



**BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS**

Award Contract Grant

Requested Board Meeting Date: September 3, 2019

or Procurement Director Award

* = Mandatory, information must be provided

***Contractor/Vendor Name/Grantor (DBA):**

U.S. Department of Labor/Veterans Employment and Training Service

***Project Title/Description:**

Homeless Veterans' Reintegration Program (HVRP)

***Purpose:**

The purpose of HVRP is to assist in reintegrating homeless veterans into housing, gainful employment and access to benefits.

Attachment: HVRP Grant Notice of Award HV-33213-19-60-5-4 and Terms and Conditions.

Indirect costs: Community Services Employment and Training will request to renegotiate the HVRP grant award budget to recover indirect costs at 10% of total personnel costs.

***Procurement Method:**

Not applicable to grant awards.

***Program Goals/Predicted Outcomes:**

The program goals/predicted outcomes are as follows: 70 homeless veterans will be placed into employment at an average wage of \$12.50/hr, 100 total enrollments (20% chronically homeless, 10% female, 10% veterans with families and 30% having been incarcerated), 80 participants to complete training, 100 participants to be placed into transitional or permanent housing and 85 participants referred to Veterans Affairs for benefits.

***Public Benefit:**

HVRP will provide quality career pathway training to homeless veterans, enabling them to re-enter mainstream society as productive citizens, and in doing so provide an increase in the skilled workforce for Pima County's labor market.

***Metrics Available to Measure Performance:**

The method used to determine successful completion of the program will involve the tracking of all performance measures from one central location and completing quarterly performance reports using the following reporting mechanisms: VETS-701A Demographics Summary, VETS-701B Participant Info, and VETS-701C Enter Exiter Info (for quarters after exit 1-4).

***Retroactive:**

Yes. County was notified of the Award on May 1, 2019. On August 2, 2019 County received the Notice of Award and Terms and Conditions from the Department of Labor via Federal Express. The negative impact of not approving this grant would be the County would not receive \$236,664 to help homeless veterans find housing and meaningful employment.

09-28-19 02:06 PM
ARS

6M1 approved 8/28/19 JLS

Contract / Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____

Effective Date: _____ Termination Date: _____ Prior Contract Number (Synergen/CMS): _____

Expense Amount: \$* _____ Revenue Amount: \$ _____

***Funding Source(s) required:**

Funding from General Fund? Yes No If Yes \$ _____ % _____

Contract is fully or partially funded with Federal Funds? Yes No

If Yes, is the Contract to a vendor or subrecipient? _____

Were insurance or indemnity clauses modified? Yes No

If Yes, attach Risk's approval.

Vendor is using a Social Security Number? Yes No

If Yes, attach the required form per Administrative Procedure 22-73.

Amendment / Revised Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____

Amendment No.: _____ AMS Version No.: _____

Effective Date: _____ New Termination Date: _____

Prior Contract No. (Synergen/CMS): _____

Expense or Revenue Increase Decrease Amount This Amendment: \$ _____

Is there revenue included? Yes No If Yes \$ _____

***Funding Source(s) required:**

Funding from General Fund? Yes No If Yes \$ _____ % _____

Grant/Amendment Information (for grants acceptance and awards) Award Amendment

Document Type: GTAW Department Code: CS Grant Number (i.e., 15-123): 20-20

Effective Date: 7/1/19 Termination Date: 6/30/20 Amendment Number: _____

Match Amount: \$ _____ Revenue Amount: \$ 236,664.00

***All Funding Source(s) required:** Department of Labor/Veterans Employment and Training Service

***Match funding from General Fund?** Yes No If Yes \$ _____ % _____

***Match funding from other sources?** Yes No If Yes \$ _____ % _____

***Funding Source:** _____

***If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?** Directly from the Federal government

Contact: Dan Sullivan

Department: Community Services Telephone: 724-7309

Department Director Signature/Date: [Signature] 8/22/19

Deputy County Administrator Signature/Date: [Signature] 8/23/19

County Administrator Signature/Date: [Signature] 8/23/19
(Required for Board Agenda/Addendum Items)

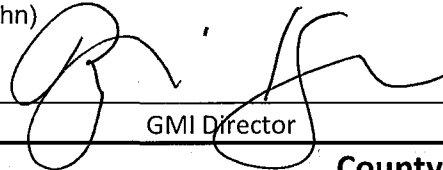

GRANT APPLICATION APPROVAL REQUEST

Instructions: Fill out the top section of this form completely. Contact the program Grants Management & Innovation (GMI) Lead if you require assistance (724-2240). Email your completed request to: GMI@pima.gov. Your request will be forwarded to County Administration for review. Notification of approval requests should be submitted at least 15 business days prior to the application's submission deadline (AP 5-1 Procedure).

Requesting department or entity:	CSET	Date: 8/5/19
Contact information:	Name: Rise Hart	Telephone: 724-5723
Funding opportunity title:	Homeless Veterans' Reintegration Program (HVRP)	
Link to opportunity:	https://www.dol.gov/agencies/vets/programs/hvrp	
Funding agency:	U.S. Department of Labor/Veterans Employment and Training Service	
Amount to be requested:	\$ 236,664.00	
Due date and time:	8/9/2019	AM
What are you going to spend the money on?	<p>The purpose of the HVRP is to assist in reintegrating homeless veterans into housing, meaningful employment and access to benefits. The program will provide 100 participants with assistance to enter employment and career training. Of those, 20 will be chronically homeless veterans, 10 will be homeless female veterans, 10 will be homeless veterans with families, and 30 will be formerly incarcerated veterans.</p> <p>Funds will be spent on tuition for training, support services (including clothing, tools and equipment for employment), on-the-job training reimbursement to employers, personnel (program coordinator and bookkeeper), contracted outreach staff, as well as a smaller amount in space cost and office supplies.</p>	
What will be the benefit to Pima County?	HVRP will provide quality career pathway training to homeless veterans, enabling them to re-enter mainstream society as productive citizens, and in doing so provide an increase in the skilled workforce for Pima County's labor market.	
Indirect costs – check one:	<input checked="" type="checkbox"/> I will be requesting indirect costs. Indirect-cost rate to be requested: 10 % <input type="checkbox"/> I have attached a request for waiver of indirect costs (GMI Intranet) <input type="checkbox"/> I need help understanding indirect costs	
By:	<i>Sean M. Lopez, Designee</i> Department Director or Designee	
Date:	8-14-19	

GRANT COST/BENEFIT ANALYSIS

To be completed by GMI staff

CFDA No.			
Competitive Criteria:	HVRP is a discretionary, one year grant that allows for two years of non discretionary renewals. This is the second and last renewal application for this cycle.		
Other Factors:			
Number of Awards:	Total amount to be awarded: \$ 1,350,000.00		
Match Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If required what is the amount/percent: _____		
Terms Notes (e.g. unusual restrictions, reporting burdens, etc.):			
Will this project require additional office/project space?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Will this project require staff time that cannot be paid for by the grant?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Will your project require any equipment items over \$5,000 per item?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Does the proposal use a fixed price contract?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Is this project subject to Human Subjects compliance?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Does this project involve subrecipients?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Is there a Statutory Funding Preference from the funding agency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Allowable Indirect Rate:	10% If Indirect is not allowed, attach documentation.		
List any other proposal or funder specific requirements:			
GMI notes & recommendations: CSET has successfully administered the HVRP grant in the past and should continue to do so with this cycle. The application does include indirect costs which are allowable. I recommend approval of this grant application. (Josh Cohn)			
By:		Date:	8/14/19
County Administrator Approval Request			
Approved:	<input checked="" type="checkbox"/>	Not Approved:	<input type="checkbox"/>
		Subject to Further Review:	<input type="checkbox"/> Yes <input type="checkbox"/> No
If your project is subject to further review, please contact your GMI Lead to discuss necessary revisions prior to resubmission of the Grant Approval Application Request.			
By:		Date:	8/14/2019
County Administrator or Designee			



