Dear Grantee:

Enclosed is an executed copy of your recently awarded grant or agreement with the U.S. Department of Labor (DOL), Employment and Training Administration (ETA). The following provides information on how to access funds via the Payment Management System (PMS) operated by the Department of Health and Human Services (HHS), and access to DOL's Grantee Reporting System for financial reporting. These systems require two separate passwords/pins. PMS instructions are in step one and financial reporting is in step two. Please complete both steps.

Step One: Create an ETA PMS Account in the Payment Management System

Grantees who are awarded ETA grants for the first time, please submit the following documents:

- Complete the SF 1199A Direct Deposit Sign Up Form and the Payment Management System Access Form found at the following:


  At the top of the SF 1199A form write "U.S. Department of Labor, ETA Grant, New Account"

  In the Payment Management System Access Form, check the box for 'Establish New User Access' and also complete the rest of the form.

  Include a memo with the grant number and PMS account number (e.g., 5h43B if available but not critical).

  Email both forms to:

  Linda Porter
  Linda.Porter@psc.bhs.gov

  If you have any questions on how to fill out the SF 1199A Form, please contact the PMS helpdesk at 877-614-5533, or email pmssupport@psc.gov. For more complex questions regarding setting up a PMS account, please contact Linder Porter who is the ETA account representative at 301-492-5012 (phone) or email Linda.Porter@psc.hhs.gov.

  PMS reviews both forms and assigns bank account numbers to grantee's PMS accounts. Grantees will receive a letter from the Payment Management System with drawdown instructions, PMS pin or account number and temporary password.
In addition, email a completed copy of the SF 1199A Form and the ETA Accounting Contact Information Document to:

US. Department of Labor/ETA
Office of Financial Administration
Email: ETAAccountingGrants@dol.gov

ETA accounting will establish PMS account numbers for grantees. The ETA Accounting Contact Information Document is also available at the following:


For Existing ETA PMS Users:

If a PMS account is already established for other ETA grants, or if you have more than one ETA PMS account, please send an email to ETAAccountingGrants@dol.gov with the following information:

- New grant agreement number
- Grant award amount
- PMS account number (e.g., Sh43B) that you designate for this new grant

Once the email is received, the funds awarded under the new grant agreement will be available under the designated PMS account within 2-3 business days.

To Designate a Separate Entity as the Fiscal Agent:

To designate a separate entity to act as the fiscal agent (if applicable) to access and disburse grant funds on behalf of the grantee, please submit the following:

- A letter from the Authorized Representative of the grant to the ETA email account mentioned above with the Fiscal Agent’s name, address and Employer Identification Number.
- The grantee completes Section 1 (A through C) on the SF 1199A Form for the grantee organization. Banking information in Section 1 (D through G) should be left blank.
- The grantee must provide the page number in their grant award document that identifies the Fiscal Agent or request a grant modification through the grant Federal Project Officer to make this change. The grant modification request will be subject to Grant Officer review and approval.
- A second SF 1199A Form must be completed by the Fiscal Agent, separate from the grantee’s SF 1199A. The Fiscal Agent must complete all sections of the form.
- The Payment Management System Access Form must be completed by the Fiscal Agent. Please use the same web link for new users at the top of this letter for both the SF 1199A Form and Payment Management System Access Form. Email both SF 1199A forms and the Payment Management System Access Form to:
Linda Porter
Linda.Porter@psc.hhs.gov

- In addition, email both SF 1199A forms and the Payment Management System Access Form to:

U.S. Department of Labor/ETA
Office of Financial Administration
Email: ETAAccountingGrants@dol.gov

Once both forms are processed and the account has been established in PMS, the primary contact of the grantee organization will receive a letter from the Payment Management System with drawdown instructions, PMS pin or account number and temporary password.

For Existing ETA PMS Users Who Need to Reactivate their PMS Accounts:

Please use the same web link for the new users at the top of this letter for the Payment Management System Access Form. Email the completed form to the same PMS email address listed at the top of this letter for new users.


Identify two individuals in the organization responsible for financial reporting:

- The Primary Contact person will certify the accuracy of the report by entering the PIN. The PIN acts as an electronic signature.
- The Secondary Contact will enter the reporting data.

Complete the Financial Reporting Access document and email it to etapassword.pin@dol.gov. The Financial Reporting Access document can be found at www.doleta.gov/grants under Financial Reporting. Only the Primary Contact person will be emailed the password/PIN upon receipt of the required information. Please direct inquiries regarding the Password/PIN to etapassword.pin@dol.gov, or contact your Federal Project Officer (FPO) for questions on Financial Reporting.

Sincerely,

[Signature]

Grant Officer

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

NOTICE OF AWARD (NOA)

Under the authority of the Workforce Innovation and Opportunity Act, P.L. 113-28, this grant or agreement is entered into between the above named Grantor Agency and the following named Awardee, for a project entitled - SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM (SCSEP).

Name & Address of Awardee:  
MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES  
920 WILDWOOD DRIVE  
JEFFERSON CITY, MISSOURI 65109

Federal Award Id. No. (FAIN): AD-28757-16-55-A-29  
CFDA #: 17.235- Senior Community Service Employment Program

Amount: $2,135,004.00

DUNS #: 878092600

Accounting Code: 1630-2016-0501751617BD201601750002165OA012A0000AOIWI00AOIWI00-A90200-410023-ETA-DEFAULT TASK-

The Period of Performance shall be from July 01, 2016 thru June 30, 2017. Total Government's Financial Obligation is $2,135,004.00 (unless otherwise amended).

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

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

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

Other Requirements (Included within this NOA):
Condition(s) of Award (if applicable)
Federal Award Terms, including attachments

Contact Information

The Federal Project Officer (FPO) assigned to this grant is Gary Lewis. Gary Lewis will serve as your first line point of contact and can be contacted via e-mail - lewis.gary@dol.gov. If your FPO is not available, please call your Regional Office at 312-596-5400 for assistance.

The awardee's signature below certifies full compliance with all terms and conditions as well as all applicable Statute(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

Jimmie Curtis, July 15, 2016  
Grant Officer
**SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM (SCSEP)**

**PROGRAM YEAR (PY) 2016**

**TERMS AND CONDITIONS**

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**TABLE OF CONTENTS**

1. Order of Precedence ........................................ 1
2. Funding Opportunity Announcement ............ 1
3. Approved Statement of Work ......................... 1
4. Approved Budget ............................................ 1
5. Evaluation, Data, and Implementation ...... 1
6. Indirect Costs Rate and Cost Allocation Plan ........................................ 2
7. Federal Project Officer ...................................... 3
8. Funding Restrictions ........................................ 4
   a. Non-Federal Share (Match or Cost Share) 4
   b. Administrative Costs 4
   c. Consultants 5
   d. Salary and Bonus Limitations 5
   e. Budget Flexibility 5
   f. Mileage Reimbursement Rates 5
   g. Restriction on Health Benefits Coverage 5
9. Administrative Requirements ....................... 6
   a. System for Award Management and Universal Identifier Requirements 6
   b. Federal Funding Accountability and Transparency Act 7
   c. Personally Identifiable Information 10
   d. Recipient Integrity and Performance 10
   e. Audits 11
   f. Equipment 11
   g. Program Income 12
   h. Pre-Award 12
   i. Reports (general) 12
   j. Managing Subawards 13
   k. Final Year/Closeout Requirements 13
   l. Publicity 13
   m. Public Announcements 13
   n. Procurement 13
   o. Vendor/Contractor 13
   p. Intellectual Property Rights 14
   q. Creative Commons License Requirement 14
   r. Requirements for Conference and Conference Space 14
   s. Funding for Travel to and from Meetings with an Executive Branch Agency 14
   t. Travel 14
   u. Bayh-Doyle Act & Intellectual Property 14
10. Program Requirements .................................... 14
11. Public Policy .................................................. 15
   a. Executive Orders 15
   b. Veteran’s Priority Provisions 15
   c. Flood Insurance 16
   d. Architectural Barriers 16
   e. Drug-Free Workplace 16
   f. Hotel-Motel Fire Safety 16
   g. Buy American Notice Requirement 16
   h. Prohibition on Trafficking in Persons 17
   i. Buy American Notice Requirement 18
   j. Prohibition on Providing Federal Funds to ACORN 19
   k. Prohibition on Contracting with Corporations with Felony Criminal Convictions 19
   l. Prohibition on Contracting with Corporations with Unpaid Tax Liabilities 19
   m. Prohibition on Contracting with Inverted Domestic Corporations 19
   n. Violation of the Privacy Act 19
   o. Reporting of Waste, Fraud and Abuse 19
12. Attachments ................................................. 19
   Attachment A: SF-424
   Attachment B: SF-424A
   Attachment C: Budget Narrative
   Attachment D: Statement of Work
   Attachment E: Indirect Cost Rate Agreement, if applicable
1. **Order of Precedence**
The terms and conditions of this Notice of Award and other requirements have the following order of precedence if there is any conflict in what they require: (1) Title V of the Older American Act (OAA) Amendments of 2006; (2) Consolidated Appropriations Act of 2016 (Pub. L. 114-113); (3) 20 CFR Part 641; (4) other applicable Federal statutes and their implementing regulations and (5) terms and conditions of this award.

2. **Funding Opportunity Announcement**

3. **Approved Statement of Work**
The award recipient’s program narrative is taken as the Statement of Work. It has been included as Attachment D. If there is any inconsistency between items in this project narrative and any Department of Labor (DOL) regulation, guidance or OMB cost principle, the DOL regulation, guidance or cost principle will prevail.

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

5. **Evaluation, Data, and Implementation**
The recipient must cooperate with the DOL in the conduct of a third-party evaluation, including providing DOL or its authorized contractor with appropriate data and access to program operating personnel and participants in a timely manner.
6. Indirect Costs Rate and Cost Allocation Plan

X_A. A current federally approved Negotiated Indirect Cost Rate Agreement (NICRA) or current federally approved Cost Allocation Plan (CAP) has been provided – copy attached. Regarding only the NICRA:

(1) Indirect Rate approved: % See ICR Agreement
(2) Type of Indirect Cost Rate: See ICR Agreement (i.e. Provisional/Predetermined/Fixed)
(3) Allocation Base: See ICR Agreement
(4) Current period applicable to rate: See ICR Agreement

Estimated Indirect Costs are shown on the SF-424A budget form. If a new NICRA is issued during the life of the grant, it must be provided to DOL within 30 days of issuance. Funds may be re-budgeted as necessary between direct and indirect costs consistent with institutional requirements and DOL regulations for prior approval, however the total amount of grant award funding will not be increased. Any budget changes impacting the Statement of Work and agreed upon outcomes or deliverables require a request for modification and prior approval from the Grant Officer.

___B. (1) Latest NICRA or CAP approved by the Federal Cognizant Agency1 (FCA) is not current, or

(2) No NICRA or CAP has ever been approved by an 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 indirect costs in the absence of a NICRA or CAP approved by the cognizant agency. The remaining funds which have been awarded for Indirect Costs are restricted and may not be used for any purpose until the awardee provides a signed copy of the NICRA or CAP and the restriction is lifted by the Grant Officer. Upon receipt of the NICRA or CAP, ETA will issue a grant modification to the award to remove the restriction on those funds.

