

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

**NOTICE OF
AWARD (NOA)**

Under the authority of the *American Competitiveness and Workforce Improvement Act*, this grant or agreement is entered into between the above named *Grantor Agency* and the following named *Awardee*, for a project entitled - **APPRENTICESHIP BUILDING AMERICA (ABA) GRANT PROGRAM.**

Name of Awardee:
Chabot-Las Positas Community College District
5860 Owens Drive
3rd Floor
Pleasanton, CALIFORNIA 94568-3980

Federal Award Id. No. (FAIN): AP-38894-22-60-A-6
CFDA #: 17.285- Apprenticeship USA Grants
Amount: \$5,818,057.00
EIN: 941670563
DUNS #:
UEI #: P2MESJCECM35

Accounting Code: 1630-2022-0501742223BD202201740024225AP001A0000AATELSAATELS-A90600-410023-ETA-DEFAULT TASK-

The Period of Performance shall be from **July 01, 2022 thru June 30, 2026.**
Total Government's Financial Obligation is **\$5,818,057.00** (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.

CONDITIONALLY APPROVED FUNDING This grant award is funded in the amount specified above; however, is conditionally approved with an initial increment of \$80,000. This constitutes a Partial Notice to Proceed. Release of additional funds up to the amount approved for your project will be based on your ability to address the condition(s) of the award. The grantee is not authorized to incur costs above \$80,000. Response to Condition 1 outlined on the following pages must be submitted to the Federal Project Officer (FPO) assigned to your grant. Please note that submission of the requested information does not in itself constitute approval by the U.S. Department of Labor, Employment and Training Administration. Final approval must be given by the Grant Officer. When the provided documentation resolved the condition(s) of the award, a Full Notice to Proceed will be incorporated into your grant agreement as an official modification and additional funds will be released. Questions pertaining to your submission responding to these conditions should be directed to your FPO.

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 Region 6. Region 6 will serve as your first line point of contact and can be contacted via e-mail - ro6-ra-sf@dol.gov. If your FPO is not available, please call your Regional Office at 415-625-7900 for assistance.

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

Signature of Approving Official - **AWARDEE**

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

See SF-424 for Signature

No Additional Signature Required



BRINDA RUGGLES, August 19, 2022
Grant Officer

Apprenticeship Building America (ABA)

Apprenticeship Building America (ABA) Chabot – Las Positas Community College District Conditions of Award AP-38894-22-60-A-6

As part of the Condition(s) of Award to receiving the Apprenticeship Building America (ABA) Grant, the U.S. Department of Labor (DOL), Employment and Training Administration (ETA) has identified the following area(s) that require further clarification and/or modification.

Please note that a submittal of the required document(s) does not constitute approval by DOL/ETA. A grant modification will need to be submitted and final approval must be given by the Grant Officer (GO). Your Federal Project Officer (FPO) will review the documentation and then submit it to the GO for formal approval as a modification to the grant agreement. Once approved, the revised document(s) will comprise the official modification to this grant agreement and the special conditions will be resolved. Any questions related to the below items must be submitted to your FPO.

A response to this request for clarification and modification must be submitted to your FPO within 90 days of receipt of this grant award package.

Condition 1 – Financial and Administrative Policies and Procedures (Partial Notice to Proceed)

Submit a copy of your organization's financial and administrative policies and procedures for the following internal control activities, which require written procedures. The included citations provide the specific criteria that must be addressed for each internal control:

Payments (2 CFR 200.302(b)(6) and 2 CFR 200.305),
Allowable costs (2 CFR 200.302(b)(7) and 2 CFR 200.403),
Procurement (2 CFR 200.318),
Competition (2 CFR 200.319),
Method for evaluation and selection (2 CFR 200.320),
Compensation - personal services and fringe benefits (2 CFR 200.430 and 2 CFR 200.431),
Employee relocation costs (2 CFR 200.464), and
Travel costs (2 CFR 200.475).

DOL/ETA will review the information and for this purpose may request additional information, conduct a desk review and/or on-site visit with grantee staff and/or the Board of Directors.

The FPO will review the submitted policies and procedures to ensure that all of the required internal control policies and procedures listed above have been submitted. If each of the required policies and procedures has been received, the FPO will submit a confirmation statement (an email or letter, attached in the Requisition/Procurement Action Request) that DOL/ETA is in receipt of the required policies and procedures.

Apprenticeship Building America (ABA)

The removal of this condition does not imply approval of the submitted financial and administrative policies and procedures.

Condition 2 – Update Grant Documents to Reflect Reduced Funding Amount

In order for the total funds awarded under this funding opportunity to correspond to the total funds available, we have reduced your award. See the corrected SF-424 in this award package for the new federal award amount. Please revise the following documents as necessary:

- SF-424A Budget Information Form
- Budget Narrative
- Project Narrative

The revisions should include reductions in the activities and/or deliverables in your Statement of Work that are commensurate with the reduction in grant funds.

Please submit these revised documents, along with a cover letter signed by your authorized representative, to your Federal Project Officer (FPO) requesting a modification that includes and update to the Statement of Work and a Budget Realignment.

PROGRAM COMPLIANCE NOTIFICATION LETTER

APPRENTICESHIP BUILDING AMERICA

(FOA-ETA-22-06)

Dear Apprenticeship Building America (ABA) Grantee:

Congratulations on your award! You are receiving this Program Compliance Notification Letter, which outlines the programmatic compliance requirements for your **Apprenticeship Building America Grant (FOA-ETA-22-06)** also referred to as “**ABA**”. This notification letter does not include individual programmatic findings from your grant. This letter identifies performance measure outcomes compliance items to be addressed (if applicable), serves as notification of programmatic compliance requirements, and directs grantees on how to ensure adherence to these requirements. As outlined in the grant agreement, the signature of the Authorized Representative on the SF-424 confirms your organization’s acceptance and acknowledgment of programmatic compliance requirements.

This Program Compliance Notification Letter provides information on the following:

- Key required activities grantees must ensure are incorporated into their grant;
- Key activities or costs that are not allowable;
- Performance measure outcome compliance items to be addressed, if applicable;
- Links to existing grantee guidance (such as FAQs, Funding Opportunity Announcement, and administrative/financial trainings); and
- Grantee guidance on performance expectations and reporting mechanisms.

Key Compliance Items of Note

The below list includes key items to note for programmatic compliance. This list is not exhaustive and grantees should refer to the table included below for references to a complete list of programmatic compliance requirements.

- **ABA** is a new award without specific ties to previous awards, other than the overarching goal of expanding apprenticeship inherent within all apprenticeship grants. This grant may have similar activities, but these must be distinct, both financially and programmatically, from

other grants. Guidance may be similar to other grants, but should not be construed as automatically applicable to your grant. All grant program and financial personnel should read the entire grant agreement upon award.

- **Grants funds can only be used to support Registered Apprenticeship Programs (RAPs) and quality pre-apprenticeship programs that lead to RAPs.** Funding for this opportunity comes from the Consolidated Appropriations, 2021, Public Law 116-260, Division H, Title I. This appropriation allows the Department to award funds to “expand opportunities through RAPs only registered under the National Apprenticeship Act.” This means recipients must spend these funds on activities that will create or assist in the creation of RAPs. This program will support the development of new, or the expansion of existing, RAPs, as described in 29 CFR Parts 29 and 30. Under the ABA grantees may not spend funds on Industry-Recognized Apprenticeship Programs (IRAPs).

Further, pre-apprenticeship programs funded through this grant must directly lead to RAPs during the grant period of performance. Pre-apprenticeship programs funded under this grant should ensure that the skills and competencies being developed align with industry needs. It is allowable and encouraged for pre-apprentice completers to receive grant-funded services in a RAP so they may be a grant participant.

- **Registered Apprenticeship Programs and Quality Framework for Pre-Apprenticeship Programs.** RAPs and pre-apprenticeships leading to RAP enrollment that are funded and developed under this grant program must align with the requirements outlined below. Requirements are provided under “Program Design/Allowable Activities” on pages 6-10 of the FOA.
- **Funding Requirements:** Grantees that receive ABA grant funds must ensure their grants include activities that address ABA program goals for the particular category they are funded. In addition, all grantees will propose projects that include the following activities:
 - Launch and/or expand RAPS, increase RAP opportunities for youth, and/or pre-apprenticeship programs that lead to RAP enrollment;
 - Engage industries and support ongoing relationships;
 - Promote and conduct outreach activities;
 - Actively identify and collaborate with a broad range of partners;
 - Engage underrepresented populations and underserved communities;
 - Leverage resources;
 - Utilize data-informed decision making;
 - Align and connect policies and initiatives across workforce development, economic development, education and other systems to improve grant outcomes and create longer-term conditions for success; and
 - Incorporate the cross-cutting principles of Equity, Job Quality, Support for High Quality, Sustainable Programs, Evidence-Based Approaches, and New Opportunities for Innovation, Engagement, and Ease of Access.

Please refer to Section I.A. of the FOA for a detailed list of allowable activities.

- **Equity Partnerships and/or Pre-apprenticeship Activities Optional Funding Requirements:** Grantees awarded funding under the Equity Partnerships and/or Pre-apprenticeship activities that result in RAPs set-aside must ensure their grants satisfy the criteria as identified in Section II.A of the FOA.
- **Use of Grant Funds for Supportive Services:** Grantees may use up to 20 percent of total grant funds to provide supportive services to individuals who are participating in education and training activities provided through the grant. Under this grant program, supportive services for training participants include, but are not limited to, services such as transportation, childcare, dependent care, counseling, housing, and other needs-related payments that are necessary to enable an individual to participate in education and training activities funded through this grant. Grantees may provide supportive services in various ways, including providing the supportive service itself (e.g., childcare); providing participants with a voucher for the service (e.g., public transportation cards or tokens); or providing a stipend directly to the participant.

Where stipends for supportive services are provided, the stipend amount must be for costs of a specific supportive service (e.g., childcare), rather than simply based on an unidentified need. For the purposes of this FOA, grantees may use grant funds up to the percentage specified above, to provide supportive services only to individuals who are participating in education and training activities provided through the grant, and only when: (1) they are unable to obtain such services through other programs; and (2) such services are necessary to enable individuals to participate in education and training activities under the grant.

- **Performance Reporting Requirements:** Grantees are required to adhere to OMB-approved performance reporting requirements. This includes submitting a Quarterly Progress Report containing updates on the implementation and progress specified in the grant's Statement of Work and the status of grant program outcomes for all participants that receive grant-funded services. Performance reporting for these grants aligns with the DOL-Only Performance Accountability Information and Reporting System (OMB Control No. 1205-0521) information collection request, specifically the requirements identified for apprenticeship grants data reporting into the Workforce Integrated Performance System (WIPS). As part of quarterly performance reporting, DOL requires grant recipients to conduct data validation to ensure the validity of data submitted to DOL (see TEGL-23-19 https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=9155).

In order to submit these quarterly reports, the grantee will be expected to track and report on certain participant-level data to ETA, including Social Security Numbers (SSNs), on all individuals who are provided grant-funded services. The SSN information allows ETA to efficiently match employment data from state unemployment insurance and other wage records. Thus, the collection of participant SSNs lessens the burden on grantees in tracking exit-based employment measures (WIOA Primary Indicators of Performance), while permitting consistent and reliable outcome information to be produced regarding the program.

Each grantee is accountable for reaching their proposed performance targets for the performance outcome measures specified in the FOA. Failure to meet those outcomes may result in technical assistance or other intervention by ETA, and may also have a significant impact on decisions about future grants with ETA.

- **Case Management System:** In addition to appropriate financial management tracking systems to provide accurate financial tracking and reporting, grantees are expected to have their own case

management or management information system to utilize for grant participant enrollment, onboarding and tracking during the period of performance, which allows for a .csv file export and upload into the Department's Workforce Integrated Performance Reporting System (WIPS) data files. Before the first reporting due date, grantees must have a WIPS account ready. The WIPS Technical Assistance page, https://www.doleta.gov/performance/wips/WIPS_Technical_Assistance_Request.cfm, will allow you to submit a request to create an account for new WIPS users and to add Apprenticeship to current WIPS accounts. The Program Office will also review this information in the first performance webinar.

- **National Evaluation Participation:** As a condition of grant award, grantees are required to participate in a national evaluation, if undertaken by DOL. The evaluation may include an implementation assessment across grantees, an impact and/or outcomes analysis of all or selected sites within or across grantees, and a benefit/cost analysis or assessment of return on investment. Conducting an impact analysis could involve random assignment (which involves random assignment of eligible participants into a treatment group that would receive program services or enhanced program services, or into control group(s) that would receive no program services or program services that are not enhanced). See Section VI.B.4.a. of the FOA for more information.

REFERENCES

Consolidated Compliance References	Resource Link	Overview/ Description
FOA-ETA-22-06	https://www.dol.gov/sites/dolgov/files/ETA/grants/pdfs/ABA_FOA-ETA-22-06.pdf https://www.dol.gov/sites/dolgov/files/ETA/grants/pdfs/ABA_FOA-ETA-22-06_Amendment%20One.pdf	The Funding Opportunity Announcement for the ABA grant and Amendment One to the ABA FOA
Registered Apprenticeship and Pre-Apprenticeship Definitions	https://www.ecfr.gov/current/title-29/subtitle-A/part-29 https://wdr.doleta.gov/directives/attach/TEN/TEN_13-12.pdf	<p>29 C.F.R. § 29 outlines the elements of a registered apprenticeship program.</p> <p>TEN 13-12 details the elements of a quality pre-apprenticeship program.</p>
Frequently Asked Questions for FOA ETA 22-06	https://www.dol.gov/sites/dolgov/files/ETA/grants/pdfs/Apprenticeship%20Building%20America%20FAQ's_Updated.pdf	The Department has posted updated ABA FOA FAQs online.
Grantee Handbook	https://www.doleta.gov/grants/award_management.cfm	The Grantee Handbook provides guidance on the management of grants throughout the life cycle. Transmitted with the grant agreement to every grantee Authorized Representative and Point of Contact identified on the SF-424.

<p>2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards</p>	<p>https://www.gpo.gov/fdsys/granule/CFR-2014-title2-vol1/CFR-2014-title2-vol1-part200/content-detail.html</p>	<p>Also known as the Uniform Guidance (UG), this is the consolidation of grant management requirements formerly contained in several OMB circulars. The Uniform Guidance encapsulates Federal grant management requirements governing administrative requirements, cost principles, and audit requirements. All grantee personnel should be familiar with the Uniform Guidance</p>
<p>2 CFR 2900 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards:</p>	<p>https://www.gpo.gov/fdsys/granule/CFR-2016-title2-vol1/CFR-2016-title2-vol1-part2900</p> <p>Additional information on the Uniform Guidance can be found at: https://www.doleta.gov/grants/UniformGuidance.cfm.</p>	<p>The Department of Labor's adoption of the Uniform Guidance includes a limited number of exceptions approved by OMB to ensure consistency with existing policy and procedures. Where present, the DOL exceptions take precedence over the general UG. Note, that if the prime grantee elects to utilize sub-awards all UG requirements applicable to the prime grant apply in addition to any others applicable to the sub-award.</p>
<p>Performance Reporting</p>	<p>https://apprenticeship.workforcegps.org/resources/2021/01/15/22/17/Apprenticeship-Performance-and-Reporting-Resources</p>	<p>Apprenticeship Performance and Reporting Resources</p>

Performance Reporting (continued)	https://www.dol.gov/agencies/eta/performance/wips	Workforce Integrated Performance System (WIPS)
Financial Reporting	TEGL 2-16 https://grantsapplicationandmanagement.workforcegps.org/-/media/Communities/grantsapplicationandmanagement/Files/PPT-and-Attachments/TEGL_2-16_acc.ashx	Revised ETA-9130 Financial Report, Instructions, and Additional Guidance. These grants will utilize the BASIC 9130 form.
	https://doleta.gov/grants/award_management.cfm	OGM Financial Links. Provides access to the financial reporting system, and payment management system (PMS) for learning opportunities.

Please work with your Federal Project Officer (FPO) to resolve any compliance items or questions related to this Program Compliance Notification Letter.

TERMS AND CONDITIONS
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1. Order of Precedence

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

- I. National Apprenticeship Act.
- II. Other applicable Federal statutes.
- III. Consolidated Appropriations Act 2021 (Public Law 116-260) dated December 27, 2020.
- IV. Implementing Regulations.
- V. Executive Orders and Presidential Memoranda.
- VI. The Office of Management and Budget (OMB) Guidance, including the Uniform Guidance at 2 CFR 200 and 2900.
- VII. The U.S. Department of Labor (DOL)/Employment and Training Administration (ETA) Directives.
- VIII. Terms and conditions of this award.

2. Notice of Award

The funds shall be obligated and allocated via a 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

The Funding Opportunity Announcement (FOA) at https://www.dol.gov/sites/dolgov/files/ETA/grants/pdfs/ABA_FOA-ETA-22-06.pdf and Amendment One at https://www.dol.gov/sites/dolgov/files/ETA/grants/pdfs/ABA_FOA-ETA-22-06_Amendment%20One.pdf are hereby incorporated into this NOA. Award recipients are bound by the authorizations, restrictions, and requirements contained in the FOA. 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: Josh Hodges
Telephone: 415-625-7901
E-mail: Hodges.Joshua@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

Indirect (facilities & administrative (F&A)) costs means those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Direct costs, by contrast, can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy. Identification with the Federal award rather than the nature of the goods and services involved is the determining factor in distinguishing direct from indirect (F&A) costs of Federal awards.

If the DOL serves as the Federal Cognizant Agency (FCA) for the grant award recipient, then the grant recipient must work with DOL's Cost & Price Determination Division (CPDD), which has delegated authority to negotiate and issue a Negotiated Indirect Cost Rate Agreement (NICRA) or Cost Allocation Plan (CAP) on behalf of the Federal Government. More information about the DOL's CPDD is available at <https://www.dol.gov/agencies/oasam/centers-offices/office-of-the-senior-procurement-executive/cost-price-determination-division>. This website has guidelines to develop indirect cost rates, links to the applicable cost principles, and contact information. The CPDD also has Frequently Asked Questions to provide general information about the indirect cost rate approval process and due dates for provisional and final indirect cost rate proposals at <https://www.dol.gov/agencies/oasam/centers-offices/office-of-the-senior-procurement-executive/cost-price-determination-division/faq>.