U.S. Department of Labor

Office of the Assistant Secretary
for Administration and Management
Washington, D.C. 20210



NOTICE OF AWARD

AGREEMENT NUMBER: HV-33213-19-60-5-4

AGREEMENT PERIOD: July 01, 2019 THROUGH June 30, 2020

AMOUNT OF FEDERAL FUNDING: \$236,664.00

APPROPRIATION NUMBER: 1653-2019-
2901641919BD201901640006195HVRPN500005VET005HVRP1-590911-410043---

GRANTEE'S NAME AND ADDRESS

PIMA COUNTY
2797 E. AJO WAY
TUCSON, ARIZONA 85713-6223

ISSUING OFFICE

U.S. Department of Labor
Procurement Services Center
200 Constitution Avenue, N.W.
Rm. S-4307
Washington, D.C. 20210

This grant is funded by the U.S. Department of Labor, Veterans' Employment and Training Service, hereinafter referred to as grantor, in support of the PIMA COUNTY, hereafter referred to as recipient. The purpose of this grant is to support a homeless veterans' reintegration, training and placement project program. This grant incorporates the following additional documents and will be administered in accordance therewith.

1. Special Provisions (attached)
2. General Provisions (attached)
3. The recipient's Application for Federal Assistance, dated , (incorporated by reference)
4. The recipient's approved budget (attached)
5. The recipient's approved performance goals (attached)

APPROVED FOR THE GRANTOR:

Kia Mason

DATE: May 01, 2019

Close

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Notice of Award / Grant Modification

U.S. DEPARTMENT OF LABOR / VETERANS EMPLOYMENT AND TRAINING SERVICE

GRANT MODIFICATION		No. 0		PROJECT: Homeless Veterans (HVRP)	
GRANT NUMBER: HV-33213-19-60-5-4	EFFECTIVE DATE: 07/01/2019	PERIOD OF PERFORMANCE START DATE: 07/01/2019	PERIOD OF PERFORMANCE END DATE: 06/30/2020		
GRANTEE: PIMA COUNTY 2797 E. AJO WAY TUCSON, ARIZONA 85713-6223			ISSUED BY: U.S. DEPARTMENT OF LABOR / VETS ETA OFFICE OF GRANTS MANAGEMENT 200 CONSTITUTION AVENUE, N.W. WASHINGTON, DC 20210		
EIN: 866000543	DUNS: 033738662	PAGE 1			

Action:

This award is a continuation of grant HV-32073-18-60-5-4

YEAR / CFDA PROGRAM ACCOUNT ID	CURRENT LEVEL	Mod 0 MODIFICATION	NEW LEVEL	PMS DOC #
FY 19 / 17.805 Homeless Veterans' Reintegration Program 19-1653-2019-2901841919BD201901640006195HVRPN500005VET005HVRP1-590911-410043-VETS-DEFAULT TASK-	\$0.00	\$236,664.00	\$236,664.00	HV33213HV9
TOTAL FUND AVAILABILITY	\$0.00	\$236,664.00	\$236,664.00	

Except as modified, all terms and conditions of this grant remain unchanged and in full effect.

Approved by

Kia Mason

Date Signed

05/01/2019

Grant Officer

mason.kia@dol.gov

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Homeless Veterans’ Reintegration Program (HVRP), Incarcerated Veterans Transition Program (IVTP),
and the Homeless Female Veterans’ and Homeless Veterans’ with Families Program (HFVWWF)

TERMS AND CONDITIONS
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<i>Attachment E: Negotiated Indirect Cost Rate Agreement (if applicable)</i>	

1. Order of Precedence

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

- I. Title 38 of United States Code (U.S.C.), Sections 2021, 2021A and 2023;
- II. Title 42 United States Code (U.S.C.), Section 11302 (103);
- III. Other applicable Federal statutes;
- IV. P.L. 115-245;
- V. Implementing Regulations
- VI. Executive Orders;
- VII. OMB Circulars, including the Uniform Guidance at parts 2 CFR 200 and 2900;
- VIII. DOL-VETS Directives; and
- IX. Terms and Conditions of this award.

2. Funding Opportunity Announcement

This grant is an Option Year Award based on a grant initially awarded under either, FOA-VETS-18-01, available at <https://www.grants.gov/web/grants/view-opportunity.html?oppld=302714> or FOA-VETS-17-01 available at <https://www.grants.gov/web/grants/view-opportunity.html?oppld=292108>. The applicable initial Funding Opportunity Announcement and any amendments are hereby incorporated into this Notice of Award. Recipients are bound by the authorizations, restrictions, and requirements contained in the relevant Funding Opportunity Announcement. Expenditure of grant funds certifies that your organization has read and will comply with all parts of the Notice of Award.

3. Approved Statement of Work

As reflected in the application materials included as Attachment D, which notes that this Option Year Award is a continuation of the grantee's current program, the award recipient's initial project narrative submitted in response to the relevant Funding Opportunity Announcement, as amended by any subsequent modifications approved by the Grant Officer, is taken as the Statement of Work. If the application materials for this Option Year Award included as Attachment D include a Project Narrative, that document is instead taken as the Statement of Work. If there is any inconsistency between items specified in the project narrative and the appropriation, other applicable Federal Statutes, P.L. 115-245, regulations, Executive Orders, OMB Circulars, DOL-VETS directives, and these terms and conditions, the order of precedence will prevail.

The Period of Performance of this Option Year Award is July 1, 2019 to June 30, 2020.

4. Approved Budget

The recipient's budget documents are attached in this Notice of Award. The documents are: 1) the SF-424, included at Attachment A; 2) the SF-424 A, included at Attachment B; and 3) the Budget Narrative, included at Attachment C. The recipient must confirm that all costs are

allowable before expenditure. Pursuant to 2 CFR 2900.1, approval of the budget as awarded does not constitute prior approval of those items specified in 2 CFR part 200 or this grant award as requiring prior approval. The Grant Officer is the only official with the authority to provide such approval.

5. Evaluation, Data, and Implementation

The recipient must cooperate with the DOL in the conduct of a third-party evaluation, including providing DOL or its authorized contractor with appropriate data and access to program operating personnel and participants in a timely manner.

6. Indirect Cost Rate and Cost Allocation Plan

___ A. A **current** Federally approved Negotiated Indirect Cost Rate Agreement (NICRA) or current federally approved Cost Allocation Plan (CAP) has been provided – copy attached.

For a NICRA only:

(1) Indirect Rate approved: %

(2) Type of Indirect Cost Rate: _____ (i.e. Provisional/Predetermined/Fixed)

(3) Allocation Distribution Base: _____

(4) Current beginning and ending period applicable to rate: _____

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

___ B. (1) _____ Latest NICRA or CAP approved by the Federal Cognizant Agency (FCA) is not current, or

(2) _____ An indirect cost rate proposal or CAP has not been submitted for approval.

URGENT NOTICE: Estimated indirect costs have been specified on the SF-424A, Section B, Object Class Category "j", however only N/A will be released to support indirect costs in the absence of a NICRA or CAP approved by the cognizant agency (unless the grantee has opted to use and qualifies for the de minimis rate). 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 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.

The recipient must submit an indirect cost rate proposal or CAP. These documents should be submitted to DOL's Division of Cost Determination (DCD) or to the recipient's FCA. In addition, the recipient must notify the Federal Project Officer (FPO) that the

documents have been submitted to the appropriate FCA. **If this proposal is not submitted within 90 days of the effective date of the award, no funds will be approved for the reimbursement of indirect costs.** Failure to submit an indirect cost proposal by the above date means the recipient will not receive further reimbursement for indirect costs until a signed copy of the federally approved NICRA or CAP is provided and the restriction is lifted by the Grant Officer. All indirect charges must be returned through the Payment Management System and no indirect charges will be reimbursed.

