

One-rdg. X
P.Hrngs. _____
Pgs. 10
Filed: 12-06-16

Sponsored by: Stephens

First Reading: _____

Second Reading: _____

COUNCIL BILL NO. 2016- 291

SPECIAL ORDINANCE NO. _____

AN ORDINANCE

1 AUTHORIZING the City Manager to enter into and accept a grant from the United States
2 Department of Justice for the purpose of the America's Job Driven
3 Grant Program; to provide tuition and costs for job training in the
4 healthcare industry; and amending the budget provided for the Work
5 Force Development Department of the City of Springfield, Missouri, for
6 fiscal year 2016-2017 in the amount of \$3,000,000.00.
7
8

9 WHEREAS, the City of Springfield, Missouri, ("City") has received approval on a
10 grant application from the United States Department of Labor; and
11

12 WHEREAS, this amendment to the budget for the City for fiscal year 2016-2017
13 has been approved and recommended by the City Manager and the Workforce
14 Development Department.
15

16 NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF
17 SPRINGFIELD, MISSOURI, as follows; that:
18

19 Section 1 - The City Manager is hereby authorized to accept a grant, substantially
20 in form and content as the document attached hereto and made a part hereof by
21 reference as "Exhibit A," and to do all things necessary to carry out the grant, including the
22 execution of any contracts that may be required.
23

24 Section 2 - The budget for fiscal year 2016-2017 of the Department of Work Force
25 Development is hereby amended in the accounts and in the amounts as shown on
26 Budget Adjustment No. 0025, a copy of which is attached hereto and incorporated herein
27 by reference as "Exhibit B."
28

29 Section 3 - Council finds that the budget adjustment made above has been
30 recommended by the City Manager and further finds that this matter may be passed as a
31 one-reading bill pursuant to City Charter Section 2.16(25) and the adjustment herein

32 made is necessary to meet the pressing need for public expenditure.

33

34 Section 4 - The City Manager is directed to cause the appropriate accounting
35 entries to be made in the books and records of the City. In the event additional funding is
36 provided under this grant by the grantor, the Finance Director of the City is hereby
37 authorized to adjust this appropriation by an amount not to exceed 20 percent of the sum
38 shown in "Exhibit B," provided this amount shall also not exceed \$20,000.

39

40 Section 5 - This Ordinance shall be in full force and effect from and after passage.

41

42

43 Passed at meeting: _____

44

45

46

47

48 _____, City Clerk

49

50 Filed as Ordinance: _____

51

52 Approved as to form: , Assistant City Attorney

53

54 Approved for Council action: , City Manager

EXPLANATION TO COUNCIL BILL NO: 2016-291

FILED: 12-06-16

ORIGINATING DEPARTMENT: Workforce Development

PURPOSE: To authorize the City Manager, or his designee, to accept and appropriate a \$3,000,000 America's Job Driven Grant award from the United States Department of Labor ("DOL") to support training of individuals within the healthcare industry to fill existing and projected growth within the industry; and amending the budget for the Workforce Development Department for fiscal year 2016-2017.

BACKGROUND INFORMATION: The DOL made available approximately \$100,000,000 in grant funds authorized under the American Competitiveness and Workforce Improvement Act ("ACWIA") of 1998, as amended, for America's Job Driven Grant program. A grant application was submitted and the City has now been awarded \$3,000,000 for this initiative.

Grant funds will be used to cover tuition and costs of training-related activities on a first-dollar basis to ensure training and education is free to individuals. Through a regional workforce partnership between the Workforce Development Board, the City's Department of Workforce Development, Ozarks Technical Community College, and employer and community partners, a pipeline of workers to fill existing job openings in the healthcare industry will be created.

Built on the foundation of Career Pathways, it is estimated that 372 individuals in the Ozarks will be able to enter the healthcare industry at various levels including Certified Nursing Assistant (CNA), Licensed Practical Nurse, and Registered Nurse. The Career Pathway will also support Behavioral Health Specialists, which are in high demand throughout Missouri.

