

Attachment A

Exhibit A
STATE OF MINNESOTA
PROJECT SPECIFIC PLAN (PSP)
AMENDMENT

Master Contract Number: DULUTH2020M
 Term of Master Contract: 4/01/2020 – 3/31/2025
 Master Supplier Contract Number: 172729
 Grant Contract ID Number: 0048601
 Modification Number: 1

GRANTOR / STATE	GRANTEE
Employment and Training Programs Division MN Department of Employment and Economic Development 1 st National Bank Building, 332 Minnesota Street – Suite E200 Saint Paul, MN 55101-1351	Duluth Workforce Development WDA #4 402 West 1 st Street Duluth, MN 55802
GRANT MANAGER CONTACT	GRANTEE CONTACT
Name and Title: Heather Moore, Grants Specialist Senior Phone: 651-259-7560 Email: heather.moore@state.mn.us	Name and Title: Elena Foshay, Director of Workforce Development Phone: 218-730-5241 Email: efoshay@duluthmn.gov

If applicable:

- Attachment 1: Work Plan is deleted in its entirety and replaced with **Attachment 1: Work Plan Modification 1**
- Attachment 2: Budget is deleted in its entirety and replaced with **Attachment 2: Budget Modification 1**
- Except as amended herein, **Attachment 3: Terms and Conditions** of the Original Contract, and all previous amendments, remain in full force and effect.

COMPLETED BY DEED:

Program Name: VERSO			
Start Date¹:	7/23/2020	This Modification includes:	1. New end date
Original End Date:	10/03/2020		2. Work plan changes
Previous End Date: (most recent mod)	N/A		3. +\$185,000
Current / Modified End Date:	6/30/2022	SWIFT Contract ID:	180505
Original Amount:	\$10,000	SWIFT PO Number:	3000409720
Previous Amount: (most recent mod)	N/A	SWIFT Vendor Number + Location:	0000197681.001
Current / Modified Amount:	\$195,000	Procure-It Number:	57254
Match / Leverage Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	NGA Number:	
AFS Signature: <i>Robin Culbertson</i>		Encumbrance Date: 8/7/20	

SUBMITTED BY GRANTEE:

I certify that the information contained in the attached Work Plan and Budget, labeled Attachment 1 and Attachment 2, respectively, is true and accurate to the best of my knowledge and I agree that this PSP is subject to all provisions of the Master Grant Contract which is incorporated by reference. I further certify that I am authorized to submit this PSP on behalf of the Grantee.

Signature: _____ **Date:** _____

Printed Name and Title of Grantee's Authorized Representative: Elena Foshay, Director of Workforce Development, City of Duluth

APPROVED BY (GRANTOR / STATE):

I have reviewed and approved the attached PSP which is referenced in and incorporated as an amendment to the Master Grant Contract indicated herein.

Signature: _____ **Date:** _____

Printed Name and Title of State's Authorized Representative: Marc Majors, Director, Employment and Training Programs Division


¹ Or the date the State obtains all required signatures under [Minn. Stat. §16B.98](#), Subd. 5, whichever is later.

1. Organization and Grant Information

Table 1: Organization and Grant Information

Organization Name:	City of Duluth Workforce Development		
Director Name and Title:	Elena Foshay, Director	Primary Contact Name and Title:	Deb Holleman, Employment Technician
Phone:	218-730-5241	Phone:	218-730-5233
Email:	efoshay@duluthmn.gov	Email:	dholleman@duluthmn.gov
Address:	402 W. 1 st St. Duluth, MN 55802	Address:	402 W. 1 st St. Duluth, MN 55802
Program Name:	Verso Dislocated Worker Services		
Grant ID Number:	0048601		
Modification Number:	1		
Grant Start Date:	7/23/20		
Grant End Date (current not requested):	10/03/20		

Authorized Representative: I certify that the information contained herein is true and accurate to the best of my knowledge and that I am authorized to submit these planning documents on behalf of the organization.

Name and Title (print):	Elena Foshay, Director of Workforce Development
Signature:	
Date:	July 27, 2020

2. Description of Modification

Instructions:

- Select the type of modification you’re requesting below (select all that apply).
- Briefly describe the request after each checked box. For example, for an increase in participants: “100 to 150 participants.”
 - New end date (project funds only). Requested date: 6/30/2022
 - Increase or decrease in total participants (briefly describe): +65
 - Increase or decrease in total allocation (briefly describe): +\$185,000
 - Cost category change (briefly describe): From Project Start-up Grant, 45% to 40% in Career Services and 15% to 20% in Support Services.
 - Subcontractor award (briefly describe): Subgrants will be awarded to the Northeast Minnesota Office of Job Training and AEOA
- If you’re modifying the budget, complete **Table 2: Current Budget vs Requested** below.
- Check the recent RPR/FSR to be sure none of the modification amounts are less than what your agency has expended.

