

Grant Modification / Notice of Award

U.S. DEPARTMENT OF LABOR / EMPLOYMENT AND TRAINING ADMINISTRATION

GRANT MODIFICATION		No. 1	PROJECT: Youth Build	
GRANT NUMBER: YB-38206-22-60-A-6	EIN: 946000403	EFFECTIVE DATE: 05/02/2022	PAGE 1	
GRANTEE: City of Richmond 330 25th Street Richmond, CALIFORNIA 94804-1727		ISSUED BY U.S. DEPARTMENT OF LABOR / ETA DIVISION OF FEDERAL ASSISTANCE 200 CONSTITUTION AVENUE NW - ROOM N-4716 WASHINGTON, DC 20210		

Action:

To correct the FPO in the system from Michael Tukes to Marjorie Fong.

YEAR / CFDA PROGRAM ACCOUNT ID	Mod 0 CURRENT LEVEL	Mod 1 MODIFICATION	NEW LEVEL	PMS DOC #
PY 21 / 17.274 YOUTHBUILD <small>22-1630-2022-0501742122BD202201740005215YB000A0000AOWI00AOWI00-A90200-410023-ETA-DEFAULT TASK-</small>	\$1,199,000.00	\$0.00	\$1,199,000.00	YB38206E41
TOTAL FUND AVAILABILITY	\$1,199,000.00	\$0.00	\$1,199,000.00	

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

Approved
by



MELISSA ABDULLAH

Grant Officer

Date Signed

04/28/2022

**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 - **YOUTHBUILD**.

Name & Address of Awardee:
City of Richmond
330 25th Street
Richmond, CALIFORNIA 94804-1727

Federal Award Id. No. (FAIN): YB-38206-22-60-A-6
CFDA #: 17.274- YouthBuild
Amount: \$1,199,000.00
EIN: 946000403
DUNS #: 088770706

Accounting Code: 1630-2022-0501742122BD202201740005215YB000A0000AOWI00AOWI00-A90200-410023-ETA-DEFAULT TASK-

Payment Management System DOC#: YB38206E41

The Period of Performance shall be from **May 02, 2022 thru September 01, 2025**.
Total Government's Financial Obligation is **\$1,199,000.00** (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.

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

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

Uniform Administrative Requirements, Cost Principles, and Audit Requirements:

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

Other Requirements (Included within this NOA):

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

Contact Information

The Federal Project Officer (FPO) assigned to this grant is Michael Tukes. Michael Tukes will serve as your first line point of contact and can be contacted via e-mail - tukes.michael.j@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, April 27, 2022
GRANT Officer

**YouthBuild Grant
City of Richmond
Conditions of Award
YB-38206-22-60-A-6**

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

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

Condition 1 – CONDITIONALLY APPROVED FUNDING – Construction Plus – Not approved or partially approved

This YouthBuild grant award is funded in the amount specified above; however, is **conditionally approved with an initial increment of \$80,000**. This constitutes a **Partial Notice to Proceed**. Release of additional funds up to the amount approved for your project will be based on your ability to address the conditions of the award. **The grantee is not authorized to incur costs above \$80,000.**

The Construction Plus component of your application is not approved as a whole, or in part. Therefore, to protect government funds from being expended on potentially unallowable activities, the Grant Officer has elected to limit the initial funding available for the project. Please review the condition of award concerning the Construction Plus programming for additional information and instructions on resolution.

Please note that submission of the requested information does not in itself constitute approval by DOL/ETA, and final approval must be given by the Grant Officer. Should the provided documentation be found satisfactory, a **Full Notice to Proceed** will be incorporated into your grant agreement as an official modification and additional funds will be released.

Questions pertaining to your submission responding to these conditions should be directed to your FPO.

Condition 2 – Financial and Administrative Policies and Procedures (Partial Notice to Proceed)

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

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

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

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

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

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

A response to the following conditions must be submitted to your FPO within 30 days of receipt of this grant award package as either a clarification or modification request.

Condition 3 – Construction Plus Programming Not Approved

The Construction Plus programming in Forklift Operator field is not approved because:

- The Construction Plus programming does not result in a credential that rises to the level of an industry-recognized credential. As described in TEGl 7-14, an example of a non-qualifying credential includes a single skill certificate.

Consult the FOA, Section III.C.6-7, Pgs 16-18 and Section IV.B.3(B)(1), Pgs 28-29 for additional information.

You must submit an updated project narrative, budget narrative, SF-424A, and match narrative (if applicable) to meet the requirements of the Construction Plus program from the project. Please submit this documentation to your FPO within 30 days.

If you feel that the above determination is in error, please submit a revised Construction Plus Field Proposal to your Federal Project Officer within 30 days for reconsideration.

Until the above is resolved, the funding allocated to your project is limited, as described on the Notice of Award. The remainder of the funds will be allocated towards the project after satisfactory documentation is submitted and the Grant Officer approves and executes an official modification to the grant award.

Condition 4 – Cost-Per-Participant

In accordance with the Funding Opportunity Announcement, all grantees must not exceed an \$18,000 cost-per-participant. Cost per Participant is calculated by dividing the total amount of Federal funding by the number of proposed enrolled participants.

Your application does not meet the requirements. Please modify the Statement of Work and/or Budget Narrative and SF-424A to meet the requirements and submit the requested information to your Federal Project Officer (FPO) within 30 days from the date of award.

Condition 5 – Annual Housing Census

In accordance with the Funding Opportunity Announcement, all grantees are required to complete the Annual Housing Census form for each reporting year for the period of August 1st – July 31st as a means of tracking the total units of housing completed by YouthBuild programs.

As of April 4th, 2022, your organization has not completed an Annual Housing Census form for August 1st 2020 – July 31st 2021, for grant number YB-34247-19-60-A-6.

Please submit the above required documentation to your Federal Project Officer (FPO) within 30 days from the date of award.

Condition 6 – Budget Narrative

The Budget Narrative must include enough details for all expenditures to demonstrate their valuations and adherence to the Uniform Guidance Cost Principles. Specifically, the budget narrative must clarify the following:

- **Other-A** further breakdown and justification is needed to fully understand the costs associated with Participant Stipends (\$96,000). Please elaborate on what makes up these costs per participant (\$1,500).

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

- 1) An SF-424A whose totals align with any revised subtotals indicated on the revised budget narrative, including any claimed indirect costs.

- 2) A revised budget narrative which addresses and breaks down the entirety of each line reflected on the SF-424A as outlined above. The budget narrative must contain costs per entry in each category which add up to the indicated line item total with enough information to ascertain whether the represented totals are mathematically accurate.

To resolve, please submit a revised Budget Narrative with the accompanying SF-424A as a Budget Realignment or Budget Clarification modification request to your FPO.

Condition 7 – Budget Clarification (Indirect Costs – 10% De Minimis)

The grantee has incorporated indirect costs into the budget, but has not submitted a Negotiated Indirect Cost Rate Agreement (NICRA). It is not clear whether the grantee is claiming indirect costs under a NICRA or electing to use the 10% de minimis indirect cost rate if eligible.

To resolve, you must either remove the indirect costs from the budget and request a budget realignment modification, submit a NICRA to confirm that the indirect costs were calculated accurately, or, if eligible, request the use of the 10 percent de minimis rate.

If you intend to claim indirect costs using the 10 percent de minimis rate, please confirm that your organization meets the requirements as described in 2 CFR 200.414(f). Clearly state that your organization does not have a current negotiated (including provisional) rate, and your organization is not one described in 2 CFR Part 200, Appendix VII of paragraph (D)(1)(b).

Applicants choosing to claim indirect costs using the de minimis rate must use Modified Total Direct Costs (see 2 CFR 200.1 below for definition) as their cost allocation base. Provide an explanation of which portion of each line item, along with the associated costs, are included in your cost allocation base. Note that there are various items not included in the calculation of Modified Total Direct Costs.

See the definitions below to assist you in your calculation.

- **2 CFR 200.1 Modified Total Direct Cost (MTDC)** means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may be excluded only when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

The definition of MTDC in 2 CFR 200.1 no longer allows any sub-contracts to be included in the calculation. You will also note that participant support costs are not included in modified total direct cost. Participant support costs are defined below.

- **2 CFR 200.1 Participant Support Cost** means direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences, or training projects.

Please work with your Federal Project Officer (FPO) to determine the best approach for resolving this condition. Your FPO can direct you to additional resources and information on this topic as needed.

Condition 8 – Identification of Matching Funding Sources

The grantee's application did not clearly identify the source of matching funds. Clarification is required to clearly explain the original source of funding. Your application may also have identified other unallowable uses or sources of matching funds. Proposed matching funds must be documented clearly through Letters of Commitment or MOUs that detail both the source and commitment of funds from any contributing partners. As a reminder, funds that are Federal in origin do not qualify as matching funds and do not contribute to the mandatory 25% match requirement.

This information was missing or needs clarification:

- The City of Richmond Housing Authority's Letter did not list commitment amount of \$360,000 as stated in match narrative.

Please submit the requested documentation to your Federal Project Officer (FPO).

Notice of Requirement for Registration with SAM

A recipient must maintain an active SAM registration with current information at all times during which it has an active Federal award or an application under consideration. To remain registered in the SAM database after the initial registration, the applicant is required to review and update the registration at least every 12 months from the date of initial registration or subsequently update its information in the SAM database to ensure it is current, accurate, and complete.

Your SAM registration is set to expire on **May 26, 2022**.

Please ensure that your SAM registration stays active for the duration of the period of performance of this grant. This condition of award does not require a grant modification for resolution.

ALL GRANTEES:

Submit Annual Housing Census

In accordance with the Funding Opportunity Announcement, all grantees must complete the Annual Housing Census Form of the ETA-9143 in August of each year of their program cycle as a means of tracking the total number of completed unit(s) of housing by their YouthBuild program. Grantees will receive a notification from DOL in July as a reminder to submit the Annual Housing Census. Grantees should be tracking the units of housing that are completed between August 1st and July 31st of each year in order to facilitate this required data collection. This information is requested to report to Congress and other stakeholders the valuable contributions made by the young people in your programs for your community. It is understood that it will take longer to build or renovate property when using these sites as training sites. For reference, the current ETA-9143 form can be found here:

<https://www.dol.gov/agencies/eta/youth/youthbuild>

Restrictive Covenant Clause

In accordance with the Funding Opportunity Announcement, all properties rehabilitated or constructed using DOL YouthBuild grant funds require a restrictive covenant clause be included in the deed of said properties that ensures that for a period of at least five years, all residential housing that is constructed or rehabilitated with DOL YouthBuild funds must be rented or sold to low-income or homeless individuals or families. For further information on the restrictive covenant requirements, see 20 CFR 688.730.

Matching Funds Must be Expended

In accordance with the Funding Opportunity Announcement, all grantees are required to provide and expend cash (funds committed specifically to support this grant project, not prior investments), in-kind or third party resources equivalent to exactly 25 percent of the grant award amount as “matching” funds. All matching funds or contributions must be expended on allowable grant activities and in accordance with the cost principles outlined in the Uniform Guidance at 2 CFR 200. Match can be in the form of cash, in-kind contributions and third-party contributions and must meet the requirement found at 2 CFR 200.306, 2 CFR 200.403, 2 CFR 200.434, and 2 CFR 2900.8. 2 CFR 2900.8 requires that match is recognized at the time in which the funds are expended. In other words, proposed matching funds (revenue or contribution) are recognized when expended on grant activities.

During the grant period of performance and close-out, you will need to provide source documentation and accounting records to show what revenue stream or fund source was used to pay for the expenses incurred related to the matching funds. This may be through a chart of accounts and financial statements such as a Revenue and Expense statement or Project Status report.

YouthBuild 2021 Statute, Regulations, and Program Guidance

Below is a listing of the statute, regulations, and other program guidance that all YouthBuild grantees must follow in operating their programs under this YouthBuild grant award:

Statute and Applicable Regulations

- Workforce Innovation and Opportunity Act (WIOA):
<https://www.govinfo.gov/content/pkg/PLAW-113publ128/pdf/PLAW-113publ128.pdf>
 - Section 171 of WIOA contains the authorizing language for the YouthBuild program.
- WIOA Final Rule: <https://www.govinfo.gov/content/pkg/FR-2016-08-19/pdf/2016-15975.pdf>
 - The WIOA Final Rule provides the accompanying regulations for the YouthBuild program, which can be found in part 688.
- 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards: <https://www.govinfo.gov/app/details/CFR-2014-title2-vol1/CFR-2014-title2-vol1-part200>
 - Also known as the Uniform Guidance, this is the first consolidation of grant management requirements in many years. Prior to the Uniform Guidance, Federal grant management requirements governing administrative requirements, cost principles, and audit requirements were found in eight separate Office of Management and Budget (OMB) Circulars. These requirements are now contained within the Uniform Guidance.
- 2 CFR 2900 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards: <https://www.govinfo.gov/app/details/CFR-2016-title2-vol1/CFR-2016-title2-vol1-part2900>
 - The Department of Labor’s adoption of the Uniform Guidance includes a limited number of exceptions approved by OMB to ensure consistency with existing policy and procedures. Additional information on the Uniform Guidance can be found at

Training and Employment Guidance Letters (TEGLs) and Training and Employment Notices (TENs)

All TEGLs and TENs can be found here: <https://wdr.doleta.gov/directives/>

Select TEGL or TEN from Advisories List; then select guidance year (the number after the dash in the advisory number); then select the “List” button and scroll through the list of advisories generated.

Be sure to review any attached Changes as well as other attachments.

OVERARCHING POLICY TEGLs and TENs

TEN 18-21 – Adult and Youth Workforce Development Programs’ Role in Supporting Community Violence Interventions

- Provides information supporting CVI strategies, including YouthBuild in section 4.ii.
- Includes links to several resources and references for further information
- https://wdr.doleta.gov/directives/corr_doc.cfm?docn=3439

TEGL 17-16 – Infrastructure Funding for the One-Stop Delivery System

- Provides additional guidance regarding the infrastructure funding requirements for required One-Stop partners under WIOA
- Describes infrastructure funding costs, types, and sources
- Shares the allocation methodologies for determining proportionate share of infrastructure costs for each required partner
- Defines the Infrastructure Funding Agreement (IFA) and what is required to include
- https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=4968

TEGL 16-16 – One-Stop Operating Guidance for WIOA

- Provides general guidance for the implementation of operational requirements under WIOA pertaining to the one-stop delivery system
- Describes the designation of One-Stop Centers as American Job Centers to establish a framework for accentuating and implementing an integrated workforce delivery system
- Attachment II provides examples of how YouthBuild benefits from partnership with the One-Stop System
- https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=8772

TEGL 11-16, Change 1 – YouthBuild Compliance with Davis-Bacon and Related Acts (DBRA)

- Clarifies that YouthBuild participants are not exempt from prevailing wage requirements determinations for any project to which DBRA labor standards apply
- Provides information on how to determine when DBRA requirements apply
- Provides examples where prevailing wage requirements may not apply due to coverage thresholds set forth in statutory language
- https://wdr.doleta.gov/directives/corr_doc.cfm?docn=3404

TEGL 06-15 – Qualifying Work Sites and Construction Projects for YouthBuild Grantees

- Describes the level of construction work that qualifies a work site
- Clarifies activities that may be done in conjunction with work site training, but that do not qualify as stand-alone work site activities
- Provides suggestions for potential work site partners
- https://wdr.doleta.gov/directives/corr_doc.cfm?docn=6610

TEGL 07-14, Change 1 – Guidance for Implementing the “Construction Plus” Component of the YouthBuild Program

- Provides guidance on Construction Plus implementation and requirements
- Provides resources for researching local Labor Market Information to determine in-demand fields in the local area
- Includes Considerations attachment that provides additional information for programs to consider in determining what Construction Plus industries to include
- https://wdr.doleta.gov/directives/corr_doc.cfm?docn=5889

TEN 13-12 – Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources

- Provides information on how a pre-apprenticeship program is defined and how to develop one
- Provides helpful strategies for grantees to better understand collaboration with Registered Apprenticeships and paths to facilitated entry/articulation

- Also provides information on resources to develop pre-apprenticeship programs and information on existing pre-apprenticeships for potential partnership
- https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=5842

TEGL 05-10, Change 1 – Match and Allowable Construction and Other Capital Asset Costs for the YouthBuild Program

- Provides important information on what construction-related costs are allowable with grant or match funds for work site training
- The attachment, YouthBuild Selected Items of Cost, provides specific information on various construction activities and costs and whether they are allowed with grant/match funds
- https://wdr.doleta.gov/directives/corr_doc.cfm?docn=3801

TEGL 02-10, Change 1 – Clarification on the Use of YouthBuild Funds Provided by Separate Year Funding Appropriations

- Clarifies policy related to the administration of multiple YouthBuild grants from separate grant years
- Requires that participants be enrolled separately for each grant award, i.e., not enrolled in one grant and served with funds from another – each grant award is severable and separate
- https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=4403

TEN 44-07 – Providing Strategies to the One-Stop Career Center System on Collaborating with YouthBuild Programs

- Provides information on the YouthBuild program and opportunities for partnering/collaborating with the One-Stop Career Center system (also known as American Job Centers or AJCs)
- Provides examples of existing YouthBuild/AJC partnerships
- https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2646

PERFORMANCE REPORTING TEGLS and TENS

TEN 08-21 – Timeline for the Implementation of the Amendments to Performance Reporting Information Collection Requests (ICRs) in the Workforce Integrated Performance System (WIPS)

- Announces timeline for data collection and reporting using the renewed ICRs for performance data collection approved by OMB, including amendments to the Participant Individual Record Layout (PIRL) and submission through WIPS
- https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=7061

