



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

Requested Board Meeting Date: ~~October 18, 2016 Addendum~~ 11/22/2016
or Procurement Director Award

Contractor/Vendor Name (DBA): United States Department of Labor (USDOL)

Project Title/Description:

LEAP-2

Purpose:

This is revenue to the county to provide employment services to eligible Pima County residents. Services include Basic Education/GED preparation and case management to ensure job placement. Services are intended for incarcerated individuals.

Procurement Method:

N/A

Program Goals/Predicted Outcomes:

Provide employment services to ensure job placement for incarcerated individuals. The Pima County jail-based American Job Center will serve up to 150 participants in the Adult Detention Center Minimum Security Facility Center. Expected outcomes are: 100% pre-release enrollment rate, 90% participant rate (participant will receive one service excluding supportive services each month pre-release), and 90% pre-release work-readiness after receiving pre-release services.

Public Benefit:

Supports Pima County's economic development by helping to develop a trained and productive labor force that meets employers needs.

Metrics Available to Measure Performance:

Tracking of employment and educational placements.

Retroactive:

Yes, received Award Notice from USDOL on 9/28/16.

Original Information

Document Type: GTAW Department Code: CS Contract Number (i.e., 15-123): 17-027
Effective Date: 10/1/2016 Termination Date: 9/30/2018 Prior Contract Number (Synergen/CMS): _____
 Expense Amount: \$ _____ Revenue Amount: \$ 492,441.00
Funding Source(s): U.S. Department of Labor

Cost to Pima County General Fund: N/A

Contract is fully or partially funded with Federal Funds? Yes No Not Applicable to Grant Awards
Were insurance or indemnity clauses modified? Yes No Not Applicable to Grant Awards
Vendor is using a Social Security Number? Yes No Not Applicable to Grant Awards

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

Amendment Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____
Amendment No.: _____ AMS Version No.: _____
Effective Date: _____ New Termination Date: _____
 Expense Revenue Increase Decrease Amount This Amendment: \$ _____
Funding Source(s): _____

Cost to Pima County General Fund: _____

Contact: Rise Hart

Department: Community Services, Employment and Training Telephone: 724-5723

Department Director Signature/Date: _____ 10/11/16

Deputy County Administrator Signature/Date: _____ 10/11/2016

County Administrator Signature/Date: _____ 10/11/16
(Required for Board Agenda/Addendum Items)

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

**NOTICE OF
AWARD (NOA)**

Under the authority of the *Workforce Innovation and Opportunity Act, P.L. 113-28*, this grant or agreement is entered into between the above named *Grantor Agency* and the following named *Awardee*, for a project entitled - ***LINKING TO EMPLOYMENT ACTIVITIES PRE-RELEASE SPECIALIZED AMERICAN JOB CENTERS (AJCS) - 2 GRANT.***

Name & Address of Awardee:
PIMA COUNTY
2797 EAST AJO WAY
TUCSON, ARIZONA 85713

Federal Award Id. No. (FAIN): PE-29755-16-60-A-4
CFDA #: 17.270- Reintegration of Ex-Offenders
Amount: \$492,441.00
EIN: 866000453
DUNS #: 033738662

Accounting Code: 1630-2016-0501741617BD201601740008165XF002A0000AOWI00AOWI00-A90200-410023-ETA-DEFAULT TASK-

The Period of Performance shall be from **October 01, 2016 thru September 30, 2018**.
Total Government's Financial Obligation is **\$492,441.00** (unless other wise amended).

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

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

Uniform Administrative Requirements, Cost Principles, and Audit Requirements:

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

Other Requirements (Included within this NOA):

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

Contact Information

The Federal Project Officer (FPO) assigned to this grant is Latha Seshadri. Latha Seshadri will serve as your first line point of contact and can be contacted via e-mail - seshadri.latha@dol.gov. If your FPO is not available, please call your Regional Office at 415-625-7900 for assistance.

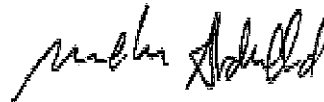
The awardee's signature below certifies full compliance with all terms and conditions as well as all applicable Statutes(s), grant regulations, guidance, and certifications.

Signature of Approving Official - **AWARDEE**

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

See SF-424 for Signature

No Additional Signature Required



MELISSA ABDULLAH, September 28, 2016
Grant Officer

CONDITION OF AWARD

Condition 1 – Participate in the National Evaluation

The Department of Labor may initiate a formal evaluation of programs or models supported by this grant. By accepting grant funds, grantees agree to participate in the evaluation, which may include analysis of the impact on individuals, using either experimental designs (lotteries or random assignment) or non-experimental designs, should they be selected, including making records on participants, employers, and funding available and providing access to program operating personnel and participants, as specified by the evaluator(s) under the direction of ETA, including after the period of operation.

Condition 2- Budget and Budget Narrative

The grantee must submit a budget modification request which includes the following:

- Budget narrative with a clearly delineated description of costs associated with each line item on the SF-424A in a narrative format which aligns with the subtotals and total provided in the narrative and aligns with the totals indicated on the SF-424A.

Specifically, the budget narrative must clarify the following:

1. The specifics regarding the subtotals in the narrative to assure the items total the indicated subtotal on each line item. The Personnel Cost listed on SF-424A and Budget Narrative do not match.

The grantee must submit a budget modification request to revise their SF-424A and Budget Narrative to reflect change. Please work with your Federal Project Officer (FPO) to submit this request. Your FPO will review the documentation and then submit it to the Grant Officer for formal approval as a modification to the grant agreement.

TERMS AND CONDITIONS

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1. Order of Precedence

The terms and conditions of this Notice of Award and other requirements have the following order of precedence if there is any conflict in what they require: (1) Section 169 of WIOA and Section 212 of the Second Chance Act of 2007; (2) Public Law 114-113: Consolidated and Further Continuing Appropriations Act, 2016; (3) other applicable Federal statutes and their implementing regulations; (4) terms and conditions of award.

2. Funding Opportunity Announcement

The Funding Opportunity Announcement and any amendments <https://www.doleta.gov/grants/pdf/FOA-ETA-16-03.pdf> are hereby incorporated into this Grant Agreement. Recipients are bound by the authorizations, restrictions, and requirements contained in the Funding Opportunity Announcement. Expenditure of grant funds certifies that your organization has read and will comply with all parts of this grant agreement.

3. Approved Statement of Work

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

4. Approved Budget

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

5. Resources and Information

Additional resources and information to assist you is located on the ETA website at <https://www.doleta.gov/grants/resources.cfm>. This site contains information about the Uniform Guidance, general terms and conditions, indirect cost assistance, recipient training resources and other relevant information.

6. 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.

7. 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.
Regarding only the NICRA:

- (1) Indirect Rate approved: [Click here to enter text.](#)
- (2) Type of Indirect Cost Rate: [Choose an item.](#)
- (3) Allocation Base: [Click here to enter text.](#)
- (4) Current period applicable to rate: [Click here to enter text.](#)

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

- B. (1) Latest NICRA or CAP approved by the Federal Cognizant Agency¹ (FCA) is not current,
- (2) No NICRA or CAP has ever been approved by an FCA.

URGENT NOTICE: Estimated indirect costs have been specified on the SF-424A, Section B, Object Class Category “j”, however only \$ N/A will be released to support indirect costs in the absence of a NICRA or CAP approved by the cognizant agency. The remaining funds which have been awarded for Indirect Costs are restricted and may not be used for any purpose until the awardee provides a signed copy of the NICRA or CAP and the restriction is lifted by the Grant Officer. Upon receipt of the NICRA or CAP, ETA will issue a grant modification to the award to remove the restriction on those funds.

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

The total amount of DOL’s financial obligation under this grant award will not be

¹ The Federal agency providing the organization the preponderance of direct Federal funds.

increased to reimburse the awardee for higher negotiated indirect costs.

- C. The organization elected to exclude indirect costs from the proposed budget. Please be aware that incurred indirect costs (such as top management salaries, financial oversight, human resources, payroll, personnel, auditing costs, accounting and legal, etc. used for the general oversight and administration of the organization) must not be classified as direct costs; these types of costs are indirect costs. Only direct costs, as defined by the applicable cost principles, will be charged. Audit disallowances may occur if indirect costs are misclassified as direct.
- D. The organization has never received a negotiated indirect cost rate and, pursuant to the exceptions noted at 2 CFR 200.414(f) in the Cost Principles, has elected to charge a de minimis rate of 10% of modified total direct costs (see 2 CFR 200.68 for definition) which may be used indefinitely. This methodology must be used consistently for all Federal awards until such time as you choose to negotiate for an indirect cost rate, which you may apply to do at any time. (See 2 CFR 200.414(f) for more information on use of the de minimis rate.)

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

8. Federal Project Officer

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

Name: Latha Seshadri
Telephone: 415-625-7937
E-mail: seshadri.latha@dol.gov

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

9. OTCnet Program Check Capture Legal Notices

The Department of Labor, Employment Training and 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).

10. Funding Restrictions

a. Budget Flexibility

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

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 Department of Labor (DOL) Federal Project Officer (FPO) review any within-line changes to your budget prior to implementation to ensure they do not require a modification.

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 2016 Mileage Reimbursement Rates are:

Modes of Transportation	Effective/Applicability Date	Rate per mile
Privately owned automobile	January 1, 2016	\$0.54
Privately owned motorcycle	January 1, 2016	\$0.51

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

11. Administrative Requirements

a. Audits

Organization-wide or program-specific audits shall be performed in accordance with the Single Audit Act Amendments of 1996. Recipients that expend \$750,000 or more in a year in Federal awards shall have an audit conducted for that year in accordance with the requirements contained in 2 CFR 200.501. The provisions of 2 CFR Subpart F, Audit Requirements, will apply to

audits of non-Federal entity fiscal years beginning on or after December 26, 2014. The revised audit requirements are not applicable to fiscal years beginning prior to that date.

b. Closeout/Final Year Requirements

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

c. Creative Commons Attributions License

Pursuant to 2 CFR 2900.13, intellectual property 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 DOL/ETA Grant Officer for the purchase of any equipment with a per unit acquisition cost of \$5,000 or more, and a useful life of more than one year. This includes the purchases of Automated Data Processing (ADP) equipment. Equipment purchases must be made in accordance with 2 CFR 200.313 or 2 CFR 200.439.

This grant award **does not** give approval for equipment specified in a recipient's budget or statement of work unless specifically approved above. If not specified above, the recipient must submit a detailed description list to the FPO for review within 90 days of the Notice of Award date. We strongly encourage grantees to submit equipment purchase requests as early as possible in the grant's period of performance with as many planned pieces of equipment as possible.

