



**OFFICE OF THE
CHIEF FINANCIAL OFFICER**
Office of Development and Grants

Coleman A. Young Municipal Center
2 Woodward Avenue, Suite 1026
Detroit, Michigan 48226

Phone 313•628•1258
Fax 313•224•0542
www.detroitmi.gov

July 1, 2025

The Honorable Detroit City Council
ATTN: City Clerk Office
200 Coleman A. Young Municipal Center
Detroit MI 48226

RE: Request to Accept and Appropriate the FY 2025 SisterFriends - Birthing Futures Workforce Institute Grant

The U.S. Department of Labor has awarded the City of Detroit Health Department with the FY 2025 SisterFriends - Birthing Futures Workforce Institute Grant for a total of \$900,000.00. There is no match requirement. The total project cost is \$900,000.00.

The objective of the grant is to bridge gaps in maternal health access, by equipping Detroit residents with the skills needed to enter and sustain careers in the birthing workforce. The funding allotted to the department will be utilized to provide specialized training for doulas, midwives, lactation consultants, and perinatal community health workers, ensuring a culturally competent and community-driven approach to maternal care.. This is a reimbursement grant.

If approval is granted to accept and appropriate this funding, the appropriation number is 21541.

I respectfully ask your approval to accept and appropriate funding in accordance with the attached resolution.

Sincerely,

DocuSigned by:
Terri Daniels
4D2BEE23C8D489...

Terri Daniels
Director of Grants, Office of Development and Grants

CC:
Sajjiah Parker, Assistant Director, Grants

DocuSigned by:
Matthew Spayth
17E14G346551467...
Office of Budget

DocuSigned by:
Cheryl Smith-Williams
B8CAE73E1C57487...
Agreement Approved as to Form
By the Law Department



Office of Development and Grants

RESOLUTION

Council Member _____

WHEREAS, the Health Department is requesting authorization to accept a grant of reimbursement from U.S. Department of Labor, in the amount of \$900,000.00, to bridge gaps in maternal health access, by equipping Detroit residents with the skills needed to enter and sustain careers in the birthing workforce; and

WHEREAS, the Law Department has approved the attached agreement as to form; and

WHEREAS, this request has been approved by the Office of Budget; now

THEREFORE, BE IT RESOLVED that the Director or Head of the Department is authorized to execute the grant agreement on behalf of the City of Detroit, and

BE IT FURTHER RESOLVED, that the Budget Director is authorized to establish Appropriation number 21541, in the amount of \$900,000.00, for the FY 2025 SisterFriends - Birthing Futures Workforce Institute Grant.



Department of Labor

Notice of Award

Award# 25A60CP000488-01-00

FAIN# 25A60CP000488

Federal Award Date: 06/27/2025

Recipient Information

1. Recipient Name

CITY OF DETROIT
 2 Woodward Ave
 Health Department
 Detroit, MI 48226-3437
 [NO DATA]

2. Congressional District of Recipient

13

3. Payment System Identifier (ID)

1386004606A9

4. Employer Identification Number (EIN)

386004606

5. Data Universal Numbering System (DUNS)

006530661

6. Recipient's Unique Entity Identifier (UEI)

GS94M2VMNMJ3

7. Project Director or Principal Investigator

Ms. Terri Daniels
 Deputy CFO
 danielste@detroitmi.gov
 3132243320

8. Authorized Official

Ms. Terri Daniels
 Deputy CFO
 danielste@detroitmi.gov
 3132243320

Federal Agency Information

ETA Office of Grants Management

9. Awarding Agency Contact Information

Mr. Todd M Long-Jr
 Grants Management Specialist
 long.todd.m@dol.gov
 2026930570

10. Program Official Contact Information

Ms. Dawn M Alanis
 Federal Project Officer
 alanis.dawn.m@dol.gov
 312-596-5417

Federal Award Information

11. Award Number

25A60CP000488-01-00

12. Unique Federal Award Identification Number (FAIN)

25A60CP000488

13. Statutory Authority

Workforce Innovation and Opportunity Act, P.L. 113-28, Section 169(c)

14. Federal Award Project Title

Birthing Futures Workforce Institute

15. Assistance Listing Number

17.289

16. Assistance Listing Program Title

Community Project Funding/Congressionally Directed Spending

17. Award Action Type

New

18. Is the Award R&D?

No

Summary Federal Award Financial Information

19. Budget Period Start Date	07/01/2025	- End Date	06/30/2028
20. Total Amount of Federal Funds Obligated by this Action			\$900,000.00
20a. Direct Cost Amount			\$900,000.00
20b. Indirect Cost Amount			\$0.00
21. Authorized Carryover			\$0.00
22. Offset			\$0.00
23. Total Amount of Federal Funds Obligated this budget period			\$0.00
24. Total Approved Cost Sharing or Matching, where applicable			\$0.00
25. Total Federal and Non-Federal Approved this Budget Period			\$900,000.00
26. Period of Performance Start Date	07/01/2025	- End Date	06/30/2028
27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Period of Performance			\$900,000.00

28. Authorized Treatment of Program Income

ADDITIONAL COSTS

29. Grants Management Officer - Signature

Ms. Aiyana Pucci
 Grant Officer

30. Remarks



Department of Labor

Notice of Award

Award# 25A60CP000488-01-00

FAIN# 25A60CP000488

Federal Award Date: 06/27/2025

Recipient Information	
Recipient Name CITY OF DETROIT 2 Woodward Ave Health Department Detroit, MI 48226-3437 [NO DATA]	
Congressional District of Recipient 13	
Payment Account Number and Type 1386004606A9	
Employer Identification Number (EIN) Data 386004606	
Universal Numbering System (DUNS) 006530661	
Recipient's Unique Entity Identifier (UEI) GS94M2VMNMJ3	
31. Assistance Type Discretionary Grant	
32. Type of Award Other	

33. Approved Budget (Excludes Direct Assistance)	
I. Financial Assistance from the Federal Awarding Agency Only	
II. Total project costs including grant funds and all other financial participation	
a. Salaries and Wages	\$189,744.80
b. Fringe Benefits	\$60,585.51
c. Total Personnel Costs	\$250,330.31
d. Equipment	\$0.00
e. Supplies	\$31,500.00
f. Travel	\$0.00
g. Construction	\$0.00
h. Other	\$420,479.69
i. Contractual	\$197,690.00
j. TOTAL DIRECT COSTS	\$900,000.00
k. INDIRECT COSTS	\$0.00
l. TOTAL APPROVED BUDGET	\$900,000.00
m. Federal Share	\$900,000.00
n. Non-Federal Share	\$0.00

34. Accounting Classification Codes						
FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	ASSISTANCE LISTING	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
0501742425BD202501740026245CP000A0000AOFAM0AOFAM0	CP000488ZB1	ETA	410023	17.289	\$900,000.00	01742425BD

AWARD ATTACHMENTS

CITY OF DETROIT

25A60CP000488-01-00

1. Terms and Conditions

Remarks (Continuation)

Executive Order Alignment

You must review your grant award in its entirety to confirm that it fully complies with Executive Orders “Ending Radical and Wasteful Government DEI Programs and Preferencing” and “Ending Illegal Discrimination and Restoring Merit-Based Opportunity” (recipients are not required to comply with the certification provision in sec. 3(b)(iv) of this EO). Any activities and expenditures that do not align with these Executive Orders must be removed by amendment to your grant agreement. You must submit revised materials within 45 days to your Federal Project Officer for whom the name and contact information can be located on the first page of the Notice of Award in field #10.

Funds Management – Payment Management System (PMS)

Pursuant to Executive Order 14222 – “Implementing the President’s ‘Department of Government Efficiency’ Cost Efficiency Initiative,” Federal agencies are required to record every payment issued by the agency pursuant to each of the agency’s covered contracts and grants, along with a brief, written justification for each payment. PMS now has a “justification” field wherein grant recipients must identify the purpose for the Federal funds being drawn down. The justification is mandatory, and PMS will not accept a payment request if a justification is not provided.

Termination

Per 2 CFR 200.340, the Federal award may be terminated in part or its entirety as follows:

1. By DOL, if the recipient fails to comply with the terms and conditions of the award;
2. By DOL with the consent of the recipient, in which case the two parties must agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated;
3. By the recipient upon sending to the Grant Officer written notification setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, if DOL determines in the case of partial termination that the reduced or modified portion of the award will not accomplish the purposes for which the award was made, DOL may terminate the award in its entirety; or
4. By DOL, to the greatest extent authorized by law, if the award no longer effectuates the program goals or agency priorities;

When an award is terminated in part or its entirety, the recipient remains responsible for compliance with the closeout and post-closeout requirements in 2 CFR 200.344 and 200.345.

Detroit Health Department CP000488
Compliance Notification

Grant Recipient Training

Community Project grant recipients are required to participate in all Employment and Training Administration training activities related to grant recipient orientation, financial management and reporting, performance reporting, product dissemination, and other technical assistance training as appropriate during the grant period.

Participate in a National Evaluation

As a condition of grant award, grantees are required to participate in a national evaluation, if undertaken by DOL.

If DOL decides that a national evaluation is not necessary, at minimum, grantees will be required to attend roundtable discussion briefings on prior DOL evaluation studies focused on promising practices to deliver workforce education and training programs. The goal of these roundtable discussions is to provide Community Project grantees with researched-based evaluation studies on lessons learned from various employment and training programs to support the development, implementation, and sustainability of these grant projects.

Terms and Conditions

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PART A: GENERAL AWARD, SYSTEM FOR AWARD MANAGEMENT AND UNIFORM GUIDANCE

A(1.) Applicable Requirements

The recipient of this Federal award must assure to fully comply with the rules and requirements specified in the award document. Program requirements may be located in the Funding Opportunity Announcement (FOA), statutes, Executive Orders, government-wide regulations, agency regulations, agency policy guidance such as Training Employment Guidance Letter (TEGL), and the terms outlined in the award document.

The following authorities apply to your activities under this Federal award. It is recommended that the award recipient contact DOL when questions arise about what requirements apply in the event of any inconsistency between the terms and conditions of this Notice of Award (NOA) and other requirements.

- Workforce Innovation and Opportunity Act (WIOA).
- Other applicable Federal statutes.
- Further Consolidated Appropriations Act, 2024, dated March 23, 2024.
- Implementing Regulations.
- Executive Orders and Presidential Memoranda.
- The Office of Management and Budget (OMB) Guidance, including the Uniform Guidance at 2 CFR part 200, as amended (see *Guidance for Federal Financial Assistance*, 89 Fed. Reg. 30046 (Apr. 22, 2024)) and DOL regulations at part 2900.
- Executive Orders and Presidential Memoranda.
- The U.S. Department of Labor (DOL) directives.
- Terms and conditions of this award.

By drawing down funds, your organization as the award recipient agrees to the provisions of 20 CFR 683.820(b)(6), which states in part:

- a. “Any organization selected and/or funded under WIOA Title I, Subtitle D, is subject to having its award removed if an [Administrative Law Judge] decision so orders. As part of this process, the Grant Officer will provide instructions on transition and closeout to both the newly selected grantee and to the grantee whose positions is affected or which is being removed.”

A(2.) Training and Employment Guidance Letter (TEGL) and Notice of Award

The TEGL 02-24¹ is hereby incorporated into this NOA. Award recipients are bound by the authorizations, restrictions, and requirements contained in the TEGL. Therefore, the

¹ <https://www.dol.gov/agencies/eta/advisories/tegl-02-24>

expenditure of funds by the award recipient certifies that your organization has read and will comply with all the parts that are contained in the NOA.

Notice of Award The funds provided under this Notice of Award (NOA) must be expended according to all applicable Federal statutes, regulations and policies, and the applicable provisions in the appropriations act(s). The funds shall be obligated and expended via a NOA. These obligations and expenditures may not exceed the amount awarded by the NOA unless otherwise amended by the ETA.

A(3.) Approved Statement of Work

This project's narrative is the approved Statement of Work (SOW). It has been included as Attachment D. If there is any inconsistency between the project narrative and the program statute, appropriation, regulations, Executive Orders, Uniform Guidance, and DOL directives, contact your DOL representative.

A(4.) Federal Project Officer/ Program Official

The name and contact information of the DOL Federal Project Officer (FPO) or Program Official (PO) for this award is found on the first page of this Notice of Award in field #10.

This individual is your main point of contact with DOL. The individual is not authorized to change any of the terms or conditions of the award or approve prior approval requests. Any changes to the terms or conditions or prior approvals must be approved by the Grant Officer through the use of a formally executed award amendment process.

A(5.) System for Award Management (SAM.gov)

A SAM.gov registration is required for an entity to be able to apply for Federal awards, to request amendments to existing awards, and to enable them to closeout expiring awards. See Training and Employment Notice (TEN) 18-17² for additional guidance.

Unless exempt from this requirement under 2 CFR 25.110, the recipient must maintain a current and active registration in SAM.gov. The recipient's registration must always be current and active until the recipient submits all final reports required under this Federal award or receives the final payment, whichever is later. The recipient must review and update its information in SAM.gov at least annually from the date of its initial registration or any subsequent updates to ensure it is current, accurate, and complete. If applicable, this includes identifying the recipient's immediate and highest-level owner and subsidiaries and providing information about the recipient's predecessors that have received a Federal award or contract within the last three years.

² https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=9329

Effective on April 4, 2022, the DUNS Number was replaced by a new, non-proprietary identifier requested in and assigned by SAM.gov.³ This new identifier is called the Unique Entity Identifier (UEI), or the Entity ID. To learn more about how to access your UEI, please visit the U.S. General Service Administration (GSA), Unique Entity Identifier Update webpage⁴.

If the recipient is authorized to make subawards under this Federal award, then the recipient:

1. Must notify potential subrecipients that no entity may receive a subaward until the entity has provided its UEI to the recipient.
2. Must not make a subaward to an entity unless the entity has provided its UEI to the recipient. Subrecipients are not required to complete full registration in SAM.gov to obtain a UEI.

For the purposes of this award term:

System for Award Management (SAM.gov) means the Federal repository into which a recipient must provide the information required for the conduct of business as a recipient. Additional information about registration procedures may be found in SAM.gov⁵.

Entity is defined at 2 CFR 25.400 and includes all of the following types as defined in 2 CFR 200.1:

- (1) Non-Federal entity;
- (2) Foreign organization;
- (3) Foreign public entity;
- (4) Domestic for-profit organization; and
- (5) Federal agency.

Subaward has the meaning given in 2 CFR 200.1.

Subrecipient has the meaning given in 2 CFR 200.1.

DOL advises Federal financial assistance award recipients registered in SAM.gov to frequently review their registration information, particularly their financial information and points of contact. Assistance is available by contacting the Federal Service Desk at FSD.gov⁶.

³ <https://www.sam.gov>

⁴ https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0041254&sys_kb_id=875189f21bee8d54937fa64ce54bcbaa&spa=1

⁵ <https://www.sam.gov>

⁶ <https://www.fsd.gov>

DOL routinely checks the validity of a recipient’s SAM.gov registration and verifies that the recipient is not included on the excluded parties list before making an award or approving a modification to an existing award. Failure to have an active SAM.gov registration can delay award recipients from receiving their initial award or requested modifications to their existing awards.

DOL further encourages award recipients to review the expiration date of their SAM.gov registration and begin the renewal process well in advance, to ensure that their registration remains valid. If the award recipient has not logged in and updated its entity registration record within at least the past 365 days, its record will expire and go into inactive status. Timely renewal will ensure that the award recipient can continue to request and receive modifications to their existing grants, as well as apply for new funding opportunities. Further, the Employer Identification Number (EIN) must remain active until the award closeout process is fully completed.

A(6.) Profit

The recipient and subrecipients are prohibited from earning a profit resulting from the implementation of this award. As directed in 2 CFR 200.400(g), recipients and subrecipients may not earn or keep any profit resulting from Federal financial assistance unless explicitly authorized in the Federal award.

A(7.) Subawards

A *subaward* means an award provided by a pass-through entity to a subrecipient for the subrecipient to contribute to the goals and objectives of the project by carrying out part of a Federal award received by the pass-through entity. It does not include payments to a contractor, beneficiary, or participant. A subaward may be provided through any form of legal agreement consistent with criteria in 2 CFR 200.331, including an agreement the pass-through entity considers a contract.

The provisions of the Terms and Conditions of this award must be applied to any subrecipient under this award. The recipient is responsible for ensuring that the Terms and Conditions and all other information required in 2 CFR 200.332(b) are in all subaward packages, and monitoring the subrecipient, including to ensure that the subrecipient complies with all applicable Federal statutes, regulations, and the Terms and Conditions of this award (2 CFR 200.101(b) and .332).

A(8.) Contracts

A *contract* means a legal instrument by which a recipient or subrecipient conducts procurement transactions under a Federal award. Additional guidance on distinguishing between a subrecipient and a contractor is provided in 2 CFR 200.331. When procuring contractors for goods and services, DOL/ETA recipients and subrecipients must follow the procurement requirements, including the requirement for full and open competition,

found at 2 CFR 200.318 through 200.327 (except states and Indian tribes, which must follow 2 CFR 200.317).

A(9.) Technical Assistance, Resources, and Information

Additional resources, 508-compliant PowerPoints, training, and resources to assist the award recipient are located on the ETA Resources webpage⁷ and on the Grants Application and Management collection page on WorkforceGPS.org⁸. SMART training⁹ is a technical assistance initiative sponsored by DOL/ETA to assist its award recipients and subrecipients in improving its program/project operations through effective grants management. Please take some time to review the training modules which are focused on:

Strategies for sound grant management that include:

- Monitoring,
- Accountability,
- Risk mitigation and
- Transparency.

Questions regarding the content may be directed to compliance.policy@dol.gov.

A(10.) Monitoring, Technical Assistance, and Additional Specific Conditions of Award

All award recipients and subrecipients, including states and territories managing the Unemployment Insurance programs, may have the specific conditions of their award adjusted (2 CFR 200.208). A specific condition is based on an analysis of the following factors:

1. Review of OMB-designated repositories of government-wide data (for example, *SAM.gov*) or review of its risk assessment (See 200.206);
2. The recipient's or subrecipient's history of compliance with the terms and conditions of Federal awards;
3. The recipient's or subrecipient's ability to meet expected performance goals as described in 2 CFR 200.211; or
4. A determination of whether a recipient or subrecipient has inadequate financial capability to perform the Federal award.

Specific conditions may include the following:

1. Requiring payments as reimbursements rather than advance payments;
2. Withholding authority to proceed to the next phase until receipt of evidence of acceptable performance;
3. Requiring additional or more detailed financial reports;

⁷ <https://www.dol.gov/agencies/eta/grants/resources>

⁸ <https://grantsapplicationandmanagement.workforcegps.org/>

⁹ <https://www.dol.gov/agencies/eta/grants/resources>

4. Requiring additional project monitoring;
5. Requiring the recipient or subrecipient to obtain technical or management assistance; or
6. Establishing additional prior approvals.