If a new NICRA is issued during the grant's period of performance, it must be provided to DOL within 30 days of issuance. Funds may be re-budgeted as necessary between direct cost categories as long as it is consistent with the 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.

- A. A federally approved NICRA or federally approved CAP covering a portion of the grant period of performance is attached.
Regarding only the NICRA:
- (1) Indirect Rate approved: See Attachment
 - (2) Type of Indirect Cost Rate: See Attachment
 - (3) Allocation Distribution Base: See Attachment
 - (4) Current beginning and ending period applicable to rate: See Attachment

Estimated Indirect Costs are shown on the SF-424A budget form.

- B. (1)_____The provided NICRA or CAP approved by the FCA does not cover a portion of the period of performance, or
- (2)_____Indirect costs are being claimed on the SF-424A, however an indirect cost rate proposal or CAP has not yet been submitted for approval to the FCA.

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 FCA. The remaining funds which have been awarded for Indirect Costs are restricted and may not be used for any purpose until the recipient provides a signed copy of the NICRA or CAP and receive documentation 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 grant award recipient, the grant recipient must submit an indirect cost rate proposal or CAP. If the FCA for indirect costs is DOL, these documents should be submitted to the DOL’s Cost & Price Determination Division (CPDD) (see <https://www.dol.gov/agencies/oasam/centers-offices/office-of-the-senior-procurement-executive/cost-price-determination-division>). Otherwise, they should be submitted to the grant award recipient’s FCA. Alternatively, the grant recipient may request the de minimis rate if eligible (see section D. below). In addition, the recipient must notify the FPO that the documents have been submitted to the appropriate FCA.

If the grant recipient does not submit a NICRA proposal within 90 days of award, they will be limited to the de minimis rate of 10% of Modified Total Direct Costs (MTDC). See section D. below for more details and definitions.

- C. The grant 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 grant award recipient does not have a current negotiated (including provisional) rate and may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. A governmental department or agency unit that receives more than \$35 million in direct Federal funding must submit its indirect cost rate proposal to its cognizant agency for indirect costs and cannot request a de minimis rate. This methodology must be used consistently for all Federal grant awards until such time as the grant award recipient chooses to negotiate for an indirect cost rate, which the grant recipient may apply to do at any time. See 2 CFR 200.414(f) for more information on use of the de minimis rate. Please be aware that incurred indirect type costs (such as top management salaries, financial oversight, human resources, payroll, personnel, auditing costs, accounting and legal, etc. used for the general oversight

and administration of the organization) must not be classified as direct costs; these types of costs are recovered as part of charging the de minimis rate.

6. Approved Statement of Work

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

7. Approved Budget

The grant award recipient's budget documents are attached in this NOA. 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. The grant award recipient must confirm that all costs are allowable, reasonable, necessary, and allocable before charging any expense. Pursuant to 2 CFR 2900.1, the approval of the budget as awarded does not constitute prior approval of those items specified in 2 CFR part 200 or as a part of the grant award as requiring prior approval. The Grant Officer is the only official with the authority to provide such approval.

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

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

8. Return of Funds

DOL/ETA does not accept paper checks for any type of returned funds. For active grants, all returns of funds are to be submitted electronically through the PMS operated by the U.S. Department of Health and Human Services (HHS) via the same method as a drawdown. For grants that have been cancelled or are expired (typically older than five years), incoming payments, including returns and recoveries to DOL, must be made via the Pay.gov website (<https://www.pay.gov/public/form/start/177233981>).

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

9. Evaluation, Data, and Implementation

As the grant award recipient, the grant recipient 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.

a. Single Audit Submission Deadline Extension Related to COVID-19

In [OMB Memorandum M-20-17](#), OMB offered an extension of Single Audit submission deadlines for fiscal years ending June 30, 2020 to allow recipients and subrecipients a responsible transition to normal operations. This flexibility was extended through December 31, 2020 by [OMB Memorandum 20-26](#).

In [OMB Memorandum M-21-20](#), Appendix 3, Item IX, OMB has offered an additional extension of Single Audit submission deadlines for fiscal years ending June 30, 2021. Award recipients and subrecipients that have not yet filed their single audits with the Federal Audit Clearinghouse as of March 19, 2021 that have fiscal year-ends through June 30, 2021 may delay the completion and submission of the Single Audit reporting package, as required under 2 CFR 200.501 (Audit Requirements), to six (6) months beyond the normal due date. This extension does not require individual recipients and subrecipients to seek approval for the extension by the cognizant or oversight agency for audit; however, recipients and subrecipients should maintain documentation of the reason for the delayed filing.

b. Budget Flexibility

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

As directed in 2 CFR 200.308(e), for programs where the Federal share is over the Simplified Acquisition Threshold (SAT) (currently \$250,000), the transfer of funds among direct cost categories or programs, functions, and activities is restricted such that if the cumulative amount of such transfers exceeds or is expected to exceed 10% of the total budget as last approved by the Federal awarding agency, the 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. It is recommended that the assigned FPO review any within-line changes to the grant award recipient's budget prior to implementation to ensure they do not require a modification.

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

c. Consultants

For the purposes of this grant award, the ETA's Grant Officer has determined that fees paid to a consultant who provides services under a program shall be limited to \$750.00 a day (representing an eight-hour workday). Such costs must be reasonable, allocable and allowable to the program. Any fees paid in excess of this amount cannot be paid without

prior approval from the Grant Officer.

d. Travel

This award waives the prior approval requirement for domestic travel as contained in 2 CFR 200.475. For domestic travel to be an allowable cost, it must be necessary, allowable, reasonable, allocable and conform to the non-Federal entity's written policies and procedures. All travel must also comply with Fly America Act (49 USC 40118), which states in part that any air transportation, regardless of price, must be performed by, or under a code-sharing arrangement with, a U.S. Flag air carrier if service provided by such carrier is available.

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

e. Travel – Mileage Reimbursement Rates

Pursuant to 2 CFR 200.475(a), all award recipients must have policies and procedures in place related to travel costs; however, for reimbursement on a mileage basis, this Federal grant award cannot be charged more than the maximum allowable mileage reimbursement rates for Federal employees. Mileage rates must be checked annually at www.gsa.gov/mileage to ensure compliance.

10. Administrative Requirements

a. Audits

Organization-wide or program-specific audits must be performed in accordance with Subpart F, the Audit Requirements of the Uniform Guidance. DOL awards recipients that expend \$750,000 or more in a year from any Federal awards must have an audit conducted for that year in accordance with the requirements contained in 2 CFR 200.501. OMB's approved exception at 2 CFR 2900.2 expands the definition of 'non-Federal entity' to include for-profit entities and foreign entities. As such, for-profit and foreign entities that are recipients/subrecipients of a DOL award must adhere to the Uniform Guidance at 2 CFR 200, including Subpart F. Audits of direct award recipients that are for-profit and foreign entities must be submitted directly to: USDOL ETA-OGM, Attn: Audit Resolution, 200 Constitution Ave NW, Room N4716, Washington, DC 20210. All other audit reports are submitted through the Federal Audit Clearinghouse.

b. Revisions to the Uniform Guidance

The Office of Management and Budget issued revisions to 2 CFR parts 25, 170, 183, and 200 (the Uniform Guidance) on August 13, 2020 and February 22, 2021 (technical correction). These revisions became effective November 12, 2020, except for the amendments to §§ 200.216 and 200.340, which were immediately effective on August

13, 2020. The grant award recipient must operate in compliance with these revised regulations. Please note that the section numbering in the Uniform Guidance has changed in some instances, and this Terms & Conditions document has been updated accordingly.

c. Closeout/Final Year Requirements

At the end of the grant period, the award recipient will be required to close the grant with the ETA. The grant recipient will be notified approximately 15 days prior to the end of the period of performance that the closeout process will begin when the period of performance ends. See <https://www.dol.gov/agencies/eta/grants/management/closeout> for further information on the closeout process. The recipient's responsibilities at closeout may be found at 2 CFR 200.344. During the closeout process, the grant recipient must be able to provide documentation for all direct and indirect costs that are incurred. For instance, if an organization is claiming indirect costs, the required documentation is a NICRA or CAP issued by the grant recipient's FCA. For those approved to utilize a de minimis rate for indirect costs, the grant agreement is sufficient documentation. Not having documentation for direct or indirect costs will result in costs being disallowed and subject to debt collection.

The only liquidation that can occur during closeout is the liquidation of accrued expenditures (NOT obligations) for goods and/or services received during the grant period (2 CFR 2900.15).

d. Equipment

The grant award recipient(s) must receive **prior approval** from the Grant Officer to purchase any equipment as defined in the Uniform Guidance at 2 CFR 200.1. 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 that the equipment specified in the approved budget or SOW is 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 NOA date. The recipients are strongly encouraged 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. If any approved acquisition has not occurred prior to the last funded year of performance, approval for that item is rescinded.

e. Federal Funding Accountability and Transparency Act (FFATA)

1. Reporting of first-tier subawards.

- I. *Applicability.* Unless the grant award recipient is exempt as provided in paragraph [4.] of this award term, the grant recipient must report each action that equals or exceeds \$30,000 in Federal funds for a subaward to a non-Federal entity or Federal agency (see definitions in paragraph [5.] of this award term).
 - II. *Where and when to report.*
 - I. The Federal entity or Federal agency must report each obligating action described in paragraph [1.i.] of this award term to <https://www.fsrs.gov>.
 - II. For subaward information, the recipient must report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)
 - III. *What to report.* The grant award recipient 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 for non-Federal entities.
 - I. *Applicability and what to report.* The grant award recipient must report total compensation for each of their five most highly compensated executives for the preceding completed fiscal year, if—
 - I. the total Federal funding authorized to date under this Federal award is equals or exceeds \$30,000 as defined in 2 CFR 170.320;
 - II. in the preceding fiscal year, the grant recipient received—
 - (A) 80% or more of the 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 (SEC) total compensation filings at <https://www.sec.gov/answers/excomp.htm>.)
 - II. *Where and when to report.* The grant award recipient 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 the grant recipient is exempt as provided in paragraph [4.] of this award term, for each first-tier non-Federal entity subrecipient under this award, the grant award recipient 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% 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 SEC total compensation filings at <https://www.sec.gov/answers/excomp.htm>.)
- II. *Where and when to report.* The grant award recipient 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 the grant recipient 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), the grant recipient must report any required compensation information of the subrecipient by November 30 of that year.
4. Exemptions.
- If, in the previous tax year, the grant award recipient had gross income, from all sources, under \$300,000, the grant recipient is exempt from the requirements to report:
- a. Subawards, and
 - b. The total compensation of the five most highly compensated executives of any subrecipient.
5. Definitions.
- For purposes of this award term:
- a. *Federal Agency* means a Federal agency as defined at 5 U.S.C. 551(1) and further clarified by 5 U.S.C. 552(f).
 - b. *Non-Federal Entity* means all of the following, as defined in 2 CFR part 25:
 - I. A Governmental organization, which is a State, local government, or Indian tribe;
 - II. A foreign public entity;
 - III. A domestic or foreign nonprofit organization; and
 - IV. A domestic or foreign for-profit organization.
 - c. *Executive* means officers, managing partners, or any other employees in management positions.

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

f. Monitoring, Technical Assistance, and Additional Specific Conditions of Award

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

- (1) Based on the criteria in §200.206, *Federal awarding agency review of risk posed by applicants*;

- (2) The applicant or recipient's history of compliance with the general or specific terms and conditions of a Federal award;
- (3) The applicant or recipient's ability to meet expected performance goals as described in §200.211; or
- (4) A responsibility determination of an applicant or recipient.

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

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

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

g. Personally Identifiable Information

The grant award recipient(s) must recognize and safeguard Personally Identifiable Information (PII) except where disclosure is allowed by prior written approval of the Grant Officer or by court order. Award recipients must meet the requirements in TEGE No. 39-11, Guidance on the Handling and Protection of PII, can be found at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=7872.

h. Pre-Award

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

i. Procurement

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

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

The Uniform Guidance (2 CFR 200.317) require States (as defined at 2 CFR 200.1) to follow the same procurement policies and procedures it uses for non-Federal funds. The state must comply with 2 CFR 200.321, 200.322, and 200.323 and ensure that every purchase order or other contract includes any clauses required by § 200.327. The grant award recipient(s) must also follow the requirements regarding the competitive selection of One-Stop Operators at WIOA Sections 121(d) and 123.

j. 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. The grant award recipient must expend all program income prior to drawing down any additional funds as required at 2 CFR 200.305(b)(5) and 2 CFR 200.307(e). Any program income found remaining at the end of period of performance must be returned to ETA. In addition, the grant award recipient(s) must report program income on the quarterly financial report using the ETA-9130 report.

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

k. Recipient Integrity and Performance Matters

1. If the total value of the currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then the grant award recipient during that period of time must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings described in Paragraph 2 of this award term and condition. This is a statutory requirement under Section 872 of Public Law 110-417, as amended (41 U.S.C. 2313). As required by Section 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.
2. Proceedings about which the grant recipient must report. Submit the information required about each proceeding that:
 - a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;
 - b. Reached its final disposition during the most recent 5-year period; and
 - c. Is one of the following:

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

- i. Only the Federal share of the funding under any award with a recipient cost share or match; and
- ii. The value of all options, even if not yet exercised.

I. Reports

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

- a. **Quarterly Financial Reports.** All ETA grant award recipients are required to report financial data on the ETA-9130 Financial Report. ETA-9130 reports are due no later than 45 calendar days after the end of each specified reporting quarter. Reporting quarter end dates are March 31, June 30, September 30, and December 31. A final financial report must be submitted no later than 45 calendar days after the quarter encompassing the grant award end date ends, or 45 calendar days after the completion of the quarter in which all funds have been expended, whichever comes first. For grants awarded before November 12, 2020, a closeout ETA-9130 report must be submitted no later than 90 calendar days after the grant period of performance ends. For grants awarded after November 12, 2020, a closeout ETA-9130 report must be submitted no later than 120 calendar days after the grant period of performance ends. See 2 CFR 200.344. A closeout report will be submitted during the closeout process. For additional guidance on ETA's financial reporting, reference TEGL 20-19 and https://www.doleta.gov/grants/pdf/ETA-9130_Financial_Reporting_Resources.pdf

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

- b. **Quarterly Narrative Progress Reports.** Grant 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 grant award recipient shall use any standard forms and instructions to report on training and employment outcomes and other data relating to the progress reports as provided by ETA.
 3. The grant award recipient shall utilize standard reporting processes and electronic reporting systems to submit their quarterly progress reports as

provided by ETA.

m. Requirements for Conference and Conference Space

Conferences sponsored in whole or in part by the grant award recipient are allowable if the conference is necessary and reasonable for the successful performance of the Federal Award. The grant 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.

n. Subawards

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

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

o. 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.

p. System for Award Management (SAM)

SAM is the official federal system that collects, validates, stores, and disseminates business information about the federal government's trading partners in support of contract awards, grants, and electronic payment processes. A SAM registration is required for an entity to be able to apply for federal grants, to request modifications to existing grants, and to enable them to closeout expiring grants. See Training and Employment Notice (TEGL) 18-17 for additional guidance.

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

recipient submits the final financial report required under this Federal award or receive the final payment, whichever is later. This requires that the grant recipient review and update the information at least annually after the initial registration, and more frequently if required by changes in its information or another Federal award term.

1. Unique Entity Identifier Requirements

If the grant award recipient is authorized to make subawards under this award, then the grant recipient:

- i. Must notify potential subrecipients that no entity (see definitions below) may receive a subaward from the grant award recipient until the entity has provided its unique entity identifier to the grant recipient.
- ii. May not make a subaward to an entity unless the entity has provided its Unique Entity Identifier to the grant recipient. Subrecipients are not required to obtain an active SAM registration, but must obtain a Unique Entity Identifier.

NOTE: At some point, the DUNS Number will be replaced by a new, non-proprietary identifier requested in and assigned by SAM.gov. This new identifier is being called the Unique Entity Identifier (UEI), or the Entity ID. Users should continue using the DUNS Number in UEI fields until further notice. To learn more about SAM's rollout of the UEI, please visit gsa.gov/entityid.

2. Definitions

For purposes of this term:

- i. SAM is the Federal repository where the grant award recipients must provide information required for the conduct of business as recipients. Additional information about registration procedures may be found at the SAM website (<http://www.sam.gov>).
- ii. *Unique entity identifier* means the identifier assigned by SAM to uniquely identify business entities.
- iii. *Entity*, as it is used in this grant award term, includes all of the following, as defined at 2 CFR Part 25, Appendix A:
 - a. A non-Federal entity as defined at 2 CFR 200.1 (A State, local government, Indian Tribe, Institute of Higher Education (IHE), or nonprofit organization that carries out a Federal award as a recipient or subrecipient);
 - b. A foreign organization;
 - c. A foreign public entity;
 - d. A domestic for-profit organization; and
 - e. A Federal agency.

iv. *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.

v. *Subrecipient* means:

An entity, usually but not limited to non-Federal entities, that receives a subaward from a pass-through entity to carry out part of a Federal award; but does not include an individual that is a beneficiary of such award. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

3. Existing SAM Registrants

ETA advises grant recipients registered in SAM to review their registration information, particularly their financial information and points of contact. Assistance is available by contacting the Federal Service Desk at www.fsd.gov. Grant recipients should contact ETA at ETAAccountingGrants@dol.gov if they find that payments have been paid to a bank account other than their registered bank account.