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

e. Federal Funding Accountability and Transparency Act

1. Reporting of first-tier subawards.

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

- a. You must report each obligating action described in paragraph [1.i.] of this award term to <http://www.fsrs.gov>.
 - b. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)
 - iii. *What to report.* You must report the information about each obligating action that the submission instructions posted at <http://www.fsrs.gov> specify.
2. *Reporting Total Compensation of Recipient Executives.*
- i. *Applicability and what to report.* You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—
 - a. the total Federal funding authorized to date under this award is \$25,000 or more;
 - b. in the preceding fiscal year, you received—
 - (A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - (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 <http://www.sec.gov/answers/execomp.htm>.)
 - ii. *Where and when to report.* You must report executive total compensation described in paragraph [2.i.] of this award term:
 - a. As part of your registration profile at <http://www.sam.gov>.
 - b. By the end of the month following the month in which this award is made, and annually thereafter.
3. *Reporting of Total Compensation of Subrecipient Executives.*
- i. *Applicability and what to report.* Unless you are exempt as provided in paragraph [4.] of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if—
 - a. in the subrecipient's preceding fiscal year, the subrecipient received—
 - (A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

- b. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.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 Employment and Training Administration. The product was created by the recipient and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it.”

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. Managing Subawards

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

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

i. Personally Identifiable Information

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

j. 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.***

k. Procurement

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

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 ETA-9130.

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 legislature body other than for normal and recognized executive-legislative relationships or participation by an agency or officer of a state, local, or tribal government in policymaking and administrative processes within the executive branch of that government.

n. Recipient Integrity and Performance Matters

- A. General reporting requirement. If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal agencies exceeds \$10,000,000 for any period of time during the project period of this award, then you as the recipient during that period of time must maintain the currency of information in the Federal Awardee Performance and Integrity Information System (FAPIIS)(then you as the recipient during that period of time must maintain the currency of information in the Federal Awardee Performance and Integrity Information System (FAPIIS) about civil, criminal, or administrative proceedings described in paragraph B. of this award term by updating the information in SAM) about civil, criminal, or administrative proceedings described in paragraph B. of this award term. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 417b). As required by section 3010 of Public Law 111-212, all information posted in FAPIIS on or after April 15, 2011, except past performance reviews, will be publicly available.
- B. Proceedings about which you must report. Submit the information required about each proceeding that:
1. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from either the Federal Government or a State;
 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 your paying a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;

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

o. Reports

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

- A. **Quarterly Financial Reports.** All ETA recipients are required to report quarterly financial

data on the ETA 9130. ETA 9130 reports are due no later than 45 calendar days after the end of each specified reporting quarter. Reporting quarter end dates are June 30, September 30, December 31, and March 31. A final financial closeout report is required to be submitted no later than 90 calendar days after the grant period of performance ends. For guidance on ETA's financial reporting, reference Training and Employment Guidance Letter (TEGL) 02-16.

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

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

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

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. 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 Federal Project Officer assigned to the grant.

r. System for Award Management and Universal Identifier Requirements

1. Requirement for System of Award Management

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

2. Requirement for unique entity identifier

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

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

3. Definitions

For purposes of this award term:

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

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

v. *Subrecipient* means an entity that:

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

s. Travel

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

t. 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.

12. Program Requirements

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

13. 2016 Appropriations Requirements

a. Funding for Travel to and from Meetings with an Executive Branch Agency

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

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

b. Prohibition on Contracting with Corporations with Felony Criminal Convictions

Pursuant to P.L. 114-113, Division E, Title VII, Section 746, the recipient may not knowingly enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that was convicted of a felony criminal violation under any Federal law within the preceding 24 months.

c. Prohibition on Contracting with Corporations with Unpaid Tax Liabilities

Pursuant to P.L. 114-113, Division E, Title VII, Section 745, the recipient may not knowingly enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

d. Prohibition on Procuring Goods Obtained Through Child Labor

Pursuant to P.L. 114-113, Division H, Title I, Section 103, no funds may be obligated or expended for the procurement of goods mined, produced, manufactured, or harvested or services rendered, in whole or in part, by forced or indentured child labor in industries and host countries identified by DOL prior to December 18, 2015. DOL has identified these goods and services here: <http://www.dol.gov/ilab/reports/child-labor/list-of-products/index-country.htm> .

e. Prohibition on Providing Federal Funds to ACORN

Pursuant to P.L. 114-113, Division H, Title V, Section 522, these funds may not be provided to the Association of Community Organizations for Reform Now (ACORN), or any of its affiliates, subsidiaries, allied organizations or successors.

f. Reporting of Waste, Fraud and Abuse

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

g. Requirement for Blocking Pornography

Pursuant to P.L. 114-113, Division H, Title V, Section 521, no Federal funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography.

h. Requirement to Provide Certain Information in Public Communications

Pursuant to P.L. 114-113, Division H, Title V, Section 505, when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all recipients 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 200 and, when appropriate, both must be complied with.

i. Restriction on Health Benefits Coverage for Abortions

Pursuant to P.L. 114-113, Division H, Title V, Sections 506 and 507, Federal funds may not be expended for health benefits coverage that includes coverage of abortions, except when the abortion due to a pregnancy that is the result of rape or incest, or in the case where a woman suffers from a physical disorder, physical injury, including life-endangering physical conditions caused by or arising from the pregnancy itself that would, as certified by a physician, place the women in danger of death unless and abortion is performed. This restriction does not prohibit any non-Federal entity from providing health benefits coverage for abortions when all funds for that specific benefit do 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.

j. Restriction on the Promotion of Drug Legalization

Pursuant to P.L. 114-113, Division H, Title V, Section 509, no Federal funds shall be used for any activity that promotes the legalization of any drug or other substance included in schedule I of the schedules of controlled substances established under section 202 of the Controlled Substances Act except for normal 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.

k. Restriction on Purchase of Sterile Needles or Syringes

Pursuant to P.L. 114-113, Division H, Title V, Section 520, no Federal funds shall be used to purchase sterile needles or syringes for the hypodermic injection of any illegal drug.

l. Consultants

For the purposes of this award, fees paid to a consultant who provides services under a program shall be limited to \$585 per day without additional Grant Officer approval.

m. Salary and Bonus Limitations

Pursuant to P.L. 114-113, Division H, Title I, Section 105 none of the funds appropriated under the heading "Employment and Training" shall be used by a recipient or sub-recipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. The Executive Level II salary may change yearly and is located on the OPM.gov website (<http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2016/executive-senior-level>). 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 of such funds, States may establish a lower limit for salaries and bonuses of those receiving salaries and bonuses from subrecipients of such funds, taking into account factors including the relative cost-of-living in the State, the compensation levels for comparable State or local government employees, and the size of the organizations that administer Federal programs involved including Employment and Training Administration programs. See Training and Employment Guidance Letter No. 5-06 for further clarification, available at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2262

14. 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. Buy American Notice Requirement

None of the funds made available under this act may be expended by an entity unless the entity agrees that in expending the funds it will comply with sections 8301 through 8303 of title 41, United States Code (commonly known as the "Buy American Act").

c. 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.

d. 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.

e. 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.

f. Hotel-Motel Fire Safety

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

g. 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 29 CFR Part 98.

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

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

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

i. Associated with performance under this award; or

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

c. Provisions applicable to any recipient.

1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.

2. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:

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

- ii. Is in addition to all other remedies for noncompliance that are available to us under this award.
- 3. You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.
- d. *Definitions.* For purposes of this award term:
 - 1. "Employee" means either:
 - i. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
 - ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
 - 2. "Forced labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
 - 3. "Private entity":
 - i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.
 - ii. Includes:
 - A. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).
 - B. A for-profit organization.
 - 4. "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

h. 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.

i. Violation of the Privacy Act

These funds cannot be used in contravention of the 5 USC 552a or regulations implementing that section.

15. Attachments

Attachment A: SF-424

Attachment B: SF-424A

Attachment C: Budget Narrative

Attachment D: Statement of Work

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

Attachment A: SF-424

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- Preapplication
- Application
- Changed/Corrected Application

*** 2. Type of Application:**

- New
- Continuation
- Revision

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

*** Other (Specify):**

*** 3. Date Received:**

02/26/2016

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*** a. Legal Name:**

Pima County

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

86-6000453

*** c. Organizational DUNS:**

0337386620000

d. Address:

*** Street1:**

2797 East Ajo Way

Street2:

*** City:**

Tucson

County/Parish:

*** State:**

AZ: Arizona

Province:

*** Country:**

USA: UNITED STATES

*** Zip / Postal Code:**

85713-6223

e. Organizational Unit:

Department Name:

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:

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:**

Employment and Training Administration

11. Catalog of Federal Domestic Assistance Number:

17.270

CFDA Title:

Reintegration of Ex-Offenders

*** 12. Funding Opportunity Number:**

FOA-ETA-16-03

* Title:

LINKING TO EMPLOYMENT ACTIVITIES PRE-RELEASE THROUGH SPECIALIZED AMERICAN JOB CENTERS (AJCS) - ("LEAP-2")

13. Competition Identification Number:

FOA-ETA-16-03

Title:

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

Add Attachment

Delete Attachment

View Attachment

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

Pima County LEAP

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="492,441.00"/>
* 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="492,441.00"/>

*** 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:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number:

Fax Number:

* Email:

* Signature of Authorized Representative:

* Date Signed:

Pima County LEAP

Additional Congressional Districts

AZ-001

AZ-002

AZ-003

Attachment B: SF-424A

BUDGET INFORMATION - Non-Construction Programs

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1. Reintegration of Ex-Offenders	17.270	\$	\$	492,441.00	\$	492,441.00
2.						
3.						
4.						
5. Totals		\$	\$	492,441.00	\$	492,441.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Reintegration of Ex-Offenders	(2)	(3)	(4)	
a. Personnel	\$ 152,230.00	\$	\$	\$	152,230.00
b. Fringe Benefits	47,039.00				47,039.00
c. Travel	3,697.00				3,697.00
d. Equipment	0.00				
e. Supplies	56,381.00				56,381.00
f. Contractual	80,444.00				80,444.00
g. Construction	0.00				
h. Other	115,650.00				115,650.00
i. Total Direct Charges (sum of 6a-6h)	455,441.00			\$	455,441.00
j. Indirect Charges	37,000.00			\$	37,000.00
k. TOTALS (sum of 6i and 6j)	\$ 492,441.00	\$	\$	\$	492,441.00
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. Reintegration of Ex-Offenders	\$	\$	\$	\$
9.				
10.				
11.				
12. TOTAL (sum of lines 8-11)	\$	\$	\$	\$

SECTION D - FORECASTED CASH NEEDS

Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal \$ 195,244.00	\$ 48,811.00	\$ 48,811.00	\$ 48,811.00	\$ 48,811.00
14. Non-Federal \$				
15. TOTAL (sum of lines 13 and 14) \$ 195,244.00	\$ 48,811.00	\$ 48,811.00	\$ 48,811.00	\$ 48,811.00

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. Reintegration of Ex-Offenders	\$ 297,197.00	\$	\$	\$
17.				
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	\$ 297,197.00	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges: \$492,441	22. Indirect Charges: 37,000
-------------------------------	------------------------------

23. Remarks:

Attachment C: Budget Narrative

Budget Narrative

Pima County is requesting a total of \$492,441 for this project. Costs are reasonable, based on recent experience offering similar program services, and will leverage an estimated \$580,834.00 in committed leveraged resources.

a. Personnel

A total of \$152,231 is requested for personnel, based on the following costs:

Pima County will hire a Program Coordinator to lead the LEAP program at the Pima County Jail. This position, with estimated annual salary of \$44,907.20, is responsible for providing career counseling, workshop instruction, coordination of referrals and all of the other duties of a Workforce Development Specialist, described below, plus overall coordination of program services with the Pima County Jail and other partners and with staff at the Rio Nuevo comprehensive American Job Center and the Sullivan Jackson affiliated American Job Center. The position will be hired by the second month after award and will be assigned full time to the grant for a total cost of \$82,330.