The awardee must submit an indirect cost rate proposal or CAP. These documents should be submitted to DOL’s Division of Cost Determination (DCD), or to the awardee’s Federal Cognizant Agency. In addition, the awardee must notify the Federal Project Officer that the documents have been sent. Contact information for the DCD is available at [http://www.dol.gov/oasam/boc/dcd/](http://www.dol.gov/oasam/boc/dcd/). If this proposal is not submitted **within 90 days of the effective date of the award**, no funds will be approved for the reimbursement of indirect costs. Failure to submit an indirect cost proposal by the above date means the grantee will not receive further reimbursement for indirect costs until a signed copy of the federally approved NICRA or CAP is provided and the restriction is lifted by the Grant Officer. All indirect charges must be returned through the Payment Management System and no indirect charges will be reimbursed.

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

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1 The Federal agency providing the organization the preponderance of direct Federal funds.
C. The organization 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. Audit disallowances may occur if indirect costs are misclassified as direct.

D. The organization has never received a negotiated indirect cost rate and, pursuant to the exceptions noted at 2 CFR 200.414(f) in the Cost Principles, has elected to charge a de minimis rate of 10% of modified total direct costs (see 2 CFR 200.68 for definition) which may be used indefinitely. This methodology must be used consistently for all Federal awards until such time as you choose to negotiate for an indirect cost rate, which you may apply to do at any time. (See 2 CFR 200.414(f) for more information on use of the de minimis rate.)

If DOL is your FCA, grantees should work with DOL’s DCD, which has delegated authority to negotiate and issue a NICRA or CAP on behalf of the Federal Government. More information about DOL’s DCD is available at http://www.dol.gov/oasam/boc/dcd/. This website has guidelines to develop indirect cost rates, links to the applicable cost principles, and contact information. The DCD also has Frequently Asked Questions providing general information about the indirect cost rate approval process and due dates for provisional and final indirect cost rate proposals at http://www.dol.gov/oasam/faqs/FAQ-dcd.htm.

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

Name: Gary Lewis
Telephone: (312) 596-5522
Email: Lewis.Gary@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.
8. Funding Restrictions

a. Non-Federal Share (Match or Cost Share)
   This award includes match a non-Federal share (match or cost share) of $237,223. Per Section 502(c)(1) of the Older Americans Act and 20 CFR 641.809, DOL will pay no more than 90 percent of the total cost of activities carried out under a SCSEP grant. The costs that the recipient incurs in fulfilling its matching or cost-sharing requirement are subject to the same requirements, including the cost principles that are applicable to the use of Federal funds. Such costs must be reasonable, allocable and allowable to the program. Such costs must be verifiable in the recipient’s records, obtain prior approval where required, and adhere to the guidelines specified in 2 CFR 200.306. The non-Federal share, whether in cash or in-kind, is expected to adhere to the same cost limitations. The recipient cannot claim a cost as both an allowable cost and as a match expenditure. The recipient must meet its cost share commitment over the life of the award. Cost share or match must be reported on the ETA-9130 quarterly financial report under the Recipient Share section.

b. Administrative Costs
   Administrative costs under this grant are not to exceed 13.5% of the grant amount. If necessary, certain exceptions can raise this limit to up to 15% of the grant amount, but necessitate prior approval from the Grant Officer. Administrative costs, as defined in the Older Americans Act 2006 Amendments – Section 502(c)(4), are the costs, both personnel-related and non-personnel-related and both direct and indirect, associated with the following: (A) The costs of performing general administrative functions and of providing for the coordination of functions, such as the costs of accounting, budgeting, and financial and cash management; (B) payroll functions; (C) coordinating the resolution of findings arising from audits, reviews, investigations, and incident reports; (D) audits; (E) general legal services; (F) developing systems and procedures, including information systems, required for administrative functions; (G) preparing administrative reports; and (H) other activities necessary for the general administration of government funds and associated programs. (B) The costs of performing oversight and monitoring responsibilities related to administrative functions. (C) The costs of goods and services required for administrative functions of the project involved, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space. (D) The travel costs incurred for official business in carrying out administrative activities or overall management. (E) The costs of information systems related to administrative functions (such as personnel, procurement, purchasing, property management, accounting, and payroll systems), including the purchase, systems development, and operating costs of such systems. (F) The costs of technical assistance, professional organization membership dues, and evaluating results obtained by the project involved against stated objectives.

Administrative costs under this award follow the definition in the Workforce Investment Act at 20 CFR 667.220(b) and (c). In addition, the Office of National Programs (ONP) Bulletin 99-003 (dated December 10, 1999) provides further clarification on ETA’s policy on administrative cost limits for the WIA Section 166 Program (http://www.doleta.gov/dinap/bulletins/onn903.cfm).
c. **Consultants**  
The total salary and bonus of any consultant that is considered a subrecipient who provides services under a program cannot exceed the daily rate equivalent of the Executive Level II salary level in effect at the time services are rendered.

d. **Salary and Bonus Limitations**

Pursuant to P.L. 114-113, Division H, Title I, Section 105 none of the funds appropriated under the heading “Employment and Training” shall be used by a recipient or sub-recipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. See Training and Employment Guidance Letter No. 5-06 for further clarification, available at [http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2262](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2262). The Executive Level II salary may change yearly and is located on the OPM.gov website ([http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2016/executive-senior-level](http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2016/executive-senior-level)). The salary and bonus limitation does not apply to contractors (vendors) providing goods and services as defined in 2 CFR 200.330. The salary and bonus limitation does apply to a consultant only when that consultant is considered a subrecipient according to 2 CFR 200.330. Such consultants cannot exceed the daily rate equivalent of the OPM Executive Level II salary level in effect at the time services are rendered. Where States are recipients of such funds, States may establish a lower limit for salaries and bonuses of those receiving salaries and bonuses from subrecipients of such funds, taking into account factors including the relative cost-of-living in the State, the compensation levels for comparable State or local government employees, and the size of the organizations that administer Federal programs involved including Employment and Training Administration programs.

e. **Budget Flexibility**

As directed in 2 CFR 200.308(e), the transfer of funds among direct cost categories or programs, functions and activities is restricted such that if the cumulative amount of such transfers exceeds or is expected to exceed 10 percent of the total budget as last approved by the Federal awarding agency, the recipient must receive prior approval from the Grant Officer.

f. **Mileage Reimbursement Rates**

Pursuant to 2 CFR 200.474(a), recipients must have policies and procedures in place related to travel costs; however, for reimbursement on a mileage basis, this federal award cannot be charged more than the maximum allowable Mileage Reimbursement Rates for Federal employees. The 2015 Mileage Reimbursement Rates are:

<table>
<thead>
<tr>
<th>Modes of Transportation</th>
<th>Effective/Applicability Date</th>
<th>Rate per mile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Privately owned automobile</td>
<td>January 1, 2015</td>
<td>$0.575</td>
</tr>
<tr>
<td>Privately owned motorcycle</td>
<td>January 1, 2015</td>
<td>$0.545</td>
</tr>
</tbody>
</table>

Mileage rates must be checked annually at [www.gsa.gov/mileage](http://www.gsa.gov/mileage) to ensure compliance.

g. **Restriction on Health Benefits Coverage for Abortions**

Pursuant to P.L. 114-113, Division H, Title V, Sections 506 and 507, Federal funds may not be expended for health benefits coverage that includes coverage of abortions, except when the abortion due to a pregnancy that is the result of rape or incest, or in the case where a woman suffers from a physical disorder, physical injury, including life-endangering physical conditions
caused by or arising from the pregnancy itself that would, as certified by a physician, place the
women in danger of death unless and abortion is performed. This restriction does not prohibit
any non-Federal entity from providing health benefits coverage for abortions when all funds for
that specific benefit do no come from a Federal source. Additionally, no funds made available
through this award may be provided to a State or local government if such government subjects
any institutional or individual health care entity to discrimination on the basis that the health
care entity does not provide, pay for, provide coverage of, or refer for abortions.

9. Administrative Requirements

a. System for Award Management and Universal Identifier Requirements

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

2. Requirement for unique entity identifier
If you are authorized to make subawards under this award, you:
   i. Must notify potential subrecipients that no entity (see definition in paragraph
      [3] of this award term) may receive a subaward from you unless the entity has
      provided its unique entity identifier to you.
   ii. May not make a subaward to an entity unless the entity has provided its unique
       entity identifier to you.

3. Definitions
For purposes of this award term:
   i. System of Award Management(SAM) means the Federal repository into which an
      entity must provide information required for the conduct of business as a recipient.
      Additional information about registration procedures may be found at the SAM
      Internet site (currently at http://www.sam.gov).
   ii. Unique entity identifier means the identifier required for SAM registration to
       uniquely identify business entities.
   iii. Entity, as it is used in this award term, means all of the following, as defined at 2
       CFR part 25, subpart C:
         a. A Governmental organization, which is a State, local government, or Indian
            Tribe;
         b. A foreign public entity;
         c. A domestic or foreign nonprofit organization;
         d. A domestic or foreign for-profit organization; and
         e. A Federal agency, but only as a subrecipient under an award or subaward to a
            non-Federal entity.
   iv. Subaward:
      a. This term means a legal instrument to provide support for the performance of
         any portion of the substantive project or program for which you received this
         award and that you as the recipient award to an eligible subrecipient.
b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR 200.330).
c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.

v. Subrecipient means an entity that:
   a. Receives a subaward from you under this award; and
   b. Is accountable to you for the use of the Federal funds provided by the subaward.

b. Federal Funding Accountability and Transparency Act

1. Reporting of first-tier subawards.
   i. Applicability. Unless you are exempt as provided in paragraph [4.] of this award term, you must report each action that obligates $25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph [5.] of this award term).
   ii. Where and when to report.
      a. You must report each obligating action described in paragraph [1.i.] of this award term to http://www.fsrs.gov.
      b. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)
   iii. What to report. You must report the information about each obligating action that the submission instructions posted at http://www.fsrs.gov specify.

2. Reporting Total Compensation of Recipient Executives.
   i. Applicability and what to report. You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—
      a. the total Federal funding authorized to date under this award is $25,000 or more;
      b. in the preceding fiscal year, you received—
         (A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
      c. $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 The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at http://www.sec.gov/answers/execomp.htm.)
   ii. Where and when to report. You must report executive total compensation described...
in paragraph [2.i.] of this award term:
   a. As part of your registration profile at http://www.sam.gov.
   b. By the end of the month following the month in which this award is made, and annually thereafter.

3. Reporting of Total Compensation of Subrecipient Executives.
   i. Applicability and what to report. Unless you are exempt as provided in paragraph [4.] of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if—
      a. in the subrecipient's preceding fiscal year, the subrecipient received—
         (A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
         (B) $25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and
      b. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at http://www.sec.gov/answers/excomp.htm.)
   ii. Where and when to report. You must report subrecipient executive total compensation described in paragraph [3.i] of this award term:
      a. To the recipient.
      b. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

4. Exemptions
   If, in the previous tax year, you had gross income, from all sources, under $300,000, you are exempt from the requirements to report:
   i. Subawards, and
   ii. The total compensation of the five most highly compensated executives of any subrecipient.

