

ORDINANCE 2022-08-04-0540

RATIFYING THE SUBMISSION OF A GRANT APPLICATION TO THE DEPARTMENT OF LABOR FOR THE APPRENTICESHIP BUILDING AMERICA PROGRAM; AUTHORIZING THE ACCEPTANCE AND APPROPRIATION OF FUNDING IN THE AMOUNT OF \$2,983,433.00 FOR THE PERIOD OF JULY 1, 2022 THROUGH JUNE 30, 2026; APPROVING A PROGRAM BUDGET; AND AUTHORIZING NEGOTIATION AND EXECUTION OF RELATED SUBCONTRACTS

* * * * *

WHEREAS, in February 2022, the Department of Labor's Employment and Training Administration Agency (DOL-ETA) announced the availability of funds authorized by the National Apprenticeship Act for the Apprenticeship Building America ("ABA") grant program; and

WHEREAS, the City's Workforce Development Office ("WDO") applied for grant funding to establish the San Antonio Ready to Work – Apprenticeship Building American Program to increase diversity and equity in apprenticeship for underrepresented populations and underserved communities; and

WHEREAS, on June 30, 2022, DOL-ETA notified the City of its award of \$2,983,433.00, to be expended by June 30, 2026; and

WHEREAS, WDO will use the ABA grant funding to augment the City's SA: Ready to Work Program by expanding training opportunities to work-based learning and to address barriers for underserved populations by providing customized wraparound services; and

WHEREAS, City Council approval is necessary to accept funds from DOL-ETA, to approve the budget and to authorize negotiation and execution of subcontracts. **NOW THEREFORE:**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:

SECTION 1. The submission of an application to the Department of Labor ("DOL") for the Apprenticeship Building America Grant Program is hereby ratified. The City Manager or his designee is hereby authorized to accept grant funds in the amount not to exceed \$2,983,433.00 from the Department of Labor for the Apprenticeship Building America Grant Program for a period beginning July 1, 2022 and ending June 30, 2026. A copy of the grant application, award notification letter and standard terms and conditions is attached hereto and incorporated herein for all purposes as Attachment I.

SECTION 2. The City Manager or his designee is further authorized to initiate, negotiate, and execute any and all necessary documents and grant contracts to effectuate acceptance of the grant funds referenced in this Ordinance, and to execute contract amendments pertaining to this contract

to include: carryover funds, line item budget revisions, modifications to the performance measures so long as the terms of the amendment stay within the general parameters of the intent of the grant, and the acceptance of additional funding by the granting agency, in an amount up to 20% of the total amount awarded to the grant.


SECTION 3. The City Manager or his designee is further authorized to negotiate and execute subcontracts related to the purposes of this Ordinance, in a form first approved by City Attorney's Office, and to execute any amendments related thereto.

SECTION 4. Upon acceptance of this award, new funds and internal order numbers are hereby authorized to be created, upon which the award amount not to exceed \$2,983,433.00 will be appropriated from DOL. The budget, which is attached hereto and incorporated herein for all purposes as Attachment II, is approved and adopted for entry in the City books.

SECTION 5. The financial allocations in this Ordinance are subject to approval by the Deputy Chief Financial Officer, City of San Antonio. The Deputy Chief Financial Officer may, subject to concurrence by the City Manager or the City Manager's designee, correct allocations to specific SAP Fund Numbers, SAP Project Definitions, SAP WBS Elements, SAP Internal Orders, SAP Fund Centers, SAP Cost Centers, SAP Functional Areas, SAP Funds Reservation Document Numbers, and SAP GL Accounts as necessary to carry out the purpose of this Ordinance.

SECTION 6. This Ordinance is effective immediately upon the receipt of eight affirmative votes; otherwise, it is effective ten days after passage.

PASSED AND APPROVED this 4th day of August, 2022.



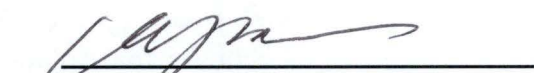
M A Y O R
Ron Nirenberg

ATTEST:



Debbie Racca-Sittre, City Clerk

APPROVED AS TO FORM:



Andrew Segovia, City Attorney



City of San Antonio

City Council Meeting August 4, 2022

10.

2022-08-04-0540

Ordinance ratifying the submission of a grant application to the Department of Labor for the Apprenticeship Building America Grant program, authorizing the acceptance and appropriation of funding in the amount of \$2,983,433.00 for the period of July 1, 2022 through June 30, 2026, and approving a program budget. [Alejandra Lopez, Assistant City Manager; Michael Ramsey, Executive Director, Workforce Development Office]

Councilmember Viagran moved to Approve on the Consent Agenda. Councilmember Rocha Garcia seconded the motion. The motion carried by the following vote:

Aye: Nirenberg, Bravo, McKee-Rodriguez, Viagran, Rocha Garcia, Castillo, Cabello
Havrda, Sandoval, Pelaez, Courage, Perry

ATTACHMENT I

GRANT APPLICATION AUTHORIZATION

Attachment A

Grant Application Instructions

In order to apply for grants a Department must receive prior approval before submitting a grant application. In order to submit a grant application a Department must use one of the following approval forms/processes:

GRANT APPLICATION APPROVAL form:

1. For grant applications which do not require cash match. The form must include all available information including a draft budget and personnel complement (if applicable).
2. For grant applications that may be considered High Profile/Public Interest*. The Department's Executive Leadership Team (ELT) member will make the final decision whether the item will require going before City Council for an Ordinance to apply. The form must include all available information including a draft budget and personnel complement (if applicable).

CITY OF SAN ANTONIO (CASH MATCH REQUIRED/NO COUNCIL DATE AVAILABLE) form:

3. For grant applications that will require cash match or whose application deadline does not permit going before City Council for an Ordinance to apply, permission to apply must be obtained by the Executive Leadership Team (ELT) member via the **CITY OF SAN ANTONIO (CASH MATCH REQUIRED/NO COUNCIL DATE AVAILABLE)** form. The form must include all available information including a draft budget and personnel complement (if applicable).

Once final approval has been granted by the ELT member for all grant application, copies of the completed forms need to be forwarded to Government and Public Affairs, Office of Management & Budget and the Finance Departments.

For all grants that did not previously go before City Council for approval to apply and accept, upon notification of award/funding the Department must prepare and submit an RFCA to accept the grant funds, adopt the budget and personnel complement (if applicable) before beginning operations and incurring fees. A copy of the original signed **GRANT APPLICATION APPROVAL** form used to apply for the grant should be attached to the RFCA.

*High Profile/Public Interest – is defined as a grant award that is likely to garner high community interest, or the service, type of contracts, or procurements anticipated to be funded by the grant is highly complex or technical in nature, or contract terms and conditions are non-standard or complex.

CITY OF SAN ANTONIO GRANT APPLICATION APPROVAL

| | | |
|--------------------------------------------------------------------------------------------|----------------|---------------------------------------------------------------|
| Grant Title: | | |
| Granting Agency: | | |
| Grant Category: <i>(New; renewal; re-award; funding; increase; other [explain])</i> | | |
| Solicitation Date: | | |
| Application Due Date: | | |
| Department Applying: | | |
| Project Manager/Grant Writer: | | |
| Funding Amount: | | |
| Match Requirement: | Cash | USE CASH MATCH REQUIRED/NO COUNCIL DATE AVAILABLE FORM |
| | In-Kind | |
| High Profile Program (Describe): | | |
| Partnerships: | | |
| Ordinance Date/Number: <i>(Previously approved grants)</i> | | |

| | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|--|--------------|
| Grant Summary: | | | |
| <p>Create equitable RAP pathways through pre-apprenticeship leading to RAP enrollment and equity partnerships by expanding efforts of Registered Apprenticeship Programs by:</p> <ul style="list-style-type: none"> expanding the number of programs and apprentices; diversifying the industries that utilize Registered Apprenticeship; and increasing access to, and completion of, RAPs for underrepresented populations and underserved communities. | | | |
| Submitted By: | | | Date: |
| Department Head Authorization: | | | Date: |
| Executive Leadership Team (ELT) Member Authorization: <i>(sign one of the two selections)</i> | Approved for Application | | Date: |
| | Requires RFCA for Application | | |


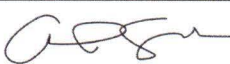
PROVISION:

Submission of this grant application does not obligate the City of San Antonio to accept funds if awarded. The City Manager's Office will make a final determination regarding the availability of cash match requirements.

CITY OF SAN ANTONIO
GRANT APPLICATION APPROVAL
(CASH MATCH REQUIRED/NO COUNCIL DATE AVAILABLE)

Instructions:

Only grant proposals that require a Cash Match or grants with a solicitation timeline that does not permit scheduling of a City Council meeting before the grant application deadline may be submitted for authorization via this track.

| | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Grant Title: | Apprenticeship Building America (ABA) Program | |
| Grantor: (Agency name) | US Department of Labor - Employment, Labor and Training | |
| Grant Category: (New; renewal; re-award; funding; increase; other [explain]) | New | |
| Solicitation Date: | February 23, 2002 | |
| Application Due Date: | April 25, 2022 | |
| Grantee: (Department submitting) | Workforce Development Office | |
| Project Manager/Grant Writer: | PM: Amy Contreras; GW: Edith Westfall | |
| Funding Amount: | \$3,000,000 | |
| Match Requirement: (notate whether cash or in-kind) | N/A | |
| High Profile Program (Describe): | Grant application aligned with SA: Ready to Work | |
| Partnerships: | City of San Antonio and SA: Ready to Work Partners (SA WORX; Workforce Solutions Alamo; Alamo Colleges District; Restore Education; Project Quest; Creative Noggin; UTSA Urban Education Institute) | |
| Ordinance Date/Number: (Previously approved grants) | N/A | |
| Grant Summary: | | |
| <ul style="list-style-type: none"> • Leverage SA: Ready to Work job training and placement program; • Create and expand equitable pre-apprenticeships and registered apprenticeship programs; • Diversify industries that utilize apprenticeship programs; and • Increase access to apprenticeship programs for historically under-served populations, specifically victims of domestic violence, and individuals formerly involved with the justice system. | | |
| <input checked="" type="checkbox"/> _____ (check to acknowledge provision) | PROVISION: Submission of this grant does not obligate the City of San Antonio to accept funds if awarded. The City Manager's Office will make a final determination regarding the availability of cash match requirements. | |
| Submitted By: | Amy Contreras | Date: April 13, 2022 |
| Department Head Authorization: | Micheal Ramsey  | Date: April 14, 2022 |
| GPA Authorization: | Sally Basurto | Date: April 24, 2022 |
| OMB Authorization (Budget Analyst): |  | Date: April 25, 2022 |
| Executive Leadership Team Member Authorization: | Alejandra Lopez <small>Digitally signed by Alejandra Lopez Date: 2022.04.25 13:20:07 -05'00'</small> | |

U.S. Department of Labor

Employment & Training Administration Office of
Grants Management
200 Constitution Avenue, N.W. Room N-4716
Washington, D.C. 20210



June 29, 2022

Dear Grant Authorized Representative and Program Contact:

Congratulations on being awarded the **Apprenticeship Building America (ABA) Grant Program**. The U.S. Department of Labor (DOL), Employment and Training Administration (ETA) looks forward to working with you throughout the life of your grant.

NOTE: THIS INFORMATION IS UNDER EMBARGO UNTIL THIS MID-JULY. PLEASE DO NOT MAKE ANY ANNOUNCEMENTS OF THIS AWARD UNTIL THAT TIME.

The official start date of your grant is July 1, 2022. We wanted to share important information with you about what to expect in the coming weeks.

DOL/ETA Office of Grants Management have completed a review of your budget documents to ensure that you are in compliance with the requirements outlined in the **ABA Grant Program** Funding Opportunity Announcement (FOA) including, but not limited to:

- Confirming the EIN and UEI information;
- Verifying the budget;
- Clarifying other concerns deemed appropriate by the Grant Officer.

Based on this review, you may find special conditions in your grant award, also known as the Notice of Award (NOA), that require further action within 30 days from the official start date of your award. You should pay close attention to these special conditions to ensure that they are resolved satisfactorily in a timely manner.

The NOA includes vital information such as the Statement of Work (SOW), operating budget, and applicable Federal laws and regulations with which this grant will be required to comply. Please note that your project narrative is incorporated as the SOW in your grant award. When you receive the NOA, please review it carefully. **If there is a discrepancy between the SOW or other elements of the awarded application and any DOL guidance or cost principle, the DOL guidance or cost principle will prevail.**

The NOA will also include the name and contact information of the Federal Project Officer (FPO) assigned to your grant. Your FPO will be your primary contact throughout the entire period of performance of your grant and will be available to assist you with any questions or issues that you may encounter. In addition to monitoring and oversight, your FPO will initiate modifications to your grant, as needed.

Program Compliance Notification Letter: Included in the grant award package is the Program Compliance Notification Letter that outlines the programmatic compliance requirements for your new grant award, and directs grantees regarding adherence to these requirements. Grantees should refer to the FOA for a complete list of programmatic compliance requirements for this grant program. This Program Compliance Notification Letter provides information on the following:

- Key required activities that all grantees must ensure are incorporated into their grant;
- Key Apprenticeship grant policies;
- Key activities or costs that are not allowable;

- Links to existing grantee guidance (e.g., Frequently Asked Questions, and administrative/financial trainings);
- Instructions on the Set-Aside funding and requirements; and
- Performance reporting guidance on grantees' proposed target outcomes for the Apprenticeship performance outcome measures and reporting mechanisms.

Required Action by Grantee: No additional action is required for the Program Compliance Notification Letter. If there are specific programmatic compliance issues with any of the sections listed in the Program Compliance Notification Letter, they will be reflected in the Conditions of Award document that the Grant Officer will send in the coming weeks.

Equipment Purchase: Grantees 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 Automatic Data Processing equipment). The grant award does not provide approval for equipment even if it is specified in a grantee's Statement of Work (SOW) unless specifically approved in the grant award execution letter by the Grant Officer. To obtain approval, the grantee must submit a detailed equipment purchase list with descriptions to your FPO for review. The equipment purchase list must include the item name as well as a description of the item, item cost (actual or estimated), estimated useful life of the equipment, and the purpose of the acquisition.

We strongly encourage grantees to submit equipment purchase requests as early as possible in the grant's period of performance with as many planned pieces of equipment as possible.

Indirect Cost Rate/Cost Allocation Plan: If an Indirect Cost Rate (ICR) or Cost Allocation Plan (CAP) is required, your organization must have or obtain an approved Negotiated ICR Agreement or CAP which must remain current during the life of your grant. Grantees must comply with this requirement as outlined in the grant award or no indirect costs will be allowed for the grant. If this provision applies to your organization, please check your grant award package immediately and follow the instructions outlined in your grant award, titled "Indirect Cost and Cost Allocation Plan," to begin the process of understanding your responsibility in this regard.

Payment Management System: The grant award and associated attachments contain essential information on how to access funds by creating an ETA Payment Management System Account.

Updating Program Contact Information: DOL/ETA will need contact information for the individuals who will be working on this grant project as soon as possible. This person(s) should be directly involved in the day-to-day operations of the program. They will receive all future communications regarding any necessary policy guidance or other important information from the Office of Workforce Investment as it pertains to your program or grant award.

Please send this contact information in an email to ABA.Grant@dol.gov with:

- Grant number; and
- the following information for each Program Contact: name; title; address; telephone number; and email address.

We recommend that you have at least one primary programmatic point of contact in addition to those indicated on the SF-424 in the application you submitted. Please be sure to identify if the contact information provided is in addition to the existing contacts on the SF-424. If contacts in the SF-424 need to be replaced, this will require a modification, which can be discussed with your FPO. Include the following text in the subject line of your email: "ABA grant program" <your grant number here> - Contact Information". Please be sure to add the domain "@dol.gov" to your network safety list as communications will be arriving electronically.

Technical Assistance: ETA will provide additional information to assist with grant implementation in the coming months. Stay tuned for further information and other programmatic communications from ABA.Grant@dol.gov and be sure DOL/ETA has your grant's contact information.

You, as the grant recipient, have the responsibility for ensuring that costs charged to the grant are allowable, allocable, necessary and reasonable and in accordance with the applicable Federal laws and regulations. The Authorized Representative (indicated on the SF-424) is responsible for ensuring compliance with ALL aspects of the grant award.

If you have any questions about your grant award package, please contact Denise Roach via email at roach.denise@dol.gov. Again, congratulations on your **ABA** grant award.

Sincerely,

A handwritten signature in black ink, appearing to read "Brinda Ruggles", written in a cursive style.

Brinda Ruggles
Grant Officer

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

NOTICE OF
AWARD (NOA)

Under the authority of the **American Competitiveness and Workforce Improvement Act**, this grant or agreement is entered into between the above named **Grantor Agency** and the following named **Awardee**, for a project entitled - **Apprenticeship Building America (ABA) Grant Program**.

Name & Address of Awardee:
CITY OF SAN ANTONIO
100 W HOUSTON STREET
SUITE 1900
SAN ANTONIO, TEXAS 78205-1433

Federal Award Id. No. (FAIN): AP-38629-22-60-A-48
CFDA #: 17.285- Apprenticeship USA Grants
Amount: \$2,983,433.00
EIN: 746002070
DUNS #:

Accounting Code: 1630-2022-0501742122BD202201740024215AP001A0000AATELSAATELS-A90600-410023-ETA-
DEFAULT TASK-

Payment Management System DOC#: AP38629JX1

The Period of Performance shall be from **July 01, 2022 thru June 30, 2026**.

Total Government's Financial Obligation is **\$2,983,433.00** (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.

CONDITIONALLY APPROVED FUNDING This grant award is funded in the amount specified above; however, is conditionally approved with an initial increment of \$80,000. This constitutes a Partial Notice to Proceed. Release of additional funds up to the amount approved for your project will be based on your ability to address the condition(s) of the award. The grantee is not authorized to incur costs above \$80,000. Response to Conditions 1 and 2 outlined on the following pages must be submitted to the Federal Project Officer (FPO) assigned to your grant. Please note that submission of the requested information does not in itself constitute approval by the U.S. Department of Labor, Employment and Training Administration. Final approval must be given by the Grant Officer. When the provided documentation resolved the condition(s) of the award, a Full Notice to Proceed will be incorporated into your grant agreement as an official modification and additional funds will be released. Questions pertaining to your submission responding to these conditions should be directed to your FPO.

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

Uniform Administrative Requirements, Cost Principles, and Audit Requirements:

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

Other Requirements (Included within this NOA):

Condition(s) of Award (if applicable)
Federal Award Terms, including attachments

Contact Information

The Federal Project Officer (FPO) assigned to this grant is Edgar Garcia. Edgar Garcia will serve as your first line point of contact and can be contacted via e-mail - garcia.edgar@dol.gov. If your FPO is not available, please call your Regional Office at 972-850-4600 for assistance.

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

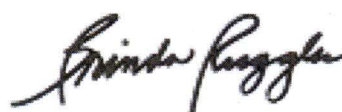
Signature of Approving Official - **AWARDEE**

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

90-day temporary ICR

See SF-424 for Signature

No Additional Signature Required



BRINDA RUGGLES, June 27, 2022
GRANT Officer

Apprenticeship Building America (ABA)

Apprenticeship Building America (ABA)

CITY OF SAN ANTONIO

Conditions of Award

AP-38629-22-60-A-48

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

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

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

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

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

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

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

Apprenticeship Building America (ABA)

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

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

Condition 2 – Financial System Risk Assessment (Partial Notice to Proceed)

In accordance with the FOA, all applicants were requested to submit a completed Financial System Risk Assessment (FSRA) form. Your application package included an incomplete FSRA form. See Section V.B(2) of the FOA for a sample template and additional instructions. Please provide:

- A completed FSRA form along with a detailed response (on a separate page on your organization's letterhead and signed/dated by the Authorized Representative) for any items 2-9 of Section C that have "No" or "Not Sure" answer(s), providing enough information to clearly reflect the expertise of the organization in these areas.

The FPO will review the FSRA form for completeness. If complete, the FPO will include the FSRA in the Requisition/Procurement Action Request as an official modification.