A Program Support Specialist, with estimated annual salary of \$33,280.00, will be hired by the third month after award and assigned full-time to the grant for a total cost of \$58,240. This position will be responsible for providing logistical and clerical support for the team at the Pima County Jail, maintaining participant records and performing data entry.

A Community Services Manager, with annual salary of \$70,617.25, will be assigned at 5% of full-time for total cost over 24 months of \$7,062, to conduct start-up hiring processes, negotiate partner MOUs and ensure integration of the project within Pima County's public workforce system and Continuum of Care programs.

Pima County LEAP - Budget Narrative

An Accountant/Grant Compliance Specialist with annual salary of \$45,988.80, will be assigned at 5% of full-time for total cost over 24 months of \$4,599, to carry out expenditure tracking and financial reporting on the grant.

b. Fringe Benefits

A total of \$47,039, projected at 30.09% of direct salary costs, is requested for fringe benefits as follows:

FICA-7.34%

Retirement-9.48%

Long Term Disability-0.25%

Medical-11.03%

Dental-0.24%

Life Insurance-0.09%

Employer Assistance Program Admin-0.01%

Workers Compensation-0.26%

Unemployment-0.26%

Health Savings-1.13%

c. Travel

\$3,697 is requested for travel, based on the following costs:

A total of \$2,430 is requested for employee mileage at Pima County's current reimbursement rate of \$0.445 per mile for an average per FTE of 20 miles per week for a total of 1,820 miles over the 21 months of full-scale operation. No funds are requested for out-of-state travel, because the Funding Opportunity Announcement does contain any information about grantee in-person meetings.

Out-of-state travel costs for the Program Coordinator to attend a grantee meeting or training is projected at \$700 for airfare, plus \$450 for lodging (\$150 per night for three nights), plus \$117 for per

Pima County LEAP - Budget Narrative

diem (3 days at \$39 per day) for a total of \$1,267.

d. Equipment

No funding is needed for equipment.

e. Supplies

A total of \$56,381 is requested for supplies including:

Office supplies, such as participant files, writing materials, printer toner and paper, based on a projected cost of \$240.00 per FTE per year for 3 employees at the Pima County Jail for a total of \$1,260 over the 21 months of full-scale operation.

Participant supplies include classroom supplies, such as workbooks and writing materials, and employment supplies, such as interview clothing, State identification cards, bus passes, and tools; these are projected will average \$250 per participant for a total cost for 150 participants of \$37,500.

During the planning period, Pima County will conduct an RFP for an iPad-compatible employability skills application with pre- and post-assessment. The Pima County Jail is converting to an application-based inmate communication system and purchasing iPads for its inmates. Pima County LEAP will capitalize on this opportunity to support and track work readiness skills instruction with e-Learning activities that complement teacher led activities and discussions and engage students differently.

Pima County has identified WinAt-Work as an example of the type of employability skills program to be procured. This program costs approximately \$95 per user for a total estimate of \$14,250 for 150 participants.

Pima County LEAP - Budget Narrative

Pima County will lease laptop computers for the three onsite staff at the Jail at an annual cost of \$585.00 or \$3,071 over 21 months, and will purchase a small desktop printer/scanner/copier for use by the three staff at estimated cost of \$300.00.

f. Contractual

Pima County issues a competitive Request for Proposal for agencies to provide staffing for the American Job Center. The current AJC staff team consists of Workforce Development Specialists from Catholic Community Services/Community Outreach Program for the Deaf, DK Advocates, Goodwill Industries, SER Jobs for Progress, Tucson Urban League and Tucson Youth Development. A Workforce Development Specialist, with estimated annual salary of \$37,440.00, and fringe benefits and administrative cost of 30% will be hired by the third month after award and assigned full-time to the grant for a total cost of \$80,444. This position will work with the Program Coordinator to provide career counseling, workshop instruction, coordination of referrals and supportive transition to services at the Rio Nuevo American Job Center and Sullivan Jackson Employment Center.

g. Construction

No funding is requested for construction.

h. Other

Pima County will provide mobile phones for the program coordinator and the workforce development specialist to use in coordinating services for participants as they transition into to the community. This costs is projected based on Pima County's current mobile service rates at \$75 per month for a total of \$3,150 for two employees for 1.75 years.

Pima County LEAP - Budget Narrative

Participant support costs could include emergency rent, gap child care assistance, behavioral health services, vision and dental services that are necessary to support participants post-release and during job search, and cannot be covered by available grants, benefits and subsidies. Projected average cost is \$750 per participant, based on Pima County's experience working with this population, for a total for 150 participants of \$112,500.

Thus, total for "Other" costs is \$115,650.

i. Total Direct Charges (sum of 6a-6h): \$455,442.

j. Indirect Charges

Pima County does not have an approved indirect cost rate. The de-minimus rate is calculated at 10% of direct costs, plus \$25,000 of the subcontracted cost.

k. TOTALS (sum of 6i and 6j) is \$492,441.

Pima County LEAP - Budget Narrative

Worksheet showing calculations:

					TOTAL
a. Personnel					
			FTE	years	
Program Coordinator	1	\$ 44,907.20	1.00	1.833333	\$82,330
Program Support Specialist	1	\$ 33,280.00	1.00	1.75	\$58,240
Program Manager	1	\$ 70,617.25	0.05	2	\$7,062
Accountant	1	\$ 45,988.80	0.05	2	\$4,599
TOTAL PERSONNEL					\$152,230
b. Fringe Benefits					
					Calculated at 30.09%
					\$47,039
TOTAL FRINGE					\$47,039
c. Travel					
		rate	miles/year		
Staff mileage	3	\$ 0.445	1040	1.75	\$2,430
Out-of-state travel	1	\$700	450	117	\$1,267
TOTAL TRAVEL					\$3,697
d. Equipment					
TOTAL EQUIPMENT					\$0
e. Supplies					
Office Supplies	3	\$ 240.00	per year	1.75	\$1,260
Participant supplies	150	\$250			\$37,500
Win-at Work licenses	150	\$95			\$14,250
Printer/scanner	1	\$ 300.00			\$300
Laptop computers	3	\$ 585.00	per year	1.75	\$3,071
TOTAL SUPPLIES					\$56,381
f. Contractual					
Workforce Development Specialist	1	\$ 35,360.00	1.30	1.75	\$80,444
TOTAL CONTRACTUAL					\$80,444
g. Construction					
TOTAL CONSTRUCTION					\$0
h. Other					
Mobile phones	2	\$ 900.00		1.75	\$3,150
Participant support	150	\$750			\$112,500
TOTAL OTHER					\$115,650
i. Total Direct Charges (sum of 6a-6h)					
					\$455,442
j. Indirect Charges					
					\$37,000
k. TOTALS (sum of 6i and 6j)					
					\$492,441

Pima County LEAP - Budget Narrative

Leveraged Resources

Projected, committed leveraged resources include the following:

Inmate iPads for all 150 participants at \$350 each for a total of \$52,500 in Pima County Jail funding;

GED classes for at least 100 participants at \$350.00 each for a total of \$35,000, also paid for by the Pima County Jail;

Moral Reconciliation Therapy sessions for at least 30 participants at \$309.00 each for a total of \$9,270 from the Pima County Jail;

Getting Ahead while Getting Out workshops three sessions at \$3,000 each for total of \$9,000 from Pima County General Funds allocated to Community Services, Employment and Training Department;

Jail personnel - \$7,500;

Post-Release Workforce Development Specialist/Case Management staff – one Full-Time Equivalent for 21 months - \$80,444.00 from a combination of WIOA Adult and Continuum of Care funds, depending on proportion of homeless to non-homeless participants;

Post-Release training and employment-related support - 150 participants at an average cost of \$500 each (and up to \$3,500 each) from WIOA Adult funds - \$150,000.00.

Post- Release housing assistance for inmates released into homeless for an average cost of \$3,864 for 6 months based on HUD Fair Market Rates for rent and utilities for an estimated 50 participants for a total of \$193,200 from Continuum of Care funds.

Post-release emergency assistance (eviction and/or utility shut-off prevention) vouchers for a projected 15 participants at an average of \$750 per person for a total of \$11,250 from Community Service Block Grant funds, Low Income Home Energy Assistance Program funds, and other Community Action Agency programs.

Transitional jobs: Pima County will contract with a qualified community based organization, identified through a competitive Request for Proposal process to provide transitional jobs for up to 15 participants

Pima County LEAP - Budget Narrative

who are unable to obtain unsubsidized employment immediately following release. This cost is calculated based on the current Arizona minimum wage of \$8.05 per hour, plus 2% inflation which averages out to \$8.25, Over two years (\$8.25 in 2017, then \$8.45 in 2018), plus 10% for the FICA, UI, and WC plus contractor administration/reporting cost, and an average of 240 hours for total of \$32,670.

Leveraged resources						
Inmate iPads	150	\$350				\$52,500
GED classes	100	\$350.00				\$35,000
MRT sessions	30	\$309.00				\$9,270
Getting Ahead	3	\$3,000				\$9,000
Jail Personnel						\$7,500
Post-release housing	50	\$3,864.00				\$193,200
Post-release emergency vouchers	15	\$750.00				\$11,250
Post-Release Workforce staff						\$80,444.00
Post-Release training and support	150	\$1,000				\$150,000.00
Transitional jobs	15	\$9.08	240	hours	\$32,670	\$32,670.00
						\$580,834.00

Attachment D: Statement of Work

PROJECT NARRATIVE

(a) Expected Outcomes

Pre-Release - Tracking and Reporting Interim Measures

The Pima County jail-based American Job Center (Jail AJC) will serve 150 sentenced individuals in the Pima County Adult Detention Center (PCADC or Jail) Minimum Security Facility through its Linking to Employment Activities Pre-Release (LEAP) programming. The Jail AJC will meet the performance benchmarks set in the US Department of Labor FOA-ETA-16-03:

- A 100% Pre-Release Enrollment Rate (number enrolled/target number of participants).
- A 90% Pre-Release Participation Rate (percentage of participants who received at least one service (excluding supportive services) each month pre-release).
- An 80% Pre-Release Work-Readiness Indicator (percentage of participants who demonstrate an increase in work-readiness after receiving pre-release services).