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

4. Validation

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

q. 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 (see 2 CFR 200.1). These goods or services may be for an organization's own use or for the use of the beneficiaries of the Federal program. Additional guidance on distinguishing between a subrecipient and a contractor (vendor) is provided in 2 CFR 200.331. When procuring contractors for goods and services, DOL/ETA recipients and subrecipients, must follow the procurement requirements found at 2 CFR 200.319, except states, pursuant to 2 CFR 200.317, which calls for free and open competition.

r. Whistleblower Protection

This grant award and employees working on this grant award are subject to the whistleblower rights and remedies established at 41 U.S.C. 4712. The grant award 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.

s. Telecommunications

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

(a) Recipients and subrecipients are prohibited from obligating or expending loan or grant funds to: (1) Procure or obtain; (2) Extend or renew a contract to procure or obtain; or (3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

(i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities). (ii) Telecommunications or video surveillance services provided by such entities or using such equipment. (iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country. (b) In implementing the prohibition under Public Law 115-232, section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained. (c) See Public Law 115-232, section 889 for additional information. (d) See also §200.471.

t. 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 grant award recipient, subrecipient or a contractor purchases ownership under an award (including but not limited to curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise.

Federal funds may not be used to pay any royalty or license fee for use of a copyrighted work, or the cost of acquiring by purchase a copyright in a work, where the DOL/ETA has a license or rights of free use in such work, although they may be used to pay costs for obtaining a copy which is limited to the developer/seller costs of copying and shipping.

If revenues are generated by selling products developed with grant funds, including intellectual property, these revenues are considered as program income. Program income must be used in accordance with the provisions of this grant award and 2 CFR 200.307.

The following language must be on all workforce products developed in whole or in part with grant funds:

“This workforce product was funded by a grant awarded by the U.S. Department of Labor (DOL)’s Employment and Training Administration (ETA). The product was created by the recipient and does not necessarily reflect the official position of DOL/ETA. DOL/ETA 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.”

u. Open Licensing, Intellectual Property Rights, and the Bayh-Dole Act

As required at 2 CFR 2900.13, any intellectual property developed under a discretionary Federal award process must be licensed under an open license, which allows subsequent users to copy, distribute, transmit and adapt the copyrighted work and attribute the work in the manner specified by the recipient.

All small business firms, and non-profit organizations (as defined at the link below, and including Institutions of Higher Education) must adhere to the Bayh-Dole Act, which requirements are provided at 37 CFR 401.3(a) and at <https://www.dol.gov/sites/dolgov/files/ETA/grants/pdfs/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 award. These requirements are in addition to those found in the Intellectual Property Rights term above.

v. Domestic Preferences for Procurements

As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of 2 CFR Part 200.322 must be included in all subawards including all contracts and purchase orders for work or products under this award.

11. Program Requirements

The Funding Opportunity Announcement contains the program requirements for this award.

12. Federal Appropriations Requirements

a. Requirement to Provide Certain Information in Public Communications

Pursuant to P.L. 116-260, Division H, Title V, Section 505, when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all non-Federal entities receiving Federal funds shall clearly state:

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

The requirements of this term are separate from those in 2 CFR Part 200 and, when applicable, both must be complied with.

b. Fair Labor Standards Act Amendment for Major Disasters

Pursuant to P.L. 116-260, Division H, Title I, Section 108, the Fair Labor Standards Act of 1938 (FLSA) will apply as if the following language was added to Section 7 (the Maximum Hours Worked Section). This language specifically relates to occurrences of a major disaster (as declared or designated by the state or federal government) and are applied for a period of two years afterwards. The language is as follows:

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

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.

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

g. Prohibition on Procuring Goods Obtained Through Child Labor

Pursuant to P.L. 116-260, 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 20, 2019. DOL has identified these goods and services here: <https://www.dol.gov/agencies/ilab/reports/child-labor/list-of-products>.

h. Prohibition on Providing Federal Funds to Association of Community Organizations for Reform Now (ACORN)

Pursuant to P.L. 116-260, Division H, Title V, Section 521, these funds may not be provided to the 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. 116-260, Division H, Title V, Section 520, no Federal funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography.

k. Restriction on Health Benefits Coverage for Abortions

Pursuant to P.L. 116-260, Division H, Title V, Section 506 and 507, Federal funds may not be expended for health benefits coverage that includes coverage of abortions, except when the pregnancy is the result of rape or incest, or in the case where a woman suffers from a physical disorder, physical injury, or physical illness, including a life-endangering physical condition caused by or arising from the pregnancy itself that would, as certified by a physician, place the women in danger of death unless an abortion is performed. This restriction does not prohibit any non-Federal entity from providing health benefits coverage for abortions when all funds for that specific benefit do not come from a Federal source. Additionally, no funds made available through this grant award may be provided to a State or local government if such government subjects any institutional or individual health care entity to discrimination on the basis that the health care entity does not provide, pay for, provide coverage of, or refer for abortions.

l. Restriction on Lobbying/Advocacy

Pursuant to P.L. 116-260, Division H, Title V, Section 503, no federal funds may be used to pay the salary or expenses of any grant recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or executive order proposed or pending before the Congress or any state government, state legislature or local legislature or legislative body, other than for normal and recognized executive–legislative relationships or participation by an agency or officer of a state, local or tribal government in policymaking and administrative processes within the executive branch of that government.

m. Publicity

Pursuant to P.L. 116-260, Division H, Title V, Section 503, the grant award recipient is not authorized to use any funds provided under this grant award—other than for normal and recognized executive–legislative relationships—for publicity or propaganda purposes, for the preparation, distribution or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation, designed to support or defeat legislation pending before the Congress or any state or local legislature or legislative body, except in presentation to the Congress or any state or local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any state or local government, except in presentation to the executive branch of any state or local government itself.

n. Restriction on the Promotion of Drug Legalization

Pursuant to P.L. 116-260, Division H, Title V, Section 509, no Federal funds shall be used for any activity that promotes the legalization of any drug or other substance included in Schedule I of the schedules of controlled substances established under Section 202 of the Controlled Substances Act except for normal and recognized executive-congressional communications or where there is significant medical evidence

of a therapeutic advantage to the use of such drug or other substance or that federally sponsored clinical trials are being conducted to determine therapeutic advantage.

o. Restriction on Purchase of Sterile Needles or Syringes

Pursuant to P.L. 116-260, Division H, 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. 116-260, 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 (<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>). The salary and bonus limitation does not apply to contractors (vendors) providing goods and services as defined in 2 CFR 200.331. Where States are recipients of such funds, States may establish a lower limit for salaries and bonuses of those receiving salaries and bonuses from subrecipients, taking into account factors including the relative cost-of-living in the State, the compensation levels for comparable State or local government employees, and the size of the organizations that administer Federal programs involved including ETA programs. See TEGL 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 the U.S. General Services Administration (GSA) (see 36 CFR 1191, Appendixes C and D) set forth requirements to make facilities accessible to, and usable by, the physically handicapped and include minimum design standards. All new facilities designed or constructed with grant support must comply with these requirements.

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 award recipients 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 (EO) 12928, the grant award recipient is strongly encouraged to provide subcontracting/subgranting opportunities to Historically Black

Colleges and Universities and other Minority Institutions such as Hispanic-Serving Institutions and Tribal Colleges and Universities; and to Small Businesses Owned and Controlled by Socially and Economically Disadvantaged Individuals.

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

13166: As clarified by EO 13166, Improving Access to Services for Persons with Limited English Proficiency, dated August 11, 2000, and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, 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, pages 32289-32305. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. The grant award recipients are encouraged to consider the need for language services for LEP persons served or encountered both in developing budgets and in conducting programs and activities. For assistance and information regarding your LEP obligations, go to <http://www.lep.gov>.

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

14005: Pursuant to EO 14005, Ensuring the Future Is Made in All of America by All of America's Workers, the grant award recipient agrees to comply with all applicable Made in America Laws (as defined in the EO), including the Buy American Act at 41 USC sections 8301-8305. For the purposes of this award, the grant recipient is required to maximize the use of goods, products, and materials produced in, and services offered in, the United States, in accordance with the Made in America Laws. No funds may be made available to any person or entity (including as a contractor or subrecipient of the grant recipient) that has been found to be in violation of any Made in America Laws.

“Made in America Laws” means all statutes, regulations, rules, and Executive Orders relating to Federal financial assistance awards or Federal procurement, including those that refer to “Buy America” or “Buy American,” that require, or provide a preference for, the purchase or acquisition of goods, products, or materials produced in the United States, including iron, steel, and manufactured goods offered in the United States. Made in America Laws include laws requiring domestic preference for maritime transport, including the Merchant Marine Act of 1920 (Public Law 66-261), also known as the Jones Act.

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. The grant recipient as the recipient, the grantee’s employees, subrecipients under this award, and subrecipients' employees may not—

(A). Engage in severe forms of trafficking in persons during the period of time that the grant award is in effect;

(B). Procure a commercial sex act during the period of time that the award is in effect; or

(C). Use forced labor in the performance of the award or subawards under the award.

II. DOL/ETA as the Federal awarding agency may unilaterally terminate this grant award, without penalty, if the grant recipient 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.* DOL/ETA as the Federal awarding agency may unilaterally terminate this grant 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 grant award term; or

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

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

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

c. *Provisions applicable to any recipient.*

I. The grant award recipient must inform DOL/ETA immediately of any information the grant recipient receive from any source alleging a violation of a prohibition in paragraph a.1 of this grant award term.

II. DOL/ETA 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 DOL/ETA under this grant award.

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

d. *Definitions.* For purposes of this award term:

I. “Employee” means either:

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

(B). Another person engaged in the performance of the project or program under this grant award and not compensated by the grant recipient including, but not limited to, a volunteer or individual

whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.

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

III. “Private entity”:

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

(B). Includes:

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

ii. A for-profit organization.

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

g. Veterans’ Priority Provisions

The Jobs for Veterans Act (Public Law 107-288) requires grant award recipients to provide priority service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by the DOL. The regulations implementing this priority of service can be found at 20 CFR Part 1010. In circumstances where a grant award recipient must choose between two qualified candidates for a service, one of whom is a veteran or eligible spouse, the veterans priority of service provisions require that the grant award recipient give the veteran or eligible spouse priority of service by first providing him or her that service. To obtain priority of service, a veteran or spouse must meet the program’s eligibility requirements. Recipients must comply with the DOL guidance on veterans’ priority. ETA’s TEGL No. 10-09 (issued November 10, 2009) provides guidance on implementing priority of service for veterans and eligible spouses in all qualified job training programs funded in whole or in part by DOL. TEGL No. 10-09 is available at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2816.

h. Promoting Equitable Delivery of Government Benefits and Equal Opportunity

The Department of Labor (Labor) seeks to affirmatively advance equity, civil rights and equal opportunity in the policies, programs and services it provides. Therefore, consistent with Executive Order 13985, *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*, grant recipients must execute the terms and conditions of their grant in a manner that advances equity for all,

including people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality. This extends to all grant activities including, but not limited to, service delivery, selection of subrecipients and contractors, and procurement of goods and services. Government programs are designed to serve all eligible individuals, and Labor's grantees should make services the goods and services they provide pursuant to their grants widely available with the goals of effectively serving a diverse population of eligible individuals; fairly, justly, and impartially administering the grant evaluation and award processes. Grantees are encouraged to engage in contracting and subcontracting for goods and services related to performing the terms and conditions of their grants in such a way to achieve equity.

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

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

i. Harassment Prohibited

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

a) Unwelcome sexual advances, requests for sexual favors, or offensive remarks about a person's race, color, religion, sex, national origin, age, disability, political affiliation or belief, or citizenship or participation, and other unwelcome verbal or physical conduct based on one or more of these protected categories constitutes unlawful harassment on that basis when:

(1) Submission to such conduct is made either explicitly or implicitly a term or condition of accessing the aid, benefit, service, or training of, or employment in the administration of or in connection with, any WIOA Title I-financially assisted program or activity;

(2) Submission to, or rejection of, such conduct by an individual is used as the basis for limiting that individual's access to any aid, benefit, service, training, or employment

from, or employment in the administration of or in connection with, any WIOA Title I-financially assisted program or activity; or

(3) Such conduct has the purpose or effect of unreasonably interfering with an individual's participation in a WIOA Title I-financially assisted program or activity creating an intimidating, hostile or offensive program environment.

b) Harassment because of sex includes harassment based on gender identity or sexual orientation; harassment based on failure to comport with sex stereotypes; and harassment based on pregnancy, childbirth, and related medical conditions. Sex-based harassment may include harassment that is not sexual in nature but that is because of sex or where one sex is targeted for the harassment.

14. Technical Assistance, Resources, and Information

Additional resources, training, and information to assist the grant award recipient are located on the ETA website at <https://www.dol.gov/agencies/eta/grants/resources> and on the Grants Application and Management collection page on WorkforceGPS.org at <https://grantsapplicationandmanagement.workforcegps.org/>. **SMART** training is a technical assistance initiative sponsored by DOL-ETA to assist its grant recipients and subrecipients in improving its program/project operations through effective grants management. Please take some time to review the training modules which are focused on:

Strategies for sound grant management that include:

Monitoring,
Accountability,
Risk mitigation and
Transparency.

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

15. Attachments

Attachment A: SF-424

Attachment B: SF-424A

Attachment C: Budget Narrative

Attachment D: Statement of Work

Attachment E: Negotiated Indirect Cost Rate Agreement

Attachment A: SF-424

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text" value="04/25/2022"/>	4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>	
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
8. APPLICANT INFORMATION:		
* a. Legal Name: <input type="text" value="Chabot-Las Positas Community College District"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="94-167053"/>	* c. UEI: <input type="text" value="P2MESJCECM35"/>	
d. Address:		
* Street1:	<input type="text" value="5860 Owens Drive"/>	
Street2:	<input type="text" value="3rd Floor"/>	
* City:	<input type="text" value="Pleasanton"/>	
County/Parish:	<input type="text" value="Alameda"/>	
* State:	<input type="text" value="CA: California"/>	
Province:	<input type="text"/>	
* Country:	<input type="text" value="USA: UNITED STATES"/>	
* Zip / Postal Code:	<input type="text" value="94568-3980"/>	
e. Organizational Unit:		
Department Name: <input type="text" value="Economic Dev. & Contract Ed."/>	Division Name: <input type="text" value="Apprenticeship Programs"/>	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: <input type="text" value="Ms."/>	* First Name:	<input type="text" value="Sarah"/>
Middle Name:	<input type="text"/>	
* Last Name:	<input type="text" value="Holtzclaw"/>	
Suffix:	<input type="text"/>	
Title:	<input type="text" value="Director of Apprenticeship Programs"/>	
Organizational Affiliation: <input type="text"/>		
* Telephone Number: <input type="text" value="925-416-5136"/>	Fax Number: <input type="text"/>	
* Email: <input type="text" value="sholtzclaw@clpccd.org"/>		

Application for Federal Assistance SF-424

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

H: Public/State Controlled Institution of Higher Education

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:**

FOA-ETA-22-06

* Title:

Apprenticeship Building America (ABA) Grant Program

13. Competition Identification Number:

FOA-ETA-22-06

Title:

Apprenticeship Building America (ABA) Grant Program

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

1249-SFS 424 Item 14-CLPCCD.docx

Add Attachment

Delete Attachment

View Attachment

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

CLPCCD, in partnership with CWA D-9, proposes to build and expand fiber technician apprenticeship programs across California.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

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

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="5,997,996.45"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="5,997,996.45"/>

\$5,818,057



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

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

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

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

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

Yes No

If "Yes", provide explanation and attach

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

** I AGREE

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

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative:

* Date Signed:

Apprenticeship Building America (ABA) Grant Program
FOA-ETA-22-06
17.285

Chabot-Las Positas Community College District
Apprenticeship Hubs for Fiber Optic Technicians

SF-424
Item 14
Areas Affected by Project: State of California

Apprenticeship Building America (ABA) Grant Program
FOA-ETA-22-06
17.285

Chabot-Las Positas Community College District
Apprenticeship Hubs for Fiber Optic Technicians

SF-424
Item 16
Congressional Districts: State of California, all 53 Districts

Attachment B: SF-424A

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 02/28/2025

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. Expand/Develop Apprenticeship Program	17.285	\$	\$	\$ 446,921.67	\$	\$ 446,921.67
2. Recruitment	17.285			49,547.15		49,547.15
3. Educational/Career Ladders	17.285			199,491.79		199,491.79
4. Technical Assistance	17.285			45,659.35		45,659.35
5. Totals		\$	\$	\$ 741,619.96	\$	\$ 741,619.96 5,818,057

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Expand/Develop Apprenticeship Program	(2) Recruitment	(3) Educational/Career Ladders	(4) Technical Assistance	
a. Personnel	\$ 726,284.00	\$ 145,256.80	\$ 435,770.40	\$ 145,256.80	\$ 1,452,568.00
b. Fringe Benefits	395,626.40	79,125.28	237,375.84	79,125.28	791,252.80
c. Travel	5,724.00	5,724.00	5,724.00	5,724.00	22,896.00
d. Equipment	137,620.00	0.00	0.00	0.00	137,620.00
e. Supplies	121,719.76	11,400.00	47,851.96	3,400.00	184,371.72
f. Contractual	1,540,000.00	38,612.64	563,200.00	95,400.00	2,237,212.64
g. Construction	0.00	0.00	0.00	0.00	0.00
h. Other	0.00	0.00	0.00	0.00	0.00
i. Total Direct Charges (sum of 6a-6h)	2,926,974.16	280,118.72	1,289,922.20	328,906.08	\$ 4,825,921.16
j. Indirect Charges	697,338.53	70,029.68	322,480.56	82,226.52	\$ 1,172,075.29
k. TOTALS (sum of 6i and 6j)	\$ 3,624,312.69	\$ 350,148.40	\$ 1,612,402.76	\$ 411,132.60	\$ 5,997,996.45
				<i>Grinda Ruggler</i>	5,818,057
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program		(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS
8.	Expand/Develop Apprenticeship Program	\$ 0.00	\$ 0.00	\$	\$ 0.00
9.	Recruitment	0.00	0.00	0.00	0.00
10.	Educational/Career Ladders	0.00	0.00	0.00	0.00
11.	Technical Assistance	0.00	0.00	0.00	0.00
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	\$ 741,619.96	\$ 185,404.99	\$ 185,404.99	\$ 185,404.99	\$ 185,404.99
14. Non-Federal	\$ 0.00	0.00	0.00	0.00	0.00
15. TOTAL (sum of lines 13 and 14)	\$ 741,619.96	\$ 185,404.99	\$ 185,404.99	\$ 185,404.99	\$ 185,404.99

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. Expand/Develop Apprenticeship Program	\$ 446,921.67	\$ 708,939.67	\$ 1,306,230.60	\$ 1,162,220.75
17. Recruitment	49,547.15	70,898.55	115,486.35	114,226.35
18. Educational/Career Ladders	199,491.79	315,482.59	563,230.43	534,197.95
19. Technical Assistance	45,659.35	94,372.95	136,175.15	134,925.15
20. TOTAL (sum of lines 16 - 19)	\$ 741,619.96	\$ 1,189,693.76	\$ 2,121,122.53	\$ 1,945,570.20

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges: \$4,825,921.16	22. Indirect Charges: \$1,172,075.29
23. Remarks:	

Attachment C: Budget Narrative

BUDGET NARRATIVE

This budget narrative provides detail for the line items in the budget request. The items are grouped by budget category and are further subdivided by activities and grant year.

