

PA Department of Labor & Industry
Workforce Investment Center
BUREAU OF WORKFORCE DEVELOPMENT PARTNERSHIP
WORKFORCE INVESTMENT INFORMATION NOTICE – 2-04
April 27, 2005

TO : All Workforce Investment Area Fiscal Agents
All Workforce Investment Area Grant Recipients

FROM : John C. Vogel
Director
Bureau of Workforce Development Partnership

SUBJECT : Bureau of Workforce Development Partnership Grant
Procedures

INQUIRIES : **If you have questions concerning this issuance, please direct inquiries to one of the following:**

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1. Purpose. The purpose of this document is to provide information to potential and current grantees. It provides standardized policies and procedures for grants awarded to Local Workforce Investment Areas (LWIA), non-profit organizations, private for-profit businesses, Local Education Agencies (LEAs) (which include, but are not limited to, school districts, intermediate units and area vocational technical schools) and post-secondary education institutions. These procedures are not intended to be used by grantees for the establishment of internal procedures, nor is it intended to serve as a comprehensive guide to state and federal regulations. It also does not address compliance requirements that may govern a particular program or funding source. Questions on these issues are addressed in individual program guidelines.
2. Reference. Workforce Investment Act of 1998 (WIA) (P.L. 105-220, dated August 7, 1998; 29 USC § 2801, *et seq.*); OMB Circular No. A-102, (20 CFR Part 667.105, 20 CFR Part 667.110)
3. Discussion. The Department of Labor & Industry (Department) grants programs includes grants awarded by formula, competitive and non-competitive procedures. Under the Pennsylvania Procurement Code (Act 57 of 1998), the policies, procedures and guidelines of the Field Procurement Handbook, published by the Department of General Services, do not apply to grants when an agency has established a grant procedure for its use. These grant procedures have been established by the Bureau in accordance with the Department's grant procedures to meet the specific needs of the grants awarded

through the Bureau. Under the Bureau's Grant Procedures, grant monies will be announced, awarded and expended in a manner separate and distinct from the procedures used to award contracts under the Procurement Code (Act 57 of 1998) and the Field Procurement Handbook and Section 1.2 of Manual 215.1, *Contracting for Services*, which provides that grant procedures will be handled on the basis established by an agency in accordance with law. If an occasion arises where this Grant Manual is in conflict with Management Directives, the directives will supersede this Grant Manual.

4. Action Required. Provided for informational purposes
5. Attachments. Bureau Grant Procedures
6. Rescission. This WIIN supersedes the document titled "Bureau of Workforce Investment Grant Procedures" issued with the Grant Agreements effective July 1, 2000.
7. Expiration Date. Ongoing

BUREAU OF WORKFORCE DEVELOPMENT PARTNERSHIP
GRANT PROCEDURES

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I. GRANT APPLICATION/AGREEMENT PROCESS

Grants awarded by the Bureau, to carry out Pennsylvania Workforce Development System activities pursuant to the Workforce Investment Act, the Wagner-Peyser Act, the Trade Act, and other applicable federal and state programs will be issued under an agreement between the Department of Labor & Industry and the recipient. The agreement describes the terms and conditions applicable to the award of the funds.

The Bureau issues the Grant Application/Agreement Package to the potential grantee. The potential grantee must follow the grant instructions; sign, date and return the original grant application to the Bureau. The Grantee's signature on the grant application is considered the formal signature for the grant agreement.

The Grant Application/Agreement is reviewed and approved or disapproved. A letter of approval or disapproval will be issued to the applicant. (Local Workforce Investment Areas (LWIAs) do not need to be sent an approval letter.)

The Grant Application/Agreement is routed through the Commonwealth for signatures:

- Deputy Secretary of Labor & Industry or his/her designee who has primary responsibility for ensuring all grant agreement actions are in compliance with State and Federal laws, regulations and directives;
- Chief Counsel who reviews and, when delegated the authority or where authorized by law, approves all agreements for form and legality and adherence to laws, regulations and other legal or policy constraints;
- General Counsel who reviews and approves grant agreements referred from the Office of Chief Counsel. This office may also provide pre-approval status for future use of Grant Applications;
- Attorney General who reviews and approves grant agreements for form and legality. This office may also provide pre-approval status for future use of Grant Applications; and
- Comptroller's Office reviews and approves the grant application, and ensures availability of funds. The Grant Application then becomes a fully executed Grant Agreement. The Bureau prepares and issues the fully executed Grant Agreement with an approval letter to the grantee.