5. Definitions.
   For purposes of this award term:
   i. Entity means all of the following, as defined in 2 CFR part 25:
      a. A Governmental organization, which is a State, local government, or Indian tribe;
      b. A foreign public entity;
      c. A domestic or foreign nonprofit organization;
d. A domestic or foreign for-profit organization;

e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

ii. **Executive** means officers, managing partners, or any other employees in management positions.

iii. **Subaward**:

a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.

b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see [2 CFR 200.330]).

c. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

iv. **Subrecipient** means an entity that:

a. Receives a subaward from you (the recipient) under this award; and

b. Is accountable to you for the use of the Federal funds provided by the subaward.

v. **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)):

a. **Salary and bonus.**

b. **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.

c. **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.

d. **Change in pension value.** This is the change in present value of defined benefit and actuarial pension plans.

e. **Above-market earnings on deferred compensation which is not tax-qualified.**

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

d. **Recipient Integrity and Performance Matters**
   A. **General reporting requirement.** If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal agencies exceeds $10,000,000 for any period of time during the project period of this award, then you as the recipient during that period of time must maintain the currency of information in the Federal Awardee Performance and Integrity Information System (FAPIIS) (then you as the recipient during that period of time must maintain the currency of information in the Federal Awardee Performance and Integrity Information System (FAPIIS) about civil, criminal, or administrative proceedings described in paragraph B. of this award term by updating the information in SAM) about civil, criminal, or administrative proceedings described in paragraph B. of this award term. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 417b). As required by section 3010 of Public Law 111–212, all information posted in FAPIIS on or after April 15, 2011, except past performance reviews, will be publicly available.

   B. **Proceedings about which you must report.** Submit the information required about each proceeding that:
      1. is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from either the Federal Government or a State;
      1. Reached its final disposition during the most recent 5-year period; and
      2. is one of the following:
         1. A criminal proceeding that resulted in a conviction, as defined in paragraph E. of this award term
         2. A civil proceeding that resulted in a finding of fault and liability and your paying a monetary fine, penalty, reimbursement, restitution, or damages of $5,000 or more;
         3. An administrative proceeding, as defined in paragraph e. of this award term, that resulted in a finding of fault and liability and your payment of either monetary fine or penalty of $5,000 or more or a reimbursement, restitution, or damages in excess of $100,000; or
         4. Any other criminal, civil, or administrative proceeding if:
            i. It could have led to an outcome described in paragraph B.3.a, b, or c of this award term;
            ii. It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and
            iii. The requirement in this award term to disclose information about the proceeding does not conflict with applicable laws and regulations.

   C. **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 B. of this award term. You do not need to submit the information a second time
under assistance awards that you received if you already provided the information through SAM (formerly CCR) because you were required to do so under Federal procurement contracts that you were awarded.

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

E. Definitions. For purposes of this award term:

1. Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level. It does not include audits, site visits, corrective plans, or inspection of deliverables.
   a. 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.
   b. Total value of currently active grants, cooperative agreements, and procurement contracts includes —
      i. Only the Federal share of the funding under any award with a recipient cost share or match; and
      ii. The value of all options, even if not yet exercised.

   e. Audits
   Organization-wide or program-specific audits shall be performed in accordance with the Single Audit Act Amendments of 1996. Recipients that expend $750,000 or more in a year in Federal awards shall have an audit conducted for that year in accordance with the requirements contained in 2 CFR 200.501. The provisions of 2 CFR Subpart F, Audit Requirements, will apply to audits of non-Federal entity fiscal years beginning on or after December 26, 2014. The revised audit requirements are not applicable to fiscal years beginning prior to that date.

   f. Equipment
   Recipients must receive prior approval from the DOL/ETA Grant Officer for the purchase of any equipment with a per unit acquisition cost of $5,000 or more, and a useful life of more than one year. This includes the purchases of Automated Data Processing (ADP) equipment. Equipment purchases must be made in accordance with 2 CFR 200.313 or 2 CFR 200.439.

   This grant award does not give approval for equipment specified in a recipient’s budget or statement of work unless specifically approved above. If not specified above, the recipient must submit a detailed description list to the FPO for review within 90 days of the Notice of Award date. Failure to do so within 90 days may impact the approval of equipment.

   Recipients may not purchase equipment in the last year of performance. If any approved acquisition has not occurred prior to the last year of performance, approval for that item(s) is rescinded.
g. **Program Income**

   The recipient is required to utilize the addition method if any Program Income is generated throughout the duration of this award. The recipient is allowed to deduct costs incidental to generating Program Income to arrive at a Program Income. Additional information about program income is located in 2 CFR 200.307(b).

h. **Pre-Award**

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

i. **Reports (general)**

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

   A. **Quarterly Financial Reports.** All ETA recipients are required to report quarterly financial data on the ETA 9130. ETA 9130 reports are due no later than 45 calendar days after the end of each specified reporting quarter. Reporting quarter end dates are June 30, September 30, December 31, and March 31. A final financial closeout report is required to be submitted no later than 90 calendar days after the grant period of performance ends. For guidance on ETA’s financial reporting, reference Training and Employment Guidance Letter (TEGL) 13-12.

   ETA requires all grant recipients to submit the 9130 form electronically through an on-line reporting system. Expenditures are required to be reported on an accrual basis, cumulative from the beginning of the life of a grant, through the end of each reporting period.

   The instructions for accessing both the on-line financial reporting system and the HHS Payment Management System can be found in the transmittal memo accompanying this Notice of Award. To gain access to the online financial reporting system, a request for a password and pin must be submitted via e-mail to ETApassword.pin@dol.gov. The Financial Report Access Document, copies of the ETA 9130, and detailed reporting instructions are available at [www.doleta.gov/grants/financial_reporting.cfm](http://www.doleta.gov/grants/financial_reporting.cfm).

   B. **Quarterly Narrative Progress Reports.** Recipients are required to submit a narrative quarterly and final report to the designated Federal Project Officer (FPO) 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 June 30, September 30, December 31, and March 31.

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

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

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

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

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

k. **Final Year/Closeout Requirements**

At the end of the grant period, the recipient will be required to close the grant with ETA. The recipient will be notified approximately 15 days prior to the end of the period of performance that the initiation of closeout will begin at the end of the grant. Information concerning the recipient’s responsibilities at closeout may be found in 2 CFR 200.343.

l. **Publicity**

No funds provided under this grant shall be used for publicity or propaganda purposes, for the preparation, distribution or use of any kit, pamphlet, booklet, publication, radio, television or film presentation designed to support or defeat legislation pending before the Congress or any state or local legislature or legislative body, except in presentation to the Congress or any state or local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any state or local government, except in presentation to the executive branch of any state or local government itself. Nor shall grant funds be used to pay the salary or expenses of any recipient or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive Order proposed or pending before the Congress, or any state government, state legislature, or local legislature 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. **Public Announcements**

When issuing statements, press releases, requests for proposals, bid solicitation, and other documents describing project or programs funded in whole or in part with Federal money, all recipients receiving Federal funds, shall clearly state (1) the percentage of the total cost 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.

n. **Procurement**

The Uniform Administrative Requirements (2 CFR 200.317-36) require all recipient procurement transactions to be conducted in a manner to provide, to the maximum extent practical, open and free competition. If the statement of work identifies a specific entity to provide goods or services, the DOL ETA’s award does not provide the justification or basis to sole-source the procurement, i.e., avoid competition.

o. **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 for the conduct of a Federal program. (2
These goods or services may be for an organization's own use or for the use of beneficiaries of the Federal program. Additional guidance on distinguishing between a subrecipient and a contractor (vendor) is provided in 2 CFR 200.330. When procuring contractor provided goods and services, DOL ETA recipients and subrecipients must follow the procurement requirements 2 CFR 200.319, which call for free and open competition.

p. Intellectual Property Rights
The Federal Government reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use for federal purposes: i) the copyright in all products developed under the grant, including a subgrant or contract under the grant or subgrant; and ii) any rights of copyright to which the recipient, subrecipient or a contractor purchases ownership under an award (including but not limited to curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise. Federal funds may not be used to pay any royalty or license fee for use of a copyrighted work, or the cost of acquiring by purchase a copyright in a work, where the Department has a license or rights of free use in such work, although they may be used to pay costs for obtaining a copy which is limited to the developer/seller costs of copying and shipping. If revenues are generated through selling products developed with grant funds, including intellectual property, these revenues are program income. Program income must be used in accordance with the provisions of this grant award and 2 CFR 200.307.

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

This workforce product was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The product was created by the recipient and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it. Internal use by an organization and/or personal use by an individual for non-commercial purposes is permissible. All other uses require the prior authorization of the copyright owner.”

q. Creative Commons License Requirement
Pursuant to 2 CFR 2900.13, to ensure that the Federal investment of DOL funds has as broad an impact as possible and to encourage innovation in the development of new learning materials the recipient will be required to license to the public all work created with the support of this grant under a Creative Commons Attribution 4.0 (CC BY) license. Work that must be licensed under the CC BY includes both new content created with the grant funds and modifications made to pre-existing, recipient-owned content using grant funds.

This license allows subsequent users to copy, distribute, transmit, and adapt the copyrighted Work and requires such users to attribute the Work in the manner specified by the recipient. Notice of the license shall be affixed to the Work. For general information on CC BY, please visit http://creativecommons.org/licenses/by/4.0.
Instructions for marking your work with CC BY can be found at http://wiki.creativecommons.org/Marking_your_work_with_a_CC_license.

Only work that is developed by the recipient in whole or in part with grant funds is required to be licensed under the CC BY license. Pre-existing copyrighted materials licensed to, or purchased by the recipient from third parties, including modifications of such materials, remains subject to the
intellectual property rights the recipient receives under the terms of that particular license or purchase. In addition, works created by the recipient without grant funds do not fall under the CC BY license requirement.

The purpose of the CC BY licensing requirement is to ensure that materials developed with funds provided by this award result in work that can be freely reused and improved by others. When purchasing or licensing consumable or reusable materials, the recipient is required to respect all applicable Federal laws and regulations, including those pertaining to the copyright and accessibility provisions of the Federal Rehabilitation Act.

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

s. Funding for Travel to and from Meetings with an Executive Branch Agency
Pursuant to P.L. 114-113, Division E, Title VII, Section 739, grant funds may not be used for the purposes of defraying the costs of a conference held by any Executive branch department, agency, board, commission, or office unless it is directly and programmatically related to the purpose for which the grant or contract was awarded.

No funds made available through DOL appropriations may be used for travel and conference activities that are not in compliance with Office of Management and Budget Memorandum M-12-12 dated May 11, 2012 or any subsequent revisions to that memorandum.

t. Travel
This award waives the prior approval requirement for domestic travel as contained in 2 CFR 200.407. For domestic travel to be an allowable cost, it must be necessary, reasonable, allocable and conform to the non-Federal entities written policies and procedures. All travel must also comply with Fly America Act (49 USC 40118), which states in part that any air transportation, regardless of price, must be performed by, or under a code-sharing arrangement with, a US Flag air carrier if service provided by such carrier is available.

u. Bayh-Doyle Act and Intellectual Property
With the exception of grants made for educational purposes, all non-federal entities must adhere to the Bayh Dole Act, which requirements are provided at 37 CFR 401.3(a). 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.

10. Program Requirements

The Training and Employment Guidance Letter No. 18-15 contains the program requirements for this award.
11. Public Policy

a. Executive Orders

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

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

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

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


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

c. **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 identified flood-prone communities in the United States, 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 DOL support. Lists of flood-prone areas that are eligible for flood insurance are published in the Federal Register by FEMA.