TEGL 23-19 – Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor (DOL) Workforce Programs

- Provides guidelines for grant recipients to use in developing procedures for ensuring the data submitted for performance reporting are valid and reliable
- https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=9155

TEGL 14-18 – Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by DOL

- Streamlines performance indicators and requirements for the WIOA performance indicators, while also rescinding and eliminating outdated performance guidance for these programs, in

addition to clarifying existing Employment and Training Administration (ETA) performance accountability policies that changed due to WIOA

- Attachment 11 describes the YouthBuild-specific details of the guidance and highlights areas where YouthBuild differs from the shared DOL performance guidance described in the main body and appendices of the TEGL
- https://wdr.doleta.gov/directives/corr_doc.cfm?docn=7611

TEGL 26-16 – Guidance on the Use of Supplemental Wage Information to Implement the Performance Accountability Requirements under WIOA

- Provides sub-regulatory guidance on the requirements established by WIOA and its implementing regulations regarding the use of supplemental wage information, when appropriate, to assist in carrying out the performance accountability requirements under section 116 of WIOA
- Defines which sources of supplemental wage data are allowable for documentation purposes
- Reviews primary indicators of performance under WIOA
- https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=5002

TEGL 10-16, Change 1 – Performance Accountability Guidance for WIOA Title I, II, III, and IV Core Programs

- Provides information regarding the six primary indicators of performance for core programs, including methodology for calculating and definitions of terms
- Provides guidance related to participant enrollment and exit
- https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=3255

TEN 08-16 – Implementation of an Integrated Performance Reporting System for Multiple ETA and Veterans' Employment and Training Service (VETS) Administered Programs

- Provides information related to YouthBuild and other DOL-funded programs as it relates to the new WIOA common performance indicators
- Clarifies that YouthBuild will use WIOA transition authority to phase in the collection and reporting of WIOA common performance measures
- https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=5317

RECRUITMENT/ELIGIBILITY TEGLS and TENS

TEN 13-11 – YouthBuild Participant Documentation

- Provides further detail on the importance of proper documentation for YouthBuild participant case records
- Provides resources for ensuring proper documentation sources are used
- Reminds grantees of responsibility to confirm eligibility prior to enrollment and services through acceptable forms of documentation
- https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=4254

TEGL 14-09 – Mental Toughness/Orientation Allowable Costs in a YouthBuild Program

- Provides information on allowable timeframes and costs to the grant during the mental toughness phase of programming
- Clarifies purpose and limitations of mental toughness

- Shares guidelines to use in designing and implementing mental toughness component
- https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2861

OUTCOMES TEGLs and TENs

TEN 25-19 – Understanding Postsecondary Credentials in the Public Workforce System

- Clarifies the key elements of credentials
- https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=5953

TEGL 35-12 – Definition and Guidance on Allowable Construction Credentials for YouthBuild Programs

- Provides guidance on minimum level of certification allowable for each of the three nationally industry-recognized construction certifications, i.e., more than one module may need to be completed and passed for it to count as a “certification outcome”
- https://wdr.doleta.gov/directives/corr_doc.cfm?docn=8795

RESEARCH AND REPORTS

The evaluation was launched in 2010 and used a random assignment design to examine the impacts of YouthBuild as implemented by 75 programs operating nationwide. For the evaluation, eligible individuals in the 75 sites were assigned at random either to a program group, which was eligible to participate in YouthBuild, or to a control group, which was not eligible to participate in YouthBuild. Both groups had access to all other services available in the community.

Laying a Foundation: Four-Year Results from the National YouthBuild Evaluation

- Published November 2018
- Presents key findings four years after random assignment into the study
- <https://wdr.doleta.gov/research/details.cfm?id=2612>

Building a Future: Interim Impact Findings from the YouthBuild Evaluation

- Published November 2016
- Presents the effects of YouthBuild 12 and 30 months after young people applied to participate.
- <https://wdr.doleta.gov/research/details.cfm?id=2590>

Adapting to Local Context: Findings from the YouthBuild Evaluation Implementation Study

- Published February 2015
- Provides an overview of how the programs vary in organizational characteristics, services, and approaches to serving young people.
- <https://wdr.doleta.gov/research/details.cfm?id=2551>

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1. Order of Precedence

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

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

2. Notice of Award

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

3. Funding Opportunity Announcement

The Funding Opportunity Announcement (FOA)

[<https://www.dol.gov/sites/dolgov/files/ETA/grants/FOA-ETA-22-01.pdf>] and amendment [https://www.dol.gov/sites/dolgov/files/ETA/grants/FOA-ETA-22-01_Amendment%20One.pdf]

are hereby incorporated into this NOA. Award recipients are bound by the authorizations, restrictions, and requirements contained in the FOA.

Therefore, the expenditure of grant funds by the award recipient certifies that your organization has read and will comply with all the parts that are contained in the NOA.

4. Administrative Law Judge Removal of Award

By drawing down funds, your organization as the award recipient agrees to the provisions of 20 CFR 683.820(b)(6), which states:

“Any organization selected and/or funded under WIOA Title I, Subtitle D, is subject to having its award removed if an Administrative Law Judge (ALJ) decision so orders. As part of this process, the Grant Officer will provide instructions on transition and closeout to both the newly selected grant recipient and to the grant recipient whose positions is affected or which is being removed.”

5. Federal Project Officer

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

Name: Marjorie Fong
Telephone: 415-625-7963
E-mail: fong.marjorie@dol.gov

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

6. Indirect Cost Rate and Cost Allocation Plan

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

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

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

- A. A federally approved NICRA or federally approved CAP covering a portion of the grant period of performance is attached.
Regarding only the NICRA:
(1) Indirect Rate approved: %
(2) Type of Indirect Cost Rate: _____ (i.e. Provisional/Predetermined/Fixed)
(3) Allocation Distribution Base: _____

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

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

- B. (1) _____ The provided NICRA or CAP approved by the FCA does not cover a portion of the period of performance, or
- (2) _____ Indirect costs are being claimed on the SF-424A, however an indirect cost rate proposal or CAP has not yet been submitted for approval to the FCA.

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

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

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

- C. The grant award recipient elected to exclude indirect costs from the proposed budget. Please be aware that incurred indirect costs (such as top management salaries, financial oversight, human resources, payroll, personnel, auditing costs, accounting and legal, etc. used for the general oversight and administration of the organization) must not be classified as direct costs; these types of costs are indirect costs. Only direct costs, as defined by the applicable cost principles, will be charged. According to 2 CFR 200.412, if indirect costs are misclassified as direct costs, such costs may become disallowed through an audit.
- D. The grant award recipient does not have a current negotiated (including provisional) rate and may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. A governmental

department or agency unit that receives more than \$35 million in direct Federal funding must submit its indirect cost rate proposal to its cognizant agency for indirect costs and cannot request a de minimis rate. This methodology must be used consistently for all Federal grant awards until such time as the grant award recipient chooses to negotiate for an indirect cost rate, which the grant recipient may apply to do at any time. See 2 CFR 200.414(f) for more information on use of the de minimis rate. Please be aware that incurred indirect type costs (such as top management salaries, financial oversight, human resources, payroll, personnel, auditing costs, accounting and legal, etc. used for the general oversight and administration of the organization) must not be classified as direct costs; these types of costs are recovered as part of charging the de minimis rate.

All grant recipients with an approved NICRA or de minimis rate must report indirect costs on their **FINAL** ETA-9130 Report. If a grant recipient has a NICRA and a CAP, only the indirect costs tied to the NICRA are reported on the ETA-9130 Report. The grant recipient may refer to Training and Employment Guidance Letter (TEGL) 20-19 and https://www.dol.gov/sites/dolgov/files/ETA/grants/pdfs/ETA-9130_Financial_Reporting_Resources.pdf for additional guidance.

7. Approved Statement of Work

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

8. Approved Budget

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

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

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

9. Return of Funds

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

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

10. Evaluation, Data, and Implementation

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

11. Cost Limitation Restrictions

a. Administrative Costs

Administrative costs are defined in the WIOA at 20 CFR 683.215. There is a 10% limitation on administrative costs on funds awarded under this grant. Under no circumstances may administrative costs exceed this limit. The grant recipient will be monitored for compliance with the administrative cost limit throughout the grant's period of performance. Any amounts found exceeding this limitation at closeout will be disallowed and subject to debt collection.

b. Budget Flexibility

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

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

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

c. Consultants

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

d. Non-Federal Share (Match or Cost Share)

This grant award includes a non-Federal share (match or cost share) equaling 25% of the total Federal share of costs. The costs that the recipient incurs in fulfilling its matching or cost-sharing requirement are subject to the same requirements, including the cost principles that are applicable to the use of Federal funds. Such costs must be reasonable, allocable and allowable to the program. In addition, those costs must adhere to the guidelines specified in 2 CFR 200.306, and be verifiable in the recipient's records with proof that prior approval where required was obtained. Match must be expended as required at 2 CFR 2900.8 before it can be recognized and reported as match on the ETA-9130 report. Whether in cash or in-kind, the non-Federal share is expected to adhere to the same cost limitations. The grant award recipient cannot claim a cost as both an allowable cost and as a match expenditure.

The match or cost-sharing requirement must be met at the time all such funds have been expended or the period of availability of such funds has expired, whichever comes first. If the required match is not met, grant recipients will be responsible for reimbursing ETA the amount of unmet match when the grant is closed. Cost share or match must be reported on the quarterly ETA-9130 financial report under the Recipient Share section.

e. Travel

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

f. Travel – Foreign

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

if service provided by such carrier is available.

g. Travel – Mileage Reimbursement Rates

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

h. WIOA Infrastructure

WIOA, Section 121(b)(1)(B) and 20 CFR 678.400 require the following programs to be One-Stop partners:

- A. WIOA, Title I programs: Adult, Dislocated Worker, and Youth formula programs, Job Corps, YouthBuild, Native American programs, National Dislocated Worker Grants (DWG), and NFJP;
- B. Wagner-Peyser Act Employment Service (ES) program authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), as amended by WIOA, Title III;
- C. SCSEP authorized under Title V of the Older Americans Act of 1965;
- D. Trade Adjustment Assistance (TAA) activities authorized under Chapter 2 of Title II of the Trade Act of 1974;
- E. Unemployment Compensation (UC) programs;
- F. Jobs for Veterans State Grants (JMSG) programs authorized under Chapter 41 of Title 38, U.S.C.; and
- G. Reentry Employment Opportunities (REO) programs (formerly known as the Reintegration of Ex-Offenders Program (RExO) awarded prior to January 1, 2019 which were authorized under Section 212 of the Second Chance Act of 2007 (42 U.S.C. 17532).

With the exception of Native American programs established under WIOA, Section 166 all One-Stop partner programs, including all programs that are funded under Title I of WIOA, are required to contribute to the infrastructure costs and certain additional costs of the One-Stop delivery system in proportion to their use and relative benefits received, per 20 CFR 678.700 and 678.760. While Native American programs are not required to contribute to infrastructure costs per WIOA Section 121(h)(2)(D)(iv), they are strongly encouraged to contribute as stated in TEGE No. 17-16. The sharing and allocation of infrastructure costs between One-Stop partners is governed by WIOA Section 121(h), WIOA's implementing regulations, and the Federal Cost Principles contained in the Uniform Guidance at 2 CFR part 200 and DOL's exceptions at 2 CFR part 2900.

If not deemed a required one-stop partner, it is strongly recommended that the grant recipient partner with the local WIOA one-stop delivery system in its service area(s). The one-stop system can assist with referrals, labor market information, and many other services that will directly benefit the management and performance of your grant. The one-stop system also provides access to a wide range of publicly- and privately-funded education, employment, training, and supportive services while also providing high-quality customer service to job seekers, workers, and businesses.

12. Administrative Requirements

a. Audits

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

b. Revisions to the Uniform Guidance

The Office of Management and Budget issued revisions to 2 CFR parts 25, 170, 183, and 200 (the Uniform Guidance) on August 13, 2020 and February 22, 2021 (technical correction). These revisions became effective November 12, 2020, except for the amendments to §§ 200.216 and 200.340, which were immediately effective on August 13, 2020. The grant award recipient must operate in compliance with these revised regulations. Please note that the section numbering in the Uniform Guidance has changed in some instances, and this Terms & Conditions document has been updated accordingly.

c. Closeout/Final Year Requirements

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

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

d. Equipment

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

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

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

e. Federal Funding Accountability and Transparency Act (FFATA)

1. Reporting of first-tier subawards.

I. *Applicability.* Unless the grant award recipient is exempt as provided in paragraph [4.] of this award term, the grant recipient must report each action that equals or exceeds \$30,000 in Federal funds for a subaward to a non-Federal entity or Federal agency (see definitions in paragraph [5.] of this award term).

II. *Where and when to report.*

I. The Federal entity or Federal agency must report each obligating action described in paragraph [1.i.] of this award term to <https://www.fsrs.gov>.

II. For subaward information, the recipient must report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)

III. *What to report.* The grant award recipient must report the information about each obligating action that the submission instructions posted at <https://www.fsrs.gov> specify.

2. Reporting total compensation of recipient executives for non-Federal entities.

I. *Applicability and what to report.* The grant award recipient must report total compensation for each of their five most highly compensated executives for the preceding completed fiscal year, if—

I. the total Federal funding authorized to date under this Federal award is equals or exceeds \$30,000 as defined in 2 CFR 170.320;

II. in the preceding fiscal year, the grant recipient received—

(A) 80% or more of the annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject

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

October 1 and 31), the grant recipient must report any required compensation information of the subrecipient by November 30 of that year.

4. Exemptions.

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

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

5. Definitions.

For purposes of this award term:

- a. *Federal Agency* means a Federal agency as defined at 5 U.S.C. 551(1) and further clarified by 5 U.S.C. 552(f).
- b. *Non-Federal Entity* means all of the following, as defined in 2 CFR part 25:
 - I. A Governmental organization, which is a State, local government, or Indian tribe;
 - II. A foreign public entity;
 - III. A domestic or foreign nonprofit organization; and
 - IV. A domestic or foreign for-profit organization.
- c. *Executive* means officers, managing partners, or any other employees in management positions.
- d. *Subaward*:
 - I. This term is used as a legal instrument to provide support for the performance of any portion of the substantive project or program for which the grant recipient received this award and that the grant recipient as the recipient award to an eligible subrecipient.
 - II. The term does not include the grant award recipient procurement of property and services needed to carry out the project or program (for further explanation, see [2 CFR 200.330]).
 - III. A subaward may be provided through any legal agreement, including an agreement that the grant recipient or a subrecipient considers a contract.
- e. *Subrecipient* means a non-Federal entity or Federal agency that:
 - I. Receives a subaward from the grant award recipient under this award; and
 - II. Is accountable to the grant recipient for the use of the Federal funds provided by the subaward.
- f. *Total compensation* means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):
 - I. *Salary and bonus*.
 - II. *Awards of stock, stock options, and stock appreciation rights*. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.

- III. *Earnings for services under non-equity incentive plans.* This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
- IV. *Change in pension value.* This is the change in present value of defined benefit and actuarial pension plans.
- V. *Above-market earnings on deferred compensation which is not tax-qualified.*
- VI. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

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

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

- (1) Based on the criteria in §200.206, *Federal awarding agency review of risk posed by applicants*;
- (2) The applicant or recipient's history of compliance with the general or specific terms and conditions of a Federal award;
- (3) The applicant or recipient's ability to meet expected performance goals as described in §200.211; or
- (4) A responsibility determination of an applicant or recipient.

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

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

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

g. Personally Identifiable Information

The grant award recipient(s) must recognize and safeguard Personally Identifiable Information (PII) except where disclosure is allowed by prior written approval of the Grant Officer or by court order. Award recipients must meet the requirements in TEGE

No. 39-11, Guidance on the Handling and Protection of PII, can be found at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=7872.

h. Pre-Award

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

i. Procurement

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

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

j. Program Income

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

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

k. Recipient Integrity and Performance Matters

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

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

- b. Conviction, for purposes of this award term, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.
- c. Total value of currently active grants, cooperative agreements, and procurement contracts includes —
 - I. Only the Federal share of the funding under any award with a recipient cost share or match; and
 - II. The value of all options, even if not yet exercised.

I. Reports

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

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

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

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

progress reports as provided by ETA.

3. The grant award recipient shall utilize standard reporting processes and electronic reporting systems to submit their quarterly progress reports as provided by ETA.

m. Requirements for Conference and Conference Space

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

n. Subawards

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

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

o. Supportive Services & Participant Support Costs

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

p. System for Award Management (SAM)

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

Unless the grant award recipient is exempt from this requirement under 2 CFR 25.110, the grant recipient must maintain current its information in the SAM. This includes information on the recipient's immediate and highest level owner and subsidiaries, as well as on all of the recipient's predecessors that have been awarded a Federal contract or Federal financial assistance within the last three years, if applicable, until the grant recipient submits the final financial report required under this Federal award or receive the final payment, whichever is later. This requires that the grant recipient review and update the information at least annually after the initial registration, and more frequently if required by changes in its information or another Federal award term.

1. Unique Entity Identifier Requirements

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

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

NOTE: On April 4, 2022, the DUNS Number will be replaced by a new, non-proprietary identifier requested in and assigned by SAM.gov. This new identifier is being called the Unique Entity Identifier (UEI), or the Entity ID. Users should continue using the DUNS Number in UEI fields until that date. To learn more about SAM's rollout of the UEI, please visit gsa.gov/entityid.