Condition 3 – Budget

The grantee must submit a budget modification request which includes a completed SF-424A and Budget Narrative which aligns with the total on the SF-424. The Budget Narrative must address and break down the entirety of each line reflected on the SF-424A. The Budget Narrative must also contain costs per entry in each category which add up to the indicated line item total with enough information to ascertain whether the represented totals are mathematically accurate. Specifically, the Budget Narrative must clarify the following:

- *Budget Narrative total requested funds need to align with total requested funds listed on the SF-424A. Include Indirect Costs in the total.*
- *Relocate "Apprenticeship Support Stipends" to "Other" Category*

Please submit a revised Budget Narrative and matching SF-424A (if applicable) to your Federal Project Officer (FPO) within 30 days from the date of award.

Condition 4 – Budget Clarification (Indirect Cost – 10% De Minimis)

The grantee has incorporated indirect costs into the budget, but has not submitted a Negotiated Indirect Cost Rate Agreement (NICRA). It is not clear whether the grantee is claiming indirect costs under a NICRA or the de minimis indirect cost rate. The 10% de minimis indirect cost rate is available to organizations that do not have nor have ever had a federally negotiated indirect cost rate agreement in place. To claim the de minimis rate,

Apprenticeship Building America (ABA)

the grantee must submit a statement confirming the organization has never had a federally negotiated indirect cost rate agreement in place.

The grantee must submit the required documentation to resolve this clarification. Please work with your Federal Project Officer (FPO) to submit this request. Your FPO will review the documentation and then submit it to the Grant Officer for formal approval as a modification to the grant agreement.

Response to Programmatic Compliance Review

After receipt of this award DOL/ETA staff will be performing a general compliance review to help ensure the programmatic aspects of the grant projects are in compliance with the Funding Opportunity Announcement (FOA) and other Federal requirements. After the review, if there is any action needed, ETA will transmit the results of the review and instructions for response to the Grantee in a separate document after receipt of this grant award. The Grantee must respond to the actions cited in the review document.

PROGRAM COMPLIANCE NOTIFICATION LETTER
APPRENTICESHIP BUILDING AMERICA
(FOA-ETA-22-06)

Dear Apprenticeship Building America (ABA) Grantee:

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

This Program Compliance Notification Letter provides information on the following:

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

Key Compliance Items of Note

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

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

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

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

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

- **Individuals served must be at least 16 years of age who are not already enrolled in a RAP at the time of initial grant service.**
- **Registered Apprenticeship Programs and Quality Framework for Pre-Apprenticeship Programs.** RAPs and pre-apprenticeships leading to RAP enrollment that are funded and developed under this grant program must align with the requirements outlined below. Requirements are provided under “Program Design/Allowable Activities” on pages 6-10 of the FOA.
- **For Categories 1-3, any local or statewide grant recipient that is not a State Apprenticeship Agency (SAA), operating within a federally-recognized SAA, must partner with that SAA.**
- **Funding Requirements:** Grantees that receive ABA grant funds must ensure their grants include activities that address ABA program goals for the particular category they are funded. In addition, all grantees will propose projects that include the following activities:
 - Launch and/or expand RAPS, increase RAP opportunities for youth, and/or pre-apprenticeship programs that lead to RAP enrollment;
 - Engage industries and support ongoing relationships;
 - Promote and conduct outreach activities;
 - Actively identify and collaborate with a broad range of partners;
 - Engage underrepresented populations and underserved communities;
 - Leverage resources;
 - Utilize data-informed decision making;
 - Align and connect policies and initiatives across workforce development, economic development, education and other systems to improve grant outcomes and create longer-term conditions for success; and

- Incorporate the cross-cutting principles of Equity, Job Quality, Support for High Quality, Sustainable Programs, Evidence-Based Approaches, and New Opportunities for Innovation, Engagement, and Ease of Access.

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

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

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

- **Performance Reporting Requirements:** Grantees are required to adhere to OMB-approved performance reporting requirements. This includes submitting a Quarterly Progress Report containing updates on the implementation and progress specified in the grant's Statement of Work and the status of grant program outcomes for all participants that receive grant-funded services. Performance reporting for these grants aligns with the DOL-Only Performance Accountability Information and Reporting System (OMB Control No. 1205-0521) information collection request, specifically the requirements identified for apprenticeship grants data reporting into the Workforce Integrated Performance System (WIPS). As part of quarterly performance reporting, DOL requires grant recipients to conduct data validation to ensure the validity of data submitted to DOL (see TEG-13-19 https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=9155).

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

Each grantee is accountable for reaching their proposed performance targets for the performance

outcome measures specified in the FOA. Failure to meet those outcomes may result in technical assistance or other intervention by ETA, and may also have a significant impact on decisions about future grants with ETA.

- **Case Management System:** In addition to appropriate financial management tracking systems to provide accurate financial tracking and reporting, grantees are expected to have their own case management or management information system to utilize for grant participant enrollment, onboarding and tracking during the period of performance, which allows for a .csv file export and upload into the Department's Workforce Integrated Performance Reporting System (WIPS) data files. Before the first reporting due date, grantees must have a WIPS account ready. The WIPS Technical Assistance page, https://www.doleta.gov/performance/wips/WIPS_Technical_Assistance_Request.cfm, will allow you to submit a request to create an account for new WIPS users and to add Apprenticeship to current WIPS accounts. The Program Office will also review this information in the first performance webinar.
- **National Evaluation Participation:** As a condition of grant award, grantees are required to participate in a national evaluation, if undertaken by DOL. The evaluation may include an implementation assessment across grantees, an impact and/or outcomes analysis of all or selected sites within or across grantees, and a benefit/cost analysis or assessment of return on investment. Conducting an impact analysis could involve random assignment (which involves random assignment of eligible participants into a treatment group that would receive program services or enhanced program services, or into control group(s) that would receive no program services or program services that are not enhanced). See Section VI.B.4.a. of the FOA for more information.

REFERENCES

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

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

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

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

TERMS AND CONDITIONS

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1. Order of Precedence

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

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

2. Notice of Award

The funds shall be obligated and allocated via a NOA grant modification. These obligations and expenditures may not exceed the amount awarded by the NOA modification unless otherwise modified by the ETA.

3. Funding Opportunity Announcement

The Funding Opportunity Announcement (FOA) at https://www.dol.gov/sites/dolgov/files/ETA/grants/pdfs/ABA_FOA-ETA-22-06.pdf and Amendment One at https://www.dol.gov/sites/dolgov/files/ETA/grants/pdfs/ABA_FOA-ETA-22-06_Amendment%20One.pdf are hereby incorporated into this NOA. Award recipients are bound by the authorizations, restrictions, and requirements contained in the FOA. Therefore, the expenditure of grant funds by the award recipient certifies that your organization has read and will comply with all the parts that are contained in the NOA.

4. Federal Project Officer

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

Name: Edgar Garcia
Telephone: 972-850-4650
E-mail: Garcia.Edgar@dol.gov

The FPO is not authorized to change any of the terms or conditions of the award, or approve prior approval requests. Any changes to the terms or conditions or prior approvals must be approved by the Grant Officer through the use of a formally executed award modification process.

5. Indirect Cost Rate and Cost Allocation Plan

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

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

If a new NICRA is issued during the grant's period of performance, it must be provided to DOL within 30 days of issuance. Funds may be re-budgeted as necessary between direct cost categories as long as it is consistent with the Budget Flexibility term within this agreement, grant requirements, and DOL regulations on prior approval. However, the total amount of the grant award will not be increased.

- ☐ A. A federally approved NICRA or federally approved CAP covering a portion of the grant period of performance is attached.

Regarding only the NICRA:

- (1) Indirect Rate approved: %
- (2) Type of Indirect Cost Rate: _ (i.e. Provisional/Predetermined/ Fixed)
- (3) Allocation Distribution Base: _____
- (4) Current beginning and ending period applicable to rate: _____

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

- ☒ B. (1)_____ The provided NICRA or CAP approved by the FCA does not cover a portion of the period of performance, or

(2) x Indirect costs are being claimed on the SF-424A, however an indirect cost rate proposal or CAP has not yet been submitted for approval to the FCA.

URGENT NOTICE: Estimated indirect costs have been specified on the SF-424A, Section B, Object Class Category “j”, however only *the de minimis rate of 10% of Modified Total Direct Costs (MTDC)* will be released to support the indirect costs in the absence of a NICRA or CAP approved by the FCA. The remaining funds which have been awarded for Indirect Costs are restricted and may not be used for any purpose until the recipient provides a signed copy of the NICRA or CAP and receive documentation stating that the restriction is lifted by the Grant Officer. Upon receipt of the NICRA or CAP, the Grant Officer will issue a grant modification to the award to remove the restriction on those funds.

As the grant award recipient, the grant recipient must submit an indirect cost rate proposal or CAP. If the FCA for indirect costs is DOL, these documents should be submitted to the DOL’s Cost & Price Determination Division (CPDD) (see <https://www.dol.gov/agencies/oasam/centers-offices/office-of-the-senior-procurement-executive/cost-price-determination-division>). Otherwise, they should be submitted to the grant award recipient’s FCA. Alternatively, the grant recipient may request the de minimis rate if eligible (see section D. below). In addition, the recipient must notify the FPO that the documents have been submitted to the appropriate FCA.

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

- ☐ C. The grant award recipient elected to exclude indirect costs from the proposed budget. Please be aware that incurred indirect costs (such as top management salaries, financial oversight, human resources, payroll, personnel, auditing costs, accounting and legal, etc. used for the general oversight and administration of the organization) must not be classified as direct costs; these types of costs are indirect costs. Only direct costs, as defined by the applicable cost principles, will be charged. According to 2 CFR 200.412, if indirect costs are misclassified as direct costs, such costs may become disallowed through an audit.
- ☐ D. The grant award recipient does not have a current negotiated (including provisional) rate and may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. A governmental department or agency unit that receives more than \$35 million in direct Federal funding must submit its indirect cost rate proposal to its cognizant agency for indirect costs and cannot request a de minimis rate. This methodology must be used consistently for all Federal grant awards until such time as the grant award recipient chooses to negotiate for an indirect cost rate, which the grant recipient may apply to do at any time. See 2 CFR 200.414(f) for more information on use of the de minimis rate. Please be aware that incurred indirect type costs (such as top management salaries, financial oversight, human resources, payroll, personnel, auditing costs, accounting and legal, etc. used for the general oversight

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

6. Approved Statement of Work

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

7. Approved Budget

The grant award recipient's budget documents are attached in this NOA. The documents are: 1) the SF-424, included as Attachment A; 2) the SF-424 A, included as Attachment B; and 3) the Budget Narrative, included as Attachment C. The grant award recipient must confirm that all costs are allowable, reasonable, necessary, and allocable before charging any expense. Pursuant to 2 CFR 2900.1, the approval of the budget as awarded does not constitute prior approval of those items specified in 2 CFR part 200 or as a part of the grant award as requiring prior approval. The Grant Officer is the only official with the authority to provide such approval.

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

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

8. Return of Funds

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

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

9. Evaluation, Data, and Implementation

As the grant award recipient, the grant recipient must cooperate during the implementation of a third-party evaluation. This means providing DOL or its authorized contractor with the appropriate data and access to program operating personnel and

participants in a timely manner.

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

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

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

b. Budget Flexibility

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

As directed in 2 CFR 200.308(e), for programs where the Federal share is over the Simplified Acquisition Threshold (SAT) (currently \$250,000), the transfer of funds among direct cost categories or programs, functions, and activities is restricted such that if the cumulative amount of such transfers exceeds or is expected to exceed 10% of the total budget as last approved by the Federal awarding agency, the recipient must receive prior approval from the Grant Officer. Any changes within a specific cost category on the SF424(a) do not require a grant modification unless the change results in a cumulative transfer among direct cost categories exceeding 10% of total budget. It is recommended that the assigned FPO review any within-line changes to the grant award recipient's budget prior to implementation to ensure they do not require a modification.

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

c. Consultants

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

prior approval from the Grant Officer.

d. Travel

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

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

e. Travel – Mileage Reimbursement Rates

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

10. Administrative Requirements

a. Audits

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

b. Revisions to the Uniform Guidance

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

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

c. Closeout/Final Year Requirements

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

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

d. Equipment

The grant award recipient(s) must receive **prior approval** from the Grant Officer to purchase any equipment as defined in the Uniform Guidance at 2 CFR 200.1. Prior approval is required only when the acquisition cost is \$5,000 or more regardless of the non-Federal entity's capitalization threshold. Equipment purchases must be made in accordance with 2 CFR 200.313 or 2 CFR 200.439.

Being awarded this grant **does not** automatically mean that the equipment specified in the approved budget or SOW is approved by the Grant Officer. If not specified above, the recipient must submit a detailed list describing the purchase to the FPO for review within 90 days of the NOA date. The recipients are strongly encouraged to submit requests for equipment purchase as early as possible in the grant's period of performance with as many planned pieces of equipment as possible.

Recipients may not purchase equipment during the last year of the period of performance or the last year of full program service delivery (not follow up activities), whichever comes first. If any approved acquisition has not occurred prior to the last funded year of performance, approval for that item is rescinded.

e. Federal Funding Accountability and Transparency Act (FFATA)

1. Reporting of first-tier subawards.

- I. *Applicability.* Unless the grant award recipient is exempt as provided in paragraph [4.] of this award term, the grant recipient must report each action that equals or exceeds \$30,000 in Federal funds for a subaward to a non-Federal entity or Federal agency (see definitions in paragraph [5.] of this award term).
 - II. *Where and when to report.*
 - I. The Federal entity or Federal agency must report each obligating action described in paragraph [1.i.] of this award term to <https://www.fsrs.gov>.
 - II. For subaward information, the recipient must report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)
 - III. *What to report.* The grant award recipient must report the information about each obligating action that the submission instructions posted at <https://www.fsrs.gov> specify.
2. Reporting total compensation of recipient executives for non-Federal entities.
 - I. *Applicability and what to report.* The grant award recipient must report total compensation for each of their five most highly compensated executives for the preceding completed fiscal year, if—
 - I. the total Federal funding authorized to date under this Federal award is equals or exceeds \$30,000 as defined in 2 CFR 170.320;
 - II. in the preceding fiscal year, the grant recipient received—
 - (A) 80% or more of the annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - III. The public does not have access to information on the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or Section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission (SEC) total compensation filings at <https://www.sec.gov/answers/execomp.htm>.)
 - II. *Where and when to report.* The grant award recipient must report executive total compensation described in paragraph [2.a.] of this award term:
 - a. As part of your registration profile at <http://www.sam.gov>.
 - b. By the end of the month following the month in which this award is made, and annually thereafter.
3. Reporting of Total Compensation of Subrecipient Executives.
 - I. *Applicability and what to report.* Unless the grant recipient is exempt as provided in paragraph [4.] of this award term, for each first-tier non-Federal entity subrecipient under this award, the grant award recipient shall report the

names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if—

- I. in the subrecipient's preceding fiscal year, the subrecipient received—
 - (A) 80% or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and
- II. The public does not have access to information on the compensation of the executives through periodic reports filed under Section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or Section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the SEC total compensation filings at <https://www.sec.gov/answers/execomp.htm>.)

- II. *Where and when to report.* The grant award recipient must report subrecipient executive total compensation described in paragraph [3.a] of this award term:
 - I. To the recipient.
 - II. By the end of the month following the month during which the grant recipient make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), the grant recipient must report any required compensation information of the subrecipient by November 30 of that year.

4. Exemptions.

If, in the previous tax year, the grant award recipient had gross income, from all sources, under \$300,000, the grant recipient is exempt from the requirements to report:

- a. Subawards, and
- b. The total compensation of the five most highly compensated executives of any subrecipient.

5. Definitions.

For purposes of this award term:

- a. *Federal Agency* means a Federal agency as defined at 5 U.S.C. 551(1) and further clarified by 5 U.S.C. 552(f).
- b. *Non-Federal Entity* means all of the following, as defined in 2 CFR part 25:
 - I. A Governmental organization, which is a State, local government, or Indian tribe;
 - II. A foreign public entity;
 - III. A domestic or foreign nonprofit organization; and
 - IV. A domestic or foreign for-profit organization.
- c. *Executive* means officers, managing partners, or any other employees in management positions.

d. *Subaward*:

- I. This term is used as a legal instrument to provide support for the performance of any portion of the substantive project or program for which the grant recipient received this award and that the grant recipient as the recipient award to an eligible subrecipient.
- II. The term does not include the grant award recipient procurement of property and services needed to carry out the project or program (for further explanation, see [2 CFR 200.330]).
- III. A subaward may be provided through any legal agreement, including an agreement that the grant recipient or a subrecipient considers a contract.

e. *Subrecipient* means a non-Federal entity or Federal agency that:

- I. Receives a subaward from the grant award recipient under this award; and
- II. Is accountable to the grant recipient for the use of the Federal funds provided by the subaward.

f. *Total compensation* means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

- I. *Salary and bonus*.
- II. *Awards of stock, stock options, and stock appreciation rights*. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
- III. *Earnings for services under non-equity incentive plans*. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
- IV. *Change in pension value*. This is the change in present value of defined benefit and actuarial pension plans.
- V. *Above-market earnings on deferred compensation which is not tax-qualified*.
- VI. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

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

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

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

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

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

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

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

g. Personally Identifiable Information

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

h. Pre-Award

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

i. Procurement

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

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

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

j. Program Income

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

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

k. Recipient Integrity and Performance Matters

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

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

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

I. Reports

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

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

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

- b. **Quarterly Narrative Progress Reports.** Grant recipients are required to submit a narrative quarterly and final report on grant activities funded under this award. All reports are due no later than 45 calendar days after the end of each specified reporting quarter. Reporting quarter end dates are March 31, June 30, September 30, and December 31.
 1. The last quarterly progress report that award recipients submit will serve as the grant's Final Performance Report. This report should provide both ***quarterly and cumulative*** information on the grant's activities. It must summarize project activities, employment outcomes and other deliverables, and related results of the project.
 2. The grant award recipient shall use any standard forms and instructions to report on training and employment outcomes and other data relating to the progress reports as provided by ETA.
 3. The grant award recipient shall utilize standard reporting processes and electronic reporting systems to submit their quarterly progress reports as

provided by ETA.

m. Requirements for Conference and Conference Space

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

n. Subawards

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

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

o. Supportive Services & Participant Support Costs

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

p. System for Award Management (SAM)

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

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

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

1. Unique Entity Identifier Requirements

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

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

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

2. Definitions

For purposes of this term:

i. SAM is the Federal repository where the grant award recipients must provide information required for the conduct of business as recipients. Additional information about registration procedures may be found at the SAM website (<http://www.sam.gov>).

ii. *Unique entity identifier* means the identifier assigned by SAM to uniquely identify business entities.

iii. *Entity*, as it is used in this grant award term, includes all of the following, as defined at 2 CFR Part 25, Appendix A:

- a. A non-Federal entity as defined at 2 CFR 200.1 (A State, local government, Indian Tribe, Institute of Higher Education (IHE), or nonprofit organization that carries out a Federal award as a recipient or subrecipient);
- b. A foreign organization;
- c. A foreign public entity;
- d. A domestic for-profit organization; and
- e. A Federal agency.

iv. *Subaward* means:

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

v. *Subrecipient* means:

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

3. Existing SAM Registrants

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

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

4. Validation

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

q. Vendor/Contractor

The term "contractor," sometimes referred to as a vendor, is a dealer, distributor, merchant or other seller providing goods or services that are required to implement a Federal program (see 2 CFR 200.1). These goods or services may be for an organization's own use or for the use of the beneficiaries of the Federal program. Additional guidance on distinguishing between a subrecipient and a contractor (vendor) is provided in 2 CFR 200.331. When procuring contractors for goods and services, DOL/ETA recipients and subrecipients, must follow the procurement requirements found at 2 CFR 200.319, except states, pursuant to 2 CFR 200.317, which calls for free and open competition.

r. Whistleblower Protection

This grant award and employees working on this grant award are subject to the whistleblower rights and remedies established at 41 U.S.C. 4712. The grant award recipient shall inform its employees in writing, in the predominant language of the workforce, of employee whistleblower rights and protections under 41 U.S.C. 4712, as described in section 3.908 of the Federal Acquisition Regulation (48 CFR 3.908; note

that for the purpose of this term and condition, use of the term "contract," "contractor," "subcontract," or "subcontractor" in section 3.908 should be read as "grant," "grantee," "subgrant," or "subgrantee"). The recipient shall insert the substance of this clause in all subgrants and contracts over the Simplified Acquisition Threshold.

s. Telecommunications

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

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

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

t. Intellectual Property Rights

The Federal Government reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use for federal purposes: i) the copyright in all products developed under the grant, including a subgrant or contract under the grant or subgrant; and ii) any rights of copyright to which the grant award recipient, subrecipient or a contractor purchases ownership under an award (including but not limited to curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise.