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

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

f. **Hotel-Motel Fire Safety**
Pursuant to 15 U.S.C. 2225a, the recipient must ensure that all space for conferences, meetings, 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 http://www.usfa.dhs.gov/applications/hotel/ to see if a property is in compliance, or to find other information about the Act.

g. **Buy American Notice Requirement**
Pursuant to 15 U.S.C. 2225a, the recipient must ensure that all space for conferences, meetings, 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 http://www.usfa.dhs.gov/applications/hotel/ to see if a property is in compliance, or to find other information about the Act.

h. Prohibition on Trafficking in Persons

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

1. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not—
   i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
   ii. Procure a commercial sex act during the period of time that the award is in effect; or
   iii. Use forced labor in the performance of the award or subawards under the award.

2. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity —
   i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
   ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either—
      A. Associated with performance under this award; or
      B. Imputed to 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 29 CFR Part 98.

b. Provision applicable to a recipient other than a private entity.

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

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

2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either—
   i. Associated with performance under this award; or
   ii. 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.
   1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
   2. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
      i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
      ii. Is in addition to all other remedies for noncompliance that are available to us under this award.
   3. You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.

d. Definitions.
   For purposes of this award term:
   1. “Employee” means either:
      i. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
      ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
   2. “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.
   3. “Private entity”:
      i. 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.
      ii. Includes:
         A. 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).
         B. A for-profit organization.
   4. “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)

i. **Buy American Notice Requirement**
   None of the funds made available under this act may be expended by an entity unless the entity agrees that in expending the funds it will comply with sections 8301 through 8303 of title 41, United States Code (commonly known as the “Buy American Act”).
j. **Prohibition on Providing Federal Funds to ACORN**
   Pursuant to P.L. 114-113, Division H, Title V, Section 522, these funds may not be provided to the Association of Community Organizations for Reform Now (ACORN), or any of its affiliates, subsidiaries, allied organizations or successors.

k. **Prohibition on Contracting with Corporations with Felony Criminal Convictions**
   Pursuant to P.L. 114-113, Division E, Title VII, Section 746, the recipient may not knowingly enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that was convicted of a felony criminal violation under any Federal law within the preceding 24 months, unless a Federal agency has considered suspension or debarment of the corporation and has made a determination that this further action is not necessary to protect the interests of the Government.

l. **Prohibition on Contracting with Corporations with Unpaid Tax Liabilities**
   Pursuant to P.L. 114-113, Division E, Title VII, Section 745, the recipient may not knowingly enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, unless a Federal agency has considered suspension or debarment of the corporation and has made a determination that this further action is not necessary to protect the interests of the Government.

m. **Prohibition on Contracting with Inverted Domestic Corporations**
   No funds made available under a Federal Act may be used for any contract with any foreign incorporated entity which is treated as an inverted domestic corporation under section 835(b) of the Homeland Security Act of 2002 (6 U.S.C. 395(b)) or any subsidiary of such an entity. Waivers to this regulation may be granted by the Secretary of Labor if the Secretary determines that the waiver is required in the interest of national security.

n. **Violation of the Privacy Act**
   These funds cannot be used in contravention of the 5 USC 552a or regulations implementing that section.

o. **Reporting of Waste, Fraud and Abuse**
   Pursuant to P.L. 114-113, Division E, Title VII, Section 743, no entity receiving federal funds may require employees or contractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.
12. Attachments

Attachment A: SF-424
Attachment B: SF-424A
Attachment C: Budget Narrative
Attachment D: Statement of Work
Attachment E: Indirect Cost Rate Agreement, if applicable
Attachment A: SF-424
Application for Federal Assistance SF-424

* 1. Type of Submission:  
  - [ ] Preapplication  
  - [x] Application  
  - [ ] Changed/Corrected Application

* 2. Type of Application:  
  - [ ] New  
  - [x] Continuation  
  - [ ] Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

* 4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: State of Missouri

* b. Employer/Taxpayer Identification Number (EIN/TIN):
  44-5600987

* c. Organizational DUNS:
  8780926000000

* d. Address:

  - Street1: 920 Wildwood Drive
  - City: Jefferson City
  - County/Parish: Cole
  - State: MO: Missouri
  - Province:
  - Country:
  - USA: UNITED STATES
  - Zip / Postal Code: 65109-5796

* e. Organizational Unit:

  - Department Name: Health and Senior Services
  - Division Name: Senior and Disability Services

f. Name and contact information of person to be contacted on matters involving this application:

  - Prefix: Mr.
  - * First Name: Michael
  - Middle Name:
  - * Last Name: Brewer
  - Suffix:

  - Title: Bureau Chief and Title V State Coordinator

Organizational Affiliation:

* Telephone Number: 573-526-8661

* Fax Number: 573-751-6499

* Email: michael.brewer@health.mo.gov
**Application for Federal Assistance SF-424**

9. Type of Applicant 1: Select Applicant Type:
   - State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

10. Name of Federal Agency:
    Department of Labor, Employment and Training Administration

11. Catalog of Federal Domestic Assistance Number:
    17.235

    CFDA Title:
    Senior Community Services Employment Program

12. Funding Opportunity Number:

    * Title:

13. Competition Identification Number:

    Title:

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

attachment B- Areas Served.docx

* 15. Descriptive Title of Applicant’s Project:
    Senior Community Services Employment Program

Attach supporting documents as specified in agency instructions.
Application for Federal Assistance SF-424

16. Congressional Districts Of:
   * a. Applicant: MO-003
   * b. Program/Project: MO-ALL

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

17. Proposed Project:
   * a. Start Date: 07/01/2016
   * b. End Date: 06/30/2017

18. Estimated Funding ($):
   * a. Federal
   * b. Applicant
   * c. State
   * d. Local
   * e. Other
   * f. Program Income
   * g. TOTAL

   2,135,004.00

   6,103.00

   231,126.00

   2,372,233.00

19. Is Application Subject to Review By State Under Executive Order 12372 Process?
   a. This application was made available to the State under the Executive Order 12372 Process for review on 5-12-16.
   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: Mr.
* First Name: Bret

Middle Name:

* Last Name: Fischer

Suffix:

* Title: Director, Division of Administration

* Telephone Number: 573-751-6014
Fax Number: 573-526-6049

* Email: grants@health.mo.gov

* Signature of Authorized Representative: [Signature]

* Date Signed: MAY 12, 2016
Attachment B: SF-424A
<table>
<thead>
<tr>
<th>Grant Program Function or Activity</th>
<th>Catalog of Federal Domestic Assistance Number</th>
<th>Estimated Unobligated Funds</th>
<th>New or Revised Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Federal (c)</td>
<td>Non-Federal (d)</td>
</tr>
<tr>
<td>1.</td>
<td></td>
<td>$2,135,004.00</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Totals</td>
<td></td>
<td>$2,135,004.00</td>
<td></td>
</tr>
</tbody>
</table>
## SECTION B - BUDGET CATEGORIES

### 6. Object Class Categories

<table>
<thead>
<tr>
<th>(1)</th>
<th>(2)</th>
<th>(3)</th>
<th>(4)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>a. Personnel</strong></td>
<td>$23,214.00</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>b. Fringe Benefits</strong></td>
<td>$11,618.00</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>c. Travel</strong></td>
<td>$5,736.00</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>d. Equipment</strong></td>
<td>$0.00</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>e. Supplies</strong></td>
<td>$630.00</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>f. Contractual</strong></td>
<td>$2,080,126.00</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>g. Construction</strong></td>
<td>$0.00</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>h. Other</strong></td>
<td>$5,459.00</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>i. Total Direct Charges (sum of 6a-6h)</strong></td>
<td>$2,126,783.00</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>j. Indirect Charges</strong></td>
<td>$8,221.00</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>k. TOTALS (sum of 6i and 6j)</strong></td>
<td>$2,135,004.00</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

### 7. Program Income

| $ | $ | $ | $ | $ | $ |

---

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Standard Form 424A (Rev. 7-97)

Prescribed by OMB (Circular A-102) Page 1A
### SECTION C - NON-FEDERAL RESOURCES

<table>
<thead>
<tr>
<th>(a) Grant Program</th>
<th>(b) Applicant</th>
<th>(c) State</th>
<th>(d) Other Sources</th>
<th>(e) TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. SCSEP</td>
<td></td>
<td></td>
<td></td>
<td>$237,229.00</td>
</tr>
<tr>
<td>9.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. TOTAL (sum of lines 8-11)</td>
<td>$</td>
<td>$</td>
<td>$237,229.00</td>
<td>$237,229.00</td>
</tr>
</tbody>
</table>

### SECTION D - FORECASTED CASH NEEDS

<table>
<thead>
<tr>
<th>13. Federal</th>
<th>Total for 1st Year</th>
<th>1st Quarter</th>
<th>2nd Quarter</th>
<th>3rd Quarter</th>
<th>4th Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Non-Federal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. TOTAL (sum of lines 13 and 14)</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>(a) Grant Program</th>
<th>FUTURE FUNDING PERIODS (YEARS)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(b) First</td>
</tr>
<tr>
<td>16.</td>
<td>$</td>
</tr>
<tr>
<td>17.</td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td></td>
</tr>
<tr>
<td>19.</td>
<td></td>
</tr>
<tr>
<td>20. TOTAL (sum of lines 16 - 19)</td>
<td>$</td>
</tr>
</tbody>
</table>

### SECTION F - OTHER BUDGET INFORMATION

<table>
<thead>
<tr>
<th>21. Direct Charges:</th>
<th>See Budget Narrative</th>
<th>22. Indirect Charges:</th>
<th>See Budget Narrative</th>
</tr>
</thead>
<tbody>
<tr>
<td>23. Remarks:</td>
<td>See Budget Narrative</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Attachment C: Budget Narrative
### Federal Grant Award
- **Amount:** 2,135,004
- **Calculated Level:** 2,135,004
- **Budgeted Level:** 2,135,004
- **Budget in Compliance?** Yes

### Maximum Total Administration
- **Amount:** 13.50%
- **Calculated Level:** 288,225
- **Budgeted Level:** 262,890
- **Budget in Compliance?** Yes

### Minimum Participant Wages & Fringe
- **Amount:** 75.00%
- **Calculated Level:** 1,601,253
- **Budgeted Level:** 1,601,253
- **Budget in Compliance?** Yes

### Maximum Contractor Administration
- **Amount:** 10.00%
- **Calculated Level:** 208,012
- **Budgeted Level:** 208,012
- **Budget in Compliance?** Yes

### Minimum Non-Federal Match
- **Amount:** 10.00%
- **Calculated Level:** 237,223
- **Budgeted Level:** 237,223
- **Budget in Compliance?** Yes

---

## MISSOURI

### SCSEP Budget Justification
PY 2016 - State Fiscal Year 2017

### Total Federal State GR In-Kind
- **Total:** 25,795
- **Federal:** 23,214
- **State GR:** 2,581
- **In-Kind:** 0

### a. Personnel: (Rate x %)

<table>
<thead>
<tr>
<th>Monthly</th>
<th>Salary Rate</th>
<th>FTE Total</th>
<th>Title V State Coordinator - Brewer</th>
<th>APSII - Ulstad</th>
<th>Fiscal &amp; Admin Mgr B1- Dixon</th>
<th>AOSA- Coffelt</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Monthly</td>
<td>Months</td>
<td>Annual</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5,457</td>
<td>12</td>
<td>65,484</td>
<td>13,097</td>
<td>13,097</td>
<td>11,787</td>
</tr>
<tr>
<td></td>
<td>3,565</td>
<td>12</td>
<td>42,779</td>
<td>10,695</td>
<td>10,695</td>
<td>9,625</td>
</tr>
<tr>
<td></td>
<td>4,709</td>
<td>12</td>
<td>56,512</td>
<td>1,130</td>
<td>1,130</td>
<td>1,017</td>
</tr>
<tr>
<td></td>
<td>2,426</td>
<td>12</td>
<td>29,107</td>
<td>873</td>
<td>873</td>
<td>785</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.20</td>
<td>0.25</td>
<td>0.02</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.03</td>
<td>0.02</td>
<td>0.03</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>0.50</td>
</tr>
<tr>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>25,795</td>
</tr>
</tbody>
</table>

