Combined	Grantee Certified
1. Retention with the Same Employer in the 2nd and 4th Quarter After Exit (CohortPeriod: 1/1/2020-3/31/2020)										
		Additional UI Match		Additional UI Match		Additional UI Match		Additional UI Match		Additional UI Match

F. VETERANS' PRIORITY OF SERVICE	Total Covered Entrants	Percent Served Current	Percent Served Previous
1. Covered Entrants			
2. Covered Entrants Who Received a Service During the Entry Period			
3. Covered Entrants Who Received a Staff-Assisted Service During the Entry Period			

Common Exit Programs: Please indicate by checking the box below each program below that utilizes a common exit policy with this program in this state.

Program	Wagner-Peyser	Adults, Dislocated Workers, Youth	TAA	Job Corps	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INA)	Reentry Employment Opportunities (Adult)	Reentry Employment Opportunities (Youth)	YouthBuild	H1B	SCSEP
Common Exit?	X	X	X								

Public Burden Statement (1205-0521)
Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's reply to these reporting requirements is mandatory (Workforce Innovation and Opportunity Act, Section 116). Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the 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 this burden estimate to the Office of Policy Development and Research ● U.S. Department of Labor ● Room N-5641 ● 200 Constitution Ave., NW, ● Washington, DC ● 20210.
Do NOT send the completed application to this address.

OMB Control Number: 1205-0521
Expiration Date: 06-30-2024

ETA-9173

PY 2021 Qtr 9/30/2021 Performance Report for Wagner-Peyser

Time Period: (choose only one) ☒ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date State: District Of Columbia

REPORTING PERIOD COVERED: 7/1/2021-9/30/2021 Certified in WIPS: 11/14/2021 8:33 AM EST

Performance Items		Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period
A. SUMMARY INFORMATION						
1. Total Exiters (Cohort Period:4/1/2021-6/30/2021)		922	199		1,231	1,040
2. Total Participants Served (Cohort Period:7/1/2021-9/30/2021)		1,079	818		2,212	2,123
3. Total Reportable Individuals (Cohort Period:7/1/2021-9/30/2021)					40,103	25,659
B. PARTICIPANT SUMMARY AND SERVICE INFORMATION1 (Cohort Period:7/1/2021-9/30/2021)						
Sex	1a. Male	451	415		1,013	946
	1b. Female	626	402		1,196	1,176
Ethnicity/Race	2a. Hispanic/Latino	33	22		66	65
	2b. American Indian or Alaskan Native	11	15		34	34
	2c. Asian	15	6		24	24
	2d. Black or African American	818	639		1,704	1,518
	2e. Native Hawaiian or Other Pacific Islander	0	4		7	7
	2f. White	56	36		108	173
	2g. More Than One Race	16	19		43	38
Other Demographics	3a. Eligible Veterans	27	160		205	190
	3b. Individuals with a Disability	60	121		199	162
	3c. Incumbent Workers	0	0		0	0
	3d. Unemployed Individuals	929	663		1,841	1,762
Education Level	4a. Secondary School Graduate or Equivalent	562	401		1,133	1,059
	4b. Completed 1 or more years of Postsecondary Education	209	132		380	356
	4c. Postsecondary Certification, License, or Educational Certificate (non-degree)	29	31		69	45
	4d. Associate's Degree	34	31		70	48
	4e. Bachelor's Degree or Equivalent	114	135		300	358
	4f. Advanced Degree Beyond Bachelor's Degree	68	57		164	183
C. EMPLOYMENT BARRIER2 (Cohort Period:7/1/2021-9/30/2021)						
1. Displaced homemakers		1	0		2	2
2. Low-income individuals		335	580		1,175	1,092
3. Older individuals		211	218		465	373
4. Ex-offenders		100	95		231	184
5. Homeless individuals or runaway youth		88	125		243	181
6. Current or former foster care youth		0	0		0	0
7. English language learners, individuals with low levels of literacy or facing substantial cultural barriers		13	104		189	229
8. Eligible migrant and seasonal farmworkers		0	0		0	0
9. Exhausting TANF within 2 years (Part A Title IV of the Social Security Act)		0	1		1	0
10. Single parents (Including single pregnant women)		126	95		268	259
11. Long-term unemployed (27 or more consecutive weeks)		254	232		539	370

PY 2021 Qtr 9/30/2021 Performance Report for Wagner-Peyser

Time Period: (choose only one) ☑ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date State: District Of Columbia

PERIOD COVERED: 7/1/2021-9/30/2021 Certified in WIPS: 11/14/2021 8:33 AM EST

Performance Items	Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period
D. Core Indicators of Performance					
1. Employment Rate (Q2) (Cohort Period:7/1/2020-9/30/2020)	50.0%	63.9%		55.9%	61.8%
2. Employment Rate (Q4) (Cohort Period:1/1/2020-3/31/2020)	53.1%	54.5%		54.1%	59.8%
3. Median Earnings (Cohort Period:7/1/2020-9/30/2020)	$5,559	$10,833		$6,787	$6,361
4. Credential Rate[3] (Cohort Period:1/1/2020-3/31/2020)					
5. Measurable Skill Gains[3] (Cohort Period:7/1/2021-9/30/2021)					

Performance Items	Total Covered Entrants	Percent Served Current Period	Percent Served Previous Period
E. Veterans' Priority of Service (Cohort Period:7/1/2021-9/30/2021)			
1. Covered Entrants	435		
2. Covered Entrants Who Received a Service During the Entry Period	435	100.0%	100.0%
3. Covered Entrants Who Received a Staff-Assisted Service During the Entry Period	52	12.0%	6.3%

Common Exit Programs: Please indicate by checking the box below each program below that utilizes a common exit policy with this program in this state.

Program	Wagner-Peyser	Adults, Dislocated Workers, Youth	TAA	Job Corps	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INA)	Reentry Employment Opportunities (Adult)	Reentry Employment Opportunities (Youth)	YouthBuild	H1B	SCSEP
Common Exit?	X	X	X								

ADDITIONAL COMMENTS

[1]Participant information is based on data given at the point of entry into the program.

[2]Barriers to Employment are determined at the point of entry into the program.

[3]Credential Rate and Measurable Skill Gains do not apply to the Wagner-Peyser program.

Public Burden Statement (1205-0521)

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's reply to these reporting requirements is mandatory (Workforce Innovation and Opportunity Act, Section 116). Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the 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 this burden estimate to the Office of Policy Development and Research ● U.S. Department of Labor ● Room N-5641 ● 200 Constitution Ave., NW, ● Washington, DC ● 20210.

Do NOT send the completed application to this address.

OMB Control Number: 1205-0521
Expiration Date: 06-30-2024

ETA-9173

PY 2021 Qtr 9/30/2021 Performance Report for WIOA Adult

Time Period: (choose only one) ☒ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date State: District Of Columbia

REPORTING PERIOD COVERED: 7/1/2021-9/30/2021 Certified in WIPS: 11/14/2021 8:13 AM EST

Performance Items		Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period
A. SUMMARY INFORMATION						
1. Total Exiters (Cohort Period:4/1/2021-6/30/2021)		0	16	37	53	80
2. Total Participants Served (Cohort Period:7/1/2021-9/30/2021)		0	393	282	675	677
3. Total Reportable Individuals (Cohort Period:7/1/2021-9/30/2021)					0	0
B. PARTICIPANT SUMMARY AND SERVICE INFORMATION1 (Cohort Period:7/1/2021-9/30/2021)						
Sex	1a. Male	0	184	137	321	320
	1b. Female	0	208	145	353	356
Ethnicity/Race	2a. Hispanic/Latino	0	8	9	17	16
	2b. American Indian or Alaskan Native	0	7	7	14	12
	2c. Asian	0	1	3	4	3
	2d. Black or African American	0	323	227	550	553
	2e. Native Hawaiian or Other Pacific Islander	0	2	3	5	4
	2f. White	0	14	12	26	26
	2g. More Than One Race	0	7	7	14	13
Other Demographics	3a. Eligible Veterans	0	29	14	43	44
	3b. Individuals with a Disability	0	38	15	53	46
	3c. Incumbent Workers	0	0	0	0	0
	3d. Unemployed Individuals	0	287	217	504	512
Education Level	4a. Secondary School Graduate or Equivalent	0	207	164	371	379
	4b. Completed 1 or more years of Postsecondary Education	0	55	34	89	84
	4c. Postsecondary Certification, License, or Educational Certificate (non-degree)	0	12	6	18	17
	4d. Associate's Degree	0	14	5	19	19
	4e. Bachelor's Degree or Equivalent	0	61	42	103	107
	4f. Advanced Degree Beyond Bachelor's Degree	0	28	29	57	60
C. EMPLOYMENT BARRIER2 (Cohort Period:7/1/2021-9/30/2021)						
1. Displaced homemakers		0	0	1	1	1
2. Low-income individuals		0	321	233	554	560
3. Older individuals		0	79	26	105	100
4. Ex-offenders		0	39	36	75	74
5. Homeless individuals or runaway youth		0	33	28	61	59
6. Current or former foster care youth		0	0	0	0	0
7. English language learners, individuals with low levels of literacy or facing substantial cultural barriers		0	84	65	149	139
8. Eligible migrant and seasonal farmworkers		0	0	0	0	0
9. Exhausting TANF within 2 years (Part A Title IV of the Social Security Act)		0	0	0	0	0
10. Single parents (Including single pregnant women)		0	58	43	101	102
11. Long-term unemployed (27 or more consecutive weeks)		0	93	49	142	128

PY 2021 Qtr 9/30/2021 Performance Report for WIOA Adult

Time Period: (choose only one) ☑ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date State: District Of Columbia

PERIOD COVERED: 7/1/2021-9/30/2021 Certified in WIPS: 11/14/2021 8:13 AM EST

Performance Items	Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period
D. Core Indicators of Performance					
1. Employment Rate (Q2) (Cohort Period:7/1/2020-9/30/2020)	0.0%	82.6%	85.1%	83.0%	53.1%
2. Employment Rate (Q4) (Cohort Period:1/1/2020-3/31/2020)	100.0%	64.7%	79.2%	67.4%	75.3%
3. Median Earnings (Cohort Period:7/1/2020-9/30/2020)		$11,027	$15,362	$12,981	$11,726
4. Credential Rate[3] (Cohort Period:1/1/2020-3/31/2020)			65.2%	65.2%	56.1%
5. Measurable Skill Gains[3] (Cohort Period:7/1/2021-9/30/2021)			59.0%	59.0%	43.2%

Performance Items	Total Covered Entrants	Percent Served Current Period	Percent Served Previous Period
E. Veterans' Priority of Service (Cohort Period:7/1/2021-9/30/2021)			
1. Covered Entrants	0		
2. Covered Entrants Who Received a Service During the Entry Period	0		
3. Covered Entrants Who Received a Staff-Assisted Service During the Entry Period	0		

Common Exit Programs: Please indicate by checking the box below each program below that utilizes a common exit policy with this program in this state.

Program	Wagner-Peyser	Adults, Dislocated Workers, Youth	TAA	Job Corps	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INA)	Reentry Employment Opportunities (Adult)	Reentry Employment Opportunities (Youth)	YouthBuild	H1B	SCSEP
Common Exit?	X	X	X								

ADDITIONAL COMMENTS

[1]Participant information is based on data given at the point of entry into the program.

[2]Barriers to Employment are determined at the point of entry into the program.

[3]Credential Rate and Measurable Skill Gains do not apply to the Wagner-Peyser program.

Public Burden Statement (1205-0521)

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's reply to these reporting requirements is mandatory (Workforce Innovation and Opportunity Act, Section 116). Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the 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 this burden estimate to the Office of Policy Development and Research ● U.S. Department of Labor ● Room N-5641 ● 200 Constitution Ave., NW, ● Washington, DC ● 20210.

Do NOT send the completed application to this address.

OMB Control Number: 1205-0521
Expiration Date: 06-30-2024

ETA-9173

PY 2021 Qtr 9/30/2021 Performance Report for WIOA Dislocated Worker

Time Period: (choose only one) ☒ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date State: District Of Columbia

REPORTING PERIOD COVERED: 7/1/2021-9/30/2021 Certified in WIPS: 11/14/2021 8:23 AM EST

Performance Items		Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period
A. SUMMARY INFORMATION						
1. Total Exiters (Cohort Period:4/1/2021-6/30/2021)		0	20	7	27	43
2. Total Participants Served (Cohort Period:7/1/2021-9/30/2021)		0	124	68	192	193
3. Total Reportable Individuals (Cohort Period:7/1/2021-9/30/2021)					0	0
B. PARTICIPANT SUMMARY AND SERVICE INFORMATION1 (Cohort Period:7/1/2021-9/30/2021)						
Sex	1a. Male	0	39	29	68	61
	1b. Female	0	85	39	124	132
Ethnicity/Race	2a. Hispanic/Latino	0	3	2	5	6
	2b. American Indian or Alaskan Native	0	0	2	2	3
	2c. Asian	0	2	0	2	2
	2d. Black or African American	0	87	45	132	127
	2e. Native Hawaiian or Other Pacific Islander	0	0	0	0	0
	2f. White	0	6	5	11	13
	2g. More Than One Race	0	0	1	1	2
Other Demographics	3a. Eligible Veterans	0	7	6	13	13
	3b. Individuals with a Disability	0	6	4	10	9
	3c. Incumbent Workers	0	0	0	0	0
	3d. Unemployed Individuals	0	114	65	179	181
Education Level	4a. Secondary School Graduate or Equivalent	0	49	22	71	65
	4b. Completed 1 or more years of Postsecondary Education	0	25	7	32	27
	4c. Postsecondary Certification, License, or Educational Certificate (non-degree)	0	3	4	7	7
	4d. Associate's Degree	0	2	1	3	3
	4e. Bachelor's Degree or Equivalent	0	28	17	45	54
	4f. Advanced Degree Beyond Bachelor's Degree	0	14	16	30	34
C. EMPLOYMENT BARRIER2 (Cohort Period:7/1/2021-9/30/2021)						
1. Displaced homemakers		0	0	0	0	0
2. Low-income individuals		0	111	56	167	165
3. Older individuals		0	23	17	40	38
4. Ex-offenders		0	3	8	11	10
5. Homeless individuals or runaway youth		0	6	3	9	8
6. Current or former foster care youth		0	0	0	0	0
7. English language learners, individuals with low levels of literacy or facing substantial cultural barriers		0	22	10	32	27
8. Eligible migrant and seasonal farmworkers		0	0	0	0	0
9. Exhausting TANF within 2 years (Part A Title IV of the Social Security Act)		0	1	0	1	0
10. Single parents (Including single pregnant women)		0	20	7	27	25
11. Long-term unemployed (27 or more consecutive weeks)		0	32	12	44	35