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

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

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

“This workforce product was funded by a grant awarded by the U.S. Department of Labor (DOL)’s Employment and Training Administration (ETA). The product was created by the recipient and does not necessarily reflect the official position of DOL/ETA. DOL/ETA makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it.”

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

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

All small business firms, and non-profit organizations (as defined at the link below, and including Institutions of Higher Education) must adhere to the Bayh-Dole Act, which requirements are provided at 37 CFR 401.3(a) and at <https://www.dol.gov/sites/dolgov/files/ETA/grants/pdfs/BayhDoleGrantTerm.pdf>. To summarize, these requirements describe the ownership of intellectual property rights and the government’s nonexclusive, nontransferable, irrevocable, paid-up license to use any invention conceived or first actually reduced to practice in the performance of work

under this grant award. These requirements are in addition to those found in the Intellectual Property Rights term above.

v. Domestic Preferences for Procurements

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

11. Program Requirements

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

12. Federal Appropriations Requirements

a. Requirement to Provide Certain Information in Public Communications

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

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

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

b. Fair Labor Standards Act Amendment for Major Disasters

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

“(s)(1) The provisions of this section [maximum hours worked] shall not apply for a period of 2 years after the occurrence of a major disaster to any employee—
(A) employed to adjust or evaluate claims resulting from or relating to such major disaster, by an employer not engaged, directly or through an affiliate, in underwriting, selling, or marketing property, casualty, or liability insurance policies or contracts;

(B) who receives from such employer on average weekly compensation of not less than \$591.00 per week or any minimum weekly amount established by the Secretary, whichever is greater, for the number of weeks such employee is engaged in any of the activities described in subparagraph (C); and (C) whose duties include any of the following:

- (i) interviewing insured individuals, individuals who suffered injuries or other damages or losses arising from or relating to a disaster, witnesses, or physicians;
- (ii) inspecting property damage or reviewing factual information to prepare damage estimates;
- (iii) evaluating and making recommendations regarding coverage or compensability of claims or determining liability or value aspects of claims;
- (iv) negotiating settlements; or
- (v) making recommendations regarding litigation.

(2) The exemption in this subsection shall not affect the exemption provided by section 13(a)(1) [of the FLSA].

(3) For purposes of this subsection—

(A) the term ‘major disaster’ means any disaster or catastrophe declared or designated by any State or Federal agency or department;

(B) the term ‘employee employed to adjust or evaluate claims resulting from or relating to such major disaster’ means an individual who timely secured or secures a license required by applicable law to engage in and perform the activities described in clauses (i) through (v) of paragraph (1)(C) relating to a major disaster, and is employed by an employer that maintains worker compensation insurance coverage or protection for its employees, if required by applicable law, and withholds applicable Federal, State, and local income and payroll taxes from the wages, salaries and any benefits of such employees; and

(C) the term ‘affiliate’ means a company that, by reason of ownership or control of 25% or more of the outstanding shares of any class of voting securities of one or more companies, directly or indirectly, controls, is controlled by, or is under common control with, another company.”

c. Health Benefits Coverage for Contraceptives

Federal funds may not be used to enter into or renew a contract which includes a provision for prescription drug coverage unless the contract also includes a provision for contraceptive coverage. This requirement does not apply to contracts with 1) the religious plans Personal Care’s HMO and OSF HealthPlans, Inc. and 2) any existing or future plan if the carrier for the plan objects to such coverage on the basis of religious beliefs.

In implementing this section, any plan that enters into or renews a contract may not subject any individual to discrimination on the basis that the individual refuses to prescribe or otherwise provide for contraceptives because such activities would be contrary to the individuals’ religious beliefs or moral convictions. Nothing in this term shall be construed to require coverage of abortion or abortion related services.

d. Privacy Act

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

e. Prohibition on Contracting with Corporations with Felony Criminal Convictions

The recipient may not knowingly enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that was convicted of a felony criminal violation under any Federal law within the preceding 24 months.

f. Prohibition on Contracting with Corporations with Unpaid Tax Liabilities

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

g. Prohibition on Procuring Goods Obtained Through Child Labor

Pursuant to P.L. 116-260, Division H, Title I, Section 103, no funds may be obligated or expended for the procurement of goods mined, produced, manufactured, or harvested or services rendered, in whole or in part, by forced or indentured child labor in industries and host countries identified by the DOL prior to December 20, 2019. DOL has identified these goods and services here: <https://www.dol.gov/agencies/ilab/reports/child-labor/list-of-products>.

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

Pursuant to P.L. 116-260, Division H, Title V, Section 521, these funds may not be provided to the ACORN, or any of its affiliates, subsidiaries, allied organizations or successors.

i. Reporting of Waste, Fraud and Abuse

No entity receiving federal funds may require employees or contractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

j. Requirement for Blocking Pornography

Pursuant to P.L. 116-260, Division H, Title V, Section 520, no Federal funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography.

k. Restriction on Health Benefits Coverage for Abortions

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

l. Restriction on Lobbying/Advocacy

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

m. Publicity

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

n. Restriction on the Promotion of Drug Legalization

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

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

o. Restriction on Purchase of Sterile Needles or Syringes

Pursuant to P.L. 116-260, Division H, Title V, Section 527, no Federal funds shall be used to purchase sterile needles or syringes for the hypodermic injection of any illegal drug.

p. Salary and Bonus Limitations

Pursuant to P.L. 116-260, Division H, Title I, Section 105, recipients and subrecipients shall not use funds to pay the salary and bonuses of an individual, either as direct costs or as indirect costs, at a rate in excess of Executive Level II. The Executive Level II salary may change yearly and is located on the OPM.gov website (<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>). The salary and bonus limitation does not apply to contractors (vendors) providing goods and services as defined in 2 CFR 200.331. Where States are recipients of such funds, States may establish a lower limit for salaries and bonuses of those receiving salaries and bonuses from subrecipients, taking into account factors including the relative cost-of-living in the State, the compensation levels for comparable State or local government employees, and the size of the organizations that administer Federal programs involved including ETA programs. See TEGL 5-06 for further clarification, available at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2262.

13.Public Policy

a. Architectural Barriers

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

b. Drug-Free Workplace

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

c. Executive Orders

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

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

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

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

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

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

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

d. Flood Insurance

The Flood Disaster Protection Act of 1973, as amended, 42 U.S.C. 4001 *et seq.*, provides that no Federal financial assistance to acquire, modernize, or construct property may be provided in communities in the United States identified as flood-prone, unless the community participates in the National Flood Insurance Program and flood insurance is purchased within 1 year of the identification. The flood insurance purchase requirement applies to both public and private applicants for the DOL support. Lists of flood-prone areas that are eligible for flood insurance are published in the Federal Register by FEMA.

e. Hotel-Motel Fire Safety

Pursuant to 15 U.S.C. 2225a, the recipient must ensure that all space for conferences, and, conventions or training seminars funded in whole or in part with federal funds complies with the protection and control guidelines of the Hotel and Motel Fire Safety Act (P.L. 101-391, as amended). Recipients may search the Hotel-Motel National Master List at <https://apps.usfa.fema.gov/hotel/> to see if a property is in compliance, or to find other information about the Act.

f. Prohibition on Trafficking in Persons

1. Trafficking in persons.

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

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

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

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

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

II. DOL/ETA as the Federal awarding agency may unilaterally terminate this grant award, without penalty, if the grant recipient or a subrecipient that is a private entity —

(A). Is determined to have violated a prohibition in paragraph a.1 of this award term; or

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

- i. Associated with performance under this award; or
- ii. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR Part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” as implemented by our agency at 2 CFR Part 2998.

b. *Provision applicable to a recipient other than a private entity.* DOL/ETA as the Federal awarding agency may unilaterally terminate this grant award, without penalty, if a subrecipient that is a private entity—

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

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

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

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

c. *Provisions applicable to any recipient.*

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

II. DOL/ETA right to terminate unilaterally that is described in paragraph a.2 or b of this section:

(A). Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and

(B). Is in addition to all other remedies for noncompliance that are available to DOL/ETA under this grant award.

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

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

I. “Employee” means either:

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

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

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

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

III. "Private entity":

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

(B). Includes:

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

ii. A for-profit organization.

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

g. Veterans' Priority Provisions

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

h. Promoting Equitable Delivery of Government Benefits and Equal Opportunity

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

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

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

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

i. Harassment Prohibited

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

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

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

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

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

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

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

14. Technical Assistance, Resources, and Information

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

Strategies for sound grant management that include:

Monitoring,

Accountability,

Risk mitigation and

Transparency.

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

15. Attachments

Attachment A: SF-424

Attachment B: SF-424A

Attachment C: Budget Narrative

Attachment D: Statement of Work

Attachment A: SF-424

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

*** 2. Type of Application:**

- ☒ New
☐ Continuation
☐ Revision

*** If Revision, select appropriate letter(s):**

*** Other (Specify):**

*** 3. Date Received:**

04/25/2022

4. Applicant Identifier:

066428400

5a. Federal Entity Identifier:

LC5QCFLLCDJ4

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*** a. Legal Name:**

City of San Antonio

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

74-6002070

*** c. UEI:**

LC5QCFLLCDJ4

d. Address:

*** Street1:**

100 W Houston Street

Street2:

Suite 1900

*** City:**

San Antonio

County/Parish:

TX

*** State:**

TX: Texas

Province:

*** Country:**

USA: UNITED STATES

*** Zip / Postal Code:**

78205-1433

e. Organizational Unit:

Department Name:

Workforce Development Office

Division Name:

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

Prefix:

Mr.

*** First Name:**

Michael

Middle Name:

*** Last Name:**

Ramsey

Suffix:

Title:

Executive Director of Workforce Development

Organizational Affiliation:

City of San Antonio

*** Telephone Number:**

2102073912

Fax Number:

*** Email:**

michael.ramsey@sanantonio.gov

Application for Federal Assistance SF-424

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

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

Employment and Training Administration

11. Catalog of Federal Domestic Assistance Number:

17.285

CFDA Title:

Apprenticeship USA Grants

* 12. Funding Opportunity Number:

FOA-ETA-22-06

* Title:

Apprenticeship Building America (ABA) Grant Program

13. Competition Identification Number:

FOA-ETA-22-06

Title:

Apprenticeship Building America (ABA) Grant Program

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

1242-Areas affected.docx

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

San Antonio Ready to Work - Apprenticeship Building America

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

| | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| Application for Federal Assistance SF-424 | |
| 16. Congressional Districts Of: | |
| * a. Applicant <input type="text" value="TX-020"/> | * b. Program/Project <input type="text" value="TX-020"/> |
| Attach an additional list of Program/Project Congressional Districts if needed. | |
| <input type="text" value="1243-San Antonio Congressional Districts.p"/> | <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/> |
| 17. Proposed Project: | |
| * a. Start Date: <input type="text" value="07/01/2022"/> | * b. End Date: <input type="text" value="06/30/2026"/> |
| 18. Estimated Funding (\$): | |
| * a. Federal | <input type="text" value="2,983,433.00"/> |
| * b. Applicant | <input type="text" value="0.00"/> |
| * c. State | <input type="text" value="0.00"/> |
| * d. Local | <input type="text" value="0.00"/> |
| * e. Other | <input type="text" value="0.00"/> |
| * f. Program Income | <input type="text" value="0.00"/> |
| * g. TOTAL | <input type="text" value="2,983,433.00"/> |
| * 19. Is Application Subject to Review By State Under Executive Order 12372 Process? | |
| <input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/> . | |
| <input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review. | |
| <input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372. | |
| * 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.) | |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |
| If "Yes", provide explanation and attach | |
| <input type="text"/> | <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/> |
| 21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001) | |
| <input checked="" type="checkbox"/> ** 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: <input type="text" value="Ms."/> | * First Name: <input type="text" value="Amy"/> |
| Middle Name: <input type="text" value="KT"/> | |
| * Last Name: <input type="text" value="Contreras"/> | |
| Suffix: <input type="text"/> | |
| * Title: <input type="text" value="Assistant to the Director"/> | |
| * Telephone Number: <input type="text" value="2104609969"/> | Fax Number: <input type="text"/> |
| * Email: <input type="text" value="amy.contreras@sanantonio.gov"/> | |
| * Signature of Authorized Representative: <input type="text" value="Amy K Contreras"/> | * Date Signed: <input type="text" value="04/25/2022"/> |



San Antonio Ready to Work Apprenticeship Building America

Areas Affected By Project

- San Antonio Metropolitan Statistical Area
- Bexar County

San Antonio Ready to Work – Apprenticeship Building America

City of San Antonio Congressional Districts

- TX-020
- TX021
- TX-023
- TX-028
- TX-035

Attachment B: SF-424A

BUDGET INFORMATION - Non-Construction Programs

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

SECTION A - BUDGET SUMMARY

| Grant Program Function or Activity (a) | Catalog of Federal Domestic Assistance Number (b) | Estimated Unobligated Funds | | New or Revised Budget | | |
|--------------------------------------------------------------|------------------------------------------------------------|-----------------------------|--------------------|-----------------------|--------------------|-----------------|
| | | Federal (c) | Non-Federal (d) | Federal (e) | Non-Federal (f) | Total (g) |
| 1. Apprenticeship Building America (ABA) Grant Program | 17.285 | \$ 2,983,433.00 | \$ | \$ | \$ | \$ 2,983,433.00 |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. Totals | | \$ 2,983,433.00 | \$ | \$ | \$ | \$ 2,983,433.00 |

SECTION B - BUDGET CATEGORIES

| 6. Object Class Categories | GRANT PROGRAM, FUNCTION OR ACTIVITY | | | | Total (5) |
|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|-----|-----------------|
| | (1) | (2) | (3) | (4) | |
| | <div style="border: 1px solid black; padding: 5px; min-height: 150px;"> Apprenticeship Building America (ABA) Grant Program </div> | | | | |
| a. Personnel | \$ 1,130,850.00 | \$ | \$ | \$ | \$ 1,130,850.00 |
| b. Fringe Benefits | 394,629.00 | | | | 394,629.00 |
| c. Travel | 17,850.00 | | | | 17,850.00 |
| d. Equipment | 0.00 | | | | 0.00 |
| e. Supplies | 69,100.00 | | | | 69,100.00 |
| f. Contractual | 1,371,000.00 | | | | 1,371,000.00 |
| g. Construction | 0.00 | | | | 0.00 |
| h. Other | 0.00 | | | | 0.00 |
| i. Total Direct Charges (sum of 6a-6h) | 2,983,429.00 | | | | \$ 2,983,429.00 |
| j. Indirect Charges | 4.00 | | | | \$ 4.00 |
| k. TOTALS (sum of 6i and 6j) | \$ 2,983,433.00 | \$ | \$ | \$ | \$ 2,983,433.00 |
| 7. Program Income | \$ | \$ | \$ | \$ | \$ |

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SECTION C - NON-FEDERAL RESOURCES

| (a) Grant Program | (b) Applicant | (c) State | (d) Other Sources | (e)TOTALS |
|--------------------------------------------------------|---------------|-----------|-------------------|-----------|
| 8. Apprenticeship Building America (ABA) Grant Program | \$ | \$ | \$ | \$ |
| 9. | | | | |
| 10. | | | | |
| 11. | | | | |
| 12. TOTAL (sum of lines 8-11) | \$ | \$ | \$ | \$ |

SECTION D - FORECASTED CASH NEEDS

| | Total for 1st Year | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter |
|------------------------------------|--------------------|--------------|---------------|---------------|---------------|
| 13. Federal | \$ 612,611.00 | \$ 94,650.00 | \$ 201,953.00 | \$ 157,053.00 | \$ 158,955.00 |
| 14. Non-Federal | \$ | | | | |
| 15. TOTAL (sum of lines 13 and 14) | \$ 612,611.00 | \$ 94,650.00 | \$ 201,953.00 | \$ 157,053.00 | \$ 158,955.00 |

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

| (a) Grant Program | FUTURE FUNDING PERIODS (YEARS) | | | |
|---------------------------------------------------------|--------------------------------|---------------|---------------|---------------|
| | (b)First | (c) Second | (d) Third | (e) Fourth |
| 16. Apprenticeship Building America (ABA) Grant Program | \$ 612,611.00 | \$ 798,484.00 | \$ 778,143.00 | \$ 794,195.00 |
| 17. | | | | |
| 18. | | | | |
| 19. | | | | |
| 20. TOTAL (sum of lines 16 - 19) | \$ 612,611.00 | \$ 798,484.00 | \$ 778,143.00 | \$ 794,195.00 |

SECTION F - OTHER BUDGET INFORMATION

| | |
|-----------------------------|-------------------------|
| 21. Direct Charges: 2983429 | 22. Indirect Charges: 4 |
| 23. Remarks: | |

Attachment C: Budget Narrative

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| B. Fringe Benefits. | 3 |
| C. Travel..... | 4 |
| D. Equipment..... | 6 |
| E. Supplies..... | 6 |
| F. Contractors/Contracts. | 7 |
| G. Other Costs. | 9 |
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| I. Budget Summary | 10 |

BUDGET NARRATIVE – OVERVIEW

The total amount requested by the City of San Antonio (COSA) to implement the Apprenticeship Building America (ABA) grant program is \$2,983,429. All proposed activities directly support the COSA's provision of education and training to eligible individuals living in the City of San Antonio.

The following Budget Narrative supplements the information included on COSA's SF-424 and SF-424A and includes a narrative description of costs associated with each line item on the related forms. The information included for Personnel, Fringe Benefits, Travel, Supplies, Equipment, Other Direct Costs, and Indirect Cost budget categories includes all of COSA's anticipated costs to implement the [project name – same as footer].

BUDGET CATEGORIES

A. Personnel.

Personnel costs include the hiring and/or training of additional instructors or staff, as well as personnel to perform the general administrative functions and coordination of those functions under the Workforce Investment Act (WIA) title I,

Total Personnel funds requested is \$1,130,850. The following table provides a narrative description of each COSA position to be funded with ABA grant funds; the duties assigned to the position; anticipated cost of each position; and how that cost was computed. Including a salary increase of 2% each year.

Personnel

| Role | Overview of Duties | Salary | LOE (%) | Cost per Year | Total Cost |
|----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|----------|-------------------------------------------|------------------------------------------------|------------|
| Workforce Development Manager | Overall responsibility for program | \$81,075 | Year 1 100% for 9 months Year 2-4 100% | \$60,806 \$82,697, \$84,350, \$86,038 | \$313,891 |
| Sr. Management Coordinator | Project administration, reporting, coordination of resources | \$60,269 | Year 1 100% for 9 months Year 2-4 100% | \$45,202 \$61,474, \$62,704, \$63,958 | \$233,338 |
| Sr. Management Analyst (Employer Outreach) | Work with existing Industry Councils to identify employers who will work with the team on curriculum, job placement, etc. | \$54,790 | Year 1 100% for 9 months Year 2-4 100% | \$41,093 \$55,886, \$57,003, \$58,143 | \$212,125 |
| Sr. Management Analyst (Apprenticeship & Training) | Based at COSA to provide career and program guidance | \$54,790 | Year 1 100% for 9 months Year 2-4 100% | \$41,093 \$55,886, \$57,003, \$58,143 | \$212,125 |
| Fiscal Accountant | Completes budget and financial reporting tasks | \$41,164 | Year 1 100% for 9 months Year 2-4 100% | \$30,873 \$41,987, \$42,827, \$43,684 | \$159,371 |

B. Fringe Benefits.

Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefit rate is based on the COSA established rates for FICA / Medicare (7.65%), Life Insurance (.10%), Retirement (12.40%), and Civilian Active Healthcare (\$8,894 per FTE). Fringe benefits are pro-rated based on the amount of time the employee is dedicated to the ABA program.