Data relating to the Pre-Release Enrollment and Participation Rates will be collected and tracked in a spreadsheet by Jail AJC staff.

Data for the Work-Readiness Indicator interim measure will be collected using an iPad-compatible application with built-in pre- and post-assessment capability. During the planning period, Pima County will use a competitive process to procure this application. The PCADC is converting to an application-based inmate communication system and purchasing iPads for its inmates; applications approved for these iPads will run on the Jail's internal server. The Jail AJC will capitalize on this opportunity by providing an application that simultaneously supports and tracks skill development as participants engage with the iPad "app," which complements teacher-led activities and discussions. Pima County has identified the forthcoming WinAt-Work mobile application as an example of the type of product needed based on its design for at-risk

populations with low reading levels, passive learning styles and failure-oriented attitudes. The program contains four to six hours of web-based, multimedia learning units and covering: Interviewing, Good work habits, Getting along, Getting ahead and three game simulations. WinAt-Work has a built-in assessment system provides data-rich information for Jail AJC staff to track and analyze relating to the interim measure of participant work readiness during the Pre-Release stage, including pre- and post-test scores for each learning module.

Pre-Release - WIOA Common Performance Measures/Collecting and Tracking

Data: All LEAP participants will be enrolled in WIOA Title III via the State Labor Exchange during the Pre-Release phase. This will be done by the Jail AJC staff in one-on-one sessions with inmates, which is the only way inmates may access the Internet. The Jail AJC may also arrange to have WIOA Title III/Wagner-Peyser Employment Specialist teams come on site to assist groups of LEAP Pre-Release participants with enrollment. State Employment Service staff members are housed at both of Pima County's community-based AJCs.

WIOA Title I is administered by Pima County's Department of Community Services, Employment, and Training (CSET, the applicant) and it funds individualized career services for adults and occupational training. Jail AJC staff will use a case-by-case approach to enroll participants in WIOA Title I when they are ready to engage in individualized services. To implement enrollment, the Jail AJC staff will bring an intake team into the jail or arrange for the jail to release participant to complete intake. All other participants will be enrolled in the WIOA Title I program immediately after they are released.

Post-Release - Tracking and Reporting Outcomes: During Post-Release programming, the Pima County LEAP's community-based American Job Centers (AJCs) will continue serving the individuals who began in the Jail. Pima County LEAP will meet the post-release targets set in

the US Department of Labor FOA-ETA-16-03:

- An 80% Post-Release Enrollment Rate (percentage enrolled into services post-release).
- A 60% Post-Release Placement Rate (percentage placed in Registered Apprenticeships, unsubsidized employment, post-secondary education, or occupational skills training).
- A 70% Post-Release Retention Rate (percentage of those placed who remain in employment or educational placements in the third quarter after release).
- A 22% Recidivism Rate (percentage reoffending or re-incarcerated within one year of exit).

Data relating to the Post-Release Enrollment Rate will be collected and tracked by Jail AJC staff working closely with community-based AJC staff. The Jail-based staff will arrange for an in-person “transfer” to the assigned Workforce Development Specialist (WDS) at SJEC and will document post-release enrollment in the LEAP-2 tracking spreadsheet. The community based AJC staff will document enrollment into the WIOA Adult program and any other co-enrollment using Pima County’s Participant Tracking System, a local system that tracks all funding sources. Title I enrollment will also be documented in the AZ Job Connection and the Homeless Management Information System is used to track CoC enrollment.

Data relating to the Placement and Retention Rates will be tracked by the Workforce Development Specialist at SJEC in the AZ Job Connection System. This system has outcome screens in which employer, NAICS code, job title, SOC code and wage at placement are entered by the WDS. Status at follow-up screens are used to track retention. Reports are generated locally by the Pima County MIS team and are reconciled with the spreadsheets maintained by staff.

During the LEAP program 9-month planning period, CSET and PCADC leadership will address the specific issue of tracking the recidivism outcomes of LEAP program participants. The goal is to collect data whether the participant reoffends and/or is re-incarcerated. PCADC will

collect participant re-incarceration information. On the re-offense front, it is important to consider those situations in which a participant is arrested by a local law enforcement officer, but field-released or released at a law enforcement substation as the result of a telephonic consult between law enforcement and Pima County Pretrial Services. Pima County leaders are already convening representatives from Pretrial Services as well as the Tucson Police Department and the Sheriff's Department to address legal and data-sharing issues relating to re-offense situations. Pima County was selected as one of twenty jurisdictions nationwide for a MacArthur Foundation Safety and Justice Challenge planning grant, and completed this planning process in December 2015. On January 6, 2016, Pima County submitted an implementation grant proposal which included a data-sharing solution that if funded, will be an asset to address the LEAP program's need to share re-offense data across law enforcement, pretrial, jail, and CSET systems. Pima County will receive implementation-funding notice from the MacArthur Foundation at the end of March 2016.

Post-Release - WIOA Common Performance Measures/Collecting and Tracking

Data: Post-release career services for all LEAP participants will be tracked in AZ Job Connection. AZ Job Connection does an automatic crosswalk with the Unemployment Insurance Database and WRIS to calculate WIOA common performance measures. Post release skill training, transitional jobs, On-the Job Training, and WIOA funded supportive services administered by CSET will be tracked through AZ Job Connection. All LEAP participants will be enrolled in the AZ Job Connection State Labor Exchange during the Pre-Release phase by the jail-based AJC team, and they will continue to update their electronic resume during the Post-Release phase. All areas of the State of Arizona serving Title I and Title III participants use the AZ Job Connection database, so a person who moves to another local area in the state will already be registered, and their post-program common performance measure data will be

available to CSET. Post-program performance is measured through an automatic crosswalk with the Unemployment Insurance database. Arizona has reciprocal agreements with neighboring states, so if a person moves to one of those states, the data is automatically captured. During the program the Program Coordinator will work with the team to identify LEAP participants who indicate plan to locate outside of Pima County. They will, on the participant's behalf, contact AJCs in the area(s) the participant is interested in, and follow up with that area as well the participant on a monthly basis upon release.

(b) Project Design

The Pima County AJCs are administered and managed by the Pima County Department of Community Services, Employment and Training (CSET). In Pima County, the Local Workforce Investment Board (LWIB) is not incorporated. CSET is the legal entity that serves as the fiscal agent for the LWIB. Therefore, CSET is submitting this LEAP-2 proposal on behalf of the Pima County LWIB. Thus, CSET is acting as both an applicant for LEAP-2 grant funds, and as a required partner—i.e., a representative entity of Pima County. The Pima County Sheriff has statutory authority over the jail, which is the other required grant partner. The Letter of Commitment from the Pima County Sheriff's Department is attached.

(1) Implementation

Plan to Ensure Jail Access for Required and Additional Partners: The Pima County Jail has committed to provide work stations and classroom space in the jail for all activities described herein. The Pima County Jail has committed to provide access and dedicated work space for the LEAP-2 team. PCC Adult Education is already on site providing instruction. Additional partners already on site on an itinerant basis include Catholic Community Services, Arizona Department of Economic Security Employment Service and Child Support

Enforcement. Pima County will work with all of these partners on site at the Jail.

As part of its evidenced-based practices implementation initiated under a National Institute of Corrections technical assistance grant in 2014, Pima County Jail is expanding re-entry strategies guided by the Transition from Jail to the Community Model, including increased collaboration with community partners that are willing to deliver services in the jail. Under this approach, the jail provides access for community providers and also releases inmates to access services and employment in the community.

Schedule for Proposed Activities: A timeline of activities is included in the attachments. Based on the foundation already established through extensive re-entry planning in the Tucson community and models already established by the partners, start-up is expected to proceed rapidly. Pima County is conducting Request for Proposals (RFPs) now for WIOA contracted services. SJEC completed its RFP process for sub-recipients in June 2015. The start-up period will be used to execute a Memorandum of Understanding between CSET and the Sheriff's Department, hire and assign staff, and conduct a procurement process for work-readiness assessment software.

Procurement of Goods and Services: Procurement is governed by the Pima County Procurement Code. Goods and services are procured by Pima County Procurement Department, which has delegated procurement authority to CSET for grant-funded professional needs. Supplies, materials and basic services are procured based on requisitions issued by CSET. County's Information Technology Department procures software and hardware. For this grant, CSET anticipates requesting IT to procure a Work Readiness Assessment tool such as WinAt-Work. Under its delegated procurement authority CSET issues RFPs for staff and workshop instructors to provide services, and is currently in that process. Resulting contracts will be used for staffing the Jail-based WDS position under this grant and for many leveraged services.

Staffing Plan: Efrain Romero will serve as the Project Manager/Director for Pima County LEAP-2. A Community Services Manager with 25 years' of experience in workforce development with at-risk populations, Mr. Romero has directed the program at Sullivan Jackson Employment Center since 2004 with responsibility for approximately \$2 million in Continuum of Care funding, and has directed the local Homeless Management System since 2013. The American Job Center intake/eligibility and MIS units also report to him. Mr. Romero has a Bachelor of Science in Business Management and an Associate's of Applied Science in Digital Electronics Technology. With the other full-time staff assignments under the grant, this position assignment is projected to average out to 5% of full time to provide overall direction.

Fiscal management will be provided by Pima County Grants Management, which provides centralized coordination of all grant activity for County departments. A Grant Accountant and Compliance Specialist will be assigned at 5% of full time to track expenditures under the grant, prepare fiscal reports, monitor contractors and support audit inspections. This position requires an associate's degree in accounting, business administration, or finance and four years of professional accounting experience.

The core full-time team at the Pima County Jail will consist of a Program Coordinator, a contracted Workforce Development Specialist and Re-Entry Specialist. Both Program Coordinator and the Workforce Development Specialist will provide individualized career counseling, labor exchange registration, needs assessment, IEP development, detailed coordination of referral arrangements, and direct purchasing to obtain needed services. Both positions will conduct employability skills workshops and supervise inmates in structured, self-directed job search activities. This approach will give the team flexibility to work with inmates individually or in groups at the most opportune times and maximize availability of classroom and lab facilities.

The Program Coordinator will have additional responsibility for supervising activities, serving as lead point of contact with partners, and preparing and submitting quarterly reports to DOLETA. The Program Coordinator position requires seven years' of professional level experience in job development, case management, personnel recruitment, career guidance, counseling, psychology or related field and a Bachelor's degree with major in Counseling/ Guidance, Psychology, Business Admin, Management, Marketing or related field.

The Workforce Development Specialist requires either a Bachelor's degree with a major in counseling/guidance, psychology, business administration, management, or marketing and two years of experience in job development or personnel recruitment or six years of professional level experience in job development, case management, personnel recruitment, career guidance, or counseling. This position will be staffed by a CSET contractor selected through RFP based on experience and expertise working with ex-offender populations.

The Re-entry Specialist will be a Pima County Administrative Support Specialist responsible for maintaining participant records and documenting their progress in the AZ Job Connection/tracking system, coordinating and scheduling program activities, inmate staffings, and individual inmate appointments, preparing vouchers, requisitions and correspondence in support of the program activities, and assisting in the development of quarterly and other reports. The Pima County Jail will assist in the selection of this position and will create a permanent position within the Jail for which the incumbent will have the opportunity to apply.