PY 2021 Qtr 9/30/2021 Performance Report for WIOA Dislocated Worker

Time Period: (choose only one) ☑ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date State: District Of Columbia

PERIOD COVERED: 7/1/2021-9/30/2021 Certified in WIPS: 11/14/2021 8:23 AM EST

Performance Items	Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period
D. Core Indicators of Performance					
1. Employment Rate (Q2) (Cohort Period:7/1/2020-9/30/2020)		83.3%	86.7%	84.8%	87.5%
2. Employment Rate (Q4) (Cohort Period:1/1/2020-3/31/2020)		69.1%	85.7%	71.0%	76.7%
3. Median Earnings (Cohort Period:7/1/2020-9/30/2020)		$14,882	$22,312	$19,369	$14,702
4. Credential Rate[3] (Cohort Period:1/1/2020-3/31/2020)			66.7%	66.7%	28.6%
5. Measurable Skill Gains[3] (Cohort Period:7/1/2021-9/30/2021)			57.1%	57.1%	45.0%

Performance Items	Total Covered Entrants	Percent Served Current Period	Percent Served Previous Period
E. Veterans' Priority of Service (Cohort Period:7/1/2021-9/30/2021)			
1. Covered Entrants	1		
2. Covered Entrants Who Received a Service During the Entry Period	1	100.0%	
3. Covered Entrants Who Received a Staff-Assisted Service During the Entry Period	1	100.0%	

Common Exit Programs: Please indicate by checking the box below each program below that utilizes a common exit policy with this program in this state.

Program	Wagner-Peyser	Adults, Dislocated Workers, Youth	TAA	Job Corps	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INA)	Reentry Employment Opportunities (Adult)	Reentry Employment Opportunities (Youth)	YouthBuild	H1B	SCSEP
Common Exit?	X	X	X								

ADDITIONAL COMMENTS

[1]Participant information is based on data given at the point of entry into the program.

[2]Barriers to Employment are determined at the point of entry into the program.

[3]Credential Rate and Measurable Skill Gains do not apply to the Wagner-Peyser program.

Public Burden Statement (1205-0521)

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's reply to these reporting requirements is mandatory (Workforce Innovation and Opportunity Act, Section 116). Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the 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 this burden estimate to the Office of Policy Development and Research ● U.S. Department of Labor ● Room N-5641 ● 200 Constitution Ave., NW, ● Washington, DC ● 20210.

Do NOT send the completed application to this address.

OMB Control Number: 1205-0521
Expiration Date: 06-30-2024

ETA-9173

PY 2021 Qtr 9/30/2021 Performance Report for WIOA Youth

Time Period: (choose only one) ☐ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date **State:** District Of Columbia

REPORTING PERIOD COVERED: 7/1/2021-9/30/2021 Certified in WIPS: 11/14/2021 8:26 AM EST

Performance Items		outh:	Received services other than occupational s ills training	Received occupational s ills training	Total Current Period	Total Previous Period
A. S MMAR IN ORMATION						
1. Total Exiters (Cohort Period:4/1/2021-6/30/2021)			14	146	160	6
2. Total Participants Served (Cohort Period:7/1/2021-9/30/2021)			0	26	26	167
3. Total Reportable Individuals (Cohort Period:7/1/2021-9/30/2021)					0	0
B. PARTICIPANT S MMAR AND SERVICE IN ORMATION[1] (Cohort Period:7/1/2021-9/30/2021)						
Sex	1a. Male		0	12	12	73
	1b. Female		0	14	14	94
Ethnicity/Race	2a. Hispanic/Latino		0	0	0	5
	2b. American Indian or Alaskan Native		0	0	0	1
	2c. Asian		0	0	0	1
	2d. Black or African American		0	19	19	143
	2e. Native Hawaiian or Other Pacific Islander		0	1	1	0
	2f. White		0	0	0	1
	2g. More Than One Race		0	0	0	2
Other Demographics	3a. Eligible Veterans		0	0	0	0
	3b. Individuals with a Disability		0	1	1	3
	3c. Out-of-School Youth		0	26	26	166
	3d. In-School Youth		0	0	0	0
	3e. Unemployed Individuals		0	22	22	142
Education Level	4a. Secondary School Graduate or Equivalent		0	24	24	148
	4b. Completed 1 or more years of Postsecondary Education		0	0	0	1
	4c. Postsecondary Certification, License, or Educational Certificate (non-degree)		0	0	0	0
	4d. Associate's Degree		0	0	0	0
	4e. Bachelor's Degree or Equivalent		0	0	0	2
	4f. Not a Secondary School Graduate or Equivalent		0	1	1	15
C. EMPLO MENT BARRIER[2] (Cohort Period:7/1/2021-9/30/2021)						
1. Displaced homemakers			0	0	0	0
2. Low-income individuals			0	26	26	166
3. Ex-offenders			0	0	0	3
4. Homeless individuals or runaway youth			0	2	2	10
5. Current or former foster care youth			0	0	0	1
6. English language learners, individuals with low levels of literacy or facing substantial cultural barriers			0	25	25	155
7. Eligible migrant and seasonal farmworkers			0	0	0	0
8. Exhausting TANF within 2 years (Part A Title IV of the Social Security Act)			0	0	0	0
9. Single parents (Including single pregnant women)			0	4	4	21
10. Long-term unemployed (27 or more consecutive weeks)			0	0	0	1

PY 2021 Qtr 9/30/2021 Performance Report for WIOA Youth

Time Period: (choose only one) ☐ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date **State:** District Of Columbia

PERIOD COVERED: 7/1/2021-9/30/2021

Performance Items	outh:	Received services other than occupational s ills training	Received occupational s ills training	Total Current Period	Total Previous Period
D. Core Indicators of Performance					
1. Employment, Education, or Training Placement Rate (Q2) (Cohort Period:7/1/2020-9/30/2020)			84.8%	84.8%	66.7%
2. Employment, Education or Training placement Rate (Q4) (Cohort Period:1/1/2020-3/31/2020)			33.3%	33.3%	73.1%
3. Median Earnings (Cohort Period:7/1/2020-9/30/2020)			$8,014	$8,014	$3,769
4. Credential Rate (Cohort Period:1/1/2020-3/31/2020)			66.7%	66.7%	23.8%
5. Measurable Skill Gains (Cohort Period:7/1/2021-9/30/2021)			71.4%	71.4%	10.7%

Performance Items	Total Covered Entrants	Percent Served Current Period	Percent Served Previous Period
E. Veterans Priorit of Service (Cohort Period:7/1/2021-9/30/2021)			
1. Covered Entrants	0		
2. Covered Entrants Who Received a Service During the Entry Period	0		
3. Covered Entrants Who Received a Staff-Assisted Service During the Entry Period	0		

Common Exit Programs: Please indicate by checking the box below each program below that utilizes a common exit policy with this program in this state.

Program	agner-Pe ser	Adults Dislocated or ers outh	TAA	ob Corps	National arm or er obs Program (N P)	Indian and Native American Program (INA)	Reentr Emplo ment Opportunities (Adult)	Reentr Emplo ment Opportunities (outh)	outhBuild	1B	SCSEP
Common Exit?	X	X	X								

ADDITIONAL COMMENTS

[1]Participant information is based on data given at time of enrollment.
[2]Barriers to Employment are determined at the point of entry into the program.
[3]This indicator also includes those youth participants, whether formula or discretionary, who entered into a training or education program.
[4]Credential Rate and Measurable Skill Gains do not apply to the Wagner-Peyser program.

Public Burden Statement (1205-0521)

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's reply to these reporting requirements is mandatory (Workforce Innovation and Opportunity Act, Section 116). Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the 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 this burden estimate to the Office of Policy Development and Research ● U.S. Department of Labor ● Room N-5641 ● 200 Constitution Ave., NW, ● Washington, DC ● 20210.
Do NOT send the completed application to this address.

DOES POH 2022 Q124a_WIOA Information

Q124 - WIOA STATE

PY19 Award # AA-33222-19-55-A-11

Sum of Trans Amt			Comp GL Acct Title						
FISCAL_YEAR	Grant No	Grant Ph	ACCRUED EXPENDITURE	CASH EXPENDITURE	ENCUMBRANCE CONTROL	Grand Total	Reclasses after 12/31/2021	Grant Award	Remaining Balance
2020	WADSPY	19	19,640.79	20,945.48	0.00	40,586.27			
2021	WADSPY	19	2,791.93	57,537.04	(0.00)	60,328.97			
Grand Total			22,432.72	78,482.52	(0.00)	100,915.24	(8,604.49)	92,310.75	-

Sum of Trans Amt			Comp GL Acct Title						
FISCAL_YEAR	Grant No	Grant Ph	ACCRUED EXPENDITURE	CASH EXPENDITURE	ENCUMBRANCE CONTROL	Grand Total	Reclasses after 12/31/2021	Grant Award	Remaining Balance
2020	WADSFY	20		143,770.89		143,770.89			
2021	WADSFY	20	1,254.33	348,346.56	(0.00)	349,600.89			
Grand Total			1,254.33	492,117.45	(0.00)	493,371.78	(1,254.33)	492,117.45	-

PY20 Award # AA-34761-20-55-A-11

Sum of Trans Amt			Comp GL Acct Title						
FISCAL_YEAR	Grant No	Grant Ph	ACCRUED EXPENDITURE	CASH EXPENDITURE	ENCUMBRANCE CONTROL	Grand Total	Reclasses after 12/31/2021	Grant Award	Remaining Balance
2021	WADSPY	20	422.13	114,196.83	(0.00)	114,618.96			
Grand Total			422.13	114,196.83	(0.00)	114,618.96		116,323.95	1,704.99

Sum of Trans Amt			Comp GL Acct Title						
FISCAL_YEAR	Grant No	Grant Ph	ACCRUED EXPENDITURE	CASH EXPENDITURE	ENCUMBRANCE CONTROL	Grand Total	Reclasses after 12/31/2021	Grant Award	Remaining Balance
2021	WADSFY	21	37,173.58	741,551.20	0.00	778,724.78			
Grand Total			37,173.58	741,551.20	0.00	778,724.78	(198,262.88)	580,461.90	-

PY21 Award # AA-36312-21-55-A-11

Sum of Trans Amt			Comp GL Acct Title						
FISCAL_YEAR	Grant No	Grant Ph	ACCRUED EXPENDITURE	CASH EXPENDITURE	Grand Total		Reclasses after 12/31/2021	Grant Award	Remaining Balance
2021	WADSPY	21	55,280.52	1,128.30	56,408.82				
Grand Total			55,280.52	1,128.30	56,408.82		1,254.33	110,562.90	52,899.75

FISCAL_YEAR	Grant No	Grant Ph	ACCRUED EXPENDITURE	CASH EXPENDITURE	ENCUMBRANCE CONTROL	Grand Total			
	WADSFY	22	0.00	0.00	0.00				
Grand Total			0.00	0.00	0.00	0.00	(206,867.37)	2,952,873.65	2,746,006.28

PY19 Award # AA-33222-19-55-A-11

Sum of Trans Amt			Comp GL Acct Title						
FISCAL_YEAR	Grant No	Grant Ph	ACCRUED EXPENDITURE	CASH EXPENDITURE	ENCUMBRANCE CONTROL	Grand Total	Reclasses after 12/31/2021	Grant Award	Remaining Balance
2020	WDSSPY	19	0.00	219,024.95		219,024.95			
2021	WDSSPY	19	0.00	1,430.35	0.00	1,430.35			
Grand Total			0.00	220,455.30	0.00	220,455.30		220,455.30	-

Sum of Trans Amt			Comp GL Acct Title						
FISCAL_YEAR	Grant No	Grant Ph	ACCRUED EXPENDITURE	CASH EXPENDITURE	ENCUMBRANCE CONTROL	Grand Total	Reclasses after 12/31/2021	Grant Award	Remaining Balance
2021	WDSSFY	20	88,683.24	949,773.16	(0.00)	1,038,456.40			
Grand Total			88,683.24	949,773.16	(0.00)	1,038,456.40		1,048,596.90	10,140.50

PY20 Award # AA-34761-20-55-A-11

Sum of Trans Amt			Comp GL Acct Title						
FISCAL_YEAR	Grant No	Grant Ph	ACCRUED EXPENDITURE	CASH EXPENDITURE	Grand Total		Reclasses after 12/31/2021	Grant Award	Remaining Balance
2021	WDSSPY	20	12,117.89	31,227.03	43,344.92				
Grand Total			12,117.89	31,227.03	43,344.92			304,328.40	260,983.48

Sum of Trans Amt			Comp GL Acct Title						
FISCAL_YEAR	Grant No	Grant Ph	ACCRUED EXPENDITURE	CASH EXPENDITURE	ENCUMBRANCE CONTROL	Grand Total	Reclasses after 12/31/2021	Grant Award	Remaining Balance
2021	WDSSFY	21	151,185.97	994,132.46	0.00	1,145,318.43			
Grand Total			151,185.97	994,132.46	0.00	1,145,318.43		1,362,222.30	216,903.87

PY21 Award # AA-36312-21-55-A-11

FISCAL_YEAR	Grant No	Grant Ph	ACCRUED EXPENDITURE	CASH EXPENDITURE	ENCUMBRANCE CONTROL	Grand Total	Reclasses after 12/31/2021	Grant Award	Remaining Balance
	WDSSPY	21	0.00	0.00	0.00				
Grand Total			0.00	0.00	0.00	0.00		287,443.95	287,443.95