Total Fringe Benefits funds requested is \$394,629. The fringe benefit rate is applied to all personnel listed in Section A for each year.

| Fringe Benefits | | | |
|----------------------|--------------------|---------------------|----------------------------------------|
| Positions | Total Salary Costs | Fringe Benefit Rate | Fringe Benefits Cost (Salary x FBR) |
| <i>See Section A</i> | Year 1: \$219,066 | 35% | \$77,494 |
| | Year 2: \$297,930 | 35% | \$104,503 |
| | Year 3: \$303,888 | 35% | \$105,704 |
| | Year 4: \$309,966 | 34% | \$106,928 |

C. Travel.

All travel costs will be incurred in accordance with federal guidance. Most of the travel associated with the proposal is local travel, and will be reimbursed on a mileage basis (e.g., use of a personal vehicle) and actual cost basis (e.g., public transportation, tolls). The same regulations will be followed for any travel outside the San Antonio metro area, including a visit to a Best Practice site at similar institution in United States.

Total Travel funds requested is \$17,850. The following table provides a narrative description of the purpose of travel; location (as applicable); how the total cost is computed; and cost.

| Travel | | | | | |
|---------------------------------|-----------------|--------------------|------------------------|--------------------------------------|---------------|
| Purpose of Travel | Unit of Measure | Cost Per Unit/Rate | Total Units | Cost (Cost per Unit x # of Units) | |
| Local Travel | Miles Driven | \$0.55 | 3,000 – Year 1 | \$1,650 | \$6,600 total |
| | | | 3,000 – Years 2, 3 & 4 | \$1,650 x 3 | |
| | | | | | |
| Best Practices Site Visit (TBD) | Per Diem | \$100 | 2 (x2 people) | \$400 (year one only) | |
| | Airfare | \$650 | 2 | \$1,300 (year one only) | |
| | Hotel | \$200 | 2 (x2 people) | \$800 (year one only) | |
| | | | | | |
| Apprenticeship Conference (TBD) | Per Diem | \$100 | 2 (x2 people) | \$400 (year one) | |
| | Airfare | \$650 | 2 | \$1,300 (year one) | |
| | Hotel | \$200 | 2 (x2 people) | \$800 (year one) | |
| | | | | | |
| Apprenticeship Conference | Per Diem | \$100 | 2 (x2 people) | \$400 (year two) | |

| | | | | |
|---------------------------------------|----------|-------|---------------|----------------------|
| (TBD) | Airfare | \$650 | 2 | \$1,300 (year two) |
| | Hotel | \$200 | 2 (x2 people) | \$800 (year two) |
| | | | | |
| Apprenticeship Conference (TBD) | Per Diem | \$100 | 2 (x2 people) | \$400 (year three) |
| | Airfare | \$650 | 2 | \$1,300 (year three) |
| | Hotel | \$200 | 2 (x2 people) | \$800 (year three) |
| | | | | |
| Apprenticeship Conference (TBD) | Per Diem | \$100 | 2 (x2 people) | \$400 (year four) |
| | Airfare | \$650 | 2 | \$1,300 (year four) |
| | Hotel | \$200 | 2 (x2 people) | \$800 (year four) |

D. Equipment.

COSA is not requesting funds to purchase equipment.

| Equipment | | |
|----------------|-------------|------|
| Equipment | Purpose/Use | Cost |
| Not Applicable | | \$0 |

E. Supplies.

All expenses classified as “supplies” are expendable, tangible personal property that will be consumed during the course of the project and have an acquisition cost of less than \$5,000. All supplies purchased with grant funds are deemed necessary to carry out the ABA program.

Total Supply funds requested is \$69,100. The following table lists the supplies COSA plans to purchase to support implementation of the ABA program.

| Supplies | | | | | | | |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------|----------------|---------------|-------------------|-------------------|-------------------|-------------------|
| Supplies | Purpose/Use | # of units | Cost per Unit | Cost | | | |
| Laptop Computer | Set up for new employees | 5 | \$1,500 | | \$7,500 | | |
| Printing flyers, etc. | Flyers to be distributed at one-stops, community-based organizations, and other external outreach events to promote the project | 1 | \$5,000 | Year 1 \$5,000 | Year 2 \$5,000 | Year 3 \$5,000 | Year 4 \$5,000 |
| Instructor Certifications | Supporting current credentials for instructors | 6 | \$1,000 | Year 1 \$6,000 | Year 2 6,000 | Year 3 \$6,000 | Year 4 \$6,000 |
| Conference Fees | Apprenticeship conferences for two staff | 2 | \$1,000 | Year 1 \$2,000 | Year 2 \$2,000 | Year 3 \$2,000 | Year 4 \$2,000 |
| Office supplies | Support the grant implementation and meet students' needs | 12 – each year | \$ | Year 1 \$2,400 | Year 2 \$2,400 | Year 3 \$2,400 | Year 4 \$2,400 |

F. Contractors/Contracts.

COSA will enter into contractual agreements for Subject Matter Expert (SME) services to supplement the in-house capabilities of COSA. These are contractual agreements with deliverables and a timeframe. The establishment and oversight of the scope of work and all deliverables will be conducted by the COSA.

All subcontracts will be awarded in accordance with federal guidance, COSA will ensure that all procurement transactions are conducted, as much as practical, to provide free and open competition. COSA recognizes that the inclusion of a specific entity in this proposal is not justification or basis to sole source the procurement.

Total Contractual funds requested is \$1,371,000. A table with budget and narrative descriptions for COSA's potential SME subcontractors.

SME Subcontractors

| Subcontractor | Activities | Cost | | | |
|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|---------------------|---------------------|---------------------|
| Apprenticeship Support Stipends | <ul style="list-style-type: none"> Stipends to individuals to support participants and encourage persistence and completion | Year 1: \$0 | Year 2: \$90,000 | Year 3: \$90,000 | Year 4: \$90,000 |
| SME – Curriculum development | <ul style="list-style-type: none"> In accordance with an established scope of work, create curricula for pre-apprenticeship programs and serve as SME support on-curricula. Contract for services subject to COSA and DOL procurement regulations. Deliverables subject to review by third party SME. | Year 1: \$37,500 | Year 2: \$37,500 | Year 3: \$10,000 | Year 4: \$10,000 |
| Impact Study | <ul style="list-style-type: none"> Conduct impact study for RTW ABA | Year 1: \$0 | Year 2: \$0 | Year 3: \$0 | Year 4: \$10,000 |
| Other / TBD: Graphic Designer | <ul style="list-style-type: none"> Design the materials to support employer outreach and student advisors | Year 1: \$7,200 | Year 2: \$7,200 | Year 3: \$7,200 | Year 4: 7,200 |
| Other / TBD: Writer | <ul style="list-style-type: none"> Write the copy for materials to support employer outreach and apprenticeship coordination | Year 1: \$1,800 | Year 2: \$1,800 | Year 3: \$1,800 | Year 4: 1,800 |
| Outreach campaign | <ul style="list-style-type: none"> Outreach campaigns targeted to eligible participants and employers. | Year 1: \$80,000 | Year 2: \$80,000 | Year 3: \$80,000 | Year 4: 80,000 |
| SME Marketing | <ul style="list-style-type: none"> In accordance with an established scope of work, create marketing and communications strategy that includes web content, flyers, and other materials Contract for services subject to COSA and DOL procurement regulations. | Year 1: \$100,000 | Year 2: \$50,000 | Year 3: \$50,000 | Year 4: \$50,000 |
| Signify modifications for ABA and DOL Reporting (WIPS/RAPIDS) | <ul style="list-style-type: none"> Contract to enhance Signify to track ABA participants and outcomes and to enable reporting in DOL systems. | Year 1: \$50,000 | Year 2: \$0 | Year 3: \$0 | Year 4: \$0 |

| Subcontractor | Activities | Cost | | | |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|-----------|-----------|
| Administrative Support Services | <ul style="list-style-type: none"> Reserved for administrative support services. | Year 1: | Year 2: | Year 3: | Year 4 |
| | | \$100,000 | \$100,000 | \$100,000 | \$100,000 |
| Evaluator | <ul style="list-style-type: none"> Conduct evaluation based on established Scope of Work. Separate workplan to be provided. | Years 1: | Year 2: | Year 3: | Year 4 |
| | | \$10,000 | \$10,000 | \$10,000 | \$10,000 |

G. Other Costs.

COSA will not incur “other direct costs” in its implementation of the ABA.

Other Direct Costs

| Direct Cost | Description | Computation | Cost |
|----------------|-------------|-------------|------|
| Not applicable | | | \$0 |

H. Indirect Costs.

Indirect costs include all expenses COSA will incur for common or joint objectives. The COSA develops indirect cost rates specifically to the departments impacted and the Workforce Development Office is a new department that does not yet have an indirect cost rate assigned. We anticipate receiving our indirect cost rate in June of 2022.

Total Indirect Costs funds requested: \$4.00

Indirect Costs

| Total COSA Direct Costs | Indirect Cost Rate | Total Indirect Cost |
|-------------------------|--------------------|---------------------|
| \$4 | N/A | \$4 |

I. Budget Summary

| Budget Category | Subtotal |
|-------------------------|-----------------------|
| Personnel | \$1,130,850.00 |
| Fringe Benefits | \$394,629.00 |
| Travel | \$17,850.00 |
| Equipment | \$0.00 |
| Supplies | \$69,100.00 |
| Contractors / Contracts | \$1,371,000.00 |
| Other Direct Costs | \$0.00 |
| Indirect Costs | \$4.00 |
| TOTAL | \$2,983,429.00 |

Attachment D: Statement of Work



San Antonio Ready to Work – Apprenticeship Building America Project Narrative

3.a. Statement of Need

The City of San Antonio (City) is proposing to launch a pre-apprenticeship program (Pre-App) called “**San Antonio Ready to Work – Apprenticeship Building America**” (RTW-ABA) that will ultimately address the needs of local employers in San Antonio’s “Targeted Industries” including Construction/Trades, Education, Human Resources, IT/Cybersecurity, Manufacturing, and the Public Sector. RTW-ABA will train City residents in Pre-Apps aligned to high-demand, well-paid occupations in target industries, will promote RAPs, and will address barriers for underserved populations by providing customized wraparound services.

San Antonio is a majority-minority city with low unemployment (4.3%¹); however, poverty rates are twice as high for African American and Hispanic residents as they are for White residents.² Specific neighborhoods in the Eastside, Southside and Westside (where historic redlining policies relegated people of color) suffer from higher unemployment rates and under-employment. More than a quarter of workers in the region work in jobs that pay median wages below \$25,000, and two-thirds earn less than \$50,000.³ San Antonio is the most impoverished major city in the country, suggests new data from the U.S. Census Bureau.⁴ Many technical jobs are going unfilled due to the inability to find candidates with proper skills and training, particularly in the City’s Targeted Industries. Further, San Antonio has the highest income inequality among national large cities. The COVID-19 pandemic only exacerbated the issue. The

¹ bls.gov/regions/southwest/tx_sanantonio_msa.htm

² expressnews.com/opinion/editorials/article/Another-haunting-reminder-about-economic-14288040.php#:~:text=The%20indicators%20of%20San%20Antonio's,Hispanic%20households%20it's%20about%20%2443%2C000.

³ expressnews.com/opinion/editorials/article/Another-haunting-reminder-about-economic-14288040.php#:~:text=The%20indicators%20of%20San%20Antonio's,Hispanic%20households%20it's%20about%20%2443%2C000.

⁴ <https://sanantonioreport.org/census-san-antonio-most-impoverished-major-us-city/>.



City's Train for Jobs SA was an immediate response to the pandemic, which will be described in more detail in the Past Performance section below.

The City's unprecedented **"Ready to Work" (RTW)** workforce initiative is part of a longer-term solution. San Antonio voters overwhelmingly approved the 5-year RTW in 2020. Participants will have access to tuition funding, support services, emergency funding and job placement services. RTW is unique for five reasons: **(1) Scale:** City residents invested over \$200m of sales tax dollars to support thousands of their neighbors to gain access to education and better jobs. RTW is providing training and job placement opportunities at the scale of a state-level workforce initiative. **(2) Employer Engagement:** RTW is authentically employer-led. Over 175 employers across San Antonio have already taken the RTW Employer Pledge. Targeted industry leaders will be utilizing the Talent Pipeline Management approach endorsed by the US Chamber of Commerce Foundation to effectively identify critical needs, to inform training providers, and to attract and retain quality candidates. **(3) Central Data Hub:** RTW uses a sophisticated central data platform to track performance outcomes, which will allow for a seamless digital journey for enrollees, advanced data analytics, and continuous improvement. **(4) Approved Course Catalog:** RTW has a collection of approved training providers and courses that are aligned to targeted occupations. The Catalog is published quarterly to allow for ongoing input from employers and to share learning opportunities with the public. **(5) Community Collaborative:** RTW is a collection of hundreds of San Antonio organizations and employers working together to prioritize residents who need and desire a better quality of life, but who lack proper resources and opportunities.

RTW-ABA grant funding would expand educational opportunities to work-based learning through Pre-Apps and RAPs workers while allowing them to earn stackable, industry-recognized



credentials in high-demand, well-paid careers. Jobs in these sectors are hands-on and knowledge-based; therefore, any training must encourage lifelong learning, adaptability, and technological innovation to keep skills sharp. RTW-ABA will create and expand Pre-Apps with stackable, industry-recognized credentials in high-demand, well-paid careers. The addition of work-based learning will catapult San Antonio residents into occupations that local employers are desperate to fill. The City is working closely with regional collaborators, including employers, educators, community-based organizations, Workforce Solutions Alamo (WSA, our local workforce board), and the Texas Workforce Commission. We will solicit and accept advice from technical experts willing to share best practices. San Antonio has 61 RAPs,⁵ mainly in the skilled trades, with small numbers of banking, human resources, and installers. Past apprenticeship efforts have not gained momentum, partially due to lack of information, and partially due to the fact that they are not aligned to well-paid occupations. By leveraging the City's RTW program, RTW-ABA will shine a positive light on Pre-Apps and RAPs, offering a paid pathway to San Antonio residents seeking to take their careers to the next level.

Evidence of Need: The request for RTW-ABA grant funding is in direct response to labor market information indicating the demand for trained workers in San Antonio's Targeted Industries. WSA's Local Plan 2021-2024⁶ identifies specific targeted occupations within these targeted industries using methodology in coordination with the Texas Workforce Commission. The City's Workforce Development Office (WDO) has met with local workforce development agencies, training providers and employers to validate the need for Pre-Apps. As part of this project, we will include our RTW Advisory Board (which includes representatives from (1)

⁵ Apprenticeship.gov.

⁶ workforcesolutionsalamo.org/wp-content/uploads/2021/03/WSA-Local-Plan-2021-2024-Final.pdf



employers such as Accenture Federal Services, HOLTCAT, WellMed Medical Management, Bank of America, Leonard Contracting, (2) a labor/trade organization (Associated General Contractors,), (3) a post-secondary training provider (Beldon Roofing Academy) (5) a former workforce participant, and (6) a community representative. We will also solicit information and assistance from the Advisory Board's Employer Engagement Subcommittee, which includes leaders of the Baptist Health System, Alterman Electric, and Jarvis Moore Inc., who hosts a RAP.

Industries and apprentice-able occupations for RTW-ABA: RTW-ABA will leverage the Workforce Solutions Alamo Local Plan 2021-2024 Target Industries and Occupations, as refined by the RTW Advisory Board, to promote occupations with starting wages of at least \$15/hour. See the listing below of each target occupation. During the planning year of the RTW-ABA program, the City will identify which of these occupations aligns best with current employer needs and resident interest.

Target Occupations

Finance/Insurance/Other

11-3031 Financial Managers
13-2032 Personal Finance Advisors
43-4051 Customer Service Representatives
13-2011 Accountants and Auditors
41-3031 Securities, Commodities, and Financial Services Sales Agents
43-3031 Bookkeeping, Accounting, and Auditing Clerks
13-1031 Claims Adjusters, Examiners, and Investigators

Healthcare

29-1031 Dietitians and Nutritionists
29-1126 Respiratory Therapists
29-1141 Registered Nurses
29-2031 Cardiovascular Technologists and Technicians
29-2032 Diagnostic Medical Sonographers
29-2034 Radiologic Technologists and Technicians
29-2035 Magnetic Resonance Imaging Technologists
29-2032 Pharmacy Technicians
29-2055 Surgical Technologists
29-2061 Licensed Practical and Licensed Vocational Nurses
29-2098 Medical Dosimetrists, Medical Records, Special, and Health Information Technologists
29-2036 Medical Dosimetrists
29-9021 Health Information Technologists and Medical Registrars
31-2011 Occupational Therapy Assistants
31-2021 Physical Therapy Assistants
31-9091 Dental Assistants
31-9092 Medical Assistants
31-9097 Phlebotomists
35-1011 Chefs and Head Cooks
43-6013 Medical Secretaries and Administrative Assistants

Education and Education Support

25-2021 Elementary School Teachers, Except Special Education
25-2022 Middle School Teachers, Except Special and Career Technical Education
33-3051 Police and Sheriff's Patrol Officers

Cybersecurity/Information Technology

11-3021 Computer and Information Systems Managers
15-1211 Computer Systems Analysts
15-1212 Information Security Analysts
15-1231 Computer Network Support Specialists
15-1232 Computer User Support Specialists
15-1241 Computer Network Architects
15-1244 Network and Computer Systems Administrators
15-1256 Software Developers and Software Quality Assurance Analysts
15-1252 Software Developers
15-1253 Software Quality Assurance Analysts and Testers
15-1257 Web Developers and Digital Interface Designers
15-1255 Web Developers and Digital Interface Designers
15-2031 Operations Research Analysts
15-2099 Data Scientists and Mathematical Science Occupations, All Other
17-2061 Computer Hardware Engineers
41-4011 Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products

Transportation and Warehousing

11-1021 General and Operations Managers
13-1041 Compliance Officers
13-1071 Human Resources Specialists
13-1081 Logistics
13-1111 Management Analysts
13-1151 Training and Development Specialists
13-1161 Market Research Analysts and Marketing Specialists

Manufacturing/Construction/Architecture/Oil and Gas Extraction & Energy

17-2112 Industrial Engineers
17-3026 Industrial Engineering Technologists and Technicians
49-3011 Aircraft Mechanics and Service Technicians
43-5061 Production, Planning, and Expediting Clerks
47-1011 First-Line Supervisors of Construction Trades and Extraction Workers
47-2031 Carpenter
47-2073 Operating Engineers and Other Construction Equipment Operators
47-2111 Electricians
47-2152 Plumbers, Pipefitters, and Steamfitters
47-2181 Roofers
47-2211 Sheet Metal Workers
49-3023 Automotive Service Technicians and Mechanics
49-3031 Bus and Truck Mechanics and Diesel Engine Specialists
49-9021 Heating, Air Conditioning, and Refrigeration Mechanics and Installers
49-9041 Industrial Machinery Mechanics
51-1011 First-Line Supervisors of Production and Operating Workers
51-4041 Machinists
51-4121 Welders, Cutters, Solderers, and Brazers
53-3032 Heavy and Tractor-Trailer Truck Drivers



The population of the San Antonio metro area is expected to top four million people by 2050. Bexar County's population alone is expected to increase to 3,353,060 people by 2050, more than



one million people more than who live in the county now.⁷ To meet the needs of this growing population, the City needs to provide educational and training avenues outside of the norm. For example, the City intends to create its own internal Pre-Apps (Public-Sector), and to promote and expand Pre-Apps and RAPs in areas not traditionally viewed as valid for apprenticeships, such as IT/Cybersecurity, Human Resources, and Education. Another example is the new energy industry. San Antonio is a leader in clean energy. San Antonio is ranked 7th highest in the United States and number 1 in Texas.⁸ The City's owned public utility, CPS Energy, recently issued a request for proposal for its "FlexPOWER Bundle", which is designed to replace a portion of San Antonio's existing aging power generation capacity.⁹ Pre-Apps and RAPs will be an effective model to train and upskill future employees. This is particularly timely as CPS Energy is facing labor shortages due to a wave of retirements.

