

U.S. Department of Labor

Employment & Training Administration  
Office of Grants Management  
200 Constitution Avenue, N.W.  
Room N-4716  
Washington, D.C. 20210



January 30, 2019

Dear Grant Authorized Representatives and Program Contacts:

Congratulations on being awarded a YouthBuild grant! The U.S. Department of Labor (DOL), Employment and Training Administration (ETA) looks forward to working with you throughout the life of your grant. **The official start date of your grant is February 1, 2019.** We wanted to share important information with you about what to expect in the coming weeks.

ETA staff will be completing a thorough review of your documents to ensure that you are in compliance with the requirements outlined in the Funding Opportunity Announcement (FOA) including, but not limited to:

- Confirming the DUNS information;
- Ensuring activities are allowable, as defined in the FOA;
- Verifying the budget and match documents;
- Identifying the source of matching funds;
- Confirming that work sites are qualifying;
- Verifying the allowability of Construction Plus programming (if applicable); and
- Clarifying any other programmatic issues or concerns deemed appropriate by the Grant Officer.

Based on this review, you may find special conditions in your grant award, also known as the Notice of Award (NOA), that require further action within 30 days from the official start date of your award. DOL/ETA staff will include any conditions for grant implementation based on results of these compliance reviews. You should pay close attention to these special conditions to ensure that they are resolved satisfactorily in a timely manner.

Once our review of the documents is completed, the NOA will be e-mailed to you. This document includes vital information such as the Statement of Work (SOW), operating budget, and applicable Federal laws and regulations under which this grant will be required to comply. Please note that your project narrative is incorporated as the SOW in your grant award. When you receive the NOA, please review it carefully. **If there is a discrepancy between the SOW or other elements of the awarded application and any DOL guidance or cost principle, the DOL guidance or cost principle will prevail.** You as the grant recipient have the responsibility for ensuring that costs charged to the grant are allowable, allocable and reasonable and in accordance with the applicable Federal laws and regulations.

The NOA will also include the name and contact information of the Federal Project Officer (FPO) assigned to your grant. Your FPO will be your primary contact throughout the entire period of performance of your grant and will be available to assist you with any questions or issues that you may encounter. In addition to monitoring and oversight, your FPO will initiate modifications to your grant, as needed.

***Equipment Purchase:*** Grantees must receive prior approval from the DOL/ETA Grant Officer for the purchase and/or lease of any equipment with a per-unit acquisition cost of \$5,000 or more, and a useful life of more than one year (this includes the purchases of Automatic Data Processing equipment). The grant award does not provide approval for equipment even if it is specified in a grantee's Statement of Work (SOW) unless specifically approved in the grant award execution letter by the Grant Officer. To obtain approval, the grantee must submit a detailed equipment purchase list with descriptions to your FPO for review. The equipment purchase list must include the item name as well as a description of the item, item cost (actual or estimated), estimated useful life of the equipment, and the purpose of the acquisition.

We strongly encourage grantees to submit equipment purchase requests as early as possible in the grant's period of performance with as many planned pieces of equipment as possible.

**Indirect Cost Rate/Cost Allocation Plan:** If an Indirect Cost Rate (ICR) or Cost Allocation Plan (CAP) is required, your organization must have or obtain a current approved Negotiated ICR Agreement or CAP and must remain current during the life of your grant. Grantees must comply with this requirement as outlined in the grant award or no indirect costs will be allowed for the grant. If this provision applies to your organization, please check your package immediately and follow the instructions outlined in your grant award, titled "Indirect Cost and Cost Allocation Plan" to begin the process of understanding your responsibility in this regard.

**Payment Management System:** The grant award and associated attachments contain essential information on how to access funds by creating an ETA Payment Management System Account.

**Updating Program Contact Information:** ETA will need contact information for the individuals who will be working on this grant project as soon as possible. This person(s) should be directly involved in the day-to-day operations of the program. They will receive all future communications regarding the new grantee orientation, as well as any necessary policy guidance or other important information from the Division of Youth Services as it pertains to your program or grant award. Please send this contact information in an email to [youth.build@dol.gov](mailto:youth.build@dol.gov) with:

- the name of your grant organization,
- grant number, and
- the following information for each Program Contact: name; title; address; telephone number; and email address.

We recommend that you have at least one primary programmatic point of contact in addition to those indicated on the SF-424 in the application you submitted. Please be sure to identify if the contact information provided is in addition to the existing contacts (for previously funded grant recipients), and/or if those identified on the SF-424 should be replaced. Include the following text in the subject line of your email: "YouthBuild Grant <your grant number here> - Contact Information". Please be sure to add the domain "@dol.gov" to your network safety list as communications will be arriving electronically.

**Upcoming Grantee Orientation:** Three pre-orientation webinars are planned beginning in early February. These webinars will cover the important topics of understanding your grant award package; using your planning period for program success; and understanding the Construction Plus Framework, if applicable. Stay tuned for the pre-orientation webinar registration email from [youth.build@dol.gov](mailto:youth.build@dol.gov). Further information will be shared with you as available. Registration emails to these events will be sent to the Authorized Representative and Contact on file (the recipient/s of this email). We strongly encourage all of your staff to fully participate in these events.

If you have any questions about your grant award package, please contact Katie Neupane via email at [Neupane.Katie.E@dol.gov](mailto:Neupane.Katie.E@dol.gov). Again, congratulations on your YouthBuild grant award.

Sincerely,



Brinda Ruggles  
Grant Officer

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

**NOTICE OF  
AWARD (NOA)**

Under the authority of the *American Competitiveness and Workforce Improvement Act*, 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:**  
DeKalb County Government  
1300 Commerce Drive  
DECATUR, GEORGIA 30030-3222

**Federal Award Id. No. (FAIN):** YB-32976-18-60-A-13  
**CFDA #:** 17.274- YouthBuild  
**Amount:** \$891,935.00  
**EIN:** 586000814  
**DUNS #:** 061420535

**Accounting Code:**

1630-2019-0501741819BD201901740005185YB000A0000AOWI00AOWI00-A90200-410023-ETA-DEFAULT TASK-

**Payment Management System DOC#:** YB32976F91

The Period of Performance shall be from **February 01, 2019 thru May 31, 2022**.  
Total Government's Financial Obligation is **\$891,935.00** (unless other wise amended).

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

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

**Uniform Administrative Requirements, Cost Principles, and Audit Requirements:**

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

**Other Requirements (Included within this NOA):**

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

**Contact Information**


The Federal Project Officer (FPO) assigned to this grant is Cecilia Ford. Cecilia Ford will serve as your first line point of contact and can be contacted via e-mail - [ford.cecilia@dol.gov](mailto:ford.cecilia@dol.gov). If your FPO is not available, please call your Regional Office at 404-302-5300 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

X  


**BRINDA RUGGLES**, January 31, 2019  
GRANT Officer