FISCAL_YEAR	Grant No	Grant Ph	ACCRUED EXPENDITURE	CASH EXPENDITURE	ENCUMBRANCE CONTROL	Grand Total	Reclasses after 12/31/2021	Grant Award	Remaining Balance
	WDSSPY	22	0.00	0.00	0.00				
Grand Total			0.00	0.00	0.00	0.00		1,223,085.00	1,223,085.00

PY19 Award # AA-33222-19-55-A-11

Sum of Trans Amt			Comp GL Acct Title						
FISCAL_Y	Grant No	Grant	ACCRUED EXPENDI	CASH EXPEND	ENCUMBRANCE CON	Grand Total	Reclasses after 12/31/2021	Grant Award	Remaining Balance
2020	WYTSPY	19	99,949.60	256,945.02	(0.00)	356,894.62			
2021	WYTSPY	19	(93,589.16)	426,503.35	(0.00)	332,914.19			
Grand Total			6,360.44	683,448.37	(0.00)	689,808.81	(38,139.06)	651,669.75	-

PY20 Award # AA-34761-20-55-A-11

Sum of Trans Amt	Comp GL Acct Title

FISCAL_\	Grant No	Grant	ACCRUED EXPENDI	CASH EXPEND	ENCUMBRANCE CO	Grand Total	Reclasses after 12/31/2021	Grant Award	Remaining Balance
2021	WYTSPY	20	43,863.08	408,855.99	0.00	452,719.07			
Grand Total			**43,863.08**	**408,855.99**	**0.00**	**452,719.07**	**38,139.06**	**768,265.80**	**277,407.67**

PY21 Award # AA-36312-21-55-A-11

Sum of Trans Amt		Comp GL Acct Title			Reclasses after 12/31/2021	Grant Award	Remaining Balance
FISCAL_\	Grant No	Grant	CASH EXPENDITURI	Grand Total			
2021	WYTSPY	21	64,871.30	64,871.30			
Grand Total			**64,871.30**	**64,871.30**	**(64,871.30)**	**695,734.50**	**695,734.50**

DOES POH 2022 Q124b_WIOA Information

FISCAL_YEAR	Vendor Name	Purchase Order No.	Grant No	Grant Ph	Encumbered	Payments	Remaining Balanc	Services Rendered
2020	ABC TECHNICAL SOLUTIONS I	PO627933	WADSFY	19	494.83		494.83	Laptops/Docking Stations Staff
			WYTSPY	19	4,947.63		4,947.63	Laptops/Docking Stations Staff
	ABC TECHNICAL SOLUTIONS I	PO627933	WADSFY	19		(494.83)	(494.83)	
			WYTSPY	19		(4,947.63)	(4,947.63)	
	BRUSTEIN & MANASEVIT	PO622847	WADSFY	19	4,513.50	(4,513.50)	-	WIOA/Uniform Guidance Technical Assistance
	COMPUTER AID, INC	PO626767			41,104.32	(41,104.32)	-	IT Consultant Data Works Project
		PO626977	WADSFY	19	1,293.36	(1,293.36)	(0.00)	IT Consultant Data Works Project
			WADSPY	19	5,173.46	(5,173.46)	0.00	
			WDSSFY	19	11,640.28	(11,640.28)	-	
			WYTSPY	19	25,005.06	(25,005.06)	(0.00)	
		PO627646	WADSPY	19	2,810.65	(2,810.65)	-	IT Consultant Data Works Project
			WDSSFY	19	6,323.96	(6,323.96)	-	
			WYTSPY	19	13,584.81	(13,584.81)	-	
		PO628209	WADSPY	19	3,204.68	(3,204.68)	-	IT Consultant Data Works Project
			WDSSFY	19	5,768.43	(5,768.43)	-	
			WYTSPY	19	12,391.45	(12,391.45)	-	
		PO629131	WADSFY	19	234.22	(234.22)	-	IT Consultant Data Works Project
			WADSPY	19	936.88	(936.88)	-	
			WDSSFY	19	2,107.99	(2,107.99)	-	
			WYTSPY	19	4,528.27	(4,528.27)	(0.00)	
	CONSTITUENT SERVICES WORI	PO625207	WADSFY	19		(15,840.00)	(15,840.00)	Workforce Development - Work Readiness Training/Credentialing
			WDSSFY	19		(15,840.00)	(15,840.00)	
	CONSTITUENT SERVICES WORI	PO625207	WADSFY	19	15,840.00		15,840.00	Workforce Development - Work Readiness Training/Credentialing
			WDSSFY	19	15,840.00		15,840.00	
	CSA/METROPOLITAN WASHIN	PO629192	WYTSPY	19	8,983.32	(8,983.32)	-	Pre-Apprenticeship Services
	ECONOMIC MODELING, LLC	PO626184	WADSFY	19	21,500.00	(21,500.00)	-	DOES Certification for Developer Access Subscription
	GEOGRAPHIC SOLUTIONS INC	PO618759	WDSSFY	19	178,050.54	(178,050.54)	-	VOS maintenance

		PO629534	WADSPY	19	-		-	VOS maintenance
			WDSSFY	19	-		-	
			WYTSPY	19	-		-	
	KAIROS MANAGEMENT INC	PO613421	WDSSFY	19	3,374.66	(3,374.66)	0.00	WIOA Technical Assistance to OCFO
		PO619248	WDSSFY	19	37,536.00	(37,536.00)	-	WIOA Technical Assistance to OCFO
		PO623165	WADSFY	19	22,232.27	(22,232.27)	0.00	Workforce Professional Development Web-based Training Platform
	LINKEDIN CORPORATION	PO626725	WADSPY	19	4,895.00	(4,895.00)	-	Linkedin Career and Training Licenses for DC residents
			WDSSFY	19	4,895.00	(4,895.00)	-	
	SUPRETECH INC.	PO629355	WADSFY	19	94,000.00		94,000.00	DOES OIT Erwin Data Modeling Software for EWI Data Mgmt Project
			WDSSFY	19	137,471.82		137,471.82	
	SUPRETECH, INC.	PO629355	WADSFY	19		(94,000.00)	(94,000.00)	DOES OIT Erwin Data Modeling Software for EWI Data Mgmt Project
			WDSSFY	19		(137,471.82)	(137,471.82)	
2020 Total					**690,682.39**	**(690,682.39)**	**-**	
2021	**BRUSTEIN & MANASEVIT**	PO634431	WDSSFY	19	-		-	
	CENTER FOR INNOVATION RE	PO642414	WDSSPY	19		(10,000.00)	(10,000.00)	Career Coaching and Job Readiness Skills for DC residents
	CENTER FOR INNOVATION, RE	PO642414	WDSSPY	19	10,000.00		10,000.00	Career Coaching and Job Readiness Skills for DC residents
	COMPUTER AID, INC	PO634416	WADSFY	20	57,541.52	(57,541.52)	(0.00)	IT Consultant Data Works Project
			WDSSFY	20	57,541.52	(57,541.52)	(0.00)	
				21	55,818.72	(55,818.72)	-	
		PO634417	WADSFY	20	57,834.40	(57,834.40)	0.00	IT Consultant Data Works Project
				21	51,939.74	(51,939.74)	-	
			WDSSFY	20	57,834.40	(57,834.40)	0.00	
				21	51,939.74	(51,939.74)	-	
		PO634418	WADSFY	20	56,861.60	(56,861.60)	(0.00)	IT Consultant Data Works Project
			WDSSFY	20	56,861.60	(56,861.60)	(0.00)	
				21	38,612.10	(38,612.10)	-	
		PO634419	WADSFY	20	58,237.40	(58,237.40)	-	IT Consultant Data Works Project
			WDSSFY	20	58,237.40	(58,237.40)	-	
				21	56,514.40	(56,514.40)	-	

	PO634420	WADSFY	20	59,991.60	(59,991.60)	(0.00)	IT Consultant Data Works Project
			21	50,289.47	(50,289.47)	-	
		WDSSFY	20	59,991.60	(59,991.60)	(0.00)	
			21	50,289.47	(50,289.47)	-	
	PO634479	WDSSFY	19	919.56	(919.56)	-	IT Consultant Data Works Project
		WYTSPY	19	555.59	(555.59)	0.00	
	PO635015	WDSSFY	19	1,122.16	(1,122.16)	-	IT Consultant Data Works Project
		WYTSPY	19	677.93	(677.93)	(0.00)	
CONSTITUENT SERVICES WORI	PO637702	WADSFY	20		(42,827.40)	(42,827.40)	Workforce Development - Work Readiness Training/Credentialing
CONSTITUENT SERVICES WORI	PO637702	WADSFY	20	42,827.40		42,827.40	Workforce Development - Work Readiness Training/Credentialing
	PO639827	WDSSPY	19	-		-	
ECONOMIC MODELING, LLC	PO644798	WADSPY	20	21,500.00	(21,500.00)	-	
GEOGRAPHIC SOLUTIONS INC	PO629534	WADSPY	19	3,699.93	(3,699.93)	0.00	VOS maintenance
		WDSSFY	19	83,942.13	(83,942.13)	(0.00)	
		WYTSPY	19	27,749.47	(27,749.47)	(0.00)	
	PO634248	WDSSFY	20	95,085.30	(95,085.30)	0.00	VOS maintenance
	PO637998	WDSSFY	20	3,333.33	(3,333.33)	-	VOS maintenance
		WYTSPY	19	41,666.67	(41,666.67)	-	
	PO643960	WDSSFY	21	209,596.68	(209,596.68)	-	VOS maintenance
	PO646875	WDSSFY	21	43,321.46	(43,321.46)	-	VOS maintenance
GEORGE WASHINGTON UNIVEI	PO640791	WADSFY	21	1,811.61	(1,811.61)	-	Leadership Training for Staff
		WDSSFY	21	603.56	(603.56)	-	
INNOVATION HORIZONS, LLC	PO636488	WADSFY	20	36,962.26	(36,962.26)	-	Customer Service Surveys
		WDSSFY	20	9,275.52	(9,275.52)	-	
INNOVATIVE DAY LLC	PO637588	WDSSFY	20	30,000.00	(30,000.00)	-	Workforce Development Grant targeting residents with disabilities.
KAIROS MANAGEMENT INC	PO636698	WDSSFY	19	506.25	(506.25)	-	WIOA Technical Assistance to OCFO
	PO636989	WDSSFY	19	39,622.50	(39,622.50)	-	PO636989
	PO636993	WADSPY	19	26,666.66	(26,666.66)	-	WIOA Technical Assistance/Training for Workforce Bureau
		WDSSFY	20	26,666.67	(26,666.67)	-	
		WYTSPY	19	26,666.67	(26,666.67)	-	
MW CONSULTING LLC	PO642227	WDSSFY	19	8,010.00	(8,010.00)	-	OAIT Signing Day Event Coordination
	PO644649	WADSPY	19	12,801.56	(12,801.56)	-	OAIT Quarterly Meetings Coordination

			WDSSFY 21	12,801.56	(12,801.56)	-	
			WYTSPY 20	12,801.57	(12,801.57)	-	
	POLIHIRE STRATEGY LLC	PO636533	WDSSPY 19		(3,411.00)	(3,411.00)	Executive Recruitment Firm
	POLIHIRE STRATEGY LLC	PO636533	WDSSPY 19		(3,411.00)	(3,411.00)	Executive Recruitment Firm
	POLIHIRE STRATEGY, LLC	PO636533	WDSSPY 19	10,233.00	(3,411.00)	6,822.00	Executive Recruitment Firm
	REINGOLD LINK LLC	PO647519	WADSPY 19	3,333.00	(3,333.00)	-	Videographer Services for Apprenticeship Promotion
			WDSSFY 21	2,177.00	(2,177.00)	-	
	RIZEUP TECHNOLOGY TRAINII	PO642415	WDSSFY 19	7,687.75	(7,687.75)	-	Staffing agency to provide temporary staffing support to Worforce programs.
	SEABERRY DESIGN AND COMM	PO641996	WADSPY 20		(3,333.33)	(3,333.33)	DOES Annual Economic Performance Report
			WDSSFY 21		(3,333.34)	(3,333.34)	
			WYTSPY 20		(3,333.33)	(3,333.33)	
	SEABERRY DESIGN&COMMUNI	PO641996	WADSPY 20	3,333.33		3,333.33	DOES Annual Economic Performance Report
			WDSSFY 21	3,333.34		3,333.34	
			WYTSPY 20	3,333.33		3,333.33	
	STAR OFFICE PRODUCTS INC	PO640511	WYTSPY 20	14,716.02	(14,716.02)	-	Copiers for Offices
	SUPRETECH INC.	PO647613	WADSFY 20	54,653.17	(54,653.17)	-	DOES OIT Erwin Data Modeling Software for EWI Data Mgmt Project
			WDSSFY 20	79,927.39	(79,927.39)	-	
	TIME FOR CHANGE	PO637589	WDSSFY 20	26,000.00	(26,000.00)	-	Workforce Development Grant targeting residents with disabilities.
2021 Total				*******	********	**(0.00)**	
2022	**ADVANCED NETWORK CONSUL**	PO653292	WADSPY 20	-		-	IT Consultant Database Administrator
			WDSSFY 21	-		-	
	CENTER FOR INNOVATION RE	PO642414	WDSSPY 19		(8,000.00)	(8,000.00)	Career Coaching and Job Readiness Skills for DC residents
	CENTER FOR INNOVATION, RE	PO642414	WDSSPY 19	8,000.00		8,000.00	Career Coaching and Job Readiness Skills for DC residents
	COMPUTER AID, INC	PO634479	WDSSFY 19	34.00	(34.00)	-	IT Consultant Data Works Project
			WYTSPY 19	20.52	(20.52)	-	
		PO635015	WDSSFY 19	24.34	(24.34)	-	IT Consultant Data Works Project
			WYTSPY 19	14.75	(14.75)	-	
		PO653290	WADSPY 20	406.16	(135.38)	270.78	IT Consultant Data Works Project
			WDSSFY 21	406.16	(135.38)	270.78	