### b. Fringe Benefits (Fringe Rate x Personnel Cost)

<table>
<thead>
<tr>
<th>Salary</th>
<th>Fringe %</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title V State Coordinator - Brewer</td>
<td>13,097</td>
<td>50.050%</td>
</tr>
<tr>
<td>APSII - Ulstad</td>
<td>10,695</td>
<td>50.050%</td>
</tr>
<tr>
<td>Fiscal &amp; Admin Mgr B1- Dixon</td>
<td>1,130</td>
<td>50.050%</td>
</tr>
<tr>
<td>AOSA- Coffelt</td>
<td>873</td>
<td>50.050%</td>
</tr>
</tbody>
</table>

### c. Travel:

<table>
<thead>
<tr>
<th>Trip s</th>
<th>Total Miles</th>
<th>Rate &amp; Mileage</th>
<th>Rate &amp; Meal Costs</th>
<th>Rate &amp; Lodging Costs</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>0.37 $</td>
<td>$40.00 $</td>
<td>$125.00 $</td>
<td></td>
</tr>
<tr>
<td>Monitoring Subrecipients</td>
<td>3</td>
<td>500</td>
<td>185</td>
<td>120</td>
<td>375</td>
</tr>
<tr>
<td>Data Validation</td>
<td>3</td>
<td>500</td>
<td>185</td>
<td>120</td>
<td>375</td>
</tr>
<tr>
<td>Technical Assistance</td>
<td>1</td>
<td>210</td>
<td>78</td>
<td>40</td>
<td>125</td>
</tr>
<tr>
<td>Older Worker Event</td>
<td>1,210</td>
<td>448</td>
<td>280</td>
<td>875</td>
<td>1,603</td>
</tr>
</tbody>
</table>

### Older Worker Event Mileage
( Participants and employers often travel together.)

<table>
<thead>
<tr>
<th>Rate</th>
<th>Avg. Miles</th>
<th>Persons</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>0.37</td>
<td>110</td>
<td>30</td>
<td>1,221</td>
</tr>
</tbody>
</table>

### Older Worker Event Lodging

<table>
<thead>
<tr>
<th>Rate</th>
<th>Rooms</th>
<th>2,700</th>
</tr>
</thead>
<tbody>
<tr>
<td>90</td>
<td>30</td>
<td></td>
</tr>
</tbody>
</table>

### Older Worker event local transport

<table>
<thead>
<tr>
<th>Rate</th>
<th>Rooms</th>
<th>850</th>
</tr>
</thead>
<tbody>
<tr>
<td>850</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td>Total</td>
<td>Federal</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------</td>
<td>---------</td>
</tr>
<tr>
<td>Office supplies, meeting</td>
<td>700</td>
<td>630</td>
</tr>
<tr>
<td>supplies, Older Worker event</td>
<td></td>
<td></td>
</tr>
<tr>
<td>supplies</td>
<td>700</td>
<td></td>
</tr>
</tbody>
</table>
### SCSEP Budget Justification
#### PY 2016 - State Fiscal Year 2017

<table>
<thead>
<tr>
<th></th>
<th>Total</th>
<th>Federal</th>
<th>State GR</th>
<th>In-Kind</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>f. Contractual:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administration (Federal Contractual x 10%)</td>
<td>208,012</td>
<td>208,012</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PWFB (Statewide Federal Grant x 75%)</td>
<td>1,601,253</td>
<td>1,601,253</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Participant Costs (recruitment, orientation, supportive services, background)</td>
<td>270,861</td>
<td>231,126</td>
<td>501,987</td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td>2,080,126</td>
<td>231,126</td>
<td>2,311,252</td>
<td></td>
</tr>
<tr>
<td><strong>h. Other:</strong></td>
<td>6,066</td>
<td>5,459</td>
<td>607</td>
<td>0</td>
</tr>
<tr>
<td>Rate Per FTE</td>
<td>FTE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Network charges</td>
<td>1,932</td>
<td>0.50</td>
<td>$966</td>
<td></td>
</tr>
<tr>
<td>Meals for Older Worker Event ($85 per person x 60 persons)</td>
<td>$</td>
<td></td>
<td>$5,100</td>
<td></td>
</tr>
<tr>
<td><strong>i. Total Direct Charges</strong></td>
<td>2,363,098</td>
<td>2,126,783</td>
<td>5,189</td>
<td>231,126</td>
</tr>
<tr>
<td>Rate</td>
<td>Personnel / Fringe</td>
<td>Total</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indirect Charges</td>
<td>23.60%</td>
<td>$38,706</td>
<td>$9,135</td>
<td>9,135</td>
</tr>
<tr>
<td><strong>k. Total</strong></td>
<td>2,372,233</td>
<td>2,135,004</td>
<td>6,103</td>
<td>231,126</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Non-Federal Required</th>
<th>Non-Federal Budgeted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Our Admin:</td>
<td>54,878</td>
<td>237,223</td>
</tr>
</tbody>
</table>
### Areas Served / Positions Authorized

<table>
<thead>
<tr>
<th>Combined Area A-B-C</th>
<th>Authorized Positions</th>
<th>Total Funding</th>
<th>Maximum Administration</th>
<th>Minimum P.W.F.B.</th>
<th>Other Participant Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atchison County</td>
<td>1</td>
<td>208,012</td>
<td>1,601,253</td>
<td>270,862</td>
<td>2,080,126</td>
</tr>
<tr>
<td>Boone County</td>
<td>3 19.5455%</td>
<td>406,571</td>
<td>40,657</td>
<td>312,972</td>
<td>52,942</td>
</tr>
<tr>
<td>Cape Girardeau County</td>
<td>8 12.7273%</td>
<td>264,743</td>
<td>26,474</td>
<td>203,796</td>
<td>34,473</td>
</tr>
<tr>
<td>Clark County</td>
<td>2 22.2727%</td>
<td>463,301</td>
<td>46,330</td>
<td>356,643</td>
<td>60,328</td>
</tr>
<tr>
<td>Cole County</td>
<td>2 45.4545%</td>
<td>945,512</td>
<td>94,551</td>
<td>727,842</td>
<td>123,119</td>
</tr>
<tr>
<td>Gasconade County</td>
<td>3 100.0000%</td>
<td>Totals 220</td>
<td>$2,080,127</td>
<td>208,012.00</td>
<td>1,601,253.00</td>
</tr>
</tbody>
</table>

| Gentry County       | 1                    |               |                        |                  |                        |
| Holt County         | 1                    |               |                        |                  |                        |
| Johnson County      | 3                    |               |                        |                  |                        |
| Lewis County        | 1                    |               |                        |                  |                        |
| Marion County       | 1                    |               |                        |                  |                        |
| Nodaway County      | 2                    |               |                        |                  |                        |
| Perry County        | 2                    |               |                        |                  |                        |
| Scotland County     | 1                    |               |                        |                  |                        |
| Ste. Genevieve County| 3                   |               |                        |                  |                        |
| St. Francois County | 9                    |               |                        |                  |                        |
| Combined Area A-B-C | 43                   |               |                        |                  |                        |

| Area D              |                      |               |                        |                  |                        |
| St. Louis city      | 28                   |               |                        |                  |                        |
| Area D              | 28                   |               |                        |                  |                        |

| Area E              |                      |               |                        |                  |                        |
| Cass County         | 6                    |               |                        |                  |                        |
| Clay County         | 8                    |               |                        |                  |                        |
| Jackson County      | 30                   |               |                        |                  |                        |
| Lafayette County    | 3                    |               |                        |                  |                        |
| Ray County          | 2                    |               |                        |                  |                        |
| Area E              | 49                   |               |                        |                  |                        |

| Area F              |                      |               |                        |                  |                        |
| Franklin County     | 15                   |               |                        |                  |                        |
| Jefferson County    | 26                   |               |                        |                  |                        |
| St. Charles County  | 29                   |               |                        |                  |                        |
| St. Louis County    | 30                   |               |                        |                  |                        |
| Area F              | 100                  |               |                        |                  |                        |

| Missouri Authorized Positions | 220 |
Attachment D:
Statement of Work
Senior Community Services Employment Program
Program Year 2016 Narrative

Service to Minorities (Older Americans Act, Title V, Section 515)

The Missouri Senior Community Services Employment Program (SCSEP) has increased the overall enrollment for minorities by 1.8 percent from PY2014 to PY2015. In particular, the percentages for minority participation for PY2015 have improved over PY2014 with an increase of 2 percent for Black participants, an increase of 11 percent for Asian participants, and an increase of 17 percent for Hispanic participants. For participation by American Indian or Alaskan Native enrollees, the percentage decreased slightly by 14 percent from PY2014 to PY2015, but the overall percentage is still 59 percent higher than the census percentage for this category. The other participant category, Native Hawaiian or Pacific Islander, did not change from PY2014 to PY2015, but the census percentage for this category is less than 1 percent.

The number of persons who identify as being from ethnic minority groups is tracked through the SCSEP Participant/Host Agency (PHA) database and is accessible through the Quarterly Progress Report, which are used to ensure minority participants are equitably served and placed. The strategies described in the PY2015 grant application appear to have successfully increased minority participation.

The Missouri SCSEP sub-grantees continue to engage in outreach to potential participants in historically underserved minority communities. The types of strategies employed by each SCSEP sub-grantee used to recruit participants from minority populations are largely dependent upon the geographic area. Each sub-grantee is skilled in outreach and recruitment efforts. They will continue to engage in outreach to
potential minority participants that have proven successful such as participating at health fairs, speaking at community events, networking with community and faith-based leaders, and participating in job fairs, senior expos, and multi-cultural events.

The majority of Missouri’s minority populations reside in urban areas, which often can be reached through community not-for-profits, career centers, and perhaps most successfully, by word of mouth. Along with its sub-grantees, the Missouri SCSEP maintains a strong working relationship with the Area Agencies on Aging and the Community Action Centers, in addition to community based nonprofits, including organizations that specifically target services to immigrants and refugees. In addition, the SCSEP State Coordinator is housed within the Department of Health and Senior Services along with the Office of Minority Health, which allows regular communication regarding strategies to target outreach to traditionally underserved minorities, including seniors, with the goal being to offer improved opportunities and well-being through equitable access to health programs and other services.

Outreach materials such as posters, flyers and brochures have been developed by the Department of Health and Senior Services and have been distributed to the sub-grantees who in turn distribute them to venues that older individuals from racially and ethnically diverse populations visit. DSDS and the sub-grantees also distribute the materials at widely attended venues such as Senior Day at the Missouri State Fair, the Institute on Minority Aging Conference, and the Village of Many Colors event for seniors. The Missouri SCSEP Coordinator and sub-grantees will continue to update recruitment materials to appeal to the broadest possible audience of potentially eligible participants. Materials can be customized and presented in other languages as specific
populations are identified whose primary language is other than English. In addition, the outreach material has also been distributed at job fairs, health fairs, churches, food pantries, social service agencies, and other events intended to reach seniors by the Missouri Office of Minority Health.