Pima County will assign a Workforce Development Specialist under WIOA Adult and Continuum of Care funding at the Sullivan Jackson satellite American Job Center to work with both homeless and non-homeless inmates after they are released from the Jail. Under the SJEC model, staffing will consist of a Workforce Development Specialist and a contracted Housing Case

Manager. Staff time leveraged through these arrangements will amount to the equivalent of at least one full-time Workforce Specialist over 26 months of full-scale operation and intensive follow-up.

How Participants Will Be Identified and Selected: The design for Pima County's proposed jail-based AJC assures that all participants will meet the eligibility criteria in FOA-ETA-16-03. All of the inmates at the Pima County Jail's Minimum Security Facility have been convicted and sentenced as adults. The Jail staff, in consultation with the LEAP team, will regulate access to the program to assure that only inmates who have not been convicted of a sexual offense, other than prostitution, and who are within 6 months of release, are allowed to enroll. The Jail will also administer an eligibility criterion specific to Pima County LEAP that the prospective participant must have opted into voluntary jail-based programming including Adult Basic Education, Moral Reconciliation Therapy (MRT), Getting Ahead While Getting Out and/or The Labyrinth. Of those eligible, Veterans and eligible spouses will receive first priority for program slots, followed by inmates with the highest risk of reoffending. A simple initial enrollment process will be used to begin activities, and the Jail-based AJC team will be able to accommodate up to 100 active participants at a time. Eligible inmates who are interested in LEAP services will be able to sign up via their iPad for the program or for a waiting list if the program is at capacity.

(2) Operations

Pima County will base LEAP programming on the major components of the CSET Sullivan Jackson model. Pima County established the Sullivan Jackson Employment Center (SJEC) in 1986 as a satellite one-stop specializing in employment services for homeless job seekers. Since then the program has honed a specific set of components and tenets to provide a pathway back to mainstream society for an average of 200 homeless individuals each year. The SJEC model focuses on helping job-seekers remove barriers to employment prior to seeking

employment and converting motivation into discipline. The LEAP-2 team will adapt this focus and its programmatic components for delivery in a Jail-based AJC center.

The core offering at the jail-based AJC, based on input from the Jail staff and other partners, will be individualized career counseling for inmates. Through this process each participant will create an Individual Employment Plan (IEP) consisting of assessment; social support needs; employment goals; and training and education.

Jail AJC Workforce Development Specialist (WDS) will start by conducting a needs-assessment interview with the participant. The interview addresses dimensions such as housing, child care, health care, behavioral health, and extended family members and legal issues in order to develop a realistic picture of the factors that will support—as well as challenge—the participant’s progress. This needs-assessment interview also analyzes the inmate’s eligibility for social support services, public behavioral health care, and benefits. The WDS uses motivational interviewing to gain a thorough understanding of the participant’s needs in order to help him or her set realistic goals and access appropriate supportive services. The approach is flexible to avoid an unnecessarily burdensome or intrusive process. Identifying priority social support needs and resources and crafting a practical plan (including a list of required documents to access support resources) is particularly significant for inmates. The negative impact of even brief incarceration on individuals and families is well-documented in recent research including the February 2015 Vera Institute report, *Incarceration’s Front Door: The Misuse of Jails in America*, and the September 2015 report, *Who Pays? The True Cost of Incarceration on Families*, a national community-driven report led by the Ella Baker Center for Human Rights, Forward Together, and Research Action Design.

In addition to addressing support needs with inmates, the WDS may have LEAP

participants complete a variety of assessments including the Test of Adult Basic Education (TABE), personality assessments (e.g., Myers-Briggs), and career interest surveys to help them determine suitable career goals. Career counseling will also review the impact of a criminal record in pursuing certain types of employment, and the strategies for overcoming this barrier through demonstrated rehabilitation and the State's clearance card appeal process.

Each participant then sets employment goals. The Jail AJC WDS who will proctor digital access by participants to the extensive labor-market resources curated and updated by Pima County's community-based AJC staff: 1. A full-time librarian/researcher; and 2. A Business Services Team cultivating relationships in strategic industry sectors, economic development organizations, and trade associations. Participants working through the Jail AJC will have also have proctored digital access to online labor exchange and career exploration systems. Participants will also continue to work in one-on-one and small-group sessions with the Jail AJC WDS to identify the transferrable skills and skill gaps, career advancement pathways, sustainable income needs, interests, and aptitudes that should all factor into the crafting of employment goals. A realistic plan may include interim, as well as long-term, employment objectives.

Inmates in the Pima County may be viewed as a "captive audience," but in fact they have many demands on their time and, at the Pima County facility, several voluntary service options. Pima County LEAP will be responsive to these circumstances by offering employability skills programming that is rich but flexible to maximize engagement for inmates.

The Jail offers a basic Employability Skills workshop that focuses on Resumes and Interviews. Pima LEAP will complement this with a sampling of modules from its Job Offer Academy curriculum. This is an 11-module employability-skills curriculum developed specifically for homeless adults that has been tested and refined over SJEC's 30 years of

experience. Participants learn and demonstrate motivation, self-presentation and time management skills from the first day on. Embedded in the content are job-driven search skills to teach trainees to inventory their accomplishments and transferable skills, and put their best foot forward as job applicants for key employment opportunities available in this community. Each participant emerges from this full training with a professional resume, which is key to successfully completing online job applications. All participants in Job Offer Academy also practice presenting themselves in mock interviews.

The Job Offer Academy leads directly to employment through a self-directed job driven search. Participants learn strategies for researching the “hidden” job market through the Yellow Pages and direct contacts. The mornings are spent contacting employers until they have three quality job leads. The rest of the day is used to follow up on each lead and go to interviews. This model will be adapted for delivery through the Jail AJC and immediately upon release into the community.

One key adaptation that has already been developed through CSET leadership and the Pima County Corrections Chief is that LEAP Pre-Release Jail AJC programming will include the opportunity for inmates to gain work-release /electronic surveillance travel clearance and support to attend job interviews and job-related appointments (e.g., at the DMV and/or the Social Security Office to obtain necessary identification documents).

Accelerated, self-directed job placement is a proven practice for SJEC: a sudden increase in self-esteem, attachment to the workforce and new work behaviors help many to break the cycle of chronic homelessness. Initial placement efforts may focus on high-demand entry-level occupations, including food-service, automotive, construction, warehousing and housekeeping; followed by subsequent training to allow participants to increase their earning power.

(3) Partnerships

This proposal is founded on the partnership between Pima County's public workforce system and the Pima County Jail, in which both entities are equally committed to establishing a permanent AJC in the Jail for the sentenced population. Jail leadership has agreed to provide full-time office space for the AJC staff and access to shared classroom and computer lab space. The AJC work stations will have Internet access that will be used to supervise inmates one-on-one as they register in the online labor exchange system, research job openings and submit applications. Jail leadership is also willing to give priority to pre-employment, re-entry preparation programming over other inmate obligations and schedules. The Jail will provide data to facilitate development of IEPs, tracking of pre-release measures, and post-release recidivism rates and to support program operations, such as needs assessment and service planning.

Pima County has an extremely rich partner network that goes well beyond the mandates of national workforce legislation to tie employment and training with the Community Action Program, the Homeless Continuum of Care, and faith-based/grassroots networks. CSET contracts with community based organizations to provide Workforce Development Specialists for the AJC. This gives access to expertise and leveraged services from disability employment providers, minority-community advocates, and rural service providers. The attached commitments from SER and Tucson Urban League are representative of these partnerships.

SJEC partners with community-based housing providers: Salvation Army, Compass Affordable Housing (see example letter of commitment), CODAC Recovery and Wellness, Old Pueblo Community Foundation, and Our Family Services. SJEC also collaborates closely with non-contracted behavioral health networks and agencies; La Frontera's letter is representative of this collaboration activity.

Inside the jail, Pima Community College (PCC) provides adult basic education/high-school equivalency (GED®) preparation classes under a contract with the Pima County Jail. PCC Adult Education program is also a WIOA Core Partner providing classes at the AJCs and a frequent collaborator with Pima County CSET on programs such as Integrated Basic Education and Skill Training (IBEST). Another WIOA Title II partner is the Pima County Adult Probation LEARN GED program, which participates in regular planning meetings with AJC staff and provides a coordinated referral process to the AJC for probationers.

Outside the Jail, CSET and PCC have an Intergovernmental Agreement that provides College student-services on site at Pima County's two comprehensive AJCs. Community-based partners will also be a resource for training programs designed for vulnerable populations, such as the Tucson Urban League Pre-Apprenticeship Construction Training and the Community Food Bank's Caridad Kitchen. The two comprehensive AJCs operated by Pima County have on-site teams of Wagner-Peyser Employment Specialists, Vocational Rehabilitation Counselors and Adult Education classes. They also have health insurance navigators who assist with both Affordable Care Act insurance and Medicaid enrollment which includes screening for Supplemental Nutrition Assistance and Cash Assistance benefits.

Involvement of the community partners in staffings, as well as pre-release planning meetings, will help to assure a high post-release enrollment rate. So will clear identification of partner resources in the IEP developed pre-release. The rich menu of housing, emergency services, training and job placement resources will be explained and reviewed with inmates to communicate the incentives for staying engaged with the program after their return to the community.

Pima County uses the IEP as the backbone to engage partners in program operations and ensure that all required services are available to all program participants. Identified service needs

become the basis for detailed planning, in-person referral/warm transfer and issuance of vouchers and/or referral forms with releases that become the basis for partners to share information about progress and results for mutual clients. Pima County's Participant Tracking System is then used to "flag" a referral partner so that mutual clients can be extracted and reported on. Regular meetings between partners provide a basis for participant-level data sharing and strategizing and leadership level troubleshooting to address obstacles to collaboration when they arise.

Although the thrust of the SJEC placement model is self-directed job search, Pima County does have rich partnerships with employers and staffing companies which can be leveraged to cultivate opportunities for hard-to-place individuals, either through direct job development, or transitional jobs or through On-the-Job Training Contracts. Pima County uses all of these tools and is well-recognized in the local community as a resource for recruitment in high-demand occupations.

(4) Continuum of Services Post-Release

Pima County will assign a dedicated Workforce Development Specialist at Sullivan Jackson Employment Center to work with LEAP-2 program participants after they are released. This person will work as a team with the jail-based AJC staff, meeting and communicating frequently to coordinate upcoming release dates and detailed plans for post-release activities. Well before participant's release, the SJEC staff will become familiar with his or her IEP and the immediate service needs anticipated upon release.

As described in the previous section, the goal of pre-release activities will be to get as close as possible to a job offer, with the inmate ideally ready to go to work the day after release. In many cases, this will not be possible, but the appointments, intakes and errands required to address service needs and even family time will be lined up and scheduled in intensive fashion in

order to simulate a full work schedule with all hours accounted for. The SJEC staff will provide support, guidance and answers to questions through frequent contacts and meetings to simulate the structured supervision inmates receive pre-release.