Budget Categories

A. Personnel

Total Costs \$1,452,568.00

There are five staff positions required to successfully meet all the goals of the project. The Program Administrator (PA) will serve as the primary link between the grant and the partner representatives. The four Facility Administrators (FA) will be responsible for developing and maintaining all the technology used in recruitment and promotion effort and will provide technical assistance to the partners in the local areas. Other activities of the FAs include working with partners to schedule training programs, selecting instructors for the programs, and ordering supplies and materials for the programs. The FAs will also handle the registration, data entry, data base management, materials acquisition, and logistics. Personnel allocations by activity and year are depicted in the chart below.

Staffing Category	Status	Activity 1- Expand/Develop Apprenticeship Program	Activity 2 – Recruitment	Activity 3- Educational/ Career Ladders	Activity 4- Technical Assistance	TOTAL Year One
Program Administrator	1@ \$56.97/hour X 2080 hours	59,248.80	11,849.76	35,549.28	11,849.76	118,497.60
Facility Administrator	1 @ \$42.77/hour X 2080 hours	44,480.80	8,896.16	26,688.48	8,896.16	88,961.60
		103,729.60	20,745.92	62,237.76	20,745.92	\$207,459.20

Staffing Category	Status	Activity 1- Expand/Develop Apprenticeship Program	Activity 2 – Recruitment	Activity 3- Educational/ Career Ladders	Activity 4- Technical Assistance	TOTAL Year Two
Program Administrator	1@ \$56.97/hour X 2080 hours	59,248.80	11,849.76	35,549.28	11,849.76	118,497.60
Facility Administrator	2 @ \$42.77/hour X 2080 hours	88,961.60	17,792.32	53,376.96	17,792.32	177,923.20
		148,210.40	29,642.08	88,926.24	29,642.08	\$296,420.80

Staffing Category	Status	Activity 1- Expand/Develop Apprenticeship Program	Activity 2 – Recruitment	Activity 3- Educational/ Career Ladders	Activity 4- Technical Assistance	TOTAL Year Three
Program Administrator	1@ \$56.97/hour X 2080 hours	59,248.80	11,849.76	35,549.28	11,849.76	118,497.60
Facility Administrator	4 @ \$42.77/hour X 2080 hours	177,923.20	35,584.64	106,753.92	35,584.64	355,846.40
		237,172.00	47,434.40	142,303.20	47,434.40	\$474,344.00

Staffing Category	Status	Activity 1- Expand/Develop Apprenticeship Program	Activity 2 – Recruitment	Activity 3- Educational/ Career Ladders	Activity 4- Technical Assistance	TOTAL Year Four
Program Administrator	1@ \$56.97/hour X 2080 hours	59,248.80	11,849.76	35,549.28	11,849.76	118,497.60
Facility Administrator	4 @ \$42.77/hour X 2080 hours	177,923.20	35,584.64	106,753.92	35,584.64	355,846.40
		237,172.00	47,434.40	142,303.20	47,434.40	\$474,344.00

B. Fringe Benefits

Total Costs \$791,252.80

Fringe Benefits include health and welfare, pension, and annual leave. These benefits are negotiated through a collective bargaining agreement and are applicable for all full and part time staff. Benefits are allocated by staff hours.

Fringe Benefits Category	Status	Activity 1- Expand/Develop Apprenticeship Program	Activity 2 – Recruitment	Activity 3- Educational/ Career Ladders	Activity 4- Technical Assistance	TOTAL Year One
Program Administrator	1@ \$27.48/hour X 2080 hours	28,579.20	5,715.84	17,147.52	5,715.84	57,158.40
Facility Administrator	1 @ \$24.59/hour X 2080 hours	25,573.60	5,114.72	15,344.16	5,114.72	51,147.20
		54,152.80	10,830.56	32,491.68	10,830.56	\$108,305.60

Fringe Benefits Category	Status	Activity 1- Expand/Develop Apprenticeship Program	Activity 2 – Recruitment	Activity 3- Educational/ Career Ladders	Activity 4- Technical Assistance	TOTAL Year Two
Program Administrator	1@ \$27.48/hour X 2080 hours	28,579.20	5,715.84	17,147.52	5,715.84	57,158.40
Facility Administrator	2 @ \$24.59/hour X 2080 hours	51,147.20	10,229.44	30,688.32	10,229.44	102,294.40
		79,726.40	15,945.28	47,835.84	15,945.28	\$159,452.80

Fringe Benefits Category	Status	Activity 1- Expand/Develop Apprenticeship Program	Activity 2 – Recruitment	Activity 3- Educational/ Career Ladders	Activity 4- Technical Assistance	TOTAL Year Three
Program Administrator	1@ \$27.48/hour X 2080 hours	28,579.20	5,715.84	17,147.52	5,715.84	57,158.40
Facility Administrator	4 @ \$24.59/hour X 2080 hours	102,294.40	20,458.88	61,376.64	20,458.88	204,588.80
		130,873.60	26,174.72	78,524.16	26,174.72	\$261,747.20

Fringe Benefits Category	Status	Activity 1- Expand/Develop Apprenticeship Program	Activity 2 – Recruitment	Activity 3- Educational/ Career Ladders	Activity 4- Technical Assistance	TOTAL Year Four
Program Administrator	1@ \$27.48/hour X 2080 hours	28,579.20	5,715.84	17,147.52	5,715.84	57,158.40
Facility Administrator	4 @ \$24.59/hour X 2080 hours	102,294.40	20,458.88	61,376.64	20,458.88	204,588.80
		130,873.60	26,174.72	78,524.16	26,174.72	\$261,747.20

C. Travel

Total Costs \$22,896.00

Grant staff will be required to visit the various training sites and to attend meetings with invested partners across the state. This travel will include both automobile and air travel. Occasionally, staff will be required to stay overnight at one of the regional sites. We have used federal allowable rates for hotels, meals and expenditures and automobile mileage as prescribed in the GSA schedule.

Travel Category	Activity 1- Expand/Develop Apprenticeship Program	Activity 2 – Recruitment	Activity 3- Educational/ Career Ladders	Activity 4- Technical Assistance	TOTAL Year One
Airfare X \$400/trip X 4 trips	400.00	400.00	400.00	400.00	1,600.00
500 miles/trip x .58.5/mile x 8 trips	585.00	585.00	585.00	585.00	2,340.00
2 hotel nights X 4 trips x \$157	314.00	314.00	314.00	314.00	1,256.00
2 days M&E x 4 trips x \$66/day	132.00	132.00	132.00	132.00	528.00
	1,431.00	1,431.00	1,431.00	1,431.00	\$5,724.00

Travel Category	Activity 1- Expand/Develop Apprenticeship Program	Activity 2 – Recruitment	Activity 3- Educational/ Career Ladders	Activity 4- Technical Assistance	TOTAL Year Two
Airfare X \$400/trip X 4 trips	400.00	400.00	400.00	400.00	1,600.00
500 miles/trip x .58.5/mile x 8 trips	585.00	585.00	585.00	585.00	2,340.00
2 hotel nights X 4 trips x \$157	314.00	314.00	314.00	314.00	1,256.00
2 days M&E x 4 trips x \$66/day	132.00	132.00	132.00	132.00	528.00
	1,431.00	1,431.00	1,431.00	1,431.00	\$5,724.00

Travel Category	Activity 1- Expand/Develop Apprenticeship Program	Activity 2 – Recruitment	Activity 3- Educational/ Career Ladders	Activity 4- Technical Assistance	TOTAL Year Three
Airfare X \$400/trip X 4 trips	400.00	400.00	400.00	400.00	1,600.00
500 miles/trip x .58.5/mile x 8 trips	585.00	585.00	585.00	585.00	2,340.00
2 hotel nights X 4 trips x \$157	314.00	314.00	314.00	314.00	1,256.00
2 days M&E x 4 trips x \$66/day	132.00	132.00	132.00	132.00	528.00
	1,431.00	1,431.00	1,431.00	1,431.00	\$5,724.00

Travel Category	Activity 1- Expand/Develop Apprenticeship Program	Activity 2 – Recruitment	Activity 3- Educational/ Career Ladders	Activity 4- Technical Assistance	TOTAL Year Four
Airfare X \$400/trip X 4 trips	400.00	400.00	400.00	400.00	1,600.00
500 miles/trip x .58.5/mile x 8 trips	585.00	585.00	585.00	585.00	2,340.00
2 hotel nights X 4 trips x \$157	314.00	314.00	314.00	314.00	1,256.00
2 days M&E x 4 trips x \$66/day	132.00	132.00	132.00	132.00	528.00
	1,431.00	1,431.00	1,431.00	1,431.00	\$5,724.00

D. Equipment

Total Costs \$137,620.00

Chabot CC and CWA-D9 are requesting instructional equipment as noted below. We will be providing these to each of the training sites.

Equipment Category	Activity 1- Expand/Develop Apprenticeship Program	Activity 2 – Recruitment	Activity 3- Educational/ Career Ladders	Activity 4- Technical Assistance	TOTAL Year One
Lan Certification Tester X 1 training center	15,000.00	.00	.00	.00	15,000.00
Fiber Optics Testing Equipment X 1 training center	19,405.00	.00	.00	.00	19,405.00
	34,405.00	.00	.00	.00	\$34,405.00

Equipment Category	Activity 1- Expand/Develop Apprenticeship Program	Activity 2 – Recruitment	Activity 3- Educational/ Career Ladders	Activity 4- Technical Assistance	TOTAL Year Two
Lan Certification Tester X 1 training center	15,000.00	.00	.00	.00	15,000.00
Fiber Optics Testing Equipment X 1 training center	19,405.00	.00	.00	.00	19,405.00
	34,405.00	.00	.00	.00	\$34,405.00

Equipment Category	Activity 1- Expand/Develop Apprenticeship Program	Activity 2 – Recruitment	Activity 3- Educational/ Career Ladders	Activity 4- Technical Assistance	TOTAL Year Three
Lan Certification Tester X 2 training centers	30,000.00	.00	.00	.00	30,000.00
Fiber Optics Testing Equipment X 2 training centers	38,810.00	.00	.00	.00	38,810.00
	68,810.00	.00	.00	.00	\$68,810.00

There are no equipment costs for Year Four.

E. Supplies

Costs \$184,371.72

Most of the supplies that are required for this project are instructional materials needed for the related technical instruction at each of the four training centers. There are also some office supplies required. We need to purchase laptops for the grant staff as well. Finally, we will need to purchase some outreach materials to be used for recruitment purposes.

Supply Category	Activity 1- Expand/Develop Apprenticeship Program	Activity 2 – Recruitment	Activity 3- Educational/ Career Ladders	Activity 4- Technical Assistance	TOTAL Year One
Laptops for Grant Staff (2x \$2000)	1,000.00	1,000.00	1,000.00	1,000.00	4,000.00
Office Supplies (2 staff x \$20/month x 12 months)	120.00	120.00	120.00	120.00	480.00
Classroom Supplies (1 location)	.00	.00	4,812.99	.00	4,812.99
AV Equipment (1 location)	.00	.00	1,800.00	.00	1,800.00
Copper Testing Equipment (1 location)	764.54	.00	.00	.00	764.54
Hand Tools (1 location)	5,349.00	.00	.00	.00	5,349.00

Fiber Optic Kits (1 location)	4,800.00	.00	.00	.00	4,800.00
Telecommunications Support Equipment (1 location)	1,008.00	.00	.00	.00	1,008.00
Rack and Runway Ladders (1 location)	2,987.68	.00	.00	.00	2,987.68
Backboard Management (1 location)	2,310.72	.00	.00	.00	2,310.72
Construction Equipment (1 location)	7,860.00	.00	.00	.00	7,860.00
Computer Equipment (12 stations x 1 location)	4,500.00	.00	4,500.00	.00	9,000.00
Promotional Materials (\$2 per unit x 1,000 units)	.00	2,000.00	.00	.00	2,000.00
	30,699.94	3,120.00	12,232.99	1,120.00	47,172.93

Supply Category	Activity 1- Expand/Develop Apprenticeship Program	Activity 2 – Recruitment	Activity 3- Educational/ Career Ladders	Activity 4- Technical Assistance	TOTAL Year Two
Laptops for Grant Staff (1x \$2000)	500.00	500.00	500.00	500.00	2,000.00
Office Supplies (3 staff x \$20/month x 12 months)	180.00	180.00	180.00	180.00	720.00
Classroom Supplies (1 location)	.00	.00	4,812.99	.00	4,812.99
AV Equipment (1 location)	.00	.00	1,800.00	.00	1,800.00
Copper Testing Equipment (1 location)	764.54	.00	.00	.00	764.54
Hand Tools (1 location)	5,349.00	.00	.00	.00	5,349.00
Fiber Optic Kits (1 location)	4,800.00	.00	.00	.00	4,800.00
Telecommunications Support Equipment (1 location)	1,008.00	.00	.00	.00	1,008.00
Rack and Runway Ladders (1 location)	2,987.68	.00	.00	.00	2,987.68
Backboard Management (1 location)	2,310.72	.00	.00	.00	2,310.72
Construction Equipment (1 location)	7,860.00	.00	.00	.00	7,860.00
Computer Equipment (12 stations x 1 location)	4,500.00	.00	4,500.00	.00	9,000.00
Promotional Materials (\$2 per unit x 1,000 units)	.00	2,000.00	.00	.00	2,000.00
	30,259.94	2,680.00	11,792.99	680.00	45,412.93

Supply Category	Activity 1- Expand/Develop Apprenticeship Program	Activity 2 – Recruitment	Activity 3- Educational/ Career Ladders	Activity 4- Technical Assistance	TOTAL Year Three
Laptops for Grant Staff (2x \$2000)	1,000.00	1,000.00	1,000.00	1,000.00	4,000.00
Office Supplies (5 staff x \$20/month x 12 months)	300.00	300.00	300.00	300.00	1,200.00
Classroom Supplies (2 locations)	.00	.00	9,625.98	.00	9,625.98
AV Equipment (2 locations)	.00	.00	3,600.00	.00	3,600.00
Copper Testing Equipment (2 locations)	1,529.08	.00	.00	.00	1,529.08
Hand Tools (2 locations)	10,698.00	.00	.00	.00	10,698.00
Fiber Optic Kits (2 locations)	9,600.00	.00	.00	.00	9,600.00
Telecommunications Support Equipment (2 locations)	2,016.00	.00	.00	.00	2,016.00
Rack and Runway Ladders (2 locations)	5,975.36	.00	.00	.00	5,975.36
Backboard Management (2 locations)	4,621.44	.00	.00	.00	4,621.44
Construction Equipment (2 locations)	15,720.00	.00	.00	.00	15,720.00
Computer Equipment (12 stations x 2 location)	9,000.00	.00	9,000.00	.00	18,000.00
Promotional Materials (\$2 per unit x 1,000 units)	.00	2,000.00	.00	.00	2,000.00
	60,459.88	3,300.00	23,525.98	1,300.00	88,585.86

Supply Category	Activity 1- Expand/Develop Apprenticeship Program	Activity 2 – Recruitment	Activity 3- Educational/ Career Ladders	Activity 4- Technical Assistance	TOTAL Year Four
Office Supplies (5 staff x \$20/month x 12 months)	300.00	300.00	300.00	300.00	1,200.00
Promotional Materials (\$2 per unit X 1,000 units)	.00	2,000.00	.00	.00	2,000.00
	300.00	2300.00	300.00	300.00	3200.00

F. Contractual

Total Costs \$2,237,212.64

In order for the Regional JATF's to become operational, CWA will be providing further incentives to employers in the form of rent and insurance on the training facilities for the

duration of the grant. The services of an IT professional will be needed to oversee the enhancement of social media platforms for promotion and recruitment. We will also be hiring part-time instructors to teach the RTI for the apprenticeships. There are 16 classes in the apprenticeship program, and we will provide the instructor salaries as further incentives to the employers.