Table 2: Current Budget vs Requested

	Current Total Allocations	Percent of Total	Modified Total Allocations	Percent of Total	Variance (\$)
(833) Administration	\$1,000	10%	\$19,500	10%	\$18,500
(857) Career Services	\$4,500	45%	\$78,000	40%	\$73,500
(895) Transitional Jobs					
(838) Direct Customer Training Services	\$3,000	30%	\$58,500	30%	\$55,500
(896) Incumbent Worker Training					
(828) Support Services	\$1,500	15%	\$39,000	20%	\$37,500
Total	\$10,000	100%	\$195,000	100%	\$185,000

3. Narrative

Attachment 1: Work Plan Modification 1

Instructions:

- If you're modifying a Project Start-up Grant (modification #1), skip to sections **3a and 3b**.
- If you're modifying a Mass Layoff Project, State DW, WIOA DW or Adult DW grant, please answer the questions below:
 - Is this modification request the result of a monitoring visit? Yes No
 - What factors are contributing to this modification request? Please be specific and describe why changes to the work plan and/or budget are needed.

We were awarded an initial startup grant, and are now requesting additional funding to meet demand for dislocated worker services among laid-off Verso employees.

3a. Description of Project

Attachment 1: Work Plan Modification 1

Instructions:

- If you're modifying a Project Start-up Grant, please answer the questions below:
 - Project Organization/Company Name: Verso
 - Local Address: 4920 Recycle Way, Duluth, MN 55807
 - Headquarters address (if different): n/a
 - Industry: Paper manufacturing
 - Union(s): Only 7 of 144 responses listed being a member of a labor union, most likely IBEW
 - Congressional district # of layoff/plant closing site (found here: <http://www.gis.leg.mn/OpenLayers/districts/>): 8th Congressional District (Stauber)
 - Legislative district # of layoff/plant closing site: MN House – 07B, MN Senate - 7
 - Plant Closing: Yes No
 - Permanent Layoffs: Yes No
 - Location of Layoff(s): 4920 Recycle Way, Duluth, MN 55807
 - Reason for Closing/layoff: Decrease in customer orders due to COVID
 - Did the company move? Yes No
 - If yes, where to and why? [Click here to enter text.](#)
 - Did company assist in this project? Yes No
 - If yes, how so? Hosted 14 info sessions for employees in partnership with Rapid Response and City of Duluth
 - Is this layoff project TAA-certified? Yes No - Pending

Instructions:

- If you're modifying a Project Start-up Grant, please answer the questions below:
 - Demographics. Include age group, gender, education level, skill level, and English language proficiency (LEP) of the laid off workers.

Total responses: 144; Age: 27% between 21-39, 56% between 40-59, 13% age 60+; 100% English language proficiency; Education: 16% high school diploma/GED, 9% some trade/vocational training, 27% trade/vocational certificate, 15% some college no degree, 15% Associate degree, 15% Bachelor degree, 3% graduate/advanced degree. No data on gender of workers.

- Outreach plan. How will the plan be tailored to address the unique needs of the workers as described in the response to question 1?

Duluth Workforce Development and its partners at NEMOJT participated in all of the information sessions held by Rapid Response, to provide a brief overview of services available. Many employees reached out after these info sessions, and have begun working with DW staff. These individuals are sharing their experiences and helping with word-of-mouth outreach. Staff from all three agencies are also conducting outreach through email and phone calls to all employees who completed a survey. And since this is a high-profile company in the community, there have been many earned media stories about DW services for Verso and other laid-off workers.

- Service plan. How will the Career Services and Training activities be tailored to address the unique needs of the workers as described in the response to question 1? If the population has barriers to employment, how do you plan to assist them? Provide specific examples of the services.