SJEC staff will make arrangements for participants who are released into homelessness to stay in a shelter initially, with rapid re-housing occurring within 30 days. SJEC contracts with seven community-based organizations to provide housing and housing case management. With SJEC's "Transition in Place" model the participant chooses his or her own housing following HUD's "Fair Market Rent" guidelines. The lease is in the participant's name and is governed by landlord/tenant laws and regulations. When participating clients achieve their employment, health, and other goals, they exit from the program and continue to live where they are under the lease agreement. Participants with impaired credit history have the opportunity to rebuild their credit through this process and minimize disruption that can result from increased independence.

Unless the participant has lined up interviews from the Jail, he or she will be expected to participate in the SJEC employment program beginning immediately and on a full-time schedule. New cohorts begin every Monday, and report to the center at 8:30 a.m. Each participant will be outfitted with interview clothing from SJEC's in-house clothing bank or from one of the County's partners or vendors. SJEC pre-employment training curriculum is offered in modules, so participants will have the opportunity to complete or review sections they need to feel confident going into self-directed job search. Once they are ready, they will report to the SJEC phone bank daily, contacting employers, submitting online applications, lining up interviews and going out to employers. The instructors at SJEC draw from the wealth of resources and data in the one-stop system, but, as discussed above, they translate job leads into a concrete, winnable strategy for each participant: targeting occupations and companies, focusing on the person who

makes the hiring decisions, blending in but addressing questions honestly, and tapping a hidden job market of small companies with informal processes.

Pima County's experience working with local employers is that discretion is important. Many employers are aware of re-entering citizens as a valued labor pool, but have fewer obstacles to hiring ex-offenders when they are not made directly aware of the candidate's record. AJC staff are aware of high-demand occupations, particularly in construction trades and food service, for which staffing companies and in-house managers do not ask for this information. Conversely local awareness about the importance of reintegration of ex-offenders is increasing, with high-profile employers (including Pima County and City of Tucson) "banning the box" and an annual Second Chance employer fair now being organized by local partners including Pima County.

Industry-recognized credentials can greatly increase a job seeker's marketability with a criminal record. LEAP-2 participants who have tested the job market and are unable to find employment, or have worked for at least six-months in entry-level employment and are ready to move up, will be offered the opportunity to enroll in skill training funded by WIOA Adult funds. Many training programs on the Eligible Training Provider List have embedded industry-recognized credentials such as NIMS machining certifications, AWS Certified Welding Fabricator, and Forklift Operator. Pima County also partners with the International Brotherhood of Electrical Workers registered electrical apprenticeship program. Community-based training opportunities such as the Tucson Urban League Pre-Apprenticeship Construction Training program and the Community Food Bank's Caridad Kitchen offer vulnerable populations a combination of work-based learning and embedded certificates like SafeServ and OSHA-10.

Transitional Jobs are another tool to provide hard-to-place job seekers with positive work history and attachment to the workforce. Pima County has contracts with four qualified

organizations to provide transitional jobs and one contracted On-the-Job Training provider.

The Workforce Development Specialist at SJEC will communicate frequently with participants, once placed in employment or training, through in-person appointments and visits to job and training sites, as well as contact with employers and progress reports from training providers. CSET leverage collaboration agreements with Pima County Adult Probation and Tucson City Court to ensure cooperation with probation requirements and payment of traffic fines. Follow-up supportive services may be funded by WIOA, Continuum of Care, Community Action Agency or other CSET grants, or through resources leveraged by the provider. Such services could range from emergency food boxes, behavioral health counseling, car repairs and rent assistance to a renewed job-search effort if the participant loses his or her employment.

(c) Organizational, Administrative and Fiscal Capacity

Pima County CSET has operated a consolidated job training system for Pima County and the City of Tucson since 1983. Throughout this period Pima County has maintained an outstanding performance record on state and federal contracts for funds from the Workforce Investment Act, Welfare-to-Work, Youth Opportunity and numerous discretionary grants. Ever since it established one of the prototype one-stop career centers in 1983, Pima County has distinguished itself in fostering collaboration and coordinated service delivery.

Pima County One-Stop, recently re-named Arizona@Work-Pima County as part of the national WIOA re-branding, comprises two comprehensive AJCs – one of which is focused on dislocated workers – and satellite AJCs for youth/young adults, veterans, and homeless job seekers. A Business Services Team supports incumbent-worker training, on-the-job training and sector partnerships, and provides recruitment services for 600-800 employers annually. Sullivan Jackson Employment Center has been in operation since 1986 and has received national attention as an

innovative and effective practice. CSET also administers the Community Action Agency serving low-income and rural communities with basic-needs assistance.

CSET administers local, state, and federal contracts in excess of \$25 million; subcontracts with more than 20 community agencies, governmental entities and regional partners; and possesses the financial, operational, and technical capacity for effective management. A Grants Management Division provides financial transactions including accounting entries, cash flow reporting, and expense monitoring, prepares reimbursement requests, maintains fiscal records, audit assistance and compliance monitoring. Pima County uses AMS Advantage to manage financial, procurement, human-resources, budgeting, and reporting. The contracting process provides fiscal and programmatic oversight through reporting and monitoring.

Pima County has committed significant leveraged resources to support this project. CSET will enroll all participants into the WIOA Adult program by the time of their release, and will fund one full-time equivalent Workforce Development Specialist housed at Sullivan Jackson Employment Center to work with this cohort, whether homeless or not. Those who are homeless will be co-enrolled into Continuum of Care grants to pay for rapid-re-housing and support services. All will have access to WIOA-funded skill-training, on-the-job training, and support services, plus emergency rent or utility vouchers and other emergency services funded by Health and Human Services grants. The Jail has also committed leveraged funds for pre-release goods and services, including iPads, adult basic education classes and therapy sessions for inmates. Leveraged resources exceeding requested funds are detailed in the budget narrative and will be tracked and reported throughout the grant period.

Anticipated returns on investment to the Jail, CSET and the County in terms of reduced recidivism, increased entry into employment, reduced homelessness and increased tax revenues

will be documented throughout the period of performance and follow-up to make the case for continued investment and even expansion of jail-based and post-release re-entry services in Pima County. At a minimum, Pima County has committed to assign a workforce development specialist position from WIOA Adult formula funds after the grant ends, and the Jail has committed to establish a Re-Entry Specialist/Corrections Officer position, which could be filled by the incumbent Re-Entry Specialist hired under the grant, if appropriate.

Pima County AJC is a data-driven system: Business Services oversees continuous labor-market analysis combining BLS and proprietary economic data with thousands of real-time job postings, plus qualitative trend data gleaned from individual company interviews, surveys, and sector partnerships and focus groups. The team makes presentations to workforce development specialists and workshop instructors, and hosts a monthly Job Developers' Roundtable. CSET partners with the Pima County Public Library to employ a full-time librarian at the AJC who maintains resources for job seekers and disseminates studies and reports about best practices and industry, workforce and social services research to the entire one-stop system.

The CSET MIS team prepares monthly reports from its data tracking systems which are analyzed and reconciled by the Workforce Development Specialists, Supervisors and Managers, and then reported by agency to the Performance and Accountability Committee of the Pima County Workforce Investment Board. Interim real-time placement and retention data is tracked as well as performance on WIA Negotiated Performance Measures. Corrective action plans are issued when actual performance falls below 80% of the target goal.

CSET is active in community collaborative that use data to inform policy and priorities, including Continuum of Care planning and annual Street Count, Mayor's Commission on Poverty and the Cradle to Career Pima County Partnership, part of StriveTogether Network.

Abstract

Applicant Name: Pima County

Project Title: Pima County LEAP-2

Requested Funding Level: \$ 492,441.00 (\$3,282.94 per participant)

The Pima County Linking to Employment Activities Pre-Release (LEAP-2) program will start-up and operate an American Job Center (AJC) located inside the Minimum Security Facility of the Pima County Adult Detention Center (PCADC); this facility is located at 1801 S. Mission Rd. Tucson, AZ 85713. The LEAP-2 program will include 9-months of planning and 15-months of implementation. Upon implementation, the jail-based AJC will provide LEAP-2 Pre-Release programming to 150 sentenced inmates. Post-Release programming continues at Pima County's Sullivan Jackson Employment Center (SJEC), a specialized community-based AJC focused on serving the homeless; SJEC will now leverage its 30+ years of award-winning expertise to additionally focus on the specialized needs of formerly incarcerated individuals. The geographic service area of the LEAP-2 program is Pima County—i.e., individuals who begin their LEAP-2 participation as sentenced inmates in the PCADC Minimum Security Facility, and continue as Post-Release participants who reside in Pima County.

In the Pre-Release phase, the LEAP-2 jail AJC will recruit and serve 150 participants who are scheduled for release within 180 days of LEAP-2 program enrollment, meet US DOL FOA-ETA-16-03 baseline criteria, and are voluntary participants of jail-based programs such as Adult Basic Education/GED preparation, and Moral Reconciliation Therapy (MRT). Jail AJC staff will offer integrated social support and employment development services to LEAP-2 Pre-Release participants including the provision of individualized career counseling, labor exchange registration, needs assessment, IEP development, employability skills workshops and

supervision of self-directed job search activities (including the innovation of offering work-release clearance and travel support to attend job interviews, and social-services-related appointments). Pima County will assign a dedicated Workforce Development Specialist (WDS) at SJEC to work with LEAP-2 program participants after they are released. This person will work as a team with the jail-based AJC staff, meeting and communicating frequently to coordinate upcoming release dates and detailed plans for post-release activities.

Pima County LEAP-2 required partners include: (1) the Local Workforce Investment Board of Pima County (LWIB) and its fiscal agent, the Community Services, Employment and Training Department of Pima County (CSET acts in a dual role here as both fiscal agent to the LWIB, and local government entity overseeing LEAP-2); and (2) the Pima County Jail—i.e., the Pima County Adult Detention Center (PCADC), which is under the statutory authority of the Pima County Sheriff's Department. Additional partners include: the Pima Community College Adult Education program (a contractor to PCADC, and a frequent collaborator with Pima County CSET); the State Wagner-Peyser Employment Service and Vocational Rehabilitation programs; community-based training programs like the Tucson Urban League Pre-Apprenticeship Construction Training and the Community Food Bank's Caridad Kitchen; community-based housing programs like those run by Compass Affordable Housing; and community-based behavioral health programs run by providers like La Frontera.

Pima County LEAP-2 has set the following Pre- and Post-Release outcome benchmarks, which match the benchmarks set in the US Department of Labor FOA-ETA-16-03: a 100% Pre-Release Enrollment Rate; a 90% Pre-Release Participation Rate; an 80% Pre-Release Work-Readiness Indicator; an 80% Post-Release Enrollment Rate; a 60% Post-Release Placement Rate; a 70% Post-Release Retention Rate; and a 22% Recidivism Rate within one year of program exit.