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

- X. C. The 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. Audit disallowances may occur if indirect costs are misclassified as direct costs in accordance with 2 CFR 200.412.
- D. The recipient has never received a negotiated indirect cost rate and, pursuant to the exceptions noted at 2 CFR 200.414(f) in the Cost Principles of the Uniform Guidance has elected to charge a de minimis rate of 10% of modified total direct costs (see 2 CFR 200.68 for definition of MTDC) which may be used indefinitely. Governmental departments or agencies that receive more than \$35 million in direct Federal Funding must submit an indirect cost rate proposal and cannot request a de minimis rate. This methodology must be used consistently for all Federal awards until such time as you choose to negotiate for an indirect cost rate, which you may apply to do at any time. (See 2 CFR 200.414(f) for more information on use of the de minimis rate.)

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

7. Grant Officer Technical Representative

The DOL/VETS Grant Officer Technical Representative (GOTR) for this award is:

Name: Jesus Arrieta
Telephone: (602) 542-2517
E-mail: Arrieta.Jesus.A@dol.gov

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

8. Notice of Award

Funds shall be obligated and allocated via a Notice of Obligation (NOO) grant modification. Obligations and costs may not exceed the amount awarded by the NOO modification unless otherwise modified by VETS. Funds are obligated for the amount indicated in the "Modification 0" NOO in accordance with the recipient's award amount. The Federal obligation level will be amended by the Grant Officer to increase (or adjust) amounts available to the recipient as funds become available for obligation and additional Notice of Obligation (or Deobligation) grant modifications are required and issued.

9. Payments

The grantee will draw down funds for the period of performance through the U.S. Department of Health and Human Services Payment Management System (HHS/PMS). If the grantee has questions regarding their HHS/PMS account, they should contact Nicole Dunning at Nicole.dunning@psc.hhs.gov. Upon approval, requests for funds will be transferred electronically to the grantee's financial institution as arranged with HHS. An updated direct deposit form must be submitted whenever there are changes in financial institutions and/or approved signatures.

10. OTCnet Program Check Capture Legal Notices

The Department of Labor, Employment and Training Administration will be using U.S. Treasury Paper Check Conversion. Henceforth, processing of check payments received in person or by mail will be converted into an electronic funds transfer (EFT).

11. Funding Restrictions

a. Budget Flexibility

For all Federal recipients, no transfers are permitted that would cause any funds to be used for purposes other than those consistent with this Federal program. Any budget changes impacting the Statement of Work and agreed upon outcomes or deliverable require a request for modification and prior approval from the Grant Officer.

As directed in 2 CFR 200.308(e), for programs where the Federal share is over the simplified acquisition threshold (currently \$250,000), the transfer of funds among direct cost categories or programs, functions and activities is restricted such that if the cumulative amount of such transfers exceeds or is expected to exceed 10 percent of the total budget as last approved by the Federal awarding agency, the recipient must receive prior approval from the Grant Officer. Any changes within a specific cost category on the SF424a do not require a grant modification unless the change results in a cumulative transfer among direct cost categories exceeding 10% of total budget as noted above. It is recommended that your assigned GOCR review any within-line changes to your budget prior to implementation to ensure they do not require a modification. For programs where the Federal share is below the simplified acquisition threshold, recipients are not required to receive Grant Officer approval for transfers of funds among direct cost categories.

b. Foreign Travel

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

c. Mileage Reimbursement Rates

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

Modes of Transportation	Effective/Applicability Date	Rate per mile
Privately owned automobile	January 1, 2019	\$0.58
Privately owned motorcycle	January 1, 2019	\$0.55

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

12. Administrative Requirements

a. Audits

Organization-wide or program-specific audits shall be performed in accordance with Subpart F, the Audit Requirements of the Uniform Guidance which apply to audits for fiscal years beginning on or after December 26, 2014. Recipients of DOL awards including for-profit and foreign entities that expend \$750,000 or more in a year in Federal awards must have an audit conducted for that year in accordance with the requirements contained in 2 CFR 200.501. OMB's approved exception at 2 CFR 2900.2 expands the definition of 'non-Federal entity' to include for-profit entities and foreign entities. For-profit and foreign entities that are recipients or subrecipients of a DOL award must adhere to the Uniform Guidance at 2 CFR part 200.

b. Closeout/Final Year Requirements

At the end of the grant period, the recipient will be required to close the grant with VETS. The recipient will be notified approximately 15 days prior to the end of the period of performance that the initiation of closeout will begin at the end of the grant. Upon request from a Grant Officer Technical Representative (or other VETS or ETA representative), the recipient must promptly submit a Closeout SF-425 (different from the Final Quarterly SF-425) and a detailed statement of costs as well as, if applicable, a grantee's release; a grantee's assignment of refunds, rebates, and credits; governmental property close-out inventory certification; a grant

closeout tax certification; an indirect cost rates calculation and/or agreement; a government inventory list; and any other requested documentation. Information concerning the recipient's responsibilities at closeout may be found in 2 CFR 200.343.

Grantees receive a closeout package, which includes required closeout documents. The grantee then has 90 days to complete all required closeout documents, including the closeout financial report. All special conditions of award that have not been address by the grantee must be resolve prior to closeout.

c. Creative Commons Attributions License

As required at 2 CFR 2900.13, any intellectual property developed under competitive award process must be licensed under a Creative Commons Attribution 4.0 (CC BY) license, which allows subsequent users to copy, distribute, transmit and adapt the copyrighted work and requires such users to attribute the work in the manner specified by the recipient. For general information on CC BY, please visit <http://creativecommons.org/licenses/by/4.0>. Instructions for marking your work with CC BY can be found at [http://wiki.creativecommons.org/Marking your work with a CC license](http://wiki.creativecommons.org/Marking_your_work_with_a_CC_license).

d. Equipment

Recipients must receive **prior approval** from the Grant Officer for the purchase of any equipment as defined in the Uniform Guidance at 2 CFR 200.33. Equipment purchases must be made in accordance with 2 CFR 200.313 or 2 CFR 200.439.

This grant award **does not** give approval for equipment specified in a recipient's budget or statement of work unless specifically approved by the Grant Office. If not specified above, the recipient must submit a detailed description list to the GOTR for review within 90 days of the Notice of Award date. We strongly encourage recipients 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.

Recipients may not purchase equipment in the last funded year of performance which is defined as full program service delivery (not follow up activities), which may not be the same as the last twelve months of the period of performance. If any approved acquisition has not occurred prior to the last funded year of performance, approval for that item(s) is rescinded.

e. Federal Funding Accountability and Transparency Act (FFATA)

1. Reporting of first-tier subawards.

- i. *Applicability.* Unless you are exempt as provided in paragraph [4.] of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph [5.] of this award term).

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

- the Transparency Act (and subawards); and
 - b. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <https://www.sec.gov/answers/excomp.htm>.)
 - ii. *Where and when to report.* You must report subrecipient executive total compensation described in paragraph [3.i] of this award term:
 - a. To the recipient.
 - b. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.
- 4. Exemptions

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

 - i. Subawards, and
 - ii. The total compensation of the five most highly compensated executives of any subrecipient.
- 5. Definitions.