	PO654545	WADSFY 22	27,737.08		27,737.08	IT Consultant Data Works Project
	PO656451	WADSPY 20	350.36		350.36	IT Consultant Data Works Project
		WDSSFY 21	350.36		350.36	
CONSTITUENT SERVICES WORI	PO654622	WADSFY 21	-		-	Career Coaching and Job Readiness Skills for DC residents
DANTECH CORPORATION INC	PO651398	WADSFY 22	53,508.00	(5,299.84)	48,208.16	Staffing agency to provide temporary staffing support to Worforce programs.
GEOGRAPHIC SOLUTIONS INC	PO652724	WADSFY 21	140,466.12		140,466.12	VOS maintenance
		WDSSFY 21	435,259.58		435,259.58	VOS maintenance
INNOVATIVE DAY LLC	PO656527	WDSSFY 21	48,000.00		48,000.00	Staffing agency to provide temporary staffing support to Worforce programs.
KAIROS MANAGEMENT INC	PO653781	WDSSFY 21	14,840.00	(3,360.00)	11,480.00	WIOA Technical Assistance to OCFO
	PO655991	WADSPY 21	26,664.73	(2,454.83)	24,209.90	WIOA Technical Assistance/Training for Workforce Bureau
		WDSSFY 21	26,662.81	(2,454.66)	24,208.15	Workforce Development Grant targeting residents with disabilities.
		WYTSPY 21	26,666.66	(2,455.01)	24,211.65	
	PO656823	WDSSFY 21	43,043.00		43,043.00	WIOA Technical Assistance to OCFO
MW CONSULTING LLC	PO656685	WADSPY 21	50,000.00		50,000.00	Consulting to coordinate and implement 2-day agency-wide WIOA training conference.
		WDSSFY 21	50,000.00		50,000.00	
		WYTSPY 21	49,985.00		49,985.00	
RIZEUP TECHNOLOGY TRAINII	PO652749	WADSPY 20	47,925.00	(7,705.31)	40,219.69	Staffing agency to provide temporary staffing support to Worforce programs.
TIME FOR CHANGE	PO655843	WDSSFY 21	16,000.00	(8,000.00)	8,000.00	Workforce Development Grant targeting residents with disabilities.
2022 Total			**#######**	**(40,094.02)**	**1,026,270.61**	
Grand Total			**#######**	**########**	**1,026,270.61**	

Name of the sponsor	Registered or unregistered	Sponsor industry	Number of total apprentices	Number of District resident apprentices
A & A Insulation LLC	Registered	Construction	Less than 10	Less than 10
A. Wash & Associates, Incorporated	Registered	Construction		
Absolute Builders, Inc.	Registered	Construction		
All Pro Glass, LLC	Registered	Construction		
Allied Drywall Construction	Registered	Construction		
Allstate Floors of DC, LLC	Registered	Construction		
Alonzo Ours Construction, Inc	Registered	Construction		
AMC Industries, Inc.	Registered	Construction		
Anderson Fire Protection Inc	Registered	Construction		
Angel Contracting Service	Registered	Construction		
Annapolis Painting Services	Registered	Construction		
Anne Arundel Fire	Registered	Construction		
Associated Builders and Contractors of Metro	Registered	Construction		
Atlantic Refinishing & Restoration	Registered	Construction		
Atlas Foundations of Washington LLC	Registered	Construction		
Barr Concrete	Registered	Construction		
Bausum & Duckett Electrical, LLC	Registered	Construction		
Bay Town Painting, Inc.	Registered	Construction		
Belfast DC	Registered	Construction		
Belfast Valley Contractors	Registered	Construction		
Best Way Electric LLC	Registered	Construction		
Blackwood of DC --	Registered	Construction		
C&A Incorporated Electrical Contractors	Registered	Construction		
Calvert Masonry, Inc.	Registered	Construction		
Canterbury Builders Inc	Registered	Construction		
Canyon Contracting Inc.	Registered	Construction		
Capitol Sprinkler Contracting, Incorporated	Registered	Construction		
Castle Sprinkle and Alarm, Inc	Registered	Construction		
Centennial Builders, Incorporated	Registered	Construction		
Charles Mann Contracting	Registered	Construction		
Chiaramonte Construction Company	Registered	Construction		
Christman Mid-Atlantic Constructors, LLC	Registered	Construction		
CHU Contracting, Inc.	Registered	Construction		
Classic Heating and Cooling, LLC	Registered	Non Construction		
Clemons Builders, Inc.	Registered	Construction		
Community Bridge Incorporated	Registered	Construction		
Connally Contracting Corporation	Registered	Construction		
Custom Glass Services, Inc	Registered	Construction		
D & R Electric, Inc.	Registered	Construction		
D2, LLC	Registered	Construction		
DC Department of Health Care Finance, (DHCF)	Registered	Non Construction		
DC Department of Human Resources Parks and	Registered	Non Construction		
DC Department of Human Resources, DCHR	Registered	Non Construction		
DC Line, Inc	Registered	Construction		
Delaware Elevator	Registered	Construction		
Del-Ray Glass, Inc.	Registered	Construction		
DiGregorio	Registered	Construction		
District Construction Corporation	Registered	Construction		
Dulles Plumbing Group LLC	Registered	Construction		
E*Landscape Specialty Solutions, LLC	Registered	Construction		
E. C. Lyon Electric Company	Registered	Non Construction		
Ennis Electric Company, Inc	Registered	Construction		
Fells Masonry and Concrete Construction, LLC	Registered	Construction		

Name of the sponsor	Registered or unregistered	Sponsor industry	Number of total apprentices	Number of District resident apprentices
Flippo Construction Company	Registered	Construction		
Fort Myer Construction Corporation	Registered	Construction		
G.O Construction Services, LLC	Registered	Construction		
Garcia's Mechanical LLC	Registered	Construction		
GCA Floors	Registered	Construction		
Genco Masonry, Inc.	Registered	Construction		
General Woodworking Corp.	Registered	Construction		
Genesys Impact, LLC.	Registered	Non Construction		
Glo Electrical Service, LLC	Registered	Construction		
Goldin & Stafford, Inc.	Registered	Construction		
Gordon Contractors, Inc	Registered	Construction		
GT Contacting Corporation	Registered	Construction		
Hamel Builders	Registered	Construction		
Hardesty Concrete Construction, Inc. (ABC)	Registered	Construction		
Hardscapes Constrution, Inc	Registered	Construction		
HRGM Corporation	Registered	Construction		
HS Solutions, LLC	Registered	Non Construction		
Hugee Corporation, Inc	Registered	Construction		
ICONIC Plumbing, LLC	Registered	Construction		
Innovo Construction, LLC	Registered	Construction		
Iron Fabrication Services, LLC	Registered	Construction		
ISEC, Inc.	Registered	Construction		
J & V Drywall Construction, LLC	Registered	Construction		
JAS Trucking, Inc.	Registered	Construction		
Jaxson Point Electrical Construction	Registered	Construction		
JCM Associates, Inc.	Registered	Construction		
JJ Prime Services, LLC	Registered	Construction		
JM Utility Group	Registered	Construction		
Joseph Magnolia Plumbing, Inc. (ABC)	Registered	Construction		
JPN Masonry	Registered	Construction		
JRB, LLC	Registered	Construction		
Katchmark Construction, Inc.	Registered	Construction		
Keystone Plus Construction Corporation	Registered	Construction		
Konstructure, LLC	Registered	Construction		
Koydol, Inc.	Registered	Construction		
Krick Plumbing & Heating Co.,	Registered	Construction		
LA Howard Construction Company, Inc.	Registered	Construction		
LP Roofing, LLC	Registered	Construction		
Madison Mechical Inc	Registered	Construction		
Main Line Commerical Pool, Inc	Registered	Non Construction		
Martins Construction Corp.	Registered	Construction		
Milani Construction, LLC	Registered	Construction		
Millennium Pool Service, LLC	Registered	Non Construction		
Miscellaneous Metal, Incorporated	Registered	Construction		
Narman West, LLC	Registered	Construction		
Nastos Constructions, Inc.	Registered	Construction		
Nelson's Welding, Inc.	Registered	Construction		
NLP Enterprises, Inc.	Registered	Construction		
Omni Excavators, Inc	Registered	Construction		
Padula Construction Company	Registered	Construction		
PICO Industries	Registered	Construction		
POS Construction Inc	Registered	Construction		
Premier Consultants International, Inc	Registered	Construction		

Name of the sponsor	Registered or unregistered	Sponsor industry	Number of total apprentices	Number of District resident apprentices
Prestige Group, Inc	Registered	Construction		
Prospect Waterproofing Company	Registered	Construction		
Providence Construction Inc	Registered	Construction		
R.B Hinkle Construction	Registered	Construction		
R.E Newcomb Electric, Inc.	Registered	Construction		
R.L. Harris Welding LLC	Registered	Construction		
Ranger Glass	Registered	Construction		
Regional Contracting Service	Registered	Construction		
Rock Spring Contracting, LLC	Registered	Construction		
Ruppert Landscape Inc.	Registered	Non Construction		
S & R Enterprises, LLC	Registered	Construction		
Salco Mechanical Contractors	Registered	Construction		
Savage Technical Services, LLC	Registered	Construction		
Shapiro & Duncan, Inc.	Registered	Construction		
Signature Technology Solutions	Registered	Non Construction		
Strickland Fire Protection, Inc	Registered	Construction		
Telligent Masonry LLC	Registered	Construction		
The Anderson Company, LLC	Registered	Construction		
The Justin Company	Registered	Construction		
Titan Mechanical, Inc	Registered	Construction		
Tricon Construction Inc	Registered	Construction		
Tricord Masonry	Registered	Construction		
United General Contractor, Inc.	Registered	Construction		
United Masonry Inc. of Virginia	Registered	Construction		
V&V Construction, Inc.	Registered	Construction		
Vision Security Solutions, LLC	Registered	Non Construction		
W Concrete, Inc	Registered	Construction		
W.M. Schlosser Company, Incorporated	Registered	Construction		
Wagman Heavy Civil, Inc.	Registered	Construction		
Washington Fire Protection Engineering, LLC	Registered	Construction		
William Steel Erection Company	Registered	Construction		
Wings Enterprises, Inc. (ABC)	Registered	Construction		
Wolf Fire Protection, Inc.	Registered	Construction		
Worcester Eisenbrandt, Inc.	Registered	Construction		
Bayside Fire Protection, LLC	Registered	Construction		No apprentices
Commerical Interiors, Inc.	Registered	Construction		
Congressional Iron Works, Inc	Registered	Construction		
District Electrical Services Inc.	Registered	Construction		
Emmitsburg Glass Company, Inc	Registered	Construction		
Fidelity Mechanical Services	Registered	Non Construction		
Hess Mechanical Corporation (ABC)	Registered	Construction		
Imperial Stone Paving, LLC	Registered	Construction		
Iron Fabrication Services, Inc.	Registered	Construction		
Lee`s Barbershop	Registered	Non Construction		
Old Dominion Insulations	Registered	Construction		
OST Global Solutions, Inc.	Registered	Non Construction		
Ramsey Masonry Company Inc	Registered	Construction		
RFC, Inc	Registered	Construction		
Total Civil Construction & Engineering, LLC	Registered	Construction		
United Union of Roofers Local #30	Registered	Construction		
NECA/IBEW Local #26 Electrical JATC	Registered	Construction	1528	89
Steamfitters Union Local #602	Registered	Construction	938	37
Sheet Metal Workers Local 100 JAC	Registered	Construction	567	59

Name of the sponsor	Registered or unregistered	Sponsor industry	Number of total apprentices	Number of District resident apprentices
International Union of Elevator Constructors Lo	Registered	Construction	390	12
Plumbers Union Local #5 JAC	Registered	Construction	357	42
Mid-Atlantic Carpenters' Training Centers	Registered	Construction	251	64
International Association of Bridge Structural F	Registered	Construction	229	34
Finishing Trades Institute of Maryland, Virginia	Registered	Construction	220	17
Sprinkler Fitter Local #669	Registered	Construction	143	Less than 10
Helix Electric Inc.	Registered	Construction	92	14
Asbestos Workers Local #24 JAC	Registered	Construction	88	Less than 10
Ironworkers Union Local 5S	Registered	construction	68	20
Operating Engineers Local #77	Registered	Construction	60	11
International Union of Bricklayers & Allied Craf	Registered	Construction	57	Less than 10
Kogok Corporation (ABC)	Registered	Construction	53	Less than 10
Stationary Engineers JAC Local #99	Registered	Construction	50	Less than 10
Miller & Long DC, Inc	Registered	Construction	44	21
M. C. Dean, Inc.	Registered	Construction	40	26
Operative Plasterers & Cement Masons U	Registered	Construction	39	27
Baker DC, LLC	Registered	Construction	39	18
Goel Services, Inc	Registered	Construction	31	10
Washington Metropolitan Area Transit Author	Registered	Construction	27	Less than 10
Dynamic Contracting, Inc.	Registered	Construction	24	24
Precision Wall Tech	Registered	Construction	24	22
Power Design, Inc.	Registered	Construction	23	12
Corinthian Contractor Inc	Registered	Construction	19	16
Joseph J. Magnolia, Inc.	Registered	Construction	15	15
Miller & Long Co., Inc.	Registered	Construction	15	10
First Choice Masonry, Inc.	Registered	Construction	14	Less than 10
Cresent Construction, LLC	Registered	Construction	13	Less than 10
DC Water and Sewer Authority	Registered	Construction	13	13
Magnolia Plumbing, Inc. (ABC)	Registered	Construction	12	Less than 10
Mechanical Engineering & Construction Corpor	Registered	Construction	12	0
Anchor Construction Corporation	Registered	Construction	11	Less than 10
Chesapeake Sprinkler Company	Registered	Construction	11	Less than 10
The Baltimore Washington Laborers Joint Train	Registered	Construction	11	Less than 10
Harbor Roofing and Waterproofing, Incorporat	Registered	Construction	11	11
Strittmatter Contracting, L.L.C.	Registered	Construction	11	11
Carey's Mechanical, LLC	Registered	Construction	11	10
Cleveland Construction, Inc. (ABC)	Registered	Construction	10	Less than 10
A&E Heating & Air Conditioning, LLCf	Registered	Construction	No apprentices	
A&H Industries, LLC	Registered	Construction		
Admiral Construction, LLC	Registered	Construction		
Advanced Windows, Inc.	Registered	Construction		
AGS Frame, LLC	Registered	Construction		
Albireo Energy, LLC	Registered	Construction		
Alcoa Concrete & Masonry, Inc.	Registered	Construction		
AMARA Enterprises, LLC	Registered	Non Construction		
Anderson Mechanical Services, Inc.	Registered	Construction		
Atlas Manufacturing Inc.	Registered	Construction		
Atmos Solutions, Inc	Registered	Non Construction		
B&M International Steel Company	Registered	Construction		
BDS Construction & Development, LLC	Registered	Construction		
Bellingham Marine Industries, Inc.	Registered	Construction		
BellRose Glass & Glazing, LLC	Registered	Construction		
Blueridge of DC, Inc	Registered	Construction		