3.b. Expected Outcomes and Outputs

The RTW-ABA program is poised to have a large impact on the workforce landscape in San Antonio. The table below summarizes expected outcomes (measurable results of the project) and outputs (tangible products or services that result from the project) that will position San Antonio as a national model for Pre-Apps and for RAPs.

3b.1. Participant-level Outcomes and Program Outputs

The City's Ready to work program intends to promote training and job placement opportunities to over 120,000 people, to serve over 39,000 applicants through intake, assessment and referrals, to enroll over 28,000 participants into courses with subsidized tuition, emergency

⁷ chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.alamoareampo.org/Studies/docs/Capital_Alamo_Connection/CACS_Report_Final_2019-13-2.pdf; https://www.ksat.com/news/local/2021/06/29/robust-growth-projected-for-san-antonio-region-after-pandemic-planners-say/#:~:text=The%20population%20of%20the%20San, live%20in%20the%20county%20now.

⁸ <https://newsroom.cpsenergy.com/san-antonio-ranked-1st-in-texas-7th-in-nation-for-solar-energy-capacity/>; <https://environmenttexas.org/reports>.

⁹ <https://www.cpsenergy.com/flexrfp>



funding and wraparound services, and to place over 15,000 training completers in well-paid, high-demand careers. With additional RTW-ABA funding, the City can expand its offerings to include Pre-Apps and RAPs, and generally can promote the benefits of apprenticeships throughout the community. Through the RTW-ABA program, the City proposes to serve over 11,000 San Antonio residents, to expand Pre-Apps aligned with RAPs, and to create and expand RAPs. See Table 1: Estimated Four-Year Participant Outcome Measures below.

Table 1 Estimated Four-Year Participant Outcome Measures

| RTW-ABA Performance Measures | | | | |
|------------------------------|--------------------------------------------------------------------------------------------------------|--------|---------------------|-------------------------|
| | | | Unique Participants | Cumulative 4-Year Total |
| 1 | Total participants served | Year 1 | 0 | 11,050 |
| | | Year 2 | 2,600 | |
| | | Year 3 | 3,900 | |
| | | Year 4 | 4,550 | |
| 2 | Total number of participants who enroll in RAPs | Year 1 | 0 | 425 |
| | | Year 2 | 100 | |
| | | Year 3 | 150 | |
| | | Year 4 | 175 | |
| 3 | Total participants who complete a RAP | Year 1 | 0 | 340 |
| | | Year 2 | 80 | |
| | | Year 3 | 120 | |
| | | Year 4 | 140 | |
| 4 | Total number of participants who enroll in Pre-Apps served by ABA grant funding | Year 1 | 0 | 680 |
| | | Year 2 | 160 | |
| | | Year 3 | 240 | |
| | | Year 4 | 280 | |
| 5 | Total number of participants who complete Pre-Apps served by ABA grant funding | Year 1 | 0 | 500 |
| | | Year 2 | 125 | |
| | | Year 3 | 175 | |
| | | Year 4 | 200 | |
| RTW-ABA 1 | Total Number of Participants Earning Credentials | Year 1 | 0 | 340 |
| | | Year 2 | 80 | |
| | | Year 3 | 120 | |
| | | Year 4 | 140 | |
| RTW-ABA 2 | Total Number of Those Participants Employed at Enrollment Who Received a Wage Increase Post-Enrollment | Year 1 | 0 | 340 |
| | | Year 2 | 80 | |
| | | Year 3 | 120 | |
| | | Year 4 | 140 | |

The first year of the SA: RTW-ABA program will be dedicated to aligning Pre-Apps and RAP opportunities, engaging businesses, validating our assumptions, launching outreach activities, and creating Pre-Apps. Later years will be dedicated to targeting participants, continuing to validate labor market projections, expanding existing Pre-Apps and RAPs, and creating new Pre-Apps and RAPs.

3.b.2. Program Output Projections

The City proposes to expand Pre-Apps that align with RAPs, and to promote such programs to unemployed, under-employed, and historically underserved residents. See Table 2 Estimated Four-Year Program Output Measures. This reflects creating 4 new RAPs, expanding 8 existing RAPs, creating 16 new Pre-Apps, and expanding 8 existing Pre-Apps.

Table 2 Estimated Four-Year Program Output Measures

| | Program Outputs | Targets (cumulative 4-year total) |
|---|----------------------------------------------------------|-----------------------------------|
| 1 | Total RAPs created as a result of ABA grant funding | 4 |
| 2 | Total RAPs expanded as a result of ABA grant funding | 8 |
| 3 | Total Pre-Apps created as a result of ABA grant funding | 16 |
| 4 | Total Pre-Apps expanded as a result of ABA grant funding | 8 |

3.c.1. RTW-ABA Logic Model

RTW-ABA's Logic Model addresses the required Logic Model Elements and Cross-cutting Principles. The table below outlines RTW-ABA outcomes, inputs, outputs, and activities.

Table 3 Logic Model

| Desired Outcomes | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Short term goals | Medium term goals | Long term goals |
| <ol style="list-style-type: none"> Increased awareness of Pre-Apps and RAPs Increased supportive services for Pre-Apps and RAPs | <ol style="list-style-type: none"> Increased number of high-quality Pre-Apps that lead to RAPs Increased number of Pre-Apps and RAPs in non-traditional industries Increased diversity and equity in Pre-Apps and RAPs | <ol style="list-style-type: none"> Increased number of Pre-App and RAP completers that secure well-paid, high-demand jobs Increased collaboration in San Antonio workforce ecosystem |
| Inputs | Activities | Outputs |
| <ul style="list-style-type: none"> 175 pledged employers 64 OJT employer partners Existing workforce programs City-sponsored programs <ul style="list-style-type: none"> RTW Train for Jobs SA Project Quest AlamoPROMISE 61 Existing RAP sponsors Public-sector employers <ul style="list-style-type: none"> City Bexar County VIA Metropolitan Transit CPS Energy San Antonio Water System State agencies Federal agencies Workforce Solutions Alamo Texas Workforce Commission (SAA) Industry subject matter experts contracted pursuant to RTW <ul style="list-style-type: none"> Creative Noggin (outreach and marketing) | <ul style="list-style-type: none"> Support diversity and inclusion by promoting Pre-App and RAP pathways within underrepresented populations and underserved communities including all candidates for RTW. Intentionally target victims of domestic violence and individuals previously involved with the justice system to provide Pre-App and RAP learning opportunities. Leverage Talent Pipeline Management approach with employers to identify critical skills gaps within targeted industries. Promote Pre-App and RAP pathways to all RTW applicants. Recruit and enroll participants into Pre-Apps. Provide supportive services to current or potential Pre-App participants that remove obstacles to their participation. Utilize Signify central data platform to track and analyze participant demographic information. Build a pipeline to RAPs through Pre-Apps by engaging, promoting and expanding existing Pre-Apps and RAPs. Build industry-aligned Pre-Apps directly aligned with RAPs by leveraging existing industry networks and roundtables. | <ul style="list-style-type: none"> 120,000 Aware of RAPs and Pre-Apps 11,050 Served Supportive services for Pre-App and RAP participants 4 RAPs created 8 RAPs expanded 16 Pre-Apps created 8 Pre-Apps expanded Participants reasonably mirror City demographics 425 Enrolled in RAPs 340 Complete RAPs 680 Enrolled in Pre-Apps 500 Complete Pre-Apps 340 Earning Stackable Credentials 340 Employed in well-paid, high-demand job 8 partnerships with education and postsecondary education and training institutions |



| | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <ul style="list-style-type: none"> ○ UTSA Urban Education Institute (program evaluation) ○ Signify (central data platform) ○ Restore Education • Community-based organizations • Employer intermediaries, such as Chambers of Commerce • Neighborhood Associations | <ul style="list-style-type: none"> • Coordinate with education providers for Pre-Apps by including Pre-Apps and RAPs in RTW Approved Training Catalog. • Coordinate with education providers for related instruction and other apprenticeship programs. • Leverage AlamoPROMISE and RTW to reduce costs of post-secondary education. • Coordinate with employers that have pledged support for OJT, Train for Jobs SA and RTW. • Coordinate with Texas Workforce Commission (SAA TX) for technical advice and best practices. • Leverage ongoing RTW outreach events for the general public to promote awareness and understanding of apprenticeship. • Expand apprenticeships to new industries willing to innovation. • Support the development of legal, administrative, or policy improvements that promote apprenticeship. • Build partnerships with educators and employers that promote apprenticeship. • Enhance connections between stakeholders in the workforce development ecosystem. | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

3.c.2. Project Work Plan

San Antonio RTW-ABA is designed to meet the outcomes of the Apprenticeship Building America program. This is reflected in our Logic Model (Table 3 Logic Model) as well as in the program design that incorporates the required Program Activities and Project Work Plan. For each program element we include the related Logic Model Elements. **Program Activities:** The City will use funding from this grant to meet the goals described above using the RTW-ABA Logic Model as a framework. RTW-ABA will incorporate innovative strategies for Pre-App and RAP alignment. We will utilize evidence-based approaches. Overall, we aim to fit the needs of San Antonio residents and employers. **Year 1:** In the initial planning year, the City will (1) validate assumptions about labor market information and effectiveness of existing Pre-Apps and RAPs, (2) amend the RTW program to add Pre-App and RAP offerings, and (3) promote Pre-Apps and RAPs to potential apprentices, employers, training providers, and the wider community. **Years 2-4:** In grant years 2-4, the City will (1) increase high-quality Pre-Apps and RAPs in non-traditional industries, (2) promote Pre-Apps and RAPs to diverse populations, especially to unemployed, under-employed, and historically underserved populations, (3) conduct intentional outreach to victims of domestic violence and to individuals with prior



involvement in the justice system, (4) expand Pre-App and RAP enrollment and completion leading to placement in high-demand, well-paid jobs; and (5) enhance collaboration in the San Antonio workforce ecosystem by continuously using data to track measures and to improve the program. **Accelerating factors:** RTW job training and job placement program will be operating on a parallel timeframe, which provides for: marketing and community outreach; employer engagement; tuition funding; emergency funding; wraparound supports; career exploration; job training; job placement; central data tracking; approved course catalog; and program evaluation; San Antonio has 61 RAPs that may be leveraged; and RTW-ABA has garnered the support of the community. **Decelerating factors:** Pre-existing bias or misinformation about apprenticeships; participant barriers, such as poverty, childcare, transportation, language, etc.; and employer disengagement and fatigue. RTW-ABA will leverage RTW's community outreach and marketing efforts, its participant supports, and its employer engagement to overcome these factors.

Launch and/or Expand Pre-Apps that lead to RAP enrollment. (Logic Model Elements 2, 3, 4, 5, 6, 7) The City will develop and evaluate Pre-Apps with a quality framework to align with Targeted Industries and to prepare individuals for entry into RAPs. For example, the City will evaluate expanding its Human Resources apprenticeship program and elevating it to a RAP. Specifically, RTW-ABA will: **(1) Work with RAP sponsors to design industry-specific Pre-Apps that align with RAPs.** Every Pre-App will lead to an industry-recognized certification or credential. While it is likely that each industry's Pre-App will differ in length, the ultimate goal for each is that participants will be ready to succeed in a RAP. Aligning competency-based models that incorporate performance-based objectives improves collaboration and communication among the key workforce development stakeholders. Educators and industry



partners can develop customized checklists to assess apprentices' skills. Employers can identify which skills they need, and how these needs change over time. Education and training providers can leverage a standard, industry-recognized set of objectives as a resource in aligning, improving, and creating curriculum. Educators and employers can improve their partnership by using objectives as a communication tool. All together this leads to programs that are tied to the ultimate outcome – Apprenticeships for San Antonio residents. **(2) Provide meaningful hands-on training that does not displace paid employees.** The preference will be for training in a workplace, but this depends on security, safety, and regulatory requirements. **(3) Support facilitated entry and/or articulation for program completers.** RAP entry requirements vary greatly and a clear process, bolstered by formal agreements, is needed, particularly for underserved groups who have less experience with the apprenticeship process. **(4) Include integrated or “stackable” certificates, which will enable “low-skilled workers to advance to better jobs and higher levels of education within an occupational pathway.”** Certificates help to create a logical framework and path forward and may also accelerate the education process by providing students with a demonstrated level of occupation-specific mastery that translates to increased wages in the workplace. The Core Competency framework that will be used as part of the Pre-App design is based on a well-researched clustering of occupations, “Career Clusters,” developed by the National Center for O*NET Development. By using Career Clusters, we are leveraging a framework that the DOL has already researched and that will help align deliverables with employer needs (knowledge, skills, and abilities). **(5) Leverage existing work by using competency models** with a focus on Targeted Industries. **(6) Promote sustainability through partnerships.** The City will collaborate with local employers to ensure that RTW-ABA showcases apprenticeships as a preferred way to meet workforce needs in the



targeted occupations. **(7) Grant Access to Appropriate Supportive Services** for participants. Starting with intake and assessment, eligible residents who are interested in Pre-Apps or RAPs will receive supportive services. For services not directly offered under RTW-ABA, case managers will refer participants to cooperating agencies within the City's Alamo Area Community Network via RTW's central data hub. **Accelerating factors:** RTW job training and job placement program will be operating on a parallel timeframe, and as such, RTW-ABA can leverage virtually all of its resources. **Decelerating factors:** Participant barriers, such as poverty, childcare, transportation, language, etc.; and competing resources. RTW-ABA will leverage the RTW program to help participants overcome barriers. The central data hub and the associated Alamo Area Community Network resource directory and portal will provide for seamless integration of resources on behalf of each participant.

Industry Engagement and Support: (Logic Model Elements 1, 2, 3, 5, 6, 7) Over 175 employers have pledged support for the RTW program, and 64 employers have committed to supporting OJT programs. RTW-ABA can leverage this set of employers to enhance and expand existing apprenticeship models in San Antonio. At the individual level, the City will enlist employers as partners in creating industry-focused Pre-Apps and in promoting RAPs to employers and training providers. At the group level, the City and its partners will create pathways and stackable credentials as part of Pre-Apps. We will work with targeted industries and employer intermediaries to review current and emerging position descriptions and specific credentials needed to succeed in a RAP. We will rely on industry partners for validation of curriculum and competencies. We will coordinate and collaborate with government agencies to conform with regulations regarding skill sets and certifications. At the national level, we will identify and leverage existing third-party certifications to meet employer and RAP requirements.



Overall, industry partners will: Comment on RTW-ABA goals and progress; provide feedback about skills and competencies required in RAPs; offer RAPs for qualified participants who complete grant-funded education and training programs; and contribute resources to support RTW-ABA, which may include access to curriculum, equipment, instructors, funding, and work-based learning activities. **Accelerating factors:** This approach leverages active employer interest in working with THE CITY to meet workforce needs; over 175 employers have pledged support for RTW; San Antonio has 61 existing RAPs. **Decelerating factors:** Extreme labor shortages and competition among employees; and Lack of understanding of RAPs. RTW-ABA will create information materials for industry partners and for RTW participants explaining the opportunities and benefits of Pre-Apps and of RAPs.

Promotion and Outreach Activities: (Logic Model Elements 1, 3) RTW-ABA is well-positioned to start promotion and outreach activities in Year 1. The recently launched RTW program is projected to reach thousands San Antonio residents in its first year, which corresponds with RTW-ABA Year 1. RTW has an audience of motivated individuals who see the value in education and training and who want to be connected to a successful career.

Participant outreach will focus on reaching underserved populations. The outreach activities will reach a diverse population in terms of race, ethnicity, gender, and personal situation. This includes all eligible for RTW, underserved and minority residents of San Antonio with household income less than 250% of the federal poverty guidelines, with a particular emphasis on victims of domestic violence and individuals with prior involvement with the justice system. The City is working with a broad range of community-based and education partners in San Antonio who were chosen for their experience working with underserved and minority residents, such as Family Service Association, Goodwill Industries San Antonio, Graduation Alliance,



Avance, Chrysalis Ministries, SA Food Bank Texas A&M University San Antonio, and YWCA. The City has hired a professional marketing firm to promote RTW, which will cross-market RTW-ABA. We will include Pre-Apps and RAPs in the RTW Approved Course Catalog and in promotional materials. We will use the central data hub to conduct data analysis relating to demographic information, and to shift efforts as needed to reach targeted populations.

Employers will authentically lead the RTW-ABA process, through the Talent Pipeline Management approach endorsed by the US Chamber of Commers. City staff and SA WORX, who has been contracted to engage with employers, will collaborate and solicit key information from pledged employers from Train for Jobs, RTW. City staff and WSA will collaborate to identify and match employers and potential apprentices with WorkInTexas.com accounts. The City will evaluate expanding and enhancing its existing Pre-App programs, and leveraging it relationships with local utilities, CPS Energy and San Antonio Water System. City staff will engage the RTW Advisory Board, its Employer Engagement Subcommittee, and other employer intermediaries, such as chambers of commerce.

We will leverage over 53 education and training provider partners who have signed up to list approved courses in the RTW training catalog. We will enhance existing relationships with the Alamo Colleges District to promote Pre-Apps and RAPs, and will engage with other Hispanic-Serving institutions in the area, such as UTSA, Texas A&M San Antonio and University of the Incarnate Word. To meet the overall RTW-ABA goals, is important to work with a variety of groups to promote apprenticeship, such as **neighborhood associations, faith-based initiatives, civil-rights advocates, etc.** **Accelerating factors:** Community outreach and marketing are a major component of the recently-launched RTW program. Employer engagement is leading the way with respect to employer supply-chain management. RTW's



central data hub and its approved course catalog are primed to enhance the overall effectiveness of RTW-ABA. **Decelerating factors:** Negative bias or mis-information may affect employer willingness to create new Pre-Apps or RAPs. RTW-ABA will provide guidance and will promote the benefits of such programs, which are a win-win for employers and employees alike.

Partnership Building: (Logic Model Elements 2, 3, 4, 5, 6, 7) Partnerships are the cornerstone of a successful program. RTW-ABA is supported by a wide array of organizations, including educational, targeted industry, nonprofit, public-sector, and will continue to build connections with employers, intermediaries, labor unions, and other entities with the goal of supporting San Antonio residents and apprenticeships. RTW includes a broad collaborative of 25 contracted agencies, plus over 175 employers, and over 53 training providers. **Accelerating factors:** RTW will be operating in a parallel manner to RTW-ABA, which provides significant opportunities (and funding) for partners to engage. **Decelerating factors:** Existing partners may not fully understand the process or the value of Pre-Apps and RAPs. RTW will promote the benefits of such programs to employers and employees alike.

Engaging Underrepresented Populations and Underserved Communities: (Logic Model Elements 1, 3, 4, 6, 7) RTW-ABA will engage unemployed, under-employed and historically under-served communities, for example, women, people of color, people with disabilities. RTW-ABA will intentionally include victims of domestic violence and individuals with prior involvement with the justice system. RTW-ABA will leverage the RTW community outreach and marketing efforts, which include significant grassroots initiatives and involvement of community-based organizations that are already interacting with these populations.

RTW-ABA will also leverage the support services provided in the RTW program designed to meet and overcome barriers, such as childcare, transportation, housing, and food insecurity, that



can lead a participant off track. **Accelerating factors:** San Antonio is well on its way to engage and support unemployed, under-employed and historically under-served populations through its RTW program, approved overwhelmingly by San Antonio residents for their friends, family members and neighbors. **Decelerating factors:** Historically underserved populations face extreme barriers and often lack resources to manage day-to-day affairs. RTW will offer resources, trust and hope to overcome such barriers.

Leveraging Resources: (Logic Model Elements 1, 3, 4) By leveraging San Antonio's \$200m investment the DOL will see a significant return on its investment. Shared resources will enhance community outreach, employer engagement, support services, job training, job placement and job retention. The City will partner with local and state workforce agencies to understand, validate, promote, enhance, and expand existing Pre-Apps and RAPs. In addition, we will collaborate with our partners and other key community organizations to identify additional resources needed. **Accelerating factors:** RTW (over \$200m investment) will be operating in a parallel manner to RTW-ABA, which provides significant opportunities (and funding) for partners to engage. **Decelerating factors:** Employers and community partners may not understand the benefits of Pre-Apps and RAPs. RTW-ABA will seek to inform the public about benefits of Pre-Apps and RAPs to ensure alignment.