For purposes of this award term:

 - i. *Entity* means all of the following, as defined in 2 CFR part 25:
 - a. A Governmental organization, which is a State, local government, or Indian tribe;
 - b. A foreign public entity;
 - c. A domestic or foreign nonprofit organization;
 - d. A domestic or foreign for-profit organization;
 - e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.
 - ii. *Executive* means officers, managing partners, or any other employees in management positions.
 - iii. *Subaward*:
 - a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
 - b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see [2 CFR 200.330]).
 - c. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.
 - iv. *Subrecipient* means an entity that:
 - a. Receives a subaward from you (the recipient) under this award; and
 - b. Is accountable to you for the use of the Federal funds provided by the subaward.
 - v. *Total* compensation means the cash and noncash dollar value earned by the

executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

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

f. Intellectual Property Rights

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

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

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

g. Intellectual Property Rights and the Bayh-Dole Act

All small business firms, and non-profit organizations (including Institutes of Higher Education) must adhere to the Bayh Dole Act, which requirements are provided at 37 CFR 401.3(a) and at <https://doleta.gov/grants/pdf/BayhDoleGrantTerm.pdf>. To summarize, these requirements describe the ownership of Intellectual Property rights and the government's nonexclusive, nontransferable, irrevocable, paid-up license to use any invention conceived or first actually reduced to practice in the performance of work under this grant. These requirements are in addition to those found in the Intellectual Property Rights term provided in this document.

h. Personally Identifiable Information

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

i. Pre-Award

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

j. Printing and Duplicating

The grantee will comply with all publications and printing costs regulations provided at 2 CFR 200.461. Under this grant agreement, the grantee may duplicate up to a maximum of 5,000 copies of one page or 25,000 copies in the aggregate of multiple pages. The grantee may not use grant funds to provide duplicating or printing in excess of the quantities stated above without the written authorizations of the GOTR.

k. Procurement

The Uniform Guidance Procurement Standards at 2 CFR 200.317-326 require all recipient and subrecipients to conduct procurement transactions in a manner to provide, to the maximum extent practical, open and free competition. If the statement of work identifies a specific entity to provide goods or services, the DOL VETS' award does not provide the justification or basis to sole-source the procurement, i.e., avoid competition.

l. 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 recipient is allowed to deduct costs incidental to generating Program Income to arrive at a Program Income. Reporting on program income expenditures must be reported on the quarterly financial report SF-425.

m. Publicity

No funds provided under this grant shall be used for publicity or propaganda purposes, for the preparation, distribution or use of any kit, pamphlet, booklet, publication, radio, television or film presentation designed to support or defeat legislation pending before the Congress or any state or local legislature or legislative body, except in presentation to the Congress or any state or local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any state or local government, except in presentation to the executive branch of any state or local government itself. Nor shall grant funds be used to pay the salary or expenses of any recipient or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive Order proposed or pending before the Congress, or any state government, state legislature, or local legislative body other than for normal and recognized executive-legislative relationships or participation by an agency or officer of a state, local, or tribal government in policymaking and administrative processes within the executive branch of that government.

n. Recipient Integrity and Performance Matters

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as the 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.

- A. Proceedings about which you must report. Submit the information required about each proceeding that:
1. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from either the Federal Government or a State;
 2. Reached its final disposition during the most recent 5-year period; and
 3. Is one of the following:
 1. A criminal proceeding that resulted in a conviction, as defined in paragraph E. of this award term
 2. A civil proceeding that resulted in a finding of fault and liability and you're paying a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;
 3. An administrative proceeding, as defined in paragraph e. of this award term, that resulted in a finding of fault and liability and your payment of either monetary fine or penalty of \$5,000 or more or a reimbursement, restitution, or damages in excess of \$100,000; or
 4. Any other criminal, civil, or administrative proceeding if:
 - i. It could have led to an outcome described in paragraph B.3.a, b, or c of this award term;

- ii. It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and
 - iii. The requirement in this award term to disclose information about the proceeding does not conflict with applicable laws and regulations.
- B. Reporting procedures. Enter in SAM Entity Management area (formerly CCR), or any successor system, the FAPIIS information that SAM requires about each proceeding described in paragraph B. of this award term. You do not need to submit the information a second time under assistance awards that you received if you already provided the information through SAM (formerly CCR) because you were required to do so under Federal procurement contracts that you were awarded.
- C. Reporting frequency. During any period of time when you are subject to the requirement in paragraph A. of this award term, you must report FAPIIS information through SAM no less frequently than semiannually following your initial report of any proceedings for the most recent 5-year period, either to report new information about any proceeding(s) that you have not reported previously or affirm that there is no new information to report.
- E. Definitions. For purposes of this award term:
 - 1. Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level. It does not include audits, site visits, corrective plans, or inspection of deliverables.
 - a. Conviction, for purposes of this award term, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.
 - b. Total value of currently active grants, cooperative agreements, and procurement contracts includes —
 - i. Only the Federal share of the funding under any award with a recipient cost share or match; and
 - ii. The value of all options, even if not yet exercised.

o. Reports

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

Quarterly Financial Reports. All VETS recipients are required to report quarterly financial data on the SF-425. SF-425 reports are due no later than 30 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 is required to be submitted no later than 90 calendar days after the grant period of performance ends. A closeout report will be submitted during the closeout process.

The instructions for accessing both the on-line financial reporting system and the HHS

Payment Management System (HHS-PMS) can be found in the transmittal memo accompanying this Notice of Obligation.

Quarterly Narrative Progress Reports. Recipients are required to submit a *narrative* quarterly report on grant activities funded under this award. This quarterly report must include a comparison of actual outcomes against planned goals. A final progress report will be due after the grant period of performance ends (including any and all follow-up quarters). All reports are due no later than 30 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 recipients submit will serve as the grant's Final Performance Report. This report should provide both *quarterly and cumulative* information on the grant's activities. It must summarize project activities, employment outcomes and other deliverables, and related results of the project.
2. The recipient shall use any standard forms and instructions to report on training and employment outcomes and other data relating to the progress reports as provided by VETS.
3. The recipient shall utilize standard reporting processes and electronic reporting systems to submit their quarterly progress reports as provided by VETS.

p. Requirements for Conference and Conference Space

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

q. Subawards

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

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

r. Supportive Services & Participant Support Costs

When supportive services are expressly authorized by program statute or regulation, 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 402 – 200.411. Questions regarding supportive services and participant support costs should be directed to the GOTR assigned to the grant.

s. System for Award Management

1. Requirement for System of Award Management (SAM)

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

2. Requirement for unique entity identifier

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

- i. Must notify potential subrecipients that no entity (*see* definition in paragraph [3] of this award term) may receive a subaward from you unless the entity has provided its unique entity identifier to you.
- ii. May not make a subaward to an entity unless the entity has provided its unique entity identifier to you.

3. Definitions

For purposes of this award term:

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

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

v. *Subrecipient* means an entity that:

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

t. Travel

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

u. Vendor/Contractor

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

13. Program Requirements

The applicable Funding Opportunity Announcement contains the program requirements for this award which are incorporated herein by reference.

a. Additional Provisions

Scope

The grantee will conduct a Homeless Veterans’ Reintegration Program (HVRP), Homeless Female Veterans and Veterans with Families Program (HFVWF), and/or Incarcerated Veterans Transition Program (IVTP) as described in its application for federal assistance in accordance with all terms and conditions of this grant agreement.

Grantees are required to maintain all records and reports, including participant case records, for any activities and services outlined in the applicable funding announcements.

Participant case records will include the number of veterans enrolled and the number of veterans placed into employment that fall into the following subgroups*:

- Gender: Male and female (sum of which equals total participants);

- Ethnicity: Hispanic or Latino and Not Hispanic or Latino (sum of which equals total participants);
- Race: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or other Pacific Islander, White (sum of which may not equal total participants)
- Race: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or other Pacific Islander, White, or Multiracial (sum of which must equal total participants)
- Age groups of participants: 18-19 years old, 20-24, 25-29, 30-34, 35-44, 45-54, 55-64, 65 years and over (sum of which equals total participants);
- Special Groups (may not equal total participants): Special disabled, disabled, newly separated (within 36 months of discharge from the military), Campaign Badge Recipient, Operation Iraqi Freedom and/or Operation Enduring Freedom, welfare and/or other public assistance recipients, economically disadvantaged, homeless, chronically homeless, and Stand Down participants (if applicable); and
- Date participant last performed military service: 0 – 3 years ago; 4 – 7 years ago;
- 8 – 11 years ago; 12 – 15 years ago; 16 – 19 years ago; 20 or more years ago (equals total participants).