Award recipients may be required to obtain technical or compliance assistance through an established provider/contractor that has been selected or hired by DOL/ETA that may include in-person or remote assistance.

A(11.) Evaluation, Data, and Implementation

Award recipients must cooperate during the implementation of a third-party evaluation. This means providing DOL/ETA or its authorized contractor with the appropriate data and access to program operating personnel and participants in a timely manner.

A(12.) Conflict of Interest

Recipients and subrecipients of federal assistance must have a written policy in place on conflicts of interest, including organizational conflicts of interest. The policy must include the process the recipient or subrecipient will take to identify, avoid, remove, and remedy conflicts of interest.

Federal assistance recipients must disclose in writing any real or potential conflict of interest to DOL. The disclosure must notify the Grant Officer through written letter or email and contain the appropriate grant number.

A conflict of interest occurs when an entity or individual's objectivity becomes impaired because there is a conflict between personal or self-serving interests and professional duties or responsibilities. Such a conflict occurs when an organization or individual has a vested interest, such as financial, status, knowledge, relationships, or reputation, which puts into question whether their actions, judgment, or decision-making can be unbiased. A conflict of interest can also arise when actions are taken or may appear to be taken by any entity involved in more than one role, such that the performance of that entity in one role affects its interest in its other role, thereby making it difficult for the entity to perform a grant process objectively and impartially.

A potential conflict of interest occurs when it is reasonably foreseeable that an entity or individual's objectivity could become impaired in the future due to a conflict between personal or self-serving interests and professional duties or responsibilities.

An organizational conflict of interest occurs when, because of relationships with a parent company, affiliate, or subsidiary organization, the recipient or subrecipient is unable or appears to be unable to be impartial in conducting a grant action involving a related organization. Such conflicts may be actual or potential.

DOL requires that recipients of Federal funds use them in the best interest of the award program and therefore grant decisions must be free of undisclosed conflicts of interest including those that are real or potential conflicts, whether individual or organizational.

When there are disclosed conflicts of interest in grant decisions, the recipient must notify DOL and take remedial action to resolve or mitigate the conflict.

The signatory authority or authorized official identified on the SF-424 application further certifies through their signature on the SF-424 application that any potential conflict of interest has been identified to the appropriate Grant Officer.

PART B: INDIRECT COSTS, BUDGET, AND COST SHARE

B(1.) Indirect Cost Rate and Cost Allocation Plan

An award recipient that is claiming indirect costs to a Federal award must have a Negotiated Indirect Cost Rate Agreement (NICRA), Cost Allocation Plan (CAP), or elect to utilize the de minimis rate of 15% of modified total direct costs (MTDC). Indirect costs are costs incurred for a common or joint purpose that benefit more than one cost objective and are not readily assignable to one cost objective without specifically benefitting effort disproportionate to the results achieved. Direct costs, by contrast, can be identified specifically with a particular cost objective, such as a Federal award, or other internally or externally funded activity that can be directly assigned to such activities relatively easily with a high degree of accuracy. The association of costs with a Federal award determines whether costs are direct or indirect.

If the DOL serves as the Federal Cognizant Agency (FCA) for the award recipient, then the award recipient must work with DOL's Cost & Price Determination Division (CPDD), which has delegated authority to negotiate and issue a NICRA or CAP on behalf of the Federal Government. More information about the DOL's CPDD is available at DOL's Cost & Price Determination Division (CPDD) website¹⁰ and provides guidelines to help develop indirect cost rates, links to the applicable cost principles, and contact information. The CPDD also has Frequently Asked Questions to provide general information about the indirect cost rate approval process and due dates for provisional and final indirect cost rate proposals.

If a new NICRA is issued during the award's period of performance, it must be provided to DOL within 30 days of issuance. Funds may be re-budgeted as necessary between direct cost categories as long as they are consistent with the Budget Flexibility term within this agreement, grant requirements, and DOL regulations on prior approval. However, the total amount of the award will not be increased.

- (1) The award recipient has a federally approved NICRA or CAP covering the entirety or a portion of the grant period of performance is included as Attachment F. If the NICRA or CAP covers only a portion of the period of performance, a new approved NICRA or CAP will need to be provided for the

¹⁰ <https://www.dol.gov/agencies/oasam/centers-offices/office-of-the-senior-procurement-executive/cost-price-determination-division>

remaining portion of the period of performance. Once approved, the NICRA or CAP must be submitted to your Federal Project Officer.

- (2) The award recipient has elected to use the De Minimis Rate of 15% of Modified Total Direct Costs (MTDC). To avoid a serious inequity in the distribution of indirect cost, DOL defines MTDC as all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$50,000 of each subaward or subcontract (regardless of the period of performance of the subawards and subcontracts under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward or subcontract in excess of \$50,000.

See 2 CFR 200.414(f) for more information on use of the de minimis rate. Please be aware that incurred indirect-type costs (such as but not limited to top management salaries, financial oversight, human resources, payroll, personnel, auditing costs, accounting and legal, etc. used for the general oversight and administration of the organization) must not be classified as direct costs; these types of costs are recovered as part of charging the de minimis rate.

To use de minimis, the award recipient must not have a current negotiated (including provisional) rate.

A governmental department or agency that receives more than \$35 million in direct Federal funding must submit its indirect cost rate proposal to its cognizant agency for indirect costs in accordance with Appendix VII(D).

De minimis may be used indefinitely. When applying the de minimis rate, costs must be consistently charged as either direct or indirect costs and may not be double charged or inconsistently charged as both. Once elected, the recipient or subrecipient must use the de minimis rate for all Federal awards until such time as the award recipient or subrecipient chooses to receive a negotiated rate.

- (3) The award recipient has claimed indirect costs on the SF-424A; however, a NICRA or CAP approved by the FCA was not provided and the award recipient did not elect to utilize the de minimis rate of 15% of MTDC. An approved NICRA or CAP must be submitted to the Grant Officer, or the award recipient must elect to utilize the de minimis rate of 15% of MTDC to charge indirect costs to the Federal award.

If the award recipient elects to utilize the de minimis rate of 15% of MTDC, the award recipient must notify the Grant Officer in writing.

If the award recipient utilizes a NICRA or CAP, only the de minimis rate

of 15% of MTDC will be released to support the indirect costs in the absence of a NICRA or CAP approved by the FCA. The remaining funds which have been awarded for indirect costs are restricted and may not be used for any purpose until the recipient provides a signed copy of the NICRA or CAP agreement.

As the award recipient, an indirect cost rate proposal or CAP must be submitted to the FCA within 90 days of award. If the FCA for indirect costs is DOL, these documents should be submitted to the DOL's Cost & Price Determination Division (CPDD). Otherwise, they should be submitted to the award recipient's FCA. Alternatively, the award recipient may request the de minimis rate if eligible (see section b. above). In addition, the recipient must notify the FPO that the documents have been submitted to the appropriate FCA.

- (4) The award recipient elected to exclude indirect costs from the proposed budget. Administrative and clerical staff salaries should only be classified as direct costs if they meet the conditions specified in 2 CFR 200.413(c).

If indirect costs are misclassified as direct costs, per the guidelines at 2 CFR 200.412 - 414, such costs may become disallowed through an audit or compliance review conducted by a Federal staff person. Please be aware that incurred indirect costs (such as but not limited to top management salaries, financial oversight, human resources, payroll, personnel, auditing costs, accounting and legal, etc. used for the general oversight and administration of the organization) must not be classified as direct costs; these types of costs are indirect costs. Only direct costs, as defined by the cost principles contained in the Uniform Guidance will be charged.

B(2.) Indirect Cost Rate – Financial Reporting for NICRA and De Minimis

All award recipients with an approved NICRA or de minimis rate must report indirect costs on their **FINAL** ETA-9130 Financial Report. If an award recipient has a NICRA and a CAP, only the indirect costs tied to the NICRA are reported on the FINAL ETA-9130 Financial Report. The grant recipient may refer to the ETA-9130 Report ¹¹ for additional guidance.

B(3.) Budget - Approved

The award recipient's budget documents are attached in this NOA. The documents are: 1) the SF-424, included as Attachment A; 2) the SF-424A, included as Attachment B; and 3) the Budget Narrative, included as Attachment C. The award recipient must confirm that all costs are allowable, reasonable, necessary, and allocable before charging any expense. Pursuant to 2 CFR Part 2900, the approval of the budget as awarded does not constitute prior approval of those items specified in 2 CFR part 200 and 2 CFR part

¹¹ https://www.dol.gov/sites/dolgov/files/ETA/grants/pdfs/ETA-9130_Financial_Reporting_Resources.pdf

2900 or as a part of the grant award as requiring prior approval. The Grant Officer is the only official with the authority to provide such approval.

Any changes to the budget that impact the Statement of Work (SOW) and agreed upon outcomes or deliverables will require a request for modification and prior approval from the Grant Officer.

All period of performance extensions, including no-cost and one-time extensions, require prior approval from the Grant Officer. If the period of performance will include multiple budget periods, subsequent budget periods are subject to the availability of funds, program authority, satisfactory performance, and compliance terms and conditions of the Federal award.

Unless otherwise authorized in a grant award or cooperative agreement or subsequent modification, recipients must expend funds with the shortest period of availability first.

B(4.) Budget Flexibility

Award recipients are not permitted to make transfers that would cause any funds to be used for purposes other than those consistent with this Federal program. Any budget changes that impact the SOW and agreed upon outcomes or deliverables require a request for modification and approval from the Grant Officer.

Any request for a budget modification or non-competing extension of the final budget should be submitted to the Grant Officer, in writing, at least 30 days before the Period of Performance is scheduled to expire. Such requests usually are for a period of up to 12 months.

As directed in 2 CFR 200.308(i), for programs where the Federal share is over the Simplified Acquisition Threshold (SAT) (currently \$250,000), the transfer of funds among direct cost categories (for example, personnel, travel, and supplies) or programs, functions, and activities is restricted such that if the cumulative amount of a transfer exceeds or is expected to exceed 10% of the total budget, including cost share, as last approved by the Federal agency, the award recipient must receive prior approval from the Grant Officer. Any changes within a specific cost category on the SF-424A do not require a grant modification unless the change results in a cumulative transfer among direct cost categories exceeding 10% of total budget. It is recommended that the assigned Federal Project Officer or point of contact review any within-line changes to the award recipient's budget prior to implementation to ensure they do not require a modification.

For programs where the Federal share of the project is below the SAT of \$250,000, recipients are not required to obtain the Grant Officer's approval when transferring funds among direct cost categories.

B(5.) Non-Federal Cost Sharing

This award does not include a cost sharing requirement.

PART C: FUNDS MANAGEMENT

C(1.) Funds – Payment Management System (PMS)

Upon receipt of a NOA, to draw funds from the U.S. Department of Health and Human Services (HHS) Payment Management System (PMS)¹², an active account must be established. To establish an account, award recipients must complete an SF-1199A and PMS Access form (shown as the PMS New User Access Request on the PMS website¹³) (User Access). Federal award recipients do not need to complete these forms if they already have an account with PMS.

C(2.) Funds - Return & Refunds

DOL does not accept paper checks for any type of returned funds. For active grants, all return of funds are to be submitted electronically through the PMS operated by the HHS via the same method as a drawdown. For grants that have been cancelled or are expired (typically older than five years), incoming payments, including returns and recoveries to DOL, must be made via the Pay.gov¹⁴ website.

If there are questions regarding the return of funds, or your organization no longer has access to PMS, contact the DOL/ETA, Office of Financial Administration via email at: ETA-ARteamdol.gov for further assistance.

PART D: COSTS - LIMITATIONS, ITEMS, AND RESTRICTIONS

D(1.) Consultants

For the purposes of this grant award, the Grant Officer has determined that fees paid to a consultant who provides services under a program shall be limited to \$815.00 a day (representing an eight-hour workday). Such costs must be reasonable, allocable, and allowable to the program. Any fees paid in excess of this amount cannot be paid without prior approval from the Grant Officer.

D(2.) Equipment and Other Capital Assets

To purchase capital assets (including equipment), the award recipient must submit a request and receive **prior written approval** from the Grant Officer as defined in the Uniform Guidance at 2 CFR 200.1 and 200.439. A request to purchase capital assets

¹² <https://pms.psc.gov/>

¹³ <https://pms.psc.gov/>

¹⁴ <https://www.pay.gov/public/form/start/177233981>

(equipment) will be reviewed and approved in an amendment to the award.

See 2 CFR 200.1 for the definitions of capital expenditures, equipment, special purpose equipment, general purpose equipment, and capital assets.

The capital asset of equipment is defined as tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the recipient or subrecipient for financial statement purposes, or \$10,000.

Being awarded this grant **does not** automatically mean that the equipment specified in the approved budget or SOW is approved by the Grant Officer, 2 CFR Part 2900. The recipient must submit a detailed list describing the planned purchases to the FPO for review within 90 days of the NOA date. Recipients are strongly encouraged to submit requests to purchase equipment as early as possible in the grant's period of performance with as many planned pieces of equipment as possible.

Recipients may not purchase equipment during the last year of the period of performance or the last year of full program service delivery (not follow-up activities), whichever comes first. If any approved acquisition has not occurred prior to the last funded year of performance, approval for that item will be rescinded.

D(3.) Pre-Award Costs

All costs incurred by the award recipient prior to the start date specified in the grant award issued by the Department are **incurred at the recipient's own expense**.

D(4.) Program Income

The Addition method as described in 2 CFR 200.307 must be used in allocating any program income generated for this awards award. The award recipient must expend all program income prior to drawing down any additional funds as required at 2 CFR 200.305(b)(5) and 2 CFR 200.307(b). The DOL will require any program income remaining at the end of period of performance to be returned to DOL. In addition, award recipient(s) must report program income on the quarterly financial report using the applicable ETA-9130 or SF-425 reports.

For the YouthBuild program, please refer to 20 CFR 688.590 for guidance on program income.

D(5.) Travel

This award waives the prior approval requirement for domestic travel as contained in 2 CFR 200.475. For domestic travel to be an allowable cost, it must be necessary, allowable, reasonable, allocable and conform to the recipient's or subrecipient's written

policies and procedures. All travel must also comply with Fly America Act (49 USC 40118), which states in part that any air transportation, regardless of price, must be performed by, or under a code-sharing arrangement with, a U.S. Flag air carrier if service provided by such carrier is available.

D(6.) Travel – Foreign

Foreign travel is not allowable except with prior written approval from the Grant Officer through the process described in 2 CFR 200.407 and 2 CFR Part 2900. All travel, both domestic and Grant Officer approved foreign travel, must comply with the Fly America Act (49 USC 40118), which states in part that any air transportation, regardless of price, must be performed by, or under a code-sharing arrangement with, a U.S. Flag air carrier if service provided by such carrier is available.

D(7.) Travel – Mileage Reimbursement Rates

Pursuant to 2 CFR 200.475(a), recipients and subrecipients may charge travel costs on an actual cost basis, on a per diem or mileage basis, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip. The method used must be consistent with those normally allowed in like circumstances in the recipient's or subrecipient's other activities and in accordance with the recipient's or subrecipient's established written travel reimbursement policies. In the absence of an established written policy regarding travel costs, the rates and amounts established under 5 U.S.C. 5701-11 ("Travel and Subsistence Expenses; Mileage Allowances"), by the Administrator of General Services, or by the President (or their designee) pursuant to any provisions of such subchapter must apply to travel under Federal awards (48 CFR 31.205-46(a)). Mileage rates must be checked annually at GSA's Privately Owned Vehicle (POV) Mileage Reimbursement Rates webpage¹⁵ to ensure compliance.

D(8.) Conferences and Conference Space

Conferences sponsored in whole or in part by the award recipient are allowable if the conference is necessary and reasonable for the successful performance of the Federal award. Award recipients are urged to use discretion and good judgment to ensure that all conference costs charged to the grant are appropriate and allowable. For more information on the requirements and the allowability of costs associated with conferences, refer to 2 CFR 200.432. Recipients will be held accountable to the requirements in 2 CFR 200.432. Therefore, costs that do not comply with 2 CFR 200.432 will be questioned and may be disallowed.

¹⁵ <http://www.gsa.gov/mileage>

D(9.) Hotel-Motel Fire Safety

Pursuant to 15 U.S.C. 2225a, the recipient must ensure that all space for conferences and conventions or training seminars funded in whole or in part with Federal funds complies with the protection and control guidelines of the Hotel and Motel Fire Safety Act (P.L. 101-391, as amended). Recipients may search the Hotel-Motel National Master List¹⁶ to see if a property is in compliance, or to find other information about the Act.

PART E: REPORTING, AUDIT, AND CLOSEOUT

E(1.) Reports – Financial Reports

All ETA award recipients are required to submit quarterly financial and narrative progress reports for each award.

- 1) **Financial Reports.** All ETA award recipients are required to report financial data on the ETA-9130 Financial Report. Reporting quarter end dates are March 31, June 30, September 30, and December 31. ETA-9130 reports are due no later than 45 calendar days after the end of each specified reporting quarter. Due to the configuration of Payment Management System (PMS), the ETA-9130 financial report for the quarter ending March 31st is due on May 16th.

Quarter End Date	Quarterly ETA-9130 Due Date
March 31 st	May 16 th
June 30 th	August 15 th
September 30 th	November 15 th
December 31 st	February 15 th

A final financial report must be submitted no later than 120 calendar days after the quarter encompassing the award end date ends, or 120 calendar days after the completion of the quarter in which all funds have been expended, whichever comes first. For additional guidance on ETA’s financial reporting, reference ETA-9130 Financial Reporting Resources¹⁷.

The instructions for accessing both the online financial reporting system and cash drawdowns using the HHS PMS can be found in the transmittal memo accompanying this NOA.

E(2.) Reports – Narrative Progress Reports

- 1) **Narrative Progress Reports.** Award recipients are required to submit quarterly and final narrative reports on grant activities funded under this award. All reports are due no later than 45 calendar days after the end of each specified reporting

¹⁶ <https://apps.usfa.fema.gov/hotel/>

¹⁷ https://www.doleta.gov/grants/pdf/ETA-9130_Financial_Reporting_Resources.pdf

quarter. Reporting quarter end dates are March 31, June 30, September 30, and December 31.

- a) The last quarterly progress report that award recipients submit will serve as the grant’s Final Performance Report. This report should provide both *quarterly and cumulative* information on the award’s activities. It must summarize project activities, employment outcomes and other deliverables, and related results of the project.
- b) The award recipient shall use any standard forms and instructions to report on training and employment outcomes and other data relating to the progress reports as provided by ETA.
- c) The award recipient shall utilize standard reporting processes and electronic reporting systems to submit their quarterly progress reports as provided by ETA.

E(3.) Federal Funding Accountability and Transparency Act (FFATA or Transparency Act)

The prime recipient is responsible for reporting quality subaward data to the Federal Funding Accountability and Transparency Act (FFATA) of 2006 Subaward Reporting System (FSRS) that is subsequently displayed on USAspending.gov. Federal award and subaward descriptions are critical to informing the public of Federal spending by providing the public with an understanding of the purpose of the Federal award provided to the recipient. Recipients should include descriptions about award-specific activities and avoid acronyms or Federal or agency-specific terminology.