The City's Department of Workforce Development, on behalf of the Ozark Region Workforce Development Board, is the lead applicant on the grant; the sub-recipient will be Ozarks Technical Community College. The project will be managed by a project coordinator and two healthcare recruiters. Through an aggressive outreach plan, the project will reach underserved populations throughout the seven-county workforce delivery area and connect with area K-12 schools and various community partners. Ozarks Technical Community College will provide instruction, curriculum, and accreditation related to the training. The Missouri Job Center, operated by the City, will leverage eligibility, enrollment, tuition and outreach to potential candidates for the program. The recruiters will co-locate with area healthcare providers and assist with creating the talent pipeline of internal and external candidates. The healthcare industry is expected to add 2.3 million jobs by 2024, with projections of 16.4 percent growth in healthcare practitioners and technical occupations and 23 percent growth in support positions.

This Ordinance authorizes the acceptance of grant funds from the state or federal government and may be passed as a one-reading ordinance under City Charter Section 2.16(25) as it relates to a contract for acceptance of grant funds from a state or federal agency.

SUBMITTED BY:



Mary Ann Rojas, Director
Department of Workforce Development

APPROVED BY:



Greg Burris, City Manager

Exhibit A

U.S. Department of Labor

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



Dear Grant Authorized Representatives and Contacts:

Congratulations on being awarded the America's Promise grant! The Employment and Training Administration (ETA) looks forward to working with you throughout the life of your grant. **The official grant start date is January 1, 2017**, and we wanted to share some 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 EIN and DUNS Information,
- Ensuring that you are serving the targeted population and that they meet the age and skills level requirements;
- Ensuring activities are allowable, as defined in the FOA;
- Verifying all of the budget documents and, if applicable, required matching funds;
- Confirming the training strategy; and,
- Clarifying any other programmatic questions or issues deemed appropriate by the Grant Officer.

While you are awaiting your grant award agreement, you should be aware that no pre-award costs can be charged to the grant. Any costs incurred before the start date of January 1, 2017, and before you have received the official grant award document, will not be considered allowable and are your responsibility to cover.

One important thing to note is related to the purchase of equipment. 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 ADP 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 the assigned Federal Project Officer (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.

Once our review of documents is completed, the grant award, also known as the Notice of Award (NOA), will be e-mailed to you. When you receive it, please review it carefully. This document includes vital information such as the regulations and cost principles, Statement of Work, and operating budget under which this grant will be required to comply. In addition, your project narrative is incorporated as the Statement of Work (SOW) in your grant award. **If there is a discrepancy between the project narrative or other elements of the awarded application and any DOL guidance or cost principle, the DOL guidance or cost principle will prevail.** ETA will also include any conditions for grant implementation based on our review. You as the grant recipient have the responsibility to confirm that all costs are allowable before expenditure.

If an Indirect Cost Rate (ICR) or Cost Allocation Plan (CAP) is required, your organization must have or obtain a current approved Agreement/Plan. This Agreement/Plan 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 grant award agreement 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.

Additionally, the grant award contains essential information on how to access funds and create an ETA Payment Management System Account, and contact information for the Federal Project Officer (FPO) assigned to your grant. This assigned person will be your primary contact throughout the entire period of performance. Your FPO will 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.

Updating Contact Information: ETA will need contact information for the individuals who will be working on this grant project as soon as possible. Please send any updated or new grant contact information to the Division of Strategic Investments (DSI), the program office for America’s promise grants, at AmericasPromise@dol.gov. 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, especially in those cases where the individuals identified on the form are not directly involved in the day-to-day operations of the program. This person(s) will receive all future communications regarding the new grantee orientation, as well as any necessary policy guidance or other important information from the program office as it pertains to your program or grant award. Please send this contact information in an email to AmericasPromise@dol.gov with:

- the name of your grant organization;
- grant number (if already available)
- the following information for each Program Contact: name; title; address; telephone number; and email address.

Please be sure to identify if contact information provided is in addition to existing contacts, and/or if contacts identified on the SF-424 should be removed. Also, include the following text in the subject line of your email: “<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! A new grantee orientation will be **offered in January 2017** that will provide an overview of your grant and ETA grants management; financial requirements and management and performance reporting. Stay tuned for an official Webinar orientation event email invite from AmericasPromise@dol.gov and be sure ETA has your grant’s contact information. We strongly encourage your program and financial staff to fully participate in these events.