Sub-grantee Catholic Charities has made targeted outreach efforts in the Hispanic and the Asian-American communities. They are working with Don Bosco Community Center and Jewish Family Services to reach Asian American immigrants and their families through community newsletters in the Old North East, City Market and Columbus Park region in Kansas City, MO. Catholic Charities is also working with the Guadalupe Center, a community center for persons who speak Spanish, and advertising through Dos Mundos, one of the local bilingual (Spanish and English) language newspapers in the Kansas City metropolitan area. They have also placed information in news bulletins of worship centers that serve non-English speaking populations and ethnic minorities.

Sub-grantee Experience Works reaches out to potentially eligible minority participants, persons with limited English language proficiency, persons who have a tribal affiliation or American Indian ancestry, as well as priority populations such as veterans or those who have the greatest economic need. To reach these populations, Experience Works Employment and Training Counselors, or ETCs, work with churches, migrant centers, minority businesses/organizations, publications serving minority communities, and senior health, job, and multi-cultural fairs. Experience Works also has a Diversity and Inclusion Committee and one of the local ETCs is assigned to this committee.
At Experience Works, each ETC has a goal to identify and contact, at a minimum, two agencies per county that work with diverse individuals to assist with recruitment of minorities and to develop training opportunities. Some of these agencies include: the Veterans Administration, Northeast Missouri Sheltered Workshop, Learning Opportunities Quality Works; Disabled Veterans Administration, MERS Goodwill, Perryville Higher Education Center, Voluntary Action Center, Food Bank of Central and Northeast MO, Salvation Army, Department of Social Services, Heartland Independent Living, Alliance for Farm Workers and Missouri Career Centers. The ETCs also contact thrift stores, local health departments, food pantries, ministerial alliances, libraries, housing authorities, community action centers, and nutrition/senior centers.

The main strategy for sub-grantee MERS Goodwill to successfully recruit minority participants is partnering with agencies that provide social services directly or indirectly to these potential participants. In most cases, these agencies are also potential community service host agencies for SCSEP. Often, because of their participation in SCSEP as host agencies, these agencies have a good understanding of the program to pass along to their clients/customers.

English as a Second Language classes have been targeted for recruitment of minority participants at Parkway Adult Education and the International Institute. Grand Oak Hill Community Center is a housing organization located in south St. Louis County that serves both the Bosnian & Vietnamese communities. Bilingual International Assistant Services, or BIAS, serves individuals from almost thirty nationalities, and is a valuable outreach partner for finding potential participants. The Urban League of St. Louis and the Kingdom House in St. Louis are two other examples of SCSEP
community services sites that will offer increased program exposure to potential minority participants.

In addition to the existing strategies, sub-grantee MERS Goodwill keeps abreast of any new social organization and agencies that serve minorities. Flyers, applications, and brochures are given to these agencies to help recruit participants. Also, newspapers or newsletters that are focused on minority groups are evaluated for advertisement. Community churches in areas that have a high population of minorities often have newsletters or other publications that offer an opportunity to advertise SCSEP. Case managers continually recruit new community service host agency sites that will support the goals of SCSEP participants, ensuring that the host agencies are accessible to the participants and are supportive of the participants needs.

Particular focus in PY2015 was paid to the finding that Blacks entered employment significantly less often than Whites and that Minorities entered employment significantly less often than Non-Minorities as revealed in Volume II of the PY2013 Minority Report. The following steps will be continued or expanded as they have led to an increase in participation of under-served minorities in both of the aforementioned populations in Missouri:

- Develop an effective Individual Employment Plan with each participant;
- Develop training assignment that matches with participant’s job goal;
- Develop/enhance skills through on-the-job training and online skill based training;
- Work readiness training will be provided one on one or in a group setting to suit the needs to the participant;
Sub-grantee staff will work with participants one on one to assist them in finding/applying for jobs available in their local communities;

Assist participants to locate resources to help them overcome barriers to employment (such as transportation, disabilities, poor work history, criminal backgrounds, etc.);

Recruit businesses in areas of high minority population for host agency placement and employment opportunities; and

Assist participants with resume writing, on-line applications, interviewing skills, and networking with local area businesses.

Even with the success of the previous described approaches in serving minority populations, there are social and economic barriers which must be addressed in order to fully meet the needs of the minority populations. As with all participants, the SCSEP sub-grantees will continue to develop supportive services plans that address obstacles experienced by participants that might present a barrier to employment such as housing, transportation, medical access and workplace accommodations.

In summary, ensuring the availability of supported employment services to eligible seniors in minority populations will continue to be a program focus in the state of Missouri. The grantee will continue providing technical assistance and feedback to the sub-grantees to increase services to eligible members of minority cultural groups.

**Organizational Structure**

The Missouri SCSEP is administered by the Department of Health and Senior Services (DHSS), the Division of Senior and Disability Services (DSDS), and Bureau of
Senior Programs (BSP). BSP staff is responsible for specific areas of the program (See Attachment A, Organizational Chart). The BSP Bureau Chief is the Title V State coordinator and also supervises the staff that supports the program. As coordinator, the Bureau Chief is responsible for the coordination and development of the Title V state plan and the annual grant. He is also responsible for writing and updating SCSEP policies and procedures, conducting meetings with sub-grantees and providing technical assistance while tracking performance. The Bureau Chief also attends statewide meetings with various agencies and organizations that focus on employment and workforce development. In January 2015, the Bureau Chief was appointed to the Missouri Statewide Workforce Investment Board as the representative for the Department of Health and Senior Services. The Bureau Chief and Aging Program Specialist II were also invited to a Missouri Statewide Workforce Innovation and Opportunity Act (WIOA) planning meeting where the Bureau Chief gave a presentation on SCSEP to representatives of the Missouri Workforce Development Boards. The Bureau Chief also works with staff to organize and promote the annual Outstanding Older Worker event that raises awareness and promotes involvement of Missouri businesses in the Missouri SCSEP.

The Aging Program Specialist II (APSII) duties include reviewing the annual and durational limits and IEPs, completing data validation and assisting with annual site monitoring, providing technical assistance regarding SPARQ, assisting with the development of the SCSEP State Plan and updates as well as the annual grant, and notifying the Missouri SCSEP sub-grantees of the availability of new supportive services that may be of interest to the SCSEP participants.
The Fiscal and Administrative Band Manager I provides fiscal support to ensure the budgeted funds for each sub-grantee contract are being expended appropriately.

The Administrative Support staff is responsible for communicating with the sub-grantees regarding mailings and general communication. The Administrative Support staff also coordinates all activities during the survey process, including ensuring the addresses for returned documents are updated and the documents are sent to the correct address. The Administrative Support staff ensures that completed grant and contract documents conform to applicable formats and standards and are executed through financial procurement.

The grant allocation for personnel for PY2016 is twenty percent for the State Coordinator and twenty-five percent for the Aging Program Specialist II, two percent for the Fiscal and Administrative Band Manager I and three percent for the Administrative Support Staff.

Sub-Grantees

The DHSS utilizes a competitive bid process to contract with sub-grantees, who in turn administer the program for the State of Missouri. The sub-grantees for the Missouri SCSEP at this time are MERS/Goodwill, Experience Works, and Catholic Charities (See Attachment C, Areas Served). The Missouri SCSEP is currently in the bid process for PY2016.

MERS/Missouri Goodwill Industries and Affiliates is a nonprofit corporation that has 95 years of experience providing vocational assessment and placement services for people with disabilities and disadvantages. The agency is a significant provider of vocational rehabilitation services in Missouri. Revenue from the Goodwill stores assist
with funding the agency's employment and training programs. Other funding sources are through contract services, employment and training, sheltered workshop, and contributions.

Experience Works is a nonprofit corporation, whose mission is to strengthen families and communities by providing disadvantaged and older individuals with opportunities to learn, work, and serve others. The organization operates job training and placement projects funded through federal grant awards, either made directly to the organization or through sub-grantee awards. Experience Works is a national grantee, as well as a State grantee.

Catholic Charities of Kansas City-St. Joseph, Inc. is a nonprofit organization whose mission and principal activities are to provide for the vulnerable, honoring the life and dignity of all persons and supports are derived through the Diocese, United Way, state and federal grants, and engaging the community in providing social services and advocacy. The organization's revenues, contributions, and fees charged to clients help pay for training and employment services.

**Monitoring and Audits**

The State Coordinator is responsible for assuring the sub-grantees receive all policy, program, technical assistance, and regulatory updates in order to effectively and efficiently administer the program in the sub-grantees’ respective areas. The State Coordinator communicates regularly with the sub-grantees to ensure program updates are implemented throughout the service areas and performance measure expectations are met. These meetings are an opportunity to provide technical assistance, provide
information on performance objectives, develop strategies to facilitate success within the program and provide support for continued successful program performance. The State Coordinator conducts an on-site monitoring of each sub-grantee annually. The monitoring review includes, but is not limited to, local office operations and procedures for eligibility, enrollment, orientation, as well as office records of staff, participant and host agency files.

The sub-grantees are required to submit monthly reports of agency activities detailing outreach efforts in order for the State to track progress towards performance measures. Any sub-grantee failing to meet the required performance measures is provided technical assistance.

Oversight and monitoring of sub-grantees promotes good management and leadership and assists grantees in clarifying objectives. This in turn promotes continuous improvement in program operations and in meeting performance measures established by the Department of Labor (DOL).
ATTACHMENT D
Programmatic Assurances

You must certify that you will conform to these assurances throughout the period of the grant by checking each of the assurances below. These assurances apply fully to any sub-recipient, local project, or grantee staff involved in the delivery of services.

You agree to:

**Recruitment and Selection of Participants**

- Develop and implement methods to recruit and select eligible participants to assure maximum participation in the program.
- Use income definitions and income inclusions and exclusions for SCSEP eligibility, as described in TEGL No. 12-06, to determine and document participant eligibility.
- Develop and implement methods to recruit minority populations to ensure at least proportional representation in your assigned service area.
- Develop and implement strategies to recruit applicants who have priority of service as defined in OAA section 518(b) (1)-(2) and by the Jobs for Veterans Act (JVA). Individuals with priority include those who:
  - Are covered persons in accordance with the JVA (covered persons who are SCSEP-eligible must receive services instead of or before non-covered persons);
  - Are 65 years or older;
  - Have a disability;
  - Have limited English proficiency;
  - Have low literacy skills;
  - Reside in a rural area;
  - Have low employment prospects;
  - Have failed to find employment after utilizing services provided through the One-Stop Delivery System;
  - Are homeless or are at risk for homelessness.

**Assessment**

- Assess participants at least twice per 12-month period.
- Use assessment information to determine the most appropriate community service assignments (CSAs) for participants.

**Individual Employment Plan (IEP)**

- Establish an initial goal of unsubsidized employment for all participants.
- Update the IEP at least as frequently as assessments occur (twice per 12-month period).
- Modify the IEP as necessary to reflect other approaches to self-sufficiency, if it becomes clear that unsubsidized employment is not feasible.
For participants who will reach the individual durational limit or would not otherwise achieve unsubsidized employment, include a provision in the IEP to transition to other services.