Applicable to grants and cooperative agreements:

I. REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION

(a) *Reporting of first-tier subawards* —

(1) *Applicability.* Unless the recipient is exempt as provided in paragraph (d) of this award term, the recipient must report each subaward that equals or exceeds \$30,000 in Federal funds for a subaward to an entity or Federal agency. The recipient must also report a subaward if a modification increases the Federal funding to an amount that equals or exceeds \$30,000. All reported subawards should reflect the total amount of the subaward.

(2) *Reporting Requirements.*

- (i) The entity or Federal agency must report each subaward described in paragraph (a)(1) of this award term to the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)¹⁸.
- (ii) For subaward information, report no later than the end of the month following the month in which the subaward was issued. (For example, if

¹⁸ <http://www.fsrs.gov>

the subaward was made on November 7, 2025, the subaward must be reported by no later than December 31, 2025).

(b) *Reporting total compensation of recipient executives for entities —*

(1) *Applicability.* The recipient must report the total compensation for each of the recipient's five most highly compensated executives for the preceding completed fiscal year if:

(i) The total Federal funding authorized to date under this Federal award equals or exceeds \$30,000;

(ii) in the preceding fiscal year, the recipient received:

(A) 80 percent or more of the recipient's annual gross revenues from Federal procurement contracts (and subcontracts) and Federal awards (and subawards) subject to the Transparency Act; and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal awards (and subawards) subject to the Transparency Act; and,

(iii) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a)¹⁹, 78o(d)²⁰) or section 6104 of the Internal Revenue Code of 1986 after receiving this subaward. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings.²¹)

(2) *Reporting Requirements.* The recipient must report executive total compensation described in paragraph (b)(1) of this appendix:

(i) As part of the recipient's registration profile at Sam.gov.²²

(ii) No later than the month following the month in which this Federal award is made, and annually after that. (For example, if this Federal award was made on November 7, 2025, the executive total compensation must be reported by no later than December 31, 2025.)

(c) *Reporting of total compensation of subrecipient executives—*

(1) *Applicability.* Unless a first-tier subrecipient is exempt as provided in paragraph (d) of this appendix, the recipient must report the executive total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if:

(i) The total Federal funding authorized to date under the subaward equals or exceeds \$30,000;

(ii) In the subrecipient's preceding fiscal year, the subrecipient received:

¹⁹ <https://www.govinfo.gov/link/uscode/15/78m>

²⁰ <https://www.govinfo.gov/link/uscode/15/78o>

²¹ <http://www.sec.gov/answers/execomp.htm>

²² <https://www.sam.gov>

- (A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal awards (and subawards) subject to the Transparency Act; and,
- (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal awards (and subawards) subject to the Transparency Act; and
- (iii) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a)²³, 78o(d)²⁴) or section 6104 of the Internal Revenue Code of 1986 after receiving this subaward. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings²⁵).

(2) *Reporting Requirements.* Subrecipients must report to the recipient their executive total compensation described in paragraph (c)(1) of this appendix. The recipient is required to submit this information to the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)²⁶ no later than the end of the month following the month in which the subaward was made. (For example, if the subaward was made on November 7, 2025, the subaward must be reported by no later than December 31, 2025).

(d) *Exemptions.* (1) A recipient with gross income under \$300,000 in the previous tax year is exempt from the requirements to report:

- (i) Subawards, and
- (ii) The total compensation of the five most highly compensated executives of any subrecipient.

(e) *Definitions.*

For purposes of this award term:

Entity includes:

- (1) Whether for profit or nonprofit:
 - (i) A corporation;
 - (ii) An association;
 - (iii) A partnership;
 - (iv) A limited liability company;
 - (v) A limited liability partnership;
 - (vi) A sole proprietorship;
 - (vii) Any other legal business entity;
 - (viii) Another grantee or contractor that is not excluded by subparagraph (2); and
 - (ix) Any State or locality;

²³ <https://www.govinfo.gov/link/uscode/15/78m>

²⁴ <https://www.govinfo.gov/link/uscode/15/78o>

²⁵ <http://www.sec.gov/answers/execomp.htm>

²⁶ <http://www.fsrs.gov>

(2) Does not include:

- (i) An individual recipient of Federal financial assistance; or
- (ii) A Federal employee.

Executive means an officer, managing partner, or any other employee holding a management position.

Subaward has the meaning given in 2 CFR 200.1²⁷.

Subrecipient has the meaning given in 2 CFR 200.1²⁸.

Total Compensation means the cash and noncash dollar value an executive earns during an entity's preceding fiscal year. This includes all items of compensation as prescribed in 17 CFR 229.402(c)(2)²⁹.

E(4.) Integrity and Performance Matters – FAPIIS [For awards exceeding \$500,000]

I. REPORTING OF MATTERS RELATED TO RECIPIENT INTEGRITY AND PERFORMANCE

(a) *General Reporting Requirement.*

(1) If the total value of your active grants, cooperative agreements, and procurement contracts from all Federal agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient must ensure the information available in the responsibility/qualification records through the System for Award Management (*SAM.gov*), about civil, criminal, or administrative proceedings described in paragraph (b) of this award term is current and complete. This is a statutory requirement under section 872 of Public Law 110-417³⁰, as amended (41 U.S.C. 2313³¹). As required by section 3010 of Public Law 111-212³², all information posted in responsibility/qualification records in *SAM.gov* on or after April 15, 2011 (except past performance reviews required for Federal procurement contracts) will be publicly available.

(b) *Proceedings About Which You Must Report.*

- (1) You must submit the required information about each proceeding that—
- (i) Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;
 - (ii) Reached its final disposition during the most recent five-year period;
- and

²⁷ <https://www.ecfr.gov/current/title-2/section-200.1>

²⁸ <https://www.ecfr.gov/current/title-2/section-200.1>

²⁹ [https://www.ecfr.gov/current/title-17/section-229.402#p-229.402\(c\)\(2\)](https://www.ecfr.gov/current/title-17/section-229.402#p-229.402(c)(2))

³⁰ <https://www.govinfo.gov/link/plaw/110/public/417>

³¹ <https://www.govinfo.gov/link/uscode/41/2313>

³² <https://www.govinfo.gov/link/plaw/111/public/212>

(iii) Is one of the following—

- (A) A criminal proceeding that resulted in a conviction;
- (B) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;
- (C) An administrative proceeding that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or
- (D) Any other criminal, civil, or administrative proceeding if—
 - (1) It could have led to an outcome described in paragraph (b)(1)(iii)(A) through (C);
 - (2) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and
 - (3) The requirement in this award term to disclose information about the proceeding does not conflict with applicable laws and regulations.

(c) *Reporting Procedures.* Enter the required information in *SAM.gov* for each proceeding described in paragraph (b) of this award term. You do not need to submit the information a second time under grants and cooperative agreements that you received if you already provided the information in *SAM.gov* because you were required to do so under Federal procurement contracts that you were awarded.

(d) *Reporting Frequency.* During any period of time when you are subject to the requirement in paragraph (a) of this award term, you must report proceedings information in *SAM.gov* for the most recent five-year period, either to report new information about a proceeding that you have not reported previously or affirm that there is no new information to report. If you have Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000, you must disclose semiannually any information about the criminal, civil, and administrative proceedings.

(e) *Definitions.* For purposes of this award term—

Administrative proceeding means a non-judicial process that is adjudicatory in nature to make a determination of fault or liability (for example, Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with the performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.

Conviction means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of *nolo contendere*.

Total value of currently active grants, cooperative agreements, and procurement contracts includes the value of the Federal share already received plus any anticipated Federal share under those awards (such as continuation funding).

E(5.) Audits

Single (organization-wide) or program-specific audits must be performed in accordance with 2 CFR part 200, subpart F, the Audit Requirements of the Uniform Guidance. Non-federal entities (as defined in 2 CFR 200.1) that expend \$1,000,000 or more in a year from any Federal awards must have an audit conducted for that year in accordance with the requirements contained in subpart F. All other audit reports are submitted through the Federal Audit Clearinghouse.

The updated audit and major program determination thresholds of \$1,000,000 apply to grant recipient fiscal years beginning on or after October 1, 2024.

For fiscal years beginning before October 1, 2024, auditors must adhere to the version of the Uniform Guidance in effect prior to October 1 and must not apply any compliance requirements from the 2024 Uniform Guidance revisions.

For grant recipients who would like an extension on their audit report submission, they should first contact their assigned FPOs.

All submissions will need to be made through the new FAC (Federal Audit Clearinghouse³³) hosted by GSA.

E(6.) Closeout/Final Year Requirements

At the end of the grant period, the award recipient will be required to close the grant with the DOL. The grant award and cooperative agreement recipient will be notified approximately 15 days prior to the end of the period of performance that the closeout process will begin when the period of performance ends. See ETA's Grant Closeout webpage³⁴ for further information on the closeout process. The recipient's responsibilities at closeout may be found at 2 CFR 200.344. During the closeout process, the award recipient must be able to provide documentation for all direct and indirect costs that are incurred. For instance, if an organization is claiming indirect costs, the required documentation is a NICRA or CAP issued by the award recipient's FCA. For those approved to utilize a de minimis rate for indirect costs, the grant agreement or cooperative agreement is sufficient documentation. Not having documentation for direct or indirect costs will result in costs being disallowed and subject to debt collection.

Administrative costs associated with the closeout activities of a Federal award (for example, salaries of personnel preparing final reports, publication and printing costs,

³³ <https://www.fac.gov/>

³⁴ <https://www.dol.gov/agencies/eta/grants/management/closeout>

costs associated with the disposition of equipment and property, and related indirect costs) are allowable through your NICRA, CAP, de minimis, or directly charged, as applicable, before the final Federal financial report is due (see 2 CFR 200.472(b)). Such costs cannot exceed any administrative cost limitation. The only liquidation that can occur during closeout is the liquidation of accrued expenditures (NOT financial obligations) for goods and/or services received during the period of performance specified in this award (see 2 CFR 2900).

PART F: NATIONAL POLICY AND RESTRICTIONS

F(1.) Architectural Barriers

The Architectural Barriers Act of 1968, 42 U.S.C. 4151 et seq., as amended, the Federal Property Management Regulations (see 41 CFR 102-76), and the Uniform Federal Accessibility Standards issued by the U.S. General Services Administration (GSA) (see 36 CFR 1191, Appendixes C and D) set forth requirements to make facilities accessible to, and usable by, the physically handicapped and include minimum design standards. All new facilities designed or constructed with grant support must comply with these requirements.

F(2.) Domestic Preferences for Procurements and the Build America, Buy America Act

The recipient or subrecipient should, to the greatest extent practicable and consistent with law, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of 2 CFR 200.322 must be included in all subawards, contracts, and purchase orders under this award.

For purposes of the paragraph above:

(1) “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

(2) “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

These funds must be expended consistent with the requirements of 41 U.S.C. 8301-8303, commonly referred to as the Buy American Act (BAA). See WIOA section 502(a), 29 U.S.C. 3342(a). In the case of any equipment or product that may be authorized to be purchased with financial assistance provided using funds made available under WIOA title I or the Wagner-Peyser Act (29 U.S.C. 49 et seq.), it is the sense of Congress that entities receiving the assistance should, in expending the assistance, purchase only American-made equipment and products.

F(3.) Drug-Free Workplace

The Drug-Free Workplace Act of 1988, 41 U.S.C. 702 et seq., and 2 CFR 182 require that all award recipients receiving awards from any Federal agency maintain a drug-free workplace. The award recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for suspension, termination, or debarment.

F(4.) Flood Insurance

The Flood Disaster Protection Act of 1973, as amended, 42 U.S.C. 4001 *et seq.*, provides that no Federal financial assistance to acquire, modernize, or construct property may be provided in communities in the United States identified as flood-prone, unless the community participates in the National Flood Insurance Program and flood insurance is purchased within 1 year of the identification. The flood insurance purchase requirement applies to both public and private applicants for the DOL support. Lists of flood-prone areas that are eligible for flood insurance are published in the Federal Register by Federal Emergency Management Agency (FEMA).

F(5.) Intellectual Property Rights, Open Licensing Rights, and the Bayh-Dole Act

The Federal Government reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use for Federal purposes: the copyright in all products developed under the grant, including a subgrant or contract under the grant or subgrant; and any rights of copyright to which the award recipient, subrecipient or a contractor purchases ownership under an award (including but not limited to curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise.

Federal funds may not be used to pay any royalty or license fee for use of a copyrighted work, or the cost of acquiring by purchase a copyright in a work, where the DOL has a license or rights of free use in such work, although they may be used to pay costs for obtaining a copy which is limited to the developer/seller costs of copying and shipping.

If revenues are generated by selling products developed with grant funds, including intellectual property, these revenues are considered as program income. Program income must be used in accordance with the provisions of this grant award and 2 CFR 200.307.

The following language must be on all workforce products developed in whole or in part with grant funds:

“This workforce product was funded by a grant awarded by the U.S. Department of Labor (DOL)’s Employment and Training Administration. The product was created by the recipient and does not necessarily reflect the official position of DOL. DOL makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked

sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it.”

As required at 2 CFR Part 2900, any intellectual property developed under a discretionary Federal award process must be in a format readily accessible and available for open licensing to the public, which allows subsequent users to copy, distribute, transmit and adapt the copyrighted work and attribute the work in the manner specified by the recipient.

All small business firms, and non-profit organizations (as defined in the link below, and including Institutions of Higher Education) must adhere to the Bayh-Dole Act, which requirements are provided at 37 CFR 401.3(a) and at Bayh-Dole Act Required ETA Grant Term³⁵. To summarize, these requirements describe the ownership of intellectual property rights and the government’s nonexclusive, nontransferable, irrevocable, paid-up license to use any invention conceived or first actually reduced to practice in the performance of work under this grant award. These requirements are in addition to those found in the Intellectual Property Rights term above.

F(6.) Public Communications – Certain Information Requirement

Pursuant to Public Law (Pub.L.) 118-47, Division D, Title V, Section 505, when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all recipients and subrecipients receiving Federal funds shall clearly state:

- 1) The percentage of the total costs of the program or project which will be financed with Federal money;
- 2) The dollar amount of Federal funds for the project or program; and
- 3) The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

The requirements of this term are separate from those in 2 CFR Part 200 and, when applicable, both must be complied with.

F(7.) Harassment Prohibited

The award recipient and any subrecipients are prohibited from engaging in harassment of an individual based on race, color, religion, sex, national origin, age, disability, or political affiliation or belief, or, for beneficiaries, applicants, and participants only, based on citizenship status or participation in any WIOA Title I-financially assisted program or activity. Harassing conduct of this type is a violation of the nondiscrimination provisions of WIOA and of 29 CFR Part 38.

³⁵ <https://www.dol.gov/sites/dolgov/files/ETA/grants/pdfs/BayhDoleGrantTerm.pdf>

1. Unwelcome sexual advances, requests for sexual favors, or offensive remarks about a person's race, color, religion, sex, national origin, age, disability, political affiliation or belief, or citizenship or participation, and other unwelcome verbal or physical conduct based on one or more of these protected categories constitutes unlawful harassment on that basis(es) when:
 - i. Submission to such conduct is made either explicitly or implicitly a term or condition of accessing the aid, benefit, service, or training of, or employment in the administration of or in connection with, any WIOA title I-financially assisted program or activity; or
 - ii. Submission to, or rejection of, such conduct by an individual is used as the basis for limiting that individual's access to any aid, benefit, service, training, or employment from, or employment in the administration of or in connection with, any WIOA Title I-financially assisted program or activity; or
 - iii. Such conduct has the purpose or effect of unreasonably interfering with an individual's participation in a WIOA Title I-financially assisted program or activity creating an intimidating, hostile or offensive program environment.
2. Harassment because of sex includes harassment based on gender identity or sexual orientation; harassment based on failure to comport with sex stereotypes; and harassment based on pregnancy, childbirth, and related medical conditions. Sex-based harassment may include harassment that is not sexual in nature but that is because of sex or where one sex is targeted for the harassment.

F(8.) Equal Participation of Faith-Based Organizations and Written Notice of Beneficiary Protections

On March 4, 2024, the United States Department of Labor, along with eight other agencies, issued the final rule Partnerships With Faith-Based and Neighborhood Organizations. The rule is available at 29 CFR 2.30 through 2.41.

- (a) Under this final rule, a faith-based organization that participates in this award program retains its independence from Federal, State, and local Governments and may continue to carry out its mission consistent with religious freedom and conscience protections in Federal law.
- (b) A faith-based organization may not use direct Federal financial assistance, whether received through an award or subaward, to support or engage in any explicitly religious activities. An organization receiving Federal financial assistance also must not, in providing services funded by DOL, or in conducting outreach activities related to such services, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice.

(c) Notice to beneficiaries of programs supported by direct Federal financial assistance. Any organization providing services to beneficiaries under programs supported by direct Federal financial assistance from DOL, and any entity responsible for disbursing Federal funds as part of a program of indirect Federal financial assistance administered by DOL, must give the written notice shown below to beneficiaries and prospective beneficiaries:

Name of Organization:

Name of Program:

Type of Federal Financial Assistance: Direct

Contact Information for Program Staff: (provide name, phone number, and email address, if appropriate)

Because this program is supported in whole or in part by financial assistance from the Federal Government, we are required to let you know that:

- (1) We may not discriminate against you on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice;
- (2) We may not require you to attend or participate in any explicitly religious activities (including activities that involve overt religious content such as worship, religious instruction, or proselytization) that are offered by our organization, and any participation by you in such activities must be purely voluntary;
- (3) We must separate in time or location any privately funded explicitly religious activities (including activities that involve overt religious content such as worship, religious instruction, or proselytization) from activities supported with direct Federal financial assistance;
- (4) You may report violations of these protections, including any denials of services or benefits by an organization, by contacting or filing a written complaint with the U.S. Department of Labor's Civil Rights Center, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210, or by email to CRCEXternalComplaints@dol.gov; and
- (5) If you would like to seek information about whether there are any other federally funded organizations that provide these kinds of services in your area, please call toll-free 1-877-US2-JOBS (1-877-872-5627) or TTY 1-877-889-5627.

This written notice must be given to you before you enroll in the program or receive services from the program, unless the nature of the service provided or exigent circumstances make it impracticable to provide such notice before we provide the

actual service. In such an instance, this notice must be given to you at the earliest available opportunity.

F(9.) Personally Identifiable Information

The award recipient(s) must recognize and safeguard Personally Identifiable Information (PII) except where disclosure is allowed by prior written approval of the Grant Officer or by court order. Award recipients must meet the requirements in TEGL No. 39-11, Guidance on the Handling and Protection of PII³⁶.

In accordance with TEN 21-23³⁷, if it is the practice of the grant recipient to publish NOAs on a website accessible to the public, the Department recommends that the grant recipient redact or mask the Payment System ID to prevent unauthorized use of your accounts by fraudsters. Grant award or cooperative agreement recipients should email regenia.mitchell@psc.hhs.gov if they find that payments have been paid to a bank account other than their registered bank account. The subject line should read: Urgent! Payment Request Deposited to Incorrect Bank Account.