You may recall from the Solicitation that the Department is committed to conducting a transparent grant award process. The Department has created a publicly available online grants system (https://doleta.gov/grants/grants_awarded.cfm links to <http://www.dol.gov/dol/grants/>). Posting successful grant applications on a public website is in response to an Executive Order regarding transparency in government, and also is a means of promoting and sharing innovative ideas. We will publish the Project Narrative and Abstract for all successful grant recipients. We recognize that grant applications sometimes contain information that an applicant may consider proprietary or business confidential, or they may contain personally identifiable information. We are asking each grantee to review their Project Narrative and indicate if there is specific information that should not be shared. **Instructions about this process are in**

Attachment A to this letter. The redaction request materials will be due 14 days after receipt of your grant award.

If you have any questions about your grant award, please contact Ariam Ferro via email at ferro.ariam@dol.gov. Again, congratulations on your America's Promise grant award.

Signed,

A handwritten signature in black ink, appearing to read "Brinda Ruggles". The signature is written in a cursive style with a large initial "B".

Brinda Ruggles
Grant Officer

ATTACHMENT A

Instructions to Grantees on Redaction of Proprietary and Personally Identifiable Information (PII)

We congratulate you again on being selected for an America's Promise grant. As the Department of Labor (Department) advised you in Section VII.A of the Funding Opportunity Announcement (FOA), the Project Narrative for each funded application will be published on the Department's website at <http://www.dol.gov/dol/grants/>. This action is taken in compliance with Executive Order 13576 which outlines transparency in government responsibilities of Federal Agencies.

In order to protect your proprietary information, we request all funded applicants submit a second version of their Project Narrative with proprietary, confidential commercial/business, and personally identifiable information highlighted to indicate information you request be redacted.

To make sure that you fully identify any proprietary and personally identifiable information that you do not want disclosed, please conduct one final review of your application, and submit the highlighted version within 14 days of receipt of your grant award. Applicants are encouraged to maximize the grant information that will be publicly disclosed, and to exercise restraint requesting redactions only of information that is truly proprietary, confidential commercial/business, or capable of identifying an individual person. The redaction of entire pages or sections of the Project Narrative is not appropriate, and will not be allowed, except in such rare cases where the entire portion merits such protection.

Here's what you need to do:

1. If you believe that your application does not contain any proprietary information, please respond to this email by the date indicated above. You should first check with consortium members or partners (if applicable) to confirm there is no proprietary information in your application and that the Project Narrative, as submitted, is ready for publication. If that is the case, you must submit an email to AmericasPromise@dol.gov stating the following:

"We, [insert grantee name here], have confirmed that there is no proprietary information included in our Project Narrative. We are aware that the Department will be posting this document online for public viewing along with our abstract. This email serves as the official confirmation. "

Otherwise, follow the instructions below:

2. Please use a .doc or .docx format copy of your application's Project Narrative. (If you do not have an original working Word file, please create one).
 - You need to only submit the Project Narrative portion from your application, we do not need any of the associated attachments.
3. Be sure to name the file clearly using:
 - the first 7 letters/numbers of your grant number (**XX-#####** - ##-X-##)
 - and a truncated but identifiable version of the grantee organization name,
 - i.e. "ZZ12345_YourOrgName_redactreq."
 - i. **NOTE:** You do NOT need to wait if you have not yet received your grant number – go ahead and submit with "YourOrgName_redactreq" as the name
4. Utilize the **yellow highlighter tool** to highlight the proprietary information, do not submit an already redacted document you produced yourself.

In determining whether the information in your Project Narrative is proprietary, or contains personally identifiable information (pii), consult with all parties involved in your application, including your staff and consortium members' staff, for-profit businesses, official partners, and other partners. The Department will assume that your final submission identifies all pii or proprietary information, including these third parties' proprietary information.

Information is considered proprietary or confidential commercial/business information when it is not usually disclosed outside your organization, and when its disclosure is likely to cause you substantial competitive harm. Personally identifiable information is information that can be used to distinguish or trace an individual's identity, such as a name when combined with social security number, and/or date and place of birth, and/or mother's maiden name, or biometric records, or any other information that is linked or linkable to an individual, such as medical, educational, financial, or employment information.