Contractual Category	Activity 1- Expand/Develop Apprenticeship Program	Activity 2 – Recruitment	Activity 3- Educational/ Career Ladders	Activity 4- Technical Assistance	TOTAL Year One
Facility Rental (3000 sf x 45/sf per year x 1 facility)	135,000.00	.00	.00	.00	135,000.00
Facility Insurance (\$5,000/facility x 1 sites)	5,000.00	.00	.00	.00	5,000.00
Services for social media and Marketing (\$73.13 hour x 48 hours per site x 1 sites)	.00	3,510.24	.00	.00	3,510.24
Bootcamp Instruction and Materials (\$400/employer x 6 employers)	.00	.00	.00	2,400.00	2,400.00
Instructors (\$3,200 /class x 16 classes x 1 facility)	.00	.00	51,200.00	.00	51,200.00
	140,000.00	3,510.24	51,200.00	2,400.00	\$197,110.24

Contractual Category	Activity 1- Expand/Develop Apprenticeship Program	Activity 2 – Recruitment	Activity 3- Educational/ Career Ladders	Activity 4- Technical Assistance	TOTAL Year Two
Facility Rental (3000 sf x 45/sf per year x 2 facilities)	270,000.00	.00	.00	.00	270,000.00
Facility Insurance (\$5,000/facility x 2 sites)	10,000.00	.00	.00	.00	10,000.00
Services for social media and Marketing (\$73.13 hour x 48 hours per site x 2 sites)	.00	7,020.48	.00	.00	7,020.48
Legal and accounting services to support JATF Creation (\$23,000/site X 1 site)	.00	.00	.00	23,000.00	23,000.00
Bootcamp Instruction and Materials (\$400/employer x 12 employers)	.00	.00	.00	4,800.00	4,800.00

Instructors (\$3,200/class x 16 classes X 2 facilities)	.00	.00	102,400.00	.00	102,400.00
	280,000.00	7,020.48	102,400.00	27,800.00	417,220.48

Contractual Category	Activity 1- Expand/Develop Apprenticeship Program	Activity 2 – Recruitment	Activity 3- Educational/ Career Ladders	Activity 4- Technical Assistance	TOTAL Year Three
Facility Rental (3000 sf X 45/sf per year x 4 facilities)	540,000.00	.00	.00	.00	540,000.00
Facility Insurance (\$5,000/facility x 4 sites)	20,000.00	.00	.00	.00	20,000.00
Services for social media and Marketing (\$73.13 hour x 48 hours per site x 4 sites)	.00	14,040.96	.00	.00	14,040.96
Legal and accounting services to support JATF Creation (\$23,000/site X 1 site)	.00	.00	.00	23,000.00	23,000.00
Bootcamp Instruction and Materials (\$400/employer x 24 employers)	.00	.00	.00	9,600.00	9,600.00
Instructors (\$3,200/class x 16 classes x 4 facilities)	.00		204,800.00	.00	204,800.00
	560,000.00	14,040.96	204,800.00	32,600.00	\$811,440.96

Contractual Category	Activity 1- Expand/Develop Apprenticeship Program	Activity 2 – Recruitment	Activity 3- Educational/ Career Ladders	Activity 4- Technical Assistance	TOTAL Year Four
Facility Rental (3000 sf X 45/sf per year x 4 facilities)	540,000.00	.00	.00	.00	540,000.00
Facility Insurance (\$5,000/facility x 4 sites)	20,000.00	.00	.00	.00	20,000.00
Services for social media and Marketing (\$73.13 hour x 48 hours per site x 4 sites)	.00	14,040.96	.00	.00	14,040.96
Legal and accounting services to support JATF Creation (\$23,000/site X 1 site)	.00	.00	.00	23,000.00	23,000.00
Bootcamp Instruction and Materials (\$400/employer x 24 employers)	.00	.00	.00	9,600.00	9,600.00

Instructors (\$3,500/class x 16 classes x 4 facilities)	.00		204,800.00	.00	204,800.00
	560,000.00	14,040.96	204,800.00	32,600.00	\$811,440.96

G. Construction Costs

Total Costs \$0.00

There are no construction costs associated with this project.

H. Other Costs

Total Costs \$0.00

There are no other costs associated with this project.

I. Indirect Costs

Total Costs \$1,172,075.29

The Chabot-Las Positas Community College District has an approved indirect cost rate of 25 percent. The indirect fee has not been applied to equipment costs.

Indirect Costs	Activity 1- Expand/Develop Apprenticeship Program	Activity 2 – Recruitment	Activity 3- Educational/ Career Ladders	Activity 4- Technical Assistance	TOTAL Year One
25 % of all grant costs	82,503.33	9,909.43	39,898.36	9,131.87	141,442.99

Indirect Costs	Activity 1- Expand/Develop Apprenticeship Program	Activity 2 – Recruitment	Activity 3- Educational/ Career Ladders	Activity 4- Technical Assistance	TOTAL Year Two
25 % of all grant costs	134,906.93	14,179.71	63,096.52	18,874.59	231,057.75

Indirect Costs	Activity 1- Expand/Develop Apprenticeship Program	Activity 2 – Recruitment	Activity 3- Educational/ Career Ladders	Activity 4- Technical Assistance	TOTAL Year Three
25 % of all grant costs	247,484.12	23,095.27	112,646.09	27,235.03	410,460.51

Indirect Costs	Activity 1- Expand/Develop Apprenticeship Program	Activity 2 – Recruitment	Activity 3- Educational/ Career Ladders	Activity 4- Technical Assistance	TOTAL Year Four
25 % of all grant costs	232,444.15	22,845.27	106,839.59	26,985.03	389,114.04

TOTAL GRANT COSTS: \$5,997,996.45

Attachment D: Statement of Work

Project Narrative

A. Statement of Need. In July 2021, California Governor Gavin Newsom signed into law Senate Bill 156 to create an open-access middle-mile network to bring equitable high-speed broadband service to all Californians. SB 156 provides \$3.25 billion for the middle-mile and an additional \$2 billion for last-mile broadband connections for homes, businesses and community institutions. Unfortunately, the demand for trained telecommunication/fiber technicians (according to the Bureau of Labor Statistics' Occupational Employment and Wage Statistics data¹, the "Telecommunications Line Installers and Repairers" (49-9052) are defined as workers that "Install and repair telecommunications cable, including fiber optics") in California far exceeds the supply. According to the Center of Excellence for Labor Market Research's report last year, there will be over 2,000 new job openings for telecommunication line installers each year between 2018-2028.² In fact, currently there are 538 telecommunications technician job openings in California waiting to be filled, as listed on Indeed, a popular job-posting site.³ Californians recognize the need to update our telecommunications system and we have the legislative support and funding, but we must close the supply gap and train the workers to make this initiative a reality. Telecommunications technicians face a fragmented labor market where outsourcing by carriers has led to a deterioration of wages, benefits and working conditions. In the Bureau of Labor Statistics' Occupational Employment and Wage Statistics data, the "Telecommunications Line Installers and Repairers" (49-9052) are defined as workers that "Install and repair telecommunications cable, including fiber optics." There are two industries where these workers are employed that can broadly serve as proxies for union vs. non-union

¹ NAICS Association, <https://www.naics.com/naics-code-description/?code=517311> (note: BLS data uses the major field, 517000, while NAICS breaks out Wired telecommunications into its own sub-category)

² *Demand Tool*. (2021, June). Center of Excellence for Labor Market Research for the California Community Colleges.

³ *Telecommunication Technician Job Openings in California* (2022, April 21). Indeed. Indeed.com.

wages:

- Telecommunications (517000), which includes mostly higher union density telecommunications companies. The median hourly wage for these workers is \$33.90⁴.
- Power and Communication Line and Related Structures Construction (237130), which includes mostly telecom construction contractors with very low union density.⁵ The median hourly wage for these workers is \$21.03, which is 35% lower than the telecommunications industry wage above.⁶

Additionally, the difference in non-wage benefits between union represented job titles and non-union represented job titles in broadband deployment is not captured by the Occupational Employment and Wage Statistics survey. The Communications Workers of America District 9 (CWA-D9) represents workers at the major telecommunications companies and has collectively bargained for comprehensive healthcare benefits, defined benefit retirement plans, and job security protections. Non-union employees of telecommunications construction contractors are much less likely to have the same quality of benefits. CWA-D9 is seeking to partner with the California Departments of Technology and Transportation to train workers for this initiative. The major focus of the training would be the expansion and development of apprenticeship programs for fiber technicians throughout California. The DOL Apprenticeship Hub Grant can provide the resources to ensure that the training is thorough, emphasizes safe working habits and provides the workers with jobs that have family-sustaining wages and career ladders for advancement. For over 100 years, Communication Workers of America – District 9

⁴ BLS-OEWS data for Telecommunications Line Installers and Repairers in the Telecommunications NAICS, https://www.bls.gov/oes/current/naics3_517000.htm#:~:text=10.95%25-,%2433.90,-%2432.45

⁵ NAICS Association, <https://www.naics.com/naics-code-description/?code=237130>

⁶ BLS-OEWS data for Telecommunications Line Installers and Repairers in the Power and Communication Line and Related Structures Construction NAICS, https://www.bls.gov/oes/current/naics5_237130.htm#:~:text=7.67%25-,%2421.03,-%2422.72

(CWA-D9), which represents workers at the major telecommunication companies, has responded to the needs of our industry from mechanization to computerization to wireless and broadband installation. We have met each challenge by ensuring telecom workers have appropriate training opportunities for the technologies of today and tomorrow. Chabot-Las Positas Community College District (CLPCCD), in partnership with CWA-D9 is seeking funds to expand its apprenticeship program for fiber technicians from its initial apprenticeship program in the Bay Area to the northern, California to the central and southern parts of California. CLPCCD will serve as the fiscal agent for this project. CWA-D9 is responsible for supporting CWA locals in California, Hawaii and Nevada. The proposed project will focus on California locals and will be a state-wide initiative. CWA-D9 is offering young people, people of color, women, and Veterans, as well as incumbent workers, the opportunity to enter apprenticeships and to succeed in the field. It will also provide career opportunity ladders that range from pre-apprenticeship, apprenticeship to associate degree, and advanced certification through continuing education. **A.1. State of Apprenticeship.** CWA-D9 has an established a Joint Apprenticeship Training Committee (JATC) in San Jose, California, that currently partners with six employers and uses CLPCCD as its Local Education Agency (LEA) to provide classroom training or related and supplemental instruction (RSI) in inside wiring. -CWA-DC9 has filed apprenticeship standards for fiber technicians with the State of California and provided notice of our statewide expansion. Although our current program is small, we believe it offers a strategy that can be modeled throughout the state using the excellent resources of the California community college system and other post-secondary educational institutions. We have partnered with CLPCCD as our LEA throughout the state while also developing relationships with multiple California community college partners in Northern, Southern and Central California. We are now looking

to expand training to full apprenticeships, recruit employers, work as a team with CLPCCD, pool our resources, build on our past successes and challenges, and use this grant to launch a state-wide strategic initiative that will: 1) Increase awareness and adoption of the apprenticeship model as a viable pathway for training skilled workers in the fiber optics field; 2) Expand the number of apprenticeship slots open to young people, people of color, women and Veterans and provide employment opportunities for underrepresented populations by providing mentorships and other supportive programs; 3) Provide training that leads to academic credentials and industry certifications by developing strong community college partnerships; and 4) Develop technical assistance opportunities for employers to encourage them to engage in the apprenticeship process.

A.2. Diversity Issues. This project will seek diversity in the recruitment of apprentices. CWA-D9 hopes to have at least 20 percent of all apprentices in the new and expanded programs to be youth, minorities, women, Veterans and other underrepresented communities. Prior to COVID-19, youth unemployment was about 9.1% -- much higher than the national average of just over three percent. Youth unemployment among minorities was even higher at about 10% for Hispanics and 11% for African Americans. Although there was little differential between males and females, women represent only about 10% of the jobs in the telecommunications construction industry. Historically, the rebuilding of our economy has always centered on the rebuilding of our infrastructure. That was true in the Great Depression and the Great Recession and we expect that to be true after COVID-19. To this end, we want to recruit young people, minorities, females, Veterans and the economically disadvantaged to the telecommunications industry. Through apprenticeships, individuals can earn while they learn and make family- sustaining wages without incurring college debt.

B. Expected Outcomes and Outputs. CWA-D9 is planning to add at least three new apprenticeship programs over the next four years and expand their current program which will result in at least 156 new apprentices and programs located in four regions of California. We anticipate that approximately 30 new employers will sign on to the apprenticeship programs. The raw numbers of those receiving services on an annual basis can be found in the Performance Table appended to this application. **B.1. Apprenticeship Hub Outcomes.** There are seven participant outcomes and outputs required in this grant initiative, as we will not be creating a pre-apprenticeship program. Each of these is briefly discussed below. **B.1.a. Total Number of RAPs Created.** CWA-D9 plans to create at least three new RAPs (located in Northern, Central and Southern California) for fiber technicians during the 48 months of this grant. We have standards pending approval in California and will use these to set up the additional programs. **B.1.b. Total Number of RAPs Expanded.** CWA-9 has an existing RAP in San Jose. Through this grant, we hope to expand that program by equipping our existing training center so that we are able to train more apprentices and provide boot camp programs to attract employers. **B.1.c. Total Number of Stakeholders Engaged.** CWA-D9 believes that effective stakeholder engagement will be the primary factor in the launch of these new apprenticeship programs. Employers and the potential apprenticeship pool are obvious stakeholders. We will have a worker advisory board made up of fiber technicians who are members of CWA-D9 locals. We will also be relying on a number of educational partners – we will continue to work with CLPCCD as our key educational partner, while also seeking to engage community colleges in each region and engaging their Career Technical Education programs as a source of potential apprentices and advisors. The final two stakeholder groups we plan to engage are local workforce entities that can provide the program with potential apprentices; and community

agencies that may be able to provide supplemental services such as transportation and childcare for our apprentices. We hope to engage at least 48 stakeholders in the four years of the

grant. **B.1.d. Total Number of Employers Engaged in RAPs Receiving Incentive Funding.**

Using the incentive money provided, will encourage employers to hire apprentices and become their on-the-job training (OJT) providers. We will outfit the training centers and pay all

instructional costs not covered by California's Related and Supplemental Instruction funds

during the course of the grant. We will provide all apprentices with required tools and personal

protective equipment (PPE). (Note: California pays a small portion of the cost of classroom

instruction for apprentices.) We also plan to offer an employer boot camp program as a recruiting

tool, where prospective employers can come and spend a half day or evening experiencing the

apprenticeship program. We anticipate having about seven to eight employers at each of the four

training facilities. **B.1.e. Total Number of Technical Assistance Resources Created.** CWA-

D9 will work with CLPCCD to respond to their technical assistance requests regarding the RSI

they will be providing, create a Certificate of Achievement, as well as developing an associate

degree career track in Telecommunications Technology. We will also work with our employers

and prospective employers to respond to their technical assistance needs. Most importantly, we

will work with the newly formed JATCs to help them set up operations for the committee and to

plan for the future of the training facilities. We plan to localize technical assistance support and

resources as much as possible, but will bring in experts from other regions if warranted. We

anticipate an average of 30 technical assistance requests per year. **B.1.f. Total Number of New**

Sponsors. At this time, we plan to secure a minimum of four local CWA-D9 union sponsors

and 30 employer sponsors for our apprentices. Of course, we would be open to any business

sponsors that wish to engage with the apprenticeship program and we would expand resources as

required to make this happen. **B.1.g. Total Number of Individuals Enrolled in a RAP.** During the course of the four years CWA-D9 plans to enroll 156 apprentices in the programs. We believe this number to be realistic for a new apprenticeship program and the demands of the industry. CWA-D9 will hold exit interviews with any apprentices who leave the program so we can determine, what changes could be made to improve retention. **B.2. Apprenticeship Hub Outputs.** CWA-D9 is planning to build apprenticeship programs with employer sponsors at training centers in at least four regions across the state of California. These will serve as regional apprenticeship hubs. CWA-D9 will amend its existing apprenticeship standards, so that the other regions can adopt them and quickly put them in place. Using the logic model elements provided, we anticipate the outcomes described below. **B.2.a. Registered Apprenticeship Intermediaries.** CWA-D9 will serve as an intermediary to bring contractors who employ fiber optic technicians together to provide training and competency-based OJT to the occupation. CWA-D9 will initially be the program sponsor but intends to build a labor-management training programs in the other three regions working with local fiber optic technician employers. Finally, we hope to connect with the local workforce development boards throughout the state to provide access to potential workers. As a partner with the Alameda County Workforce Development Board (SF Bay Area) and South Bay Workforce Development Board (Southern California), CLPCCD can assist us with making those contacts and develop local partnerships. **B.2.b. Incentive Funding.** CWA-D9 plans to use incentive funding in three ways to support RAP employers: 1) CWA-D9 will provide all of the remaining instructional costs for the classroom training of apprentices; 2) CWA-D9 will equip all apprentices with tools and PPE; and 3) CWA –D9 will fully equip all the training centers. **B.2.c. Connect with national, regional, state, and/or local employers and industry groups to expand**

apprenticeships. CWA-D9 anticipates partnering with multiple employers and industry groups in each of the four regions to encourage the growth and expansion of apprenticeships. We plan to offer these groups curriculum, access to instructional resources, tools and PPE for apprentices and an opportunity for becoming an apprenticeship program sponsor. Currently fiber optics technology is a small portion of the learning experience of existing apprenticeship programs. CWA-D9's program will concentrate solely on this technology. We hope to develop multi-employer labor-management coalitions that can sustain apprenticeship through the collective bargaining process. **B.2.d. Develop a network of partners to support the rapid development, scaling, and deployment of RAPs.** Using the San Jose JATF as a model, CWA-D9 believes we can deploy the three additional training programs within 12 to 18 months. The key to this is identification of employer partners and strong relationships with the community college system. We have built an excellent track record with our employers and CLPCCD for our program in San Jose and they are willing to assist us so that we can rapidly build these new RAPs. Other areas that we think will improve deployment time include, model MOUs that we have developed for employer and community college partners; launching social media campaigns to encourage employers to join the program; and linking with local workforce development boards. All of these are critical to the rapid deployment plan. **B.2.e. Develop technical assistance resources to launch RAPs in critical industries.** One of the key features of our program will be the development of a boot camp for employers to help them successfully traverse apprenticeship. Boot camp attendees are given a chance to participate in a demonstration of apprenticeship training conducted by students and trainers in the apprenticeship program. Demonstrators talk through each step of the program and answer questions along the way. Each detail of the program is described with the focus always on safety, education, and proper

training. **B.2.f. Promote and encourage employers to utilize pre-apprenticeship directly leading to a RAP.** While we will not be developing a pre-apprenticeship program through the auspices of this grant, we do intend to link with pre-apprenticeship programs wherever we can, especially those programs offered by community colleges, high schools, community organizations, minority and women sponsored programs, and Job Corps. We intend to encourage our employers to use these resources to select apprentices for their businesses. We will also provide curriculum to pre-apprenticeship programs so that their programs can align with ours.