F(10.) Publicity and Lobbying/Advocacy

Publicity - Pursuant to Pub.L. 118-47, Division D, Title V, Section 503, the award recipient is not authorized to use any funds provided under this award—other than for normal and recognized executive–legislative relationships—for publicity or propaganda purposes, for the preparation, distribution or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation, designed to support or defeat legislation pending before the Congress or any state or local legislature or legislative body, except in presentation to the Congress or any state or local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any state or local government, except in presentation to the executive branch of any state or local government itself.

Lobbying/Advocacy - Pub.L. 118-47, Division D, Title V, Section 503, no federal funds may be used to pay the salary or expenses of any grant recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or executive order proposed or pending before the Congress or any state government, state legislature or local legislature or legislative body, other than for normal and recognized executive–legislative relationships or participation by an agency or officer of a state, local or tribal government in policymaking and administrative processes within the executive branch of that government.

³⁶ https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=7872

³⁷ https://www.dol.gov/sites/dolgov/files/ETA/advisories/TEN/2023/TEN_21-23/TEN_21-23_%28Accessible%29.pdf

F(11.) Veterans' Priority Provisions

38 U.S.C.4215 requires award recipients or subrecipients to provide priority service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by the DOL. The regulations implementing this priority of service can be found at 20 CFR Part 1010. In circumstances where an award recipient or subrecipient must choose between two qualified candidates for a service, one of whom is a veteran or eligible spouse, the veterans' priority of service provisions require that the award recipient or subrecipient give the veteran or eligible spouse priority of service by first providing him or her that service. To obtain priority of service, a veteran or spouse must meet the program's eligibility requirements. Award recipients and subrecipients must comply with the DOL guidance on veterans' priority. ETA's TEGL No. 10-09³⁸ (issued November 10, 2009) provides guidance on implementing priority of service for veterans and eligible spouses in all qualified job training programs funded in whole or in part by DOL.

F(12.) Waste, Fraud and Abuse

No entity receiving Federal funds may require employees or contractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

F(13.) Whistleblower Protection

All employees working for contractors, grant recipients, subcontractors, subgrantees/subrecipients, and recipients of cooperative agreements working on this Federal award are subject to the whistleblower rights and remedies established at 41 U.S.C. 4712. The award recipient shall inform its employees and applicable contractors and subrecipients, in writing, in the predominant language of the workforce, of employee whistleblower rights and protections under 41 U.S.C. 4712, as described in 3.900 through 3.906 of the Federal Acquisition Regulation. The award recipient shall insert the substance of this clause in all subawards and contracts over the Simplified Acquisition Threshold.

F(14.) Executive Order 12928 – Historically Black Colleges and Universities and other Minority Institutions such as Hispanic-Serving Institutions and Tribal Colleges and Universities

Pursuant to Executive Order (EO) 12928, the award recipient is strongly encouraged to provide subcontracting/subgranting opportunities to Historically Black Colleges and Universities and other Minority Institutions such as Hispanic-Serving Institutions and Tribal Colleges and Universities; and to Small Businesses Owned and Controlled by Socially and Economically Disadvantaged Individuals.

³⁸ https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2816

F(15.) Executive Order 13043 - Increasing Seat Belt Use

Pursuant to EO 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, the award recipients are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented, or personally owned vehicles.

F(16.) TERM NOT USED

F(17.) Executive Order 13513 - Federal Leadership On Reducing Text Messaging While Driving

Pursuant to EO 13513, Federal Leadership On Reducing Text Messaging While Driving, dated October 1, 2009, award recipients and subrecipients are encouraged to adopt and enforce policies that ban text messaging while driving company-owned or -rented vehicles or government-owned vehicles (GOV), or while driving privately-owned vehicles (POV) when on official Government business or when performing any work for or on behalf of the Government. Award recipients and subrecipients are also encouraged to conduct initiatives of the type described in section 3(a) of this order.

F(18.) Salary and Bonus Limitations

Pursuant to Pub.L. 118-47, Division D, Title I, Section 105, award recipients and subrecipients shall not use funds to pay the salary and bonuses of an individual, either as direct costs or as indirect costs, at a rate in excess of Executive Level II. The Executive Level II salary may change yearly and is located on the OPM.gov website.⁴¹ The salary and bonus limitation does not apply to contractors (vendors) providing goods and services as defined in 2 CFR 200.331. Where States are recipients of such funds, States may establish a lower limit for salaries and bonuses of those receiving salaries and

⁴¹ <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>

bonuses from subrecipients, taking into account factors including the relative cost-of-living in the State, the compensation levels for comparable State or local government employees, and the size of the organizations that administer Federal programs involved including DOL programs. See TEGL 10-24.⁴² for additional information.

When preparing indirect cost proposals, recipients and subrecipients must disclose salary breakdowns to their Federal cognizant agency (FCA) or pass-through entity so that they can properly assess compliance of TEGL 10-24. An example of proposed salary breakdowns is provided in Exhibit B at (XLS⁴³), as part of “A Guide for Indirect Cost Rate Determination”⁴⁴, Section III, Examples of Exhibits to Support Indirect Cost Proposals in CPDD’s website.

To determine unallowable compensation in excess of TEGL 10-24, refer to the link in CPDD’s website.⁴⁵ Grant recipients may contact CPDD.⁴⁶ for any guidance or questions.

After evaluating and disallowing costs (when applicable) in excess of TEGL 10-24, the FCA or pass-through entity should issue applicable rates compliant with this requirement. Note that the same Excel file could also be used to determine unallowable direct compensation in excess of TEGL 10-24. Unallowable direct costs must remain as part of the indirect cost allocation base.

F(19.) Procurement

The Procurement Standards found in the Uniform Guidance at 2 CFR 200.318-327 require all award recipients and subrecipients to conduct procurement transactions in a manner that promotes full and open competition. The award recipient’s description in the SOW of a specific entity that will provide goods or services does not constitute approval or justification of sole-source procurement from this entity.

The Uniform Guidance (at 2 CFR 200.317) requires States and Indian Tribes (as defined in 2 CFR 200.1) to follow the same procurement policies and procedures it uses for non-Federal funds. If such policies and procedures do not exist, States and Indian Tribes must follow the procurement standards in 200.318 through 200.327. When the State and Indian Tribes have their own policies, they must also comply with 2 CFR 200.321, 200.322, 200.323, and 200.327. All other recipients and subrecipients, including subrecipients of a State or Indian Tribe, must follow the procurement standards in 200.318 through 200.327.

⁴² <https://www.dol.gov/agencies/eta/advisories/tegl-10-24>

⁴³ https://www.dol.gov/sites/dolgov/files/OASAM/legacy/files/DCDWebExhibitsA122_Commercial.xlsx

⁴⁴ <https://www.dol.gov/sites/dolgov/files/OASAM/legacy/files/DCD-2-CFR-Guide.pdf>

⁴⁵ <https://www.dol.gov/sites/dolgov/files/OASAM/legacy/files/ETA-JC-SalaryCAP-Calculation.xlsx>

⁴⁶ <https://www.dol.gov/agencies/oasam/centers-offices/office-of-the-senior-procurement-executive/cost-price-determination-division/contact>

PART G: NATIONAL PROHIBITIONS AND OTHER RESTRICTIONS

G(1.) Contracting with Corporations with Felony Criminal Convictions Prohibited

The award recipient may not knowingly enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that was convicted of a felony criminal violation under any Federal law within the preceding 24 months.

G(2.) Contracting with Corporations with Unpaid Tax Liabilities Prohibited

The award recipient may not knowingly enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

G(3.) Trafficking in Persons Prohibited

2 CFR 175.200 establishes a government-wide award term for grants and cooperative agreements to implement the requirement in regard to Trafficking in persons.

a) *Provisions applicable to a recipient that is a private entity.*

1. Under this award, the recipient, its employees, subrecipients under this award, and subrecipient's employees must not engage in:—
 - i. Severe forms of trafficking in persons; or
 - ii. The procurement of a commercial sex act during the period of time that this award or any subaward is in effect; or
 - iii. The use of forced labor in the performance of this award or any subaward; or
 - iv. Acts that directly support or advance trafficking in persons, including the following acts:
 - (A) Destroying, concealing, removing, confiscating, or otherwise denying an employee access to that employee's identity or immigration documents;
 - (B) Failing to provide return transportation or pay for return transportation costs to an employee from a country outside the United States to the country from which the employee was recruited upon the end of employment if requested by the employee, unless:
 - (1) Exempted from the requirement to provide or pay for such return transportation by the Federal department or agency providing or entering into the grant or cooperative agreement; or
 - (2) The employee is a victim of human trafficking seeking victim services or legal redress in the country of

- employment or a witness in a human trafficking enforcement action;
 - (C) Soliciting a person for the purpose of employment, or offering employment, by means of materially false or fraudulent pretenses, representations, or promises regarding that employment;
 - (D) Charging recruited employees a placement or recruitment fee; or
 - (E) Providing or arranging housing that fails to meet the host country's housing and safety standards.
 - 2. DOL as the Federal awarding agency may unilaterally terminate this award or take any remedial actions authorized by 22 U.S.C. 7104b(c), without penalty, if any private entity under this award:
 - i. Is determined to have violated a prohibition in paragraph a)1. of this award term; or
 - ii. Has an employee who is determined to have violated a prohibition in paragraph a)1. of this award term through conduct that is either—
 - (A) Associated with performance under this award; or
 - (B) Imputed to you (the recipient) or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR Part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” as implemented by our agency at 2 CFR Part 2998.
- b. *Provision applicable to a recipient other than a private entity.*
 - 1. DOL as the Federal awarding agency may unilaterally terminate this award or take any remedial actions authorized by 22 U.S.C. 7104b(c), without penalty, if a subrecipient that is a private entity under this award—
 - i. Is determined to have violated a prohibition in paragraph a)1. of this award term; or
 - ii. Has an employee who is determined to have violated a prohibition in paragraph a)1. of this award term through conduct that is either—
 - (A). Associated with performance under this award; or
 - (B). Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” as implemented by our agency at 29 CFR Part 98.
- c. *Provisions applicable to any recipient.*
 - 1. The recipient must inform DOL and the DOL Office of the Inspector General immediately of any information you (the recipient) receive from

- any source alleging a violation of a prohibition in paragraph a)1. of this award term.
2. DOL's right to unilaterally terminate this award as described in paragraph a.2 or b.1 of this award term:
 - i. Implements the requirements of 22 U.S.C. 78, and
 - ii. Is in addition to all other remedies for noncompliance that are available to DOL under this award.
 3. The award recipient must include the requirements of paragraph a)1. of this award term in any subaward the award recipient makes to a private entity.
- d. *Definitions.* For purposes of this award term:
1. "Employee" means either:
 - i. An individual employed by the award recipient or a subrecipient who is engaged in the performance of the project or program under this award; or
 - ii. Another person engaged in the performance of the project or program under this award and not compensated by the recipient including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing requirements.
 2. "Private Entity" means any entity, including for-profit organizations, nonprofit organizations, institutions of higher education, and hospitals. The term does not include foreign public entities, Indian Tribes, local governments, or states as defined in 2 CFR 200.1.
 3. The terms "severe forms of trafficking in persons," "commercial sex act," "sex trafficking," "Abuse or threatened abuse of law or legal process," "coercion," "debt bondage," and "involuntary servitude" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

G(4.) Health Benefits Coverage for Contraceptives

Federal funds received under this award may not be used to enter into or renew a contract that includes a provision for prescription drug coverage unless the contract also includes a provision for contraceptive coverage. This requirement does not apply to contracts with 1) the religious plans Personal Care's HMO and OSF Health Plans, Inc. and 2) any existing or future plan if the carrier for the plan objects to such coverage on the basis of religious beliefs.

In implementing this section, any plan that enters into or renews a contract may not subject any individual to discrimination on the basis that the individual refuses to prescribe or otherwise provide for contraceptives because such activities would be contrary to the individuals' religious beliefs or moral convictions. Nothing in this term shall be construed to require coverage of abortion or abortion-related services.

G(5.) Health Benefits Coverage for Abortions Restricted

Pursuant to Pub.L. 118-47, Division D, Title V, Section 506 and 507, Federal funds received under this award may not be expended for health benefits coverage that includes coverage of abortions, except when the pregnancy is the result of rape or incest, or in the case where a woman suffers from a physical disorder, physical injury, or physical illness, including a life-endangering physical condition caused by or arising from the pregnancy itself that would, as certified by a physician, place the women in danger of death unless an abortion is performed. This restriction does not prohibit any recipient or subrecipient from providing health benefits coverage for abortions when all funds for that specific benefit do not come from a Federal source. Additionally, no funds made available through this award may be provided to a State or local government if such government subjects any institutional or individual health care entity to discrimination on the basis that the health care entity does not provide, pay for, provide coverage of, or refer for abortions.

G(6.) Fair Labor Standards Act Amendment for Major Disasters

Pursuant to Pub.L. 118-47, Division H, Title I, Section 108, the Fair Labor Standards Act of 1938 (FLSA) will apply as if the following language was added to Section 7 (the Maximum Hours Worked Section). This language specifically relates to occurrences of a major disaster (as declared or designated by the state or federal government) and are applied for a period of two years afterwards. The language is as follows:

- “(s)(1) The provisions of this section [maximum hours worked] shall not apply for a period of 2 years after the occurrence of a major disaster to any employee—
- (A) employed to adjust or evaluate claims resulting from or relating to such major disaster, by an employer not engaged, directly or through an affiliate, in underwriting, selling, or marketing property, casualty, or liability insurance policies or contracts;
 - (A) who receives from such employer on average weekly compensation of not less than \$591.00 per week or any minimum weekly amount established by the Secretary, whichever is greater, for the number of weeks such employee is engaged in any of the activities described in subparagraph (C); and
 - (B) whose duties include any of the following:
 - (i) interviewing insured individuals, individuals who suffered injuries or other damages or losses arising from or relating to a disaster, witnesses, or physicians;
 - (ii) inspecting property damage or reviewing factual information to prepare damage estimates;
 - (iii) evaluating and making recommendations regarding coverage or compensability of claims or determining liability or value aspects of claims;
 - (iv) negotiating settlements; or
 - (v) making recommendations regarding litigation.

(2) The exemption in this subsection shall not affect the exemption provided by section 13(a)(1) [of the FLSA].

(3) For purposes of this subsection—

- (A) the term ‘major disaster’ means any disaster or catastrophe declared or designated by any State or Federal agency or department;
- (B) the term ‘employee employed to adjust or evaluate claims resulting from or relating to such major disaster’ means an individual who timely secured or secures a license required by applicable law to engage in and perform the activities described in clauses (i) through (v) of paragraph (1)(C) relating to a major disaster, and is employed by an employer that maintains worker compensation insurance coverage or protection for its employees, if required by applicable law, and withholds applicable Federal, State, and local income and payroll taxes from the wages, salaries and any benefits of such employees; and
- (C) the term ‘affiliate’ means a company that, by reason of ownership or control of 25% or more of the outstanding shares of any class of voting securities of one or more companies, directly or indirectly, controls, is controlled by, or is under common control with, another company.”

G(7.) Blocking Pornography Required

Pursuant to Pub.L. 118-47, Division D, Title V, Section 520, no Federal funds received under this award may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography.

G(8.) Privacy Act

No funds can be used in contravention of 5 U.S.C. 552a (the Privacy Act) or regulations implementing the Privacy Act.

G(9.) Procuring Goods Obtained Through Child Labor Prohibited

Pursuant to Pub.L. 118-47, Division D, Title I, Section 103, no Federal funds received under this award may be obligated or expended for the procurement of goods mined, produced, manufactured, or harvested or services rendered, in whole or in part, by forced or indentured child labor in industries and host countries identified by the DOL prior to December 29, 2022. DOL has identified these goods and services at ILAB’s List of Products Produced by Forced or Indentured Child Labor webpage⁴⁷.

G(10.) Promotion of Drug Legalization Restricted

Pursuant to Pub.L. 118-47, Division D, Title V, Section 509, no Federal funds received under this award shall be used for any activity that promotes the legalization of any drug or other substance included in Schedule I of the schedules of controlled substances established under Section 202 of the Controlled Substances Act except for normal and

⁴⁷ <https://www.dol.gov/agencies/ilab/reports/child-labor/list-of-products>

recognized executive-congressional communications or where there is significant medical evidence of a therapeutic advantage to the use of such drug or other substance or that federally sponsored clinical trials are being conducted to determine therapeutic advantage.

G(11.) Purchase of Sterile Needles or Syringes Restricted

Pursuant to Pub.L. 118-47, Division D, Title V, Section 526, no Federal funds received under this award shall be used to purchase sterile needles or syringes for the hypodermic injection of any illegal drug. This limitation does not apply to the use of funds for elements of a program other than making such purchases if the relevant State or local health department, in consultation with the Centers for Disease Control and Prevention, determines that the State or local jurisdiction, as applicable, is experiencing, or is at risk for, a significant increase in hepatitis infections or an HIV outbreak due to injection drug use, and such program is operating in accordance with State and local law.

G(12.) Restrictions Against the Creation or Research of Embryos

Pursuant to Pub.L. 118-47, Division D, Title V, Section 508, no Federal funds received under this award shall be used for (1) the creation of a human embryo or embryos for research purposes; or (2) research in which a human embryo or embryos are destroyed, discarded, or knowingly subjected to risk of injury or death greater than that allowed for research on fetuses in utero under 45 CFR 46.204(b) and section 498(b) of the Public Health Service Act (42 U.S.C. 289g(b)). For purposes of this term, the term “human embryo or embryos” includes any organism, not protected as a human subjected under 45 CFR 46 as of March 23, 2024, that is derived by fertilization, parthenogenesis, cloning, or any other means from one or more human gametes or human diploid cells.