All participants will begin with a summary of available services, and an initial discussion of goals and assistance needs. After confirming eligibility and completing enrollment, we work through each service on an individual basis. Through a series of one-on-one meetings, clients participate in and receive information about: 1. Comprehensive and specialized assessment of skill and interest levels including (a) diagnostic testing and use of other assessment tools; (b) in-depth interviewing and evaluation to identify

employment barriers and appropriate employment goals; and (c) an assessment of digital literacy and computer/internet access. 2. Development of an individual employment plan (IEP) or (ISS) to identify employment goals and objectives, and appropriate training to achieve those goals and objectives. 3. Information on training available in local and regional areas, individual counseling to determine which training is suitable, and how to apply for such training. 4. Information on how to apply for financial aid through FAFSA (per section 402 F of the Higher Education Act of 1965) if applicable. 5. Workshops, including those specifically directed at laid-off workers seeking to transfer their skills to similar available jobs. Workshops will also focus on job search and interview skills for those who have not engaged in jobseeking for many years, and are not accustomed to doing so under current all-virtual circumstances. 6. Individual career counseling, including job search during and after the period in which the individual is receiving training. 7. Labor Market Information (LMI) relating to local, regional, and national labor market areas, including job listings in such labor market areas; information on job skills necessary to obtain jobs identified in job listings; and earnings potential of such occupations. 8. Information relating to the availability of support services, including services relating to childcare, transportation, dependent care, housing assistance, and needs-related payments that are necessary to enable an individual to participate in training. As many Verso employees indicated interest in starting their own business, information about CLIMB will be shared and some individuals will enter that track and work with our local Small Business Development Center and other entrepreneurship resources to develop their business and launch plans.

- o Support Services plan. How will Support Services be used to address the unique needs of the workers?

Support services will be offered as needs are justified, per each agency's Support Service policy. Support services most often assist with transportation and education-related expenses, but may also be available to assist with expenses related to education or job search and not covered by other sources. This may include health insurance, child care, housing, internet connectivity, and relocation expenses. We anticipate a potential increased need for emergency assistance, and are developing a shared policy across all three agencies to provide this assistance while connecting participants to other available resources in the community.

- o Case management and follow-up plan. How will cases be followed-up and resolved?

All case management services will be delivered virtually until it is safe to resume

in-person meetings. Contact will be more frequent at first – weekly or bi-weekly, with homework assignments between meetings. As clients get established on their individualized track, check-ins will happen once per month. Case management check-ins will focus on progress toward education and employment goals, as well as assessment of immediate needs related to housing, food, transportation, health/mental health, and internet connectivity. For this, we will use a short assessment form that asks a set of questions in each area. Follow-up will continue for 12 months after exit to ensure continued success.

4. Participant Plan

Instructions:

- Complete **Table 4: Participant Plan** on the next page.
- Select an end date and provide a plan for every applicable quarter.
- For the current and remaining quarters, list the planned enrollments.
- For the 4 previous quarters (if applicable), list the actual enrollments as reported in Workforce One (WF1).
 - Run reports as “Funding Stream Level” in WF1. Examples of how funding streams appear are below: (See **Appendix C: How to Pull Quarterly Participant Data from WF1** for detailed instructions.)
 - Provider name WDA-xx 9xx3100 WIOA Adult Formula PY19
 - Provider name WDA-xx 9xx8000 WIOA DW Formula PY19
 - Provider name 9xx8500 State DW Formula PY19
 - Mass Layoff Project name
- Complete the plan in cumulative fashion.

Table 4: Participant Plan

Attachment 1: Work Plan Modification 1

	Q1 End date: 9/30/2020	Q2 End date: 12/31/2020	Q3 End date: 3/30/2021	Q4 End date: 6/30/2021	Q5 End date: 9/30/2021	Q6 End date: 12/31/2021	Q7 End date: 3/30/2022	Q8 End date: 6/30/2022
A. Total Enrollments (participants served with this grant)	35	42	50	65	65	65	65	65
B. Exits to Employment (participants no longer served with this grant)	0	5	15	20	25	32	47	59
C. All Other Exits	0	0	1	2	4	5	6	6
D. Total Exits (B+C)	0	5	16	22	29	37	53	65
E. Current Enrollment (A-D) (participants currently being served)	35	37	34	43	36	28	12	0

4a. Participant Plan – Additional Information (Optional)

Please let us know if there is anything else you'd like us to consider about your participant plan, such as the plan for the entire program (PY20 and PY21 State DW) versus the specific grant (PY20 State DW) when we review the modification request(s).

Given the anticipated increased demand for Dislocated Worker services related to broad layoffs and high unemployment rates, we will likely use all of our state and federal formula grant funding to serve other workers. This additional project funding will help ensure we have the resources to serve Verso employees without delay. Additionally, since the Verso jobs lost were high-wage jobs, primarily in the trades, we will want to spend additional time with each client developing a plan to find employment that offers equivalent pay and benefits. Many of the individuals laid off had worked for Verso for 10+ years, and have not had to look for a job for some time. These individuals will require extra assistance to orient them to the job search process and make sure they are prepared to apply and interview for jobs virtually.