Staff will also document in each participant record (Case Management Folder):

- Verification of veterans' homelessness status at time of enrollment
- Verification of veterans' "at-risk" status at time of enrollment
- Verification of veteran status DD214 which must reflect "other than dishonorable discharge";
- Child Care Supportive Service - HFVWWF only
- Assessment Documentation;
- Housing Bids for IVTP only;
- Education, employment history, marketable skills, licenses, and credentials;
- Referrals to the VA and other appropriate Supportive Service Agencies;
- Co-Enrollment documentation; and
- An Individual Employment Plan (IEP) maintained and updated in the participant case management record, which contains the following: an assessment of barriers to employment including, skill deficits and service needs as well as strengths.

Site Visits

The Department of Labor, through its authorized representatives, has the right, at all times, to make site visits to review project accomplishments and management control systems and to provide such technical assistance as may be required. If any site visit is made by the Department of Labor on the premises of the grantee or a subgrantee/contractor under this grant, the grantee shall provide and shall require its subgrantees/contractors to provide all reasonable facilities and assistance for the safety and convenience of the Government representatives in the performance of their duties. All site visits and evaluations shall be performed in such a manner as to not unduly delay the work.

14. FY 2019 Appropriations Requirements

a. Buy American Notice

By drawing down funds, the recipient agrees that it will comply with sections 8301 through 8303 of title 41, United States Code (commonly known as the “Buy American Act”). Additionally, no funds may be made available to any person or entity that has been convicted of violating the Buy American Act.

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

These requirements do not apply to 1) items for use outside of the United States, 2) items that are not mined, produced, or manufactured in the United States in sufficient and reasonably available commercial quantities and are not of a satisfactory quality; and 3) manufactured items procured under any contract with an award value that is equal to or less than the micro-purchase threshold (currently \$3,500). In order to claim an exception to these requirements under 1 or 2, the recipient must get prior approval from the Grant Officer. Prior approval is not needed for purchases under the micro-purchase threshold.

b. Fair Labor Standards Act Amendment for Major Disasters

Pursuant to P.L. 115-245, Division B, Title I, Section 108, the Fair Labor Standards Act of 1938 (FLSA) will apply as if the following language was added to section 7 (“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 FSLA.

“(3) For purposes of this subsection—

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

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

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

c. Health Benefits Coverage for Contraceptives

Federal funds may not be used to enter into or renew a contract which includes a provision providing 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 Health Plans, 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 the 5 USC 552a (Privacy Act) or implementing regulations implementing of the Privacy Act.

e. Prohibition on Contracting with Corporations with Felony Criminal Convictions

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

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

g. Prohibition on Procuring Goods Obtained Through Child Labor

Pursuant to P.L. 115-245, Division B, 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 DOL prior to September 28, 2018. DOL has identified these goods and services here: <http://www.dol.gov/ilab/reports/child-labor/list-of-products/index-country.htm>.

h. Prohibition on Providing Federal Funds to ACORN

Pursuant to P.L. 115-245, Division B, Title V, Section 521, these funds may not be provided to the Association of Community Organizations for Reform Now (ACORN), or any of its affiliates, subsidiaries, allied organizations or successors.

i. Reporting of Waste, Fraud and Abuse

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

j. Requirement for Blocking Pornography

Pursuant to P.L. 115-245, Division B, Title V, Section 520, no Federal funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography.

k. Requirement to Provide Certain Information in Public Communications

Pursuant to P.L. 115-245, Division B, Title V, Section 505, when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all non-Federal entities receiving Federal funds shall clearly state:

1. The percentage of the total costs of the program or project which will be financed with Federal money;

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

The requirements of this part are separate from those in the 2 CFR part 200 and, when appropriate, both must be complied with.

l. Restriction on Health Benefits Coverage for Abortions

Pursuant to P.L. 115-245, Division B, Title V, Sections 506 and 507, Federal funds may not be expended for health benefits coverage that includes coverage of abortions, except when the abortion due to a pregnancy that is the result of rape or incest, or in the case where a woman suffers from a physical disorder, physical injury, including life-endangering physical conditions caused by or arising from the pregnancy itself that would, as certified by a physician, place the women in danger of death unless and abortion is performed. This restriction does not prohibit any non-Federal entity from providing health benefits coverage for abortions when all funds for that specific benefit do not come from a Federal source. Additionally, no funds made available through this award may be provided to a State or local government if such government subjects any institutional or individual health care entity to discrimination on the basis that the health care entity does not provide, pay for, provide coverage of, or refer for abortions.

m. Restriction on Lobbying/Advocacy

Pursuant to P.L. 115-245, Division B, Title V, Section 503, no federal funds may be used by a grant recipient, other than for normal and recognized executive-legislative relationships, to engage in lobbying or advocacy activities (including publicity or propaganda purposes or for the preparation of any publication or electronic communication) designed to support or defeat the enactment of federal, state, or local legislation, regulation, appropriations, order, or other administrative action, except in presentation to Congress or a State or local legislature itself or for participation by an agency or officer of a State, local or tribal government in policymaking and administrative processes within the executive branch of that government.

n. Restriction on the Promotion of Drug Legalization

Pursuant to P.L. 115-245, Division B, Title V, Section 509, no Federal funds shall be used for any activity that promotes the legalization of any drug or other substance included in schedule I of the schedules of controlled substances established under section 202 of the Controlled Substances Act except for normal recognized executive-congressional communications or where the grant agreement provides for such use because there is significant medical evidence of a therapeutic advantage to the use of such drug or other substance 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. 115-245, Division B, Title V, Section 529, no Federal funds shall be used to purchase sterile needles or syringes for the hypodermic injection of any illegal drug.

p. Salary and Bonus Limitations

Pursuant to P.L. 115-245, Division B, Title I, Section 105 recipients and sub-recipient shall not use funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. The Executive Level II salary may change yearly and is located on the OPM.gov website (<http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2019/executive-senior-level>). The salary and bonus limitation does not apply to contractors (vendors) providing goods and services as defined in 2 CFR 200.330. Where States are recipients, States may establish a lower limit for salaries and bonuses of those receiving salaries and bonuses from subrecipients of such funds, taking into account factors including the relative cost-of-living in the State, the compensation levels for comparable State or local government employees, and the size of the organizations that administer Federal programs involved including Employment and Training Administration programs. See Training and Employment Guidance Letter No. 5-06 for further clarification, available at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2262

15. Public Policy

a. Architectural Barriers

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

b. Drug-Free Workplace

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

c. Executive Orders

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

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

vehicles.

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

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

d. Flood Insurance

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

e. Hotel-Motel Fire Safety

Pursuant to 15 U.S.C. 2225a, the recipient must ensure that all space for conferences, meetings, conventions or training seminars funded in whole or in part with federal funds complies with the protection and control guidelines of the Hotel and Motel Fire Safety Act (P.L. 101-391, as amended). Recipients may search the Hotel Motel National Master List at <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

i. Trafficking in persons.