Name of the sponsor	Registered or unregistered	Sponsor industry	Number of total apprentices	Number of District resident apprentices
BrightView Landscape Development, Inc	Registered	Construction		
Brothers Mechanical, Inc	Registered	Non Construction		
Bruzo Panel, LLC	Registered	Construction		
BuildWithin, Inc	Registered	Non Construction		
Bunting Door & Hardware Co, Inc.	Registered	Construction		
Cap8 Construction, LLC / Doors & Hardware Cor	Registered	Construction		
Capital Builders and Associates (ABC)	Registered	Construction		
Capital Carpets, Inc	Registered	Construction		
Capital Mechanical Pro	Registered	Construction		
Capitol Drywall, Inc	Registered	Construction		
Capitol Sprinkler Contracting, Incorporated	Registered	Construction		
Capitol Technology Services, Inc.	Registered	Construction		
Carpet 'N Things, Incorporated	Registered	Construction		
CCE Specialties, LLC	Registered	Construction		
CG Electric, Inc	Registered	Construction		
Cianbro Corporated	Registered	Construction		
City Construction, LLC	Registered	Construction		
CityWorks DC	Registered	Non Construction		
CMC Concrete Construction, Inc.	Registered	Construction		
Colonial Electric Co	Registered	Construction		
Colt Builders, Corporation	Registered	Construction		
Columbia Roofing, Incorporated	Registered	Construction		
Common Wealth Wall Systems, LLC	Registered	Construction		
Consolidated Waterproofing Contractors, Inc.	Registered	Construction		
Continental Construction, Inc.	Registered	Construction		
Cooper Enterprise II, LLC	Registered	Non Construction		
Corman Kokosing Construction Company	Registered	Construction		
Cranford Mechanical (ABC)	Registered	Construction		
Creation Iron, Inc	Registered	Construction		
Creative Concepts Group, Inc	Registered	Non Construction		
CTS Services (ABC)	Registered	Non Construction		
Cynergy Electric	Registered	Construction		
D & R Electric, Inc.	Registered	Construction		
D.C. Department of Public Works	Registered	Non Construction		
D.E.N. United General Construction, LLC	Registered	Construction		
D.H. Kim Enterprises, Inc.	Registered	Construction		
D2, LLC	Registered	Construction		
Daniels Electric Services	Registered	Construction		
Day C Soul Mechanical, Incorporated	Registered	Construction		
Daylily Landscaping, LLC	Registered	Non Construction		
DC Central Kitchen	Registered	Non Construction		
DC Department of Human Resources ,DOES	Registered	Non Construction		
Denison Landscaping, INC.	Registered	Non Construction		
Direct Electric Services	Registered	Construction		
District Veterans Contracting, Inc.	Registered	Construction		
Diverse Masonry Corporation	Registered	Construction		
Donald Steinman Electric	Registered	Construction		
DR Construction and Consulting, Inc.	Registered	Construction		
Dream Health Group	Registered	Non Construction		
Dynamic Concepts, Inc	Registered	Non Construction		
Dynamic Green Radiance, LLC	Registered	Non Construction		
East Regional Rebar, Inc. (ABC)	Registered	Construction		
Elite Sheet Metal Works, Inc.	Registered	Construction		

Name of the sponsor	Registered or unregistered	Sponsor industry	Number of total apprentices	Number of District resident apprentices
Enlightened, Inc.	Registered	Non Construction		
F & L Construction Inc.	Registered	Construction		
Fire & Life Safety America, Inc.	Registered	Construction		
First Vehicle Services	Registered	Non Construction		
Forest Hills of DC	Registered	Non Construction		
Fredericksburg Glass & Mirror, Inc.	Registered	Construction		
G&O Drywall Incorporated	Registered	Construction		
Galaxy Glass & Aluminum, Inc.	Registered	Construction		
GCS, Inc.	Registered	Construction		
General Sheet Metal & Mechanical, LLC	Registered	Construction		
GK&G Masonry, LLC	Registered	Construction		
Glaziers Local 963 JATC	Registered	Construction		
Goel DC, LLC	Registered	Construction		
Goldin & Stafford, Inc.	Registered	Construction		
Graham Holdings Company	Registered	Non Construction		
HAR Construction LLC	Registered	Construction		
Hawkins Electrical Construction of Washington	Registered	Construction		
Heavy Commercial Window Consultants, LLC	Registered	Construction		
Hirsch Electric	Registered	Construction		
Hybrid Construction & Engineering Group	Registered	Construction		
Iacoboni Site Specialists Inc	Registered	Construction		
Independent Electrical Contractors -Chesapeak	Registered	Construction		
Induction Electric, LLC	Registered	Construction		
Infinity Solutions, Inc.	Registered	Non Construction		
Innovation Mechanical Inc	Registered	Construction		
Inspiration Plumbing	Registered	Construction		
Interior Specialties Inc	Registered	Construction		
Interlock Steelworkers, Inc.	Registered	Construction		
International Union of Bricklayers & Allied Craf	Registered	Construction		
International Union of Operating Engineers Lo	Registered	Construction		
J & C Framing, LLC	Registered	Construction		
J & Lo Plumbing, Incorporated	Registered	Construction		
John Xanthos, Inc.	Registered	Construction		
JS Wagner Roofing Company Inc/Wagner Roofi	Registered	Construction		
Judd Fire Protection, LLC	Registered	Construction		
JV Heating and Cooling, INC	Registered	Non Construction		
Kastle Systems	Registered	Non Construction		
Kastle Systems International, LLC	Registered	Non Construction		
Kensington Glass Arts, Inc	Registered	Construction		
Keystone Plus Construction Corporation	Registered	Construction		
Kurrent Logic Inc.	Registered	Non Construction		
KVA Electrical Contractors, Inc.	Registered	Construction		
L.F Jennings, Inc	Registered	Construction		
L.R. Willson & Sons, Inc. (ABC)	Registered	Construction		
Lane Concrete Frames	Registered	Construction		
Launch_Code	Registered	Non Construction		
Limbic System, Inc.	Registered	Non Construction		
LIW Ironworks, Inc.	Registered	Construction		
LJM Glass Serivce	Registered	Construction		
M.R. Electricians, Inc	Registered	Construction		
Major Plumbing & Heating, LLC	Registered	Construction		
Manganaro Midatlantic, LLC.	Registered	Construction		
Manna, Inc	Registered	Construction		

Name of the sponsor	Registered or unregistered	Sponsor industry	Number of total apprentices	Number of District resident apprentices
McDonnell Landscape	Registered	Construction		
Mechanical Design Systems, Inc.	Registered	construction		
MedCerts	Registered	Non Construction		
Metro Building Suppliers, LLC dba Metro Renov	Registered	Construction		
Mid-Atlantic Carpenters' Training Centers	Registered	Construction		
Millennium Construction, LLC	Registered	Construction		
MJS Carpentry, Cabinetry and Millwork LLC	Registered	Construction		
ML Straight Painting Company	Registered	Construction		
Monarc Construction, Inc	Registered	Construction		
Montgomery Window Products Company	Registered	Construction		
Moxy Misc. Metals, LLC	Registered	Construction		
M-Tech Services of D.C.	Registered	Non Construction		
Nastos Constructions, Inc.	Registered	Construction		
National Services Contractors, Inc.	Registered	Construction		
NCFInteriors, a LaKota Contracting Company	Registered	Construction		
Oak Tree Masonry	Registered	Construction		
Operative Plasterers & Cement Masons Union	Registered	Construction		
P & D Drywall Contractors LLC	Registered	Construction		
Pacheco Plumbing, LLC	Registered	Construction		
Parkinson Construction	Registered	Construction		
PCC Construction Components, Inc	Registered	Construction		
Pessoa Construction Company, Inc.	Registered	Construction		
Phoenix Steel Erectors, Inc	Registered	Construction		
PIC Construction, Inc.	Registered	Construction		
Pillar Construction Incorporated	Registered	Construction		
Platinum Exteriors, Inc.	Registered	Construction		
PR At Partners	Registered	Non Construction		
Protec Construction	Registered	Construction		
R. V. Carey`s Plumbing & Heating, Inc.	Registered	Construction		
RBK Landscaping and Construction	Registered	Construction		
RE Robertson Plumbing & Heating, Inc.	Registered	Construction		
Reliable Installation Services, LLC	Registered	Construction		
Reliable Solutions, LLC	Registered	Construction		
Ribeiro Construction Company, Inc	Registered	Construction		
Robinsons, LLC	Registered	Construction		
Royal Home, Inc. dba Royal Exteriors	Registered	Construction		
RPM Construction Corp	Registered	Construction		
RSC Electrical and Mechanical Contractor's, Inc	Registered	Construction		
S & J Services, Inc	Registered	Construction		
S & R Enterprises, LLC	Registered	Construction		
S.A.P. Contracting Corporation	Registered	Construction		
SCCP LLC	Registered	Construction		
Schuster DC, LLC	Registered	Construction		
SecureTech 360	Registered	Non Construction		
Setty & Associates International, PPLC	Registered	Non Construction		
Shanco Companies	Registered	Construction		
Shapiro & Duncan, Inc.	Registered	Construction		
Shine Electrical Group, Ltd.	Registered	Construction		
Simple Technology Solutions, Inc.	Registered	Non Construction		
SMC Concrete Construction, Inc. (ABC)	Registered	Construction		
Smith & Sons LLC	Registered	Construction		
Sparkle Painting Company Incorporated	Registered	Construction		
Spartan Enterprises, LLC dba Spartan Electric	Registered	Non Construction		

Name of the sponsor	Registered or unregistered	Sponsor industry	Number of total apprentices	Number of District resident apprentices
SPD Contracting, Inc.	Registered	Construction		
Stanley Security	Registered	Non Construction		
Superior Mechanical Services	Registered	Construction		
SW Design School L3C	Registered	Non Construction		
TCG Property Care, Inc	Registered	Construction		
Technopref Industries, Inc.	Registered	Construction		
Tenelec, Inc.	Registered	Construction		
Tessa Construction & Tech. Co L.L.C	Registered	Construction		
The Alliance for Media Arts + Culture	Registered	Non Construction		
The Berg Corp	Registered	Construction		
The Clark Construction Group, LLC	Registered	Construction		
TranZed	Registered	Non Construction		
Triple Star Construction	Registered	Construction		
Tristar Solutions, LLC	Registered	Construction		
United Construction Services, LLC	Registered	Construction		
Utility Systems Construction & Engineering, LL	Registered	Construction		
Vigil Contracting, Inc.	Registered	Construction		
VSC Fire & Security	Registered	Construction		
VTAC General Contractors	Registered	Construction		
WDC Solar, Inc.	Registered	Non Construction		
Total			**5571**	**645**

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Employment Services

Responses to Fiscal Year 2021-2022 Performance Oversight Questions Workforce and Federal Programs / Paid Family Leave

Dr. Unique Morris-Hughes
Director

Before the
Committee on Labor and Workforce Development
Council of the District of Columbia
The Honorable Elissa Silverman, Chairperson

January 28, 2022
John A. Wilson Building
1350 Pennsylvania Avenue, NW
Washington, DC 20004

VII. Universal Paid Family and Medical Leave

Data: claimants

88. Please complete the following table with information on claims filed from inception July 1, 2020, through Jan. 1, 2022.

Response: Please see the below chart.

Type of leave	Number of claims filed[1]	Number claims approved	Number claims denied[2]	Number claims pending	Percent of claims determinations issued more than 10 business days after filing[3]	Average number days from determination to first payment made[4]
Family leave	1238	894	238	24	21%	8
Parental leave	11802	10718	643	150	6%	11
Medical leave	4576	3195	1010	170	21%	7
All leave types	**17616**	**14807**	**1891**	**344**	**11%**	**10**

[1] Note that there were 574 claims that were withdrawn per the claimant's request, which are included in the total number of claims filed.
[2]Note that denied claims include claims that are in a monetarily ineligible status.
[3]Note that some claims are allowed to remain pending longer than ten business days in order to accommodate claimants who need more time to obtain and provide documentation to DOES.
[4] Note that payments are not issued until the Tuesday after the first week during which there is a payable day of leave. This means that claimants who choose to file in advance of their planned leave and have requested dates that start in the future will not receive a payment until after their first scheduled date of leave, which could be many weeks in the future. These payments affect the average measurement requested here because the payment will appear to be long after DOES' determination but will still be within one week of the first date of leave.

89. How many claims were filed for reasons related to COVID/coronavirus, by leave type (family, medical)?

Response: 238 COVID related claims were filed. Please see the below chart for leave type.