2. Definitions

For purposes of this term:

- i. SAM is the Federal repository where the grant award recipients must provide information required for the conduct of business as recipients. Additional information about registration procedures may be found at the SAM website (<http://www.sam.gov>).
- ii. *Unique entity identifier* means the identifier assigned by SAM to uniquely identify business entities.
- iii. *Entity*, as it is used in this grant award term, includes all of the following, as defined at 2 CFR Part 25, Appendix A:
 - a. A non-Federal entity as defined at 2 CFR 200.1 (A State, local government, Indian Tribe, Institute of Higher Education (IHE), or nonprofit organization that carries out a Federal award as a recipient or subrecipient);
 - b. A foreign organization;
 - c. A foreign public entity;
 - d. A domestic for-profit organization; and
 - e. A Federal agency.
- iv. *Subaward* means:

An award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-

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

v. *Subrecipient* means:

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

3. Existing SAM Registrants

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

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

4. Validation

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

q. Vendor/Contractor

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

r. Whistleblower Protection

This grant award and employees working on this grant award are subject to the whistleblower rights and remedies established at 41 U.S.C. 4712. The grant award recipient shall inform its employees in writing, in the predominant language of the workforce, of employee whistleblower rights and protections under 41 U.S.C. 4712, as described in section 3.908 of the Federal Acquisition Regulation (48 CFR 3.908; note that for the purpose of this term and condition, use of the term "contract," "contractor," "subcontract," or "subcontractor" in section 3.908 should be read as "grant," "grantee," "subgrant," or "subgrantee"). The recipient shall insert the substance of this clause in all subgrants and contracts over the Simplified Acquisition Threshold.

s. Telecommunications

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

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

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

t. Intellectual Property Rights

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

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

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

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

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

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

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

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

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

v. Domestic Preferences for Procurements

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

13. Program Requirements

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

14. Federal Appropriations Requirements

a. Requirement to Provide Certain Information in Public Communications

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

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

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

b. Fair Labor Standards Act Amendment for Major Disasters

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

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

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

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

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

(3) For purposes of this subsection—

- (A) the term ‘major disaster’ means any disaster or catastrophe declared or designated by any State or Federal agency or department;
- (B) the term ‘employee employed to adjust or evaluate claims resulting from or relating to such major disaster’ means an individual who timely secured or secures a license required by applicable law to engage in and perform the activities described in clauses (i) through (v) of paragraph (1)(C) relating to a major disaster, and is employed by an employer that maintains worker compensation insurance coverage or protection for its employees, if required by applicable law, and withholds applicable Federal, State, and local income and payroll taxes from the wages, salaries and any benefits of such employees; and
- (C) the term ‘affiliate’ means a company that, by reason of ownership or control of 25% or more of the outstanding shares of any class of voting securities of one or more companies, directly or indirectly, controls, is controlled by, or is under common control with, another company.”

c. Health Benefits Coverage for Contraceptives

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

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

d. Privacy Act

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

e. Prohibition on Contracting with Corporations with Felony Criminal Convictions

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

f. Prohibition on Contracting with Corporations with Unpaid Tax Liabilities

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

g. Prohibition on Procuring Goods Obtained Through Child Labor

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

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

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

i. Reporting of Waste, Fraud and Abuse

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

j. Requirement for Blocking Pornography

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

k. Restriction on Health Benefits Coverage for Abortions

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

l. Restriction on Lobbying/Advocacy

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

m. Publicity

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

n. Restriction on the Promotion of Drug Legalization

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

o. Restriction on Purchase of Sterile Needles or Syringes

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

p. Salary and Bonus Limitations

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

15. Public Policy

a. Architectural Barriers

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

b. Drug-Free Workplace

The Drug-Free Workplace Act of 1988, 41 U.S.C. 702 et seq., and 2 CFR 182 require that all award recipients receiving grants from any Federal agency maintain a drug-free workplace. The award recipient must notify the awarding office if an employee of the

recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for suspension or debarment.

c. Executive Orders

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

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

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

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

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

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

d. Flood Insurance

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

e. Hotel-Motel Fire Safety

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

f. Prohibition on Trafficking in Persons

1. Trafficking in persons.

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

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

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

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

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

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

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

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

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

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

- I. Is determined to have violated an applicable prohibition in paragraph a.1 of this grant award term; or
- II. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this grant award term through conduct that is either—
 - (A). Associated with performance under this award; or
 - (B). Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” as implemented by our agency at 29 CFR Part 98.

c. *Provisions applicable to any recipient.*

- I. The grant award recipient must inform DOL/ETA immediately of any information the grant recipient receive from any source alleging a violation of a prohibition in paragraph a.1 of this grant award term.
- II. DOL/ETA right to terminate unilaterally that is described in paragraph a.2 or b of this section:
 - (A). Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
 - (B). Is in addition to all other remedies for noncompliance that are available to DOL/ETA under this grant award.
- III. The grant award recipient must include the requirements of paragraph a.1 of this grant award term in any subaward the grant recipient make to a private entity.

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

- I. “Employee” means either:
 - (A). An individual employed by the grant award recipient or a subrecipient who is engaged in the performance of the project or program under this award; or
 - (B). Another person engaged in the performance of the project or program under this grant award and not compensated by the grant recipient including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.

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

III. “Private entity”:

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

(B). Includes:

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

ii. A for-profit organization.

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

g. Veterans’ Priority Provisions

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

h. Promoting Equitable Delivery of Government Benefits and Equal Opportunity

The Department of Labor (Labor) seeks to affirmatively advance equity, civil rights and equal opportunity in the policies, programs and services it provides. Therefore, consistent with Executive Order 13985, *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*, grant recipients must execute the terms and conditions of their grant in a manner that advances equity for all, including people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality. This extends to all grant activities including, but not limited to, service delivery, selection of subrecipients and contractors, and procurement of goods and services. Government

programs are designed to serve all eligible individuals, and Labor’s grantees should make services the goods and services they provide pursuant to their grants widely available with the goals of effectively serving a diverse population of eligible individuals; fairly, justly, and impartially administering the grant evaluation and award processes. Grantees are encouraged to engage in contracting and subcontracting for goods and services related to performing the terms and conditions of their grants in such a way to achieve equity.

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

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

i. Harassment Prohibited

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

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

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

(2) Submission to, or rejection of, such conduct by an individual is used as the basis for limiting that individual's access to any aid, benefit, service, training, or employment from, or employment in the administration of or in connection with, any WIOA Title I-financially assisted program or activity; or

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

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

16. Technical Assistance, Resources, and Information

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

Strategies for sound grant management that include:

Monitoring,

Accountability,

Risk mitigation and

Transparency.

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

17. Attachments

Attachment A: SF-424

Attachment B: SF-424A

Attachment C: Budget Narrative

Attachment D: Statement of Work

Attachment A: SF-424

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text" value="01/21/2022"/>	4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>	
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
8. APPLICANT INFORMATION:		
* a. Legal Name: <input type="text" value="City of Richmond"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="94-6000403"/>	* c. Organizational DUNS: <input type="text" value="0887707060000"/>	
d. Address:		
* Street1: <input type="text" value="330 25th Street"/>	Street2: <input type="text"/>	
* City: <input type="text" value="Richmond"/>	County/Parish: <input type="text"/>	
* State: <input type="text" value="CA: California"/>	Province: <input type="text"/>	
* Country: <input type="text" value="USA: UNITED STATES"/>	* Zip / Postal Code: <input type="text" value="94804-1727"/>	
e. Organizational Unit:		
Department Name: <input type="text"/>	Division Name: <input type="text"/>	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: <input type="text"/>	* First Name: <input type="text" value="Fred"/>	
Middle Name: <input type="text"/>	* Last Name: <input type="text" value="Lucero"/>	
Suffix: <input type="text"/>	Title: <input type="text" value="Program Manager"/>	
Organizational Affiliation: <input type="text"/>		
* Telephone Number: <input type="text" value="510-621-1562"/>	Fax Number: <input type="text"/>	
* Email: <input type="text" value="flucero@richmondworks.org"/>		

Application for Federal Assistance SF-424

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

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

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

Employment and Training Administration

11. Catalog of Federal Domestic Assistance Number:

17.274

CFDA Title:

YouthBuild

*** 12. Funding Opportunity Number:**

FOA-ETA-22-01

* Title:

YouthBuild

13. Competition Identification Number:

FOA-ETA-22-01

Title:

YouthBuild

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

Add Attachment

Delete Attachment

View Attachment

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

Richmond YouthBuild

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.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="1,199,000.00"/>
* b. Applicant	<input type="text" value="299,750.00"/>
* 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="1,498,750.00"/>

*** 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

Add Attachment

Delete Attachment

View Attachment

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

** 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:

Attachment B: SF-424A

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 02/28/2022

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. YouthBuild	17.274	\$ <input type="text"/>	\$ <input type="text"/>	\$ 1,199,000.00	\$ 299,750.00	\$ 1,498,750.00
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. Totals		\$ <input type="text"/>	\$ <input type="text"/>	\$ 1,199,000.00	\$ 299,750.00	\$ 1,498,750.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	<div style="border: 1px solid black; padding: 5px;">YouthBuild</div>				
a. Personnel	\$ 315,000.00	\$	\$	\$	\$ 315,000.00
b. Fringe Benefits	94,500.00				94,500.00
c. Travel	2,000.00				2,000.00
d. Equipment	0.00				0.00
e. Supplies	45,875.00				45,875.00
f. Contractual	536,625.00				536,625.00
g. Construction	0.00				0.00
h. Other	96,000.00				96,000.00
i. Total Direct Charges (sum of 6a-6h)	1,090,000.00				\$ 1,090,000.00
j. Indirect Charges	109,000.00				\$ 109,000.00
k. TOTALS (sum of 6i and 6j)	\$ 1,199,000.00	\$	\$	\$	\$ 1,199,000.00
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.	YouthBuild	\$ 299,750.00	\$ 0.00	\$ 0.00	\$ 299,750.00
9.					
10.					
11.					
12. TOTAL (sum of lines 8-11)		\$ 299,750.00	\$ 0.00	\$ 0.00	\$ 299,750.00

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 501,050.00	\$ 126,050.00	\$ 125,000.00	\$ 125,000.00	\$ 125,000.00
14. Non-Federal	\$ 150,000.00	\$ 37,500.00	\$ 37,500.00	\$ 37,500.00	\$ 37,500.00
15. TOTAL (sum of lines 13 and 14)	\$ 651,050.00	\$ 163,550.00	\$ 162,500.00	\$ 162,500.00	\$ 162,500.00

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. YouthBuild	\$ 540,100.00	\$ 157,850.00		
17.				
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	\$ 540,100.00	\$ 157,850.00		

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges:		22. Indirect Charges:	
23. Remarks:			

Attachment C: Budget Narrative

Richmond YouthBuild Budget Narrative

1) Personnel

Personnel costs of **\$315,000** include the following:

- **Program Manager**-The total cost of **\$190,000** is based upon 0.75 FTE in years 1 and 2, and 0.4 FTE in year 3, multiplied by a full-time salary of \$100,000. Fred Lucero will serve as Program Manager, and will be responsible for overseeing the construction training and education curricula; coordinating the work of program staff; coordinating outreach and recruitment efforts with public agencies, community-based organizations, employers and others; and maintaining relationships with program partners. Work in year three will focus on job placement and participant follow up. Mr. Lucero has served as director of RichmondBUILD construction training program for the past 15 years, and has been employed in the workforce development field for nearly 20 years.
- **Administrative/MIS Staff**-The total of **\$125,000** is calculated from a base salary of \$50,000/year x 1.0 FTE in years 1 and 2, and 0.5 FTE in year 3. The Administrative/MIS Staff, Gustavo Ceja is responsible for program support for the Program Manager and Education and Vocational Instructors, tracking and reporting of program outcomes, and support for outreach and recruitment.

2) Fringe Benefits

Total fringe benefits equal **\$94,500**. Fringe benefits for the Project Manager are calculated at a rate of 30% of the total salary of \$190,000, for a total amount of **\$57,000**. Fringe benefits for the Administrative/MIS staff are based upon 30% of the total salary of \$125,000, for a total amount of **\$37,500**.

3) Travel

Travel costs equal a total of **\$2,000** for travel for two staff members to participate in state and regional training, conferences and other professional development opportunities.

Travel costs include the following:

State and Regional Training and Conference Travel		
Item	Computation	Cost
Auto travel to state conferences	1,000 miles x \$0.55/mi	\$550
Lodging	\$150 x 1 meeting x 2 nights x 2 staff	\$600
Per Diem, state travel	\$65/day per diem x 1 meetings x 2 days x 2 staff + \$80 parking	\$340
Auto travel to local/regional trainings	927 miles x \$0.55/mi=\$510	\$510
Total		\$2,000

4) Equipment

The budget does not include costs for equipment.

5) Supplies

The total budget for supplies equals **\$45,875**, and includes \$30,000 for the cost of construction supplies and consumables to be used in the construction training lab, and uniforms and safety equipment for participants. An additional \$15,875 is included for the cost of hand and power tools for use by participants.

6) Contractual

Contractual costs for the Richmond YouthBuild budget are equal to **\$536,625**, and include the following:

- **Lead Vocational Instructor** – RWDB will contract with a full-time vocational instructor, Jonathan Brito, for the amount of **\$118,000**. The position will begin after the four-month startup period, resulting in a salary of \$50,000 in year one (0.735 FTE), and a salary of

\$68,000 (1.0 FTE) for the full year in year two, for a total of \$118,000. Mr. Brito is certified as an MC3 trainer, as well as by the Building Performance Institute, and has worked in construction training for the past 10 years. He will provide hands on training for participants in the MC3 curriculum, delivered in the fully equipped construction lab and at the construction work site.

- **Assistant Vocational Instructor** – The full-time assistant vocational instructor, Angel Gomez, will be contracted for the amount of **\$80,000**. Beginning after the four-month startup period, the year one salary will be \$35,000 (0.78 FTE), and \$45,000 (1.0 FTE) for the full year in year two, for a total of \$80,000. Ms. Gomez is a graduate of RichmondBuild, and will help the lead instructor to provide hands on training for participants in the construction lab and at the construction work site.
- **Case Manager** – RWDB will contract with Danielle Mason to serve as project case manager, at a total cost of **\$170,000**. Ms. Mason currently serves as a Case Manager for RichmondBuild and Richmond YouthBuild, supporting youth participants with career assessment, career development and access to supportive services. The Case Manager will begin work following the program startup period, for a salary of \$68,000 (1.0 FTE) in year one, \$68,000 (1.0 FTE) in year two, and \$34,000 (0.5 FTE) in year three, for a total of \$170,000. The Case Manager will work with participants on the development and implementation of their Individualized Education and Employment Plans (IEEPs), collaborating with the academic instructor and construction trainer, and facilitating access to supportive services. RWDB will also leverage other resources through the Richmond One Stop-AJCC to provide additional case management support for participants.

Job Developer – The RWDB will contract with job developer Natasha Terry at a total cost of **\$112,500** over three years. Ms. Terry Ms. Terry is a graduate of the RichmondBUILD Academy and is currently enrolled in college, majoring in Sociology. She is a Job Developer and Case Manager for RichmondBuild and Richmond YouthBuild.

- The position will begin midway through year one, in the amount of \$37,500 (0.75 FTE) for the first year, \$50,000 (1.0 FTE) in year two, and \$25,000 (0.5 FTE) in year three, for a total of \$112,500. The Job Developer will be responsible for establishing a network of employment opportunities for participants that includes internships and unsubsidized employment, identifying and building relationships with potential employers, and assisting youth in obtaining placements in employment.
- **SAR Violence Intervention Training:** The RWDB will contract with the SAR (Self Awareness and Recovery) program for the amount of **\$40,000** to provide Violence Intervention training for participants.
- **OSHA 30 Certification Training:** The RWDB will contract with training partner NATEC to deliver OSHA 30 Certification Training, at a cost of **\$14,025**, calculated on the delivery of training to 3 cohorts of participants at a cost of \$4,675 per cohort.
- **Construction Plus Forklift Training:** The RWDB will contract with the Forklift Academy to provide forklift training at a cost of **\$2,100** for seven participants based upon a cost of \$300 per participant.

7) Construction

The budget does not include costs for construction.

8) Other

This category includes a total request of **\$96,000**, for the cost of participant stipends in the amount of \$1,500 per participant, equal to a total of \$96,000 for 64 participants.

Total Direct Charges

Total direct charges equal **\$1,090,000**.

Indirect Charges

Indirect charges, calculated at 10% of the total modified direct costs of \$1,090,000, are equal to **\$109,000**.

Non-Federal Match

The Richmond Workforce Development Board will contribute a non-federal match of **\$299,750**, equal to 25% of the federal request, to be provided in the form of ADA funding received by the John Muir Charter School to provide for the cost of the full time certified academic instructor and the two full-time classroom aides. These funds are documented in the partner commitment letter provided by John Muir Charter School.

Leveraged Resources

In addition, funds for the operation of the program will include the following leveraged resources:

- An additional \$266,100 in ADA funds provided through John Muir Charter School for YouthBuild academic instruction
- \$360,000 contributed by the Richmond Housing Authority, equal to \$180,000 per year, for the operational cost of the program training facility

Attachment D: Statement of Work

a) Statement of Need

The Richmond Workforce Development Board (RWDB) proposes the funding of the Richmond YouthBuild program, to serve 64 youth in the target zip codes of 94801, 94804 and 94806 in the city of Richmond, California. A zip code map of the target community is attached.

(1) Youth Unemployment Rate

Data from the U.S. Census Bureau shows a one-year estimated unemployment rate for youth between the ages of 16 and 24 years in the target service area of 17.6%.¹ This is nearly 50% higher than the national rate of 12 % identified in the NOFA. (See data attachment.)

