



U.S. Department of Labor
Employment and Training Administration
Region 2 - Philadelphia

Discretionary Grantee Conference

Your Grant Award Package

*Making the most of this document
over the life of your grant*

Making Your Project Yield Good Jobs for Everyone



Award Package Content

- Notification of Obligation
- Administrative Costs Information
- Statement of Work
- Budget
- Assurances & Certifications
- Special Clauses & Conditions
- Attachments

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Grant Award Package Roles

- Project Foundation
- Reference Guide
- Communication Tool
- Living Document
- Historical Record

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Award Package - Notification of Obligation

- Includes facts; grantee name/address, \$ amount, grant number, Period of Performance...
- 48-hour drawdown period
- Grantee signature of full compliance with Uniform Admin Requirements, Cost Principles, Other Requirements

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NOO - Sample

Name & Address of Awardee:

[REDACTED]
[REDACTED]
[REDACTED]

Agreement #: [REDACTED]

CFDA #: 17.261

Accounting Code: [REDACTED] Mod Amount:

A300-LKB9-4123-5PR03-000 \$ [REDACTED]

EIN: [REDACTED]

DUNS #: [REDACTED]

The Period of Performance shall be from **March 01, 2009 thru February 28, 2011.**

Total Government's Financial Obligation is \$ [REDACTED] (unless other wise amended).

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

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

Uniform Administrative Requirements:

29 CFR Part 97, for State/Local Governments and Indian Tribes; OR

29 CFR Part 95, for Institutions of Higher Education, Hospitals and other Non-Profit Organizations and Commercial Organizations.

Cost Principles:

OMB Circular A-87, for State/Local Governments and Indian Tribes;

OMB Circular A-21, for Institutions of Higher Education; OR

OMB Circular A-122, for Non-Profit Organizations.

48 CFR Part 31.

Other Requirements (As Applicable):

29 CFR Part 96 and 99, Single Audit Act

29 CFR Part 93, Lobbying Certification

29 CFR Part 37, Nondiscrimination and Equal Opportunity Requirements

29 CFR Part 98, Debarment and Suspension; Drug Free Workplace

20 CFR Part 652 et al., Workforce Investment Act

Wagner-Peyser Act

Grant Award Document, Parts I through IV, and attachments.

The awardee's signature below certifies full compliance with all terms and conditions as well as the above stated grant regulations and certifications, and that this document has not been altered.

Signature of Approving Official - **AWARDEE**

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



Award Package - Administrative Costs Information

- % limitation is defined
- Examples provided
- Federal regulations referenced



Administrative Costs - Sample

ADMINISTRATIVE COSTS

Pursuant to 20 CFR 667.210(b), grantees are advised that there is a 10% limitation on administrative costs on funds administered under this grant. The Grant Officer may, however, approve additional administrative costs up to a maximum of 15% of the total award amount, if adequate justification is provided by the grantee at the time of the award. In no event, may administrative costs exceed 15% of the total award amount. The cost of administration shall include those disciplines enumerated in 20 CFR 667.220(b) and (c).

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Award Package - Statement of Work

- Includes the SGA (if applicable), 424 application, proposal, & supporting documents
- SOW covers the activities/results ETA gave you money to implement/achieve, and is binding.

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Award Package - Budget

- Represents what ETA approved you to spend money on, and to what extent.
- The budget is a binding commitment.



Award Package - Assurances & Certifications

- By accepting ETA funds, you “assure” and “certify” to ETA that you will comply with the list of requirements.
- Not necessarily part of the SGA or any other document. They come with the grant. Only way to avoid them is to refuse funds and not sign the NOO.

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Assurances - Sample

ASSURANCES - NON-CONSTRUCTION PROGRAMS

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

- (1) Has the legal authority to apply for Federal Assistance, and the institutional managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
- (2) Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- (3) Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- (4) Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- (5) Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
- (6) Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88.352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits

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Award Package - Special Clauses & Conditions

- The number and content of clauses & conditions is based upon current regulation and experience.
- Provides relevant, specific guidance on day-to-day grant project management

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Special Clauses - Sample

PART IV - SPECIAL CLAUSES

Clause #1: - BUDGET LINE ITEM FLEXIBILITY

- Flexibility is allowed within the grant budget (*except wages, salaries, fringe benefits and indirect cost rates*), provided no *single line item* is increased or decreased by more than 20%. Changes in excess of 20% and any changes in wages, salaries and fringe benefits, and indirect cost rates **MUST** receive prior written approval from the Grant Officer.
- Any changes in mix or match within the wages and salaries line **does not** require a grant modification. However, these changes must be reviewed by your assigned DOL Federal Project Officer (FPO) prior to implementing these changes. Failure to obtain such prior written approval may result in cost disallowance.

Clause #2: - INDIRECT COST RATE AND COST ALLOCATION PLAN

This clause is applicable to all awardees receiving funds from multiple sources. Organizations receiving funds from only one source does not need an indirect cost rate (ICR) approved or cost allocation plan (CAP).

Mark the appropriate clause for your organization and fill in the blanks, as appropriate:

- A. A current approved CAP or ICR agreement dated July 26, 2006 has been provided and approved by U.S. Department of Health & Human Services (Federal Cognizant agency - *Copy Attached*).

Regarding only the ICR agreement, please provide the following:

- Indirect Rate approved 20.0%
- Type of Indirect Cost Rate (Provisional/Fixed) Predetermined
- Allocation Base: Total direct costs excluding capital expenditures.
- Current period applicable to rate: 07/01/06- until amended.

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Special Conditions - Sample

PART IV - SPECIAL CONDITIONS

1. **Federal Project Officer:** The DOL/ETA Federal Project Officer (FPO) for this grant/agreement is:

KEITH HUBERT

U.S. Department of Labor/ETA
The Curtis Center

170 S. Independence Mall West, Suite 825 East
Philadelphia, Pennsylvania 19106-3315

(215) 861-5212

e-mail: Hubert.keith@dol.gov

The FPO is not authorized to change any of the terms or conditions of the grant/agreement. Such changes, if any, will be accomplished by the Grant Officer by the use of a properly executed grant/agreement modification.

2. **Equipment:** Awardees must receive *prior approval* from the DOL/ETA *Grant Officer* for the purchase and/or lease 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 ADP equipment. The grant award *does not* give approval for equipment even if it is specified in a grantee's statement of work unless specifically approved in the grant award execution letter by the Grant Officer. If not, awardee must submit a detailed description list to the FPO for review within 30 days of the grant/agreement award date. Failure to do so will necessitate the need for approval of equipment purchase on an individual basis.

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Award Package - Attachments

- Attachments depend upon the nature of the type of grant.
- Always includes financial reporting instructions and electronic submission requirement.



Questions on Award Package Content?

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Keys to Using the Award Package to Your Advantage

- Read it, know what it says
- Review the CFR, OMB and other references
- Make sure your Program, Fiscal and other relevant staff are familiar with it
- Prep questions with it
- Refer back to it continuously
- Organize it

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Organizing the Award Package

- Use a multi-divided file folder or binder and create six sections:
 - Grant Award Package
 - Modifications
 - Quarterly Performance Reports
 - Quarterly Financial Reports
 - Monitoring
 - Correspondence



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