Data-informed Decision Making: (Logic Model Elements 5, 6, 7) RTW uses a standardized central data hub to track key information about participants. Signify Health hosts and manages the data platform, which will allow for a common communication network to track inputs, outputs and outcomes. The platform will also allow partners to refer clients to cooperating agencies within the Alamo Area Community Network. During Year 1, the City will request data from the Texas Workforce Commission, and will develop a long-term, sustainable



tracking system that meets DOL reporting requirements. **Accelerating factors:** RTW-ABA will leverage RTW's existing central data hub (Signify), and the Alamo Area Community Network to refer participants for needed resources. **Decelerating factors:** the City may not be able to obtain unemployment and wage record data from the Texas Workforce Commission. In this instance, RTW-ABA will seek to obtain relevant data from alternative sources, such as the UTSA Urban Education Institute, and EMSI/Burning Glass.

Policy and System Alignment: (Logic Model Elements 4, 5, 6, 7) This grant provides the resources needed to examine and to align policies for the City, for WSA, and for Texas. Locally, apprenticeship has not been a large part of addressing workforce needs. The City will work to bring policy and systems into alignment. We will research and document policies, work with local stakeholders, and convene stakeholders to incorporate apprenticeship. **Accelerating factors:** RTW, funded by sales tax dollars, can be leveraged to gain attraction of local, regional and national audiences. **Decelerating factors:** Political pressures and ongoing crises such as COVID-19 may diminish the priority of such programs. State level rules barring individuals with backgrounds from occupations may reduce the numbers of applicants, enrollees and completers. RTW-ABA will leverage the momentum created by RTW to promote policies in favor of Pre-Apps and RAPs, and in support of individuals with prior justice system involvement.

3.c.2 Project Work Plan

The City is proposing to launch RTW-ABA to enhance and expand existing Pre-Apps and RAPs to address the needs of local employers in San Antonio's Targeted Industries and to improve the quality of life of unemployed, under-employed and historically under-served San Antonio residents. RTW-ABA will collaborate with numerous partners to increase the diversity, equity, inclusion and accessibility of local Pre-Apps and RAPs. Such collaborators may include the City's existing RAPs, the DOL (specifically, the Registered Apprenticeship Technical



Assistance Center of Excellence), Texas, Bexar County, WSA, Alamo Colleges District, Restore Education, Project Quest, pledged employers, employer intermediaries, training providers and community-based organizations. City staff will collaborate and coordinate with the national ABA grant evaluator as appropriate.

RTW-ABA has the following overall project goals: **(1) increase awareness of Pre-Apps and RAPs; (2) increase supportive services for Pre-Apps and RAPs; (3) increase number of high-quality Pre-Apps that lead to RAPs; (4) Increase number of Pre-Apps and RAPs in non-traditional industries; (5) increase diversity and equity in Pre-Apps and RAPs; (6) Increase number of Pre-App and RAP completers that secure well-paid, high-demand jobs; and (7) increase collaboration in San Antonio workforce ecosystem.**

RTW-ABA will be feasible due to its alignment with the City's unprecedented, \$200m RTW program, that incorporates many components of the ABA grant. Please see the attached Work Plan that describes short- mid- and long-term milestones and key activities.

3.d. Organizational, Administrative, and Fiscal Capacity Management:

The daily business of City operations is the responsibility of the City Manager, the Chief Executive Officer, appointed by the Mayor and City Council. The City Manager is responsible for the administration of City services by exercising effective leadership and management of the City. City personnel report to the City Manager. The City of San Antonio is a business-friendly organization with a balanced budget and a healthy financial reserve. The City is well-versed in prudently managing Federal resources. The City is guided by written procurement procedures, which conform to governmental best practices. The City's Office of Finance and Planning utilizes SAP, an enterprise resource planning (ERP) system.



Staffing Plan: WDO staff of 14 individuals oversees over 25 agencies involved with RTW.

RTW-ABA will add a staff of 5. This includes a Workforce Development Manager, a Senior Management Coordinator, two Senior Management Analysts and a Fiscal Accountant.

Employers play an outsized role in RTW and will continue to do so in RTW-ABA via Advisory Boards, Employer Engagement Subcommittees, Talent Pipeline Management Sessions, roundtables, etc.

3.e. Past Performance – Programmatic Capability

The City has previously been the recipient of federal entitlement funding through the Community Services Block Grant (CSBG) to serve individuals and families and in the San Antonio/ Bexar County community. Through our **Training for Job Success** program, the City supports individuals as they prepare for better employment that leads families to self-sufficiency. Since FY 2014, the City has consistently exceeded the performance measures put in place to monitor the grant. Over the past 5 years, participants have seen an annual increase in income averaging \$40,482 per year. Some of the resources and services available through the Training for Job Success Program for individuals seeking better employment: **(1) Job readiness activities such as assistance with résumé writing, interviewing skills and job leads; (2) Scholarship opportunities for Alamo Colleges Demand Occupations Training Programs; (3) Textbooks, supplies and uniforms required for Demand Occupations Training Programs; (4) One-on-One career coaching, case management services and counseling services; (5) Assistance with utilities and rent; (6) Connection to other community resources.** While stewarding these funds, the City has consistently remained in compliance with the allocated budget parameters and fiscal guidelines. The internal controls put in place ensure that public dollars are expensed in a responsible manner. RTW-ABA will leverage Training for Jobs Success, the significant



community input solicited in preparation for **RTW**, and **Train for Jobs SA**, a City workforce program implemented as an immediate response to the COVI-19 pandemic.

3.e.1. Evidence of past RAPs, Pre-Apps, and Partnership Development

Train for Jobs SA has helped San Antonio residents get back on their feet and back to work after COVID-19. Residents have enrolled in training, earn stipends while in class, and are receiving assistance finding jobs. Target populations include unemployed, under-employed, historically under-served, and people negatively affected by the COVID-19 Pandemic. Train for Jobs SA training opportunities include High-School Equivalency, OJT Training, Short-term Training, or Long-Term Training. 64 employers have offered OJT opportunities. 17 employers have hosted 48 individuals through OJT training in industries such as Medical, Logistics, Manufacturing, and Business. Through Train for Jobs SA, the City has developed an extensive network of partners, including WSA, Alamo Colleges, Project Quest, Family Service Association, Chrysalis Ministries, Restore Education, and SA WORX. All of these agencies will be involved in the RTW program, and as such, would be RTW-ABA partners if the City is awarded this grant. In connection with RTW, over 175 employers have pledged support for the program, evidencing a critical workforce shortage. Over 50 training providers have listed courses in the program's approved training catalog, which can be expanded for Pre-Apps and for RAPs. RTW will publish this catalog publicly to allow San Antonio residents access to available training opportunities aligned with well-paid, high-demand jobs.

3.d.2. Past Performance Goals/Outcomes and Spending Rate and Tracking of Funds

See the table below for Train for Jobs SA performance goals, and outcomes. See attached for more information.

Table 4 Past Performance, Goals, and Outcomes

| Metric | Performance Goal (Denominator) | Performance Outcome (Numerator) | Performance Outcome/ Performance Goal | Percentage Rate of Actual Achievement (to Date) |
|--------|-----------------------------------|------------------------------------|------------------------------------------|----------------------------------------------------|
|--------|-----------------------------------|------------------------------------|------------------------------------------|----------------------------------------------------|



| | | | | |
|----------------------------------|-------|-------|-------------|------|
| Short-term Training | 2,717 | 2,855 | 2,855/2,717 | 105% |
| Long-term Training | 2,413 | 2,045 | 2,045/2,413 | 84% |
| On-the-Job Training | 110 | 48 | 48/110 | 44% |
| High-School Equivalency Training | 733 | 798 | 798/733 | 109% |

Performance Measures:

- 17,031 individuals expressed interest in program;
- 10,383 individuals have completed preliminary intake;
- 1,946 individuals are pending enrollment in a training program;
- 5,378 individuals have enrolled in 5,747 trainings, including:
 - 798 High-School Equivalency;
 - 48 OJT Training;
 - 2,855 Short-term Training; or
 - 2,045 Long-Term Training;
- 4,620 individuals have earned stipends while in training worth a combined total of \$12,519,344 (through February 28, 2022);
- 64 employers are offering OJT opportunities;
- 6 agency partners are contracted to assist with intake, case management and job placement services;
- 1,484 individuals have been placed into employment;
- \$15 is median wage of participants placed into employment;
- \$2 is median wage increase.

See the table below for the Spending Rate Analysis. Train for Jobs SA enrollment ended in December 2021; however, participants are continuing their training and as such, are continuing to pay tuition and to earn stipends while in class. Out of the \$55m allocated from the City's General Fund for Train for Jobs SA, 99.9% of the monies are committed to agency partners in charge of implementing the program.

Table 5 Spending Rate Analysis

| Funds Allocated | Funds Committed | Total Allocated / Total Committed | Percentage Rate of Spending: |
|-----------------|-----------------|-----------------------------------|------------------------------|
| \$55,135,061 | \$55,066,398 | \$55,135,061/\$55,066,398 | 99.9% |

Train for Jobs SA tracks participants at an individual level by unique identifiers. Train for Jobs SA utilizes a central data platform in coordination with the City's 3-1-1 system and database. RTW-ABA will use a separate central data hub developed and hosted by Signify Health, which will facilitate verification of individual expense reimbursement in the City's SAP system.



**San Antonio Ready to Work – Apprenticeship Building America
Required Attachment 1 – Abstract**

| | | |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| i. | Lead Applicant / Organization Name: City of San Antonio | |
| ii. | Lead applicant entity type: City Government | |
| iii. | Lead Applicant City and State: San Antonio, Texas | |
| iv. | Selected Grant Category: Ensuring Equitable RAP Pathways Through Pre-apprenticeship Leading to RAP Enrollment and Equity Partnerships (up to \$3 million). | |
| v. | Project Title: San Antonio Ready to Work – Apprenticeship Building America | |
| vi. | Funding Amount Requested: \$2,983,433.00 | |
| vii. | Geographic Scope of Proposed Project: San Antonio City Limits | |
| viii. | Number of Apprenticeships: <ul style="list-style-type: none"> 680 Participants to be enrolled in Pre-Apps 425 Participants to be enrolled in RAPs | |
| ix. | Population(s) to be served: <ul style="list-style-type: none"> Unemployed Underemployed Historically underserved, including people of color, women, and individuals with disabilities Persons with prior justice system involvement Victims of domestic violence | |
| x. | Required Partners: | |
| | Organization Name | Organization Type |
| | Texas Workforce Commission | State Apprenticeship Agency |
| | Accenture Federal Services | Employer |
| | Associated General Contractors | Employer Intermediary |
| | Workforce Solutions Alamo | Local Workforce Board |
| | University of the Incarnate Word | Minority-Serving Institution |
| | University of Texas at San Antonio Urban Education Institution | Minority-Serving Institution |
| xi. | Optional Partners: | |
| | SA WORX | Employer Intermediary |
| | San Antonio Chamber of Commerce | Employer Intermediary |
| | San Antonio Hispanic Chamber of Commerce | Employer Intermediary |
| xii. | San Antonio for Growth on the Eastside | Equity-Focused CBO |



xii. Project Purpose:

The City will establish and develop **equity-centered public-private partnerships with pre-apprenticeships leading to RAP enrollment** that aim to increase diversity and equity in apprenticeship for underrepresented populations and underserved communities. **The City will leverage “Ready to Work”, its unprecedented workforce initiative** approved by voters in 2020 to help residents of San Antonio find easy access to professional training, education, and quality careers. San Antonio is taking on such a program, with the support of the business community, at the local level to emphasize the value of education with its residents to increase access to higher paying jobs with support services to help those enrolled overcome barriers and complete the program. The \$200 million program is designed to also stimulate economic growth and development by meeting the demands of businesses with a skilled workforce. Participants in Ready to Work will have access to training and education including tuition funding, support services, emergency funding and job placement funding. If awarded, the City will use the \$3m ABA grant funding to augment the Ready to Work program by **expanding training opportunities to work-based learning**, such as pre-apprenticeships and RAPS. Further, the ABA grant funding will **focus on underserved populations, including women, people of color, people with disabilities, victims of domestic violence and individuals formerly involved with the justice system.**

xiii. Subrecipient activities:

Pre-apprenticeships and Registered Apprenticeship Programs developed in conjunction with employers that have pledged support for the Ready to Work program.

xiv. List of Credentials to be Awarded:

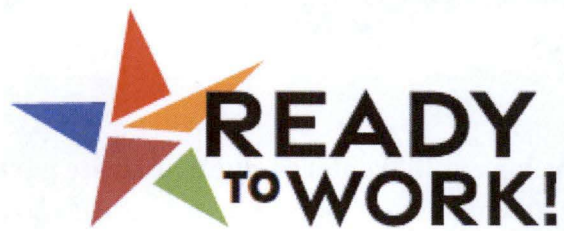
Federally-recognized certifications for Registered Apprenticeship Programs (See <https://www.apprenticeship.gov/apprenticeship-occupations>) and Industry-recognized certifications (See <https://tea.texas.gov/academics/college-career-and-military-prep/career-and-technical-education/industry-based-certification-resources>) in the following industries: Healthcare, Manufacturing, Trades, Education, Human Resources, IT/Cybersecurity.

xv. Summary of Program Activities

Community outreach, intake, case management, emergency funding, wraparound services, career exploration, apprenticeship matching and enrollment, job placement and job retention.

xvi. Public Contact Information

Michael Ramsey
Executive Director of Workforce Development
City of San Antonio
Workforce Development Office
ATTN: San Antonio Ready to Work Apprenticeship Building America
100 West Houston Street
18th Floor
San Antonio, Texas 78205-1433
210-207-JOBS (210-207-5627)
workforce@sanantonio.gov



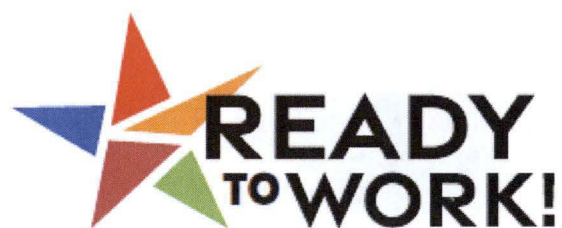
San Antonio Ready to Work – Apprenticeship Building America

Project Work Plan

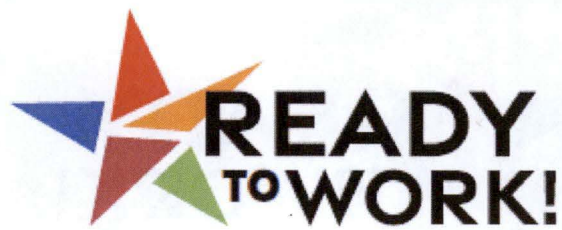
Grant Category 3

Program Goals

| <i>Outcome # 1: Increased awareness of Pre-Apps and RAPs</i> | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| OUTPUTS | MEASURES | DUE DATES | RESPONSIBLE PARTIES |
| Individuals aware of Pre-Apps and RAPs | 120,000 Individuals | Year 1: 10,000 Year 2: 30,000 Year 3: 40,000 Year 4: 40,000 | City Employers Workforce Partners Training Providers Community-Based Organizations Employer Intermediaries |
| <i>Outcome # 2: Increased supportive services for Pre-Apps and RAPs</i> | | | |
| OUTPUTS | MEASURES | DUE DATES | RESPONSIBLE PARTIES |
| Supportive services available to Pre-App and RAP participants to remove barriers to training completion, job placement, and job retention | 11,050 Individuals | Year 1: 1,050 Year 2: 3,000 Year 3: 3,000 Year 4: 4,000 | City Workforce Partners Training Providers Community-Based Organizations |
| <i>Outcome # 3 Increased number of high-quality Pre-Apps that lead to RAPs</i> | | | |
| OUTPUTS | MEASURES | DUE DATES | RESPONSIBLE PARTIES |
| Pre-Apps created | 16 Pre-Apps | Year 1: 0 Year 2: 4 Year 3: 6 Year 4: 6 | City Employers Workforce Partners Training Providers |
| Pre-Apps expanded | 8 Pre-Apps | Year 1: 0 Year 2: 2 | City Employers |



| | | | |
|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| | | Year 3: 2 Year 4: 4 | Workforce Partners Training Providers |
| Outcome # 4 Increased number of Pre-Apps and RAPs in non-traditional industries | | | |
| OUTPUTS | MEASURES | DUE DATES | RESPONSIBLE PARTIES |
| Pre-Apps created | 16 Pre-Apps | Year 1: 0 Year 2: 4 Year 3: 6 Year 4: 6 | City Employers Workforce Partners Training Providers |
| Pre-Apps expanded | 8 Pre-Apps | Year 1: 0 Year 2: 2 Year 3: 2 Year 4: 4 | City Employers Workforce Partners Training Providers |
| RAPs created | 4 RAPs | Year 1: 0 Year 2: 0 Year 3: 2 Year 4: 2 | City Employers Workforce Partners Training Providers |
| RAPs expanded | 8 RAPs | Year 1: 0 Year 2: 2 Year 3: 2 Year 4: 4 | City Employers Workforce Partners Training Providers |
| Outcome # 5 Increased diversity and equity in Pre-Apps and RAPs | | | |
| OUTPUTS | MEASURES | DUE DATES | RESPONSIBLE PARTIES |
| Participants reasonably mirror City demographics | % Applicants % Participants % Completers Age Race/Ethnicity Gender | Year 1 as applicable Year 2 as applicable Year 3 as applicable Year 4 as applicable | City Employers Workforce Partners Training Providers Community-Based Organizations Employer Intermediaries Applicants |
| Outcome # 6 Increased number of Pre-App and App completers that secure well-paid, high-demand jobs | | | |
| OUTPUTS | MEASURES | DUE DATES | RESPONSIBLE PARTIES |



| | | | |
|-----------------------------------------------------------------------------------|-----------------|--------------------------------------------------------|-----------------------------------------------------------------------------|
| Enrolled in RAPs | 425 Individuals | Year 1: 0 Year 2: 100 Year 3: 150 Year 4: 175 | City Employers Workforce Partners Training Providers Applicants |
| Complete RAPs | 340 Individuals | Year 1: 0 Year 2: 80 Year 3: 120 Year 4: 140 | City Employers Workforce Partners Training Providers Applicants |
| Enrolled in Pre-Apps | 680 Individuals | Year 1: 0 Year 2: 160 Year 3: 240 Year 4: 280 | City Employers Workforce Partners Training Providers Applicants |
| Complete Pre-Apps | 500 Individuals | Year 1: 0 Year 2: 125 Year 3: 175 Year 4: 200 | City Employers Workforce Partners Training Providers Applicants |
| Earn Industry-recognized Credentials | 340 Individuals | Year 1: 0 Year 2: 80 Year 3: 120 Year 4: 140 | City Employers Workforce Partners Training Providers Applicants |
| Employed with wage increase | 340 Individuals | Year 1: 0 Year 2: 80 Year 3: 120 Year 4: 140 | City Employers Workforce Partners Training Providers Applicants |
| Outcome # 7 Increased collaboration in San Antonio workforce ecosystem | | | |
| OUTPUTS | MEASURES | DUE DATES | RESPONSIBLE PARTIES |
| Partnerships with education and postsecondary education and training institutions | 8 Entities | Year 1: 0 Year 2: 2 Year 3: 3 Year 4: 3 | City Employers Training Providers |



San Antonio Ready to Work – Apprenticeship Building America

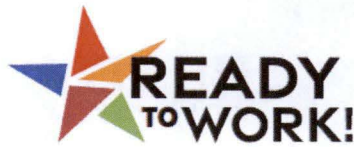
Past Performance Documentation

1. Training for Jobs Success

The City has previously been the recipient of federal entitlement funding through the Community Services Block Grant (CSBG) to serve individuals and families and in the San Antonio/ Bexar County community. Through our **Training for Job Success** program, the City supports individuals as they prepare for better employment that leads families to self-sufficiency. Since FY 2014, the City has consistently exceeded the performance measures put in place to monitor the grant. Over the past 5 years, participants have seen an annual increase in income averaging \$40,482 per year.