(2) Poverty Rate

The poverty rate for the target communities of Zip codes 94801, 94804 and 94806 in Richmond, California, provided by the U.S. Census 2019 American Community Survey is 15.5%, compared to a national rate of 13.4%.² (See data attachment.)

b) Training and Curriculum

(1) Construction Training

The Richmond Workforce Development Board proposes to work in collaboration with more than a dozen partners to implement the Richmond YouthBuild program. Richmond YouthBuild will draw upon over a decade of experience of the Richmond Workforce Development Board in successfully training and placing young people with barriers to employment in well-paid employment in construction and other industries.

Plan to Ensure Participation of Sufficient Number of Youth

Richmond YouthBuild's planned number of participants (64) and cohorts (3) will ensure

¹ U.S. Census 2019 American Community Survey 5 Year Estimates, <http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>, accessed on 12/8/2021.

² Ibid.

sufficient enrollment numbers to build or renovate at least one unit of affordable or transitional housing for low-income or homeless individuals or families during the performance period.

Construction Training Plan

The Construction Training Plan for the proposed program is included as an attachment.

Need for Affordable Housing

The city of Richmond is home to a growing population of 116,448 residents.³ The city has experienced substantial increases in rental costs as housing prices across the Bay Area have escalated. In data from 2019, 56% of renters in Richmond were identified as burdened, and 27% severely burdened by housing costs, in comparison to 46% and 22% for all renters in the nine county Bay Area.⁴ In Contra Costa County, where the City of Richmond is located, both the housing choice voucher waitlist and the public housing waitlist are closed; the public housing waitlist was last open for four days between February and March 2017.⁵ Affordable housing availability has not kept pace with population growth, resulting in 27,709 low income renter households in Contra Costa County who lack access to an affordable home.⁶ According to a the same report, 76% of extremely low income households are spending more than half of their income on housing costs.⁷ Renters in the County would need to earn 2.5 times the minimum wage to afford the average rent of \$1,952 per month.⁸

Use of OSHA Work Site Safety Training

Richmond YouthBuild has carefully integrated OSHA guidelines – including the proper

³ U.S. Census QuickFacts, Richmond City, California, for April 1, 2020, <https://www.census.gov/quickfacts/richmondcitycalifornia> accessed on 1/8/22.

⁴ Bay Area Equity Atlas: Housing Burden for U.S. Cities” accessed on 12/8/21 at <https://bayareaequityatlas.org/indicators/housing-burden#/>

⁵ Housing Authority of the County of Contra Costa. At <https://affordablehousingonline.com/housing-authority/California/Housing-Authority-of-the-County-of-Contra-Costa/CA011>. Accessed 12/8/2021.

⁶ Contra Costa County 2021 Affordable Housing Needs Report, prepared by the California Housing Partnership.

⁷ Ibid.

⁸ Ibid.

use and storage of tools and the handling of hazardous materials – into safety training for all participants. The training facility and project site will be fully compliant with state and federal OSHA standards, with a written safety plan on file at the job site. In addition, safety “huddles” will be called several times a day, both in the vocational classroom and at the work site, to provide for review of safety practices by participants. Each participant will complete a certificated eight (8) hour safety class developed by the Occupational Safety Councils of America (OSCA), recognized for all refinery work in the Bay Area.

Description of Internal Controls to Ensure Timely Submission of Housing Census Forms

Richmond YouthBuild has a strong track record of filing required YouthBuild reports in a timely fashion. Program Manager, Fred Lucero, will work closely with MIS Assistant Gustavo Ceja to ensure that Annual Housing Census Forms are submitted as required.

(2) Education and Occupational Skills Training Alignment

Description of the Education Component, Including Location and Curriculum

The education component will be conducted by John Muir Charter School, an accredited school that offers education programs for a total of 33 California Conservation Corps, WIOA, and YouthBuild programs in California. The instruction will take place in fully equipped classroom at the RichmondBuild training facility (where the construction lab is also located), and will provide Richmond YouthBuild trainees with credentialed educational services leading to a high school diploma or GED. The primary goal of the John Muir Charter School is to help participants achieve a high school diploma. The individualized approach used to help participants gain a high school diploma includes passing the five exams that make up the test for the GED. For individuals with disabilities, the program will also offer state-recognized testing based upon alternative standards.

Working in conjunction with Contra Costa Community College, the school will provide dual enrollment options for credit retrieval, academic services to high school drop-outs from the West Contra Costa Unified School District (WCCUSD) system for participants ages 16 to 24, and an alternate academic/employment path for YouthBuild participants and local youth seeking alternative educational services. Participants will also have the opportunity to pursue advance occupational skills training in construction and other fields through courses at Contra Costa Community College and adult education programs operated by WCCUSD.

Upon entry into the Richmond YouthBuild program, each participant will receive an educational assessment that will guide the design of a personalized curriculum for the participant. In collaboration with the program Case Manager, the John Muir Academic Instructor will develop an Individual Education and Employment Plan (IEEP) for each participant that includes the personalized curriculum.

Occupational skills training will be provided in the state of the art 30,000 square foot RichmondBuild construction lab, using the MC3 curriculum approved by the National Association of Building Trade Unions (NABTU). For further description of the occupational skills component, see pages 5 and 6 below.

Rigorous and Challenging Academic Component

The academic curriculum used by John Muir Charter School, the Richmond YouthBuild education partner, is based upon years of providing successful education programs for YouthBuild, Conservation Corps, and WIOA programs throughout California. This experience has provided Muir Charter School with a deep understanding of how to work with at-risk youth and young adults. Project-based learning will be included in the instructional strategy as a way to more deeply engage students and help them develop the capacity to apply their learning to real-

world situations. John Muir Charter is accredited by the Western Association of Schools and Colleges, and uses state-of-the-art computer assessments that provide detailed academic diagnostics on each student, in order to encourage individual success.

The academic program will emphasize personalized instruction and pacing that allows participants to engage in credit retrieval in identified subject areas based upon their learning style: visual, auditory, kinesthetic, or mimetic. The GED exam is utilized as a tactic for credit retrieval for those participants who require more than 75 credit units for graduation.

Individualized credit retrieval can be undertaken through independent studies, classroom-based group activities, and/or the development of projects that demonstrate mastery of the subject.

Design and Integration of the Required Program Components

The program's academic component will be offered every morning Monday through Friday in the classroom of the RichmondBuild training facility, and will make up 50% of the program time. Afternoons Monday through Thursday will be devoted to hands-on construction training, which will take place either in the construction lab at the RichmondBuild facility or at the housing worksite. This activity will account for 40% of the time spend by participants. On Friday afternoons, participants will take part in community service learning, leadership development and career exploration through activities coordinated with Friends of the Richmond Greenway, Iron Triangle Neighborhood Association, and Love Your Block, which will take up the remaining 10% of the program time each week. Our education partner, John Muir Academy, has extensive experience in designing and delivering a curriculum that leads to a High School or GED (Graduate Equivalency Degree).

Qualifications and Experience of Teaching Staff

The lead vocational trainer, Jonathan Brito, is a certified MC3 Curriculum Instructor with nearly ten years of construction training experience in multiple settings, including RichmondBuild and Build it Green. He is a Certified Building Analyst with the Building Performance Institute. Where appropriate, representatives of union partners will provide training on specific trade skills in their areas of expertise. The lead academic instructor, Eric Smith, is a credentialed teacher who meets the high standards of John Muir Charter, and has experience working with the YouthBuild target population. Student mastery will be assessed using the appropriate instruments for each domain, including the MC3, the GED and high school diploma.

Targeted Approach for Assessing and Supporting the Training of Young Women

Richmond YouthBuild is dedicated to supporting the participation of young women in non-traditional career pathways such as the construction field. To achieve this goal, the RWDB will work to address any unconscious bias in the recruitment and training processes, will highlight role models and celebrating the achievements of women in the industry by inviting leading women to serve as guest speakers and trainers, and by connecting women participants with female mentors in the field. The YouthBuild Case Manager will be encouraged to identify supportive services that specifically address the needs of young women, such as childcare for women with dependent children. Angel Gomez, the Assistant Vocational Instructor, is a female graduate of RichmondBuild, and will serve as an important role model for female participants.

Involvement of Industry and Registered Apprenticeship Partners in Design of the Training

As indicated in the attached letters of commitment, industry employers and registered apprenticeship partners have played an active role in contributing to the design of the educational and occupational components of the program. Commitments to direct entry agreements by the

Contra Costa Building and Construction Trades Council, Carpenters Local 152, Ironworkers Local 378 and the Laborer's Training Trust reflect their confidence that the skills that young people acquire through Richmond YouthBuild will align well with the requirements of apprenticeship in a range of construction trades. Employer commitments to employment opportunities for program graduates reflect that same confidence.

How Construction Training Curriculum will Incorporate Clean Energy Technologies

Participants will participate in training in solar energy technology, including the installation of solar panel systems. The solar energy training includes instruction in sustainable building practices, designed to reduce the use of energy in residential and commercial buildings. Participants will also have the chance to take part in customized training regarding the installation and maintenance of electric vehicle (EV) charging stations, in partnership with Marin Clean Energy and the Contra Costa Transportation Authority, with funding from the California Energy Commission.

c) Hands-On Meaningful Learning Activities Connected to Education and Training

Providing Hands-on Work Experience for all Participants

All participants will have the opportunity to apply their skills to actual work on low-income housing renovation, and to shadow practitioners of different construction trades at the project work site in Richmond.

Integration of Work Experience into the Timeline of Training and Certification

This hands-on work experience, with opportunities to shadow journeyman tradespeople, will be provided on a daily basis throughout the training period, with mornings spent on instruction in the construction lab or academic classroom during alternating weeks, and afternoons spent at the project housing site. Access to the program's very large indoor

construction lab, which provides space for participants to construct a model house, will also complement work at the low-income housing site. Participants will have the opportunity for multiple certifications through the course of their training, including MC3, OSHA 30, HAZWOPER 40, Confined Space Entry, First Aid, and Traffic.

Employer Letters of Commitment

Strong employer partnerships are a key component of the project. (Letters attached.)

d) Post-Program Placement

Connection of Program Activities to High-Quality Post-Program Placement

Trainees will receive comprehensive job placement services and follow-up provided by the full time Job Developer, along with Job Developers from the Richmond AJCC-One Stop in conjunction with the Richmond YouthBuild Case Manager. As indicated in the project budget, the Job Developer and Case Manager will each continue at 0.5 FTE throughout the third year of the project, in order to ensure successful post-program placement of participants.

The relationships that have been established by other RWDB youth training programs with prospective employers, vocational training programs, and post-secondary education institutions ensure that participants will have access to high wage employment and/or advanced vocational training or college after completion of YouthBuild. Richmond YouthBuild will also be able to leverage City of Richmond First Source hiring agreements to employ graduates on City projects, as developers contracting with the City are required to prioritize the hiring of local residents on their projects. Contractors selected for the First Source program will be encouraged to hire YouthBuild graduates to provide paid, on-the-job training and construction industry employment. The attached letters from union partners also demonstrate that participants will

have multiple pathways to participation in registered apprenticeships following completion of the YouthBuild program.

Working With Employers to Ensure a Career Path in In-Demand Industries

The program includes an active Advisory Board of employers that operate in the local region, and who are invested in ensuring that a supply of well-trained job seekers. The Advisory Board participates actively in the design of the program curriculum to ensure that it will serve their hiring needs. The participation of employers like Marin Clean Energy supports opportunities for green jobs for program graduates. Richmond YouthBuild will engage this Advisory Board further in identifying employment opportunities for participants following their completion of training.

e) Career Counseling, Leadership Development, and Supportive Services

1) Supportive Services and Post-Program Follow-Up Services

Work Readiness and Career Exploration Opportunities

The program offers multiple work readiness and career exploration opportunities for participants. Guest lecturers from different building trades present information on what is included in different trades, and what is required to be successful. Field trips to construction sites and local community colleges are included to enable participants to see the trades in action and to get a sense of what they would experience while attending college. The John Muir academic instructor provides information to participants on colleges, alternatives to construction for those who may be interested in a different career path.

Post-Program Transition Services

Richmond YouthBuild will provide transitional services for participants for 12 months following program completion through the work of the full-time Case Manager and Job

Developer.⁹ The development and completion of the IEEP for each trainee will help shape their preparation for the period following program completion. The Case Manager will provide a regular assessment of participants' progress toward their IEEP goals, and assist them in accessing the supportive services needed to help them achieve their goals. Individual interviews and written assessments at the conclusion of the training will be used to determine readiness for work and/or post-secondary education. The Case Manager will also work with participants regarding resources needed for retention support. In the area of employment, the YouthBuild Job Developer will help graduates connect with specific internship and employment opportunities, and help them engage with employers that are a match for their interests and aptitudes.

Ongoing Follow-Up Supportive Services

The program will draw upon the resources available through the Richmond One Stop Career Center-AJCC, including supportive services in the areas of pre-employment skills, labor market employment information for in-demand industry sectors, career counseling and exploration, and web-based employment listings and opportunities. Program staff receive training in financial literacy from Mechanic's Bank, and in turn provide financial literacy instruction to participants. An additional support strategy is structured mentoring of participants by alumni who return to the program, as well as by members of Self Awareness and Recovery, which provides violence intervention training. The Case Manager will also communicate regularly with participants during the twelve-month post program period to identify and address other supportive services needs. Financial literacy-staff trained through Mechanic's Bank, who train students.

⁹ In Year Three of the grant period, the program will retain a 0.4 FTE Program Manager, a 0.5 FTE Job Developer, a 0.5 FTE Case Manager, and a 0.5 FTE MIS Staff will continue to deliver follow up services.

Integrated Approach To Post-Program Placement Planning And Follow-Up Strategies

The Case Manager and Job Developer work closely with participants during education and training to help youth develop Individual Education and Employment Plans (IEEPs) that include a strategy for post program placement. They also meet regularly with graduates throughout the post-program follow up period, and make use of texts, phone calls, email and social media to ensure that contact is maintained throughout the follow-up period.

Linking Participants To Opportunities With Registered Apprenticeship Programs and Post-Secondary Education

Richmond YouthBuild has agreements with local labor unions for the Carpenters, Laborers, and Ironworkers for direct entry into registered apprenticeship programs for qualified graduates. Richmond YouthBuild program staff will also provide participants who choose to enroll in college with a variety of transitional resources, including workshops in life skills, personal development, college preparation, and career exploration, and will provide help with on-line registration for classes at Contra Costa Community College. Community college staff will provide workshops, trainings, and one-on-one support for participants in developing their educational and career plans, with particular attention to youth who have received a graduate equivalency degree rather than a high school diploma.

Feasible Plan that Ensures the Placement of Participants into Post-Program Employment

Trainees will receive comprehensive job placement services and follow-up provided by the full time Job Developer, along with Job Developers from the Richmond AJCC-One Stop, in conjunction with the Richmond YouthBuild Case Manager. Relationships that have been established by other RWDB youth training programs with prospective employers, vocational training programs, and post-secondary education institutions ensure that participants will have

access to high wage employment and/or advanced vocational training or college after completion of YouthBuild. The program will also leverage the City of Richmond's First Source hiring agreements to provide employment opportunities for graduates on City projects. Contractors selected for the program will be encouraged to hire YouthBuild graduates to provide paid, on-the-job training and construction industry employment. The program Case Manager will maintain connections with both program graduates and their employers following employment to ensure that youth are meeting employer expectations, and to engage in problem solving to address any challenges.

2) Leadership Development and Community Service

Community Service Learning and Leadership Development

Service-learning activities for Richmond YouthBuild participants will be conducted in partnership with partners Love Your Block, Friends of the Richmond Greenway, and the Iron Triangle Neighborhood Association (See attached letters of support). The focus of these activities will be to develop an ongoing series of tangible, long-lasting community improvements that will provide participants with the knowledge and evidence of their commitment to the community. These projects will be aligned with the occupational skills training component, and will include, at minimum, street tree planting, open space development and improvement, and the development and maintenance of neighborhood gardens.

Training Staff in Leadership Curriculum and Principles of Youth Leadership Development

The design of the Richmond YouthBuild program is grounded the principles of positive youth development and individualizing of services to build on participant strengths. Staff and partners involved in program implementation will receive both in-house training on youth leadership development through RWDB youth-serving staff, as well as opportunities provided

through webinars, conferences, and specific training sessions offered by YouthBuild USA. In addition, the program will take advantage of other youth leadership training opportunities offered through the network of WIOA-funded, youth serving agencies facilitated by the California Workforce Association.

Richmond YouthBuild will engage youth participants' input into the design of leadership and community service opportunities through the development of a youth-led Policy Committee. The Policy Committee is responsible for developing and implementing policies, procedures, and activities that fulfill the needs of the participants and achieve both the desired and the mandated outcomes for the participants and the program. The Policy Committee will provide participants with ownership of the program and invest them in the success of their fellow participants, as well as their own. Half of the Policy Committee membership will be made up of YouthBuild staff and the other half will be student participants elected by their peers. Student representatives will be responsible for conveying the desires, goals, and priorities of their fellow participants to the committee. Staff representatives are responsible for representing the program's required outcomes and any mandated procedures.

Incorporation of Community Violence Intervention Strategies

Richmond YouthBuild will work with the SAR (Self-Awareness and Recovery) program (see attached letter), operated by formerly incarcerated individuals who offer an evidence-based strategy for helping ex-offenders and others to heal from trauma and address the beliefs and thought patterns, known as criminogenic thinking, that have contributed to their involvement in violence. The training will address experiences of trauma, criminogenic thinking, and behavior patterns that lead to anti-social behavior, in order to help participants develop alternative coping

strategies to the use of violence. This training will be incorporated into the Mental Toughness training component offered during the first two weeks of the program.

f) Industry-Recognized Credentialing

Industry-Recognized Credentialing Opportunities

All participants who complete the YouthBuild training will receive additional industry recognized certification provided by the Unions through the CCBCTC's Multi-Craft Core Curriculum (MC-3) Specialty Trade Certification training. The MC3 is a comprehensive 120-hour apprenticeship-readiness program developed by North America's Building Trades Unions (NABTU) Committee on Apprenticeship. Participants who complete the basic program will also receive appropriate HBI certificates for specialty crafts and have the option of direct entry into the Laborers, Carpenters and Iron-workers Unions. They will also receive certifications in OSHA 30, HAZWOPER 40, Confined Space Entry, First Aid, and Traffic. The curriculum and training plan, as described above and in the Training Plan attachment, include sufficient classroom and hands-on training hours to enable participants to meet all requirements for these certificates.