Instructions:

- Complete **Table 5: Activity Plan** on the next page.
- Select a quarter end date and provide a plan for every applicable quarter.
- Every participant should receive an Individual Plan Development, Staff Assisted Job Search, and Career Counseling.
- The activity plan should align with the participant plan. For example, if you plan to recruit participants from Q1–Q6, an activity plan should be listed for Q1–Q6.
- Complete the plan in cumulative fashion.

Table 4: Activity Plan

Attachment 1: Work Plan Modification 1

	Q1 End date: 9/30/2020	Q2 End date: 12/31/2020	Q3 End date: 3/30/2021	Q4 End date: 6/30/2021	Q5 End date: 9/30/2021	Q6 End date: 12/31/2021	Q7 End date: 3/30/2022	Q8 End date: 6/30/2022
Career Services								
(857) Individual Plan Development	35	42	50	65	65	65	65	65
(857) Staff Assisted Assessments	35	42	50	65	65	65	65	65
(857) Staff Assisted Job Search	15	25	37	43	44	45	45	45
(857) Career Counseling	30	35	45	63	64	65	65	65
(857) Work Experience								
(857) Pre-Vocational Services								
(857) Work Readiness Services								
(895) Transitional Jobs								
Direct Customer Training								
(838) Non-Credentialed Training								
(838) Classroom Training (Credentialed)	10	25	30	35	40	40	40	40
(838) Customized Training								
(838) CLIMB Training (State ONLY)		3	4	6	7	7	7	7
(896) Incumbent Worker Training								
(838) OJT Public or Private								
(838) Apprenticeships								

5. Subcontractor Information

Attachment 1: Work Plan Modification 1

Instructions:

- Complete **Table 5: Subcontractor Information** on the next page.
- Do not include vendors.
- Any services provided by subcontractors not listed on this work plan, or costs incurred above the approved amount, are subject to being disallowed.
- If a provider intends to add or remove a subcontractor during the grant period, they must submit a modification to their work plan and budget.
- The subcontractor contracts will be reviewed as part of the monitoring process per the Uniform Guidance and Minnesota Office of Grants Management policies: [Monitoring Requirements](#).

Table 5: Subcontractor Information

Attachment 1: Work Plan Modification 1

Name and Address of Organization	Key Contact Person at Service Location and Phone Number	All Addresses Providing Case Mgmt. Services	Services Provided	Total Funds Awarded
<p>Northeast Minnesota Office of Job Training 402 W. 1st St, Duluth 55802</p>	<p>Randy Back 218-623-5970</p>	<p>402 W. 1st St, Duluth 55802 14 N. 11th St. Ste 140, Cloquet, MN 55720 3920 13th Ave E, Hibbing, MN 55746 820 N 9th St., Virginia, MN 55792</p>	<p>Career services, direct customer training, support services</p>	<p>\$75,000</p>
<p>Arrowhead Economic Opportunity Agency 702 3rd Avenue South, Virginia, MN 55792</p>	<p>Jan Francisco 218-748-7332</p>	<p>402 W. 1st St, Duluth 55802 14 N. 11th St. Ste 140, Cloquet, MN 55720</p>	<p>Career services, direct customer training, support services</p>	<p>\$36,000</p>
Total:				<p>\$111,000</p>

6. Cost Category Waivers (State DW ONLY) Attachment 2: Budget Modification 1

Instructions:

- Read each question on the next page and select your answer.
- For new waiver requests or to change original waivers, provide a 1-2 paragraph description.
- For existing waivers that will not be changed, copy over the original waiver language.

Reminders:

- A grantee must apply for a waiver to spend outside of a cost category limit for State DW programs: [State Dislocated Worker Cost Category Definition and Waiver Policy](#)
- This includes requests to spend:
 - More than 40% in Career Services
 - Less than 50% in Direct Customer Training. Cannot go below 30%. Only TAA-certified mass layoff projects can go below 30%.
 - More than 15% in Support Services. Cannot go above 20%.
 - Administrative costs cannot exceed 10% of expenditures and are not eligible for waivers.
- Justifications for waivers may include:
 - Demographics of the workers
 - Staffing concerns (for example, increased caseloads, staff professional development/promotions, significant case transfers from other providers)
 - Significant co-enrollment/cross-training of participants
 - Disruptions in service (for example, school/training provider or provider closures)
 - Increased outreach and service of at-risk or priority populations per WIOA (including Veterans, and Dislocated Workers with Barriers to Employment) compared to area demographics, leading to demonstrated excellence in performance outcomes for these populations

1. Did you request a waiver(s) with the original contract?

- Yes, move to Question 2
- No, skip to Question 3

2. Are you modifying an existing waiver(s)?

- Yes, describe the requested changes below (1-2 paragraphs)

For example, "Agency Workforce is requesting a waiver to spend 45% in Career Services and 35% in Training for the following reasons [list reasons for waivers]."