PART H: ATTACHMENTS

H(1.) [Attachment A: SF-424](#)

H(2.) [Attachment B: SF-424A](#)

H(3.) [Attachment C: Budget Narrative](#)

H(4.) [Attachment D: Statement of Work](#)

H(5.) [Attachment E: Payment Management System Access Letter](#)

Attachment A: SF-424

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text" value="01/31/2025"/>	4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>	
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
8. APPLICANT INFORMATION:		
* a. Legal Name: <input type="text" value="City of Detroit"/>		
* b. Employer/Taxpayer Identification Number (EN/TIN): <input type="text" value="38-6004606"/>	* c. UE: <input type="text" value="GS94M2VMNMJ3"/>	
d. Address:		
* Street 1:	<input type="text" value="2 Woodward Avenue"/>	
Street 2:	<input type="text"/>	
* City:	<input type="text" value="Detroit"/>	
County/Parish:	<input type="text" value="Wayne"/>	
* State:	<input type="text" value="MI: Michigan"/>	
Province:	<input type="text"/>	
* Country:	<input type="text" value="USA: UNITED STATES"/>	
* Zip / Postal Code:	<input type="text" value="48226-3403"/>	
e. Organizational Unit:		
Department Name: <input type="text"/>	Division Name: <input type="text"/>	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: <input type="text"/>	* First Name:	<input type="text" value="Terri"/>
Middle Name: <input type="text"/>		
* Last Name:	<input type="text" value="Daniels"/>	
Suffix: <input type="text"/>		
Title:	<input type="text" value="Deputy Chief Financial Officer"/>	
Organizational Affiliation: <input type="text"/>		
* Telephone Number: <input type="text" value="313-610-0457"/>	Fax Number: <input type="text"/>	
* Email: <input type="text" value="danielste@detroitmi.gov"/>		

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

C: City or Township 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. Assistance Listing Number:

17.289

Assistance Listing Title:

Community Project Funding/Congressionally Directed Spending

* 12. Funding Opportunity Number:

TEGL-02-24

* Title:

FY2024 Community Project Funding/Congressionally Directed Spending

13. Competition Identification Number:

Title:

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

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

Birthing Futures Workforce Institute

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant <input type="text" value="12"/>	* b. Program/Project <input type="text" value="12"/>
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
17. Proposed Project:	
* a. Start Date: <input type="text" value="10/01/2025"/>	* b. End Date: <input type="text" value="09/30/2028"/>
18. Estimated Funding (\$):	
* a. Federal	<input type="text" value="900,000.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="900,000.00"/>
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/> . <input type="checkbox"/> b. Program is subject to EO. 12372 but has not been selected by the State for review. <input checked="" type="checkbox"/> c. Program is not covered by EO. 12372.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", provide explanation and attach	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
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 18, Section 1001)	
<input checked="" type="checkbox"/> ** 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: <input type="text"/>	* First Name: <input type="text" value="Terri"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text" value="Daniels"/>	
Suffix: <input type="text"/>	
* Title: <input type="text" value="Deputy Chief Financial Officer"/>	
* Telephone Number: <input type="text" value="313-610-0457"/>	Fax Number: <input type="text"/>
* Email: <input type="text" value="danielste@detroitmi.gov"/>	
* Signature of Authorized Representative: <input type="text" value="Adaora Ezike"/>	* Date Signed: <input type="text" value="01/31/2025"/>

Attachment B: SF-424A

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 02/28/2025

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Assistance Listing Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. FY2024 Community Project Funding/ Congressional Direct Spending	17.289	\$ 900,000.00	\$	\$	\$	\$ 900,000.00
2.						
3.						
4.						
5. Totals		\$ 900,000.00	\$	\$	\$	\$ 900,000.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	FY2024 Community Project Funding/ Congressionally Directed Spending				
a. Personnel	\$ 189,744.80	\$	\$	\$	\$ 189,744.80
b. Fringe Benefits	60,585.51				60,585.51
c. Travel	0.00				0.00
d. Equipment	0.00				0.00
e. Supplies	31,500.00				31,500.00
f. Contractual	197,690.00				197,690.00
g. Construction	0.00				0.00
h. Other	420,479.69				420,479.69
i. Total Direct Charges (sum of 6a-6h)	900,000.00				\$ 900,000.00
j. Indirect Charges	0.00				\$ 0.00
k. TOTALS (sum of 6i and 6j)	\$ 900,000.00	\$	\$	\$	\$ 900,000.00
7. Program Income	\$	\$	\$	\$	\$

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SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program		(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS
8.	FY2024 Community Project Funding/Congressionally Directed Spending	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
9.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12. TOTAL (sum of lines 8-11)		\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ <input type="text" value="250,000.00"/>	\$ <input type="text" value="62,500.00"/>	\$ <input type="text" value="62,500.00"/>	\$ <input type="text" value="62,500.00"/>	\$ <input type="text" value="62,500.00"/>
14. Non-Federal	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
15. TOTAL (sum of lines 13 and 14)	\$ <input type="text" value="250,000.00"/>	\$ <input type="text" value="62,500.00"/>	\$ <input type="text" value="62,500.00"/>	\$ <input type="text" value="62,500.00"/>	\$ <input type="text" value="62,500.00"/>

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b)First	(c) Second	(d) Third	(e) Fourth
16. FY2024 Community Project Funding/Congressionally Directed Spending	\$ <input type="text" value="500,000.00"/>	\$ <input type="text" value="150,000.00"/>	\$ <input type="text"/>	\$ <input type="text"/>
17. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
18. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
19. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
20. TOTAL (sum of lines 16 - 19)	\$ <input type="text" value="500,000.00"/>	\$ <input type="text" value="150,000.00"/>	\$ <input type="text"/>	\$ <input type="text"/>

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges: <input type="text" value="\$900,000.00"/>	22. Indirect Charges: <input type="text" value="0"/>
23. Remarks: <input type="text"/>	

Attachment C: Budget Narrative



Health Department

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Attachment A: Budget Narrative

Department of Labor for FY 2024 Community Project Funding/Congressionally Directed Spending Detroit Health Department Application

Personnel

Federal Request: \$189,744.80

Position Title	Salary Year 1	FTE	% of Time	\$Amount
Public Health Project Coordinator	\$62,000	1	100%	\$62,000
Position Title	Salary Year 2	FTE	% of Time	\$Amount
Public Health Project Coordinator	\$63,860	1	100%	\$63,240
Position Title	Salary Year 3	FTE	% of Time	\$Amount
Public Health Project Coordinator	\$65,775.80	1	100%	\$64,504.80

1. The Public Health Project Coordinator, a full-time position within the Detroit Health Department, is essential to implementing the Birthing Futures Workforce Institute. This role will manage day-to-day operations, supervise workforce program participants, coordinate training and certification logistics, co-lead monthly stakeholder meetings, and facilitate procurement requests. Additionally, the coordinator will oversee data collection, analysis, and evaluation to track program outcomes and draft project and financial reports. The requested \$189,744.80 includes a 2% annual cost-of-living increase over the three years of the grant, ensuring competitive compensation and retention of qualified personnel for this critical position.

Fringe Benefits

Federal Request: \$60,585.51

Position Title	Salary Year 1	FTE	% Fringe	\$Amount
Public Health Project Coordinator	\$62,000	1	31.93%	\$19,796.60
Position Title	Salary Year 2	FTE	% Fringe	\$Amount
Public Health Project Coordinator	\$63,240	1	31.93%	\$20,192.53
Position Title	Salary Year 3	FTE	% Fringe	\$Amount
Public Health Project Coordinator	\$64,504.80	1	31.93%	\$20,596.38

1. Fringe benefits for the Public Health Project Coordinator position are calculated at 31.93% of the annual salary and total \$60,585.51 over the three-year grant period. This fringe rate covers mandatory and employer-provided benefits. These benefits are critical to ensuring competitive compensation and supporting the recruitment and retention of a qualified Public Health Project Coordinator to successfully implement the Birthing Futures Workforce Institute.



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Benefit	Percentage
Pensions (DBP/DCP)	4.000%
Emp Benefits-Hospitalization	12.850%
Emp Benefits-Social Security	7.650%
Unemployment	1.040%
Workers' Compensation	1.480%
Misc Benefits	0.400%
Unused Retirement Sick Leave	1.220%
Group Life Insurance	0.360%
Eye Care-Active	0.100%
Income Protection	0.330%
Dental Active	0.500%
Health Care Reserve	2.000%
Total % Fringe	\$31.93%

Travel

Federal Request: \$0
 N/A

Equipment

Federal Request: \$0
 N/A

Supplies

Federal Request: \$31,500

Supply Category	Item	Quantity	Unit Cost	\$Amount
Technology	Laptop	30	\$1,000	\$30,000
Storage & Accessories	Laptop Cart & Headphones	1	\$1,500	\$1,500

1. Thirty laptops, at \$1,000 each, are essential for supporting in-person and hybrid workforce training and certification activities for program participants. These devices will enable participants to engage with online training resources, complete assignments, and develop key skills needed for their certifications. The laptops are vital for the successful completion of the program, ensuring participants have the necessary technology to fully participate in all aspects of their learning and development.
2. A laptop cart for 30 devices and 30 headphone sets, totaling \$1,500, will be purchased to secure, charge, and store laptops when not in use. The cart will provide safe, organized storage for the laptops, ensuring they remain functional and accessible for participants. The headphones will enhance the participant's experience by ensuring clear audio during training sessions, vital for effective learning. These purchases are crucial to maintaining an efficient and productive training environment.



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Contractual

Federal Request: \$197,690

Contractor	Purpose	Activities	Amount
MiCHWA	Workforce Development	CHW certification	\$62,000
F.A.R.M.	Workforce Development	Job skills & readiness	\$60,000
SMC Doulas	Workforce Development	Doula certification	\$45,690
DESC	Career Services	Employment assistance	\$15,000
DEGC	Economic Development	Business development	\$15,000

1. The total cost of the MiCHWA Community Health Worker (CHW) certification program for 30 participants is \$62,000, covering training, materials, and miscellaneous expenses. Training costs total \$54,000, which includes course registration, instruction by a Master Trainer, MiCHWA administrative fees, curriculum licensing, and a one-year MiCHWA Registry membership at \$1,800 per participant. Training materials, at \$5,000, include textbooks (*Foundations for Community Health Workers*), educational tools, and teaching aids to enhance learning. Miscellaneous expenses, totaling \$3,000, cover office supplies, graduation items, and participant kits (e.g., notebooks, certificates), as well as coffee, snacks, and \$10 lunch stipends to address food insecurity and improve focus during training. This comprehensive budget ensures participants gain valuable skills and credentials for entry-level public health employment.
2. The \$60,000 budget will support Family Assistance for Renaissance Men (F.A.R.M.)’s intensive 10-week workforce development program for 30 participants, emphasizing soft skills, hard skills, trade skills, career readiness, and personal development. Participants will benefit from ongoing workforce, employment, and wraparound services during and beyond the program, ensuring long-term success. The program includes a \$10 hourly stipend for attending training, enhancing participation by reducing financial barriers. Training and certification costs, valued at \$1,900 per participant, cover curriculum, expert instruction, certification fees, and essential resources. This holistic approach prepares participants for meaningful employment and sustainable careers by addressing personal and professional challenges while providing industry-relevant skills and credentials.
3. The \$45,690 budget supports the SMC Full Circle Doula Birth Companion Training and Certification for 30 participants, providing culturally competent and comprehensive doula education. This cost covers two five-week online training sessions, each accommodating 15 participants. Each trainee will receive a 376-page training manual (physical and digital), registration support, instructor guidance, 24/7 technical assistance, and access to orientation materials. Additionally, participants will gain provisional doula certification, a certificate of completion, one year of provisional membership to the SMC Doula Network, and placement in the Find a Doula Directory. Post-training support includes certification packets, networking opportunities, and access to the private SMC Facebook group. These resources ensure participants develop



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critical skills, address systemic barriers in maternal health, and are prepared for Medicaid-reimbursable doula services.

4. Detroit Employment Solutions Corporation (DESC) requests \$15,000 to support the City of Detroit Health Department’s maternal and child workforce initiative. DESC will utilize its job centers to provide workforce development resources, including résumé workshops, career training, and employment services tailored to youth and justice-impacted individuals. DESC will also report on training and employment outcomes, tracking participant progress and success. This funding will foster inclusive career pathways in the maternal and child health sector, addressing health disparities and creating sustainable employment opportunities for Detroit residents.
5. Detroit Economic Growth Corporation (DEGC) requests \$15,000 to support workforce development and technical assistance for doulas and project participants. Through the Detroit Means Business (DMB) platform, DEGC will connect certified doulas with training and small business resources, facilitating independent contracting opportunities in the health sector. Additionally, DEGC's Business Development team, including District Business Liaisons, will provide mentorship and technical assistance to help participants navigate challenges and access Detroit's entrepreneurial ecosystem. This support will foster sustainable business growth, enabling participants to thrive in the maternal and child health workforce.

Construction

Federal Request: \$0
 N/A

Other

Federal Request: \$420,479.69

Item/Expense	Description	Amount
Participant Stipend	\$11,000/participant * 30 participants	\$330,000
Participant Resources	Ride share and childcare services	\$30,000
Marketing & Communications	Content creation, social media, swag	\$32,729.69
Training & Certification	Adult & Pediatric CPR and AED	\$4,750
Training & Certification	Question, Persuade, Refer (QPR)	\$3,000
Strategic Partner	Recruit, refer, monthly workshop	\$3,000
Participant Graduation Ceremony	Culminating event with presentation	\$17,000

1. **Participant Stipend:** A stipend of \$11,000 per participant for 30 participants is critical to support their time and engagement in workforce development activities, including training and career development services in Community Health Worker (CHW), Doula, and First Responder training. This financial support ensures that participants can commit fully to the program, addressing birth disparities by developing a skilled workforce of professionals in maternal and paternal child health, who will contribute to improving birth outcomes in Detroit.



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2. **Participant Resources:** Recognizing the transportation and childcare barriers faced by many participants, the project will provide ride share and childcare resources to ensure access to in-person training and engagement. Approximately \$900 will be allocated to each participant, totaling \$27,000 for the project period. These resources will support the inclusion of parents, youth, and dislocated individuals in the workforce program, enabling them to participate fully without logistical constraints.
3. **Marketing & Communications:** Funds will be used for content creation and promotional activities to enhance visibility for the workforce development program. This includes social media campaigns, website updates, print materials, and branded program supplies like apparel, which will help participants establish a professional, recognizable presence in their education, outreach, and service provision. Tracking digital engagement and content analytics will also support project reporting and help measure the program's reach and effectiveness.
4. **Training & Certification (CPR & AED):** CPR (adult and pediatric) and AED certification are essential skills for health professionals, particularly those in roles such as doulas and first responders. This training equips participants with lifesaving skills, enabling them to respond effectively in emergencies. The certifications are crucial for those providing care to mothers and children, ensuring they can handle critical situations such as choking or cardiac arrest, ultimately improving outcomes for both parents and children. The cost of \$95 per person covers 30 participants and 20 staff members, totaling \$4,750.
5. **Training & Certification:** Question, Persuade, Refer (QPR) certification is a vital resource for participants supporting mothers experiencing postpartum depression and partners dealing with mental health conditions. This training, facilitated by Kiesha Jackson, MS, MHA, LLPC, NCC, CEO of The Kinesis Group, will provide participants with the tools to identify and intervene in suicide crises. Certification, valid for three years, will equip 50 participants and staff with the knowledge and skills necessary to provide critical mental health support to those in their care.
6. **Strategic Partner (Black Men Build):** Black Men Build (BMB) will assist with project recruitment, engagement, and promoting career and business resources to increase male participation in maternal and child health outcomes. BMB will leverage its network and community events to create visibility for the program and provide enrichment, peer support, and empowerment activities. The \$3,000 allocation will fund these efforts, enhancing the program's reach and ensuring that participants have access to important community resources and support throughout the project period.
7. **Participant Graduation:** DHD will host a graduation ceremony at the end of the project period for all participants, celebrating their achievements, awarding certifications, and highlighting the employment, career services, and business resources available to them beyond the project period. The ceremony will be attended by participants' families, project partners, and other regional workforce stakeholders, marking the culmination of their training and setting the stage for the next chapter in their health careers.



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Indirect Costs

Federal Request: 0
 N/A

Budget Summary

	Category	Three-Year \$Amount
A	Personnel	\$189,744.80
B	Fringe	\$60,585.51
C	Travel	\$0
D	Equipment	\$0
E	Supplies	\$31,500.00
F	Contractual	\$197,690.00
G	Construction	\$0
H	Other	\$420,479.69
I	Indirect Costs	\$0
J	Total Request	\$900,000

Attachment D: Statement of Work



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Attachment C: Project Narrative

A. Community Project Workforce Program

1. Project Purpose and Statement of Need

a. Statement that program design aligns with the project description authorized by Congress.

The Birthing Futures Workforce Institute (BFWI) aligns with the congressional mandate to utilize grant funding for direct employment, training services, and workforce development programs that serve a public benefit. The program directly addresses the urgent maternal health workforce shortages by providing specialized training for doulas, midwives, lactation consultants, and perinatal community health workers, ensuring a culturally competent and community-driven approach to maternal care. BFWI aims to bridge gaps in maternal health access, particularly for under-resourced populations, by equipping individuals with the skills needed to enter and sustain careers in the birthing workforce. BFWI also supports the goals outlined in the White House Blueprint for Addressing the Maternal Health Crisis, particularly increasing access to high-quality maternal health services and diversifying the workforce. By expanding the capacity of trained maternal health professionals, the program directly contributes to improved birth outcomes, reduced maternal mortality, and enhanced health equity. BFWI strengthens the pipeline of maternal health providers in underserved communities, ensuring long-term sustainability and impact.

b. Description of the statement of need, workforce challenges and opportunities. Michigan faces significant maternal health disparities, with Black and Indigenous birthing individuals experiencing disproportionately high maternal and infant mortality rates. The state's maternal mortality rate stands at 23.5 deaths per 100,000 births, while Black infants have a mortality rate 2.1 times higher than the state average. Additionally, Michigan's preterm birth rate



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(10.4%) exceeds the national average, with Black birthing individuals 1.6 times more likely to experience preterm labor. These disparities stem from systemic inequities, limited access to culturally competent care, and workforce shortages. The Health Resources and Services Administration (HRSA) projects continued shortages of OBGYNs and family medicine physicians, with 6.1% of women residing in counties without maternal healthcare providers. Michigan's Department of Health and Human Services (MDHHS) emphasizes the need to expand the birthing care team by increasing workforce capacity and ensuring equitable access to services. BFWI directly addresses these challenges by training and certifying maternal and paternal health professionals, strengthening community-based care models, and improving workforce diversity to ensure better outcomes for vulnerable populations.

2. Program Design and Description of Activities

- a. ***Specify if the program design is a Direct Training and Employment Project, or a Single- or Limited-action Project:*** Direct Training and Employment Project that supports a workforce training program where participants receive grant-funded employment and training services.
- b. ***Provide a detailed description of the project's key activities and costs that are allowable per WIOA and Uniform Guidance.*** **Program Design and Description of Activities.** The Birthing Futures Workforce Institute (BFWI) is a workforce training and employment initiative designed to enhance maternal and child health outcomes in Detroit by developing a skilled workforce in community health, doula services, and first responder training. The program provides grant-funded employment and training services to 30 participants (adults, youth ages 18 to 24, and dislocated adults), supporting economic mobility and workforce development through certification, employment services, and wraparound support.