Advanced training on the CCBCTC's MC-3 specialty craft certification will be available through enrollment in the nationally recognized "Best Practice" RichmondBuild program that has agreements for direct entry into Laborers (advanced), Carpenters, Pile Drivers, Painters, Roofers & Waterproofers, Plasterers and Iron Workers Union Locals. In addition, Richmond YouthBuild will provide tutorial support for any participant who has completed the beginning and advanced program for the exams associated with enrollment in the Electrical, Plumbers, Steamfitters and Boilermakers Locals.

Curriculum and Training Plan for each Industry Training Offered

The program will use the Multi-Craft Core Curriculum (MC3), a standardized, comprehensive, 120-hour construction course designed to help participants choose and succeed in apprenticeship programs that are appropriate for them. The curriculum is approved by the National Association of Building Trade Unions (NABTU), providing for entry into multiple building trades. The course will be led by certified trainer Jonathan Brito.

Ensuring Participants have the Opportunity to Earn an Industry-Recognized Credential

As indicated elsewhere in this application, all participants will engage in the Multi-Craft Core Curriculum, and have the opportunity to earn an industry recognized credential upon successful completion of the training.

Ensuring that the Program has Staff Qualified to Teach and Certify Credentialing

The lead vocational trainer, Jonathan Brito, is a certified MC3 Curriculum Instructor with nearly ten years of construction training experience in multiple settings, including RichmondBuild and Build it Green. In addition, he is a Certified Building Analyst with the Building Performance Institute. Where appropriate, representatives of union partners will provide training on specific trade skills in their areas of expertise. The lead academic instructor, Eric Smith is a credentialed teacher who meets the high standards of John Muir Charter, and has experience working with the YouthBuild target population. Student mastery will be assessed using the appropriate instruments for each domain, including the MC3, the GED and high school diploma.

Provision of Credentialing In-House or Through Partners

As mentioned elsewhere, the MC3 credential is provided in-house by a fully certified trainer Jonathan Brito. Should the planned trainer be unavailable, the RWDB has access to other

trainers through its relationships with multiple trade unions. All other certifications, including OSHA 30, HAZWOPER 40, First Aid, Confined Space Entry, and Traffic will be provided by a contract with NATEC, based in Oakland, California, and the largest training company on the west coast.

How Industry-Recognized Credentials Provided will Lead to a Career Pathway

The MC3 credential is recognized by local trades as preparation for apprenticeship and provides a career pathway to work in multiple trades. The additional credentials provided, including OSHA 30, HAZWOPER 40, First Aid, Confined Space Entry, and Traffic are all viewed as helpful additions that offer expanded career options and improved hourly wages.

g) Partnerships with Placement into Education, Employment, and Apprenticeship

1) Partners

Fulfilling the Responsibilities of Being a Required One-Stop Partner

As the entity responsible for the Richmond One Stop/AJCC, the RWDB will ensure that participants have full access to One Stop/AJCC services, which will be fully integrated into those provided by Richmond YouthBuild. These services will include: integrated outreach and orientations with the One Stop/AJCC; pre-employment programs and workshops to help participants prepare for entry into the workforce; assessment of YouthBuild participants to determine for eligibility for WIOA and other services and linking them to the appropriate services; and support for program participants in seeking employment in the construction industry and other areas.

Connecting with Local Programs like TANF and SNAP to Ensure Wraparound Supports

The RWDB has strong relationships with Contra Costa County TANF and SNAP E&T programs, which will facilitate access for participants to these services for those who are eligible.

Program providers for WIOA Title II and Title IV are MOU partners in the Richmond One Stop/AJCC, which will facilitate access to these programs for YouthBuild participants. Specifically, participants in need of basic skills instruction can use WIOA Title II funding to access services through AJCC partner Literacy for Every Adult Program (LEAP), and those in need of vocational rehabilitation services can connect to Title IV services through the state Department of Rehabilitation, which has a representative at the One Stop/AJCC.

Co-Enrollment in Other WIOA Program Services

Richmond YouthBuild will facilitate co-enrollments, as appropriate, with WIOA-funded programs to enhance support services, On-the-Job training, and follow up activities. RWDB staff directly oversee Adult and Youth formula WIOA programs for the City of Richmond, which will provide participants with direct access to these additional supports. The RWDB has strong partnerships with Adult Schools and other WIOA-mandated AJCC MOU partners, and will work with them to co-enroll eligible participants across all WIOA funded programs. Where possible, participants will be co-enrolled in the Title I Youth formula program to facilitate access to opportunities such as financial literacy, entrepreneurship training, and paid/unpaid work experience.

Connecting with Community Colleges, Four-Year Universities and Trade Schools

The program will provide a range of supports, including workshops in life skills, personal development, college preparation, and career exploration, to those interested in college or trade schools. Participants will receive help with on-line registration for classes at Contra Costa Community College, and with local programs in the trades. Community college staff will provide workshops, trainings, and one-on-one support for participants in developing their

educational and career plans, with particular attention to youth who have received a graduate equivalency degree rather than a high school diploma.

(2) Partnership Engagement Strategies

How Partners will Support Planning, Implementation and Operation of the Program

Richmond YouthBuild has a strong network of partners that contribute to program planning and support program implementation and operations, with their roles documented in the attached letters of support. Employer and labor partners identify skill needs for participants and contribute significantly to the design of the program curriculum. CBOs and faith-based organizations structure and coordinate service-learning and leadership experiences, and offer mentoring and training in violence prevention. Community college and education partners provide academic instruction, GED and high school diploma attainment, and additional training and certifications for career advancement. Criminal justice-system partners provide referral of potential participants and support for alternatives to violence. The Richmond Housing authority owns and operates the RichmondBuild facility where the training program takes place, at no cost to the program.

Providing Registered Apprenticeship Program Opportunities

Registered apprenticeship opportunities will be available to YouthBuild participants through enrollment in the nationally recognized ‘Best Practice’ RichmondBuild program, with agreements for direct entry into Laborers (advanced) Local 324, Carpenters Local 152, Pile Drivers, Painters, Roofers & Waterproofers, Plasterers, Steamfitters Local 342, and Iron Workers Local 378.

Partnerships with Registered Apprenticeship Programs In In-Demand Industries

Richmond YouthBuild, through the RichmondBuild program, will be able to access agreements for direct entry into apprenticeships with the following union organizations: Contra Costa Building and Construction Trades Council; Carpenters Union Local 152 and its affiliate unions including the Pile Drivers, Painters, Roofers & Waterproofers, and Plasterers; Northern California Laborers Joint Apprenticeship Training Committee; and the Laborers International Union Local 324. Strong connections with these trade union partners will ensure that participants are linked to opportunities in high-demand industries in the region.

Increasing Equity in Registered Apprenticeship Program Opportunities

Through its history, the RichmondBuild program has a strong track record of promoting equity through participation by women and minorities in its pre-apprenticeship programs, which have included: 20% women, 60% African American, 25% Hispanic, 10% Asian, and 5% White. Richmond YouthBuild will build upon the systems and strategies that have enabled RichmondBuild to maintain a high level of diversity among its participants. It will also employ a number of strategies for recruiting and retaining women participants, including those with dependent children, to prepare them for participation in apprenticeships. These include: (1) Involving women and minority participants to assist with recruitment efforts, including those who have completed the program and/or women who serve as mentors in the target communities for the program; (2) Training counseling and case management staff in the local resources needed by young women, including child care, home health care, and other areas; and (3) Inviting women involved with the building trades to speak/volunteer at the program (e.g. members of the Bay Area chapter of the National Association of Women in Construction).

(3) Employer Engagement Strategy

Using Labor Market Information to Inform Education and Training

The RWDB has regular access to regional labor market information (LMI) through California Employment Development Department staff, an MOU partner at the Richmond One Stop-AJCC, showing that employment growth in the regional construction sector is extremely robust.¹⁰ Project staff and partners will regularly review LMI and local employer data to inform the content and approach to the program curriculum. Employer outreach will be facilitated through the network of dozens of construction industry employers and multiple union partners that have worked with RichmondBuild over the past decade. Both employers and union representatives will be invited to provide presentations to participants regarding career opportunities in different areas of the construction industry.

Approach for Targeting Employers and the Outreach Strategy

Through its relationship to RichmondBuild, the nationally recognized construction training program, Richmond YouthBuild will have access to a large network of employer partners with an interest in hiring program graduates. The RWDB also connects with construction employers through WDB board membership, and leverages its relationship with Business Services representatives at the Richmond One Stop to conduct ongoing outreach to construction employers. Members of the Employer Advisory Board are also encouraged to reach out to additional employers to participate in the hiring of YouthBuild graduates.

¹⁰ Data from “2018-2028 Occupational Employment Projections-Oakland-Fremont-Hayward Metropolitan Division (Alameda and Contra Counties),” California Employment Development Department-Labor Market Information Division, accessed on 01/10/2022.

Working with Local Workforce Development Board to Leverage Employer Partnerships

RWDB Board Members are fully committed to providing support to the YouthBuild initiative. The RichmondBuild program has provided the opportunity to nurture relationships with a large number of employer partners in the construction industry, and a number of these employers are represented on the RWDB Board. They will play an important role in providing both program input and employment opportunities for Richmond YouthBuild graduates. The Richmond YouthBuild Job Developer will work closely with the business liaisons/job developer staff at the Richmond AJCC-One Stop to connect with employers in the construction and warehousing industries and assist participants in accessing these job opportunities.

Accessing Industry Employers Through AJCC Business Services Representatives

As the Operator for the Richmond One Stop/AJCC, the RWDB will engage the AJCC's Business Services Representatives in outreach to employers to provide employment opportunities for Richmond YouthBuild graduates.

Ongoing Communication with, and Feedback from, Employers

The Richmond YouthBuild Employer Advisory Board, described on page 9 above, will meet on a quarterly basis to receive updates from the Program Manager and other staff on program outcomes, and to contribute feedback on the program curriculum and other issues. These meetings will offer a forum for employers to provide recommendations to the RWDB regarding how the YouthBuild program can best address employer needs.

h) Budget, Budget Narrative, Match Narrative

See attached Budget and Budget Narrative.

i) Past Performance – Category A Programmatic Capability

The RWDB was the recipient of YouthBuild funding in 2016 and 2019, with data previously submitted through the YouthBuild MIS and DOL financial reporting system.

1) Performance Goals

Scoring based upon reports previously submitted.

2) Spending Rate Analysis During the Original Period of Performance

Scoring based upon reports previously submitted.

3) Organizational, Administrative, and Fiscal Capacity

How Program will be Managed

The vision of the RWDB states: “The RWDB will, through private industry and public agency partnerships, contribute to the economic growth of the Region by promoting and overseeing a flexible and responsive workforce system, which aligns jobseekers’ skills with current and future employer needs.” This vision aligns closely with the YouthBuild goal of helping at risk youth with barriers to employment to obtain education and training needed to become successfully employed.

The RWDB oversees the Richmond America’s Job Center of California (AJCC) and provides basic career services to over 3,000 individuals a year. In the past 3 years, an average of 300 individuals per year were enrolled in WIOA Adult and Dislocated Worker Programs with roughly 200 accessing training services, and 75 young people served per year through the WIOA Youth Program. The RWDB manages multiple federal grants, has a long history of successfully meeting or exceeding WIOA measures, and has been designated as a high-performing board by the California Workforce Development Board.

The RWDB has operated the nationally recognized RichmondBuild construction training program for the past fifteen years, achieving an 80% placement rate for a target population that has included unemployed and underemployed individuals with significant barriers to employment. The RWDB has also received a series of five EPA Brownfield and Environmental Workforce Development Job Training Grants since 2009, with recent program outcomes listed in the attached Past Performance Chart.

Fiscal and Administrative Controls in Place to Manage Federal Funds

The RWDB's fiscal entity is the City of Richmond, which has a long history of working with federal and state funds, is fiscally solvent, and has strong fiscal and administrative controls, as shown in the attached Financial System Assessment.

Process to Monitor, Track, and Manage Grant Performance

The RWDB has successfully monitored, tracked and managed YouthBuild and other federal grant funding over multiple years.

Staffing Plan

See attached staffing plan.

j) Past Performance – Category B Programmatic Capability

Not Applicable.

k) Priority Consideration – Construction Plus

(1) Source of Training, Credentialing, and Labor Market Information

Provision of Training

As indicated in the attached Construction Plus training plan, the RWDB plans to contract with the Forklift Academy to provide certified training for participants in forklift operation. The

cost will be \$300 per participant for an anticipated 7 participants, equal to \$2,100 and documented in the budget narrative for the project.

Description of Training Curricula and Industry-Recognized Credentials

The curriculum for the training is hands-on forklift certification training, approved by OSHA.

Industry in Which Training will be Offered

Demand for Industrial Truck and Tractor Operators, another term for this occupation, is expected to grow by 10.4% between 2018 and 2028, with a total of 3,450 total job openings during that period in the Alameda-Contra Costa County Metropolitan Division. Current median hourly wages are \$20.38. (Data from California Employment Development Department-Labor Market Information Division, accessed at <https://www.labormarketinfo.edd.ca.gov/> on 1/15/22)

2) Hands-On Work Experience Partnerships with Employers (Maximum 2 bonus points)

A signed MOU with the employer PeopleReady is included to document the commitment to provide work experience for participants related to forklift operation.

3) Partnerships with One or More Registered Apprenticeship Programs

Partnerships with Registered Apprenticeship Programs in the field of Industrial Truck and Tractor Operators, the occupational field in which forklift operations is included, are in the process of being developed.

1) Priority Consideration – Green Building

Through the partnership of Richmond YouthBuild with Marin Clean Energy (see attached letter of commitment), participants will receive solar energy training, including the history of the use of solar energy, how solar photovoltaic systems work, solar panel installation, and building weatherization related to reduced energy use. included in curriculum—report re Marin Clean Energy training—energy efficiency connected to delivery of clean energy to

households. RichmondBuild has used other funding to enhance its Green Construction Education component in partnership with Marin Clean Energy and the Association for Energy Affordability (AEA). The AEA is dedicated to achieving energy efficiency in new and existing buildings in order to foster and maintain affordable and healthy housing and communities, especially those of low-income. AEA representatives provide a broad range of educational, technical and green construction management activities and services to promote this mission and develop the industry that advances and sustains it. Through this component of the program, YouthBuild participants have been able to learn about green building techniques and apply these to the structures they build in the construction lab, and to their work on the low-income housing field work site.

1. Applicant's Name:	City of Richmond
2. Project Title:	Richmond YouthBuild
3. Number of participants to be enrolled:	64 participants
4. Funding Level Requested:	\$1,199,000
5. Matching funds amount:	\$299,750
6. Total Cost Per Participant:	\$18,734
7. Applicant Category:	Category A (previously funded)
8. Previous YouthBuild grant number:	YB-34247-19-60-A-6
9. Target Community Service Area:	Zip codes 94801, 94804, 94806
10. Applying for Construction Plus:	Yes
11. Eligible for Matching Waiver:	No
12. Experience with Section 3 of Housing and Urban Development Act of 1968:	No
13. Summarization of Proposed Project:	See below

Description of the Area to Be Served:

The Richmond YouthBuild program will serve residents between the ages of 16 and 24 from the city of Richmond, California, Zip codes 94801, 94804 and 94806. Youth living in these communities face some of the most difficult circumstances of any community in the country. Census data show the unemployment rate for Richmond youth to be nearly 60% above the national average, reflecting both a lack of opportunity and a lack of work-related role models for young people.¹ Poverty rates for the target community are a third higher than the national rate.² In the neighborhoods addressed in this grant, school failure represents the most dramatic crisis—nearly half of the young adults between the ages of 18 and 24 lack a high school diploma, a rate double the national average. For many years, Richmond had one of the highest per capita homicide rates in the nation for a city its size, and in 2019, the most recent year for which data is available, the rate of violent crime per 100,000 residents was 932.3 per 100,000 residents, more than two- and one-half times the national average of 366.7.³

¹ U.S. Census 2019 American Community Survey 5 Year Estimates, <http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>, accessed on 1/12/2022.

² Ibid.

³ Federal Bureau of Investigation, “Crime in the United States”, 2019, <https://ucr.fbi.gov/crime-in-the-u.s/2019/crime-in-the-u.s.-2019/topic-pages/tables/table-1>, accessed on 1/06/22.

Scope of the Project and Proposed Outcomes:

Richmond YouthBuild offers an antidote to the causes of youth violence by providing young people with the education, job training, and life skills they need to escape the poverty and hopelessness that plague their communities. Through Richmond YouthBuild, participants gain their GED or high school diploma, develop real world job skills in the construction trades as, develop leadership capacities, and receive support in finding and keeping well-paid employment. Proposed outcomes include: (1) Placement in Employment or Education: 75% (48/64); (2) Credential Attainment: 80% (51/64); (3) Measurable Skill Gains: 75% (48/64); (4) Retention in Education/Employment: 75% (36/48).