With the last required signature, the Grant Application then becomes a fully executed Grant Agreement. LWIAs and other grantees will receive the Notice of Obligation (NOO) and a copy of the fully executed agreement.

II. METHODS OF AWARDS

Grant funds may be awarded and agreements entered into with Grantees on the basis of the following:

- Restricted Grants
- Competitive Grants
- Sole Source (Non-Competitive) Grants

A. RESTRICTED GRANTS

Public notification or advertising is not necessary if the recipients of the funds allocated are established by statute, (such as Local Workforce Investment Areas or eligible providers on the statewide list), or when funding is available for renewal. The designated recipient must submit an application which, when fully executed, will be the written grant agreement. The Bureau will provide applicants with the following:

1. Grant Application/Agreement;
2. Grant Application Guidelines & Instructions; and
3. Grant Procedures.

B. COMPETITIVE GRANTS

When potential recipient(s) are not specifically identified, or not on an approved list of funds to be allocated, notice of availability of funds must be made through public notice.

Public notices include:

- Publication on the Department of General Services web site at www.dgs.state.pa.us, or
- Publication in the Pennsylvania Bulletin

In addition to the above, notice of availability of funds may be published through the Department of Labor & Industry's website at www.dli.state.pa.us or local area newspapers, professional trade journals or mailings to appropriate organizations.

1. Notice Of Grant Availability

The Bureau shall provide adequate notice through formal advertising. The notice of grant availability will include the following information:

- The statutory or program requirement(s) which the grant fulfills, including a narrative of the program with a citation of the authorizing statute, regulations or guidelines;
- The length of time covered by the grant and whether there is an option for renewal;
- The type(s) of organizations eligible to apply for the Grant funds;
- The closing date, time and location that applications will be received; and
- The source of the funds being awarded (Optional).

The Bureau will provide the following to any organization responding to a notice of grant availability:

- Grant Application/Agreement;
- Grant Application Guidelines & Instructions; and
- Grant Procedures.

C. SOLE SOURCE (NON-COMPETITIVE) GRANTS

Funds may be awarded on a sole source basis when one of the following conditions are met:

1. A single grantee is the only one capable of providing the service;
2. The grantee is a Local Workforce Investment Area;
3. A state or federal statute or regulation exempts the project from the competitive process;
4. It is clearly not feasible to award the grant on a competitive basis; or
5. A sole source award is in the best interest of the Commonwealth.

A Sole Source Justification must be approved by the Secretary or Deputy Secretary and the Comptroller's Office. Written approval must be obtained from the Comptroller's Office prior to notification to the grantee of the grant award.

III. GRANT APPLICATION/AGREEMENT AND ATTACHMENTS

A. GRANT APPLICATION/AGREEMENT (ATTACHMENT #1)

The Grant Application/Agreement consists of the following:

1. Grant Agreement Number – The identification number assigned by the Bureau to the grantee with the year in which the Agreement was executed;
2. Name, address, phone number and fax number of the grant applicant/fiscal agent;
3. Name and title of the contact person for the grant application;
4. E-mail address and Type of Organization;
5. Applicant's Federal Employer Identification Number (FEIN);
6. SAP Vendor Number;
7. Name of the potential grantee; and the
8. Signature of grant Applicant.