Type of Leave	Total Claims	Approved Claims	Denied Claims	Pending Claims	Monetarily Ineligible
Family Leave	48	26	14	Less than 10	Less than 10
Medical Leave	190	79	81	DS	Less than 10
Total	**238**	**105**	**95**	**DS**	Less than 10

Note: DS indicates complimentary data suppression.

90. Please provide the following information on claim denials.

a. How many of the claim denials were due to lacking "current employment," for each type of leave (parental, medical, family) in each year FY2020 through FY2022?

Response: 74 claims were denied, due to the claimant lacking current employment. Please see the below chart for leave type.

Denied due to lacking current employment				
Type of leave	**Number of claims denied**	**FY20 (7/1/2020-9/30/2020**	**FY21 (10/1/2020-9/30/2021**	**FY22 (10/1/2021-1/1/2022)**
Family leave	Less than 10	Less than 10	Less than 10	Less than 10
Parental leave	54	7	40	Less than 10
Medical leave	DS	Less than 10	13	Less than 10
Total	74	11	56	Less than 10

Note: DS indicates complimentary data suppression.

b. What are the top 5 most common reasons for a claim to be denied for each family, parental, and medical qualifying leave event categories? Please include the number of claims denied for each of these reasons since July 1, 2020.

Response: Please see the below chart.

Parental Leave Claim Denial Reasons	
UI Benefits Crossmatch	70
Not Employed at Time of Application	54
Existing Duplicate Claim	32

Parental Leave Claim Denial Reasons	
Incomplete Documentation	22
Exigent Circumstance Not Valid	17

Medical Leave Claim Denial Reasons	
Medical Eligibility Review	333
Request for Additional Medical Documentation	160
Incomplete Medical Certification	63
Serious Health Condition Not Established	61
2-Week Benefit Exhaustion	53

Family Leave Claim Denial Reasons	
Medical Eligibility Review	54
Request for Additional Medical Documentation	27
Providing Care not Supported by Medical Certification	13
Incomplete Medical Certification	12
6-Week Benefit Exhaustion	10

c. What are the top 5 most common reasons for claim denials cumulatively across all applications for paid leave benefits (July 1, 2020 - Jan 1, 2022)?

Response: Please see the below chart.

Cumulative Denial Reasons	
Medical Eligibility Review	387
Request for Additional Medical Documentation	188
UI Benefits Crossmatch	92
Incomplete Medical Certification	75
Serious Health Condition Not Established	66

91. For each fiscal year FY2020-FY2022, how many initial claim denial determinations were later overturned? How many by internal DOES adjudication processes? How many by OAH?

Response: As part of the Office of Paid Family Leave's (OPFL's) internal reconsideration process, claimants can provide additional documentation that was not available/submitted at the time of the first application. When an internal reconsideration results in a different decision than the original determination, this does not necessarily mean the program's initial decision was incorrect, rather it is often based on the additional documentation submitted and subsequently considered by the agency.

From July 2020 to December 2021, 549 claimants filed an internal reconsideration with OPFL. Out of those 549, 328 were reversed in the claimant's favor.

During that same time period, less than 10 of the 25 appeals filed with OAH were reversed.

Please see the below charts for quarterly data.

Internal Reconsiderations:

Quarter	Received*	Reversed	Affirmed
Q3 2020	74	37	23
Q4 2020	90	53	33
Q1 2021	93	56	35
Q2 2021	95	60	37
Q3 2021	96	58	33
Q4 2021	101	64	44
Q3 2020 – Q4 2021	549	328	205

**Total received will not add up to the total reversed and affirmed, as there are pending claims that have not reached a resolution at the end of each month.*

Office of Administrative Hearing Appeals:

Quarter	Received*	Reversed	Affirmed
Q3 2020	Less than 10	Less than 10	Less than 10
Q4 2020	Less than 10	Less than 10	Less than 10
Q1 2021	Less than 10	Less than 10	Less than 10
Q2 2021	Less than 10	Less than 10	Less than 10
Q3 2021	11	Less than 10	Less than 10
Q4 2021	9	Less than 10	Less than 10
Q3 2020 – Q4 2021	25	Less than 10	16

**Total received will not add up to the total reversed and affirmed, as there are pending claims that have not reached a resolution at the end of each month.*

92. Please complete the following table with information on benefits paid on claims through Jan. 1, 2022, except where noted.

Response: Please see the below chart.

Benefits Paid and Weeks of Leave

Type of leave	Number claims paid	Total benefits paid ($)	Number claimants paid maximum $1,000 per week benefits[1]	Average weekly benefit amount	Percentage of paid claims that utilized maximum number of weeks of leave to which employee was eligible[2]	Average number of weeks of leave taken	Number of claims for only 1 week of benefits
Family caregiving leave	899	$2,748,986	207	$641	Less than 5%	3.6	63
Parental leave	10,079	$59,975,381	4203	$787	92.99%	6.7	190
Medical leave 7/1/20-9/30/21 (dates of filing, 2 weeks max.)	2,432	$3,531,973	682	$628	Less than 5%	1.8	130
Medical leave 10/1/21-1/1/22 (dates of filing, 6 weeks max.)	801	$2,394,956	138	$736	Less than 5%	4.1	27
Pre-natal leave	N/A	N/A	N/A	N/A	N/A	N/A	N/A

[1]Note that on October 1, 2021, the maximum weekly benefit amount increased to $1,009. The table reports the number of claimants with an approved claim with a weekly benefit amount of at least $1,000.
[2]Eligibility for medical and family leave is based not only on the maximum leave entitlement allowed according to the statute, but also on the medical necessity and supporting documentation for each claim. The data reported here provide the percent of claims that received the maximum leave entitlement established by statute, not the maximum leave to which the claimant was eligible, which is always 100 percent.

93. Please complete the *attached table* with demographic information on claims filed from July 1, 2020, through Jan. 1, 2022.

Response: Please see attachment "DOES POH 2022 Q93_PFL Demographic Info."

94. How many claims have been filed for retroactive benefits? Please delineate by claim type (medical, family, etc.). How many such claims were denied? For what reasons?

Response: 3,703 claims were filed for retroactive benefits, defined as claims filed after the first payable date. Of those 3,703 claims, 548 were denied. Please see the below charts for additional information.

Type of leave	Number of claims filed for retroactive benefits	Denied
Family leave	322	52
Parental leave	1724	116
Medical leave	1657	380
Total	**3703**	**548**

Denial Reason (for claims filed retroactively)	Number of claims denied	Percentage of Denied Claims
Benefit week exhaustion	23	Less than 5%
Exigent circumstance not established or valid	137	25.00%
Existing duplicate claim	10	Less than 5%
Failed automatic ID verification (Lexis Nexis)	13	Less than 5%
Health care provider ID invalid after examiner investigation	Less than 10	Less than 5%
Leave occurred before program implementation	Less than 10	Less than 5%
Medical eligibility review	Less than 10	Less than 5%
Not employed at time of application	23	Less than 5%
Amendment to leave days	Less than 10	Less than 5%
Parental event outside of 1-year window	Less than 10	Less than 5%
Supporting documentation missing, incomplete or invalid	151	27.55%
Receiving long-term disability	Less than 10	Less than 5%
Serious health condition not established	126	Less than 5%
UI benefits crossmatch	31	5.66%
Total	**548**	**100%**

95. How many claimants had a monetary readjustment for claims filed after Oct. 1, 2021, due to the 10-quarter monetary base period allowed under the Universal Paid Leave Amendment Act of 2021 (in the FY2022 Budget Support Act), § 32–541.01(1)?

Response: Approximately 1,900 claims were filed between October 1 and November 18, 2021. For these claims, OPFL executed a data change request to apply the 10-quarter look back period. Claimants who would have received a higher benefit amount due to the 10-quarter look back are receiving supplemental payments. DOES does not have the number that received a readjustment at this time.

All claims filed on or after November 19, 2021 automatically had the 10-quarter look back period applied.

Businesses and Taxes

96. How many businesses requested tax relief of some sort (a waiver, delay in payment, or other) in FY2021 or FY2022? For how many employees? How many businesses received relief? For how many employees? What were the reasons that relief was requested, and reasons relief was granted?

Response: During FY2021**,** OPFL did not receive any formal request for relief from paying the Paid Family Leave tax. However, pursuant to 7 DCMR § 3404 (Collection Procedures), DOES has the authority to waive tax penalties and to enter into payment agreements with an employer to help retire delinquent debt. Such an accommodation could be considered tax relief.

To that end, OPFL received 1,156 administrative appeal requests from 709 employers during FY2021. These employers were requesting an abatement of late penalty charges that were assessed on their account. Of the total, OPFL granted 279 administrative appeals. As a note, an employer can submit an appeal request for multiple quarters, and the circumstance for each appeal is considered separately. As a result, the number of administrative appeals received is larger than the number of employers.

To date in FY2022, OPFL has received 515 administrative appeal requests from 385 employers requesting an abatement of late penalty charges. Of the total, OPFL has granted 95 administrative appeals.

Additionally, in FY2021, OPFL authorized 257 payment agreements. OPFL has yet to authorize any payment agreements in FY2022.

97. How many businesses claimed employee exemptions in FY2021 or FY2022? For how many employees? How many businesses received an exemption? For how many employees? How many exemption requests were related to remote work that occurred or is occurring since the start of the COVID pandemic?

Response: Individual employees can be "excepted" from the PFL tax on the basis that an employee's wages are correctly reported to the District for UI tax purposes but the employee's work location does not meet the requirements of the PFL law for PFL coverage.

If an exception request is approved, the PFL tax need not be paid based on the employee's wages for that quarter.

In FY21, OPFL granted exceptions to two employers covering 180 employees. To date in FY22, one employer exception request has been granted, covering 177 employees. COVID-19 has not caused a change in employer behavior with regard to the number of employee exception requests submitted to DOES. OPFL has only received one formal exception request related to remote work. This request was formally denied, per applicable regulations.

98. How many businesses were assessed penalties for failure to pay in FY2021 or FY2022? Please provide total amount assessed, total amount collected, total amount outstanding. Please also state if the data provided includes businesses that appealed and received a waiver.

Response: Please see the table below, which excludes FY22 because the first tax payment for FY22 is due January 31, 2022.

Number of businesses assessed penalties	8,128
Penalties assessed	$2,081,656
Total amount collected	$1,336,920
Total outstanding	$744,736

99. How many good cause waivers were issued in FY2021 or FY2022, to how many businesses and what were the average and total dollar amounts of the original assessed contribution that were waived?

Response: DOES has the authority to waive any penalties that have been assessed pursuant to 7 DCMR § 3404.9 for employers' failure to report or pay contributions in a timely manner, if it determines that the employers' actions were supported by good cause.

In FY21, 279 good cause waivers were issued to 246 employers. The average waiver amount in FY21 was $157; the total waived was $44,027. To date in FY22, 95 good cause waivers were issued to 92 employers. The average waiver amount so far for FY2022 is $118; the total waived to date is $11,294.

100. In each year FY2021 and FY2022, how many District employers contributed to the Unemployment Compensation fund and how many contributed to the paid leave fund? What are the reasons for any difference between those numbers?

Response: Please see the chart below:

FY2021 (Quarter/Year)	Count of Employers who Contributed to the UI Fund	Count of Employers who Contributed to PFL Fund
Q4/2020	37,243	33,770
Q1/2021	37,751	31,804
Q2/2021	38,124	32,673
Q3/2021	38,526	31,340

Sources: The District Unemployment Tax Accounting System (DUTAS) and the Employer Self-Service Portal (ESSP)

One of the reasons for the difference between the Unemployment Compensation Fund contribution numbers and the PFL Fund contribution numbers stems from the fact that UI and PFL extract and report data from different systems of record. The UI Program system of record is the District Unemployment Tax Accounting System (DUTAS), and the PFL Program utilizes the Employer Self Service Portal (ESSP) as their system of record. As such, the two different systems of records have different reporting processes, as the UI program reports figures based on federal regulations, whereas PFL reports figures based on local regulations. However, DOES cannot speculate on employers' tax practices.

101. How many self-employed individuals have opted into the paid leave program since July 1, 2019? How many self-employed individuals have since opted out? How many self-employed individuals are currently paying taxes into the paid leave fund as of January 1, 2022?

Response: The total number of self-employed individual (SEI) registrations from the start of tax collection on July 1, 2019 to date is 139. Of those 139 SEIs, 20 did not qualify for admission into the program. Five SEIs opted-out. No SEIs have been removed.

As of January 1, 2022, 114 SEIs are paying into the Fund.

IT system

102. Please provide copies of all task orders or new contracts awarded to any contractor for PFL information technology system work in FY2021 or FY2022.

Response: Please see below for the information:

A. Sagitec Solutions, LLC – PFL Tax System / ESSP
In FY21, DOES exercised Option Year 2 (2/21/21 - 2/20/22) of its contract with Sagitec Solutions to develop and maintain the PFL tax system. Additionally, in FY21 DOES executed a contract modification to allow for OPFL to change the PFL tax rate; this functionality was needed as a result of the FY22 BSA PFL subtitle.

For FY21 contract documents, please see attachment "DOES POH 2022 Q102a_Sagitec."

B. Geographic Solutions, Inc. - PFL Benefits Administration System / PFLBAS
In FY21, DOES exercised Option Year 1 (10/10/2020 - 10/9/2021) of its contract with Geographic Solutions, Inc to develop and maintain the PFL benefits system. Additionally, in FY21 and FY22, DOES executed several modifications to the contract to add system functionality required by the FY22 BSA PFL subtitle, including expanding medical leave from two to six weeks, eliminating the waiting week, allowing retroactive claims, and expanding the monetary base period from five to 10 quarters. In FY22, DOES exercised Option Year 2 (10/10/2021 - 10/9/2022) of the contract.

Base Year: October 10, 2019 – October 9, 2020	$2,167,500
Option Year 1: October 10, 2020 – October 9, 2021	$1,000,200
Option Year 2: October 10, 2021 – October 9, 2022	$1,000,200
Contract Mod 003: Change orders	$26,117
Contract Mod 004: Change orders	$14,260
Contract Mod 005: BSA	$192,975
Contract Mod 007: BSA	$44,660

For the reference contract documents, please see attachment "DOES POH 2022 Q102b_Geographic Solutions."