In combination with local support, grant funds will be used to provide education, job training, and follow-up support for 64 participants, with a 25% match provided by the John Muir Charter School, and additional leveraged resources provided through the Richmond Housing Authority, and the Richmond Workforce Development Board. Close partnerships with employer, labor, education, governmental and community-based partners will enable Richmond YouthBuild to offer additional resources to participants. Access to RichmondBUILD's 30,000 square foot state-of-the-art construction training facilities for a portion of the training (including dedicated classrooms and a computer lab with GED preparation and career exploration tutorials), along with full compliance with CDC COVID safety guidelines, will provide YouthBuild participants with the educational and vocational training they need to successfully compete for well-paid employment. Strong business and labor partnerships increase the likelihood that participants will enter apprenticeship or employment upon completion.

ATTACHMENT G: PROPOSED WIOA PERFORMANCE OUTCOMES

Proposed WIOA Performance Outcome Goal	Goal
Enrollment	64
Placement into Employment or Education in the 2 nd Quarter after Exit	48 participants, 75% (48/64)
Placement into Employment or Education in the 4 th Quarter after Exit	42 participants, 65% (42/64)
Median Earnings	\$4,500
Credential Attainment	51 participants, 80% (51/64)
Measurable Skill Gains	48 participants, 75% (48/64)
Effectiveness in Serving Employers	36 participants, 75% (36/48)

Richmond YouthBuild Construction Training Plan

Project Summary

The Richmond YouthBuild program will train 64 participants from the city of Richmond, California in construction skills, enable them to gain educational credentials, and provide a broad array of case managed supportive services to help overcome barriers to successful employment. Participants will be trained in three cohorts of 20-22 individuals each at a training facility and hands- on construction site both located in Richmond. Strong ties with local trade unions, as documented in the attached letters of support, will offer the opportunity for entry into apprenticeship in a range of crafts, enabling participants to move to higher skilled, higher paid work after completion. A partnership with Contra Costa College, whose curriculum includes the possibility for obtaining training certifications in fields such as automotive services, information and communication technology, culinary arts and emergency medial services, will provide additional pathways for those with the interest and aptitude to continue their education. The Forklift Academy will also provide the training for Richmond YouthBuild's Construction Plus option, in forklift operations and logistics, described in the attached Construction Plus Field Proposal document.

Construction Training Scope Including Goals and Objectives

Richmond YouthBuild will use the industry-recognized Multi-Craft Core curriculum (MC3) as the training foundation to provide participants with a Pre-Apprenticeship program in standardized basic construction skills training, overseen by a master craftsman coach. Training includes: concrete forms, steel stud framing, tool safety, blueprint reading, basic electrical, basic building materials, basic plumbing, green building techniques and more. Richmond YouthBuild training aligns employer needs with participant career interests to *deliver industry-recognized*

certifications to every participant who completes training, and will include: MC3, OSHA 30, and HAZWOPER 40. At least 40 percent of participant time in the program will be devoted to occupational skills development training.

The primary goal of the Richmond YouthBuild training program is to help individuals from local communities who have significant barriers to employment gain the skills and knowledge they need to obtain well-paid employment and become contributing members of society. Objectives leading to this goal include the following: (1) A minimum of 75% of program graduates will be placed in education or employment upon completion; (2) At least 75% of those who are placed in employment will be retained for a minimum of six months; (3) At least 75% of participants who entered the program will attain a degree or certificate; and (4) A minimum of 75% of participants who entered the program without a high school diploma or GED will show gains in literacy and numeracy.

Training Strategy

Project-based learning is at the heart of the instructional strategy for Richmond YouthBuild. Participants will be given the opportunity to apply their skills to real world situations both at the training facility and at the housing work site, including work in groups, or on specific construction tasks that strengthen individual skills. Construction industry skills training will be delivered by an experienced trainer and assistant at the project work site as well as in a construction lab environment. The training period for three cohorts will last for a total of 36 weeks (three training periods of 12 weeks each), and will be delivered in modules taught by Jonathan Brito, an MC3 and Home Builders Institute-certified construction trainer who is responsible for the quality of the program being presented, participant discipline, classroom maintenance, and the safety and security of all individuals and supplies. The training schedule

will include alternating weeks of 5 mornings of construction lab training followed by a week of 5 mornings of academic instruction. Monday through Thursday afternoon of every week will be spent in hands on learning at the construction work site, with Friday afternoons reserved for community service and leadership activities.

Roles and Responsibilities of Staff

Project Manager Fred Lucero will play a key role in ensuring that construction trainers and educational instructors are trained in the YouthBuild model and deliver a high quality program. He will also be responsible for communication with project partners and completion of required reports to DOL. The Project Manager will coordinate the work during the start up period in the initial four months; supervise the program staff; facilitate alignment between the academic and vocation training components; and track program outcomes to ensure that they are being met. Jonathan Brito will serve as the Lead Vocational Instructor and Angel Gomez, a Richmond YouthBuild graduate, will be the Assistant Vocational Instructor. Key roles for the vocational training staff include: establishing participant ground rules and expectations; determining the sequence of instruction for various trade skills; regularly connecting with the YouthBuild academic instructors (provided by John Muir Academy) to ensure that participant work in these two areas is complementary; communicating with the contractor at the work site so that scheduling and expectations are clear; weekly consultation with the program Case Manager, regarding participant progress; and regular safety instruction review. The Case Manager, Danielle Mason, will carry out initial participant assessments; collaborate with the academic and vocational instructors on the development and implementation of participants' Individualized Education and Employment Plans (IEEPs), link participants with needed supports, including through the Richmond One-Stop/America's Job Center; and provide support for job search and

retention for 12 months after program completion. Ms. Mason is currently a Case Manager for both RichmondBuild and Richmond YouthBuild. The Job Developer, Natasha Terry, will be responsible for establishing a network of employment opportunities for participants that includes internships and unsubsidized employment, identifying and building relationships with potential employers, and assisting youth in obtaining placements in employment. Ms. Terry is a RichmondBuild graduate.

Contingency Plan

The extensive partner networks of the Richmond Workforce Development Board will help to ensure continuation of the program regardless of any contingencies that need to be addressed in the course of its operation. Key staff have already been identified, and through its union partners the program has access to others with the necessary skills if needed. Richmond YouthBuild has relationships with multiple community-based non-profit housing developers with available property inventory available that could replace the proposed hands-on worksite in the event of unforeseen difficulties.

Training Materials, Design, and Standards

As indicated above, the project will use the most current training materials for the nationally recognized Multi-Craft Core Curriculum (MC3), OSHA 30 and HAZWOPER 40.

Restrictive Covenant Clause

The property to be rehabilitated using DOL YouthBuild grant participants will be covered by a restrictive covenant clause that ensures that for a period of at least five years the property will only be rented to low-income individuals or families.

CONSTRUCTION PLUS Field Proposal

Applicant must complete one form for each proposed additional occupational field beyond construction.

Applicant organization name & address:

Richmond Workforce Development Board
330 North 25th Street
Richmond, CA 94804

Project type (*select one*): Rural Urban Tribal

Occupational field: Transportation/logistics

Previously offered this Construction Plus field (*select one*): Yes No

Evidence of industry need (local labor market data with citations):

Demand for Industrial Truck and Tractor Operators, another term for this occupation, is expected to grow by 10.4% between 2018 and 2028, with a total of 3,450 total job openings during that period in the Alameda-Contra Costa County Metropolitan Division. Current median hourly wages are \$20.38. (Data from California Employment Development Department-Labor Market Information Division, accessed at <https://www.labormarketinfo.edd.ca.gov/> on 1/15/22)

Anticipated number of youth to be trained in this industry: 7 (out of a total of 64)

Intended industry-recognized credential(s):

Forklift Operator-OSHA certified

How will training be provided? (*select one*): Directly by grantee Through a contract

Planned training and curriculum approach:

Participants will receive training through the Forklift Academy, located in Hayward, California, and will receive and OSHA approved certification in forklift operations.

Anticipated length of training: 1 day

Linked occupations (i.e., for healthcare, Home Health Aide, CNA, EMT, RN, Nurse Practitioner, etc.):

Industrial truck and tractor operator, warehouse operations, logistics

Have apprenticeship opportunities been developed? (*select one*): Yes No

If yes, identify apprenticeship partners:

Opportunities for apprenticeship are still being explored.

Where will work-based learning occur and which partner(s)/employer(s) will provide it?

Work-based learning will be provided by the industrial staffing company PeopleReady, as indicated in the MOU included with the Letters of Commitment for project partners.

Additional partners and their roles in training:

People Ready will provide work-based learning opportunities for program participants

Printed name of grant application signatory:

Tamara Walker, Deputy Director, Richmond Workforce Development Board

Signature:

Tamara Walker

Title: Deputy Director

Date: January 19, 2022

Memorandum of Understanding—Richmond YouthBuild Construction Plus Training

The purpose of this Memorandum of Understanding is to outline the shared and separate responsibilities of the Richmond Workforce Development Board (hereafter the RWDB) and PeopleReady in providing work experience opportunities for Richmond YouthBuild participants who are enrolled in the forklift and logistics training pathway. The purpose of this pathway is to provide a career training option for participants who may be interested in an alternative to construction as their occupation of choice.

Shared Roles and Responsibilities

The RWDB and PeopleReady agree to carry out the following in support of the Richmond YouthBuild Construction Plus strategy:

- Communicate regularly to ensure that work experience opportunities for Richmond YouthBuild participants are aligned with program goals
- Coordinate schedules to enable Richmond YouthBuild participants to take part in forklift experience training during the same period that other participants are engaged in construction training

RWDB Roles and Responsibilities

- Provide YouthBuild participants who are interested in the forklift/logistics pathway with accurate information about the opportunity and about what the training will include
- Provide YouthBuild participants with transportation to and from the site at which PeopleReady will provide them with work experience in forklift operations
- Communicate clearly to YouthBuild participants regarding behavioral expectations while on the work site

Tamara Walker

1/18/2022

Tamara Walker, Deputy Director, Richmond Workforce Development Board Date

People Ready Roles and Responsibilities

- Communicate with the Forklift Academy regarding the content of the provided training and design the participant work experience to build upon what is learned in that training
- Provide evaluative feedback to Richmond YouthBuild staff regarding the performance of each participant during their forklift work experience
- Consider Richmond YouthBuild work experience participants who have successfully completed their work experience for referral to employment opportunities in the field

Isabel Rios

1/19/22

Isabel Rios, Manager, PeopleReady

Date

Printed name of grant application signatory:

Tamara Walker, Deputy Director, Richmond Workforce Development Board

Signature:

Tamara Walker

Title: Deputy Director

Date: January 19, 2022

WORK SITE DESCRIPTION

PAGE 1

ETA – 9143

YouthBuild (YB) GRANT**OMB No. 1205-0464****Expires: 11/30/2024****APPLICANT IDENTIFYING INFORMATION** *(Complete All Sections – see instructions below)***A SEPARATE ETA-9143 WITH ALL RELEVANT ATTACHMENTS* IS REQUIRED FOR EACH YOUTHBUILD WORK SITE****1. Applicant / Grantee Organization Name & Address:** Richmond Workforce Development Board, 330 North 25th Street, Richmond, CA 94804**2. Work Site Property Identification (Address and/or Geographic Parcel Identification Number (GPIN)):** 1333-1335 Gaynor Avenue, Richmond, CA 94801**3. Number of housing units planned to be constructed or renovated on this work site property:** One**4. Type of housing to be produced (Check all that apply):**X Residential / rental Homeownership Transitional housing for the homeless**5. Will all housing produced be provided for homeless, low-income, or very-low income persons?** X Yes No**6. The on-site training consists of (Check all that apply):** New Construction X Renovation**7. Name of the current owner of work site property:** Jennifer Apit Brito**8. Name of entity that will own / manage the property after the construction or renovation work is completed (if unit will be sold to low-income individual or family after completion put current owner here):** Jennifer Apit Brito**9. In accordance with 20 CFR 688.730, the owner agrees to the five-year Restrictive Covenant at the time of the issuance of the occupancy permit:**X Yes No If “No,” please explain:

*If the property is being renovated and will not require an occupancy permit, the grantee must confirm the home owner/resident is or will be a low-income individual or family.

***REQUIRED ATTACHMENTS:** At a minimum, each work site property must include ETA-9143 pages 1 & 2 and Attachments A & B. See instructions below.**PAGE 2:** Individual Housing Project Site Estimate and Documentation of Resources.Complete PAGE 2 and attach documentation of resources behind PAGE 2.**ATTACHMENT A:** Documentation of Access. See the attached suggested template labeled Attachment A: Attestation of Ownership and Access. The attachment must be dated less than six months before submission to DOL.**ATTACHMENT B:** Description of the specific construction / renovation activities in which YouthBuild participants will be actively engaged. See the attached suggested template, labeled ATTACHMENT B.**ATTACHMENT C:** Are any YouthBuild grant funds being used for construction materials? Yes X No **IF YES,** complete and submit ATTACHMENT C, using the attached suggested template.**ATTACHMENT D:** Are any of the units currently occupied? Yes X No**IF YES,** complete and submit ATTACHMENT D, using the attached suggested template.

Information required from Applicant / Grantee Organization Signatory:

Printed Name: Tamara Walker Signature: Tamara WalkerTitle: Deputy Director Date: 01/20/21Organization: Richmond Workforce Development Board

INDIVIDUAL HOUSING PROJECT SITE ESTIMATE

YouthBuild (YB) GRANT

PAGE 2

OMB No. 1205-0464

ETA – 9143

Expires: 11/30/2024

Applicant / Grantee Organization Name: Richmond Workforce Development Board

Address and/or GPIN of Work Site Property (Include city, state, and zip code): 1333-1335 Gaynor Avenue, Richmond, CA 94801

① Housing Project Costs¹ for Site

Grant Activities	Resources – Do not include costs of staff salaries participant stipends and wages					
	YouthBuild	Other Federal	State	Local	Private	TOTAL
Acquisition				\$0		\$0
Architecture & Engineering				\$0		\$0
Housing Construction				\$0		\$0
Housing Renovation				\$60,000		\$60,000
TOTAL				\$60,000		\$60,000

Report leveraged resources that are NON-FEDERAL in origin here and on the ETA-9130. Report FEDERAL leveraged resources on this form only.

Note 1: Include both cash and in-kind contributions.

② Documentation of Housing Resources

- **Attach a letter of commitment from each provider / donor** that provides the specific match amount dedicated to the construction project and the source of the funding. Letter should be dated no more than six months prior to the date of submission to DOL. If using YouthBuild grant funds, include this in the chart below and in Attachment D.
- Note that the total value of the **COSTS** table (above) should match the total value of the **DOCUMENTATION** table (below).

Name of Provider / Donor	Cash or In-Kind?	Dollar Value Provided
Jennifer Apit Brito	In-kind	\$60,000
TOTAL		\$60,000

OMB No.: 1205-0464 OMB Expiration Date: 11/30/2021 OMB Burden Hours: 30 minutes OMB Burden Statement: These reporting instructions have been approved under the Paperwork Reduction Act of 1995. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Information is collected from eligible applicants for a competition to determine which entities will receive grant funds. Public reporting burden for this collection of information includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Submission is mandatory and is authorized under the Workforce Innovation and Opportunity Act Public Law 113-128 Sec. 171. The information will be used for the YouthBuild grant and response to this request for information is required in order to receive the benefits to be derived. The information requested does not lend itself to confidentiality. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for

ATTACHMENT A: Attestation of Ownership and Access

ETA – 9143

YouthBuild (YB) GRANT

OMB No. 1205-046

Expires: 11/30/2024

I certify the following (check applicable box) regarding the work site property identified below:

- I am the legal owner of the work site property;
- I am the legal signatory for the organization that owns the work site property;
- I am the legal signatory for the organization that has a signed contract for, or option to purchase, the work site property (Future Owner).

I affirm that the YouthBuild program and its participants will have access to the work site property for the duration of the program or until the agreed upon construction activities are completed by the program, whichever comes first.

Work Site Property Address (Address and/or GPIN.)* 1333-1335 Gaynor Avenue, Richmond, CA 94801

OWNER or FUTURE OWNER of Work Site Property* Jennifer Apit Brito

Name of Individual with the legal authority to make this attestation* Jonathan Brito

TITLE Owner

SIGNATURE

Jennifer A. Brito

DATE SIGNED:

1-19-2022

* The address specified must match the address listed in box 2 on page 1 and on page 2 of ETA-9143.

* The owner specified must be the same as that listed in box 7 on page 1 of ETA-9143.

NOTE: If the property owner prefers to submit a letter, it must contain all information listed on this template and be signed and dated as required.

ATTACHMENT B: Description of Activities

ETA – 9143

YouthBuild (YB) GRANT

OMB No. 1205-0464

Expires: 11/30/2024

1. Applicant / Grantee Organization Name & Address:

Richmond Workforce Development Board, 330 North 25th Street, Richmond, CA 94804

2. Work Site Property Identification (*Address and/or GPIN*): 1333-1335 Gaynor Avenue, Richmond, CA 94801

3. Number of **participants proposed** to work on work site: 64 (in cohorts of 20 to 22 participants)

4. Anticipated time it will take to complete construction or renovation project:

Twelve months

5. Description of specific construction (new build or renovation) activities in which participants will be engaged (i.e. modules of training, such as framing, carpentry, drywall, installation, etc.). **This section should describe exactly what work is being done on the housing unit, whether a brand-new build or a renovation, and in which parts of that work YouthBuild participants will receive hands-on training:**

Full renovation of an existing home. The home is 2 bedroom with 1 bathroom. Renovation will include new plumbing, electrical wiring (rough and finished), roofing, flooring and drywall work.

January 19, 2022

Martin Walsh
Secretary of Labor
Frances Perkins Building
200 Constitution Ave., NW
Washington, DC 20210

Re: Letter of Commitment in support of City of Richmond application for YouthBuild funding.