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

1. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not—

i. Engage in severe forms of trafficking in persons during the period of

- time that the award is in effect;
 - ii. Procure a commercial sex act during the period of time that the award is in effect; or
 - iii. Use forced labor in the performance of the award or subawards under the award.
 - 2. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity —
 - i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
 - ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either—
 - A. Associated with performance under this award; or
 - B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” as implemented by our agency at 2 CFR Part 2998.
- b. *Provision applicable to a recipient other than a private entity.* We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity—
- 1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
 - 2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either—
 - i. Associated with performance under this award; or
 - ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” as implemented by our agency at 2 CFR Part 2998.
- c. *Provisions applicable to any recipient.*
- 1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
 - 2. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
 - i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
 - ii. Is in addition to all other remedies for noncompliance that are available to us under this award.
 - 3. You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.
- d. *Definitions.* For purposes of this award term:
- 1. “Employee” means either:
 - i. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or

- ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
- 2. "Forced labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
- 3. "Private entity":
 - i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.
 - ii. Includes:
 - A. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).
 - B. A for-profit organization.
- 4. "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C.7102.)

g. Veterans' Priority Provisions

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

16. Attachments

Attachment A: SF-424

Attachment B: SF-424A

Attachment C: Budget Narrative

Attachment D: Option Year MOUs/Letters and Planned Goals Chart

Attachment E: Negotiated Indirect Cost Rate Agreement (if applicable)

Attachment A: SF-424

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input checked="" type="checkbox"/> Revision	* If Revision, select appropriate letter(s): AC: Increase Award, Increase Duration * Other (Specify):
* 3. Date Received: 2-27-2019	4. Applicant Identifier: 	
5a. Federal Entity Identifier: USDOL-VETS	5b. Federal Award Identifier: HV-32073-18-60-5-4	
State Use Only:		
6. Date Received by State:	7. State Application Identifier:	
8. APPLICANT INFORMATION:		
* a. Legal Name: Pima County		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 86-6000543	* c. Organizational DUNS: 0337386620000	
d. Address:		
* Street1: 2797 E. Ajo Way		
Street2:		
* City: Tucson		
County/Parish: Pima County		
* State:	A2: Arizona	
Province:		
* Country:	USA: UNITED STATES	
* Zip / Postal Code: 85713-6223		
e. Organizational Unit:		
Department Name: CSET	Division Name:	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix:	* First Name: Dorothee	
Middle Name:		
* Last Name: Harmon		
Suffix:		
Title: Division Manager		
Organizational Affiliation:		
* Telephone Number: 520-724-6760	Fax Number:	
* Email: dorothee.harmon@pima.gov		

Application for Federal Assistance SF-424

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

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*** Other (specify):**

*** 10. Name of Federal Agency:**

USDOL - Veterans' Employment and Training Service

11. Catalog of Federal Domestic Assistance Number:

17.805

CFDA Title:

Homeless Veterans' Reintegration Program (HVRP)

*** 12. Funding Opportunity Number:**

FOA-VETS-17-01

*** Title:**

Homeless Veterans' Reintegration Program (HVRP), Incarcerated Veterans' Transition Program (IVTP), and the Homeless Female Veterans' and Homeless Veterans' with Families Program (HFVWF)

13. Competition Identification Number:

FOA-VETS-17-01

Title:

Homeless Veterans' Reintegration Program (HVRP), Incarcerated Veterans' Transition Program (IVTP), and the Homeless Female Veterans' and Homeless Veterans' with Families Program (HFVWF)

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

Add Attachment

Delete Attachment

View Attachment

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

Kino HVRP Coalition of Tucson/Pima County

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

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

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="236,664.00"/>
* 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="236,664.00"/>

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

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

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

- Yes
- No

If "Yes", provide explanation and attach

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

** I AGREE

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

Authorized Representative:

Prefic: * First Name:
Middle Name:
* Last Name:
Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: 

* Date Signed:

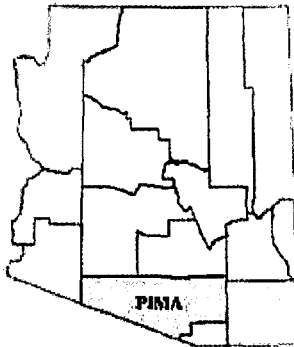
PIMA COUNTY HOMELESS VETERANS' REINTEGRATION PROGRAM AREAS AFFECTED

Services are available throughout Pima County. Potential areas of impact include Tucson and surrounding suburban and rural cities and townships, unincorporated areas, and tribal communities located in and around the Pascua Yaqui, San Xavier, and Tohono O'odham reservations.

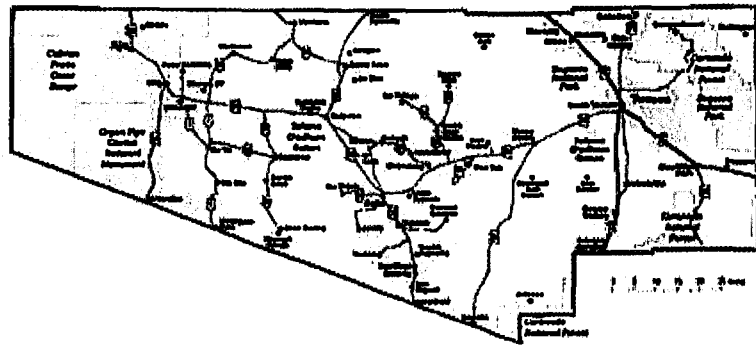
Pima County communities and populated areas include:

Tucson	Casa Adobes	Catalina Foothills
Oro Valley	Marana	Drexel Heights
Sahuarita	Green Valley	Tanque Verde
Flowing Wells	Tucson Estates	Vail
Picture Rocks	Valencia West	Catalina
Avra Valley	Corona de Tucson	South Tucson
Three Points	Summit	Rincon Valley
Ajo	Sells	Arivaca Junction
Littleton	Arivaca	Pimaco Two
Santa Rosa	Elephant Head	Pisinemo
Topawa	Nelson	San Miguel
Gu Qidac	Why	Ali Chuk
Maish Vaya	Anegam	Cowlic
Ali Chukson	Wahak Hotrontk	South Kimolik
Rillito	Haivana Nakya	Chiawuli Tak
Ali Molina	Charco	Ventana
Ko Vaya	Summerhaven	Nolic
Ak Chin	Comobabi	Willow Canyon

ARIZONA



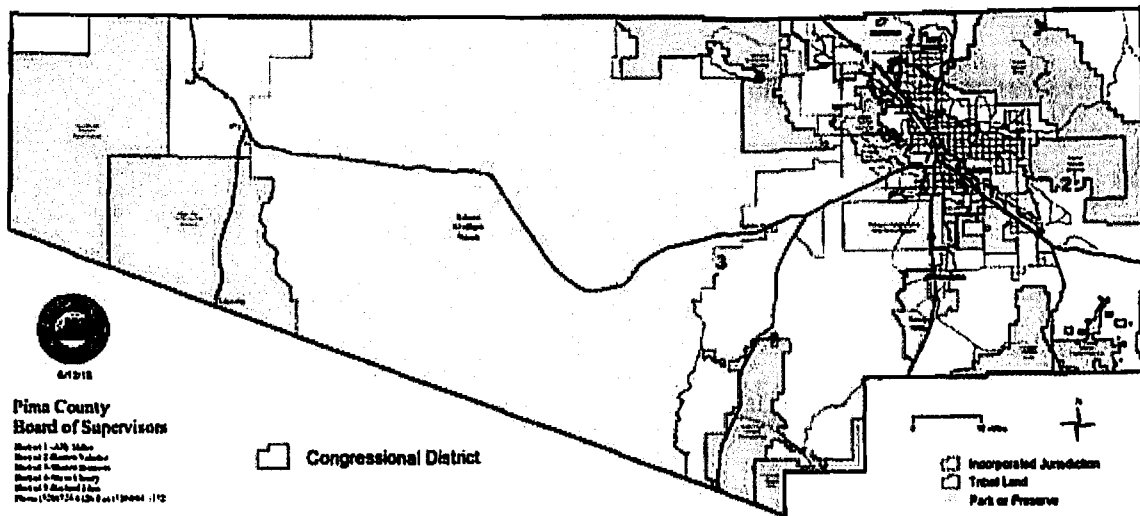
PIMA COUNTY



PIMA COUNTY HOMELESS VETERANS' REINTEGRATION PROGRAM CONGRESSIONAL DISTRICTS

Pima County encompasses portions of three Arizona Congressional Districts: AZ-001, AZ-002, and AZ-003. The map below identifies the areas of each Congressional District located in the County-wide service area.