- Rotate participants to a new host agency (or a different assignment within the host agency) based on a rotation policy approved by DOL in the grant agreement and only when an individualized determination determines that the rotation is in the best interest of the participant. Such rotation must further the acquisition of skills listed in the IEP.

**Community Service Assignment (CSA)**

- Base the initial CSA on the assessment done at enrollment.
- Select only designated 501(c)(3) organizations or public agencies as host agencies.
- Put in place procedures to ensure adequate supervision of participants at host agencies.
- Ensure safe and healthy working conditions at CSA through annual monitoring.

**Recertification of Participants**

- Recertify the income eligibility of each participant at least once every 12 months, or more frequently if circumstances warrant.

**Physical Examinations**

- Offer physical examinations to participants upon program entry, and each year thereafter, as a benefit of enrollment.
- Obtain a written waiver from each participant who declines a physical examination.
- Not obtain a copy or use the results of the physical examination to establish eligibility or for any other purpose.

**Host Agencies**

- Develop and implement methods for recruiting new host agencies to provide a variety of training options that enable participants to increase their skill level and transition to unsubsidized employment.

- **Maintenance of Effort:** Ensure that CSAs do not reduce the number of employment opportunities or vacancies that would otherwise be available to individuals who are not SCSEP participants. You must specifically ensure that CSAs do not:
  - Displace currently-employed workers (including partial displacement, such as a reduction in non-overtime work, wages, or employment benefits).
  - Impair existing contracts or result in the substitution of Federal funds for other funds in connection with work that would otherwise be performed.
  - Assign or continue to assign a participant to perform the same work, or substantially the same work, as that performed by an individual who is on layoff.
Orientation

- Provide orientations for its participants and host agencies, including information on:
  - Project goals and objectives
  - Participant rights and responsibilities
  - CSAs
  - Training opportunities
  - Available supportive services
  - Availability of free physical examinations
  - Host agencies

- Local staff must address the topics listed above and provide sufficient orientation to applicants and participants on:
  - SCSEP goals and objectives
  - Grantee and local project roles, policies, and procedures
  - Documentation requirements
  - Holiday and sick leave
  - Assessment process
  - Development and implementation of IEPs
  - Evaluation of participant progress
  - Health and safety issues related to each participant’s assignment
  - Role of supervisors and host agencies
  - Maximum individual duration policy, including the possibility of a waiver, if applicable
  - Termination policy
  - Grievance procedure

Wages

- Provide participants with the highest applicable required wage (highest of Federal, state, or local minimum wage) for time spent in orientation, training, and community service assignments.

Participant Benefits

- Provide workers’ compensation and other benefits required by state or Federal law (such as unemployment insurance), and the costs of physical examinations.

- Establish written policies relating to compensation for scheduled work hours during which the participant’s host agency is closed for Federal holidays.

- Establish written policies relating to approved breaks in participation and any necessary sick leave that is not part of an accumulated sick leave program.

- Not use grant funds to pay the cost of pension benefits, annual leave, accumulated sick leave, or bonuses.

Procedures for Payroll and Workers’ Compensation

- Make all required payments for participant payroll and pay workers’ compensation premiums on a timely basis.
Ensure that host agencies do not pay workers' compensation costs for participants.

**Durational Limits**

**Maximum Average Project Duration – 27 Months**
- Maintain average project duration of 27 months or less, unless ETA approves an extension to 36 months.

**Maximum Individual Participant Duration – 48 Months**
- Allow participants to participate in the program no longer than 48 months (whether or not consecutively), unless your approved policy allows for an extension and the participant meets extension criteria.
- Notify participants of your policy pertaining to the maximum duration requirement, including the possibility of an extension if applicable, at the time of enrollment and each year thereafter, and whenever ETA has approved a change of policy.
- Provide 30-day written notice to participants prior to durational limit exit from the program.

**Transition Services**
- Develop a system to transition participants to unsubsidized employment or other assistance before each participant's maximum enrollment duration has expired.

**Termination Policies**
- Provide a 30-day written notice for all terminations that states the reason for termination and informs the participants of grievance procedures and right to appeal.
- Maintain written termination policies in effect and provide to participants at enrollment for:
  - Provision of false eligibility information by the participant
  - Incorrect initial eligibility determination at enrollment
  - Income ineligibility determined at recertification
  - Participant has reached individual durational limit
  - Participant has become employed while enrolled
  - IEP-related termination
  - Cause (must be approved by the ETA prior to implementation)

**Equitable Distribution**
- Comply with the equitable distribution (ED) plan for each state in which grantee operates and only make changes in the location of authorized positions within a state in accordance with the state ED plan and with prior ETA approval.
- Comply with the authorized position allocations /ED listed in [www.scseped.org](http://www.scseped.org).
Collaborate with all grantees authorized to serve in your state to achieve compliance with authorized positions while minimizing disruption to the participants.

**Over-Enrollment**

- Manage over-enrollment to minimize impact on participants and avoid layoffs.

**Administrative Systems**

- Ensure representation at all ETA-sponsored required grantee meetings.
- Communicate grant policy, data collection, and performance developments and directives to staff, sub-recipients, and local project operators on a regular basis.
- Develop a written monitoring tool that lists items you will review during monitoring visits, and provides this tool to sub-recipients and local project operators.
- Develop an annual monitoring schedule, unless the FPO approves a different standard; notify sub-recipients and local project operators of monitoring plans; and monitor sub-recipients and local project operators on a regular basis.
- Develop and provide training to increase sub-recipients’ and local project operators’ skills, knowledge, and abilities.
- When appropriate, prescribe corrective action and follow-up procedures for sub-recipients and local project operators to ensure that identified problems are remedied.
- Monitor the financial systems and expenditures, including sub-recipients and local project operators on a regular basis to ensure compliance with cost allocations as specified in the regulations.
- Ensure that sub-recipients and local project operators receive adequate resources to effectively operate local projects.
- Train sub-recipients and local project operators on SCSEP financial requirements to help them effectively manage their own expenditures, and provide general financial training as needed.
- Ensure that all financial reports are accurate and submit them in a timely manner, as required.
- Ensure full implementation and monitoring of requirements for customer satisfaction surveys, including participant, host agency and employer surveys.
- Develop a written plan for both disaster response and recovery so that SCSEP may continue to operate and provide services under emergency circumstances.

**Collaboration and Leveraged Resources**

- Collaborate with other organizations to maximize opportunities for participants to obtain workforce development, education, and supportive services to help them move into unsubsidized employment. These organizations may include but are not limited to: workforce investment boards, American Job
Centers (One-Stop Centers), vocational rehabilitation providers, disability networks, basic education and literacy providers, and community colleges.

Supportive Services

- Provide supportive services, as needed, to help participants participate in their community service assignment and to obtain and retain unsubsidized employment.
- Establish criteria to assess the need for supportive services and to determine when participants will receive supportive services, including after obtaining unsubsidized employment.

Sub-Recipient Selection (If Applicable)

- In selecting sub-recipients in areas with a substantial population of individuals with barriers to employment, national grantees should give special consideration to organizations with demonstrated expertise in serving individuals with barriers to employment (including former recipients of national grants), as defined in the statute.

Complaint Resolution

- Establish and use written grievance procedures for complaint resolution for applicants, employees, sub-recipients, and participants.
- Provide applicants, employees, sub-recipients, and participants with a copy of the grievance policy and procedures.

Maintenance of Files and Privacy Information

- Maintain participant files for three program years after the program year in which the participant received his/her final follow-up activity.
- Ensure that all participant records are securely stored by grantee or sub-recipient and access is limited to appropriate staff in order to safeguard personal identifying information.
- Ensure that all participant medical records are securely stored separately by grantee or sub-recipient from all other participant records and access is limited to authorized staff for authorized purposes.
- Establish safeguards to preclude tampering with electronic media, e.g., personal identification numbers (PINs) and SPARQ logins.
- Ensure that the ETA/SCSEP national office is immediately notified by grantee in the event of any potential security breach of personal identifying information, whether electronic files, paper files, or equipment are involved.
- Comply with and ensure that authorized users under its grant comply with all SPARQ access and security rules.
Documentation

- Maintain documentation of waivers of physical examinations by participant.
- Maintain documentation of the provision of complaint procedures to participants.
- Maintain documentation of eligibility determinations and recertifications.
- Maintain documentations of terminations and reasons for termination.
- Maintain records of grievances and outcomes.
- Maintain records required for data validation.
- Maintain documentation of monitoring reports for sub-recipients and host agencies.

Data Collection and Reporting

- Ensure the collection and reporting of all SCSEP required data according to specified time schedules.
- Ensure the use of the OMB-approved SCSEP data collection forms and the SCSEP Internet data collection and evaluation system, SPARQ.
- Ensure at the grantee or sub-recipient level that those capturing and recording data are familiar with the latest instructions for data collection, including ETA administrative issuances, e.g., TEGLs, Data Collection and Data Validation Handbooks, and the Older Worker Community of Practice.
- Ensure data are entered directly into the WDCS/SPARQ.
- Legally obligate sub-recipients to turn over complete data files in the specified electronic format, as well as hard copy case files, to the grantee when sub-recipients cease to administer SCSEP.
- Legally obligate new sub-recipients to enter complete data related to any participants whom they acquire upon becoming sub-recipients, including any participants who are still in the follow-up period.

If any box is not checked, the grantee must provide information on a separate attachment indicating what specific steps the grantee is taking to conform to those standard grant requirement(s).

By checking the boxes above, I certify that my organization will comply with each of the listed requirements and will remain in compliance for the program year for which we are submitting this application.

[Signature]

Date: MAY 12 2016

Signature of Authorized Representative
On-the-Job Experience

Participation in an appropriate community service assignment provides the opportunity to develop and practice the skills and/or experience the participant must attain in order to secure a desired position. In some instances, however, a participant’s IEP (Individual Employment Plan) may show a goal of obtaining an unsubsidized job with a public or private employer that requires specific skills that are not attainable through the regular community service assignment. In these instances, if the participant has completed at least two weeks at a community service assignment, the grantee may elect to provide the participant with an “on-the-job experience” (OJE) assignment.

1. Types of On-the-Job Experiences Anticipated—Missouri’s sub-grantees will utilize OJE to train their participants based entirely on the individual’s IEP. The sub-grantees will enter into OJE agreements with call centers, senior living facilities, health care industry, food service, customer service, retail, transportation, manufacturing and tourism. Current sub-grantees have identified the following locations for OJE projects, but anticipate others may be identified as the year progresses: Franklin, Jefferson, St. Charles and St. Louis Counties; and the cities of Sedalia, Jefferson City, Rolla, Springfield, St. Joseph, Maryville, Joplin, and Warsaw.

2. Limitations—In order to qualify for OJE, the proposed assignment must meet the following conditions:

   - The average length of an OJE contract is anticipated to be a training period of two to eight weeks.

   - For any particular participant or employer, an OJE training option may not exceed 12 weeks in duration.

   - The potential employer may be reimbursed for up to 100 percent of the wages earned by each participant in OJE training that will last no more than 4 weeks. For OJE training that will exceed 4 weeks, the potential employer may be reimbursed for up to 50 percent of the wages earned by each participant in OJE training.

   - An OJE training option will not be used more than five times per year for the same job category with the same employer.

   - Active host agencies are not eligible for participation in the OJE training program.

   - OJE projects will only be exercised with a particular participant once in any 12-month grant period.