Key Activities and Costs Allowable Under WIOA and Uniform Guidance



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- 1. Grant-Funded Training Activities:** Participants will receive structured training and credentialing in three key maternal and child health occupations:
 - **Community Health Worker (CHW) Certification:** In partnership with the Michigan Community Health Worker Alliance (MiCHWA), participants will complete a comprehensive CHW certification program. The training (\$62,000 total) includes instruction, course registration, administrative fees, curriculum licensing, and one-year membership in the MiCHWA Registry. Training materials (\$5,000) and miscellaneous expenses (\$3,000) support participant engagement and retention.
 - **Doula Certification:** Through SMC Full Circle Doula Birth Companion Training, participants will receive culturally competent, evidence-based education in birth support. The training (\$45,690) covers registration, manuals, instructor guidance, certification packets, and access to a professional doula network. Graduates will be equipped for Medicaid-reimbursable doula services, expanding access to MCH care.
 - **Job Readiness and Career Development: Family Assistance for Renaissance Men (F.A.R.M.)** will provide a 10-week workforce development program (\$60,000), focusing on soft skills, trade skills, and career preparedness. Participants receive stipends to reduce financial barriers while completing coursework.
 - **Supplemental Certification Training:** Participants will earn nationally recognized Adult & Pediatric CPR and AED certification (\$4,750) and suicide prevention training (QPR) (\$3,000), improving their employability and expanding their scope of practice.
- 2. Employment Services & Career Placement:** The program leverages partnerships to ensure participants transition into employment successfully.



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- **Detroit Employment Solutions Corporation (DESC) (\$15,000)** will provide resume workshops, job coaching, career navigation, and employment placement services through their job centers. DESC will also help track employment outcomes among workforce participants.
 - **Detroit Economic Growth Corporation (DEGC) (\$15,000)** will facilitate entrepreneurial training and small business support through Detroit Means Business and other DEGC programs, ensuring certified doulas and CHWs can establish sustainable careers as independent contractors.
- 3. Supportive Services to Address Barriers:** The program integrates wraparound support to ensure equitable access to training and employment opportunities:
- **Participant Stipends (\$330,000):** Each participant receives an \$11,000 stipend to support full engagement in training and work-based learning activities.
 - **Childcare and Transportation Assistance (\$30,000):** Funds are allocated for ride-share and childcare support to eliminate common barriers to participation.
 - **Technology Access (\$31,500):** The program provides 30 laptops (\$30,000) and a charging/storage cart (\$1,500), ensuring all participants have the necessary digital tools.
- c. Describe any additional activities and/or services that support the project's program design.*
- To strengthen participant success, the BFWI incorporates mentorship, community engagement, and ongoing career support. Monthly stakeholder workshops will connect participants with industry leaders, providing networking and professional development opportunities. Participants will also receive financial literacy education to support economic self-sufficiency post-training. Additionally, the program will conduct ongoing evaluations and data tracking to measure employment outcomes, identify gaps, and improve service delivery.



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- **Marketing & Outreach (\$32,729.69):** Content creation, social media outreach, and promotional materials will be used to recruit and retain participants.
- **Graduation and Participant Recognition (\$17,000):** A culminating ceremony will celebrate achievements and connect participants with prospective employers.

3. Target Geographic Service Area

a. *Indicate if the project has a regional or local scope for the delivery of services.* BFWI project has a local scope for service delivery. All project activities will take place in Detroit, Michigan.

b. *Geographic area where the project will be implemented and services will be provided.* The BFWI project will be implemented in Detroit, Michigan, a city in Wayne County. Detroit is situated along the Detroit River, with its metropolitan area extending to the St. Clair River, Lake St. Clair, and the western end of Lake Erie. It is the second-largest metropolitan area in EPA Region 5. Detroit’s landscape is primarily flat, gradually rising northwest from the waterways before transitioning into rolling terrain. The city has a rich and diverse demographic, shaped by its historical, social, and economic background. As of 2024, the EPA Environmental Justice Screen Report estimates Detroit’s population at approximately 637,140, with a population density of 4,593 people per square mile across 138.73 square miles, making it the largest city in Michigan by both area and population.

4. Target Population(s) or Intended Public Beneficiary

a. *Description of the target population (for Direct Training and Employment Projects).* BFWI serves individuals facing significant employment barriers, focusing on dislocated workers (affected by plant closures, mass layoffs, or economic downturns), other adults, and youth as defined by the Workforce Innovation and Opportunity Act. Participants are equipped with industry-recognized credentials and employment pathways in community health, doula



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services, and first responder training. Eligible youth (ages 18-21), including both in-school and out-of-school youth, receive workforce training and career development support to build foundational skills for sustainable employment. The program also serves adults facing significant employment barriers, such as justice-impacted individuals, veterans, adults with disabilities, and those with behavioral health challenges, offering tailored wraparound support services to ensure their success. To enhance recruitment and engagement, BFWI collaborates with organizations specializing in outreach to these populations, including Detroit Employment Solutions Corporation, Family Assistance for Renaissance Men, Black Men Build, Henry Ford Health System, Focus: HOPE, SisterFriends, and other maternal and child health programs. These partnerships facilitate targeted recruitment, comprehensive support services, and job placement assistance, ensuring participants have the resources needed to overcome employment barriers.

5. Proposed Period of Performance Duration

- a. ***Specify the proposed duration for the project.*** The Birthing Futures Workforce Institute project has a 36-month period of performance, as appropriate to the program design. This includes a 9-month ramp up period following execution of federal agreements to plan for implementation of the project and to kick off the initiative. Start and end dates for the period of performance will be specified in the Notice of Award.

6. Community Project Linkages to the Workforce System and Other Partnerships

- a. ***Linkages with the public workforce system.*** Detroit Employment Solutions Corporation (DESC) is the designated workforce agency for the City of Detroit, operating as the administrative and fiscal agent for the Mayor's Workforce Development Board. As part of the Michigan Works! network and a proud partner of the American Job Center system, DESC



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administers "Detroit at Work," a city-wide initiative providing job training, placement, career advisement, and support services for Detroiters. DESC collaborates with local partners to design tailored training programs, accommodating various workforce demands. Through "Detroit at Work," DESC connects job seekers with employers, offering recruitment services, customized training, and career development resources. The agency's workforce services include job postings, recruitment events, on-the-job training, apprenticeships, and strategic industry partnerships. BFWI will leverage DESC's extensive resources, collaborating with over ten career center partners to recruit and support participants. This partnership ensures that individuals entering the maternal health workforce receive the necessary career preparation and employment support. Dana L. Williams, President & CEO of DESC, brings a wealth of experience in human resources, corporate social responsibility, and legislative advocacy. Her strategic oversight will enhance connections with employers to drive workforce expansion.

b. Other workforce and community-based organizations to support the project.

- **SMC Full Circle Doula Birth Companion Training, LLC.** SMC Full Circle Doula Birth Companion Training provides participants with comprehensive doula certification and a 376-page manual, equipping them with the knowledge and skills to support birthing families and improve maternal health outcomes. Key topics covered include African birth traditions, prenatal and postpartum care, breastfeeding support, midwifery models, cultural competency, and advocacy. Participants must pass a proficiency exam and complete three births and postpartum visits before certification. **Michigan Community Health Worker Alliance (MiCHWA).** MiCHWA will provide a 12-week Community Health Worker (CHW) certification to 30 participants, covering key competencies such as public health systems, legal



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and ethical responsibilities, cultural responsiveness, coordination, and health-related topics like behavioral health, substance use, and violence prevention. This certification enhances the maternal health workforce by integrating CHWs into prenatal and postpartum care services.

Family Assistance for Renaissance Men (F.A.R.M.). F.A.R.M. offers an intensive 10-week workforce development program for 30 participants, focusing on life skills, skilled trades, and creative economy training. The program includes mentoring, financial literacy, parenting support, OSHA 10 certification, carpentry, electrical training, and job placement assistance. Wraparound support services, including case management and legal assistance, ensure sustained employment and career growth. **Detroit Economic Growth Corporation (DEGC).** DEGC supports workforce and business development through its Detroit Means Business platform, connecting certified doulas and maternal health workers with entrepreneurship resources. DEGC provides technical assistance, mentorship, and business development support, fostering sustainability for doulas working as independent contractors or small business owners. **Black Men Build – Detroit Chapter.** Recruits participants, refers them to workforce opportunities, and fosters leadership through community engagement and workshops. **Focus: HOPE.** Provides referrals and connects participants to job training, early learning programs, and wraparound supportive services. **Henry Ford Health System.** Enhances maternal and child health through clinical partnerships and access to comprehensive health services. **The Kinesis Group, Kiesha Jackson, MS, MHA, LLPC, NCC.** Delivers Question, Persuade, Refer Certification covering suicide crisis intervention for project participants and staff. **Knuckles Health Education Services LLC.** Provides CPR adult, CPR pediatric, and AED certification for project staff and participants. **Wayne County Fatherhood**



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Initiative, Strengthens fatherhood roles with education, advocacy, bonding, and support services for families and providers.

- c. Plan to manage the project with all partners and staff to ensure effective communication and accountability.* The Detroit Health Department (DHD) will oversee the implementation of BFWI through a full-time Project Coordinator who reports to the MCH Program Manager and the Director, ensuring seamless integration of workforce training, community partnerships, and participant support services. DHD's communications strategy includes: monthly partner meetings to assess program progress, address challenges, and optimize service delivery; tracking participant outcomes, certification completion, and job placements; centralizing information about training schedules and workforce opportunities; leveraging networks to recruit participants and promote health career pathways; and ongoing technical assistance and mentorship to help participants transition into employment or entrepreneurship.
- d. Letter of Commitment from partners.* See Attachment G.

7. Performance Measures and Target Outcome Goals

- a. Proposed performance measures and target outcome goals that support the effective account of the project's success.* The Birthing Futures Workforce Institute aims to strengthen the maternal health workforce by providing specialized training, employment pathways, and business development support. The program will serve 30 eligible adults, youth (18-24), and dislocated workers, enrolling them in 10-week Community Doula, 12-week Community Health Worker, and 1-week behavioral health & first responder certification programs. At least 80% of participants (24 individuals) will complete their training, with 40% (12 graduates) securing unsubsidized employment in maternal health-related fields. Community outreach efforts will distribute 1,500 Family Resource Kits and drive public awareness through digital



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campaigns generating 75,000 impressions on birth equity and maternal health careers. Additionally, 60 families will receive prenatal, postpartum, and aftercare doula services through community partnerships. *See Attachment F.*

8. Recipient Capacity

- a. *Organization's capacity to apply effective grant management principles.*** The City of Detroit has a proven track record in managing and administering grant programs across federal, state, and philanthropic funding sources. The Office of the Chief Financial Officer, led by Deputy CFO Terri Daniels, oversees a \$2 billion portfolio, ensuring fiscal responsibility, internal controls, and compliance with funding requirements. Daniels brings expertise in financial planning, risk management, and fraud prevention, enabling effective oversight of public funds. The Office of Development and Grants, with Deputy Director Abby LaFramboise and Program Analyst Alvita Lozano, ensures compliance by managing grant approvals, reporting, and monitoring systems. Their efforts focus on optimizing grant administration, refining processes, and building financial capacity for grantees.
- b. *Overview of the project work plan to manage the project.*** BFWI will follow a structured work plan to effectively manage and implement the project. A full-time Project Coordinator, reporting to the Maternal Child Health Program Manager, will oversee staffing, service procurement, and participant recruitment. Workforce services will be procured through established partnerships with healthcare institutions and training providers. Target participants will be recruited through community networks, outreach events, and digital campaigns, ensuring engagement of eligible adults, youth (18-24), and dislocated workers. The program will track participant progress, training completion, and employment outcomes, supporting quarterly reporting requirements and ensuring compliance with grant deliverables.



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Attachment B. Project Abstract

Line Item #	Required Information	Instructions
1.	Recipient Name:	Detroit Health Department
2.	Funding Request:	\$900,000
3.	Project Description:	For training and certification programs
4.	Congressional Sponsor:	Former United States Senator Debbie Stabenow
5.	Project Title:	Birthing Futures Workforce Institute
6.	Project Purpose and Goals:	<p>The Detroit Health Department’s Birthing Futures Workforce Institute is a three-year initiative aimed at addressing workforce shortages in maternal, paternal, and child health while reducing infant and maternal mortality in Detroit. The program will certify 30 participants as doulas, Community Health Workers (CHWs), and behavioral health responders, equipping them with essential skills and certifications. Participants will earn a stipend and will also receive business development support, public health education, and career placement services to foster long-term success. By collaborating with local organizations and health systems, the initiative seeks to promote birth equity, create sustainable career pathways, and improve health outcomes for Detroit families. This effort will build a skilled workforce, strengthen community health services, and drive systemic change across the city.</p>
7.	Project Design:	<p><i>Select One:</i> <u>Direct Training and Employment Project: The project is a workforce training program where participants receive direct grant-funded employment and training services.</u> Single- or Limited-action Project: The project supports the development and/or expansion of workforce programs that serve a public benefit.</p>
8.	Project Activities:	<ol style="list-style-type: none"> Expand the Maternal and Paternal Child Health Workforce: Address the critical shortage of trained professionals in Detroit’s maternal and child health sector, specifically targeting the reduction of infant and maternal mortality rates. Provide Certification Opportunities: Equip participants with professional certifications such



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		<p>as Community-Based Doula Certification, Community Health Worker (CHW) Certification, and training in behavioral health and emergency response, ensuring that they meet community needs and are eligible for reimbursable services.</p> <p>3. Deliver Holistic Workforce Training Services: Offer wraparound services including career counseling, job placement support, and soft skills training for eligible youth, adults, and dislocated workers in the maternal and child health sector.</p> <p>4. Enhance Public Awareness and Education: Increase community understanding of birth equity, maternal health disparities, and available workforce opportunities through outreach and public education campaigns.</p> <p>5. Support Small Business Development: Provide participants with the tools and knowledge necessary to start their own doula practices or other maternal health businesses, fostering entrepreneurship in the health care sector.</p> <p>6. Foster Career Placement Opportunities: Build partnerships with local health systems, community organizations, and workforce agencies to connect participants to meaningful, sustainable career opportunities in maternal and child health care.</p>
9.	Proposed Period of Performance:	36 months
10.	Project Location:	Detroit, Wayne County, Michigan, US
11.	Target Populations or Intended Beneficiaries:	<p>For Direct Training and Employment Projects:</p> <ul style="list-style-type: none"> - Eligible adults - Eligible youth ages 18-24 - Dislocated adults
12.	Linkages to the Workforce System Partners (if applicable):	<ul style="list-style-type: none"> • Detroit Employment Solutions Corporation (DESC): Promotes workforce resources, job training, and career pathways for participants through job centers and job fairs. • Detroit Economic Growth Association: Provides workforce training, small business services, and technical assistance for participants.
13.	Other partners (if applicable):	<ul style="list-style-type: none"> • Black Men Build – Detroit Chapter: Recruits participants, refers them to workforce



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		<p>opportunities, and fosters leadership through community engagement.</p> <ul style="list-style-type: none"> • Detroit Economic Growth Corporation: Supports economic empowerment through workforce development, business growth opportunities, and community collaboration. • Detroit Employment Solutions Corporation: Facilitates job placement, workforce training, and career development resources for program participants. • Family Assistance for Renaissance Men (F.A.R.M.): Offers workforce development, family support, legal aid, and career assistance through an intensive 10-week program. • Focus: HOPE: Provides referrals, connects participants to job training, early learning programs, and wraparound supportive services. • Henry Ford Health System: Enhances maternal and child health through clinical partnerships and access to comprehensive health services. • The Kinesis Group: Kiesha Jackson, MS, MHA, LLPC, NCC delivers Question, Persuade, Refer (QPR) Certification covering suicide and crisis intervention for project participants and staff. • Knuckles Health Education Services LLC: Delivers CPR adult, CPR pediatric, and AED certification for project staff and participants. • Michigan Community Health Worker Alliance (MiCHWA): Offers CHW certification to 30 participants, addressing public health workforce competencies and skill-building. • SMC Full Circle Doula Birth Companion Training, LLC: Trains participants to become certified doulas, promoting birth equity and community-based maternal care. • Wayne County Fatherhood Initiative: Strengthens fatherhood roles with education, advocacy, bonding, and support services for families and providers.
14.	Subrecipients Activities (if applicable)	N/A



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15.	Performance Target Goals (if applicable):	<ul style="list-style-type: none">• Certify 30 eligible adults, youth (18-24), and dislocated workers as doulas, community health workers, and in behavioral health specialties.• Ensure 80% of enrollees (24 participants) complete the workforce development and training series.• Support 40% of program graduates (at least 12 participants) secure employment in public health-related fields.• Distribute 1,500 Family Resource Kits through community outreach and education sessions.• Achieve 75,000 impressions via social media and digital outreach on public health education and workforce pathways.
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Attachment D: Work Plan

Year 1: Program Operations, Contracts, and Logistics					
Goal 1: Establish the program's infrastructure, finalize contracts, onboard staff, recruit participants, and launch public awareness initiatives.					
Goal Activities	Responsible Project Staff or Partner	Milestones	Final (or Mid) Deliverables and Outcomes	Timeframe	Expected Completion Date
Activity 1. Execute contracts and hire staff.	DHD	Milestone 1. Finalize all contracts and hire necessary program staff.	Execute agreements with training providers and ensure the hiring of program staff members for operational roles.	Year 1	Year 1
Activity 2. Finalize training programs and logistics.	DHD	Milestone 2. Complete development of training curricula, certification details, and training schedules.	Collaborate with training partners to establish course outlines, logistics, and schedules for the certification programs.	Year 1	Year 1
Activity 3. Program Kick-Off and Recruitment Launch	DHD, BMB, F.A.R.M., DESC	Milestone 3. Hold public launch event, press release, and engage in outreach for recruitment.	A public launch event with media coverage to announce the program and recruit participants from underserved communities.	Year 1	Year 1
Activity 4. Public Awareness Campaign	DHD	Milestone 4. Reach 75,000 impressions through outreach events, digital media, and other awareness channels.	A targeted outreach campaign addressing maternal and infant mortality while promoting workforce training opportunities.	Year 1	Year 3

PARTNER KEY | DHD = Detroit Health Department; F.A.R.M. = Family Assistance for Renaissance Men; BMB = Black Men Build; DESC = Detroit Employment Solutions Corporation



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Year 2: Workforce Development and Career Training					
Goal 2: Deliver certification programs and develop participants' skills in maternal, child, and behavioral health.					
Goal Activities	Responsible Project Staff or Partner	Milestones	Final (or Mid) Deliverables and Outcomes	Timeframe	Expected Completion Date
Activity 1. Community-Based Doula Certification (10 weeks)	SMC Doula LLC	Milestone 1. Complete certification for at least 80% of participants in doula services.	Participants will complete the 10-week training, gaining a certification and joining the SMC Doula Network	Year 2	Year 2
Activity 2. Behavioral Health and Crisis Intervention Certification.	DHD, The Kinesis Group, Knuckles LLC	Milestone 2. Certify participants in Naloxone (Narcan) administration, suicide intervention (QPR), and CPR/AED	Provide intensive training in critical behavioral health and emergency response areas, equipping participants to handle crisis situations effectively.	Year 2	Year 2
Activity 3. Community Health Worker (CHW) Certification (12 weeks)	MiCHWA	Milestone 3. Complete 12-week certification and internship for 30 participants.	Participants gain certifications and hands-on experience in community health, public health systems, and cultural competency.	Year 2	Year 2
Activity 4. Workforce Training and Employment Services (10 weeks)	F.A.R.M.	Milestone 4. Completion of workforce training, including OSHA-10 certification, for 80% of participants	Participants gain skills for workplace safety, trade, soft and hard skills development, and employment readiness.	Year 2	Year 2

PARTNER KEY | DHD = Detroit Health Department; F.A.R.M. = Family Assistance for Renaissance Men; SMC Doulas = SMC Full Circle Doula Birth Companion Training, LLC; The Kinesis Group = Kiesha Jackson, MS, MHA, LLPC, NCC MS / QPR Institute; Knuckles = Knuckles Health Education Services LLC; MiCHWA = Michigan Community Health Worker Association



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Year 3: Client Service Provision and Employment

Goal 3: Facilitate job placements, small business development, and support services as participants transition into the workforce or launch their own businesses.