Congressional Districts



Attachment B: SF-424A

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 01/31/2019

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. Homeless Veterans Reintegration Programs	17.808	\$	\$	\$ 236,664.00	\$	\$ 236,664.00
2.						
3.						
4.						
5. Totals		\$	\$	\$ 236,664.00	\$	\$ 236,664.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Homeless Veterans Reintegration Programs	(2)	(3)	(4)	
a. Personnel	\$ 57,200.00	\$	\$	\$	\$ 57,200.00
b. Fringe Benefits	17,160.00				17,160.00
c. Travel	1,659.00				1,659.00
d. Equipment	0.00				0.00
e. Supplies	1,340.00				1,340.00
f. Contractual	100,000.00				100,000.00
g. Construction					
h. Other	59,305.00				59,305.00
i. Total Direct Charges (sum of 6a-6h)	236,664.00				\$ 236,664.00
j. Indirect Charges					\$
k. TOTALS (sum of 6i and 6j)	\$ 236,664.00	\$	\$	\$	\$ 236,664.00
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. Homeless Veterans Reintegration Programs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
9.					
10.					
11.					
12. TOTAL (sum of lines 8-11)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 236,664.00	\$ 56,312.00	\$ 60,761.00	\$ 60,760.00	\$ 58,831.00
14. Non-Federal					
15. TOTAL (sum of lines 13 and 14)	\$ 236,664.00	\$ 56,312.00	\$ 60,761.00	\$ 60,760.00	\$ 58,831.00
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. Homeless Veterans Reintegration Programs					
17.					
18.					
19.					
20. TOTAL (sum of lines 16 - 19)					
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges: \$236,664.00		22. Indirect Charges: \$0.00			
23. Remarks:					

Attachment C: Budget Narrative

**Kino HVRP – Pima County
Budget and Budget Justification: February 2019 Budget Modification**

(a) Budget Narrative

The budget narrative presents each federal budget category, explaining each line item. All costs are based on prior experience delivering projects of similar scope to similar populations and take into account any discounts allowed. All expenses are direct expenses to the grant unless specifically designated as leverage. A total of \$236,664 is requested for this HVRP grant, or \$2,367 per enrolled participant with 100 enrollees.

Personnel:

Pima County will hire a full-time Program Coordinator to oversee this HVRP at an anticipated annual salary of \$52,000. Administrative duties, such as reporting, will account for 20% of this person's time and effort; the balance will be dedicated to program functions such as case management and case coordination with partners. An Accountant/bookkeeper will be assigned at 10% Full-Time Equivalency (FTE) to track expenditures and complete financial reporting requirements.

PERSONNEL	ADMIN?	ANNUAL	FTE	TOTAL
Program Coordinator	A	\$52,000	20%	\$10,400
Program Coordinator	P	\$52,000	80%	\$41,600
Accountant/Bookkeeper	A	\$52,000	10%	\$5,200
TOTAL PERSONNEL				\$57,200

Fringe Benefits: Fringe benefits for all staff are calculated at 30% and are based on the budgeted salaries for each year. They include Social Security (6.2%), Medicare (1.45%), Arizona Retirement System (mandatory) (9.48%), workers compensation (.26%), long-term disability (.25%), unemployment insurance (.26%), health savings account (1.13%), employee assistance program (.01%), and, life, health, and dental insurance (10.96%).

FRINGE	TOTAL
Calculated at 30%	
Program staff	\$11,700
Admin staff	\$5,460
TOTAL FRINGE	\$17,160

Travel: Funds are requested for one individual to travel to the post award grantee meeting. In order to stay under the 10% cap for travel costs, travel costs for a second person will be covered by leveraged funds from HUD or Pima County General Funds, if needed. Reimbursement for staff in-county mileage is calculated at the Arizona approved rate of \$0.445 per mile.

TRAVEL	ADMIN?				RATE	TOTAL
Staff mileage	P	500 miles per year	\$0.445 per mile		1	\$223
Grantee conference	A	\$600	\$600 (\$150 lodging for 4 nights)	\$236 (\$59 meals per diem for 4 days)	1	\$1,436
TOTAL TRAVEL						\$1,659

Equipment: There is no equipment for this grant.

Supplies: Supplies include a modest amount for annual office supplies estimated at \$101.50/month based on prior experience administering similar grants to similar populations. Additional participant supplies will be leveraged via co-enrollment in Pima County’s WIOA and HUD grants. For example up to \$500 in training-related supplies and books will be funded by WIOA for 40 projected participants = \$20,000. Pima County’s One-Stop Rapid Rehousing also provides supplies for participants moving into housing (see “Additional Leveraged Resources” section below).

SUPPLIES	ADMIN?				RATE	TOTAL
Administrative office supplies	A	12 months	\$101.50/month		35%	\$426
Program office supplies	P	12 months	\$101.50/month		75%	\$914
TOTAL SUPPLIES						\$1,340

Contractual: A total of \$100,000 is budgeted for a contracted outreach specialist at \$35 per hour for 720 hours to recruit unsheltered homeless veterans to enroll in HVRP and contracted workforce development specialists at an average cost of \$50 per hour for up to 1,496 hours to provide comprehensive workforce development and training services for HVRP participants. These contractors are identified through competitive RFP processes based on experience serving vulnerable populations, expertise in workforce development and employment and training services, and strong connections to local employers in high-demand occupations and industries.

CONTRACTUAL	ADMIN?				TOTAL
Contracted Service: Program Outreach	P	720	hours	\$35/hour	\$25,200
Contracted Service: Workforce Development	P	1,496	hours	\$50/hour	\$74,800
TOTAL SUPPLIES					\$100,000

Other: This category includes funds for space (utilities, maintenance and repair) for Pima County, funds for communication (phone service). Internet costs are funded by Pima County from General Funds. Kino Veterans Workforce Center and Sullivan Jackson Employment Center are both owned by Pima County, representing a significant leveraged resource. Funds are also budgeted for participant assistance such as tuition, training, and allowable participant support service needs. The budgeted estimate of \$690/person conservatively projects continued utilization trends through the remainder of the project year. Up to \$3,000 in additional tuition costs will be funded by WIOA for 40 participants = \$120,000.

OTHER	ADMIN?				OTE	TOTAL
Tuition/Training, Participant Assistance	P	80	participants	\$690		\$55,165
Administrative space cost	A	1	year	\$3,000	35%	\$1,050
Program space cost	P	1	year	\$3,000	75%	\$2,250
Telephone service	P	12	months	70		\$840
TOTAL OTHER						\$59,305

Indirect Costs: Pima County is taking no Indirect Costs. The declined Indirect Costs represent a leveraged resource of \$23,666. Direct administrative costs included in our request amount to less than 10% of the total request.

Additional Leveraged Resources: The project is supported by generous leveraged resources. The proposed design will leverage funding for housing, including emergency shelter, bridge housing, rapid rehousing, Grant Per Diem, and other temporary housing. Pima County projects to leverage an average of \$3,912 for rapid re-housing based on Fair Market Rent of 652 for an individual. This number will vary greatly depending on the participant's needs and type of household. Primavera Foundation provided an estimate (see attached documentation from Primavera) of \$4,326 per family household for rapid rehousing. Supportive services, including transportation, clothing, and moving costs are estimated at \$1,000 per participant. Primavera estimates emergency shelter for unaccompanied men will leverage \$20 per night and \$12 per night for family households.

Old Pueblo Community Services has committed to leverage Veteran Bridge Housing (up to 30 days for Veterans who have a HUD-VASH voucher and need help finding an apartment), Rapid Emergent Housing, Housing for persons in VA Intensive Outpatient Program and Continuing Care treatment programs, and case management for all co-enrolled homeless Veterans (see documentation from Old Pueblo attached to original application). Tucson Veterans Serving Veterans coordinates the annual three-day Stand Down for homeless Veterans with private donations, another significant leveraged resource to HVRP. VA healthcare services including in-patient and out-patient detox, treatment, and counseling services will also be leveraged for HVRP participants.