- No, paste the original waiver language below

3. Are you requesting a waiver(s) with this modification request?

- Yes, describe the need for the waiver(s) below (1-2 paragraphs)
- No

Table 6: Waivers for State Dislocated Worker Funds

<p>Career Services and/or Direct Customer Training Waiver:</p>	<p>Duluth Workforce Development and its partners request a waiver to spend 40% in Career Services and 30% in Training for two reasons. First, because the majority of potential clients have worked at Verso for more than 10 years, we anticipate a high need for more intensive career counseling and job search support. Additionally, because the laid-off workers already have some good marketable skills, we anticipate that the need will more frequently be for short-term training to update certifications rather than complete longer-term degree programs.</p>
<p>Support Services Waiver:</p>	<p>Because many Verso employees may have spouses who are also laid off due to the current economic situation, we anticipate a higher need for support services, particularly bridge funding to assist with immediate healthcare and other expenses in the short term.</p>

7. Budget Plan

Instructions:

- Complete **Table 7: Budget Plan** on the next page.
- Select an end date and provide a plan for every applicable quarter.
- For current and remaining quarters, list the planned values.
- For the 4 previous quarter, list the actual expenditures (per the RPR/FSR).
 - For example, if it's currently Q6, list planned values for Q6 and on, list actuals for Q2 - Q5.
- Complete the plan in cumulative fashion.
- Use whole numbers with planned values. Please don't include cents (only allowed for actuals).
- The budget should align with the participant and activity plans. For example, if you plan to recruit participants from Q1–Q6, activity and budget plans should be provided for Q1–Q6.
- If applicable, the modified values should match the modified values in **Table 2: Current Budget vs Requested** above and waivers should be reflected.
- Check the recent RPR/FSR to be sure none of the modification amounts are less than what your agency has already expended.
 - For example, you want to decrease Support Services from \$4,500 to \$3,500, but the recent RPR shows your agency has been reimbursed a total of \$3,900. You can only decrease to \$3,900 or you can submit a revised RPR.

Reminders:

- For WIOA and State funds, a maximum of 10% can be used for Administrative Costs. We recommend budgeting slightly under 10%.
- Any unexpended funds exceeding 20% of the total allocation by the end of Q4 may be recaptured and reallocated.
- For definitions of terms and cost category limitations, see **Appendix D: General Definitions**.
- State funds cost category limitations: [State Dislocated Worker Cost Category Definition and Waiver Policy](#)

Table 7: Budget Plan

Attachment 2: Budget Modification 1

	Q1 End date: 9/30/2020	Q2 End date: 12/31/2020	Q3 End date: 3/30/2021	Q4 End date: 6/30/2021	Q5 End date: 9/30/2021	Q6 End date: 12/31/2021	Q7 End date: 3/30/2022	Q8 End date: 6/30/2022	Percent of Total**
(833) Administrative Costs	\$2,438	\$4,875	\$7,313	\$9,750	\$12,188	\$14,625	\$17,063	\$19,500	10%
(857) Career Services*	\$9,750	\$19,500	\$29,250	\$39,000	\$48,750	\$58,500	\$68,250	\$78,000	40%
(895) Transitional Jobs									
(838) Direct Customer Training	\$7,313	\$14,625	\$21,938	\$29,250	\$36,563	\$43,875	\$51,188	\$58,500	30%
(896) Incumbent Worker Training									
(828) Support Services	\$4,875	\$9,750	\$14,625	\$19,500	\$24,375	\$29,250	\$34,125	\$39,000	20%
Total:	\$24,376	\$48,750	\$73,126	\$97,500	\$121,876	\$146,250	\$170,626	\$195,000	100%

*For WDAs who participate in a Cost Allocation Plan / Infrastructure Funding Agreement (IFA), list the total amount of Career Services obligated in the IFA for PY20 for this funding stream: **\$ 4,200**

**For State funds, include waivers and follow the limitations for each cost category: [State Dislocated Worker Cost Category Definition and Waiver Policy](#).