C. Project Design. CWA-D9 has designed a project that will not only meet the stated goals of this grant initiative, but we believe will help to reshape fiber optic technician apprenticeships throughout California. Our design is based on the successful apprenticeship program that we have operated in San Jose for the past 20 years. We believe we can rapidly deploy this program to three other regions in the state and all four will serve as regional hubs for the expansion of apprenticeships in the telecommunications industry. **C.1. Logic Model Elements.** CWA-D9 has developed a plan that describes the scope and detail of how the project will accomplish the proposed work. It is organized around the Logic Model Elements provided by DOL. **C.1.a. Serve as a Registered Apprenticeship Intermediary.** CWA-D9 has a network of 24 local telecom unions across California. These locals can register as apprenticeship sponsors in cooperation with employers to form Joint Apprenticeship Training Funds, which will support apprenticeships through the collective bargaining agreement. This is one of our top priorities as an Apprenticeship Hub. To meet this goal, we will provide technical assistance in the form of model standards, curriculum, training models and sample collective bargaining language. In our roles as intermediaries, we also plan to reach out to the employers and provide all forms of technical assistance and reasonable support to move them to become sponsors. We also plan to

add to our hub a network of training providers through the California community college system. Teaming with the community colleges will give apprentices the opportunity to complete their degrees. CWA-D9 also will support the inclusion of Workforce Development Boards, community organizations and the faith community. We will provide technical assistance to anyone in our hub who wishes to launch or expand an apprenticeship program for fiber technicians. **C.1.b. Provide Incentive Funding to Support RAP employers.** CWA-D9 plans to use incentive funding in three ways to support RAP employers: 1) CWA-D9 will provide all of the instructional costs not covered by California RSI funds for the training of apprentices; 2) CWA-D9 will also equip all apprentices with tools and PPE; and 3) CWA –D9 will fully equip all the training centers. Additionally, CWA-D9 will help to structure the JATF by providing legal and financial technical assistance. **C.1.c. Connect with national, regional, state, and/or local employers and industry groups to expand Registered Apprenticeship.** As previously noted, CWA-D9 has a large network of local unions that can facilitate outreach to employers and industry groups affiliated with the fiber technician workforce. CWA-D9 has strong relationships with local workforce development boards – which will be a valuable resource in reaching out to employers. CWA-D9 will prepare press kits and informational materials that locals can use to reach out to these potential sponsors. CWA-D9 will look for avenues to present information on the fiber optic technician apprenticeship to employer forums. **C.1.d. Develop a Network of Partners to Support Rapid Development and Deployment of RAPs.** CWA-D9 has been part of a labor-management apprenticeship program for 20 years. We have submitted standards with the state for fiber technicians. We have built a strong relationship with our employer partners. Finally, we have developed a strong relationship with a community college system to provide the related and supplemental instruction. Representatives from the union, the employers

and the community college district will serve as our rapid deployment team to set up three new JATF apprenticeship programs across the state, with technical assistance from the California State Federation of Labor. We believe we have the knowledge and skills to have these new apprenticeship hubs in place within 12 to 18 months of receiving grant funds. We will use our three-partner model as the example for building the three proposed programs and can provide a template for others to use in building their own programs in other locales across California.

C.1.e. Develop technical assistance resources to launch RAPs in critical industries. CWA-D9 plans to provide technical assistance in the form of mentoring to the three new programs we will be building in California. We plan to assist the new programs with structuring their JATFs; introducing them to local community college partners and helping them to develop a successful working relationship; and helping them to identify and bring employers into the apprenticeship system in fiber optics. We will also provide curriculum; model plans for training centers; social media campaign strategies; and model MOUs and CBA language. **C.1.f. Promote and**

encourage employers to utilize pre-apprenticeship directly leading to a RAP. Although CWA-D9 does not plan to build a pre-apprenticeship program through this grant, we do endorse using pre-apprenticeship programs for the recruitment of apprentices. We hope to create linkages with national networks such as Job Corps and also work with DOL intermediaries who are engaged in the development of pre-apprenticeship programs. We also hope to support Career and Technical Education (CTE) programs in secondary schools and community colleges that provide pre-apprenticeship partnerships. CWA-D9 is prepared to share curriculum with these programs and to work with the pre-apprenticeship sponsor to help prepare individuals to be admitted to fiber technician apprenticeships and to successfully complete the program. CWA-D9 is prepared to modify the standards to offer advanced standing to individuals who have

completed a compatible pre-apprenticeship program. **C.1.g. Coordinate and Leverage Efforts across ABA Registered Apprenticeship Hubs.** CWA-D9 is willing to coordinate with apprenticeship hubs in the telecommunications industry and in compatible industries so that we can leverage pre-apprenticeships, recruitment strategies, and cross-sector curriculum and training particularly in the safety area. We believe that these collaborative efforts will minimize duplication and create a stronger system overall.

C.2. Project Work Plan. CWA-D9 is now looking to expand apprenticeships, recruit employers, work as a team with community colleges, pool our resources, build on our past successes and challenges, and use this grant to launch a state-wide strategic initiative that will:

- Increase awareness and adoption of the apprenticeship model as a viable pathway for training skilled workers in the fiber optics field;
- Expand the number of apprenticeship slots open to young people, people of color, women and Veterans and provide employment opportunities for underrepresented populations by providing mentorships and other supportive programs;
- Provide training that leads to academic credentials and industry certifications; and
- Develop technical assistance opportunities for employers to encourage them to engage in the apprenticeship process.

A successful project means successful planning. The steps that we will take to ensure success are detailed below and encapsulated in the Project Work Plan Table appended to this proposal. CWA-D9 has identified four goals, each with a number of milestones and activities that are necessary for the successful completion of this project. The role of key partners is also briefly described.

Goal 1. BUILD THREE NEW LABOR-MANAGEMENT APPRENTICESHIP PROGRAMS

ACROSS THE STATE. CWA-D9 will build three new labor-management apprenticeship programs, located in the northern, central and southern parts of the state. We plan to provide all of these programs with the resources they need to be successful including purchasing training supplies and PPE. CWA-D9 will modify existing standards of apprenticeship for fiber technicians to address any local requirements. These standards will be filed with the California Department of Industrial Relations' Division of Apprenticeship Standards and available to CWA-D9 affiliates across the state. CWA-D9 will collaborate with journey workers, employers, curriculum specialists and training providers in the standards development process. CWA-D9 plans to set up JATFs at all of their hub sites. This will ensure sustainability after the grant is completed. CWA-D9 will provide legal and accounting support to create the JATFs. **Deliverables/Milestones:** A. Sample Trust Documents; B. Committee Rosters; C. Executed Trust Documents; D. Executed CBA; E. IRS Determination Letter; F. Rental Agreements for Facilities; G. MOUs with Employers; H. MOUs with Education Partners. **Activities:** 4.1 Develop Sample Trust Documents; 4.2 Set up Joint Apprenticeship Training Committee; 4.3 Provide legal and financial consulting services to structure funds; 4.4 Amend CBA as appropriate; 4.5 Establish funds; 4.6 File for 501(c)3 status with IRS; 4.6. Locate appropriate facilities; 4.7 Set up rental agreement with facilities; 4.8. Recruit employers; 4.9 Execute MOUs with employers; 4.10 Select Education Partners; 4.11 Execute MOUs with Education Partners. **Key Partners:** Grant Staff, Local Unions, Employer Sponsors, CLPCCD

Goal 2. EMPLOYER ENGAGEMENT. CWA-D9 would like to build employer engagement in apprenticeships by providing technical assistance and financial incentives (in the form of tuition payments, tools and PPE for apprentices) which would assist them in adopting an apprenticeship program for their companies and enable them to bid on jobs with stringent technical and safety

requirements. CWA-D9 will need to recruit fiber optic installation companies. One of the ways we intend to do this is to establish employer boot camps. Boot camp attendees are given a chance to participate in a demonstration of apprenticeship training conducted by students and trainers in the apprenticeship program. Demonstrators talk through each step of the program and answer questions along the way - the focus always on safety, education and proper training. **Deliverables/Milestones:** A. List of Sponsorship Criteria; B. List of Potential Employers; C. Executed Sponsorship Agreements; D. Boot Camp Agenda; E. List of Boot Camp Attendees; F. Technical Assistance Logs. **Activities:** 2.1 Establish sponsorship criteria; 2.2 Work with CWA-D9 locals to develop list of potential employer sponsors; 2.3 Set up boot camps for potential sponsors; 2.4 Hold boot camps; 2.5 Obtain signed sponsorship agreements; 2.6 Provide incentives to sponsors; and 2.7 Provide on-going technical assistance to sponsors. **Key Partners:** Grant Staff, Employer Sponsors, Potential Employer Sponsors. **Goal 3: PARTNER WITH COMMUNITY COLLEGES AND OTHER POSTSECONDARY INSTITUTIONS.** CWA-D9 would like to build strong partnerships and MOUs with postsecondary training providers throughout the state so that our apprentices will not only receive first-rate related and supplemental instruction, but also offer these students the opportunity to continue their education through an associate degree at their local community college. By introducing the associate degree career pathway, we will be able to arm our apprentices with the analytical tools and soft skills so critical for our employer partners. We have provided an educational progression ladder below. **Deliverables/Milestones:** A. Articulation Agreement with CLPCCD; B. MOUs with other training providers; C. Associate Degree Program Approval; D. Recruitment Strategy; E. Enrollment Records. **Activities:** 3.1 Establish Curriculum Committee; 3.2 Set Meeting Calendar for the Year; 3.3 Hold Meetings; 3.4 Review Career Pathway; 3.5 Develop

Associate Degree Program; 3.6 Submit Degree for Approval; 3.7 Execute Articulation Agreements; 3.7 Recruit Students; 3.8 Enroll Students. **Key Partners:** Grant Staff, Community College Partners, Apprentices, Employer Sponsors. **Goal 4: RECRUIT AND REGISTER APPRENTICES.** CWA-D9 would like to expand the number of diverse applicants entering our programs by meeting a goal of at least 20 percent young people, people of color, women, Veterans and members of underserved communities in each of the apprenticeship programs over the four-year period. We plan to do this by offering some of the support services that have kept students from entering and remaining in apprenticeship programs. These services include providing mentoring services and other supportive services, such as childcare and transportation vouchers. **Deliverables/Milestones:** A. Social Media Links; B. Community meeting minutes; C. Mentoring Program Strategy; D. Partnership with support services; E. Registration of 156 Apprentices with 20 percent diversity. **Activities:** 4.1 Design social media campaign; 4.2 Launch social media campaign; 4.3 Set up community meetings for recruitment; 4.4 Develop mentoring program; 4.5 Secure supportive services from community organizations. **Key Partners:** Grant Staff, Social Media Contractor, Employer Sponsors, Community Services Providers.

D. Organizational, Administrative, Fiscal Capacity, and Sustainability. Chabot-Las Positas Community College District has the capacity and administrative structure as well as the support of a strong group of partners to manage this grant as described below. **D.1. Capacity of Lead Applicant, Partnership Structure, and Administrative Controls and Systems.** CLPCCD will serve as the fiscal agent on this project. CLPCCD's Department of Economic Development and Contract Education (EDCE), in addition to housing the Apprenticeship Programs oversight staff, also hosts the Fiscal Agency Team for the District. EDCE has a history of successful project

management for large workforce development programs (see Past Performance Chart), but also is the fiscal agent for contracts with multiple organizations and government agencies, including the California Community Colleges Chancellor's Office and eight California counties. **D.1.a. Project Management Plan.** To make sure that all of the activities for this project come in on time and within the budget we have set up a project management structure which includes several key employees: The Project Administrator (PA) will serve as the primary link between the grant and the partner representatives. The Facilities Administrators (FA) will be responsible for developing and maintaining all of the technology used in recruitment and promotion efforts and will provide technical assistance to the partners in the local areas. FA activities include: working with partners to schedule training programs, selecting instructors for the programs, ordering supplies and materials for the programs; apprenticeship registration; data entry; database management, materials acquisition; and logistics. All of these staff members will be full-time employees of CWA-D9. On the financial side, CLPCCD has contractual accounting and auditing services. Procurement procedures under this grant will require that all services and equipment over \$5,000 must be put out for bid and that at least 3 bids are required. All bids will be reviewed by the PA. The PA must approve amounts over \$5,000. Payments to partners are subject to the same review practices. Partners must demonstrate successful progress is being made on project deliverables. **D.1.b. Organizational Structure.** In this program, with the exception of the fiscal agent's staff, all of the staff will be CWA-D9 employees and will each have specific communication responsibilities with the partners. The FAs will work directly with the local employers and training providers to set up activity schedules, to make sure reporting and financial requirements are met and to provide any technical assistance required. The PA will handle the invoice process and will be responsible for collecting information for the web-based

communications and the quarterly reports. An organizational chart is appended to this application. **D.2. Financial, Data Collection, and Performance Reporting Systems.** The following sections detail CLPCCD's plan to meet the requirements of the ABA Grant Program.

D.2.a. Individual Record Data. CLPCCD has extensive experience in collecting data and providing data-driven reports. In addition to registering all the apprentices in the RAPIDS system, CWA-D9 will collect information such as: date of entry, related technical instruction progress, OJT hours, wage progression and apprenticeship graduation dates. These items will be provided in the form of an individual transcript available to DOL, the apprentices and the employers. For all grant activities, all of the requisite demographic data will be collected as well as activity related information, such as date of activity, completion status, follow-up efforts, and participant assessment data, if applicable. These forms are then collected and entered into the DOL database no less than monthly. All local partners will be required to have the forms completed by participants and to forward the forms immediately to CLPCCD, which will be responsible for on-time reporting. This will be part of their partnership agreement. CWA-D9 has designated the FAs to enter the data and to track individual progress as appropriate. CWA-D9 will provide training to local partners on the data entry and collection requirements. **D.2.b. Financial and Progress Reports.** CLPCCD agrees to comply with submitting quarterly reports including, but not limited to, the following information: narrative of all progress during the quarter and Form 171. These reports will continually track progress toward meeting the performance goals. CLPCCD will use the DOL E-grants system to submit financial reports and will be able to provide these reports on a quarterly basis as required. **D.2.c. Close Out Reports.** CLPCCD agrees to submit the close out report within 90 days after the end of the performance period. This report will summarize all activities conducted under the grant and will show the

relationship between the activities and the goals of the project. CLPCCD agrees to provide any other requested documentation during the course of the grant, including any evaluation information required.

Activity	Timeline
Individual Participant/Activity Data	Monthly – Months 1- 48
Program Reports	Quarterly – Months 3, 6, 9, 12, 15, 18, 21, 24, 27, 30, 33, 36, 39, 42, 45, 48
Financial Reports	Quarterly – Months 3, 6, 9, 12, 15, 18, 21, 24, 27, 30, 33, 36, 39, 42, 45, 48
Close-out Reports	Month 51
Additional Documentation (as requested)	Monthly – Months 1- 48

D3. Sustainability. CWA-D9 will be creating three new apprenticeship hubs as well as expanding their existing program. Each of these hubs are being built as joint-labor management programs that will be funded through Collective Bargaining Agreements (CBAs). The benefit of having the Joint Apprenticeship Training Fund is threefold, as it provides for: 1) a labor-management board that can provide continuous feedback to the training program so that the curriculum can keep pace with changes in the field; 2) consistent high-quality training across all facilities; and 3) a continuous funding stream. CWA-9 has built several other steps into the program to help ensure that strategic partnerships, promotion and recruitment strategies, education and training, placement and retention continue long after the grant is completed. We plan to share our curriculum with potential new apprenticeship programs across the state. It will also be important to keep the recruitment efforts active after the grant expires. We believe that this could happen by working with the CWA-D9 local unions as well as local workforce development boards, related and supplemental instruction providers and businesses to seek sponsorship during the course of the grant. Since the curriculum will have been developed and will continue to undergo modification through existing curriculum committees, sponsorship of future apprenticeship classes will only have instructor and instructional material costs associated with them. We also plan to keep our boot camp programs going for employers as we believe this is a strong recruitment tool. We plan to cover the cost of instruction and materials that are not

covered by California Related and Supplemental Instruction monies through collective bargaining agreements (CBAs). We will do this by creating Joint Apprenticeship Training Funds (JATFs) through the grant. The JATFs will be ready to accept employer and member contributions as negotiated through the CBA. By providing several safety certifications, as well as an apprenticeship completion certification, we are providing all of our apprentice graduates with employable credentials. CWA-D9 will also offer an associate degree career pathway in Telecommunications Technology through our community college partners. We believe this is appealing to a wide range of apprentice candidates, partners, employers and community organizations. These certifications allow individuals to go to work right away and permit our employers to bid on more work and opens up more slots in our apprenticeship programs. We plan to develop a tracking system at CWA-D9 which will allow us to track the work progression of apprenticeship graduates. We believe that we can get the commitment of our employer partners to provide us with any other retention data that is needed.