Memorandum of Understanding
Between
Pima County Adult Probation Department (APD)
and
Pima County Community Services, Employment and Training Department
(Pima County One-Stop)

This Memorandum of Understanding (MOU) is entered into by and between Pima County Adult Probation Department (APD) a government agency, located at 2695 E. Ajo Way, Tucson, AZ 85713, and the Pima County Community Services, Employment and Training Department (One-Stop) a county government agency, located at 2797 East Ajo Way, Tucson, AZ 85713.

The purpose of this MOU is to coordinate resources for the purpose of training and placing unemployed/underemployed probationers in collaborative educational and workforce programs that will lead to steady employment and reentry into to the community.

APD is dedicated to preserving the safety of the community and reducing recidivism using effective supervision of probationers. Pima County Community Services, Employment and Training Department operates the local One Stop Career Center offering career services and training for job seekers under Title I of the federal Workforce Innovation and Opportunity Act.

This MOU is established between APD and the One-Stop to help each other accomplish mutually beneficial objectives:

- A. Enable the parties to apply for targeted funding stipulated in the Workforce Innovation Opportunity Act (WIOA) of 2014 and in other funding strands.
- B. Increase capacity to provide training and education to a growing portion of the population with significant barriers to employment.
- C. Increase the number of ex-offenders who are successfully reintegrated into the community and the workforce, becoming productive, tax-paying citizens.

In consideration of the above premises, the parties agree as follows:

APD shall:

1. Provide in-house Adult Basic Education/Adult Secondary Education (ABE/ASE) through the LEARN Program to probationers or One-Stop clients enrolled in the program, with the goals of obtaining a GED as part of training for a career path, entry into post-secondary education or other certification program.
2. Assign personnel to serve as a liaison/point of contact between APD and One-Stop.

3. Ensure that probationers have the following documents before transitioning into the One-Stop's career services and/or training service
 - o Completed Master Application
 - o Professional resume
 - o Reading, math, language scores from the Test of Adult Basic Education
 - o Certificate from APD Workforce Skills Developer that client has completed job readiness skills, in: Conducting job search, Interviewing skills, How to answer the conviction question on an application or in an interview, dress for success
 - o Current state ID or Driver's License, and Social Security card

Pima County One-Stop shall:

1. Assign personnel to serve as a liaison/point of contact between APD and One-Stop .
2. Accept, via APD liaison, referrals for career services and/or training services.
3. Provide access to meetings, trainings and broadcasts for APD staff to increase awareness of One-Stop services and ensure alignment of APD services.
4. With the permission of the probationer, track services provided to probationers and outcomes attained by entering this data in the One-Stop Participant Tracking System.
5. Provide access to One-Stop Participant Tracking System to APD liaison for the purpose of tracking progress of probationers.
6. Share data with APD on aggregate employment and educational attainment outcomes, to the extent feasible and as needed to support WIOA planning and performance measurement.

Meetings

APD and One-Stop agree to hold meetings at least monthly for personnel to discuss the status of shared clients, and a quarterly meeting for the Directors of each organization, or their designees, to review progress on the implementation of the WIOA and this MOU and to resolve any issues or barriers to collaboration that may have been encountered in the course of implementation.

Notices

Each party to this Memorandum of Understanding will provide written notice to the other party of any change in the organization that would impact collaborative activities under this agreement. Such changes include changes in staff assigned by either party to work with the other party, changes in reporting requirements, and modifications to the design of a program in which mutual clients are enrolled. Such notice shall be served by delivery or by mail upon the other party as follows:

One-Stop
Attn: Dorothee Harmon
2797 East Ajo Way
Tucson, AZ 85713

APD
Attn: David F. Sanders, Chief Probation Officer
2695 East Ajo Way
Tucson, AZ 85713

We, the undersigned, have agreed on the contents of this MOU. Any changes must be agreed to by both parties. This MOU remains effective until June 30, 2017, unless terminated upon 30 days written notice by either party or extended by the agreement of both parties.

Pima County Adult Probation Department

Signed David F. Sanders
David F. Sanders, Chief Probation Officer, Adult Probation Department

Date 6-9-2015

Signed _____
_____, Title

Date _____

Pima County One-Stop

Signed Arthur Eckstrom
Arthur Eckstrom, Director, Community Services,
Employment and Training Department

Date 6-15-15



February 22, 2016

Reference FOA-ETA-16-03

The Honorable Thomas Perez, Secretary of Labor
United States Department of Labor
200 Constitution Ave., NW
Washington DC 20210

Dear Secretary Perez:

As I write this letter submitting Pima County's LEAP II proposal. I cannot help but recall our meeting last summer at the Pima County Sullivan Jackson Employment Center for the Homeless in Tucson. If you recall, that is when you, Secretary Robert McDonald, Secretary Julián Castro, and Matthew Doherty visited Tucson while you were researching successful strategies for helping homeless veterans find jobs.

After careful consideration of the varied approaches Pima County's American Job Center (AJC) system uses for different populations, we believe that the Sullivan Jackson model is the best type to insert as a mini-AJC in our jail. This model has been successful because it helps job-seekers remove barriers to employment prior to seeking employment, then places them in an intensive 2 to 3 week highly structured Employability Skills class. In this class they learn about the dynamics of the current labor market, prepare résumés and applications, practice interviewing, and then contact employers directly through a serious hands-on job search. This model will work in the Pima County jail because the jail, like the Sullivan Jackson Center, provides a supportive environment that helps job-seekers remove barriers to employment. This environment reinforces the importance of education and positive behaviors. Placing a mini-AJC in the jail links this pool of job-seekers with the Workforce Innovation and Opportunity Act (WIOA) funds that can be used for classroom skills training, On-the-Job Training, or Transitional Job opportunities after release and provides them with skillful case management services.

Our Workforce Investment Board's (WIB) strategic plan includes positive strategies that connect our most-challenged job seekers to in-demand occupations. The WIB Planning Committee considers this in reviewing sector strategies, and as a result we identify growth sectors with career pathways available to job-seekers who face many challenges. We welcome the opportunity to link these career opportunities to job-seekers before they are released from jail.

This letter affirms the eligibility of Pima County to serve as Lead Applicant for the LEAP II grant application being submitted in response to the solicitation referenced above.

In Pima County the local WIB is not incorporated, and the Pima County Community Services, Employment and Training Department (CSET) is the legal entity that serves as the fiscal agent for the Local Workforce Investment Board. Pima County CSET is submitting the LEAP II proposal on behalf of the Pima County Local WIB. The Federal Tax Identification Number for Pima County is 86-6000453.

Thank you for the opportunity.

Respectfully,

Paul Roughton, Owner S and S Motorsports
Chair, Pima County Workforce Investment Board

Chris Nanos
Sheriff



*Keeping the Peace and Serving
the Community Since 1865*

PIMA COUNTY SHERIFF'S DEPARTMENT

February 15, 2016

Mr. Charles Casey, Director
Pima County Community Services, Employment and Training Department
2797 East Ajo Way
Tucson, Arizona 85713

Re: Letter of Commitment, U.S. Department of Labor FOA-ETA-16-03, Linking to Employment Activities Pre-Release through Specialized American Job Centers (LEAP-2)

Dear Mr. Casey:

The Pima County Jail is committed to a partnership with Pima County Community Services, Employment and Training Department (CSET) which will establish an American Job Center under a LEAP-2 grant in the Jail's Minimum Security Facility, where sentenced inmates are detained to serve sentences of up to one year.

Pima County Jail leadership participated actively in the design of the LEAP-2 proposal and is fully committed to carrying out the partner roles described therein, including the following:

- Provide a dedicated office for the project within the Minimum Security Facility and access to shared classroom space. The Program Coordinator, Workforce Development Specialist and Re-entry Specialist will have full-time access to this work space after completing a basic screening process.
- Provide communications and logistical support for the program to recruit participants with a focus on those who have opted into voluntary programming, such as Adult Basic Education/GED preparation, Moral Reconciliation Therapy (MRT), or The Labyrinth.
- Encourage program participants to attend workshops and career counseling appointments by providing scheduling flexibility with other jail obligations, such as work shifts.
- Provide authorization for participating inmates to be released from the jail to go to appointments for job interviews, intake for community services, and other advance activities that will ease their transition into the community.
- Participate regularly in planning and implementation meetings of the LEAP-2 Management Committee, which includes representatives from all required LEAP-2 partners (i.e., Pima County CSET and Pima County Local Workforce Investment Board), and additional LEAP-2 partners.

Pima County Jail already provides access to the facility for the following additional partners: a GED instructor from Pima Community College Adult Education, a Veterans' Employment Specialist from the Arizona Department of Economic Security's (DES) Employment Service program, and a representative from the DES Child Support Enforcement program.

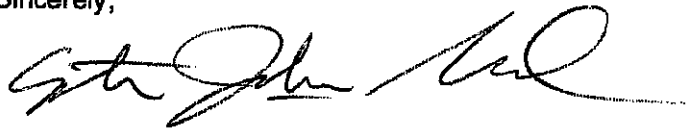
Pima County Jail is an accredited, innovative facility that has committed significant resources to reducing recidivism and thus long-term costs. Leveraged resources include:

- \$350, per inmate, for purchase of iPads which will be used to support work readiness skills instruction and assessment,
- \$350, per inmate, for GED instruction provided by Pima Community College Adult Education under a contract with the Pima County Jail,
- \$309, per inmate, for the MRT sessions which are provided by Correct Care Solutions under a contract with the Pima County Jail,
- \$7,500 in in-kind salary and benefits costs for Jail personnel to coordinate with CSET staff and partners to carry out our commitments under the grant.

Pima County Jail has committed to hire a social specialist/corrections officer during the grant period who will sustain the re-entry specialist position under the grant.

Pima County Jail has committed itself to a system-wide effort to reduce the incarcerated population through re-entry services that are proven to reduce recidivism. Pima County CSET Department's proposal is entirely consistent with this effort and we welcome the opportunity to work together to further our mutual goals in this area.

Sincerely,

A handwritten signature in black ink, appearing to read "Joshua Arnold", written over a horizontal line.

Captain Joshua Arnold for India Davis, Corrections Chief
Pima County Jail



Compass Affordable Housing, Inc.

Charles Casey, Director
Pima County Community Services, Employment and Training Department
2797 East Ajo Way
Tucson, Arizona 85713

February 22, 2016

SUBJECT: Letter of Commitment, Department of Labor, Employment and Training
Administration, LEAP-2 (FOA-ETA-16-03)

Dear Mr. Casey:

Compass Affordable Housing, Inc. (CAH) is happy to support the Pima County LEAP-2 proposal. Re-integrating individuals back into the community after discharge from jail has been a community policy issue in Tucson for some time. Pre-release activities are essential to help people focus on a transition that provides inmates with a real chance of stabilization after release. Employment is critical for ex-offenders and we agree that linking them with Pima County's Sullivan Jackson Employment Center (SJEC) before and after release will ensure a higher rate of success of reintegration and help to reduce recidivism. This is an ambitious effort yet studies have shown that it works. The best programs begin during incarceration and extend throughout the release and reintegration process.