TERMS & CONDITIONS

Employment & Training Programs (ETP) Division

Department of Employment & Economic Development (DEED)

Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker, State Dislocated Worker, Small Layoff Independent Grant (SLIG), Project Start-Up Grants, and Mass Layoff Projects

This attachment provides:

- 1) Contact Information
- 2) Funding Information and Limitations
- 3) Items Required During the Grant Period

1) CONTACTS:

Adult / Dislocated Worker

Nancy Omondi, Director of Adult Programs
(651) 259-7525
Nancy.Omondi@state.mn.us

Lensa Idossa, Supervisor
(651) 259-7508
Lensa.Idossa@state.mn.us

Heather Moore, Grants Specialist Senior
(651) 259-7560
Heather.Moore@state.mn.us

Rita Apaloo, Grants Specialist Senior
(651) 259-7540
Rita.Apaloo@state.mn.us

Sou Thao, Grants Specialist Senior
(651) 259-7564
Sou.Thao@state.mn.us

Linda Skogen, Program Monitor
(651) 259-7565
Linda.Skogen@state.mn.us

Kokulo Supuwood, Program Monitor
(651) 259-7586
Kokulo.Supuwood@state.mn.us

Amy Carlson, Performance Lead
(651) 259-7542
Amy.Carlson@state.mn.us

Trade Adjustment Assistance (TAA)

General TAA Contact

(651) 259-7543 or 888-234-1330

Sarah Saito, TAA Supervisor

(651) 259-7546

Thomas Sommer

(651) 259-7585

Laurie Larson

(651) 259-7681

Jennifer Anderson

(651) 259-7690

Mohamed Farah

(651) 259-7505

Claudette Parchment-Roehrich

(651) 259-7516

Crystal Nickles

(651) 259-7553

Jackie Umlauf

(218) 739-7560

Olajide Williams

(651) 259-7431

Tamika Brewer

(651) 259-7588

Margaret Odanga

(651) 259-7551

Ann Malz

(651) 259-7593

Rapid Response

Marla Beaty, TAA Liaison

(218) 259-380

Liz McLoone, Labor Liaison

(651) 259-7145

Jason Wadell

(651) 259-7552

Mee Yang

(651) 259-7548

John Mohs

(651) 259-7535

Laura Dale

(651) 259-7519

Finance

Chris Ortega, ETP Fiscal Director

(651) 259-7580

Chris.Ortega@state.mn.us

JoAnne Beaudry, Grants Coordinator

(651) 259-7577

Joanne.Beaudry@state.mn.us

FSR/RPR Submittal Address:

DEED.FSR@State.mn.us

Workforce One (WF1) Contact:

Amy Carlson, Performance Lead

(651) 259-7542

Amy.Carlson@state.mn.us

WF1 Website (to submit service desk tickets):

<https://apps.deed.state.mn.us/survey/ticket.shtml>

2) FUNDING INFORMATION AND LIMITATIONS:

- **Research and Development (R&D):** Only applicable to Federal Funds
- **Federal Award Notification (FAIN) Number:** Only applicable to Federal Funds
- **Federal Funding Accountability and Transparency Act (FFATA) Description:** Only applicable to Federal Funds
- **Notice of Award (NOA) Federal Award Signed Date** (the date when the Federal NOA was signed by the authorized official of the Federal awarding agency): Only applicable to Federal Funds
- **DUNs Number:** Grantee must be registered and current with <https://www.sam.gov/portal/SAM/#1>
- **Uniform Guidance §200.331 - Requirements for grantees:**
 - A requirement that the grantee permit the state agency and auditors to have access to the grantee's records and financial statements as necessary for the pass-through entity to meet the requirements of this part; and
 - Appropriate terms and conditions concerning closeout of the subaward.
- **Cost Category Definitions:** See Planning Instructions
- **Administration Limit:** Maximum of ten percent (10%) may be expended for administration costs for formula grants and mass layoff projects.

3) ITEMS REQUIRED DURING THE GRANT PERIOD:

- **Grant Program Monitoring Guide** – Complete and return to program monitor as requested.
- **Monthly Financial Status Report (FSR) / Monthly Reimbursement Payment Request (RPR)** – Due no later than the 20th of the month after quarter end. For example, June RPR (June 30 end date) is due August 20. Report accrued monthly expenditures.
- **Quarterly Progress Report (QPR)** – Due no later than the 30th of the month after quarter end. For example, Quarter 1 report (September 30 end date) is due October 30.