5 Kino HVRP Coalition

Value of classroom training provided by Pima County with WIOA, LEAP (pre-release services) or HUD funding is estimated at \$750 per participant. Primavera Works will provide job placement assistance and case management at an average cost per participant of \$2,206. Additional resources range from DVOP services, cost-sharing by employers for on-the-job training, in-kind personnel and space, to funds from WIOA or Pell grants to off-set tuition and fees in eligible programs.

**Attachment 4
Direct Cost Descriptions For Applicants and Sub-Applicants***

Grant Number: HV-32073-18-60-5-4
Grant Name: Pima County - Kino HVRP Coalition

Position Title(s)	Annual Salary/Wage Rate	% of Time Charged to the Grant	Proposed Administration Costs **	Proposed Program Costs
Program Coordinator	\$52,000.00	0.8	\$0.00	\$41,600.00
Program Coordinator	\$52,000.00	0.2	\$10,400.00	\$0.00
Accountant/Bookkeeper	\$52,000.00	0.1	\$5,200.00	\$0.00
	\$0.00	0	\$0.00	\$0.00

Sub Total \$15,600.00 \$41,600.00

Expenditure Category	Admin Costs**	Program Costs
Fringe Benefits For All Positions	\$5,460.00	\$11,700.00
Travel	\$1,436.00	\$223.00
Equipment	\$0.00	\$0.00
Supplies	\$426.00	\$914.00
Contractual	\$0.00	\$100,000.00
Other	\$1,050.00	\$58,255.00
Indirect Costs	\$0.00	\$0.00
Total Costs	<u>\$23,972.00</u>	<u>\$212,692.00</u>

Grant Total \$236,664.00

* Direct costs for all funded positions for both applicant and sub-applicant(s) must be provided.
** Administrative costs are associated with the supervision and management of the program and do not directly or immediately affect participants.

**Attachment D: Option Year MOUs/Letters and
Planned Goals Chart**

Attachment 5 - VETS-700, Summary of Proposed Goals by Quarter and Overall for the Project

United States Department of Labor
Veterans' Employment and Training Service

PLEASE NOTE: Use the "Tab" key to navigate. Incorrect entries appear in a red font.

Applicant Name
Pima County

Name of Project
Kino HVRP Coalition

Period of Performance:
7/1/19-6/30/20

Funding Amount:
\$236,664

For the below homeless veteran subgroups, enter the planned percentage of total enrollments to be served as stated in your application narrative.	% of Total Planned Enrollments
Chronically Homeless Veteran	20%
Female Homeless Veteran	10%
Homeless Veteran with Family	10%
VTP Eligible	30%

Planned Performance

# of Eligibility Assessments	75	50	50	25
# of Participants Enrolled	25	25	25	25
# Placed in Trans. or Perm Housing	10	25	40	25
# Referred to VA for Benefits	10	15	45	15
# Placed into Employment (cannot be greater than # exits)	5	15	20	30
Average Hourly Wage at Placement	\$12.50	\$12.50	\$12.50	\$12.50
Placement Rate Overall (calculated 14/14/19)	71.4%	71.4%	69.0%	69.8%
Placement Rate for the Chronically Homeless (a subset of 14)	60.0%	60.0%	60.0%	80.0%
Cost Per Placement (calculated 14/14/19)	\$11,262.40	\$4,050.73	\$3,038.00	\$1,961.03
# of Exits	7	21	29	43
# Earned Wages in the 2nd Full Quarter After Exit (cannot be greater than # exits)			5	15
Employment Rate in the 2nd Quarter After Exit (calc.)			71.4%	71.4%
# Earned Wages in the 4th Full Quarter After Exit (cannot be greater than # exits)				
Employment Rate in the 4th Quarter After Exit (calc.)				
Median Quarterly Earnings in the 2nd Qtr. After Exit			\$6,240.00	\$6,240.00

Core Operation Year Goals (Not Cumulative)				90 day F/U	180 day F/U	270 day F/U	365 day Final	Total
Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun					
200	200	200	200					200
100	100	100	100					100
88	88	88	88					88
70	70	70	70					70
12150	12150	12150	12150					12150
70%	70%	70%	70%					70%
65%	65%	65%	65%					65%
100	100	100	100					100
30	30	30	30					30
69.0%	69.8%	69.0%	69.8%					69.0%
46	46	46	46					46
28.6%	32.4%	48.3%	74.2%					46.0%
\$6,240.00	\$6,240.00	\$6,240.00	\$6,240.00					\$6,240.00

Don't forget to enter the planned overall placement rate for the chronically homeless

Don't forget to enter overall >>>

Planned Training Activities

Unduplicated Count of Those Trained by the Quarter the Participant First Received Training	10	30	30	10
% of Participants Trained (calculated cumulative percentage)	40.0%	80.0%	93.3%	80.0%
Class-Room-Training	7	23	22	8
On-the-Job Training	1	6	6	2
Occupational Skills Training	10	25	35	10
Apprenticeship Training	0	0	5	0
Upgrading and Retraining	1	6	6	2
Other Training	0	0	0	0

80	80	80	80					80
60	60	60	60					60
15	15	15	15					15
180	180	180	180					180
5	5	5	5					5
15	15	15	15					15
0	0	0	0					0

Planned Supportive Services

Job Search Assistance
 Life Skills and Money Management
 Counseling/Vocational Guidance
 Job Club Workshops
 Compensated Work Therapy
 Tools/Fees/Specific Work Clothing/Boots
 Other Supportive Services

25	25	25	25		100
9	25	26	10		70
25	25	25	25		100
5	15	15	5		40
0	5	5	0		10
5	15	20	30		70
20	25	30	15		90

Planned Expenditures

Participant Services
 Admin Costs
 Stand Down (requires prior approval from the Grant Officer)
 Total Expenditures (calculated)

\$49,491.00	\$55,376.00	\$55,375.00	\$53,446.00		\$213,688.00
\$6,821.00	\$5,385.00	\$5,385.00	\$5,385.00		\$22,976.00
\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
\$56,312.00	\$60,761.00	\$60,760.00	\$58,831.00		\$296,664.00



February 20, 2019

Jesus Arrieta
Veterans' Employment and Training Service/U.S. Department of Labor
3839 North 3rd Street, Suite 101
Phoenix, Arizona 85012

Subject: Option Year Funding Request for HVRP Grant # HV-32073-18-60-5-4

Dear Mr. Arrieta:

I am writing to request option year funding to continue Pima County's Homeless Veterans' Reintegration Program grant. This will be the third year of funding for this grant. On February 15, 2019, Pima County submitted an interim modification request with the following changes: moved 25 participant enrollments from Q2 to Q4 to more equally distribute enrollments across the project year, adjusted training and supportive service participation to reflect the re-assignment of 25 participant enrollments from Q2 to Q4, and increased the Contractual budget line by reducing Supply and Other budget lines. This option year request is a continuation of the current program as originally approved and modified per the February 15, 2019 correspondence. Pima County is requesting \$236,664 in funding for Year-Three activities and is on track as of December 2018 to exceed its goals for the following critical performance indicators:

- The number of enrollments – 55 (PY18 goal = 50)
- The overall placement rate - 100% of exiters (PY18 goal = 70%)
- The overall average hourly wage at placement - \$14.73 (PY18 goal = \$12.50)
- The placement rate for the chronically homeless – 100% of exiters (PY18 goal = 65%)

I am authorized to submit Applications for Federal Assistance on behalf of Pima County Community Services, Employment and Training Department. Attached are the SF424 request form and 424A budget form, the budget narrative, the Direct Cost Description for Applicants and Sub-Applicants, the VETS-700 Planned Goals Chart, and evidence of Pima County's active SAM registration. Our program design remains substantially unchanged from the original grant agreement as amended in February 2019.

If we can provide any additional information regarding this request, please don't hesitate to contact us. We look forward to continuing our work with homeless veterans in Southern Arizona.

Respectfully,

Dorothee Harmon
Division Manager/Grants.gov AOR



Community Services, Employment and Training