C. Promesa Consulting Group, Inc. - Independent Verification and Validation Services
In FY21, DOES exercised the remaining performance period of Option Year 1 (8/19/21 - 2/19/22) of its contract with Promesa Consulting Group, Inc. for

independent verification and validation services on the PFL Benefits Administration System.

For the August 2021 modification, please see attachment "DOES POH 2022 Q102c_Promesa."

Outreach and education

103. Please provide a list of worker-oriented public education paid leave promotional engagement events (in-person or online) the agency conducted from January 1, 2020, through January 1, 2022. How many attendees or viewers participated in each event? (Event examples: in-person presentation or tabling, webinar discussion, social media 'live' event)

Response: OPFL's main public engagement event is the bi-weekly webinar, which provides a complete PFL program overview and is geared toward potential claimants and the employer community. In addition to the presentation provided, PFL team members take questions from attendees as well. Targeted webinars have been performed quarterly for audiences such as employers, healthcare providers, self-employed Individuals, Spanish speakers, and persons with disabilities. Over 2,000 people have attended PFL webinars in the last two years.

OPFL has also hosted information sessions for organizations such as the DC Bar Pro Bono Association, the Male Caregivers Advocacy Support Group, Ward 8 Health Council, the DC Coalition of Disability Service Providers, and multiple ANCs. OPFL has tabled at events hosted by Bridge Point Healthcare, H Street Festival, Community of Hope, Mary's Center, Ward 8 Health Council, and Unity Healthcare. Through these engagements, OPFL has reached more than 5,000 District workers.

Digital outreach activities include the program's Baby Shower in the fall of 2020, the NBC Fitness Expo on March 20, 2021, the PFL Benefits One Year Anniversary event on July 1, 2021, and the Mayor's Maternal & Infant Health Summit in September 2021. The Google ad campaign, which ran June through September of 2021, had over 3 million impressions.

For more information on public engagement events, please see "DOES POH 2022 Q103_PFL Events."

104. Please provide a list of worker-oriented public education paid leave promotional materials disseminated to the District public, e.g., mailers, targeted emails other than newsletters, inserts in other DC government mailings, flyers created for tabling, etc. Who were these materials sent or distributed to, how many people were reached by each promotional resource, and what was the amount expended on each type of promotional resource?

Response: OPFL distributed more than 17,000 promotional and informational materials through 50 District partners in all eight wards to educate District workers about PFL benefits. Distributed materials included mailers to over 3,600 District residents, informational rack cards, one-pagers and flyers, tote bags, facemask, pens, and hand sanitizers.

Our partners included Community of Hope, Bread for the City, Martha's Table, Bridgepoint Healthcare, Unity Healthcare, Mary's Center, Mayor's Office of Latino Affairs (MOLA), Capital Area Food Bank, Mamatoto Village, Greater DC Diaper Bank, H Street Festival, Ward 8 Health Council, Centronia, and many others.

OPFL paid LINK Strategic Partners $76,000 for promotional resources and distributions, including designing, printing, and purchasing branded marketing materials and strategically disseminating the materials to District workers.

For more information on distribution events and a sampling of key promotional materials, please see "DOES POH 2022 Q104a_PFL Distribution" and "DOES POH 2022 Q104b_PFL Materials."

105. Please provide a list of medical-professional oriented paid leave awareness events (in-person or virtual) conducted from January 1, 2020, through January 1, 2022. How many attendees or viewers participated in each event?

Response: Please see below for a list of events:

<u>Healthcare worker Awareness 2020</u>

- Unity Healthcare Staff Training
    - Thursday, March 5, 2020
    - Staff Training at Minnesota Avenue
    - 42 attendees

- Healthcare Provider Information Session – at Shaw Library
    - February 6, 2020
    - 15 attendees

- DC Hospital Association Virtual Information Session
  - June 1, 2020
  - 20 attendees

- Ward 8 Health Council Virtual Meeting
  - June 10, 2020
  - 62 attendees

- Unity Healthcare Information Session
  - July 15, 2020
  - 6 attendees

- PFL Webinar (healthcare providers)
  - October 22, 2020
  - 7 attendees

Healthcare worker Awareness 2021

- Medical Providers Webinar
  - March 4, 2021
  - 7 attendees

- Webinar for Healthcare Providers
  - April 15, 2021
  - 5 attendees

Contracts

106. Please provide copies of all task orders and deliverables for the following contracts, including option years:

a. Metropolitan Strategies and Solutions for $941,500 for "data analytics and business transformation services" (CW81839).

b. The Georgetown Firm for $190,000 per year (FY19, 20, 21) for "organizational change management" (CW73095)

c. DigiDocs for $856,912 in the base year (CW82053) for "all service continuous process improvement."

Response: Copies of the contracts and associated task orders are attached as "DOES POH 2022 Q106a_Metropolitan Strategies and Solutions," "DOES POH 2022 Q106b_Georgetown Firm," and "DOES POH 2022 Q106c_Digidoc." Deliverables from these contracts are deliberative.

VIII. Workforce Development

COVID Recovery

107. Please specify how many unemployment insurance (UI) and pandemic unemployment assistance (PUA) claimants returned to work, enrolled in training services, participated in reemployment services at DOES, and describe the services they received in FY2021 and FY2022, as of Jan. 1, 2022?

Response: A data pull to determine how many UI and PUA claimants have returned to work is extremely resource intensive and, as a result, this data is not available at this time. Please see attachment "DOES POH 2022 Q107_UI and PUA Training Services" for the other requested additional information. Please note, there are two tables for each fiscal year. One table shows the Wagner-Peyser Services to claimants and the other shows WIOA Services to claimants.

108. Please provide copies of communications sent to UI or PUA claimants regarding services available at DOES for reemployment in FY2021 and FY 2022, as of Jan. 1, 2022.

Response: Please see attachment "DOES POH 2022 Q108_Newsletters."

109. How many District residents participated in the Federal WIOA dislocated worker services? Please specify how many participated in online training, received a certificate or occupational credential, and the number of individuals that secured unsubsidized employment.

Response: Please see the chart below:

DISLOCATED WORKER DATA							
	Total Active	**New Enrollments**	**Enrolled in OST***	**Enrolled in OJT****	**Enrolled in Distance Learning (Online)**	**Obtained Credential**	**Obtained Employment**
FY2021	287	95	Less than 10	10	Less than 10	23	56
FY2022 (10/1/21 - 1/1/22)	202	19	0	0	0	Less than 10	Less than 10

*Occupational Skills Training (OST) may be online, in-person, or hybrid based on the provider and program
**On-the-job-training (OJT)

American Job Centers

110. Please *fill in the attached table in Excel* regarding customers served at the American Job Centers in FY2021 and FY2022, as of Jan 1, 2022.

Response: Please see attachment "DOES POH 2022 Q110_American Job Centers." Since physical visits were limited 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 year to date was 29,619. The total number of unique Wagner Peyser customers in FY2021 was 109,742 and the total number in FY2022 year to date was 32,877.

111. Referrals to adult education providers

a. Please list all programs, training providers, or educational providers to which AJCs refer DOES customers for adult education services in FY2021 and FY2022, as of Jan. 1, 2022,

Response: Please see below**.**
AJCs referred DOES customers for adult education services in FY 2021 and FY 2022, as of January 1, 2022, to the following programs and providers:

Academy of Hope Public Charter,
Briya Public Charter School,
Catholic Charities of the Archdiocese of Washington,
Congress Heights Community Training and Development Corporation,
Four Walls Career and Technical Educations Center,
Latin American Youth Center,
Opportunities Industrialization Center – DC,
So Others Might Eat,
YouthBuild Public Charter School, and
YMCA National Capital Region.

b. Provide the number of referrals to each program or training provider of those who took the CASAS at an AJC in FY2021 or FY2022, as of Jan. 1, 2022, and scored less than an eighth grade in math or reading level.

Response:
DOES does not have the data on these referrals. These referrals must be requested from OSSE, which manages the Data Vault system and contracts with the providers.

112. Please provide the number of referrals (not necessarily enrollees) in FY2021 and in FY2022, made by American Job Centers to programs that:

a. Are listed on the Eligible Training Provider List (ETPL):

Response: Please see below for the data by fiscal year:

i. FY2021: 35
ii. FY2022: 12

b. Are not listed on the ETPL:

Response: Please see below for the data by fiscal year:

i. FY2021: 109
ii. FY2022: 0

c. Are a DOES non-ETPL program:

Response: Please see below for the data by fiscal year:

i. FY2021: 54
ii. FY2022: 27

DOES customers elect their preferred service provider, from the available options provided, in the chosen occupation. Thus, all referrals are based on customer preference.

Additionally, the Workforce and Federal Programs Division sends monthly email blasts to all users who self-identified as unemployed in the DOES system of record, DCNetworks.org. The email blasts are sent to over 100,000 residents each month, informing them of training and employment opportunities.

Literacy and Numeracy Testing

113. Please *complete the attached table in Excel* with information about results of CASAS and other literacy and numeracy tests of customers in FY2021.

Response: Please see attachment "DOES POH 2022 Q113_CASAS."

114. For digital literacy services and distributed devices for each DOES program in FY2021, FY2022, as of Jan.1, 2022, please list the following:

- **Name of program distributing devices**
- **Type, e.g. laptop, chromebook, hotspot, tablet**
- **Number of devices issued per type**
- **Terms: Loan or given without expectation of return**

Response: Please see the below information.

DC Infrastructure Academy:

- Name of Programs distributing devices
  - **Pepco**
  - **Information Technology**
  - **CDL**
- Type, e.g. laptop, chromebook, hotspot, tablet
  - **Laptops**
- Number of devices issued per type
  - **Pepco – 31 Laptops**
  - **Information Technology – 12 Laptops**
  - **CDL – 12 Laptops**
- Terms: Loan or given without expectation of return
  - **Laptops were given as loaners; participants are expected to return laptops upon program completion**

Division of State Initiatives

- Name of Program distributing devices
  - **DSI**
  - **Digital Literacy Grants**
- Type, e.g. laptop, chromebook, hotspot, tablet
  - **Laptop**
  - **Wireless hotspot**
- Number of devices issued per type
  - **90 laptops**
  - **90 wireless hotspots**
  - **367 laptops distributed via Digital Literacy Grants without expectation of return**
- Terms: Loan or given without expectation of return
  - **DSI laptops were given as loaners**
  - **Digital Literacy Grants laptops are given without expectation of return (Digital Literacy programs began distributing laptops in FY21)**

Office of Youth Programs

- Name of Program distributing devices
  - **2021 Marion Barry Summer Youth Employment Program (MBSYEP)**
  - **2021 Year-Round Programs**
  - **2021 Marion Barry Youth Leadership Institute (MBYLI)**
- Type, e.g. laptop, chromebook, hotspot, tablet
  - **Chromebooks**
- Number of devices issued per type
  - **27 (2021 MBSYEP)**
  - **Less than 10 (2021 Year-Round Programs)**
- Terms: Loan or given without expectation of return
  - **OYP Laptops were given as loaners**

118. Was the mobile unit Workforce on Wheels deployed in FY2021 or FY2022, as of Jan. 1, 2022? If so, provide a list of dates, locations, reasons for deployment, number of residents served at each location, and the type of service provided.

Response: Yes, the Workforce on Wheels (WOW) team and unit were deployed during this time. Please see attachment "DOES POH 2022 Q118 WOW Deployment Report" for the deployments of the WOW team at events throughout the District and whether the event was tabling only or involved the mobile unit. The most common reason for deployment is an event request.

IX. WIOA

119. Please attach copies of all Federal grant agreements for all WIOA grants awarded to your agency in FY2021, and FY2022.

Response: Please see attachment **"**DOES POH Q119_WIOA Grant Agreements."

120. Please *complete the attached Excel sheet* with data on WIOA performance (common measures) for each funding stream in Titles I and III and for each quarter in PY2019, PY2020, and PY2021. Please complete each cell, including n (number) and taa

a. For each program that had any quarter with outcomes that were less than 100% of the negotiated goal outcome, list such programs/funding streams and explain the reasons for the low outcomes.

b. What steps did DOES take in FY2021 or FY2022 to increase results in any WIOA funded program? Please provide a detailed description.

Response: Please see attachment "DOES POH 2022 Q120_WIOA Common Measures." Regarding the quarterly outcomes, it is important to note that not all goals are expected to be at 100% of the target for the quarter, as they are annual measures tracked quarterly.

There are several driving factors including: length of training, dates for pulling data for the measure, and if the measure is an annual measure. The measure is driven by the participants ability to obtain the credentials which was severely impacted by COVID. Many training providers shut down completely, participants prioritize employment over completing training, and credentialing bodies were limited in their capacity to test residents as several have an in-person requirement and a backlog. The credential attainment performance measure exiter timeframe is the same as the Employment Rate 4th Quarter After Exit exiter timeframe. The table will show that quarters where the credential attainment rates were lower than the targets, the Employment Rate-4th Quarter After Exit measures exceeded the targets. The data supports the explanation of participants prioritizing employment over training.

Regarding DOES steps to increase results, DOES informs the public of available WIOA training opportunities on the 15th of the month. These communications are sent to over 100,000 residents that self attest to being unemployed. DOES conducts required follow up with participants in an attempt to re-engage them in the system and potential get them back on track in training. DOES also released several grant programs that successfully reengaged WIOA participants and allowed them to obtain a short duration in demand credential.

121. Please *attach copies* of the following WIOA reports submitted to U.S. DOL:

a. Annual Performance Reports ETA 9169 (WIOA Annual Report Tables & Narrative) for PY2020, if different than the report required in the previous question.