Some of the resources and services available through the Training for Job Success Program for individuals seeking better employment: **(1) Job readiness activities such as assistance with résumé writing, interviewing skills and job leads; (2) Scholarship opportunities for Alamo Colleges Demand Occupations Training Programs; (3) Textbooks, supplies and uniforms required for Demand Occupations Training Programs; (4) One-on-One career coaching, case management services and counseling services; (5) Assistance with utilities and rent; (6) Connection to other community resources.**

While stewarding these funds, the City has consistently remained in compliance with the allocated budget parameters and fiscal guidelines. The internal controls put in place ensure that public dollars are expensed in a responsible manner. RTW-ABA will leverage Training for Jobs Success, the significant community input solicited in preparation for **RTW**, and **Train for Jobs**



SA, a City workforce program implemented as an immediate response to the COVI-19 pandemic.

2. Train for Jobs SA

Train for Jobs SA has helped San Antonio residents get back on their feet and back to work after COVID-19. Residents have enrolled in training, earn stipends while in class, and are receiving assistance finding jobs. Target populations include unemployed, under-employed, historically under-served, and people negatively affected by the COVID-19 Pandemic.

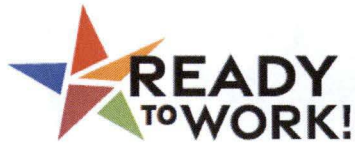
Train for Jobs SA training opportunities include High-School Equivalency, OJT Training, Short-term Training, or Long-Term Training. 64 employers have offered OJT opportunities. **17 employers have hosted 48 individuals through OJT training in industries such as Medical, Logistics, Manufacturing, and Business.**

Through Train for Jobs SA, the City has developed an extensive network of partners, including WSA, Alamo Colleges, Project Quest, Family Service Association, Chrysalis Ministries, Restore Education, and SA WORX. All of these agencies will be involved in the RTW program, and as such, would be RTW-ABA partners if the City is awarded this grant.

See the table below for Train for Jobs SA performance goals, and outcomes. See attached for more information.

Past Performance, Goals, and Outcomes

| Metric | Performance Goal (Denominator) | Performance Outcome (Numerator) | Performance Outcome/ Performance Goal | Percentage Rate of Actual Achievement (to Date) |
|---------------------|--------------------------------|---------------------------------|---------------------------------------|-------------------------------------------------|
| Short-term Training | 2,717 | 2,855 | 2,855/2,717 | 105% |
| Long-term Training | 2,413 | 2,045 | 2,045/2,413 | 84% |



| | | | | |
|---------------------------------------------|------------|------------|----------------|-------------|
| <i>On-the-Job Training</i> | <i>110</i> | <i>48</i> | <i>48/110</i> | <i>44%</i> |
| <i>High-School Equivalency Training</i> | <i>733</i> | <i>798</i> | <i>798/733</i> | <i>109%</i> |

Performance Measures:

- 17,031 individuals expressed interest in program;
- 10,383 individuals have completed preliminary intake;
- 1,946 individuals are pending enrollment in a training program;
- 5,378 individuals have enrolled in 5,747 trainings, including:
 - 798 High-School Equivalency;
 - 48 OJT Training;
 - 2,855 Short-term Training; or
 - 2,045 Long-Term Training;
- 4,620 individuals have earned stipends while in training worth a combined total of \$12,519,344 (through February 28, 2022);
- 64 employers are offering OJT opportunities;
- 6 agency partners are contracted to assist with intake, case management and job placement services;
- 1,484 individuals have been placed into employment;
- \$15 is median wage of participants placed into employment;
- \$2 is median wage increase.

See the table below for the Spending Rate Analysis. Train for Jobs SA enrollment ended in December 2021; however, participants are continuing their training and as such, are continuing to pay tuition and to earn stipends while in class. Out of the \$55m allocated from the City's General Fund for Train for Jobs SA, 99.9% of the monies are committed to agency partners in charge of implementing the program.

Spending Rate Analysis

| Funds Allocated | Funds Committed | Total Allocated / Total Committed | Percentage Rate of Spending: |
|------------------------|------------------------|------------------------------------------|-------------------------------------|
| <i>\$55,135,061</i> | <i>\$55,066,398</i> | <i>\$55,135,061/\$55,066,398</i> | <i>99.9%</i> |



San Antonio Ready to Work – Apprenticeship Building America

Required Attachment 3 – Commitment Letters or MOUs

See attached support letters from numerous community partners

| Required Partners: | |
|----------------------------------------------------------------|------------------------------|
| Organization Name | Organization Type |
| Texas Workforce Commission | State Apprenticeship Agency |
| Accenture Federal Services | Employer |
| Associated General Contractors | Employer Intermediary |
| Workforce Solutions Alamo | Local Workforce Board |
| University of the Incarnate Word | Minority-Serving Institution |
| University of Texas at San Antonio Urban Education Institution | Minority-Serving Institution |
| Optional Partners: | |
| SA WORX | Employer Intermediary |
| San Antonio Chamber of Commerce | Employer Intermediary |
| San Antonio Hispanic Chamber of Commerce | Employer Intermediary |
| San Antonio for Growth on the Eastside | Equity-Focused CBO |



April 19, 2022

US Department of Labor
Employment & Training Administration
200 Constitution Avenue, NW
Washington, DC 20210

RE: Support for the City of San Antonio ABA Grant Application

Dear Grant Evaluation Team:

The San Antonio Chamber of Commerce is pleased to provide this letter of support for the City of San Antonio's application for the Apprenticeships Building America grant. We share the vision as laid out in this proposal to grow our region's potential workforce in a manner that can help more residents access high wage jobs in an equitable and sustainable manner.

The Chamber and many of our 1650 member businesses have pledged support for the City's Ready to Work initiative. The San Antonio Chamber of Commerce champions businesses to prosper and enhance quality of life for current and future residents. We promote the economic, civic, and cultural well-being of our region, and strive to strengthen partnerships across our community. With leadership from the City, assistance from this grant would provide expanded apprenticeships in our community to allow business to fill critical positions and give residents a pathway to developing skills that lead to well-paying, high-demand careers.

As the Vice President of Education and Workforce Development, I see the critical need for our region to grow our workforce. We look forward to the continued work with the City's leadership to make this a reality.

Sincerely,

Katie Ferrier

Katie Ferrier
Vice President of Education and Workforce Development
San Antonio Chamber of Commerce



LEADERSHIP

Denise Hernandez
2022 Chairwoman

Marina Gonzales, J.D.
President & CEO

JR Treviño
2023 Chair-Elect

Dr. Erika Gonzalez
Immediate Past Chair

Andrew Casillas
General Counsel

Seymour Battle III
Secretary

Mariya Flores
Treasurer

CONTACT

www.SAHCC.org
210.225.0462

April 21, 2022

The Honorable Martin J. Walsh
US Department of Labor
200 Constitution Ave NW
Washington, DC 20210

Re: **Letter of Support for the City of San Antonio ABA Grant Application**

Dear Secretary Walsh:

The San Antonio Hispanic Chamber of Commerce is comprised of more than 900 members, mostly small businesses, and locally owned organizations. For over 93 years, we have been San Antonio's leading resource and advocate for Hispanic businesses and Hispanics in business. We pride ourselves on five pillars of success: small business advocacy, economic development & business expansion, international trade, education, and leadership. On behalf of our more than 900 members, I am writing to express my strong support for the City of San Antonio's application for the Apprenticeship Building America (ABA) Grant.

The City of San Antonio's "Ready to Work" job training and placement program is an example of an innovative way to enhance economic development through education. We are proud partners of the Ready to Work program, which is Ready to Work is unprecedented in four ways:

1. **Scale:** City residents invested over \$200m of sales tax dollars to support thousands of their neighbors to gain access to education and better jobs. Ready to Work is providing training and job placement opportunities at the scale of a state-level workforce initiative by leveraging best practices from around the United States.
2. **Employer Engagement:** Ready to Work is authentically employer-led. Local employers have committed to hire participants, and to inform local training providers of critical skills needed to meet today's and tomorrow's market conditions.
3. **Central Data Hub:** Ready to Work uses a sophisticated central data platform to track performance outcomes, which will allow for a seamless digital journey for enrollees, advanced data analytics, and continuous improvement.
4. **Community Collaborative:** Ready to Work is a collection of hundreds of San Antonio organizations working together to prioritize residents who





LEADERSHIP

Denise Hernandez
2022 Chairwoman

Marina Gonzales, J.D.
President & CEO

JR Treviño
2023 Chair-Elect

Dr. Erika Gonzalez
Immediate Past Chair

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General Counsel

Seymour Battle III
Secretary

Mariya Flores
Treasurer

CONTACT

www.SAHCC.org
210.225.0462

need and desire a better quality of life, but who lack proper resources and opportunities.

Additional, matching funding from the Department of Labor could expand and enhance Ready to Work's offerings. SAHCC would be more than pleased to be involved in the planning; small businesses can be lifted; residents can learn while on the job. This is a triple win for us, and as such, we support the City of San Antonio's application for the ABA Grant.

Sincerely,

Marina J. Gonzales, JD
President & CEO
San Antonio Hispanic Chamber of Commerce



ACCELERATE
SAN ANTONIO BUSINESS



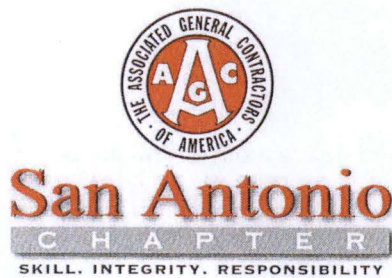
H Hispanic Leadership
Development Foundation
A official foundation of the San Antonio Hispanic Chamber of Commerce



SAHCC'S
BUSINESS
SUPPORT
ENTREPRENEURS

Leadershipsa





April 19, 2022

US Department of Labor
Employment and Training Administration

Re: Letter of Support for the City of San Antonio ABA Grant Application

To Whom It May Concern:

I write this letter of support for the City of San Antonio's application for the Apprenticeships Building America (ABA) Grant on behalf of the San Antonio Chapter of the Associated of General Contractors.

Started in 1923, the San Antonio Chapter of Associated General Contractors of America serves over 400 member firms in 19 counties throughout South Texas. The San Antonio Chapter has contributed much to the community by constructing parks, hotels, stores, offices, schools, churches, hospitals, and military facilities. Our Vision is to build a network of South Texas construction professionals dedicated to improving the construction industry through leadership and quality service.

The San Antonio Chapter affiliates with the other eleven Texas building chapters under the auspices of the Texas Building Branch. Primarily, the TBB serves the chapters by providing state government relations services. TBB also produces the renowned Outstanding Construction Awards competition. The Associated General Contractors of America was founded in 1918. It includes more than 33,000 firms and is the largest and oldest construction trade association in the United States. Members of the AGC of America are dedicated to skill, integrity, and responsibility.

I represent the San Antonio Chapter of the AGC on the City's "Ready to Work" Advisory Board. Ready to Work is a San Antonio workforce development program funded by a 1/8-cent sales and use tax collected through December 2025. The \$200M program offers unemployed, underemployed, and under-represented residents the following benefits:

- Tuition for industry-recognized certifications, associate's and bachelor's degrees aligned with targeted occupations in high-demand, well-paid careers;
- Wraparound support services and emergency assistance to ensure training completion; and
- Job placement and retention services.

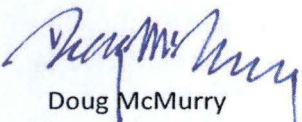
The City will fund partners to perform services such as community outreach and marketing, intake, assessment, case management, and program evaluation. Ready to Work will serve as a springboard to enhance the local workforce ecosystem for years to come. The following is a list of high-level outcomes:

- Participants completing education and training:
- High-school equivalency;
- Industry-recognized credentials;
- Associate's degrees; and
- Bachelor's degrees.
- Participants employed in high-demand, well-paid, quality jobs (at least \$15/hour with benefits).
- Employed participants retained in high-demand, well-paid job.
- Participants that would recommend Ready to Work to others.

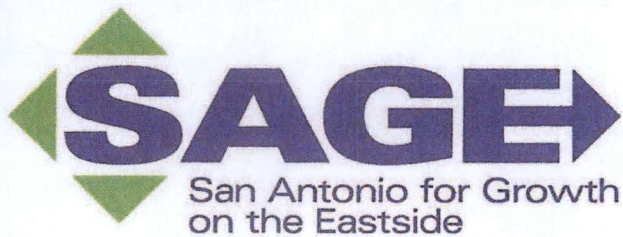
While Ready to Work is unprecedented in its own right, additional funding proffered by the ABA Grant for pre-apprenticeship programs would take the program to another level. In the construction industry, we are in dire need of skilled laborers. With a significant City bond initiative and federal infrastructure projects on the horizon, the labor shortage may become debilitating. Pre-apprenticeships and registered apprenticeship programs could lessen this burden by easing employers and employees into successful, long-lasting relationships.

We enthusiastically support the City's application to enhance and expand pre-apprenticeship and registered apprenticeship programs.

Sincerely,



Doug McMurry
Executive Vice President



April 19, 2022

US Department of Labor
Employment and Training Administration

Re: Letter of Support for the City of San Antonio ABA Grant Application

To Whom It May Concern –

San Antonio for Growth on the Eastside (SAGE) hereby offers its support to the City of San Antonio's Apprenticeships Building America (ABA) Grant.

San Antonio has been experiencing an economic renaissance. While development and growth are taking place, intentional effort has been needed to share the growing prosperity equitably. Since its inception in 2000, SAGE has championed the revitalization of the Eastside community, promoting economic development. As a standalone 501(c)3, SAGE receives funding from both public and private sources, including the City of San Antonio. SAGE identifies the needs of the Eastside businesses and non-profit community and delivers direct assistance to those located within the commercial corridor.

SAGE has aligned its geography with the "Eastside Promise Zone," a 22-square mile area on the Eastside of San Antonio. In 2014, then-President Obama designated it as one of the first five nationally recognized Promise Zones. The designation lasts for 10-years, and the place-based initiative is designed to provide Eastside resident with "ladders of opportunity."

Some examples of accomplishments on the Eastside are listed below:

- Decreased unemployment from 11.2% in 2011 to 9.8% in 2016;
- Increased the median household income by \$2,000 since 2011 (from \$26,583 to \$28,400);
- Added over 1,200 jobs to the Promise Zone since 2014;
- 20% decrease in property crimes (compared to >1% decrease citywide) since 2014;
- 68% increase in code enforcement cases as part of the City's proactive effort to decrease blight;

- Opened a one-stop workforce training center, the Eastside Education and Training Center, in partnership with Alamo Colleges to provide job training opportunities in high demand occupations;
- Graduated 300+ residents from job training programs;
- Launched a second chance pilot program in partnership with Chrysalis Ministries to provide job training opportunities to ex-offenders; and
- Graduated 105 residents from the Neighborhood Leadership Academy.

SAGE has a proven record of leveraging federal funds to improve the livelihood of its residents. Additional ABA Grant funding can add an additional lever to San Antonio's upcoming workforce program, "Ready to Work". Ready to Work's focused approach involving equity, alignment, and collaboration goes hand in hand with ABA Grant requirements.

Apprenticeships open doors to opportunities. The City's intentional plan to build apprenticeships for victims of domestic violence and for individuals previously involved with the justice system is a necessary step to give these historically underserved populations a lifeline.

Sincerely,

Handwritten signature of Robert T. Melvin in cursive, followed by the date 4/19/2022.

Robert Melvin

San Antonio for Growth on the Eastside
Chief Executive Officer

OFFICE OF THE PRESIDENT



THOMAS M. EVANS, PhD
President

April 22, 2022

US Department of Labor
Employment and Training Administration

Re: Letter of Support for the City of San Antonio ABA Grant Application

To Whom It May Concern:

I write this letter in support of the City of San Antonio's application for the Apprenticeship Building America (ABA) grant, Category 3. The University of Incarnate Word (UIW) is also applying for an ABA grant, Category 2, and we look forward to collaborating with the City of San Antonio to build pre-apprenticeship and registered apprenticeship pathways.

Since our founding in 1881 by the Sisters of Charity of the Incarnate Word, we have paved new ways for tens of thousands of students to reach their academic dreams. UIW was the first institution to offer higher education for women in central and south Texas, consistently ranks among the top schools for veterans, and ranks No. 1 in the nation among faith-based universities graduating Hispanic students with bachelor's degrees. As pioneers in Catholic higher education, we continue to forge new roads for every student to reach their full potential and create positive change in the world. UIW is a proud Hispanic Serving Institution.

The City of San Antonio is embarking on its new "Ready to Work" program, which will provide tuition, emergency funding, and support services to help candidates complete job training and education. UIW is proud to be listed on the Approved Course Catalog for the Ready to Work program. If the City of San Antonio were to be awarded grant funding under the Apprenticeship Building America, it could expand access to more pre-apprenticeships and registered apprenticeship programs. Such work-based learning helps students maintain their livelihoods while learning and increases job placement at the end of training. Thank you for this opportunity to express our desire to collaborate with the City, and in particular to serve historically underserved populations.

Sincerely,

Thomas M. Evans, PhD
President

April 19, 2022

RE: The City of San Antonio - Apprenticeships Building America (ABA) Program

Attention: US Department of Labor/Employment, Labor and Training

Please accept this letter of support for the City of San Antonio's application for the Apprenticeships Building America (ABA) Program grant. This grant will fund a vital apprenticeship initiative aligned to San Antonio's unprecedented "Ready to Work" workforce development program.

For over 50 years, greater:SATX has served as the region's economic development leader with a focus on recruiting new companies to the region, creating global business relationships, assisting local companies in their growth, and building a bigger, better, and stronger local workforce. SA WORX, the greater:SATX workforce team, brings employers together with education and training providers, policymakers, and workforce development organizations to ensure our diverse community members are ready to contribute to our collective success.

The City of San Antonio is dedicated to finding innovative ways to elevate its workforce ecosystem. SA WORX and greater: SATX have been long-standing partners. For example, SA WORX is the lead employer engagement arm for Ready to Work, which is guided by four core principles (which align well with ABA grant expectations):

- **Focused approach:** A strategic program should seek to reduce poverty through targeted solutions for maximum impact.
- **Alignment:** High-quality training and education, aligned with employer needs, drives long-term success. Today's and tomorrow's well-paid jobs require specialized preparation and knowledge.
- **Equity:** A workforce program should consider benefits and burdens to historically underserved populations. Additional supports are necessary to afford all San Antonio residents opportunities to succeed, regardless of their current circumstances.

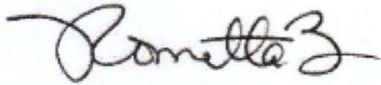


112 East Pecan, Suite 2635
San Antonio, TX 78205

- **Collaboration:** Through community collaboration and shared innovations, we can build a stronger and more inclusive workforce ecosystem.

ABA grant funding would provide San Antonio residents with paid apprenticeships, leading to well-paid jobs in high-demand careers. Thank you for making San Antonio's workforce development a priority. Please let me know if I can be of further assistance.

Sincerely,



Romanita Matta-Barrera
Chief Workforce Officer



112 East Pecan, Suite 2635
San Antonio, TX 78205



Accenture Federal Services
7050 Fairgrounds Parkway
San Antonio, TX 78238

April 21, 2022

US Department of Labor
Employment and Training Administration

Re: Letter of Support for the City of San Antonio ABA Grant Application

To Whom It May Concern -

Please accept this letter of support for the City of San Antonio's application for the Apprenticeship Building America (ABA) grant.

Accenture is a global team operating in 200 cities in 50 countries. Our mission is to deliver on the promise of technology and human ingenuity. We help our clients become the next and best versions of themselves. The San Antonio Advanced Technology Center is a state-of-the-art innovation and delivery center serving the specialized, mission-critical needs of U.S. federal agencies.

We deliver quality and performance using rigorous, highly industrialized development and support processes supported by automation, testing, monitoring, and best practices. We train for our career-oriented, mission-focused workforce to maintain an agile operating model that ensures quality performance, fosters innovation, and minimizes attrition-related disruption.

I am honored to represent Accenture Federal Services on the City of San Antonio's "Ready to Work" Advisory Board and on its Employer Engagement Subcommittee. Ready to Work is an unprecedented job training and placement program powered by San Antonio residents who have chosen to invest in their friends, families, and neighbors. It is also powered by employers such as Accenture, who understand the value of skills training and adaptability in today's business climate. I support the City of San Antonio's application for the ABA grant, and its innovative ideas to expand pre-apprenticeships and registered apprenticeship programs in the San Antonio area.