E. Past Performance – Programmatic Capability. In addition to the workforce development work and serving as a local education agency for decades, the Chabot-Las Positas Community College District’s Department of Economic Development and Contract Education has been serving as a fiscal agent for grants and other contracts for over 20 years. Its competency and expediency in contracting, processing payments and providing accurate, on-time reports, as well as giving funders 24/7 access to their grant funds’ expenditures and balance has made us a leader in the field. Three examples of California Community Colleges Chancellor’s Office programs for which we served as the fiscal agent are their Strong Workforce Program (SWP), Student Equity and Achievement Program (SEAP) and Institutional Effectiveness Partnership Initiative (IEPI). SWP had four separate grants, totaling \$29,863,353; SEAP had three grants, totaling

\$37,490,035; and IEPI had six grants, totaling \$59,508,141. Every contract for every grant had a separate requirement for the tracking and reporting of assets and expenses, all of which were followed as the contracts stated.⁷ In addition, CLPCCD's significant experience, both as a fiscal agent and local educational agent for apprenticeship programs, CWA-D9 has been operating a JATF in San Jose for more than 20 years. This program has enrolled approximately 20 apprentices per year prior to the pandemic and has six active signatory employers. CWA-D9 has also bargained with AT&T and other major telecom employers to establish labor-management training/retraining committees and contribute funds to support retraining in new technologies and for new job opportunities. For example, CWA-D9 has bargained with AT&T West for an annual contribution to its Horizons Training Fund, based on headcount on January 1st for each year, which in 2020 resulted in a contribution of \$2,153 per represented employee. CWA members can apply for these funds and use them with approved training providers. These training courses enable workers to train for new job opportunities within and beyond their current employer. CWA-DC9 and CLPCCD will work with a wide range of key partners to assure the success of this program, including Grant Staff, Local Unions, Employer Sponsors, and Community Colleges, Workforce Development Agencies and other Community-Based Organizations. We believe that we can take the things we have learned about building partnerships and replicate them quickly and efficiently to provide training for apprentices throughout the state. The coalescing of all these partners will lead to a rapid expansion of the fiber optic technician apprenticeship programs, and together we can work to serve the requirements of the statewide initiative, bringing all of California the technology it needs.

⁷ If verification of this information is needed, please contact Ms. Sandra Sanchez, Vice Chancellor for Workforce and Economic Development Division, California Community Colleges Chancellor's Office at: ssanchez@clpccd.org.

LEAD APPLICANT / ORGANIZATION NAME: Chabot-Las Positas Community College District
LEAD APPLICANT ENTITY TYPE: Accredited Postsecondary Educational Institution
LEAD APPLICANT CITY AND STATE: Pleasanton, CA
GRANT CATEGORY: Registered Apprenticeship Hubs: up to \$4 million for local, up to \$6 million for regional and up to \$8 million for national.
PROJECT TITLE: Apprenticeship Hubs for Fiber Optic Technicians
FUNDING AMOUNT REQUESTED: \$5,999,746.45
APPLICANTS GEOGRAPHIC SCOPE OF PROPOSED PROJECT: Regional Program with four hubs: Chico (North) San Jose (North Central) Fresno (Bay Area) Los Angeles (South)
NUMBER OF APPRENTICES ENROLLED IN RAPS DURING THE LIFE OF THE GRANT: 156
POPULATION(S) TO BE SERVED: Workers and Potential Workers in the Telecommunications Industry
REQUIRED PARTNERS: Communications Workers of America District 9 Tucker Technology Oakland, CA E3 Systems Union City, CA
OPTIONAL PARTNERS:
PROJECT PURPOSE: To Create Apprenticeship Hubs for the Telecommunications Industry throughout California
LIST OF CREDENTIALS(S) TO BE AWARDED: OSHA-10, First Aid/CPR, OSHA Rigging and Hoisting Certification, Associate's Degree
SUMMARY OF PROGRAM ACTIVITIES: 1. Build three new labor-management apprenticeship programs, located in the bay area and the northern, central, southern parts of the state. In order to successfully structure these programs, we need to recruit fiber installation companies. One of the ways we intend to do this is to establish employer boot camps. 2. Expand the number of diverse applicants entering our programs by meeting a goal of at least 20 percent young people, people of color, women and veterans in each of the apprenticeship programs over the four-year period. 3. Build an educational ladder so that our apprentices will have the opportunity to continue their education through an associate's degree. 4. Build employer engagement in apprenticeship by providing technical assistance and financial incentives that would assist them in adopting apprenticeship for their companies and enable them to bid on jobs with stringent technical and safety requirements.
PUBLIC CONTACT INFORMATION: Name: Sarah Holtzclaw Title: Director of Apprenticeship Programs Address: Chabot-Las Positas Community College Pleasanton, CA 94588 Phone Number: 925-460-0132 Email Address: sholtzclaw@clpccd.org

PROJECT WORK PLAN FOR GRANT CATEGORY 4

CWA-D9 APPRENTICESHIP PROGRAM

Outcome #1 <i>BUILD THREE NEW LABOR-MANAGEMENT APPRENTICESHIP PROGRAMS ACROSS THE STATE AND EXPAND SAN JOSE APPRENTICESHIP</i>			
OUTPUTS	MEASURES	DUE DATES	RESPONSIBLE PARTIES
A. Develop Sample Trust Documents B. Set up Committee C. Provide legal and financial consulting services to structure funds D. Amend CBA as appropriate E. Establish Funds F. File for 501(c)3 status with IRS G. Locate Appropriate Facilities H. Set up rental agreement with facilities I. Recruit employers J. Execute MOUs with employers K. Select Education Training Providers L. Execute MOUs with Education Providers	<ul style="list-style-type: none"> • Sample Trust Documents • Committee Roster • Executed Trust Document • Executed CBA • IRS Determination Letter • Rental Agreements for Facilities • MOUs with Employers • MOUs with Education Partners 	A. Months 11-12 B. Months 13-24 C. Months 13-24 D. Months 13-48 E. Month 24 F. Months 25-30 G. Months 11-12 H. Month 13 I. Months 11-48 J. Months 11-48 K. Months 13-24 L. Months 13-24	1. Program Administrator 2. Facility Administrators 3. JATF Committees 4. Education Providers
Outcome #2 <i>EMPLOYER ENGAGEMENT</i>			
OUTPUTS	MEASURES	DUE DATES	RESPONSIBLE PARTIES
A. Establish sponsorship criteria B. Work with CWA-D9 locals to develop list of potential employer sponsors C. Set up boot camps for potential sponsors D. Hold boot camps E. Obtain signed sponsorship agreements	<ul style="list-style-type: none"> • List of Sponsorship Criteria • List of Potential Employers • Executed Sponsorship Agreement • Boot camp agenda • List of Boot camp attendees 	A. Months 1-6 B. Months 7-12 C. Months 12-15 D. Months 16-48 E. Months 16-48	1. Program Administrator 2. Facility Administrators 3. Employer Sponsors 4. Potential Employer Sponsors

F. Provide incentives to sponsors G. Provide on-going technical assistance to sponsors	<ul style="list-style-type: none"> • Technical Assistance Logs 		
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Outcome #3 PARTNER WITH COMMUNITY COLLEGES AND OTHER POSTSECONDARY INSTITUTIONS

OUTPUTS	MEASURES	DUE DATES	RESPONSIBLE PARTIES
A. Establish Curriculum Committee B. Set Meeting Calendar for the Year C. Hold Meetings D. Review and strengthen RTI E. Develop associate’s degree program F. Submit Degree Program for approval G. Execute articulation agreement H. Recruit students I. Enroll students	<ul style="list-style-type: none"> • Articulation agreement with Chabot-Las Positas Community College • MOUs with other training providers • Associate’s Degree Program Approval • Recruitment Strategy • Enrollment Records 	A. Months 7-12 B. Month 13 C. Months 14-48 D. Months 14-18 E. Months 18-24 F. Month 24 G. Months 25-48 H. Months 25-48 I. Months 36-48	1. Program Administrator 2. Facility Administrators 3. Community Colleges 4. Other Training Providers

Outcome #4 RECRUIT AND REGISTER APPRENTICES

OUTPUTS	MEASURES	DUE DATES	RESPONSIBLE PARTIES
A. Design social media campaign B. Launch social media campaign C. Set up community meetings for recruitment D. Develop mentoring program E. Secure supportive services from community organizations	<ul style="list-style-type: none"> • Social Media Links • Community meeting minutes • Mentoring Program Strategy • Partnership with support services • Registration of 156 Apprentices with 20 percent diversity 	A. Months 1-4 B. Month 5 C. Months 6-12 D. Months 6-12 E. Months 13-48	1. Program Administrator 2. Facility Administrators 3. Community Colleges 4. Other Training Providers 5. Employer Sponsors 6. Social Media Contractor

**ABA PROPOSED OUTCOMES/PERFORMANCE MEASURES
FOR REGISTERED APPRENTICESHIP HUBS**

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT-CWA DISTRICT 9

Program Outputs		Targets (cumulative 4-year total)
1	Total number of RAPs developed	3 Regional
2	Total number of RAPs expanded	1
3	Total number of pre-apprenticeships developed (as applicable)	Not Applicable
4	Total number of pre-apprenticeships expanded (as applicable)	Not Applicable
5	Total number of stakeholder's engaged	48
6	Total number of employers receiving incentive funding, including total amount of funds to be awarded in incentive funding	12 (\$834,600.00)*
7	Total number of technical assistance resources created	6
8	Total number of new sponsors	12
8	Total number of individuals enrolled in a RAP that was developed using ABA grant funds	156
10	Total number of individuals enrolled in a pre-apprenticeship that was developed using ABA grant funds	Not Applicable

*Incentive funding for employers includes the following: instructional costs for RTI for apprentices; Tools and PPE for apprentices.

LOGIC MODEL FOR GRANT CATEGORY 4

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT-CWA DISTRICT 9

APPRENTICESHIP PROGRAM

SHORT-TERM GOALS	MEDIUM-TERM GOALS	LONG-TERM GOALS
<ul style="list-style-type: none"> • Serve as a Registered Apprenticeship Intermediary for the wireless industry • Increase the number of apprenticeship programs for fiber optic technicians • Provide Incentive Funding to Support RAP employers 	<ul style="list-style-type: none"> • Increased number of fiber optic employers participating in apprenticeships • Associates Degree for Fiber Optic Technicians • Increased diversity and equity in registered apprenticeships • Develop technical assistance resources to launch RAPs in the fiber optic industry • Promote and encourage employers to utilize pre-apprenticeship directly leading to a RAP 	<ul style="list-style-type: none"> • Connect state and local employers and industry groups to expand Registered Apprenticeships • Increased innovations that enable apprenticeship expansion • Enhanced capacity for the national apprenticeship system • High quality Registered Apprenticeships in the fiber optic industry • Develop a Network of Partners to Support Rapid Development and Deployment of RAPs • Coordinate and Leverage Efforts across ABA Registered Apprenticeship Hubs • Articulation Agreement for Bachelor's Degrees

INPUTS	ACTIVITIES	OUTPUTS
<ul style="list-style-type: none"> • CWA District 9 • Fiber Optic Apprenticeship Program (San Jose) • CWA Local Unions in California • 12 Employer partners • 4 Community College/ Postsecondary Training partners 	<ul style="list-style-type: none"> • Recruit and enroll 156 apprentices into fiber optic technician apprenticeship programs • Support diversity and inclusion by promoting apprenticeships within underrepresented populations and underserved communities • Conduct Social Media Campaign to the general public to promote awareness and understanding of apprenticeships • Conduct business engagement outreach to promote the value of apprenticeships to employers • Support efforts to expand apprenticeships to new industries • Support the development of legal, administrative, or policy improvements that promote apprenticeships • Develop new tools or strategies for expanding apprenticeships • Build Associates Degree with education partners • Create partnerships or connections between stakeholders in the workforce development system 	<ul style="list-style-type: none"> • Four high-quality regional RAPs • 4 partnerships with education and postsecondary education training institutions • RAP creation in an expanding industry • Education Ladder from pre-apprenticeship through Bachelor's Degrees



SENT VIA E-MAIL ONLY

Date April 23, 2022

Angela Hanks
Acting Assistant Secretary
Employment and Training Administration
US Department of Labor
Washington, DC

Dear Assistant Secretary Hanks:

I am writing this letter to commit the support of the Communications Workers of America District 9 (CWA-D9) to the Fiber Technician Apprenticeship program that is being proposed by Chabot-Las Positas Community College District (CLPCCD), should it be funded by the U.S. Department of Labor.

In July 2021, Governor Gavin Newsom signed into law Senate Bill 156 to create an open-access middle-mile network to bring equitable high-speed broadband service to all Californians. SB 156 provides \$3.25 billion to build the necessary infrastructure to bring internet connectivity to homes, businesses and community institutions. CWA-D9 is seeking to partner with the California Departments of Technology and Transportation to train workers for this initiative. The major focus of the training will be the expansion and development of apprenticeship programs for fiber technicians throughout California. The DOL Apprenticeship Hub Grant can provide the resources to ensure that the training is thorough, emphasizes safe working habits and connects workers with jobs that have family-sustaining wages and career ladders for advancement.

We are aware that broadband sector employers are constantly looking for talented individuals to fill positions in the fiber technology arena. In recent years, we have seen a significant shortage of high quality jobs for individuals who have been taught in this area of expertise, leading to high turnover and inadequate investment in training. It can take years for individuals without experience or training in this discipline to become productive. The apprenticeship changes all of that. CWA-D9 will be pleased to partner with CLPCCD in this program by structuring joint apprenticeship training programs throughout the state.

As the program progresses, we will offer our curriculum and technical assistance to registered apprenticeships across the state. A representative of CWA-D9 will also serve on the Advisory Board for the program and assist the program in other capacities as needed.

I highly recommend your support of this funding and can assure you that California companies will greatly benefit from the resultant training and education that students entering this program will provide to business efforts to build a strong technology infrastructure across our state.

In unity,



Frank Arce, Vice President, CWA District 9

dt/FA



Economic Development
and Contract Education

April 15, 2022

Angela Hanks
Acting Assistant Secretary
Employment and Training Administration
US Department of Labor
Washington, DC

Dear Assistant Secretary Hanks:

I am writing this letter to commit the support of the Chabot-Las Positas Community College District, to the Fiber Technician Apprenticeship program that is being proposed by Communication Workers of America-District 9 (CWA-D9), should it be funded by the U.S. Department of Labor. Chabot College serves as the Local Education Agency (LEA) for the CWA apprenticeship.

In July 2021, Governor Gavin Newsom signed into law Senate Bill 156 to create an open-access middle-mile network to bring equitable high-speed broadband service to all Californians. SB 156 provides \$3.25 billion to build the necessary infrastructure to bring internet connectivity to homes, businesses and community institutions. CWA-D9 is seeking to partner with the California Departments of Technology and Transportation to train workers for this initiative. The major focus of the training will be the expansion and development of apprenticeship programs for fiber technicians throughout California. The DOL Apprenticeship Hub Grant can provide the resources to ensure that the training is thorough, emphasizes safe working habits and connects workers with jobs that have family-sustaining wages and career ladders for advancement.

We are aware that broadband sector employers are constantly looking for talented individuals to fill positions in the fiber technology arena. We see a significant shortage of individuals who have been taught in this area of expertise. As a result, employers are constantly having to provide on the job training. It can take years for individuals without experience or training in this discipline to become productive. The apprenticeship changes all of that. Chabot Community College will be pleased to partner with CWA-D9 in this program by providing related technical instruction to apprentices and to give demonstrations to students and future students about career opportunities in the field.

I highly recommend your support of this funding and can assure you that California companies will greatly benefit from the resultant training and education that students entering this program will provide to business efforts to build a strong technology infrastructure across our state.

Sincerely,

A handwritten signature in blue ink that reads 'Sarah Holtzclaw'.

Sarah Holtzclaw
Director of Apprenticeship Programs
CLPCCD

**CHABOT-LAS POSITAS
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Tim Sbranti, President
Linda Granger, Secretary
Hal G. Gin Ed.D.
Maria L. Heredia
Edralin J. "Ed" Maduli
Luis Reynoso
Harris Mojadedi

5860 Owens Dr., 3rd Floor
Pleasanton, CA 94588
Fax: 925-460-0132
www.clpccd.org



Tucker Technology, Inc.

www.tti-usa.co

April 5, 2022

Angela Hanks
Acting Assistant Secretary
Employment and Training Administration
US Department of Labor
Washington, DC

Dear Assistant Secretary Hanks:

On behalf of Tucker Technology, Inc. this letter is being sent to express our support and commitment to the Communications Workers of America District 9's (CWA-D9) Apprenticeship Building America Grant Application to train workers in fiber optic cable installation, splicing and testing.

CWA D-9 proposes to build fiber technician apprenticeship programs across the state. These training programs will provide a highly capable workforce for building our technology infrastructure, and in turn provide the workers with jobs that offer family sustaining wages and career ladders.

As you are aware the construction industry is a high hazard industry and CWA has a long history of advocacy for safe and healthy workplaces for telecom construction technicians. We believe that the ability to reach workers through apprenticeship safety training will enhance the cause of safer workplaces across the State.

We are 100% confident that CWA-D9 is capable of developing this program of study and we look forward to having a pool of well-trained workers to supply to contractors like us across the state.

We hope that you will support this effort.

Sincerely,

A handwritten signature in black ink that reads 'Conchita Tucker'. The signature is written in a cursive, flowing style.

Tucker Technology, Inc.
(646) 461-2120 ~ www.tti-usa.co ~ info@tti-usa.co
New York ~ San Francisco ~ Chicago
HQ: 300 Frank H Ogawa Plaza, Suite 235, Oakland, CA 94612



April 15, 2022

Angela Hanks
Acting Assistant Secretary
Employment and Training Administration
US Department of Labor
Washington, DC

Dear Assistant Secretary Hanks:

On behalf of E-3 Systems this letter is being sent to express our support and commitment to the Communications Workers of America District 9's (CWA-D9) Apprenticeship Building America Grant Application to train workers in fiber optic cable installation, splicing and testing.

CWA D-9 proposes to build fiber technician apprenticeship programs across the state. These training programs will provide a highly capable workforce for building our technology infrastructure, and in turn provide the workers with jobs that offer family sustaining wages and career ladders.

E-3 Systems looks forward to being a participating employer in CWA District 9's fiber technician apprenticeship program.

As you are aware the construction industry is a high hazard industry and CWA has a long history of advocacy for safe and healthy workplaces for telecom construction technicians. We believe that the ability to reach workers through apprenticeship safety training will enhance the cause of safer workplaces across the State.

We know that CWA-D9 is capable of developing this program of study and we look forward to having a pool of well-trained workers to supply to our contractors across the state.

