U.S. DEPARTMENT OF LABOR/ETA/OGCM

DIVISION OF FEDERAL ASSISTANCE
200 CONSTITUTION AVENUE NW - ROOM N-4716
WASHINGTON, D.C. 20210

July 20, 2009

Shelby County Government
160 North Main, Suite 801
Memphis, TENNESSEE 38103-1812

Dear A c Wharton:

Enclosed is an executed copy of your recently awarded grant or agreement with the U. S. Department of Labor (DOL), Employment and Training Administration (ETA).

The following provides information on how to access funds via the Payment Management System (PMS), and access to Grantee Reporting System for financial reporting. These systems require two separate password/pins. PMS instructions are in step one and financial reporting is in step two. Please complete both steps.

1. Payment Management System

To Create an ETA PMS Account	To establish a PMS account with DOL ETA for the first time, submit the following documents: - Complete an SF-1199a Direct Deposit Sign-up form - Provide the information contained in the ETA Accounting Contact Information document Send both documents via overnight mail to: Ms. Pamela Wilkerson U. S. Department of Labor/ETA OFAM/Office of Comptroller 200 Constitution Avenue, NW N4702 Washington, D.C. 20210 Telephone (202) 693-2602 The SF-1199A Direct Deposit Sign-up Form and the ETA Accounting Contact Information document are both available at www.doleta.gov/grants under Payment Information. Allow at least 3 weeks from ETA□s receipt of the SF-1199A for access. Direct any inquiries regarding the status of the SF-1199A to Pamela Wilkerson on 202-693-2602 or Julia Murray on 202-693-2821.
For Existing ETA PMS Users	If a PMS account is already established for other ETA grants, send an email to Lanisha White, White.Lanisha@dol.gov or Julia Murray, Murray.Julia@dol.gov with the following information: - Grant agreement number - Grant award amount - PMS account number Once the email is received, the funds awarded under the new grant

	agreement will be available under the designated PMS Account in a separate Subaccount within 2-3 business days.

To Designate a Separate Entity as the Fiscal Agent	To designate a separate entity to act as the fiscal agent to access and disburse grant funds, submit the following: - A letter from the grantee to ETA with the entity's name, address and Employer Identification Number - Grantee completes sections A through C on the SF-1199A for the grantee organization. (Banking information is not needed for the grantee) - Fiscal Agent completes the entire SF-1199A. - Fiscal Agent provides the information contained in the ETA Accounting Contact Information document Once **both** SF-1199A forms are received and the account has been established in PMS, the primary contact indicated will receive a certified letter from the Payments Management System with drawdown instructions, PMS pin/account number and temporary password. These documents are available at *www.doleta.gov/grants* under Payment Information. Allow at least three weeks from ETA's receipt of the SF-1199A for access. Direct all inquires for the SF-1199 A to Pamela Wilkerson (202) 693-2602 or Julia Murray (202) 693-2821.

2. Financial Status Reporting

Access to Financial Reporting - ETA 9130	Identify two individuals in the organization responsible for financial reporting: - The Primary Contact person will certify the accuracy of the report by entering the PIN. The PIN acts as an electronic signature. - The Secondary Contact will enter the reporting data. Provide the following information to both Shantay Logan Logan.Shantay@dol.gov and Avery Malone Malone.Avery@dol.gov.: - Grant agreement number - Name & phone number of both individuals - Email address for Primary contact person The Financial Reporting Access document can be found at www.doleta.gov/grants under Financial Reporting. Only the Primary Contact person will be emailed the password/PIN upon receipt of the required information. Direct inquiries regarding the Password/PIN to Shantay Logan and Avery Malone. Contact your Federal Project Officer for questions on Financial Reporting.

Sincerely,

Donna Kelly

DONNA KELLY

Grant/Contracting Officer

Enclosures

JUL 23 2009

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Grant Modification / Notice of Obligation

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

GRANT MODIFICATION	**No. 0**	PROJECT: Youth Build	
GRANT NUMBER: YB-18929-09-60-A-47	EIN: 626000841	EFFECTIVE DATE: 07/01/2009	PAGE 1
GRANTEE: Shelby County Government 160 North Main, Suite 801 Memphis, TENNESSEE 38103-1812		ISSUED BY U.S. DEPARTMENT OF LABOR / ETA DIVISION OF FEDERAL ASSISTANCE 200 CONSTITUTION AVENUE NW - ROOM N-4716 WASHINGTON, DC 20210	

Action:

PROGRAM	YEAR / CFDA	CURRENT LEVEL	Mod 0 MODIFICATION	NEW LEVEL	PMS DOC #
YOUTHBUILD 09-A200-LBDU-4123-5YB00-000	PY 09 17.274	$0.00	$579,903.00	$579,903.00	YB189296H0
TOTAL FUND AVAILABILITY		**$0.00**	**$579,903.00**	**$579,903.00**	

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

Approved by Donna Kelly **Date Signed** 07/20/2009

DONNA KELLY

Grant Officer

U.S. DEPARTMENT OF LABOR **EMPLOYMENT AND TRAINING ADMINISTRATION**	GRANT / AGREEMENT **NOTIFICATION OF AWARD/OBLIGATION**

Under the authority of the ***Workforce Investment 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: Shelby County Government 160 North Main, Suite 801 Memphis, Tennessee 38103	**Agreement #:** YB-18929-09-60-A-47 **CFDA #: 17.274** **Accounting Code:** **A200LBDU-2009-4123-5YB00-000** **EIN:** 62-6000841 **DUNS #:** 041174889

- The Period of Performance shall be from **July 1, 2009 through June 30, 2012**.
- Total Government's Financial Obligation is **$579,903** (unless otherwise amended).

INCREMENTAL FUNDING

As specified in this grant award document, the Grantee has an approved threshold amount for this project up to **$927,844** with an initial increment of **$579,903.** This initial increment is for expenditure during the entire grant period.

Release of additional funds, up to a sum which does not exceed the threshold amount for the project, will be based on availability of Federal funds. The Grantor shall make a decision for the award of the final increment prior to the depletion of current funds. The grant award does not require that the Grantee be provided the approved threshold amount. The Project Narrative in the Statement of Work (Part I), which details the full extent of the proposed project, and the current approved Budget (424A) (Part II) are subject to the terms of this incremental funding clause unless otherwise 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 the following regulations and cost principles, including any subsequent amendments:

Uniform Administrative Requirements:

- 29 CFR Part 97, for State/Local Governments and Indian Tribes; *OR*
- 29 CFR Part 95, for Institutions of Higher Education, Hospitals and other Non-Profit Organizations and Commercial Organizations.

Cost Principles:

- OMB Circular A-87, for State/Local Governments and Indian Tribes;
- OMB Circular A-21, for Institutions of Higher Education; *OR*
- OMB Circular A-122, for Non-Profit Organizations.
- 48 CFR Part 31.

Other Requirements:

- 29 CFR Part 96 and 99, Single Audit Act
- 29 CFR Part 93, Lobbying Certification
- 29 CFR Part 37, Nondiscrimination and Equal Opportunity Requirements
- 29 CFR Part 98, Debarment and Suspension; Drug Free Workplace
- 20 CFR Part 652 et al., Workforce Investment Act
- Grant Award Document, Parts I through IV, and attachments.

The awardee's signature below certifies full compliance with all terms and conditions as well as the above stated grant regulations and certifications, and that this document has not been altered.

Signature of Approving Official – ***AWARDEE***	Signature of Approving Official - ***DOL/ETA***
See SF 424 for Signature of Grantee ***(Signature/Date)*** **No Additional Signature Required** **(Type Name and Title)**	Donna Kelly 7/20/09 **(Signature/Date)** **Donna Kelly, Grant Officer** **(Type Name and Title)**

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OMB Number: 4040-0004
Expiration Date: 01/31/2009

Application for Federal Assistance SF-424

Version 02

* 1. Type of Submission:
- [ ] Preapplication
- [x] Application
- [ ] Changed/Corrected Application

* 2. Type of Application:
- [x] New
- [ ] Continuation
- [ ] Revision

* If Revision, select appropriate letter(s):

* Other (Specify)

* 3. Date Received: 01/15/2009

4. Applicant Identifier:

5a. Federal Entity Identifier:

* 5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: Shelby County Government

* b. Employer/Taxpayer Identification Number (EIN/TIN): 62-6000841

* c. Organizational DUNS: 041174889

d. Address:

* Street1: 160 North Main, Suite 801
Street2:
* City: Memphis
County: Shelby
* State: TN: Tennessee
Province:
* Country: USA: UNITED STATES
* Zip / Postal Code: 38103-1812

e. Organizational Unit:

Department Name:

Division Name: Division of Community Services

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Ms.
* First Name: Dorothy
Middle Name: D
* Last Name: Jones
Suffix:

Title: Director

Organizational Affiliation:
Shelby County Division of Community Services

* Telephone Number: 901-545-4274
Fax Number: 901-545-3796

* Email: dottie.jones@shelbycountytn.gov

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OMB Number: 4040-0004
Expiration Date: 01/31/2009

Application for Federal Assistance SF-424

Version 02

9. Type of Applicant 1: Select Applicant Type:

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

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

Employment and Training Administration

11. Catalog of Federal Domestic Assistance Number:

17.274

CFDA Title:

YouthBuild

*** 12. Funding Opportunity Number:**

SGA-DFA-PY-08-07

* Title:

YouthBuild Grants

13. Competition Identification Number:

Title:

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

Memphis and Shelby County, Tennessee

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

Shelby County YouthBuild Application for Community and Incarcerated Youth

Attach supporting documents as specified in agency instructions.