Grant Applications must be signed and dated by an individual authorized to sign by the legal entity. For example:

- a. **Corporations:** An agreement with a corporation shall show the corporate name as the legal entity. The individual authorized to sign the agreement on behalf of the corporation shall sign and indicate his or her official title.
- b. **Partnerships:** An agreement with a partnership shall show the partnership name as the legal entity. The agreement needs to be signed by only one partner if that partner has the authority to bind the partnership.
- c. **Individuals:** An agreement with an individual shall show the individual as the legal entity and be signed by the individual in his or her own name. An agreement with an individual doing business as a firm shall be

signed by that individual in his or her own name and will ordinarily take the following form:

John Doe (Signed)
John Doe, an individual doing business as
John Doe Company

- d. **Government Agency or Instrumentality:** An agreement with a Government Agency or Instrumentality shall be signed by the individual authorized to sign on behalf of the government agency or instrumentality.

The Grantee's signature on the grant application is considered the formal signature for the grant agreement.

B. ATTACHMENTS

1. Grant Provisions (Attachment A);
2. Assurances and Certifications (Attachment B) - The Grantee agrees to comply with the assurances, certifications and indemnification requirements pertinent to the grant guidelines

C. GRANT GUIDELINES AND INSTRUCTIONS FOR REQUESTING GRANTS

The Grant Application Package, which includes the guidelines and instructions, is incorporated by reference into the grant agreement and does not have to be physically attached.

Guidelines issued to organizations responding to the Notice of Availability of Funds must require prospective grant recipients to provide the following:

- Narrative;
- Budget; and
- Program Specifics.

The Guidelines will include the objective criteria that will be used to evaluate the proposals. Criteria shall normally include:

1. Statement of need
2. Agency Qualifications
3. Personnel Qualifications
4. Planned or actual program design
5. Available facilities and
6. Cost.

The Bureau should provide informational copies of funding guidelines to the Comptroller's office. Funding application guidelines that do not conform to these standards must obtain the prior review and approval of the Comptroller's Office.

D. GRANT PROCEDURES

THE BUREAU GRANT PROCEDURES DOCUMENT IS PROVIDED WITH THE GRANT APPLICATION/AGREEMENT PACKAGE AND CAN BE LOCATED ON THE PA WORKFORCE WEBSITE (WWW.PAWORKFORCE.STATE.PA.US).

IV. GRANT REVIEW PROCESS

A. GENERAL BUREAU EVALUATION CRITERIA

The Bureau will review all grant application packages to determine whether applications will be approved or disapproved. Qualified Department staff and when appropriate or required, staff of other Commonwealth agencies peer reviewers, shall conduct the evaluations of the applications. All reviewers should be reminded that they should not participate in any reviews in which they have a conflict of interest or which could be construed as having an appearance of a conflict of interest.

If additional information is needed to adequately review a grant application package, the grant reviewers will send a letter to the applicant, outlining the additional data needed, and clearly indicating the date by which the data must be received.

The Bureau must maintain supporting documentation of the competitive selection process on file. The Bureau's Grants Coordination Services issues and tracks the restricted, competitive and noncompetitive grant awards through the approval process and maintains the original copy of grant agreement.

B. EVALUATION CRITERIA FOR COMPETITIVE AWARDS

For Competitive Awards, objective evaluation criteria shall be outlined in the grant application guidelines and followed when rating each application for funding. Criteria shall normally include:

1. Statement of need,
2. Agency qualifications,
3. Personnel qualifications,
4. Planned or actual program design,
5. Available facilities and
6. Cost.

Cost effectiveness and the relationship of the proposed budget to program objectives must be considered in the evaluation of all applications.

V. NOTICE OF GRANT AWARD

A. Grant Awards for Local Workforce Investment Areas

Funds awarded to LWIAs will be processed according to the policies and procedures established by State and Federal governments. LWIAs will be notified by letter (Attachment #2) and a fully executed NOO.

B. Grant Awards for Grantees Other Than LWIAs

Each applicant shall be notified in writing within 30 days after the decision is made of the approval or disapproval of the submitted application. (Attachment #3)

The initial Award Letter shall contain language to the effect that “The Commonwealth cannot be held accountable for any costs incurred prior to the effective date of the Grant Agreement.”

Each applicant whose Application is disapproved will be notified in writing and given the opportunity by the Bureau to request a Debriefing Conference. The purpose of this Conference is to identify for the applicant the strengths and weaknesses in their proposal.