We hope that you will support this effort.

Sincerely,

A handwritten signature in black ink, appearing to read 'Albert Gonzales', with a long horizontal stroke extending to the right.

Albert Gonzales
Vice President / COO
E-3 Systems
510-487-7393
albertg@e3systems.com



J



of America, AFL-CIO

Contractors Association

CWA/ACCA-JATC
CWA/ACCA - JOINT APPRENTICESHIP TRAINING COMMITTEE

April 15, 2022

Angela Hanks
 Acting Assistant Secretary
 Employment and Training Administration
 US Department of Labor
 Washington, DC

Dear Assistant Secretary Hanks:

On behalf of the Northern California Fiber Technician Joint Apprenticeship Training Committee, a labor-management organization, this letter is being sent to express our support and commitment to the Communications Workers of America (CWA-D9) Apprenticeship Building America Grant Application.

We are the first joint labor-management fiber technology apprenticeship program to be registered in California. We have a strong educational partner in Chabot Community College who is providing related instruction. We know that there are many broadband providers, deployment contractors, and other fiber technology businesses in the state that would welcome the opportunity to join apprenticeship programs when they become available. This is especially critical with the passage of Senate Bill 156 to create an open-access middle-mile network to bring equitable high-speed broadband service to all Californians. SB 156 provides \$3.25 billion for the middle-mile and an additional \$2 billion for last-mile broadband connections to homes, businesses and community institutions.

Labor-management training initiatives demonstrate to diverse audiences that apprenticeship is a viable alternative to traditional college where students can “earn while they learn” and develop skills that will result in a career with family sustaining wages. We are now looking to build this state-wide apprenticeship program and work as a team, pool our resources, build on our past successes and challenges, and use this grant to launch a state-wide strategic initiative that will: increase awareness and adoption of the apprenticeship model as viable alternative to traditional college; expand the number of apprenticeship slots open to young people, people of color, women and veterans; provide training that leads to academic credentials and industry certifications; provide employment opportunities for underrepresented populations by providing mentorships, remedial education, transportation services, child care assistance and other supportive programs; and develop technical assistance opportunities for employers to work with a new generation of workers.

Labor-management apprenticeship programs have a long and successful track record of apprenticeship training. A GAO report published in 2005 showed that labor-management programs had excellent curriculum, prepared instructors and far exceeded graduation and placement rates of any type of registered apprenticeship. The accredited registered apprenticeship programs of the Council of Occupational Education (a US Department of Education Accreditation Agency) have the lowest drop-out and highest graduation rates of any schools in the organization as of December 2021. They also far exceed any college’s ability to place students in a job in their field.

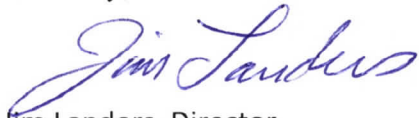
720 Charcot Avenue, San Jose, CA., 95131 / Phone: (408)947-0563 FAX:(408) 448-3711

Even with this demonstrated track record, the structure of our industry has limited the use of apprenticeships thus far. CWA aims to increase the use of apprenticeship within the telecom sector, which will help address the current challenges in recruiting, training and retaining new workers. We also have the need to build a pipeline of workers who have the analytical and soft skills so necessary in our economy. This is our opportunity to build on our decades of experience training our coworkers and representing workers' interests in telecom, and develop a powerful strategy that will change the direction of the industry, while allowing new workers the opportunity for good careers with good wages.

We know that the CWA-D9 is capable of developing this initiative and we look forward to working as their partner in this endeavor.

We hope that you will support this effort.

Sincerely,



Jim Landers, Director
CWA/ACCA-JATC
CWA District Nine Apprenticeship Training Trust Fund
720 Charcot Ave.
San Jose, CA 95131



California LABOR Federation

Headquarters: 1001 K ST Suite 200 Sacramento, CA 95814-3832 **Tel:** (916) 444-3676 **Fax:** (916) 444-7693

Tel: (510) 663-4000 **Fax:** (510) 663-4099

Art Pulaski, *Executive Secretary-Treasurer* **Kathryn Lybarger**, *President*

www.CaliforniaLabor.org

jr/tng39521/cwa/afl-cio

April 21, 2022

Angela Hanks
Acting Assistant Secretary
Employment and Training Administration
US Department of Labor
Washington DC

RE: Communication Workers of America District 9's Apprenticeship Building America

To Whom It May Concern:

The California Labor Federation's Workforce and Economic Development Program is pleased to support and to provide technical assistance to the Communication Workers of America's Fiber Technician Apprenticeship Program proposal. The State of California is investing \$3.25 billion to fund the Middle Mile Broadband Initiative (MMBI) which will construct an open access fiberoptic network across the entire state: from Humboldt to San Diego, the Pacific Ocean to the Nevada border. CWA's Fiber Technician Apprenticeship is necessary to ensure an adequate highly skilled workforce to ensure completion of these State broadband priorities. This is necessary to ensure that there are high road jobs that uplift and support workers and their communities, and are not, as is becoming the telecom industry standard, a race to the bottom.

Their project will build on the current CWA JATC program in San Jose by opening three additional training centers; one in the Central Valley, one in the Southland and one in Northern California to facilitate local outreach to, the training of, and job placement for members of low-income communities, communities of color, youth, women and justice involved community members.

The project will also create a statewide referral system (Employment Center) for incumbent and newly skilled workers. The referral system will facilitate the employment many of the highly skilled and experienced telecom technicians who have been laid off by industry employers in the last few years (over 19,000 technicians nationally, by just AT&T since 2017. 4,440 of them in California).

We look forward to working with CWA, its employer, educational and community partners in developing this critically needed high road training partnership.

Sincerely,

John Brauer
Workforce and Economic Development Director
California Labor Federation

April 15, 2022

Angela Hanks
Acting Assistant Secretary
Employment and Training Administration
US Department of Labor
Washington, DC

Dear Assistant Secretary Hanks:

This letter is being sent to express our support and commitment to the Communications Workers of America District 9's (CWA-D9) Apprenticeship Building America Grant Application to train workers in fiber optic cable installation, splicing and testing.

CWA D-9 proposes to build fiber technician apprenticeship programs across the state. These training programs will provide a highly capable workforce for building our technology infrastructure, and in turn provide the workers with jobs that offer family sustaining wages and career ladders.

As you are aware the construction industry is a high hazard industry and CWA has a long history of advocacy for safe and healthy workplaces for telecom construction technicians. We believe that the ability to reach workers through apprenticeship safety training will enhance the cause of safer workplaces across the State.

We know that CWA-D9 is capable of developing this program of study and we look forward to having a pool of well-trained workers to supply to our contractors across the state.

We hope that you will support this effort.

Sincerely,

Laura Santos
Trustee

BOARD OF TRUSTEES

Dr. Manuel Baca • Rosanne M. Bader • Jay F. Chen • Judy Chen Haggerty, *Esq.*
Dr. David K. Hall • Robert F. Hildago • Laura L. Santos

COLLEGE PRESIDENT / CEO – Dr. William T. Scroggins





CHART OF PAST PERFORMANCE FOR APPLICANTS THAT HAVE NEVER HAD A FEDERALLY AND/OR NON-FEDERALLY FUNDED ASSISTANCE AGREEMENT

CWA APPRENTICESHIP HUB GRANT

Name of Previous RAP or Work-based Learning Project:			
External Partner Reference Contact - Name, Title, Organization, E-mail Address, and Telephone Number: Dave Duddy, Principal, Career Expansion, Inc. dave@careereexpansion.net 424-210-2586			
Funding Amount Dedicated to Project: \$3,782,390.67 grant total (WIOA,DOR, and DOL funds)			
Project Period of Performance (Start and End Date): November 2019 - June 2022			
Number of Individuals placed into a Registered Apprenticeship or Work-based Learning Program: 1,149			
Type of Population Served: Young adults from under-represented communities			
Brief Description of Project and Population Served: Career pathway designed to provide both an in-class and hands-on experience to ensure the success of the student in the workforce. Programs provided: Multi- Craft Core Curriculum (MC3) Certified Nursing Assisant Commercial Truck Driving			
Performance Goals (Grant Category 4)			
Program Performance Measure 1: Provide qualitative and/or quantitative data that demonstrates a track record of providing effective support of RAP creation and expansion that supports the delivery of the key goals of the applicant's proposed Hub.		Out of 36 cohorts, 1,149 applicants entered the program and 1,102 completed the program. After graduation, alumni are given job assistance which includes resume assistance and job interviews.	
Program Performance Measure 2: Provide qualitative and/or quantitative data that demonstrates the effectiveness of the applicant in forming and sustaining multi-partner networks capable of serving as a RAP sponsor or intermediary.		We partnered with more than 20 non-profit and government agencies to provide services for their clients (totalling 1,102 apprentices).	
Spending Rate Analysis			
Funds Received	Funds Spent	Total Spent / Total Funds	Percentage Rate of Spending
\$3,476,241.83	\$3,476,241.83	1	100%
Cost Per Positive Outcome (Provide calculation): $\$3,476,241.83 / 1,102 = \$3,154.48$			

Authorized Signatory

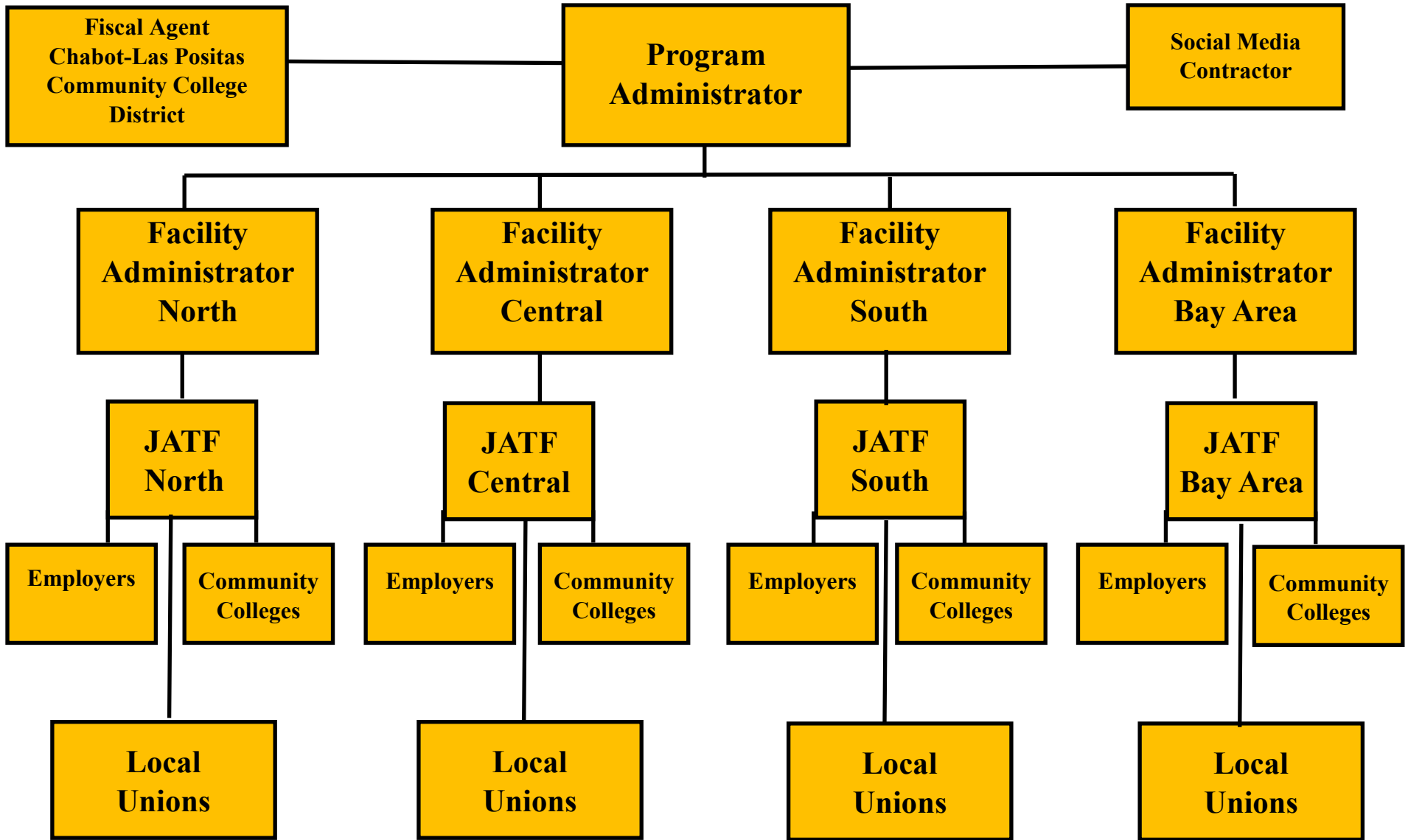
4/21/22

Date Signed

CHABOT-LAS POSITAS COMMUNITY COLLEGE AND CWA DISTRICT 9 STAFFING PLAN

STAFF ROLE	NAME	STRATEGIC PARTNERSHIPS	FISCAL AND ADMINISTRATIVE MANAGEMENT	OUTREACH AND PROMOTION	APPRENTICESHIP DEVELOPMENT
Director of Apprenticeship Programs	Sarah Holtzclaw	X	X	X	X
Fiscal Agent and Economic Development Manager	Danita Romero	X	X		
Project Administrator	Yonah Diamond, District Organizing Coordinator, CWA	X		X	X
Facility Administrator	Jim Landers, Training Director, CWA Apprenticeship Program			X	X
Facility Administrator	TBN			X	X
Facility Administrator	TBN			X	X
Facility Administrator	TBN			X	X
Consultant – CWA Industry Partnerships	Nell Geiser, Director of Research, CWA	X			X
Consultant - CWA Training Programs	Kevin Celata, Technical Training Administrator, CWA	X			X
Consultant – SME	Dr. Nancy O. Gentile, Accreditation and Apprenticeship Development Expert, PTM Consulting	X	X	X	X
JATC Board Chair	Albert Gonzalez, Senior Vice President, E-3 Systems			X	X

JATC Board Secretary-Treasurer	C. Cookie Cameron, CWA Local 9412 (Retired)			X	X
JATC Board Member	Keith Gibbs, President, CWA 9412			X	X
JATC Board Member	Louis Rocha, CWA Staff Representative			X	X
JATC Board Member	Shannon Barnett, Allied Universal Technology			X	X



Attachment E:
Negotiated Indirect Cost Rate Agreement

COLLEGES AND UNIVERSITIES RATE AGREEMENT

EIN: 94-1670563

DATE:03/10/2016

ORGANIZATION:

Chabot-Las Positas Community College
District
7600 Dublin Blvd., 3rd Floor
Dublin, CA 94568

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

SECTION I: Facilities And Administrative Cost Rates

RATE TYPES: FIXED FINAL PROV. (PROVISIONAL) PRED. (PREDETERMINED)

EFFECTIVE PERIOD

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE(%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
PRED.	07/01/2015	06/30/2019	47.00	On-Campus	All Programs
PRED.	07/01/2015	06/30/2019	25.00	Off-Campus	All Programs
PROV.	07/01/2019	Until Amended	47.00	On-Campus	All Programs
PROV.	07/01/2019	Until Amended	25.00	Off-Campus	All Programs

*BASE

Modified total direct costs, consisting of all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). Modified total direct costs shall exclude equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

ORGANIZATION: Chabot-Las Positas Community College District

AGREEMENT DATE: 3/10/2016

SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:

The fringe benefits are specifically identified to each employee and are charged individually as direct costs. The directly claimed fringe benefits are listed below.

TREATMENT OF PAID ABSENCES

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

OFF-CAMPUS DEFINITION: For all activities performed in facilities not owned by the institution and to which rent is directly allocated to the project(s) the off-campus rate will apply. Grants or contracts will not be subject to more than one F&A cost rate. If more than 50% of a project is performed off-campus, the off-campus rate will apply to the entire project.

DEFINITION OF EQUIPMENT

Equipment is defined as tangible nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

The following fringe benefits are treated as direct costs:

SOCIAL SECURITY AND MEDICARE, WORKER'S COMPENSATION, LONG-TERM DISABILITY, LIFE, AND UNEMPLOYMENT INSURANCE, MEDICAL, DENTAL, AND VISION CARE INSURANCE, AND RETIREMENT PLANS

NEXT PROPOSAL DUE DATE

A proposal based on actual costs for fiscal year ending 06/30/18 will be due no later than 12/31/18.

ORGANIZATION: Chabot-Las Positas Community College District

AGREEMENT DATE: 3/10/2016

SECTION III: GENERAL

A. LIMITATIONS:

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its facilities and administrative cost pools as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as facilities and administrative costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES:

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from facilities and administrative to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED RATES:

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. USE BY OTHER FEDERAL AGENCIES:

The rates in this Agreement were approved in accordance with the authority in Title 2 of the Code of Federal Regulations, Part 200 (2 CFR 200), and should be applied to grants, contracts and other agreements covered by 2 CFR 200, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

E. OTHER:

If any Federal contract, grant or other agreement is reimbursing facilities and administrative costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of facilities and administrative costs allocable to these programs.

BY THE INSTITUTION:

Chabot-Las Positas Community College District

(INSTITUTION)

Legaspi

(SIGNATURE)

Lorenzo Legaspi

(NAME)

Vice Chancellor, Business Services

(TITLE)

3.18.16

(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

Arif M. Karim - S

Digitally signed by Arif M. Karim - S
DN: cn=US, o=U.S. Government, ou=HHS, ou=OSC,
ou=People, cn=Arif M. Karim - S,
c=US, email=Arif.M.Karim@HHS.gov,
Date: 2016.03.16 17:08:01 -0500

(SIGNATURE)

Arif Karim

(NAME)

Director, Cost Allocation Services

(TITLE)

3/10/2016

(DATE) 9620

HHS REPRESENTATIVE:

Stanley Huynh

Telephone:

(415) 437-7820