   - Participants must be eligible for SCSEP services and have completed a minimum of two weeks in a community service assignment with their host agency.
Participants cannot work more than 40 hours a week, which includes time spent in a community service assignment or classroom training if the participant is participating in OJE and community service.

Sub-grantee will ensure safe and healthy work conditions prior to the OJE assignment by following the same procedures used for host agencies. Per the On The Job Experience Agreement, employers will assure: that the trainee is not subject to discrimination based on age, race, color, religion, sex, national origin, disability, veteran status, political affiliation, or any other basis prohibited by law; provide trainee with a safe, healthful and drug free work environment; ensure any unsafe conditions will be resolved through follow-up and agrees to allow the sub-grantee to visit the site to monitor trainee’s progress and the effectiveness of the training program.

Missouri SCSEP’s sub-grantees anticipate using both the model of reimbursement for employers and the model of paying OJE participant wages during the OJE period. The decision will be made at the sub-grantee level in conjunction with the employer in question.

OJE records will be maintained in the same manner as records for community service participants. Each participant will have an individual record and access to the record will be limited to SCSEP staff that have a legitimate need to access the file. Medical records will be maintained in a separate file and will be stored in a different location than the main SCSEP participant file.

3. Examples of Training

As described above, OJE projects are expected to cover many types of businesses and industries. An example of call center training would include employee orientation, working with and shadowing experienced workers, and learning the phone and data collection systems. An example of food service training would include employee orientation, working with and shadowing other experienced workers, learning the cash register system, replenishing supplies and condiments, taking food orders and working with the public.
MISSOURI SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM
ON THE JOB EXPERIENCE AGREEMENT

Sub-Grantee (hereafter referred to as “Agency”) will assign the trainee listed below to a training position at you organization/company. The training position is temporary in nature and designed to prepare him/her for employment with your organization/company.

TRAINEE’S NAME: ____________________________ PID: ____________________________

I. EMPLOYER INFORMATION

Employee Name: ____________________________
Employee Address: ____________________________
Employer Address: ____________________________
Non-Union: ____________________________
Union: ____________________________
Union Contract Number: ____________________________
Type of Employer: ____________________________

II. TRAINING INFORMATION

Start Date: ____________________________
End Date: ____________________________
Total Number of Hours: ____________________________

III. TERMS AND CONDITIONS

Sub-Grantee AGREES TO:

1. Pay wages [ ] or reimburse employer wages [ ] in accordance with section 11 above.
2. Provide worker’s compensation coverage when not provided by employer. Any additional costs will be the employer’s responsibility.
3. Ensure that all training is subject to the Missouri Human Rights Commission’s “Rules of Practice and Procedure” for retaliatory employment discrimination complaints.
4. Provide a safe, healthy, and drug-free workplace.
5. Provide workers’ compensation coverage and fringe benefits for Trainee equal to or greater than those provided to employees in similar positions.
6. Submit reports and documentation required by the Agency.
7. Permit Agency staff to visit the site to monitor Trainee’s progress and the effectiveness of the training program.
8. Not displace or replace existing employees with a Trainee by reducing hours or employment benefits, laying off, or requiring Trainee to perform work of persons on lay-off.
9. Hold Agency harmless from any liability arising from Employer’s conduct and the conduct of its employees and representatives, and from conduct occurring outside of Trainee’s work training schedule.
10. Agency does not conduct background checks on Trainee. When required, employer assumes full responsibility for any investigation into Trainee’s background.
11. Employer agrees to hire or retain trainee at the end of training.

Any Additional Terms and Conditions:

The undersigned agree to the terms and conditions contained in this agreement.

EMPLOYER: ____________________________  Sub-grantee: ____________________________
Printed Name: ____________________________  Printed Name: ____________________________
Title: ____________________________  Title: ____________________________
Signature: ____________________________  Date: ____________________________  Signature: ____________________________  Date: ____________________________
ON-THE-JOB-EXPERIENCE

Missouri SCSEP has been granted a waiver for PY2016 to offer On-the-Job-Experience (OJE) to participants. Sub-grantees should inform the State Grantee if they intend to use OJE in their service areas.

Participants who meet the criteria to be in SCSEP and have been placed in a host agency for a minimum of two weeks may be considered for placement in an OJE assignment.

Sub-grantees must enter into a contract with potential employers prior to placement of a participant in an OJE assignment. Active host agencies cannot service as OJE placements. Sub-grantees may use the sample contract developed by the State Grantee or may use their own contracts as long as they meet all of the contract requirement specified in Older Worker Bulletin No. 04-04.

Sub-grantees must determine which model of reimbursement is best for each placement. The chosen model must be specified in the contract. The sub-grantee can chose from the options below:

<table>
<thead>
<tr>
<th>Direct payment model</th>
<th>Reimbursement model</th>
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</thead>
<tbody>
<tr>
<td>The grantee pays the participant’s wages directly while he/she is at the OJE assignment.</td>
<td>Employer pays the participant’s wages directly and is reimbursed by the grantee.</td>
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</tbody>
</table>

*Note: Both direct payment of wages and reimbursement of wages to the employer must come from the Participant Wages and Fringe Benefits budget line item.*

Within these payment models, grantees have three options for how they can structure an OJE:

<table>
<thead>
<tr>
<th>Option 1</th>
<th>Option 2</th>
<th>Option 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grantee pays 100% of OJE wages directly for up to 12 weeks</td>
<td>Grantee reimburses employer for up to 50% of wages for up to 12 weeks</td>
<td>Grantee reimburses employer for up to 100% of the wages for up to 4 weeks</td>
</tr>
</tbody>
</table>

*These options are mutually exclusive and cannot be combined. Grantees can negotiate with employers over how many weeks (up to 12 weeks) the OJE will last and the rate of subsidy.*

Sub-grantee must ensure safe and healthy work conditions prior to the OJE assignment by following the same procedures used for host agencies. Per the On-The-Job-
Experience Agreement, employers will assure: that the trainee is not subject to discrimination based on age, race, color, religion, sex, national origin, disability, veteran status, political affiliation, or any other basis prohibited by law; provide trainee with a safe, healthful and drug free work environment; ensure any unsafe conditions will be resolved through follow-up and agrees to allow the sub-grantee to visit the site to monitor trainee’s progress and the effectiveness of the training program.

OJE records will be maintained in the same manner as records for community service participants. Each participant will have an individual record and access to the record will be limited to SCSEP staff that have a legitimate need to access the file. Medical records will be maintained in a separate file and will be stored in a different location than the main SCSEP participant file.

OJE Limitations:

- The average length of an OJE contract is anticipated to be a training period of two to eight weeks.
- For any particular participant, an OJE training option may not exceed 12 weeks in duration.
- An OJE training option will not be used more than five times per year for the same job category with the same employer.
- Active host agencies are not eligible for participation in the OJE training program.
- OJE projects will only be exercised with a particular participant once in any 12-month grant period.
- Participants must be eligible for SCSEP services and have completed a minimum of two weeks in a community service assignment with their host agency.
- Participants cannot work more than 40 hours a week, which includes time spent in a community service assignment or classroom training if the participant is participating in OJE and community service.
Attachment E:

Negotiated Indirect Cost Rate Agreement

(if applicable)
February 4, 2016

Ms. Pat Bedell
Deputy Director of Division of Administration
Missouri Department of Health & Senior Services
P. O. Box 570
Jefferson City MO. 65102-0570

Dear Ms. Bedell:

We are currently transmitting agreements by email. Please have the agreement signed by an authorized representative of your organization and email it to CAS-NY@psc.hhs.gov. We will reproduce and distribute the Agreement to the appropriate awarding organizations of the Federal Government for their use. This agreement reflects an understanding reached between your organization and a member of my staff concerning the rate(s) that may be used to support your claim for indirect costs on grants and contracts with the Federal Government. Future proposal should be submitted electronically to CAS-NY@psc.hhs.gov.

The fixed rate for the fiscal year ending June 30, 2016 is based on actual costs for the fiscal year ended June 30, 2014. They include over recovery amount of $666,611. The fixed rate for fiscal year June 30, 2014 is considered final.

The fixed rate for the fiscal year ending June 30, 2017 is based on actual costs for the fiscal year ended June 30, 2015. They include under-recovery amount of ($924,038). The fixed rate for fiscal year June 30, 2015 is considered final.

An indirect cost proposal, together with supporting information, is required each year to substantiate claims made for indirect costs under grants and contracts awarded by the Federal Government. Thus, your next indirect cost plan based on actual costs for the fiscal year ending June 30, 2016 are due in our office on December 31, 2016.

Thank you for your cooperation. If you have any questions, please call Wanda Rayfield at (214) 767-5249.

Sincerely,

Arif Khan
Director
Cost Allocation Services

Enclosures

ACCEPTANCE

Pat Bedell
Deputy Director, Administration

Date 2/9/11
STATE AND LOCAL GOVERNMENTS RATE AGREEMENT

EIN: 1446000987B6
DATE: 02/04/2016
ORGANIZATION: Missouri Department of Health & Senior Services
FILING REF.: The preceding agreement was dated
P.O. Box 570
01/08/2015
Jefferson, MO 65102-0570

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: INDIRECT COST RATES**

<table>
<thead>
<tr>
<th>RATE TYPES:</th>
<th>FIXED</th>
<th>FINAL</th>
<th>PROV. (PROVISIONAL)</th>
<th>PRRD. (PREDETERMINED)</th>
</tr>
</thead>
</table>

**EFFECTIVE PERIOD**

<table>
<thead>
<tr>
<th>TYPE</th>
<th>FROM</th>
<th>TO</th>
<th>RATE (%)</th>
<th>LOCATION</th>
<th>APPLICABLE TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIXED</td>
<td>07/01/2015</td>
<td>06/30/2016</td>
<td>20.90</td>
<td>On Site</td>
<td>All Programs</td>
</tr>
<tr>
<td>FIXED</td>
<td>07/01/2016</td>
<td>06/30/2017</td>
<td>23.60</td>
<td>On Site</td>
<td>All Programs</td>
</tr>
<tr>
<td>PROV.</td>
<td>07/01/2017</td>
<td>06/30/2019</td>
<td>23.60</td>
<td>On Site</td>
<td>All Programs</td>
</tr>
</tbody>
</table>

*BASE

Direct salaries and wages including all fringe benefits.
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.

Fringe Benefits
FICA
Retirement
Disability Insurance
Life Insurance
Health Insurance
Worker's Compensation
Unemployment Insurance

Your next indirect cost rate proposal based on actual costs for the fiscal year ending 06/30/2016 is due in our office by 12/31/2016.

Equipment means article of nonexpendable, tangible personal property having a useful life of more than 1 year(s) and an acquisition cost of $ 5,000 or more per unit.
ORGANIZATION: Missouri Department of Health & Senior Services
AGREEMENT DATE: 2/4/2016

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 indirect cost pool 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 indirect 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 indirect 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. OTHERS:
If any Federal contract, grant or other agreement is reimbursing indirect 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 indirect costs allocable to these programs.

BY THE INSTITUTION:

Missouri Department of Health & Senior Services

[Signature]
Pat Bedell

(NAME)

[Title]
Deputy Director, Division of Administration

(DATE)
2/9/16

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Director, Cost Allocation Services

(NAMES)

[Signature]
Arif Karim

(DATE) 2/4/2016

(FAX)
7077

NHS REPRESENTATIVE: Wanda Rayfield

Telephone: (214) 767-3261