VI. SIGNATURE PRE-APPROVAL

If appropriate, some grant application/agreements may obtain signatory pre-approval from the Office of General Counsel and the Office of Attorney General. Pre-approval of these signatures must be coordinated with the Office of Chief Counsel.

In order to get pre-approval, the Bureau prepares a memo to the Office of Attorney General and/or the Office of General Counsel from the Chief Counsel of Labor and Industry. The memo should state:

1. that the Bureau is requesting pre-approval for a particular grant form;
2. what the grant to be used involves;
3. what the grant application entails; and
4. that this application will be used for all grant awards under the applicable grant.

The memo should include a copy of the grant application package as an attachment.

The Office of Chief Counsel will review the memo and forward it along with the Grant application package to the Office of General Counsel and/or the Office of Attorney General for pre-approval.

VII. NOTICE OF OBLIGATION (NOO) (ATTACHMENT #4)

- A. After the Grant Agreement has received all required signatures, the Bureau will issue an NOO to award funds to the grantee. It will be assigned an NOO

issuance number identifier (State NOO#). The Bureau and the Comptroller must approve all NOOs.

- B. The Funding Identifier is a ten (10)-digit number (alpha characters may not be used) assigned by the Bureau to identify and track NOOs. The following identifies the coding system:

1 2 3 4 5 6 7 8 9 10

- 1-3 The first three digits represent the program entity;
- 4-5 The fourth and fifth digits represent the year of funding;
- 6-7-8-9 The sixth, seventh, eighth, and ninth digits represent the funding source; and
- The tenth digit is reserved for future use.

- C. The NOO shall include at a minimum:

1. Program Year – The number assigned to the Grantee;
2. The NOO Number is an eight (8)-digit number (alpha characters may not be used) assigned to an initial award. The following identifies the coding system:

1 2 3 4 5 6 7 8

- 1-3 The first three digits identify the Grantee;
- 4-5 The fourth and fifth digits represent the year of funding; and
- 6-8 The last three digits identify the incremental number of the NOO processed for that area by funding stream.

3. Grant Recipient;
4. Address of Grant Recipient;
5. Telephone Number of Grant Recipient;
6. Prepared by – This is the name of the Specialist who prepared the NOO;
7. NOF (Notice of Funding) Number – The number assigned to identify the amount of funds received from the State or USDOL;
8. Funding Code – Identifies the funding stream;
9. Initial NOO Amount – Amount of the grant;
10. Total Adjustments – Amount of any adjustment to the NOO, whether it is an increase or decrease;
11. Net NOO Amount – The initial NOO amount plus or minus the total adjustment;
12. CFDA Number – Catalog of Federal Domestic Assistance number of Federal funds awarded;
13. Program Name;
14. Grant Period – The period of time authorized to grant funds to grantees;
15. Funding Period – The period of time the Grantee has to expend funds granted to them;

16. Create Date – The date the NOO was prepared in the Financial Management System;
17. Comments – This area is used to indicate specific types of funds and any other important information regarding the award; and the
18. Authorized Approval Signatories – Signatures of authorized Department grantor(s) and date signed.

VIII. AWARD MODIFICATIONS

A modification to an award that may involve an increase or decrease to the original grant award, a funding date change, or an expansion of the target population, requires the Grantee to submit a revised budget and if applicable, a revised narrative to the Bureau.

The Bureau will review the original and revised budget and/or narrative. Upon approval, a fully executed NOO and a letter authorizing the modified NOO will be issued. These documents will include the terms and conditions relating to the modification of the award. **All Grantees must adhere to the terms and conditions of the initial Grant Agreement.**

IX. DEFINITIONS

Amendment to Grant Agreement – A written modification, addition or deletion to a Grant Agreement. An amendment is required when changes to the terms, conditions and/or dates are requested and approved. All signatures required on the original Grant Agreement are required on these amendments, unless otherwise stated in the Grant Agreement.

Bureau of Workforce Development Partnership (Bureau) – Bureau within the Department of Labor & Industry, which is responsible for the program and fiscal administration of state and federal workforce development grants. The point of contact for each grant program is established by the Bureau Director(s) for the responsible Program office as specified in the program guidelines. A project officer, coordinator or coordinators will be identified in the funding guidelines or program application.