You must use the **SAME APPROVED VERSION** of the Project Narrative submitted to the Department in your original application package (unless your grant agreement had special conditions requiring initial Project Narrative revisions – in that case you would submit the version as revised in consultation with your FPO prior to award execution). Your final submission must not be altered or modified in any way from the approved document, other than to clearly highly proprietary information that you do not want disclosed, while leaving the text visible for DOL review.

5. Please reply to AmericasPromise@dol.gov and attach the highlighted Word file within 14 days of the grant award receipt as indicated above. Please clearly identify your e-mail with the subject line which includes:
 - your grant-number (which is in the following format XX-#####-##-X-##)
 - Please see NOTE in section 3 if you do not have grant# yet
 - **AND one of the following:**
 - "Confirmation: No Pii" ,
 - OR**
 - "Redaction Request"
 - Example Subject Lines:
 - Grant XX-#####-##-X-## Redaction Request
 - <Recipient Organization Name> Confirmation: No PII
6. Submission of a redacted version of the Project Narrative will constitute release by the applicant, and anyone identified in the application, for the Department to publish the redacted version.
7. Should a dispute arise about whether redactions are appropriate, the Department will follow the procedures outlined in the Department's Freedom of Information Act (FOIA) regulations (29 CFR part 70).

If you do not reply to this e-mail within the 14-day time frame outlined above, your funding eligibility will be placed in jeopardy until such time that the documents containing redaction requests indicated, or a waiver as outlined in item 1 above, is received.

CITY OF SPRINGFIELD, MO
BUDGET ADJUSTMENT

Exhibit B

BA Number 0025

Revenues:

Fund	Dept	Org	Account	P&G	Location	Amount	Description
24340	21	28210	416010	000000	00000	3,000,000.00	FEDERAL GRANT REVENUE
Net Revenue Adjustment						3,000,000.00	

Expenditures:

Fund	Dept	Org	Account	P&G	Location	Amount	Description
24340	21	28110	500110	000000	00000	21,240.00	BASE SALARIES
24340	21	28110	500210	000000	00000	3,270.96	LAGGERS GENERAL EMPLOYEE CONTRIBUTION
24340	21	28110	500250	000000	00000	1,624.00	FICA CONTRIBUTION
24340	21	28110	500260	000000	00000	2,402.07	HEALTH INS CONTRIBUTION
24340	21	28110	500280	000000	00000	67.97	WORKMENS COMP CONTRIBUTION
24340	21	28210	500110	000000	00000	303,823.00	BASE SALARIES
24340	21	28210	500210	000000	00000	51,788.74	LAGGERS GENERAL EMPLOYEE CONTRIBUTION
24340	21	28210	500250	000000	00000	23,242.51	FICA CONTRIBUTION
24340	21	28210	500260	000000	00000	38,336.51	HEALTH INS CONTRIBUTION
24340	21	28210	500280	000000	00000	1,137.24	WORKMENS COMP CONTRIBUTION
24340	21	28110	504580	000000	00000	6,000.00	OTHER PROFESSIONAL SERVICES
24340	21	28210	501240	000000	00000	7,700.00	OFFICE SUPPLIES
24340	21	28210	505690	000000	00000	5,600.00	TRAVEL
24340	21	28210	502340	000000	00000	90,000.00	PARTICIPANT COSTS
24340	21	28210	504580	000000	00000	45,000.00	OUTREACH EFFORTS
24340	21	28230	504580	000000	00000	2,398,767.00	CONTRACTUAL SUB-RECIPIENT PROGRAM COSTS
Net Expenditure Adjustment						3,000,000.00	

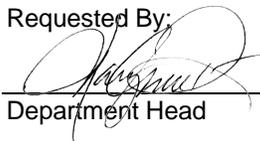
Fund Balance Appropriation:

Fund	Title	Amount

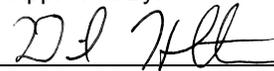
Explanation:

To appropriate federal funds for the America's Job Driven Grant award

Requested By:


Department Head 12/6/16
Date

Approved By:


Interim Director of Finance 12/6/16
Date

City Manager Date

Authorization:

Council Bill No. 2016-291
Ordinance No. _____
1st Reading _____
2nd Reading _____
Journal Imp No. _____