Response: Please see attachment "DOES POH 2022 Q121a_PY20 Annual 9169 Certified Reports."

b. Annual State Performance Report Narrative for titles I and III for PY2020.
Response:
Please see attachment "DOES POH 2022 Q121b_DOES PY2020 WIOA Annual Narrative Report"

c. ETA 9173 (program reports) submitted for each funding stream and for each quarter in PY2020 and PY2021 quarters 1 and 2.
Response:
Please see attachment "DOES POH 2022 Q121c_PY20 Qtr 1-Qtr 4 and PY21 Qtr 1."
The PY21 Qtr 2 – 9173 Certified Report will not be completed until February 14, 2022.

122. D.C. Law 22-95 (D.C. Code § 32–1603(i)(1)(2)) states that DOES (the WIA administrative entity) shall disburse Federal WIOA funds upon the direction of the local workforce investment board (the WIC). Given the lack of direction, although it's required (See 20 CFR 683.120(a)(1)), how does DOES determine disbursements?

Response: The guidance in the cited section of the CFR is not related to the District, but rather is related to states with multiple local areas. The District, as a designated single state entity, complies with 20 CFR § 679.270.

Pursuant to Mayor's Order 2018-076 and D.C. Code § 32–1603.01, disbursements are determined as follows:

- Each WIOA federal grant award outlines the allowable target population, services to be provided, and guidance on both direct and indirect costs.
- All cost allocations strictly follow the guidance provided in WIOA (2 CFR 200.413) (https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#se2.1.200_14)
- The Governors (Mayors) reserve is allocated between both the designated State Agency and the Workforce Board based on the functions outlined in WIOA and the Mayors Order.
- DOES allows providers that have gone through the WIC's process for Eligible Training Providers to compete for Federal Adult/Dislocated Worker training funding. The WIC is developing a formal process for youth. However, DOES allows the WIC the opportunity to review and provide input on Federal Out of School Youth procurement documents prior to posting.

123. Please provide copies of any specific oversight or monitoring that the US Department of Labor (USDOL) conducted in FY2020, FY2021, or FY2022 of WIOA implementation or use of WIOA funds by the Department of Employment Services (DOES).

a. Please describe any ad hoc or routine desk audits, desk reviews, site audits, site reviews, or other monitoring conducted *by* USDOL, or meetings held between USDOL and DOES;

b. Attach copies of any reports submitted by DOES *to* USDOL, including any corrective action plans;

c. *Attach copies* of *any* document produced as a result of this monitoring;

d. Include copies of the "quarterly letters" sent quarterly by USDOL to DOES; and

e. Include copies of the DOES Quarterly Status Reports (QSR) for FY2020-FY2022, which are to be submitted to the WIC on the thirtieth date after the quarter ends, as stated in the WIC WIOA Policy Manual.[1]

[1] District of Columbia, WIC WIOA Policy Manual, 4.3 Quarterly Reporting page 93.

f. **List any recommendations to DOES from USDOL and provide an update on what actions have been taken to address each recommendation.**

Response: Oversight and/or monitoring conducted by the U.S. Department of Labor is deliberative. DOES and the WIC continue to partner to ensure that the District is compliant with responsibilities under WIOA.

124. WIOA requires that the Governor (the Mayor, in the District) reserve up to 15 percent of Title I funds for statewide activities (See 20 CFR 683.120(b)). Please delineate for each fiscal year PY2019 through PY2021 the total available funds; the total expenditures from the governor's reserve; and any programs, initiatives, contracts, or grants the funds were used for. Also, for each year PY2019-PY2021, provide names of any recipients and for each recipient, the amount of funding provided, and the services provided.

Response: Please see the attachments "DOES POH 2022 Q124a_WIOA Information" and "DOES POH 2022 Q124b_WIOA Information."

Local Adult Training

141. Please provide a detailed plan of FY2021 and FY2022 Local Adult Training activity. Please identify the type of activity, provider of the activity, occupational focus, projected number of people to train, if services will be provided by an external party, and if by grant or contract.

Response: Please see the below detailed information.

Local Adult Training FY 21

- Can I Live ($89,500) (Grant)
  - The ***Entrepreneurship Grant Credential Attainment*** Program provided first-generation, under-resourced entrepreneurs with a full year of support, including a 12-week intense classroom experience, business planning, and coaching; as well as marketing tools, networking opportunities, and a chance to win capital seed investment to launch their new start-up.
  - 13 DC residents were served under this grant. 100% received their Business Licenses.
- Constituent Services Worldwide, CSW ($32,410) (Contract)
  - The ***CareerPro*** Training Program provided career visioning, career coaching, career search support, professional resume development, and LinkedIn profile development. Each participant received a career roadmap aligned with their career field of choice and listing their skills and a personally tailored professional resume, cover letter, thank you notes, and biography. CSW assisted and coached each participant through the creation of an active and verifiable LinkedIn account to gain greater web-based exposure to employers and professional networks. Participants

received a maximum of 15 hours devoted to career planning, job readiness and preparing for an interview.
    - 36 DC residents were served under this contract. 100% completed the program.
- Constituent Services Worldwide, CSW ($33,650.10) (Contract)
    - The ***Work Readiness Credential Attainment*** Training Program provided entry-level work readiness training credentials to support career readiness for entry-level employment.
    - 33 DC residents were served under this contract and received a certificate of completed. 22 of them received an industry recognized credential such as Six Sigma or Certified Guest Service Credential.
- Constituent Services Worldwide, CSW ($21,330) (Contract)
    - The ***CompTIA IT Fundamental (ITF+) Credential Attainment*** Training Program provided basic IT knowledge and skills for participants interested in IT careers or exploring IT careers to find the right fit. The credential certified essential IT skills and basic knowledge needed to perform tasks commonly performed by advanced end-users and entry-level IT professionals.
    - 9 DC residents were served under this Contract. 100% of them completed the program. 2 DC residents received an industry recognized credential.
- Washington Literacy ($34,999.60) (Grant)
    - The ***OAIT/MBSYEP Pre-Apprenticeship*** Training Program provided 100 slots for pre-apprenticeship that led and exposed participants to registered apprenticeship opportunities for underrepresented youth (in-school and out-of-school) ages 18-24 and inclusive opportunities for differently abled individuals (individuals possessing physical or mental conditions that limit movements, senses, or activities).
- CSA Metropolitan Washington ($118,365) (Contract)
    - The ***OAIT Pre-Apprenticeship*** Training Program prepared 35 participants to enter and succeed in a registered apprenticeship program. The program provided work-based job training that was designed to meet the current and future needs of the construction and information technology industries. Participants received an industry recognized national credential along with classroom related instruction.
- Think Workforce Grant ($54,000) (Grant)
    - The ***Think Workforce Grant*** Training Program provided innovative workforce development programs to provide job placement services for adult DC residents with intellectual disabilities.
    - 15 DC residents were served under this grant, 15 DC residents completed these programs. 6 individuals with intellectual disabilities obtained jobs through these programs.

Local Adult Training FY 22

- Trinity Washington University ($59,364.32) (MOA)
  - The ***Community Health Worker Credential Attainment*** Training Program will teach participants the skills to be responsive to the neighborhoods they serve, establish relationships in their community, and advocate for equitable access to health and social services that impact quality of life. The credential will prepare participants for high-demand community health jobs.
  - 8 served in cohort 1 (2 withdrew after semester 1)
  - 8 to be served in cohort 2
- Grant in Progress ($89,159)
  - The ***Workforce Intermediary Credential Attainment*** Training Program will provide participants with training and instruction to attain an industry-recognized credential that will prepare them for entry-level employment.
  - Grant is in process; no DC residents have been enrolled yet as provider is scheduling classes for February of 2022.

Apprenticeship

142. For FY2021, and FY2022 as of Jan. 1, 2022, please fill in the *attached table* "Apprenticeship Program Data."

Response: Please see attachment "DOES POH 2022 Q142_Apprenticeship Data."

143. The Office of Apprenticeship, Information and Training (OAIT) received an increase of nearly $8 million ARPA funds in FY2022.

a. Please describe how the program is being modified or expanded because of this increase.

Response: In FY20, to address an identified racial and gender gap in attaining and maintaining Construction Apprenticeships, DOES launched a new Apprenticeship initiative seeking to increase access to construction apprenticeship opportunities for women and youth. To further address the need to create, implement, and infuse diversity, equity, and inclusion into the workplace as the economy repairs itself, other areas of focus included youth apprenticeship, non-traditional and government apprenticeship, and on the job training reimbursement programs. The $6 million in NPS ARPA funds will be critical to expand and create opportunities to support 313 residents through these programs.

b. Which industries that traditionally do not provide apprenticeship are included in OAIT plans for FY2022? Who are the sponsors?

Response: DOES will focus on apprenticeships in all high-demand industries. Specifically, regarding non-traditional apprenticeships, DOES will focus on IT, Hospitality, Allied Health, and any other high-demand occupation presented by a sponsor and approved by the DC Apprenticeship Council. Apprenticeship sponsors may be any employer interested in developing the required standard agreements to present to the DC Apprenticeship Council. DOES recruits apprenticeship sponsors through business community events, social platforms, and public print advertising.

c. Please describe the coordination between the Youth Apprenticeship programs and OSSE Career and Technical Education programs.

Response: DOES works closely with DCPS (including DCPS Career Bridge Programs) and DC Public Charter Schools (DCPCS) to execute Youth Apprenticeship Programming. In FY21, OAIT coordinated with schools, such as Luke C. Moore High School, Thurgood Marshall Academy, and IDEA Public Charter School, while partnering with Registered Apprenticeship Sponsors to offer six-month electrical training opportunities to high school juniors for full-time Apprenticeship Placement at the conclusion of the In-School Youth Apprenticeship Program. Office of Apprenticeship, Information and Training (OAIT) and the Youth Apprenticeship Advisory Committee (YAAC) will be working together to connect the healthcare apprenticeship programs with participating DCPS and public charter schools that offer healthcare Career and Technical Education (CTE) programs that will connect those students to registered apprenticeships in the healthcare industry during FY 22-23.

d. Will any funds be used to subsidize employers' apprentice wages?

Response: Yes, DOES ARPA funding for OAIT will support On-the-Job Training Apprenticeship Reimbursement Initiatives and expansion of the Government Apprenticeship Program. Both programs support Registered Apprenticeship Programs in the hiring of new apprentices and include wage support and/or reimbursement.

144. Please provide in a table the following apprenticeship data for <u>each</u> active sponsor for DC in FY2021:

a. Sponsor name
b. Registered or unregistered
c. Sponsor industry
d. Occupation of apprenticeship
e. Number of total apprentices
f. Number of District resident apprentices

Response: Please see attachment "DOES POH 2022 Q144_FY 2021 Apprenticeship Sponsors."

145. Please explain the reduction of active apprentices from 9,996 in FY2020 to 5,848 in FY2021.

Response: In the FY2020 POH questions responses, DOES noted that OAIT had been enhancing its database infrastructure by undergoing multiple rounds of data cleaning on old data from the last several decades. The process of data cleaning resulted in the decline of active apprentices and a corresponding increase in completion and cancellation. Data cleaning has had similar effect on the number of active registered programs.

Additionally, the COVID-19 pandemic has also had an adverse effect on the FY 20-21 apprenticeship recruitment and program approvals. When compared with previously submitted data, the number of both active programs and currently enrolled apprentices in FY2020 and FY2021 shows lower but correct figures due to the combination of data cleaning and the adverse effects of COVID-19.

146. Please provide a list of all information technology registered apprenticeships and a description of enforcement practices pursuant to D.C. Official Code §32–1431, which states, "All prime contractors and subcontractors who contract with the District of Columbia government to perform construction, renovation work, or information technology work with a single contract, or cumulative contracts, of at least $500,000, let within a 12-month period shall be required to register an apprenticeship program with the District of Columbia Apprenticeship Council."

Response: Data from previous years do not categorize all sponsors by industry. In FY 2021, the below-listed Information Technology (IT) sponsors were approved by the District of Columbia Apprenticeship Council, with the assistance of DOES:

1. Kastle Systems International, LLC;
2. Enlightened, Inc.;
3. Limbic System, Inc.;
4. Setty & Associates International, PPLC;
5. BuildWithin, Inc;
6. Kastle Systems; and
7. DC Department of Human Resources, DCHR.

Upon receiving First Source alerts about new contractual awards, OAIT verifies whether the award meets the $500,000.00 threshold and has an apprentice-able occupation that would meet statutory registration requirements. Based on the findings, OAIT guides and supports employers to develop a registered apprenticeship program (RAP). Various attempts are made to ensure that all companies remain in compliance. Failure to comply may lead to monetary fines. As a company complies with RAP requirements, all programs are subject to standard monitoring (quality assurance, compliance reviews, etc.).

147. Please describe any activities, plans, or initiatives to expand apprenticeship to non-traditional industries (e.g., healthcare, IT, etc.).

Response: OAIT has been expanding its apprenticeship program offerings via various initiatives and programs. Through the creation of the Apprenticeship Portal (www.apprenticeship.dc.gov), Career Edge Apprenticeship Modules, Career Pathways Initiative, and the Apprenticeship State Expansion and Building State Capacity Grant, apprenticeship efforts have been more focused on non-traditional programs in the areas of healthcare, hospitality, IT and more.

In FY21, OAIT continued its efforts to ensure that the apprenticeship portfolio remains inclusive of all non-traditional industries. FY21 saw the creation of 52 new apprenticeship programs with non-traditional partners such as: BuildWithin, Department of Human Resources, Department of Parks and Recreation, CitiWorks DC, Forrest Hills of DC Nursing Home, and MedCerts to name a few. These included eight nontraditional pathways (medical coder, medical assistant, human resources assistant, administrative assistant, information technology and more). In FY22, OAIT developed a campaign to promote apprenticeship program creation through Diversity Equity and Inclusion/Apprenticeship OJT initiative, host industry-specific information sessions and its regular quarterly sponsor meetings. These sponsor meetings engage traditional and nontraditional programs while sharing best practices with future and interested business community partners in the development of their programs, standards and participation in ongoing apprenticeship efforts.

For more information on the expansion of traditional and non-traditional industry apprenticeships for youth, please see question 143c.