Competitive Grants – A grant is considered competitive when potential recipient(s) are not specifically identified, or not on an approved list of funds to be allocated. For these projects, notice of availability of funds must be made through public notice.

Comptroller – The chief financial accounting officer of an agency appointed by the Governor and responsible to the Deputy Secretary for Comptroller Operations in the Office of the Budget. For purposes of this document the Labor, Education and Community Services Comptroller is referred to as the Comptroller.

Grant – An award of financial assistance in the form of money by the Commonwealth to an eligible recipient. Grants from the Bureau are generally made to Local Workforce Investment Areas, non-profit organizations, private for-profit businesses, school districts, intermediate units, area vocational technical schools, or their designated fiscal entity, libraries and institutions of higher education.

Grant Agreement – An agreement between the Department of Labor & Industry and the grant recipient. The agreement describes the terms and conditions applicable to the award of funds.

Grantee – A legal entity to which a grant is awarded and which is accountable to the Commonwealth for use of the funds provided.

Letter Modification – A grantee may request a modification to an award by letter with written approval of its authorized representative. The Commonwealth has absolute authority to approve or disapprove such requests.

Local Education Agency (LEA) – A school district, intermediate unit or area vocational technical school and other entities specified by federal or state statutes.

Notice of Obligation (NOO) – The NOO is the official document signed by the Comptroller and the Bureau giving the Grantee authority to expend funds.

Restricted Grants – A grant is considered restricted when recipients of the funds allocated are established by statute, or when funding is available for renewal.

Sole Source Grants – A sole source is awarded when certain conditions are met and a justification is approved by the Secretary/Deputy Secretary and the Comptroller.

Attachment 1: Workforce Development Grant Application/Agreement

Grant Agreement Number: _____

WORKFORCE DEVELOPMENT GRANT APPLICATION/AGREEMENT

Grant Applicant/Fiscal Agent Name: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Phone #: _____ Fax #: _____

Contact Person: _____ Title: _____

E-Mail Address: _____ Type of Organization: _____

FEIN #: _____ SAP Vendor #: _____

Start Date: _____ End Date: _____

When fully executed, this application becomes a grant agreement between the Pennsylvania Department of Labor and Industry, hereafter referred to as the Department and

Hereafter referred to as the Grantee, for the purposes of carrying out Pennsylvania Workforce Development System pursuant to the Workforce Investment Act, the Wagner-Peyser Act, the Trade Act, and other applicable federal and state programs, and in accordance with any regulations, and guidelines covering those programs and any policies provided and established by the Department.

In compliance with the grant application and requirements, conditions and specifications, the undersigned, on behalf of the grant applicant, which intends to be legally bound, offers and agrees, if the grant application is accepted, to provide the specified services at the amount set forth at the time(s) and point(s) specified. This application is intended to be legally binding on the parties, their successors and/or assigns in accordance with the following attachments: Attachment A: Grant Provisions; and Attachment B: Assurances and Certifications.

Signature of Authorized Representative Title Date

Signature of Authorized Representative (if required) Title Date

Chief Counsel, PDLI Date

General Counsel Date

Office of Attorney General Date

Deputy Secretary Date

Comptroller approved as to fiscal responsibility, budgetary appropriateness and availability of funds.