Add Attachments | Delete Attachments | View Attachments

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OMB Number: 4040-0004
Expiration Date: 01/31/2009

Application for Federal Assistance SF-424

Version 02

16. Congressional Districts Of:

* a. Applicant: 7,8,9
* b. Program/Project: 7,8,9

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: 01/01/2010
* b. End Date: 12/31/2012

18. Estimated Funding ($):

* a. Federal	927,844.00
* b. Applicant	232,683.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	1,160,527.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- [ ] a. This application was made available to the State under the Executive Order 12372 Process for review on .
- [ ] b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- [x] c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

- [ ] Yes
- [x] No

Explanation

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

- [x] ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: Mr.
* First Name: A C
Middle Name:
* Last Name: Wharton
Suffix:

* Title: Mayor

* Telephone Number: 901-545-4500
Fax Number: 901-545-3796

* Email: ac.wharton@shelbycountytn.gov

* Signature of Authorized Representative: Dottie Jones
* Date Signed: 01/15/2009

Authorized for Local Reproduction

Standard Form 424 (Revised 10/2005)
Prescribed by OMB Circular A-102

Administrative Costs

Pursuant to 20 CFR 667.210(b), grantees are advised that there is a 15% limitation on administrative costs on funds administered under this grant. In no event, may administrative costs exceed 15% of the total award amount. The cost of administration shall include those disciplines enumerated in 20 CFR 667.220(b) and (c).

Sec. 667.220 What Workforce Investment Act title I functions and activities constitute the costs of administration subject to the administrative cost limit?

(a) The costs of administration are that allocable portion of necessary and reasonable allowable costs of State and local workforce investment boards, direct recipients, including State grant recipients under subtitle B of title I and recipients of awards under subtitle D of title I, as well as local grant recipients, local grant subrecipients, local fiscal agents and one-stop operators that are associated with those specific functions identified in paragraph (b) of this section and which are not related to the direct provision of workforce investment services, including services to participants and employers. These costs can be both personnel and non-personnel and both direct and indirect.

(b) The costs of administration are the costs associated with performing the following functions:

(1) Performing the following overall general administrative functions and coordination of those functions under WIA title I:

(i) Accounting, budgeting, financial and cash management functions;

(ii) Procurement and purchasing functions;

(iii) Property management functions;

(iv) Personnel management functions;

(v) Payroll functions;

(vi) Coordinating the resolution of findings arising from audits, reviews, investigations and incident reports;

(vii) Audit functions;

(viii) General legal services functions; and

(ix) Developing systems and procedures, including information systems, required for these administrative functions;

(2) Performing oversight and monitoring responsibilities related to WIA administrative functions;

(3) Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space;

(4) Travel costs incurred for official business in carrying out administrative activities or the overall management of the WIA system; and

(5) Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting and payroll systems) including the purchase, systems development and operating costs of such systems.

(c)(1) Awards to subrecipients or vendors that are solely for the performance of administrative functions are classified as administrative costs.

(2) Personnel and related non-personnel costs of staff who perform both administrative functions specified in paragraph (b) of this section and programmatic services or activities must be allocated as administrative or program costs to the benefiting cost objectives/categories based on documented distributions of actual time worked or other equitable cost allocation methods.

(3) Specific costs charged to an overhead or indirect cost pool that can be identified directly as a program cost are to be charged as a program cost. Documentation of such charges must be maintained.

(4) Except as provided at paragraph (c)(1), all costs incurred for functions and activities of subrecipients and vendors are program costs.

(5) Costs of the following information systems including the purchase, systems development and operating (e.g., data entry) costs are charged to the program category:

(i) Tracking or monitoring of participant and performance information;

(ii) Employment statistics information, including job listing information, job skills information, and demand occupation information;

(iii) Performance and program cost information on eligible providers of training services, youth activities, and appropriate education activities;

(iv) Local area performance information; and

(v) Information relating to supportive services and unemployment insurance claims for program participants;

(6) Continuous improvement activities are charged to administration Or program category based on the purpose or nature of the activity to be improved. Documentation of such charges must be maintained.