CAH has worked with SJEC for a few years and we think that SJEC is well positioned and has the experience and history to successfully implement a LEAP-2 effort in Tucson. Therefore, I am writing to also confirm our commitment to be a partner in Pima County's LEAP-2 proposal.

Our mission is to improve the quality of family and community life by developing, producing and managing low-cost service-enriched affordable housing. A 501(c) (3) nonprofit organization, CAH is a partner of Pima County Sullivan Jackson Employment Center under the HUD Continuum of Care to place homeless job seekers in rapid-re-housing while they secure unsubsidized employment. If Pima County is awarded the LEAP-2 grant, we will work with you by providing housing assistance and support services to ex-offenders, from the Pima County Adult Detention Center, who are referred from the SJEC LEAP-2 program.

We welcome the County's initiative to prepare re-entering inmates for employment and career opportunities and look forward to working with you to implement this exciting re-entry initiative in Pima County!

Sincerely,


Maryann Beerling, CEO



LA FRONTERA CENTER, INC.

February 22, 2016

Charles Casey, Director
Pima County Community Services, Employment and Training Department
2797 East Ajo Way
Tucson, Arizona 85713

SUBJECT: Letter of Commitment, Department of Labor, Employment and Training Administration, LEAP-2 (FOA-ETA-16-03)

Dear Mr. Casey:

La Frontera Arizona is pleased to partner with Pima County in its LEAP-2 proposal to the U.S. Department of Labor. We welcome the County's initiative to prepare re-entering jail inmates for employment and career opportunities.

La Frontera Center provides CARF-accredited, inpatient and outpatient substance abuse treatment, behavioral health case management, crisis intervention, and employment programs for adults and adolescents in Tucson/Pima County.

If Pima County is awarded the LEAP-2 grant, we will work with you to coordinate referrals for behavioral health services for inmates being released from the Pima County Adult Detention Center. We will assign a point of contact to facilitate an in-person connection for participants who find they are struggling with drug use, family conflict, trauma resolution, anger resolution or other issues that could impede successful reintegration into the community. We would welcome the opportunity to consult with your Workforce Development Specialists on techniques and tools for identifying behavioral health issues and making successful referrals.

We look forward to working with you to implement this exciting re-entry initiative in Pima County!

Sincerely,

A handwritten signature in black ink, appearing to read "Daniel J. Ranieri".

Daniel J. Ranieri, Ph.D.
President and CEO



**SERVICE
EMPLOYMENT
REDEVELOPMENT**

SER- Jobs for Progress of Southern Arizona, Inc.
40 W. 28th Street * Tucson, Arizona 85713
(520) 624-8629 * FAX (520) 623-5754
E-MAIL ser7@qwestoffice.net

Miguel Rojas, Chairman

February 22, 2016

Charles Casey, Director
Pima County Community Services, Employment and Training Department
2797 East Ajo Way
Tucson, Arizona 85713

SUBJECT: Letter of Commitment, Department of Labor, Employment and Training
Administration, LEAP-2 (FOA-ETA-16-03)

Dear Mr. Casey:

SER (Service, Employment and Redevelopment) Jobs for Progress is pleased to be a partner in Pima County's LEAP-2 proposal. We welcome the County's initiative to prepare re-entering jail inmates for employment and career opportunities.

SER has been a service provider under federal employment and training programs for more than 40 years. As a contracted case management and workshop provider for both of Pima County's Comprehensive American Job Centers and Sullivan Jackson Employment the satellite AJC serving homeless job seekers, we participate in interagency service teams that provide workforce services for AJC customers, including former jail inmates. As a qualified contractor for academic instruction, we have provided remedial education, English as a second language, and GED preparation classes for job seekers referred to us by Pima County. We would be interested in providing similar services for re-entering participants under the LEAP-2 grant, if awarded.

I look forward to working with you and your staff to help the Pima County workforce system provide services for ex-offenders to make a successful transition into the workforce.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ernesto Urias', with a horizontal line extending to the right.

Ernesto Urias
Director



**Tucson
Urban League, Inc.**

Empowering Communities
Changing Lives.

Deborah Embry
President and CEO

2305 S. Park Avenue
Tucson, AZ 85713

P 520 791-9522
F 520 623-9364

February 22, 2016

Charles Casey, Director
Pima County Community Services, Employment and Training Department
2797 East Ajo Way
Tucson, Arizona 85713

**SUBJECT: Letter of Commitment, Department of Labor, Employment and Training
Administration, LEAP-2 (FOA-ETA-16-03)**

Dear Mr. Casey:

Tucson Urban League (TUL) is pleased to be a partner in Pima County's LEAP-2 proposal. We welcome the County's initiative to prepare re-entering jail inmates for employment and career opportunities.

TUL has been a service provider under federal employment and training programs for more than 30 years. As a contracted case management and work experience provider for both of Pima County's Comprehensive American Job Centers, we participate in interagency service teams that provide workforce services for AJC customers, including former jail inmates. As a qualified contractor for work experience, we have served as the employer of record for youth entering the workforce with barriers to employment. We would be very interested in providing transitional jobs for re-entering participants under the LEAP-2 grant, if awarded.

Tucson Urban League also offers a Pre-Apprenticeship Construction Training certificate program in partnership with Home Builders Institute. TUL was successful in winning funding from Wells Fargo Foundation to help support the program, and we have successfully completed training for three cohorts or participants, several of whom were ex-offenders referred through the American Job Center and co-enrolled under the Workforce Innovation and Opportunities Act.

I look forward to working with you and your staff to help the Pima County workforce system provide services for ex-offenders to make a successful transition into the workforce.

Sincerely,

A handwritten signature in cursive script that reads "Deborah L. Embry".

Deborah Embry
President and CEO



Community Food Bank of Southern Arizona

3003 South Country Club Road
P.O. Box 26727 · Tucson, Arizona · 85726-6727

February 26 2016

**Chief
Executive Officer**
Michael McDonald

Charles Casey, Director
Pima County Community Services, Employment and Training Department
2797 East Ajo Way
Tucson, Arizona 85713

Chair
Katie Maxwell

**SUBJECT: Letter of Commitment, Department of Labor, Employment and Training
Administration, LEAP-2 (FOA-ETA-16-03)**

Co-Vice Chair
Greg Kishi
Robert Mohelnitzky

Dear Mr. Casey:

Secretary
Stephanie Bankemper

The Community Food Bank of Southern Arizona is pleased to be a partner in Pima County's LEAP-2 proposal. We welcome the County's initiative to prepare re-entering jail inmates for employment and career opportunities.

Treasurer
Steve Banzhaf

The Community Food Bank of Southern Arizona provides food and food-related services throughout Southern Arizona, distributing over 63,000 meals a day and assisting 225,000 people each year through our programs and services.

Directors
K.C. An
Gary Becker
Lauryn Bianco
Cathy Bradley
Barry Corey
Lyle Ford
Jaime Gutierrez
Berkley Harris
Gregg Johnson
James Kolbe
Fran McNeely
Nathan Rothschild
Doug Taren
Andres Valenzuela
Kimberly Van Amburg
Bill Young

We operate Caridad Community Kitchen, which combines a feeding program and a full catering service with a 10-week culinary training program for unemployed and underemployed individuals. The program offers hands-on culinary and classroom training, the national ServSafe certification, job-related life skills training, and job placement assistance. Through the curriculum, and a supportive learning community, participants gain confidence, discover their true potential and recognize the increased marketability their new skills give them.

We have been exploring becoming an Eligible Training Provider for workforce funding and would be very interested in working with you to enroll LEAP-2 participants, who have re-entered the community from jail and demonstrated stability, sobriety and commitment to their future.

Honorary Board
Rev. Kendall Baker
Dr. Benjamin Brook*
Jannie Cox
Mark Fay*
Greg Hart
Mark Homan
Lewis Murphy*
Margaret Steele*
Terri Valenzuela*
*Deceased

I look forward to working with you and your staff to help the Pima County workforce system provide services for ex-offenders to make a successful transition into the workforce.

Sincerely,

Michael McDonald

Serving Southern Arizona since 1976
Member: Association of Arizona Food Banks

MEMBER OF
**FEEDING
AMERICA**

PAST PERFORMANCE
 WORKFORCE INVESTMENT ACT
 U.S. DEPARTMENT OF LABOR/ARIZONA DEPARTMENT OF ECONOMIC SECURITY

EER	74.6%	70.3%	74.5%	72.0%
Retention	82.0%	84.5%	82.5%	76.0%
Average Earnings	\$12,766	\$12,498	\$12,762	\$12,353

Actual performance at 80% to 100% of the negotiated level is considered “meeting” the goal. 90% and above qualifies the grantee for a performance incentive payment which Pima County earned on all of the above measures in both years. Pima County met or exceeded all Adult performance measures every year for the entire history of WIA.

CONTINUUM OF CARE GRANTS
 U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

7/1/2010-6/30/2011	623	301	197	65%
7/1/2011-6/30/2012	664	331	224	68%
7/1/2012-6/30/2013	500	260	218	84%
7/1/2013-6/30/2014	520	261	162	62%
7/1/2014-6/30/2015	457	287	198	69%

**PIMA LEAP-2
IMPLEMENTATION TIMELINE**

Finalize grant agreement	Project Manager with Federal Project Officer and Grant Officer	Pima County grant program established	June 15, 2016
Execute Memorandum of Understanding between CSET and Pima County Sheriff's Department	Project Manager and Chief of Corrections	Approved MOU	August 31, 2016
Post Pima County positions	Project Manager	Program Coordinator and Re-Entry Specialist hired	September 15, 2016
Post subcontracted position	Project Manager	Workforce Development Specialist hired	September 15, 2016
Assign existing Workforce Development Specialist at Sullivan Jackson Employment Center	Project Manager	Workforce Development Specialist in place for post-release services	September 30, 2016
Assign existing Grant Accountant and Compliance Specialist	Pima County Finance Department	Grant fund set up in system and fiscal reporting begins	June 30, 2016
Issue RFP for work readiness mobile application	Pima County IT Department	Application purchased, loaded, tested and ready to use	December 31, 2016
Arrange for computer leases and scanner purchase and supplies	Program Coordinator	Jail-based AJC set up	October 31, 2016
Conduct employee orientation, training and access to AJC and UI lookup screen	Project Manager	Jail-based AJC team is fully versed in AJC tracking systems, program design and all applicable policies and procedures	December 31, 2016
Conduct partner orientations and meetings, including faith-based organizations	Program Coordinator	Partners are ready to collaborate in service delivery, referral and communication processes are clear	December 31, 2016
Begin program operations	LEAP-2 Team	Launch programs and adjust as needed	January – February 2017
All Pre-Release program services	LEAP-2 Team	All services available to participants	March 2017
All Post-Release Program services	LEAP-2 Team	All services available to participants	March 2017

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