Comptroller Date

Attachment A: Grant Provisions

1. Funds provided under this grant agreement must be expended in accordance with the applicable statutes, regulations and policies and procedures of the State and Federal government and any applicable Local Workforce Investment Area Plan.
2. The grant application package with guidelines and instructions is incorporated by reference into this agreement.
3. This grant agreement is effective _____ and expires _____ unless this agreement is replaced by a subsequent grant agreement or is modified by letter amendment signed by both parties.
4. When this grant agreement is with a Local Workforce Investment Area, it is contingent upon approval of the local plan by the Pennsylvania Workforce Investment Board.
5. When this grant agreement is with a vendor or subrecipient who is on the approved service provider listing, or through a competitive process or is an approved sole source provider, then the grant agreement is contingent upon final approval of their proposal. If approval is given, the grantee's signature on the application is considered the formal signature for the grant.
6. Funds shall be obligated to the grantee by a Notice of Obligation (NOO) once the grant application is approved and fully executed. No funds should be expended before the effective date of the NOO. Obligations and costs may not exceed the amount obligated by the NOO.
7. The certifications and assurances signed and attached to the local plan or the grant proposal are incorporated by reference or otherwise included as an attachment to this grant agreement.
8. In the event of the termination of the program(s) by the Department or the federal government, the end date of this Grant and all activities compensated by the Department will cease as of the effective date of the termination of the program.
9. The Department reserves the right to unilaterally terminate this Grant with 30 days written notice. The Department also reserves the right to unilaterally and immediately terminate this Grant if the grantee violates any federal or state law, regulations or guidelines applicable to these funds or any of its assurances and certifications.
10. The grantee agrees to ensure that all employees involved in this Grant are covered by any applicable insurances (i.e., Workers' Compensation, Unemployment Compensation, Social Security and Liability insurances)

11. Indemnification

A. Non-Commonwealth Grantees

The grantee agrees to indemnify, defend, and hold harmless the Commonwealth, its officers, agents and employees:

1. from any and all claims and losses occurring or resulting from any and all contractors, subcontractors, and any other persons, firms, corporations or other legal entities furnishing or supplying work, services, materials, or supplies in connection with the performance of this Grant;
2. from any and all claims, losses, damages, expenses, demands, suits or actions brought by any party against the Commonwealth as a result of the grantee's failure to comply with this Grant, violations of its assurances and certifications or violations of applicable statutes, regulations or policies;
3. against any liability including, but not limited to, costs and expenses for violation of proprietary rights or rights of privacy, arising out of the publication, translation, reproduction, delivery, performance, use, or disposition of, any data furnished under this Grant, or based on any libelous or other unlawful matter contained in such data; and
4. from any and all claims against all audit exceptions arising from grantee's violation of this Grant.

B. Commonwealth or Political Subdivision Grantee

1. Where the grantee is the Commonwealth or Political Subdivision within the meaning of 1 PA. CSA § 2310, this indemnification clause shall not apply and the grantee shall only be liable to the extent authorized by law; and
2. Where the grantee subcontracts with an entity that is the Commonwealth within the meaning of 1 PA. CSA § 2310, this indemnification clause shall not apply and the subcontractor shall only be liable to the extent authorized by law.

12. Record Retention

- A. The grantee shall maintain adequate records relating to its performance under this Grant and shall permit the Commonwealth to have access to all records directly related to the administration of this Grant, and make available to the Commonwealth, or any duly authorized representative, any books, documents, papers, and records for the purpose of monitoring, audits, examination, excerpts and transcriptions. Records shall be maintained for a period of three (3) years after final payment to grantee.
- B. If, prior to the expiration of the three (3) year retention period, any litigation is begun or a claim is instituted involving the Grant

covered by the records grantee shall retain the records beyond the three (3) year period until the litigation or claim has been finally resolved.

- C. Grantee agrees to maintain any statistical records required by the Commonwealth and to produce statistical data at times and on forms prescribed by the Commonwealth.

Attachment B: Assurances and Certifications

Grantee assures and certifies that:

1. it will comply with the requirements of all federal and state laws and regulations pertaining to the prohibition of discrimination and sexual harassment, including, by not limited to, the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and Title VI of the Civil Rights Act of 1964;
2. no individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such program or activity because of race, color, religion, national origin, age, disability, or political affiliation or belief;
3. it will comply with the requirements of the Federal Lobbying Act;
4. it will comply with all applicable fiscal laws, regulations, policies and procedures required of any entity administering a federal program including, but not limited to, OMB Circular A-110, OMB Circular A-122, and OMB Circular A-133;
5. that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this transaction by any Federal or State department or agency and it shall notify the Department of any actions listed here;
6. that it currently has no tax liabilities or other Commonwealth obligations and it shall notify the Department if it becomes delinquent in the payment of taxes, or other Commonwealth obligations, or if it or any of its subcontractors are suspended or debarred by the Commonwealth, the federal government, or any other state or governmental entity;
7. it understands that the Commonwealth has the right and may set off the amount of any state tax liability or other Commonwealth obligations against any payments due to the grantee under any agreement with the Commonwealth; and
8. it will abide by the Commonwealth requirements regarding Small Disadvantaged Business (SDB) utilization, including but not limited to the requirements of the BMWBO Office and that it has read and will abide by the requirements of the "Special Provisions for Invitations for Bids, Certified SDB." See www.dgs.state.pa.us, DGS Keyword: BMWBO; Federal Vendor database is available at <http://www.sba.gov/>.

Attachment 2: Sample Award Letter for LWIAs

Date

Dear:

On behalf of Governor _____, I am pleased to provide you with the enclosed copy of an executed Notice of Obligation (NOO) that includes your Local Workforce Investment Area's _____ year _____ for Workforce Investment Act funds.

The specific funding period dates for use of these funds are from July , _____ to June 30,_____. Please distribute a copy of this cover letter, NOO and attachments, if applicable, to the appropriate staff.

The Bureau of Workforce Development Partnership is not responsible for any costs incurred against these funds prior to, or after, these dates. Funds provided under this grant agreement must be expended in accordance with all applicable federal, state and local statutes, regulations and policies. These include, but may not be limited to, the Workforce Investment Act (WIA), other applicable Federal programs, the approved local WIA plan, and the negotiated performance levels.

Obligations and costs may not exceed the amount obligated by the NOO unless otherwise modified by the Department. Funds are obligated to the Grantee for the amount indicated on the NOO in accordance with the Grantee's approved funding level. The NOOs will also be used to adjust amounts available to the Local Workforce Investment Area.

Should you have questions regarding this allocation, please contact _____ in the Program Management Section at _____.
Other grant related questions may be addressed to _____.

Sincerely,

Attachment 3: Sample Award Letter for other than Grantees

Date

Dear :

I am pleased to announce Governor _____ award in the amount of \$_____ for _____. These funds are to be used as outlined in your proposal and according to the award. These funds will cover the Grant Agreement period of July 1, 200__ to June 30, 200__.

Please bear in mind that the Commonwealth cannot be held accountable for any costs incurred prior to the effective date noted above. Therefore, funds should not be expended until you receive a Notice Of Obligation.

Should you have any questions, please contact Ms. Areles Reeves-Luckette, Supervisor, Grants Coordination Services, at (717) 705-2108.

Sincerely,

(Secretary of L&I)

**NOTICE OF OBLIGATION
LOCAL WORKFORCE INVESTMENT AREA FUNDING
Program Year-**

NOO Number	:		DEPARTMENT OF LABOR & INDUSTRY BUREAU OF WORKFORCE DEVELOPMENT PARTNERSHIP 12 TH FLOOR LABOR & INDUSTRY BLDG. HARRISBURG, PA 17120
Grant Recipient	:		
Address	:		
Telephone	:		Prepared By :

NOF Number	:	CFDA #	:	
Funding Code	:	Program Name	:	
Initial NOO Amount	:	Grant Period From	:	To:
Total Adjustments	:	Funding Period From	:	To:
Net NOO Amount	:	Create Date	:	
Comments	:		:	

THIS NOTICE OF OBLIGATION PROVIDES FUNDING AND IS GOVERNED BY THE LEGISLATION AND PROGRAM(S) AS SHOWN ABOVE AND IS CONTINGENT UON ALL NECESSARY APPROVALS AND AUTHORIZATIONS OF THE FEDERAL GRANTOR AGENCY AND THE PENNSYLVANIA LEGISLATURE

Authorized Approval Signatories

Approval Level	Signature	Date
Director, Bureau of Workforce Development Partnershp	_____	_____
Director, Bureau of Administrative Services	_____	_____
Secretary, Department of Labor & Industry	_____	_____
Labor, Education & Community Services Comptroller	_____	_____