Goal Activities	Responsible Project Staff or Partner	Milestones	Final (or Mid) Deliverables and Outcomes	Timeframe	Expected Completion Date
Activity 1. Job Placement and Career Services.	DHD, DESC, F.A.R.M.	Milestone 1. At least 40% of trained participants placed into health-related jobs or entrepreneurial opportunities.	Provide job placement support, resume writing, interview preparation, and career fairs to connect participants with employers in maternal health and other sectors.	Year 3	Year 3
Activity 2. Small Business Development Support for Participants	DEGC	Milestone 2. Support at participants in developing business plans for maternal health-related businesses.	Guide participants through business development, grants, loans, and professional coaching to help them establish doula and maternal health businesses.	Year 3	Year 3
Activity 3. Provide Direct Services to New and Expectant Mothers	DHD / SisterFriends Detroit, F.A.R.M	Milestone 3. Provide services to 60 families, offering prenatal, postpartum, and aftercare services	Participants provide direct services to improve maternal health outcomes, build community trust, and support birth equity.	Year 3	Year 3
Activity 4. Referral Pipeline and Participant Visibility.	DHD, BMB, Focus: HOPE, HFHS, F.A.R.M.	Milestone 3. Increase participant visibility through the DHD website and partner networks.	Feature certified doulas on the DHD website and leverage partner networks to expand job opportunities and business visibility.	Year 3	Year 3
Activity 5. Birthing Futures Workforce Institute Graduation	DHD, BFWI partners	Milestone 3. Host a graduation ceremony celebrating the program's success.	A formal ceremony to recognize participants' achievements and facilitate connections with employers and business resources.	Year 3	Year 3

PARTNER KEY | DHD = Detroit Health Department; DESC = Detroit Employment Solutions Corporation; F.A.R.M. = Family Assistance for Renaissance Men; DEGC = Detroit Economic Growth Corporation; BMB = Black Men Build; Focus: HOPE; HFHS = Henry Ford Health System; BFWI = all Birthing Futures Workforce Institute partners



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Attachment F: Performance Measures and Target Goals

Birthing Futures Workforce Institute Performance Measures and Target Goals Table

Type of Measure	Proposed Performance Measure	Description	Proposed Target Goal
Quantitative	Total Participants Served	Number of participants enrolled in workforce training and certification programs.	30 eligible adults, youth (18-24), and dislocated workers.
Quantitative	Total Participants Received Education/Job Training Activities	Number of participants enrolled in workforce training and certification programs.	30 participants across 10-week Community Doula, 12-week Community Health Worker, and 1-week behavioral health & first responder programs.
Quantitative	Total Participants Completed Education/Job Training Activities	Number of participants who successfully complete their selected certification program.	80% of enrollees (24 participants) complete training.
Quantitative	Total Participants that Enter Unsubsidized Employment	Number of participants securing employment post-certification without wage subsidies.	40% of program graduates (at least 12 participants) secure employment in maternal health fields.
Quantitative	Community Outreach and Awareness	Number of Family Resource Kits distributed through community engagement efforts.	1,500 Family Resource Kits distributed.
Quantitative	Public Awareness and Digital Engagement	Digital campaign reach and engagement on maternal health workforce and birth equity.	Achieve 75,000 impressions via social media and digital outreach.



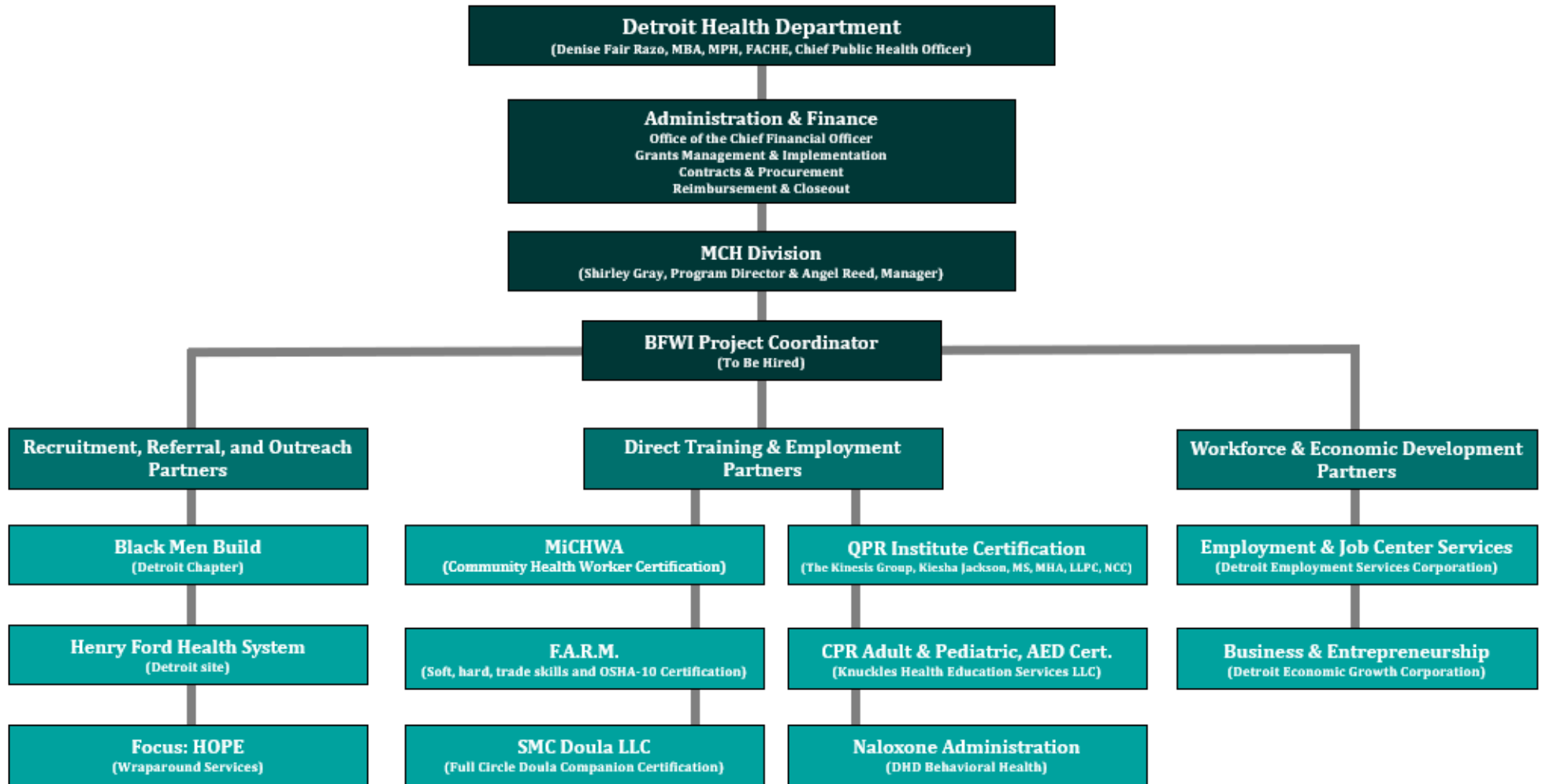
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Attachment E: Organizational Chart





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Overview of Detroit Health Department Birthing Futures Workforce Institute Activities:

1. **Expand the Maternal and Paternal Child Health Workforce:** Address the critical shortage of trained professionals in Detroit's maternal and child health sector, specifically targeting the reduction of infant and maternal mortality rates.
2. **Provide Certification Opportunities:** Equip participants with professional certifications such as Community-Based Doula Certification, Community Health Worker (CHW) Certification, and training in behavioral health and emergency response, ensuring that they meet community needs and are eligible for reimbursable services.
3. **Deliver Holistic Workforce Training Services:** Offer wraparound services including career counseling, job placement support, and soft skills training for eligible youth, adults, and dislocated workers in the maternal and child health sector.
4. **Enhance Public Awareness and Education:** Increase community understanding of birth equity, maternal health disparities, and available workforce opportunities through outreach and public education campaigns.
5. **Support Small Business Development:** Provide participants with the tools and knowledge necessary to start their own doula practices or other maternal health businesses, fostering entrepreneurship in the health care sector.
6. **Foster Career Placement Opportunities:** Build partnerships with local health systems, community organizations, and workforce agencies to connect participants to meaningful, sustainable career opportunities in maternal and child health care.

Organizational Chart Roles

- **Detroit Health Department (DHD):** Prime applicant, ensures successful program implementation including project administration, workforce and training program facilitation and supervision, program management, financial management, procurement, evaluation, reporting, and partner/stakeholder management.
- **Detroit Employment Solutions Corporation (DESC):** Promotes workforce resources, job training, and career pathways for participants through job centers and job fairs.
- **Detroit Economic Growth Association:** Provides workforce training, small business services, and technical assistance for participants.
- **Black Men Build – Detroit Chapter:** Recruits participants, refers them to workforce opportunities, and fosters leadership through community engagement.
- **Detroit Economic Growth Corporation:** Supports economic empowerment through workforce development, business growth opportunities, and community collaboration.
- **Detroit Employment Solutions Corporation:** Facilitates job placement, workforce training, and career development resources for program participants.



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- **Family Assistance for Renaissance Men (F.A.R.M.):** Offers workforce development, family support, legal aid, and career assistance through an intensive 10-week program.
- **Focus: HOPE:** Provides referrals, connects participants to job training, early learning programs, and wraparound supportive services.
- **Henry Ford Health System:** Enhances maternal and child health through clinical partnerships and access to comprehensive health services.
- **Kiesha Jackson, MS, MHA, LLPC, NCC:** Delivers Question, Persuade, Refer (QPR) Certification covering suicide and crisis intervention for project participants and staff.
- **Knuckles Health Education Services LLC:** Delivers CPR adult, CPR pediatric, and AED certification for project staff and participants.
- **Michigan Community Health Worker Alliance (MiCHWA):** Offers CHW certification to 30 participants, addressing public health workforce competencies and skill-building.
- **SMC Full Circle Doula Birth Companion Training, LLC:** Trains participants to become certified doulas, promoting birth equity and community-based maternal care.
- **Wayne County Fatherhood Initiative:** Strengthens fatherhood roles with education, advocacy, bonding, and support services for families and providers.



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2 Woodward Avenue, Suite 1126
Detroit, Michigan 48226

Phone 313•224•3400
Fax 313•224•2135
www.detroitmi.gov/

Attachment G: Letters of Commitment

Birthing Futures Workforce Institute Partners

Recruitment, Referral, and Outreach Partners

1. Black Men Build, Detroit Chapter
2. Focus: HOPE
3. Henry Ford Health System

Workforce & Economic Development Partners

4. Detroit Economic Growth Corporation
5. Detroit Employment Solutions Corporation

Direct Training & Employment Partners

6. Family Assistance for Renaissance Men
7. The Kinesis Group Kiesha Jackson, MS, MHA, LLPC, NCC / QPR Institute
8. Knuckles Health Education Services LLC
9. Michigan Community Health Workers Association
10. SMC Full Circle Doula Birth Companion Training, LLC



115 ERSKINE, 2ND FLOOR
DETROIT, MICHIGAN 48201
PHONE (313) 876-0674
FAX (313) 664-5505
TTY NUMBER: 711

January 30, 2025

José Javier Rodríguez, Assistant Secretary
U.S. Department of Labor
Employment and Training Administration
200 Constitution Ave NW
Washington, DC 20210

Re: Letter of Commitment FY24 Community Project Funding

Dear Assistant Secretary Rodríguez,

Detroit Employment Solutions Corporation (DESC) is proud to express our strong support for the City of Detroit Health Department’s FY 2024 Community Project Funding/Congressionally Directed Spending application. This project’s focus on equipping and expanding the maternal and child workforce to address critical health disparities in Detroit is directly aligned with DESC’s mission to advance workforce resilience and expand career pathways in vital infrastructure sectors, including health care.

As the City of Detroit’s workforce agency since 2012, DESC has served as the lead organization for the "Detroit at Work" initiative, connecting over 25,000 job seekers annually with job placement, training, career advisement, and other supportive services. For this initiative, DESC will leverage our job centers to promote and provide workforce development resources, including workshops on résumé building, interview skills, career training, and employment services. Additionally, we will offer assistance programs and career pathways tailored to youth and justice-impacted individuals, ensuring the inclusion of diverse populations in the maternal and child health workforce.

This funding represents a significant opportunity to address the systemic health disparities facing Detroit, including high rates of preterm births, low birth weight, and infant mortality among teens and pregnant women. By fostering workforce development in maternal and child health, this initiative will not only improve health outcomes but also create sustainable career opportunities for Detroit residents. The integration of career pathways and targeted support for underrepresented groups reflects DESC’s commitment to economic equity and aligns with Congressional priorities for workforce development and public health investment.

DESC is excited to collaborate with the Detroit Health Department to ensure the success of this transformative initiative. We are fully committed to bringing our expertise and resources to bear in support of healthier families and stronger communities across Detroit.

Thank you for considering this critical funding application.

Sincerely,

E-Signed : 01/31/2025 02:38 PM EST
Dana L. Williams
dwilliams@detempsol.org
IP: 68.40.117.160

Sertifi Electronic Signature

DocID: 20250130203650722
President & Chief Executive Officer



Equal opportunity employer/program. Supported by the State of Michigan, Department of Labor and Economic Opportunity. A Michigan Works! Agency and proud partner of the American Job Center network. Auxiliary aids and services available upon request to individuals with disabilities. 1-800-285-WORK. TTY: 711.



January 17, 2025

José Javier Rodríguez, Assistant Secretary
U.S. Department of Labor
Employment and Training Administration
200 Constitution Ave NW
Washington, DC 20210

Re: Letter of Commitment FY24 Community Project Funding

Dear Assistant Secretary Rodríguez,

On behalf of the Detroit Economic Growth Corporation (DEGC), I am pleased to express our strong support for the City of Detroit Health Department's FY 2024 Community Project Funding/Congressionally Directed Spending application. DEGC is honored to serve as a partner in this transformative initiative, which aims to expand workforce development opportunities for doulas and project participants while providing critical support to address maternal and child health disparities in Detroit.

As Detroit's leading economic development organization, DEGC will assist project participants in two key areas:

1. **Workforce Development Support:** Through the Detroit Means Business (DMB) platform, we will connect certified doulas and project participants with resources for workforce training and small business services. DMB serves as the city's gateway to entrepreneurial success, offering solutions and resources to help small businesses thrive. This support will be instrumental for doulas who operate as independent contractors, enabling them to provide essential services to individuals and health organizations.
2. **Technical Assistance for Small Businesses:** DEGC's Business Development team, including District Business Liaisons (DBLs), will provide technical assistance and mentorship to trainees and project participants, helping them overcome business challenges and access the ecosystem of entrepreneurial support available in Detroit. This will foster sustainable growth and enable doulas and other participants to establish vibrant, successful businesses.



DETROIT ECONOMIC GROWTH CORPORATION

GROW HERE, WIN TOGETHER

DEGC's commitment to inclusive economic development is evident in our track record of creating over 25,000 jobs, securing \$7.25 billion in investments, and supporting more than 500 small businesses. This project aligns with our mission to attract investment, create jobs, and drive equitable economic progress for all Detroit residents. We fully support the City of Detroit Health Department's application and stand ready to contribute our expertise and resources to the initiative. Together, we can empower participants, strengthen Detroit's workforce, and improve maternal and child health outcomes.

Sincerely,

Kevin Johnson

Kevin Johnson
President and CEO
Detroit Economic Growth Corporation



SMC

Full Circle Doula

Birth Companion Training

January 30, 2025

José Javier Rodríguez, Assistant Secretary
U.S. Department of Labor
Employment and Training Administration
200 Constitution Ave NW
Washington, DC 20210

Re: DOL TEGL CDS Project

Dear Assistant Secretary Rodriguez,

I am pleased to submit this letter of commitment on behalf of SMC Full Circle Doula Birth Companion Training, LLC to support the certification of thirty (30) participants as doulas through SMC Full Circle Doula Birth Companion Training, LLC (SMC Doulas) in collaboration with the Detroit Health Department.

Commitment to Project Role

Our organization is dedicated to ensuring the successful training and certification of these doulas, aligning with the goals of increasing access to culturally competent maternal care and improving birth outcomes in underserved communities. We recognize the importance of empowering individuals with the skills and knowledge necessary to provide high-quality labor and postpartum support, especially in communities disproportionately impacted by maternal and infant health disparities.

Scope of Work

To achieve the objective of certifying thirty (30) doulas, we commit to:

- Coordinating the participation of thirty (30) selected individuals in two (2) online birth and postpartum doula training sessions.
- Providing logistical and administrative support to ensure smooth enrollment and participation.
- Assisting participants with registration, accessing training materials, and completing course requirements.
- Monitoring progress and offering additional support to ensure all participants successfully complete the training and certification process.
- Facilitating necessary follow-ups, including post-training requirements such as attendance verification at births and postpartum visits, completion of additional coursework, and obtaining required certifications (CPR, food handling, etc.).
- Collaborating with the Detroit Health Department and SMC Doulas to track and report participant progress and outcomes.

Training Structure

The training will be conducted exclusively for Detroit Health Department participants, adhering to the following structure:

- Five (5) weeks of instruction per cohort, with a maximum of fifteen (15) participants per session.
- A combination of asynchronous and synchronous learning, including weekly 3.5-hour virtual sessions.
- A structured curriculum covering prenatal care, labor and delivery, postpartum care, breastfeeding support, cultural competency, medical interventions, advocacy, and more.
- A final assessment requiring an 80% passing score to qualify for provisional certification.
- Post-training certification requirements, including attendance at births and postpartum visits, book reports, community resource development, and additional training.

Commitment to Program Success

Our organization is committed to providing ongoing support to ensure the successful implementation of this initiative. We will work closely with SMC Doulas and the Detroit Health Department to:

- Address any challenges encountered during training.
- Ensure compliance with program requirements and Medicaid reimbursement eligibility.
- Support certified doulas in connecting with birthing individuals and healthcare providers.

We are honored to be part of this initiative, which aligns with our mission to improve maternal health outcomes and advance workforce development in the birth support field. We look forward to working with all partners to achieve the successful training and certification of these doulas.