Sincerely,

A handwritten signature in black ink that reads "Benjamin A. Peavy". The signature is written in a cursive, flowing style.

Benjamin A. Peavy
Chief Information Officer & Office Managing Director

Texas Workforce Commission

A Member of Texas Workforce Solutions

Bryan Daniel, Chairman
Commissioner Representing
the Public

Julian Alvarez
Commissioner Representing
Labor

Aaron Demerson
Commissioner Representing
Employers

Edward Serna
Executive Director

April 22, 2022

Grant Review Team
U.S. Department of Labor
Employment and Training Administration
200 Constitution Avenue, NW
Washington, DC 20210

Re: Apprenticeships Building America (ABA) Grant Program, FOA-ETA-22-06

Dear Selection Official(s),

Texas Workforce Commission (TWC) is pleased to support the City of San Antonio Workforce Office's application to the ABA Grant Program. TWC is the state agency charged with overseeing and providing workforce development services to employers and job seekers of Texas.

Ready to Work is a San Antonio workforce development program funded by a 1/8-cent sales and use tax collected through December 2025. The \$200M program offers unemployed, underemployed, and under-represented residents the following benefits:

- tuition for industry-recognized certifications, associate's and bachelor's degrees aligned with targeted occupations in high-demand, well-paid careers;
- wraparound support services and emergency assistance to ensure training completion; and
- job placement and retention services.

If funded, local jobseekers will have increased access to professional training and education and placement in high-paying jobs. TWC supports Ready to Work's continued efforts to promote existing and new pre-apprenticeship programs, and to build pathways to registered apprenticeship programs. Thank you for your consideration.

Sincerely,



Edward Serna
Executive Director



April 19, 2022

US Department of Labor
Employment and Training Administration

Re: Letter of Support for the City of San Antonio ABA Grant Application

To Whom It May Concern:

Please accept this letter of support for the City of San Antonio's application for the Apprenticeships Building America (ABA) Grant.

Workforce Solutions Alamo (WSA) serves as the governing board for the regional workforce system, a network of service providers and contractors that brings people and jobs together. They represent the taxpayers of the 13-county Alamo region that includes Atascosa, Bandera, Bexar, Comal, Frio, Gillespie, Guadalupe, Karnes, Kendall, Kerr, McMullen, Medina, and Wilson counties. The City of San Antonio is in Bexar County. WSA's key executives, staff and board members reflect the diverse constituencies of the regional community: business, economic development, education, labor, community organizations, and government.

WSA's mission is to strengthen the Alamo regional economy by growing and connecting talent pipelines to employers. Our vision is to lead the most integrated community workforce network in the nation. WSA's most recent strategic plan identified targeted industries and occupations that are in high-demand and that pay thriving wages, such as technology/cyber security, healthcare, construction/trades, and education.

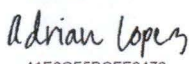
WSA is a leading partner in the City of San Antonio's new "Ready to Work" initiative, which aligns with WSA's target industries, and which will stimulate economic growth and development by meeting the demands of businesses with a skilled workforce. Ready to Work is an unprecedented workforce initiative approved by voters in 2022 to help residents of San Antonio find easy access to professional training, education, and quality careers. San Antonio is taking on such a program, with the support of the business community, at the local level to emphasize the value of education with its residents to increase access to higher paying jobs with support services to help those enrolled overcome barriers and complete the program.



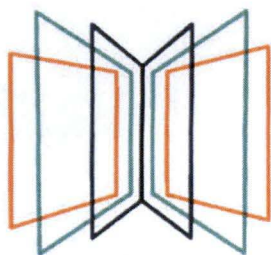
Participants in the Ready to Work will have access to training and education including tuition funding, support services, emergency funding and job placement funding. Employers across San Antonio are asked to support the program by taking an Employer Pledge. Opportunities for employer engagement include industry roundtables, talent pipeline management, recruitment, apprentice/internships, and more. A pillar of the Ready to Work program is collaboration, which is essential for an effective workforce ecosystem.

ABA Grant funding will expand Ready to Work offerings for employer engagement, and for resident success. Ready to Work can become a clearinghouse of available pre-apprenticeship programs and registered apprenticeship programs. Such a local hub will increase the visibility of training and employment opportunities, lifting businesses and residents alike. Pre-apprenticeships can become well-laid steppingstones for mutual success. WSA looks forward to continued partnership with the City of San Antonio in such initiatives.

Sincerely,

DocuSigned by:

41E8CF5BCFF6478...

Adrian Lopez
CEO



URBAN EDUCATION INSTITUTE | **UTSA**

Michael U. Villarreal, Ph.D.
Director
Urban Education Institute at UTSA
501 W. Cesar Chavez Blvd.
San Antonio, TX 78207

April 20, 2022

US Department of Labor
Employment and Training Administration

Re: Letter of Support for the City of San Antonio ABA Grant Application

To Whom It May Concern -

I write this letter of support for the City of San Antonio's Workforce Development Office and its application for the Department of Labor's Apprenticeship Building America (ABA) grant.

The Urban Education Institute at the University of Texas at San Antonio (UEI) produces improvement-focused, collaborative research to raise educational attainment, advance economic mobility, and help people achieve their potential in the greater San Antonio region. UEI's ability to conduct rigorous and actionable research starts with listening to our educators. It continues by keeping our local education stakeholders involved in discussions about the research as it unfolds.

We aim to build a body of coherent research that builds upon itself over time using different methods and data. We believe meaningful change in education practices and policies requires a steady drip of research, with each study penetrating more deeply a community's beliefs. We also believe a combination of research designs, methods, and data are best at getting closer to the objective truth.

We pursue our mission by (1) producing rigorous and actionable analysis that supports education policymaking, program implementation, and philanthropic giving; (2) convening community leaders to address entrenched challenges that harm education and human development; and (3) training the next generation of social scientists and educators to address education challenges through inquiry, analysis, and discovery.

board of directors, effective immediately.
501 W. Cesar Chavez Blvd.
San Antonio, TX 78207

April 20, 2022

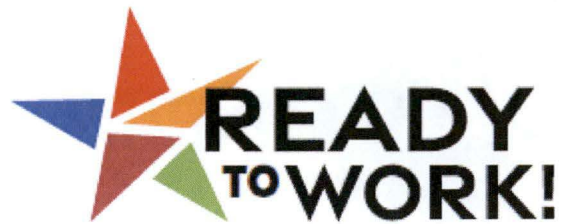
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We have the privilege of collaborating with the City of San Antonio on its "Ready to Work" workforce development program. Ready to Work will offer a platform to build and enhance the San Antonio educational and workforce ecosystem. Additional ABA grant funds will increase the reach of the Ready to Work programs, particularly with respect to work-based learning opportunities. UEI supports innovative solutions, such as diversifying apprenticeships among industries to advance economic mobility. As such, UEI supports the City of San Antonio's application for these grant funds, and looks forward to continued collaboration to raise educational attainment across the community.

Sincerely,

A handwritten signature in black ink, reading "Michael U. Villarreal". The signature is fluid and cursive, with the first name "Michael" and last name "Villarreal" clearly legible.

Michael U. Villarreal, Ph.D.
Director
Urban Education Institute at UTSA



San Antonio Ready to Work – Apprenticeship Building America

Requested Attachment 1 - Past Performance Documentation

| | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------------|
| Name of Previous RAP or Work-based Learning Project: | | |
| <ul style="list-style-type: none"> • Train for Jobs SA | | |
| External Partner Reference Contact: | | |
| <ul style="list-style-type: none"> • N/A – Funded by City of San Antonio General Fund | | |
| Funding Amount Dedicated to Project: | | |
| <ul style="list-style-type: none"> • \$55m | | |
| Project Period of Performance (Start and End Date): | | |
| <ul style="list-style-type: none"> • December 2020 – Present | | |
| Number of Individuals placed into a Registered Apprenticeship or Work-based Learning Program: | | |
| <ul style="list-style-type: none"> • 64 Employers are offering OJT opportunities • 48 individuals have enrolled in OJT training | | |
| Type of Population Served: | | |
| Age Ranges | Trainings | Percentage |
| 18 - 24 | 1,060 | 19.71% |
| 25 - 34 | 1,931 | 35.91% |
| 35 - 44 | 1,254 | 23.32% |
| 45 - 54 | 708 | 13.16% |
| 55 - 64 | 276 | 5.13% |
| 65 - 74 | 34 | 0.63% |
| 75+ | 6 | 0.11% |
| No Age Listed | 109 | 2.03% |
| Total | 5,378 | 100.00% |
| Race | Trainings | Percentage |
| American Indian/Alaska Native | 33 | 0.61% |
| Asian | 98 | 1.82% |



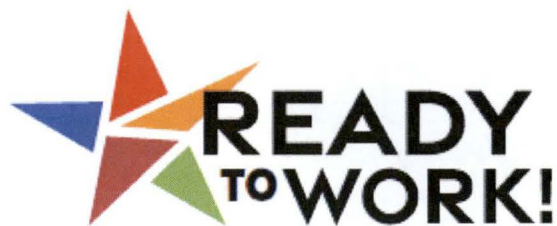
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|-----------------------------------------|------------------|-------------------|
| Black/African-American | 797 | 14.82% |
| Hispanic | 3,488 | 64.86% |
| Middle Eastern | 19 | 0.35% |
| Native Hawaiian/Pacific Islander | 15 | 0.28% |
| Other Race | 157 | 2.92% |
| White | 660 | 12.27% |
| Undefined | 111 | 2.06% |
| Total | 5,378 | 100.00% |
| Gender | Trainings | Percentage |
| Female | 3,699 | 68.78% |
| Male | 1,543 | 28.69% |
| Self-Described | 15 | 0.28% |
| Preferred not to Answer/Undefined | 121 | 2.25% |
| Total | 5,378 | 100.00% |

Brief Description of Project and Population Served:

- Train for Jobs SA is helping San Antonio residents get back on their feet and back to work after COVID-19. Residents enroll in training, earn stipends while in class, and are receiving assistance finding jobs. Target populations include unemployed, under-employed, historically under-served, and people negatively affected by the COVID-19 Pandemic. Training opportunities include High-School Equivalency, OJT Training, Short-term Training, or Long-Term Training. Seventeen employers have hosted forty-eight individuals through OJT training in industries such as Medical, Logistics, Manufacturing, and Business.

Performance Goals

| Metric | Performance Goal (Denominator) | Performance Outcome (Numerator) | Performance Outcome/ Performance Goal | Percentage Rate of Actual Achievement (to Date) |
|---------------|---------------------------------------|----------------------------------------|----------------------------------------------|--------------------------------------------------------|
|---------------|---------------------------------------|----------------------------------------|----------------------------------------------|--------------------------------------------------------|



| | | | | |
|----------------------------------|-------|-------|-------------|------|
| Short-term Training | 2,717 | 2,855 | 2,855/2,717 | 105% |
| Long-term Training | 2,413 | 2,045 | 2,045/2,413 | 84% |
| On-the-Job Training | 110 | 48 | 48/110 | 44% |
| High-School Equivalency Training | 733 | 798 | 798/733 | 109% |

Performance Measures:

- 17,031 individuals expressed interest in program;
- 10,383 individuals have completed preliminary intake;
- 1,946 individuals are pending enrollment in a training program;
- 5,378 individuals have enrolled in 5,747 trainings, including:
 - 798 High-School Equivalency;
 - 48 OJT Training;
 - 2,855 Short-term Training; or
 - 2,045 Long-Term Training;
- 4,620 individuals have earned stipends while in training worth a combined total of \$12,519,344 (through February 28, 2022);
- 64 employers are offering OJT opportunities;
- 6 agency partners are contracted to assist with intake, case management and job placement services;
- 1,484 individuals have been placed into employment;
- \$15 is median wage of participants placed into employment;
- \$2 is median wage increase.

| Spending Rate Analysis: | | | |
|--------------------------------|-----------------|-----------------------------------|------------------------------|
| Funds Allocated | Funds Committed | Total Allocated / Total Committed | Percentage Rate of Spending: |
| \$55,135,061 | \$55,066,398 | \$55,135,061/\$55,066,398 | 99.9% |

Authorized Signatory

Date Signed

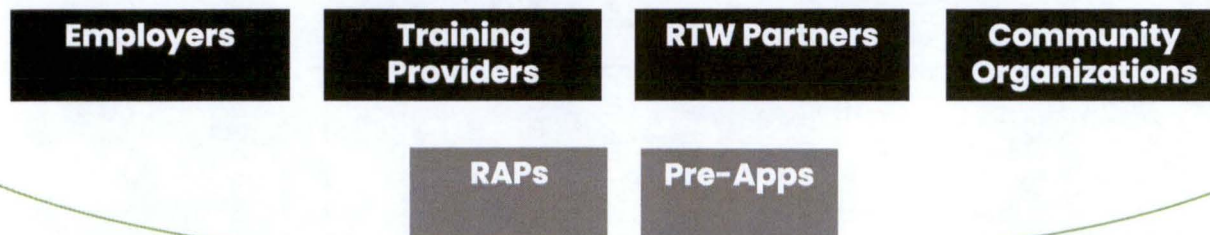
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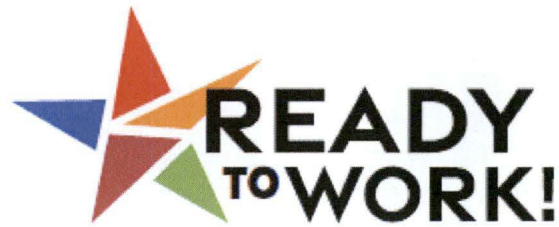
4/25/2022

San Antonio Ready to Work – Apprenticeship Building America Staff Organization Chart



Central Data Hub and Approved Training Catalog





San Antonio Ready to Work – Apprenticeship Building America

Staffing Plan

The RTW-ABA grant will fund the following positions. Each employee should meet the qualifications and experience described below. RTW-ABA staff will collaborate with community partners, including employers, community-based organizations, training providers, technical consultants to promote, enhance, and expand Pre-Apps and RAPs. RTW-ABA staff will work hand in hand with RTW staff to leverage existing know-how and resources.

1. One Workforce Development Manager (to oversee RTW-ABA grant)
 - a. Bachelor Degree
 - b. Master's Degree (preferred)
 - c. At least 5 years of progressively responsible experience in education, workforce, or civic government
 - d. At least 2 years of supervisory experience
2. One Senior Management Coordinator (to oversee SMAs and FA and implementation contracts)
 - a. Bachelor Degree
 - b. Master's Degree (preferred)
 - c. At least 4 years of experience in education, workforce, or civic government
 - d. At least 1 year of supervisory experience
3. Two Senior Management Analysts (to conduct community outreach and to develop Pre-App and RAP curricula)
 - a. Bachelor Degree
 - b. At least 5 years of experience in community outreach or project management
 - c. At least 2 years of experience with data analytics and visualization
4. One Fiscal Accountant (to handle grant fiscal matters)
 - a. Bachelor Degree
 - b. At least 1 year of experience in accounting

CR
08/04/22
Item No. 10

ATTACHMENT II

| | |
|------------------|---------------------------------------------------------------------------|
| Funding Agency | U.S. DEPARTMENT OF LABOR EMPLOYMENT AND TRAINING ADMINISTRATION (DOL/ETA) |
| Grant Name | Apprenticeship Building America (ABA) Grant Program |
| Grant Period | July 01, 2022 thru June 30, 2026 |
| Internal Order | |
| Grant Contract # | AP-38629-22-60-A-48 |
| Fund #, CFDA # | 17.285- Apprenticeship USA Grants |
| Ordinance # | |

| ESTIMATED REVENUES | GL NO. | PREVIOUS BUDGET | ADD (DEDUCT) | REVISED BUDGET | Year 2 Budget | Year 3 Budget | Year 4 Budget | Total Budget |
|-------------------------|---------|--------------------|-----------------|-------------------|------------------|------------------|------------------|-----------------|
| Federal Grant Operating | 4501100 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| GF Cash Match | 6101100 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| In-Kind Contribution | 6500000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | \$ 0 | \$ 0 | \$ 0 | 0 | 0 | 0 | 0 |

APPROPRIATIONS

| | | | | | | | |
|-----------------------------------------------|------|------------|------------|------------|------------|------------|--------------|
| 5101010 Regular Salaries | - | 219,066 | 219,066 | 297,929.76 | 303,888.36 | 309,966.12 | 1,130,850.24 |
| 5101020 Overtime Salaries | - | - | - | - | - | - | - |
| 5101050 Language Skill Pay | - | - | - | - | - | - | - |
| 5103005 FICA & Medicare Expense | - | 16,759 | 16,759 | 22,792 | 23,247 | 23,712 | 86,510.04 |
| 5103010 Life Insurance | - | 219 | 219 | 298 | 304 | 310 | 1,130.85 |
| 5103035 Personal Leave Buy Back | - | - | - | - | - | - | - |
| 5103055 Car Expense Allowance | - | - | - | - | - | - | - |
| 5105010 Retirement Expense Civilian TMRS | - | 27,164 | 27,164 | 36,943 | 37,682 | 38,436 | 140,225.43 |
| 5170040 Civilian Active Healthcare Assessment | - | 33,353 | 33,353 | 44,470 | 44,470 | 44,470 | 166,762.50 |
| 5170100 Retiree Health Assessment | - | - | - | - | - | - | - |
| 5201025 Education - Classes | - | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 | 24,000.00 |
| 5201040 Fees to Professional Contractors | - | 286,500 | 286,500 | 376,500 | 349,000 | 359,000 | 1,371,000.00 |
| 5201046 Computer Hardware Maintenance | - | - | - | - | - | - | - |
| 5203050 Membership Dues and Licenses | - | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 | 8,000.00 |
| 5203060 Binding Printing and Reproduction | - | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 20,000.00 |
| 5203070 Subscriptions to Publications | - | - | - | - | - | - | - |
| 5203080 Subscriptions to Computer Services | - | - | - | - | - | - | - |
| 5203090 Transportation Fees | - | - | - | - | - | - | - |
| 5205010 Mail and Parcel Post | - | - | - | - | - | - | - |
| 5205020 Rental of Office Equipment | - | - | - | - | - | - | - |
| 5206010 Rental of Facilities | - | - | - | - | - | - | - |
| 5207010 Travel - Official | - | 6,650 | 6,650 | 4,150 | 4,150 | 2,900 | 17,850.00 |
| 5302010 Office Supplies | - | 2,400 | 2,400 | 2,400 | 2,400 | 2,400 | 9,600.00 |
| 5304010 Food | - | - | - | - | - | - | - |
| 5304075 Computer Software | - | - | - | - | - | - | - |
| 5304080 Other Commodities | - | - | - | - | - | - | - |
| 5501001 Capital Outlay<5000 - PC Replacement | - | 7,500 | 7,500 | - | - | - | 7,500.00 |
| 6102100 Indirect Cost Transfer | - | 1 | 1 | 1 | 1 | 1 | 4.00 |
| Total Appropriations | \$ 0 | \$ 612,611 | \$ 612,611 | 798,484 | 778,143 | 794,195 | 2,983,433 |

PERSONNEL COMPLEMENT

| | |
|----------------|--|
| Class No. | |
| Activity | |
| Cost Center | |
| Internal Order | |

| Class Code | Title | PREVIOUS POSITIONS | ADD (DEDUCT) | REVISED POSITIONS | Year 2 Positions | Year 3 Positions | Year 4 Positions | Total Positions |
|------------|-------------------------------|-----------------------|-----------------|----------------------|---------------------|---------------------|---------------------|--------------------|
| 2366 | Workforce Development Manager | 0 | 1 | 1 | 1 | 1 | 1 | 1 |
| 0997 | Senior Management Coordinator | 0 | 1 | 1 | 1 | 1 | 1 | 1 |
| 0999 | Senior Management Analyst | 0 | 1 | 1 | 1 | 1 | 1 | 1 |
| 0999 | Senior Management Analyst | 0 | 1 | 1 | 1 | 1 | 1 | 1 |
| 2220 | Accountant | 0 | 1 | 1 | 1 | 1 | 1 | 1 |
| | Total Personnel | 0 | 5 | 5 | 5 | 5 | 5 | 5 |