Dear Secretary Walsh,

I am writing to provide this letter of commitment in support of the proposal by the Richmond Workforce Development Board for YouBuild FY 2022 funding. There is a significant need for more affordable housing in our community, and we welcome the support of Richmond YouthBuild to help increase the supply. I also want to voice my support of YouthBuild's mission to serve youth from ages 16 to 24 years with barriers to employment, a population with significant needs in the city of Richmond.

As an indication of our support for Richmond's YouthBuild program we commit to providing the following resources for the program:

- Access for Richmond YouthBuild participants to the housing site located at 1333-1335 Gaynor Avenue, Richmond, California, 94801, where they will take part in the rehabilitation of affordable housing
- Coordination of work responsibilities for YouthBuild trainees on site
- Opportunity for YouthBuild trainees to shadow trades persons working on the site
- Required building materials needed for renovation of the housing unit

We estimate that the dollar value of the property to be \$614,000, with an estimated project cost of \$60,000. Please contact me at (415) 858-9607 if you require further information regarding this commitment.

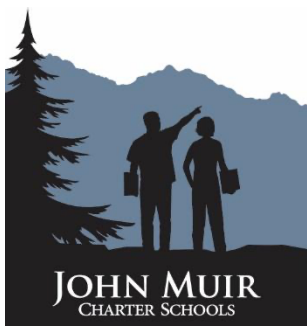
Sincerely,


Jennifer Apit Brito

Richmond YouthBuild Timeline for Four-Month Planning Period

As documented in the attached letters of commitment, the RWDB has extensive connections with labor, employer, CBO and government partners, and these pre-existing relationships will facilitate the rapid establishment of program operations upon receipt of YouthBuild funding. The ten-year history of operating the RichmondBUILD program and serving more than 700 participants means that the systems and relationships are already in place to operate a successful YouthBuild program.

Time Period	Activity
Month One	<ul style="list-style-type: none"> • Hold initial planning meeting with project partners; • Establish contract with John Muir Charter School; • Begin preparation of training and academic classroom site; and • Develop participant outreach and recruitment plan.
Month Two	<ul style="list-style-type: none"> • Confirm John Muir Charter School Lead Academic Instructor; • Recruit John Muir Classroom Aide; and • Initiate participant outreach and recruitment.
Month Three	<ul style="list-style-type: none"> • Interview potential participants for eligibility and assessment; • Contract with Project Manager, Fred Lucero • Contract with Administrative/MIS staff, Gustavo Ceja; • Contract with Lead Vocational Instructor, Jonathan Brito; • Contract with Assistant Vocational Instructor, Angel Gomez; • Contract with Case Manager, Daniel Mason; • Contract with Job Developer, Natasha Terry; • Contract with Mental Toughness trainers; • Plan and design academic & vocational classroom implementation plan with existing staff; • Meet with employer partners to obtain input on the curriculum and their hiring needs • Continue outreach and recruitment.
Month Four	<ul style="list-style-type: none"> • Enroll participants for first cohort; • Interview and hire Lead Credentialed Instructor; • Interview and hire Classroom Aides; • Review academic/vocational integration plan with all new staff; • Secure all program materials and supplies; and • Continue outreach and recruitment.



John Muir Charter Schools
12338 McCourtney Road
Grass Valley, CA 95949
Phone: 530.272.4008
Fax: 530.272.4009
Web: www.johnmuirs.com

December 10, 2021

Martin Walsh
Secretary of Labor
Frances Perkins Building
200 Constitution Ave., NW
Washington, DC 20210

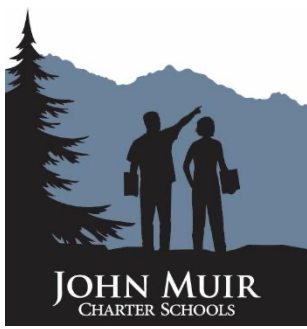
Honorable Secretary Walsh,

John Muir Charter Schools (JMCS) enthusiastically supports the Richmond Workforce Development Board's (RWDB) application to the U.S. Department of Labor for a YouthBuild grant. JMCS is honored that RWDB has chosen JMCS to provide high school services to your program and students. In this letter, I describe JMCS's commitment to provide programmatic and fiscal support to the RWDB YouthBuild program.

Background on John Muir Charter School: Fully accredited by the Western Association of Schools and Colleges, JMCS provides high school services exclusively to youth development programs in California like Richmond YouthBuild. Our credentialed teachers and aides provide classroom instruction tailored to the strengths, challenges, interests, and learning styles of each student. JMCS teachers and administrators work closely with YouthBuild staff to coordinate academic, life-skills, and vocational education, as well as community service. JMCS assesses students upon enrollment and periodically thereafter to identify student needs, and to measure student, class, and school-wide progress.

JMCS Commits \$11,317 per Richmond YouthBuild Student: JMCS will receive constitutionally guaranteed state funding for each student at Richmond YouthBuild that JMCS serves, as measured by average daily attendance (ADA). Based on Richmond YouthBuild and JMCS's projection that your program will generate 25 ADA per year during the duration of the YouthBuild grant and subsequent years, JMCS will provide Richmond YouthBuild with a total of \$282,925 per year in high school services. This \$282,935 per year consists of both direct (direct services to students) and indirect (administrative) services.

In its site budget, JMCS provides Richmond YouthBuild with highly qualified, motivated, and certificated teachers. JMCS typically employs one full-time classroom teacher per 17 ADA, which provides more one-on-one and one-on-few education opportunities than is typical in other high schools. The site budgets also include funds for classroom aides, books and supplies, computer resources, and other items. JMCS managers will work closely with Richmond YouthBuild program managers to allocate JMCS funds most effectively given local needs. The JMCS indirect costs referenced above include, for example, administrative salary costs, assessment and education software, a student information system, training, insurance, counseling



John Muir Charter Schools
12338 McCourtney Road
Grass Valley, CA 95949
Phone: 530.272.4008
Fax: 530.272.4009
Web: www.johnmuirecs.com

services and curriculum support. JMCS also provides various administrative and business services associated with managing the education budget and programs. The Nevada County (a California county) Office of Education provides regulatory oversight of John JMCS Charter School, as required by state law. JMCS's commitment of education services to Richmond YouthBuild participants is contingent only on their enrollment in JMCS.

On behalf of John Muir Charters Schools' Board of Directors and staff, thank you for supporting Richmond YouthBuild and its students. Please let me know if I can provide any additional information about our commitment to providing services to Richmond YouthBuild, I may be reached at rjguess@johnmuirecs.com or 530-277-6259.

Sincerely,

A handwritten signature in blue ink, appearing to read "R.J. Guess", with a long horizontal flourish extending to the right.

R.J. Guess
Chief Executive Officer
John Muir Charter Schools



IQ PERSONNEL

ENVIRONMENTAL STAFFING

December 16th, 2021

Martin Walsh
Secretary of Labor
Frances Perkins Building
200 Constitution Ave., NW
Washington, DC 20210

RE: City of Richmond Application to DOL YouthBuild Program CFDA #17.274

Dear Secretary Walsh,

IQ Personnel is submitting this letter of commitment on behalf of the Richmond Workforce Development Board's (RWDB's) application for funding for the Richmond YouthBuild Program. We believe that the determination of the RWDB to serve at risk youth through this program will have a significant positive impact upon the community.

We have partnered actively with the RWDB's RichmondBUILD program, a nationally recognized construction training program that serves a similar target population to that of YouthBuild. Through that partnership, we have hired numerous graduates from RichmondBUILD. As a partner to the Richmond YouthBuild program, we commit to the following:

- Providing input into the training curriculum to make it as effective as possible in preparing young people for construction industry careers;
- Offering presentations to trainees by our staff on the skills and knowledge necessary to succeed in the construction field; and
- Providing employment opportunities to Richmond YouthBuild graduates through our HouseHold Hazardous Waste and various Contractors.

We look forward to being a partner in this outstanding program. If I can be of further assistance, please feel free to contact me at 562 698 2800.

Sincerely yours,

Richard Clavesilla



General Manager



MARIN COUNTY | NAPA COUNTY | UNINCORPORATED CONTRA COSTA COUNTY | UNINCORPORATED SOLANO COUNTY
BENICIA | CONCORD | DANVILLE | EL CERRITO | FAIRFIELD | LAFAYETTE | MARTINEZ | MORAGA | OAKLEY
PINOLE | PITTSBURG | PLEASANT HILL | RICHMOND | SAN PABLO | SAN RAMON | VALLEJO | WALNUT CREEK

December 14, 2021

Martin Walsh
Secretary of Labor
Frances Perkins Building
200 Constitution Ave., NW
Washington, DC 20210

RE: City of Richmond Application to DOL YouthBuild Program CFDA #17.274

Dear Secretary Walsh,

Marin Clean Energy is submitting this letter of commitment on behalf of the Richmond Workforce Development Board's (RWDB's) application for funding for the Richmond YouthBuild Program. We believe that the determination of the RWDB to serve at risk youth through this program will have a significant positive impact upon the community.

We have partnered actively with the RWDB's RichmondBUILD program, a nationally recognized construction training program that serves a similar target population to that of YouthBuild. Through that partnership, we have helped with training and recruitment for green collar jobs, particularly in the solar industry. In partnership with RichmondBUILD we led the construction of 35 acre solar facility in the community which created over 350 jobs, many of which were filled by RichmondBuild graduates. As a partner to the Richmond YouthBuild program, we commit to the following:

- Providing input into the training curriculum to make it as effective as possible in preparing young people for construction industry careers;
- Offering presentations to trainees by our staff on the skills and knowledge necessary to succeed in the renewable energy or energy efficiency field; and
- Offering any relevant employment opportunities to Richmond YouthBuild graduates.

We look forward to being a partner in this outstanding program. If I can be of further assistance, please feel free to contact me at (415) 464-6020.

Best regards,

Dawn Weisz
CEO



NET ELECTRIC, INC.

ELECTRICAL – ENERGY SOLUTIONS – SOLAR DESIGN-BUILD
LICENSE # 960045 / DIR # 1000006222

December 13, 2021

Martin Walsh
Secretary of Labor
Frances Perkins Building
200 Constitution Ave., NW
Washington, DC 20210

RE: City of Richmond Application to DOL YouthBuild Program CFDA #17.274

Dear Secretary Walsh,

NET ELECTRIC, INC is submitting this letter of commitment on behalf of the Richmond Workforce Development Board's (RWDB's) application for funding for the Richmond YouthBuild Program. We believe that the determination of the RWDB to serve at risk youth through this program will have a significant positive impact upon the community.

We have partnered actively with the RWDB's RichmondBUILD program, a nationally recognized construction training program that serves a similar target population to that of YouthBuild. Through that partnership, we have hired a total of 10 graduates from RichmondBUILD. As a partner to the Richmond YouthBuild program, we commit to the following:

- Providing input into the training curriculum to make it as effective as possible in preparing young people for construction industry careers.
- Offering presentations to trainees by our staff on the skills and knowledge necessary to succeed in the construction field; and

We look forward to being a partner in this outstanding program. If I can be of further assistance, please feel free to contact me at 866-334-2400 x 701.

Sincerely yours,

A handwritten signature in blue ink, appearing to read "Nathan E Tyler", with a long horizontal flourish extending to the right.

Nathan E Tyler
President
NET ELECTRIC, INC



200 Parr Boulevard
Richmond, CA 94801
Tel 510-234-0926
Fax 510-237-2435
www.overaa.com

January 4, 2022

Martin Walsh
Secretary of Labor
Frances Perkins Building
200 Constitution Ave., NW
Washington, DC 20210

RE: City of Richmond Application to DOL YouthBuild Program CFDA #17.274

Dear Secretary Walsh,

The Overaa Construction Company is submitting this letter of commitment on behalf of the Richmond Workforce Development Board's (RWDB's) application for funding for the Richmond YouthBuild Program. We believe that the determination of the RWDB to serve at risk youth through this program will have a significant positive impact upon the community.

We have partnered actively with the RWDB's RichmondBUILD program, a nationally recognized construction training program that serves a similar target population to that of Youthbuild. Through that partnership, we have hired a total of 4 graduates from RichmondBUILD. As a partner to the Richmond YouthBuild program, we commit to the following:

- Providing input into the training curriculum to make it as effective as possible in preparing young people for construction industry careers;
- Offering presentations to trainees by our staff on the skills and knowledge necessary to succeed in the construction field; and
- Providing employment opportunities to Richmond YouthBuild graduates through our First Source hiring agreement with the City of Richmond, if possible.

We look forward to being a partner in this outstanding program. If I can be of further assistance, please feel free to contact me at 510-231-5506.

Sincerely yours,

Overaa Construction

A handwritten signature in black ink that reads "Zane Handoush". The signature is written in a cursive, flowing style with a long horizontal line extending to the right.

Zane Handoush
Dispatcher & Manpower Specialist

Memorandum of Understanding—Richmond YouthBuild Construction Plus Training

The purpose of this Memorandum of Understanding is to outline the shared and separate responsibilities of the Richmond Workforce Development Board (hereafter the RWDB) and PeopleReady in providing work experience opportunities for Richmond YouthBuild participants who are enrolled in the forklift and logistics training pathway. The purpose of this pathway is to provide a career training option for participants who may be interested in an alternative to construction as their occupation of choice.

Shared Roles and Responsibilities

The RWDB and PeopleReady agree to carry out the following in support of the Richmond YouthBuild Construction Plus strategy:

- Communicate regularly to ensure that work experience opportunities for Richmond YouthBuild participants are aligned with program goals
- Coordinate schedules to enable Richmond YouthBuild participants to take part in forklift experience training during the same period that other participants are engaged in construction training

RWDB Roles and Responsibilities

- Provide YouthBuild participants who are interested in the forklift/logistics pathway with accurate information about the opportunity and about what the training will include
- Provide YouthBuild participants with transportation to and from the site at which PeopleReady will provide them with work experience in forklift operations
- Communicate clearly to YouthBuild participants regarding behavioral expectations while on the work site

Tamara Walker

1/18/2022

Tamara Walker, Deputy Director, Richmond Workforce Development Board Date

People Ready Roles and Responsibilities

- Communicate with the Forklift Academy regarding the content of the provided training and design the participant work experience to build upon what is learned in that training
- Provide evaluative feedback to Richmond YouthBuild staff regarding the performance of each participant during their forklift work experience
- Consider Richmond YouthBuild work experience participants who have successfully completed their work experience for referral to employment opportunities in the field

Isabel Rios

1/19/22

Isabel Rios, Manager, PeopleReady

Date

Printed name of grant application signatory:

Tamara Walker, Deputy Director, Richmond Workforce Development Board

Signature:

Tamara Walker

Title: Deputy Director

Date: January 19, 2022



January 11, 2022

Martin Walsh
Secretary of Labor
Frances Perkins Building
200 Constitution Ave., NW
Washington, DC 20210

▲ Vision

The Richmond Workforce Investment Board will, through private industry and public agency partnerships, contribute to the economic growth of the region by promoting and overseeing a flexible and responsive workforce system, which aligns job seekers' skills with current and future employer needs.

Honorable Secretary Walsh,

The Richmond Workforce Development Board is pleased to submit the attached application for YouthBuild Program funding. We are acutely aware for the importance of providing education and training support to young people who have significant barriers to employment. Through its nationally recognized RichmondBUILD program, the Richmond Workforce Development Board has demonstrated its ability to work effectively with the population that this funding is intended to serve.

We look forward to actively implementing the plan of action described in the proposal. Specifically, we commit to executing the following programs and activities:

- Providing outreach and referrals to potential program participants through our One Stop/American Job Center.
- Offering pre-employment programs and workshops to help participants prepare for entry into the workforce.
- Assessing YouthBuild participants for eligibility for WIOA and other services and linking them to the appropriate services.
- Assisting program participants in seeking employment in the construction industry and other areas once they have completed their training experience.

We are excited about the opportunity for YouthBuild to improve the prospects for young people in our community, and the economic vitality of our community as a whole.

Sincerely,

A handwritten signature in blue ink that reads "Tamara Walker". The signature is fluid and cursive, with the first name "Tamara" being larger and more prominent than the last name "Walker".

Tamara Walker, Deputy Director
Employment & Training

Probation Department
Administrative Office

50 Douglas Drive, Suite 201
Martinez, CA 94553
(925) 313-4180
FAX (925) 313-4191

**Contra
Costa
County**



Esa Ehmen-Krause, MPA
Chief Probation Officer

January 10, 2022

Martin Walsh
Secretary of Labor
Frances Perkins Building
200 Constitution Ave., NW
Washington, DC 20210

Honorable Secretary Walsh,

The Contra Costa County Probation Department is pleased to submit this letter of commitment detailing our participation in the Richmond YouthBuild Program. We look forward to being part of the implementation activities that are described in the proposal.

The City of Richmond and adjacent areas of Contra Costa County continue to suffer from juvenile crime, much of which can be directly attributed to the lack of economic opportunity for our young people. Without the avenues for constructive participation in society, many youth will become involved in the criminal justice system, at a considerable cost to both these young people and their communities.

Richmond YouthBuild offers a promising opportunity for at risk young people to receive training for good paying jobs in the construction industry, and to seek a positive future. The Richmond Workforce Development Board has demonstrated its capacity to work successfully with this population through its nationally recognized RichmondBUILD program, and we are pleased to commit to the following activities as a partner in this effort:

- Refer eligible young people for participation in Richmond YouthBuild;
- Provide support and guidance for YouthBuild participants who are engaged with the court system;
- Assist with the reporting of recidivism rates for YouthBuild participants involved in the criminal justice system; and
- Collaborate with program evaluators to evaluate program outcomes.