Please feel free to reach out if you require any additional information or further clarification. We appreciate this opportunity and are eager to contribute to the success of this project.

Sincerely,

A handwritten signature in black ink, appearing to read "Shafia M. Monroe". The signature is fluid and cursive, with a long horizontal stroke at the end.

Shafia M. Monroe, MPH, DEM, CDT

Chief Executive Officer
SMC Full Circle Doula Birth Companion Training, LLC
3519 NE 15th Avenue, Suite 193
Portland, OR 97212



January 31, 2025

José Javier Rodríguez, Assistant Secretary
U.S. Department of Labor
Employment and Training Administration
200 Constitution Ave NW
Washington, DC 20210

Re: Letter of Commitment FY24 Community Project Funding

Dear Assistant Secretary Rodríguez,

Board of Directors

Michael Joseph
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Vice Chairman

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Football

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T. Sha Duncan Smith
Swarthmore College
Associate Dean

Honorable Margie Braxton

Willie Bell
F.A.R.M. Founder, CEO

On behalf of Family Assistance for Renaissance Men (F.A.R.M.), I am honored to express our strong support and commitment to the City of Detroit Health Department's FY 2024 Community Project Funding/Congressionally Directed Spending application. As an organization dedicated to dismantling the barriers to male engagement in their families' lives, we are excited to contribute to this transformative initiative aimed at improving birth equity, maternal health outcomes, and workforce development in Detroit. F.A.R.M. provides comprehensive resources and programs to empower men and families, including Principles of Fatherhood, Education and Skill Building, Legal and Child Support Assistance, Housing Programs, and Father and Child Relationship Building. For this project, our role will include:

1. Referral Support: Connecting men within our network to doula certification and Community Health Worker (CHW) certification opportunities offered through the Detroit Health Department (DHD).
2. Participant Access: Facilitating access to F.A.R.M. programs for DHD participants, including:
3. Father and Child Relationship Building: Utilizing licensed social workers (LMSW and MSW) to help fathers bond with their children and foster positive co-parenting relationships. Participants will have opportunities to engage in meaningful family activities, such as events, outings, and creative programs.
4. Legal Assistance and Expungement Services: Partnering with Michigan attorneys and local judges to help fathers address legal barriers, such as expungement and child support issues, that hinder their ability to fulfill their familial responsibilities.

F.A.R.M. believes that empowering fathers is integral to addressing systemic inequities and improving health outcomes for families. By working collaboratively with the Detroit Health Department, we aim to strengthen family bonds, promote equitable access to health and workforce resources, and foster meaningful, long-lasting change in Detroit communities. We are proud to support this application and remain fully committed to our role in ensuring the success of this project. Together, we can create a healthier, more equitable future for families across Detroit.

Sincerely,

Willie Bell

Willie Bell
Founder & Chief Executive Officer
Family Assistance for Renaissance Men (F.A.R.M.)



January 17th, 2025

José Javier Rodríguez, Assistant Secretary
U.S. Department of Labor
Employment and Training Administration
200 Constitution Ave NW
Washington, DC 20210

Re: Letter of Commitment FY24 Community Project Funding

Dear Assistant Secretary Rodríguez,

On behalf of the Michigan Community Health Worker Alliance (MiCHWA), I am writing to express our strong support for the City of Detroit Health Department's FY 2024 Community Project Funding/Congressionally Directed Spending application. This initiative, which focuses on equipping and expanding the maternal and child workforce through training and certification, aligns seamlessly with MiCHWA's mission to build and integrate knowledge and action that benefit communities and address health disparities.

As Michigan's professional association for Community Health Workers (CHWs) since 2011, MiCHWA serves as a vital information hub for CHW employers and allies. We have a proven track record of advancing CHW education and workforce development through Michigan-specific core competency-based training. For this project, MiCHWA, in partnership with the Detroit Health Department, will provide its CHW Certificate Training Program to 50 Detroit residents. The training includes the 8 nationally recognized core competencies such as the role of CHWs in public health, ethical and legal responsibilities, navigating community resources, cultural responsiveness, teaching and capacity building, coordination and documentation, healthy lifestyles, and behavioral health and substance use. In addition to the 126 hours of classroom instruction, there is also a 40-hour internship requirement. These internship positions are arranged with partnering organizations.

Detroit's high rates of preterm births, low birth weight, and infant mortality reflect systemic challenges that demand bold, community-based solutions. By equipping a new cadre of CHWs with the skills to address these issues, this project will not only strengthen the maternal and child health workforce but also provide culturally competent care that directly meets the needs of Detroit residents. Furthermore, the focus on workforce sustainability ensures that these efforts will have lasting impact.

MiCHWA is proud to partner with the Detroit Health Department on this critical initiative. We are committed to leveraging our expertise in CHW training and workforce development to support this project's success and contribute to healthier outcomes for families in Detroit. Thank you for considering this important funding request. We are excited to collaborate on this transformative effort.

Sincerely,

Kareem J. Baig, MBA, GC-Public Health, LSSBB
Executive Director
Michigan Community Health Worker Alliance
kbaig@michwa.org



☎ 313-218-6832

✉ admin@thekinesisgroup.com

José Javier Rodríguez, Assistant Secretary
U.S. Department of Labor
Employment and Training Administration
200 Constitution Ave NW
Washington, DC 20210

January 23, 2025

Re: Letter of Commitment – FY24 Community Project Funding

Dear Assistant Secretary Rodríguez,

I am pleased to submit this Letter of Commitment on behalf of The Kinesis Group in support of the Detroit Health Department's FY 2024 Community Project Funding/Congressionally Directed Spending application. As a mental health consulting firm specializing in therapeutic services, curriculum development, and psychoeducation, The Kinesis Group is committed to increasing mental health awareness and suicide prevention education. Our team comprises licensed behavioral health professionals with extensive experience in mental wellness and crisis intervention. Through this partnership, The Kinesis Group will certify 50 participants and staff in Question, Persuade, Refer (QPR) Gatekeeper Training. This evidence-based training equips individuals with lifesaving skills to recognize and respond to a suicide crisis. Participants will receive QPR certification, valid for three (3) years. Certified participants will gain:

- Skills to Question, Persuade, and Refer someone at risk of suicide.
- Knowledge on how to access mental health resources for themselves and others.
- An understanding of the causes and warning signs of suicidal behavior.
- Strategies for providing immediate intervention and referral to professional help.

Just as individuals trained in CPR and the Heimlich maneuver save lives, those trained in QPR learn to recognize the warning signs of suicide and take action to connect at-risk individuals with professional support. According to the Surgeon General's National Strategy for Suicide Prevention (2001), gatekeepers—such as educators, healthcare professionals, community leaders, and first responders—play a critical role in suicide prevention. As a Certified QPR Instructor through the QPR Institute, I will personally oversee the training and certification process. The Kinesis Group is committed to supporting the Detroit Health Department in implementing this initiative to enhance crisis intervention capacity within the community. Please do not hesitate to contact me for any additional information.

Sincerely,

Kiesha Jackson, MS, MHA, LLPC, NCC
Chief Executive Officer
The Kinesis Group
admin@thekinesisgroup.com | 313-218-6832



KNUCKLES HEALTH EDUCATION SERVICES (K.H.E.S.), LLC

“Fighting to Educate, Empower, Serve, & SAVE LIVES”

An American Red Cross Licensed Training Partner/Provider

Phone: (313) 525-4723 Email: knuckleshealthed@gmail.com

January 30, 2025

José Javier Rodríguez
Assistant Secretary
U.S. Department of Labor
Employment and Training Administration
200 Constitution Ave NW
Washington, DC 20210

Re: Letter of Commitment – FY24 Community Project Funding

Dear Assistant Secretary Rodríguez,

Knuckles Health Education Services LLC is pleased to submit this Letter of Commitment in support of the City of Detroit Health Department’s FY 2024 Community Project Funding/Congressionally Directed Spending application. As an American Red Cross Licensed Training Provider, Knuckles Health Education Services LLC is committed to providing high-quality training and certification programs in life-saving techniques. As part of this commitment, we will provide **American Red Cross CPR and AED Certification** for up to 50 participants and staff engaged in this initiative. This training will include:

- **Adult CPR:** Instruction on performing chest compressions and rescue breaths to restore oxygen
- **Pediatric CPR:** Specialized training for responding to cardiac and respiratory emergencies in infants and children, including procedures for choking, drowning, and suffocation incidents.
- **AED Training:** Hands-on instruction on using an Automated External Defibrillator (AED) to respond to cardiac emergencies effectively.

Each participant will receive certification in these three critical areas, equipping them with essential skills to respond to medical emergencies. Our goal is to enhance the capacity of the City of Detroit Health Department and its affiliated programs by ensuring staff and community members are well-trained and prepared to provide life-saving assistance when needed. Knuckles Health Education Services LLC is honored to contribute to this vital project and looks forward to collaborating with the City of Detroit Health Department and the U.S. Department of Labor to enhance workforce readiness and community health outcomes.

If you require any further information, please do not hesitate to contact us.

Sincerely,

Donulae' T. Knuckles Ph.D., RN

knuckleshealthed@gmail.com



January 20, 2025

José Javier Rodríguez, Assistant Secretary
U.S. Department of Labor
Employment and Training Administration
200 Constitution Ave NW
Washington, DC 20210

Re: Letter of Commitment FY24 Community Project Funding

Dear Assistant Secretary Rodríguez,

On behalf of Black Men Build (BMB), Detroit Chapter, I am honored to submit this letter of commitment in support of the City of Detroit Health Department's FY 2024 Community Project Funding/Congressionally Directed Spending application. BMB is proud to partner on this initiative to advance birth equity and improve maternal, paternal, and child health outcomes in Detroit.

Black Men Build is a grassroots membership organization committed to equipping Black men and their families with the tools to become a powerful, organized sociopolitical force for liberation. Our mission is grounded in the principles of love, grace, accountability, and power, and we are focused on addressing racial, gender, and social justice through healing, political education, and power-building campaigns. As a referral and recruitment partner for this project, the Detroit Chapter of BMB will:

- **Engage Black Fathers and Men:** Increase Black male involvement in birth equity and maternal, paternal, and child health initiatives by connecting Black men to doula certification, community health worker certification, and public health programming opportunities.
- **Promote Awareness:** Utilize our network to educate and empower Black men about their critical role in preventing infant mortality and improving maternal health outcomes.
- **Support Recruitment:** Mobilize our grassroots network to ensure the participation of Black men in the project's training and certification programs, fostering a supportive and engaged community of advocates for birth equity.

This initiative aligns with BMB's core mission to create pathways for empowerment and liberation while addressing the structural inequities impacting Black families in Detroit. We are deeply committed to fostering meaningful change and believe that this collaboration will significantly improve health outcomes for the city's most vulnerable populations. Black Men Build enthusiastically supports the City of Detroit Health Department's application and stands ready to fulfill our commitments to this transformative project. Together, we can build stronger communities, empower Black fathers, and improve health equity for all Detroiters.

Sincerely,

Sloan Gibson
Hub Director
Black Men Build – Detroit Chapter

Focus: HOPE

January 22, 2025

José Javier Rodríguez, Assistant Secretary
U.S. Department of Labor
Employment and Training Administration
200 Constitution Ave NW
Washington, DC 20210

Re: Letter of Commitment FY24 Community Project Funding

Dear Assistant Secretary Rodríguez,

On behalf of Focus: HOPE, I am pleased to offer our full support for the City of Detroit Health Department's FY 2024 Community Project Funding application. Focus: HOPE has a long-standing mission to overcome racism, poverty, and injustice by providing an intergenerational and holistic mix of services to individuals and families in Southeast Michigan. As part of our ongoing commitment to supporting vulnerable communities, we are proud to contribute to this important initiative.

Focus: HOPE is committed to referring participants from our programs to the Detroit Health Department's (DHD) project services. Our organization will also welcome referrals from DHD to connect individuals to the various services and support available through Focus: HOPE. Our programs, which include Early Learning, Job Training, Food Security, and Advocacy, are designed to disrupt the systemic effects of racism and poverty while empowering individuals to thrive.

We believe in the power of collaboration and are confident that through our partnership with DHD, we can collectively improve the health, economic stability, and overall well-being of the communities we serve. Together, we will work to build a more inclusive and equitable future for the families in Detroit and Southeast Michigan. We look forward to the success of this initiative and are excited to be a part of the meaningful work being done by the City of Detroit Health Department.

Sincerely,



Waymond Hayes, ABD, M.Ed. BS.
Director of Early Learning / Youth Development
Focus: HOPE Early Learning / Youth Development
313-494-4424 / waymond.hayes@focushope.ed



Henry Ford Health
1 Ford Place
Detroit, MI 48202

January 31, 2025

José Javier Rodríguez, Assistant Secretary
U.S. Department of Labor
Employment and Training Administration
200 Constitution Ave NW
Washington, DC 20210

Re: Letter of Commitment FY24 Community Project Funding

Dear Assistant Secretary Rodríguez,

On behalf of Henry Ford Health, I am pleased to express our strong support for the City of Detroit Health Department's FY 2024 Community Project Funding/Congressionally Directed Spending application. As a leading integrated health system serving Michigan for over a century, Henry Ford Health is committed to championing birth equity and advocating for initiatives that address the systemic disparities impacting maternal and child health in Detroit.

This critical project will equip and expand Detroit's public health and maternal health workforce by creating career pathways and professional development opportunities for Community Health Workers (CHWs) and doulas. These roles are vital for bridging the gap between health systems and communities, ensuring that families—particularly those disproportionately affected by preterm births, low birth weight, and infant mortality—have access to culturally competent care and essential resources.

Henry Ford Health is proud to act as a health system champion and advocate for this initiative. We believe this project will not only strengthen Detroit's health system but also enhance public health by fostering equity in healthcare access and outcomes. Expanding career opportunities for CHWs and doulas aligns with our mission to improve people's lives through excellence in health care and healing and our vision to serve as a trusted partner in health for our diverse Michigan community.

Additionally, this initiative reflects key priorities of Congressional Directed Spending by addressing workforce development in critical sectors and improving health outcomes for vulnerable populations. We are eager to support this effort, leveraging our expertise, resources, and advocacy to help ensure the project's success.

We applaud the City of Detroit Health Department for spearheading this transformative initiative and urge full consideration and support for their application. Together, we can build a healthier, more equitable future for Detroit families.

Sincerely,

A handwritten signature in black ink, appearing to read "Denise Brooks-Williams".

Denise Brooks-Williams
Executive Vice President and Chief Operating Officer
Henry Ford Health

**Attachment E: Payment Management System
Access Letter**

U.S. Department of Labor/ETA

Office of Grants Management

200 Constitution Avenue, N.W. – Room N-4716
Washington, D.C. 20210



Dear Recipient:

Congratulations on your recent award. This document provides instructions on how to access your organization's funding, as well as how to submit quarterly ETA-9130 Financial Reports. Award recipients accomplish both tasks using the Payment Management System (PMS), operated by the U.S. Department of Health and Human Services (HHS).

All grant recipients must have an ID.me account to gain access to PMS.

Establishing your ID.me account is the first step in the PMS process. User access requests for grant recipients will only be approved if you have an ID.me account. If you have questions related to creating an ID.me account or need technical assistance with accessing PMS via ID.me, instructions and additional guidance can be found at https://xms.hhs.gov/help/job-aids/help_pages.html.

For Existing PMS Users

If your organization has previously received a grant or cooperative agreement with ETA, a PMS account already exists, and it's where you can find your new grant award funding. The front page of your grant award will have the following information to help access your funding in PMS:

- The last eight digits of the Federal Award Identification Number (item 12) of the new grant or cooperative agreement (e.g., XX123456),
- Award amount (item 20), and
- The PMS Employer Identification Number (EIN) (item 3) (e.g., 1123456789X1) where the new grant or cooperative agreement funding resides under a payee account (e.g., 5h43B).

Recipients may add or amend account access and banking information using the links below.

- To add or remove PMS account access for your organization, please visit: <https://pms.psc.gov/grant-recipients/user-access.html>
- To add a bank account to your PMS account, please visit: <https://pms.psc.gov/grant-recipients/banking-add-change.html>
- For information on rejected banking requests, please visit: <https://pms.psc.gov/grant-recipients/banking-add-change.html>

For new PMS Users

When issuing a grant award, a PMS account has been set up for your organization. A payee account (e.g., 5h43B) also has been established, and it’s where you can find funding for your new grant award. The front page of your grant award will have the following information to access to your account:

- The last eight digits of the Federal Award Identification Number (item 12) of the new grant or cooperative agreement (e.g., XX123456),
- Award amount (item 20), and
- The 12-digit PMS Employer Identification Number (EIN) (item 3) (e.g., 1123456789X1) where the new grant or cooperative agreement funding resides under a payee account (e.g., 5h43B).

As a new PMS user, you will need to add or amend account access and banking information using the links below.

- To add or remove PMS account access for your organization, please visit: <https://pms.psc.gov/grant-recipients/user-access.html>
- To add a bank account to your PMS account, please visit: <https://pms.psc.gov/grant-recipients/banking-add-change.html>

All banking requests must include the SF-1199A Direct Deposit Sign-up form.

- When completing the SF-1199A, the Claim or Payroll ID Number is the organization’s 12-digit PMS EIN which must match the 12-digit PMS EIN on the grant or cooperative agreement document.

Submitting Federal Financial Reports in PMS

Recipients must report quarterly financial data on the ETA-9130 Financial Report, which is due as shown below:

Quarter End Date	Quarterly ETA-9130 Due Date
March 31	May 16
June 30	August 15
September 30	November 15
December 31	February 15

A final financial report for the last quarter of the period of performance must be submitted no later than 120 calendar days after the expiration of the grant period of performance. Additional information on financial reporting can be found in TEGL No. 16-22⁴⁸ and TEGL No. 16-22, Change 1⁴⁹.

⁴⁸ https://www.dol.gov/sites/dolgov/files/ETA/grants/pdfs/TEGL_16-22_revised.pdf

⁴⁹ <https://www.dol.gov/agencies/eta/advisories/tegl-16-22-change-1>

Recipients must submit financial reports through PMS. Recipient staff who are submitting/certifying financial reports on behalf of their organization must log in to PMS and update their permissions to request access to the financial report forms.

- For general instructions on financial report submission, visit: <https://pms.psc.gov/grant-recipients/ffr-updates.html>
- Grant Recipients' financial reports can be found by: *Login PMS* → *select "Menu"* → *Federal Financial Reporting* → *Federal Financial Reporting*
- A Financial Report User Guide can be found by: *Login PMS* → *select "Menu"* → *Federal Financial Reporting* → *FFR Grantee User Guide*

PMS Help Desk

If you need assistance with your PMS account, information on the PMS Helpdesk can be found at <https://pms.psc.gov/support/help-desk.html>.

- Please contact the PMS Help Desk at (877) 614-5533 or PMSSupport@psc.gov
- Recipients may also submit a service ticket online and access more services using the Self-Service Web Portal at: https://gditshred.servicenowservices.com/hhs_pms