Please contact me at (925)313-4188 if I can further clarify our commitment to Richmond YouthBuild. I am confident that your funding of this proposal will yield a dramatic return, not only for the community of Richmond, but also for the whole region.

Sincerely,

A handwritten signature in blue ink, appearing to read "Esa Ehmen-Krause", with a long horizontal flourish extending to the right.

Esa Ehmen-Krause, MPA
Chief Probation Officer



Richmond Police Department

Office of the Chief of Police

1701 Regatta Boulevard, Richmond, CA 94804-7409
Bus: (510) 621-1802 Fax: (510) 620-6880

January 5, 2021

Martin Walsh
Secretary of Labor
Frances Perkins Building
200 Constitution Ave., NW
Washington, DC 20210

Re: Letter of Commitment in support of City of Richmond application for YouthBuild funding.

Honorable Secretary Walsh,

The **Richmond Police Department** enthusiastically submits this letter of commitment detailing our participation in the Richmond YouthBuild Program. We look forward to being part of the implementation activities that are described in the proposal.

The City of Richmond is impacted by disproportionately high levels of juvenile crime, much of it closely tied to the lack of economic opportunity for our young people. Without the avenues for constructive participation in society, many youth will become involved in the criminal justice system, at a considerable cost to both these young people and their communities.

Richmond YouthBuild offers a promising opportunity for at risk young people to receive training for good paying jobs in the construction industry, and to seek a positive future. The Richmond Workforce Development Board has demonstrated its capacity to work successfully with this population through its nationally recognized RichmondBUILD program, and we are pleased to commit to the following activities as a partner in this effort:

- Refer eligible young people for participation in Richmond YouthBuild;
- Provide support and guidance for YouthBuild participants who are engaged with the criminal justice system;
- Assist with the reporting of recidivism rates for YouthBuild participants involved in the criminal justice system; and
- Collaborate with program evaluators to evaluate program outcomes.

Please contact me at (510) 620-1802 if I can further clarify our commitment to Richmond YouthBuild. I am confident that your funding of this proposal will yield a dramatic return, not only for the community of Richmond, but also for the whole region.

Sincerely,

Louie Trona
A/Chief of Police

Friends of the Richmond Greenway

Box 70105, Richmond, CA 934801

Martin Walsh
Secretary of Labor
Frances Perkins Building
200 Constitution Ave., NW
Washington, DC 20210

January 4, 2022

Re: Letter of Commitment in support of City of Richmond application for YouthBuild funding.

Honorable Secretary Walsh,

Please accept this letter of support for the Richmond Workforce Development Board's application for YouthBuild grant funding. The Friends of the Richmond Greenway (FORG) has worked closely with the City of Richmond to activate, develop and maintain the Richmond Greenway. Our partnership has resulted in considerable green infrastructure improvements and a variety of innovative educational and recreational opportunities along the Richmond Greenway. As stewards of the Richmond Greenway, we are grateful for the inclusion of the proposed community service projects for their potential to positively impact the Richmond Greenway and the many Richmond residents who rely on it and to see this type of transformative opportunity being extended to our youth.

FORG is coalition of Greenway-serving nonprofits and community members strives to improve health and wellness, safety, beauty, and access to outdoor recreation, by activating the long-neglected section of the 3-mile greenway corridor. We have enjoyed many successes in garnering funding for capital improvements, however, we are regularly disappointed that maintenance activity is excluded from the various state grant programs we have secured. The prospect that this YouthBuild application would provide additional training hours for the cohorts in the YouthBuild training program to render community service towards our unfunded park maintenance backlog is welcome.

If awarded, the YouthBuild program would not only provide a much-needed injection of people power into the Richmond Greenway, it would also be a great benefit to the participants to interact with the inspiring programs each of our organizations has created along the Richmond Greenway. We believe we can thus create more environmental awareness on the part of the YouthBuild-ers to become caretakers of the parks. On behalf of the membership of FORG, we respectfully recommend this proposal.

Sincerely,


Cheryl Maier, Secretary

Friends of the Richmond Greenway

**THE IRON TRIANGLE
NEIGHBORHOOD
COUNCIL**
RICHMOND CA

Martin Walsh
Secretary of Labor
Frances Perkins Building
200 Constitution Ave., NW
Washington, DC 20210

January 6, 2022

Dear Secretary Walsh,

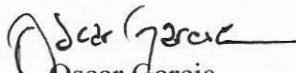
The Iron Triangle Neighborhood Council is pleased to offer this letter of support for the proposed Richmond YouthBuild Program. Our Neighborhood Council has the community jurisdiction over this neighborhood and has been actively involved in many YouthBuild projects over the years. Our local community faces significant challenges in helping residents achieve their full potential. We are pleased to have the opportunity to join in this proposal to continue the work of YouthBuild with young people in Richmond.

The opportunity for well-paid employment provides a key component on the pathway to success that is essential for the young people of our community. Our active participation in Richmond YouthBuild will include a commitment to the following:

- Include YouthBuild in community projects that require some skills and a willingness to participate
- Refer eligible young people for participation in Richmond YouthBuild;
- Collaborate with other program partners to help make program activities, curriculum, and design responsive to the needs of participants in the program; and
- Participate with program evaluators to evaluate program outcomes.

The Iron Triangle Neighborhood Council looks forward to being a partner in this outstanding program. If I can be of further assistance, please feel free to contact me at (510) 798 9082.

Sincerely,


Oscar Garcia
President



December 21, 2021

Martin Walsh
Secretary of Labor
Frances Perkins Building
200 Constitution Ave., NW
Washington, DC 20210

Honorable Secretary Walsh,

Love Your Block is pleased to offer this letter of support for the proposed Richmond YouthBuild Program. Love Your Block is dedicated to working with resident volunteers to revitalize and beautify Richmond one block at a time. We strive to reduce litter, illegal dumping, and blight in Richmond. We are pleased to have the opportunity to join in this proposal to continue the work of YouthBuild with young people in Richmond.

The opportunity for well-paid employment provides a key component on the pathway to success that is essential for the young people in the communities that we serve. Our active participation in Richmond YouthBuild will include a commitment to the following:

- Provide community service-learning opportunities for YouthBuild participants through providing no-cost landscaping for senior citizens;
- Refer eligible young people for participation in Richmond YouthBuild;
- Collaborate with other program partners to help make program activities, curriculum, and design responsive to the needs of participants in the program; and
- Collaborate with program evaluators to evaluate program outcomes.

Love Your Block looks forward to being a partner in this outstanding program. If I can be of further assistance, please feel free to contact me at (510) 620-6563.

Sincerely,

A handwritten signature in black ink that reads "Stephanie Ny".

Stephanie Ny
Associate Administrative Analyst
City of Richmond
Community Services Department



Self Awareness and Recovery
4625 44th St Rm. 22
Sacramento CA 95820

1/28/2022

Martin Walsh
Secretary of Labor
Frances Perkins Building
200 Constitution Ave., NW
Washington, DC 20210

Honorable Secretary Walsh,

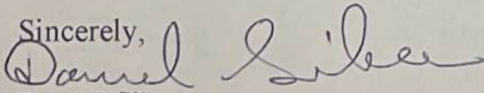
The **Self Awareness and Recovery (SAR)** program enthusiastically submits this letter of commitment detailing our participation in the Richmond YouthBuild Program. We look forward to being part of the implementation activities that are described in the proposal.

The City of Richmond and adjacent areas of Contra Costa County suffer from disproportionately high levels of juvenile crime, much of it closely tied to the lack of economic opportunity for our young people. Without the avenues for constructive participation in society, many youth will become involved in the criminal justice system, at a considerable cost to both these young people and their communities.

Richmond YouthBuild offers a promising opportunity for at risk young people to receive training for good paying jobs in the construction industry, and to seek a positive future. The Richmond Workforce Development Board has demonstrated its capacity to work successfully with this population through its nationally recognized RichmondBUILD program, and we are pleased to commit to the following activities as a partner in this effort:

- Provide violence intervention training to participants, through addressing past trauma, criminogenic thinking, and behavior patterns that lead to anti-social behavior;
- Provide support and guidance for YouthBuild participants who have been involved with the criminal justice system; and
- Collaborate with program evaluators to evaluate program outcomes.

Please contact me at (916) 490-6398 if I can further clarify our commitment to Richmond YouthBuild. I am confident that your funding of this proposal will yield a dramatic return, not only for the community of Richmond, but also for the whole region.

Sincerely,

Daniel Silva
Director & Founder



**UNITED BROTHERHOOD
CARPENTERS AND JOINERS OF AMERICA Local Union No. 152**

MARTINEZ OFFICE
3780 Alhambra Avenue
Mailing Address
P.O. Box 4040
Martinez, CA 94553
Phone (925) 228-1858
Fax (925) 229-4382

MANTECA OFFICE
1421 Moffat Boulevard
Manteca, CA 95336
Phone (209) 239-3232
Fax (209) 239-5128

January 6, 2022

Martin Walsh
Secretary of Labor
Frances Perkins Building
200 Constitution Ave., NW
Washington, DC 20210

Re: Letter of Commitment in support of City of Richmond application for YouthBuild funding.

Dear Secretary Walsh,

The Carpenters and Joiners of America, Local 152, submits this letter of commitment in enthusiastic support of the Richmond Workforce Development Board's proposal to the Department of Labor for funding under the YouthBuild Program. Carpenters and Joiners of America is committed to forming partnerships that provide training and work opportunities to area youth. As one of the major building trade unions in our region, we recognize the critical need of disadvantaged youth for pre-apprenticeship construction skills training that can create opportunities for well-paid employment.

We have partnered actively with the Richmond BUILD program, a nationally recognized pre-apprenticeship training program that serves a similar target population to those served by YouthBuild. This program has done an outstanding job of integrating the hard and soft skills training that is necessary for successful careers in the construction industry.

In order to help guarantee the success of the Richmond YouthBuild program, the Carpenters and Joiners of America, Local 152, commits to providing the following resources and/or services:

- Provide opportunities for those who have successfully completed the program to enter pre-apprenticeship training as a carpenter;
- Providing input into the training curriculum to make it as effective as possible in preparing young people for construction industry careers; and
- Offering presentations to trainees by our staff on the skills and knowledge necessary to succeed in the construction field.

We are pleased to commit to be part of this exciting project. Please contact me at (925) 228-1858 if I can be of further assistance.

Steve Bell
Senior Field Representative

SB:kb/opeiu29/afl-cio

Contra Costa Building and Construction Trades Council

2727 Alhambra Ave. Suite 5
Martinez, CA 94553
FAX (925) 372-7414



Bill Whitney, CEO
Phone (925) 925-228-0900

December 14, 2021

Martin Walsh
Secretary of Labor
Frances Perkins Building
200 Constitution Ave., NW
Washington, DC 20210

Re: Letter of Commitment in support of City of Richmond application for YouthBuild funding.

Honorable Secretary Walsh,

The Contra Costa Building and Construction Trades Council (CCBCTC) submits this letter of commitment in enthusiastic support of the Richmond Workforce Development Board's proposal to the Department of Labor for funding under the YouthBuild Program. The CCBCTC is committed to forming partnerships that provide training and work opportunities to area youth. As the representative of a range of building trade unions in our region, we recognize the critical need of disadvantaged youth for pre-apprenticeship construction skills training that can create opportunities for well-paid employment.

We have partnered actively with the Richmond BUILD program, a nationally recognized pre-apprenticeship training program that serves a similar target population to those served by YouthBuild. This program has done an outstanding job of integrating the hard and soft skills training that is necessary for successful careers in the construction industry.

In order to help guarantee the success of the Richmond YouthBuild program, the CCBCTC commits to providing the following resources and/or services:

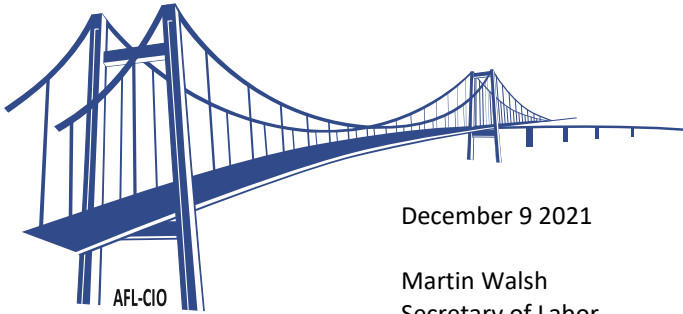
- Provide opportunities for those who have successfully completed the program to enter pre-apprenticeship training in a range of skilled construction trades;
- Providing input into the training curriculum to make it as effective as possible in preparing young people for construction industry careers; and
- Offering presentations to trainees by our staff on the skills and knowledge necessary to succeed in the construction field.

We are pleased to commit to be part of this exciting project. Please contact me at 925-228-0900 Phone Number if I can be of further assistance.

Bill Whitney, CEO
Contra Costa Building and
Construction Trades Council

IRON WORKERS LOCAL 378

UNION OFFICE OF BRIDGE, STRUCTURAL, ORNAMENTAL AND REINFORCING



3120 Bayshore Road, Benicia CA 94510 | www.ironworkers378.org

P. (707) 746-6100 | F. (707) 746-0979

December 9 2021

Martin Walsh
Secretary of Labor
Frances Perkins Building
200 Constitution Ave., NW
Washington, DC 20210

Jason Lindsey

President/ Business Agent

Re: Letter of Commitment in support of City of Richmond application for YouthBuild funding.

Dear Secretary Walsh,

Jason Gallia

*Business Manager
Financial Secretary-
Treasurer*

The Ironworkers Local 378 submits this letter of commitment in enthusiastic support of the Richmond Workforce Development Board's proposal to the Department of Labor for funding under the YouthBuild Program. We are committed to forming partnerships that provide training and work opportunities to area youth and understand the critical need of disadvantaged youth for pre-apprenticeship construction skills training that can create opportunities for well-paid employment.

Nicolas Rivera

Business Agent

We have partnered actively with the Richmond BUILD program, a nationally recognized pre-apprenticeship training program that serves a similar target population to those served by YouthBuild. This program has done an outstanding job of integrating the hard and soft skills training that is necessary for successful careers in the construction industry.

Ken Miller

*Business Agent/
Organizer*

In order to help guarantee the success of the Richmond YouthBuild program, the Ironworkers Local 378, commits to providing the following resources and/or services:

Provide opportunities for those who have successfully completed the program to enter pre-apprenticeship training as an Ironworker;
Providing input into the training curriculum to make it as effective as possible in preparing young people for construction industry careers; and
Offering presentations to trainees by our staff on the skills and knowledge necessary to succeed in the construction field.

We are pleased to commit to be part of this exciting project. Please contact me at 707-746 6100 if I can be of further assistance.

Jason Gallia

Jason Gallia
Business Manager /FST



Northern California Laborers' Joint Apprenticeship Training Committee

Westside Drive, San Ramon, CA 94583-4098

Telephone: (925) 828-2513

1/20/2022

Martin Walsh
Secretary of Labor
Frances Perkins Building
200 Constitution Ave., NW
Washington, DC 20210

Re: Letter of Commitment in support of City of Richmond application for YouthBuild funding.

Dear Brother Martin Walsh,

The Laborers Training Trust for Northern California submits this letter of commitment in enthusiastic support of the Richmond Workforce Development Board's proposal to the Department of Labor for funding under the YouthBuild Program. The Laborers Training Trust is committed to forming partnerships that provide training and work opportunities to area youth. We recognize the critical need disadvantaged youth have for pre-apprenticeship construction skills training that can create opportunities for well-paid employment.

We have partnered actively with the Richmond BUILD program, a nationally recognized pre-apprenticeship training program that serves a similar target population to those served by YouthBuild. This program has done an outstanding job of integrating the hard and soft skills training that is necessary for successful careers in the construction industry.

In order to help guarantee the success of the Richmond YouthBuild program, the Laborers Training Trust commits to providing the following resources and/or services:

- Provide opportunities for those who have successfully completed the program to enter pre-apprenticeship training as a Laborer;
- Providing input into the training curriculum to make it as effective as possible in preparing young people for construction industry careers; and
- Offering presentations to trainees by our staff on the skills and knowledge necessary to succeed in the construction field.

We are enthusiastic about our participation in this important initiative. If I can provide additional information please feel free to contact me at 925-964-7465.

Geovanni Flores
Apprenticeship Coordinator
gflores@norcaltc.org

www.norcaltc.org





CITY OF RICHMOND HOUSING AUTHORITY

450 Civic Center Plaza, 2nd Floor, Richmond CA 94804
(510) 621-1300 Voice • (510) 237-5230 FAX

January 5, 2022

Martin Walsh
Secretary of Labor
Frances Perkins Building
200 Constitution Ave., NW
Washington, DC 20210

Re: Letter of Commitment in support of City of Richmond application for YouthBuild funding.

Honorable Secretary Walsh:

Richmond Housing Authority is pleased to have the opportunity to partner with the Richmond Workforce Development Board's YouthBuild application to the Department of Labor. YouthBuild is a program that directly impacts a community by developing the talents and the capacities of our youth and prepares them to be productive and contributing members of the community.

Our commitment and our role in the Richmond Workforce Development Board's YouthBuild application will consist of the following:

- Providing, at no cost, a 15,000 square foot facility located at 360 S. 27th Street, Richmond, California that will host the hands-on training component, training modules for basic welding, basic electrical, and basic plumbing, a computer lab, and office space for project managers and case management staff.
- Promoting the employment of YouthBuild participants through our Section 3 hiring program

If you have any questions about our support and commitment to the YouthBuild project, I can be reached at 510 621-1300.

Regards,

Nannette J. Beacham
Executive Director

Richmond YouthBuild Zip Code Map

