

U.S. Department of Labor

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



December 30, 2024

Dear Grant Authorized Representative and Program Contact:

Congratulations on being awarded the **Strengthening Community Colleges Training Grant - Round 5 (SCC5)**. The U.S. Department of Labor (DOL), Employment and Training Administration (ETA) looks forward to working with you throughout the life of your grant. **The official start date of your grant is February 1, 2025.** We wanted to share important information with you about what to expect in the coming weeks.

DOL/ETA's Office of Grants Management has completed a review of your budget documents to ensure that you are in compliance with the requirements outlined in the SCC5 Funding Opportunity Announcement (FOA), including, but not limited to:

- Confirming the EIN and UEI information
- Verifying the budget
- Clarifying other concerns deemed appropriate by the Grant Officer

Based on this review, you may find special conditions in your grant award, also known as the Notice of Award (NOA), that require further action within 45 days from the official start date of your award. You should pay close attention to these special conditions to ensure that they are resolved satisfactorily in a timely manner.

The NOA includes vital information such as the Statement of Work (SOW), operating budget, and applicable Federal laws and regulations with which this grant will be required to comply. Please note that your project narrative is incorporated as the SOW in your grant award. When you receive the NOA, please review it carefully. **If there is a discrepancy between the SOW or other elements of the awarded application and any DOL guidance or cost principle, the DOL guidance or cost principle will prevail.**

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

Program Compliance Letter: Included in the grant award package is the Program Compliance Notification Letter/Notes that outlines the programmatic compliance requirements for your new grant award and directs grantees regarding adherence to these requirements.

Grantees should refer to the FOA for a complete list of programmatic compliance requirements for this grant program. This Program Compliance Notification Letter provides information on the following:

- Key required activities that all grantees must ensure are incorporated into their grant.
- Key SCC5 grant policies
- Key activities or costs that are not allowable
- Links to existing grantee guidance (e.g., administrative/financial trainings)

Equipment Purchase: Grantees must receive prior approval from the DOL/ETA Grant Officer for the purchase and/or lease of any equipment with a per-unit acquisition cost of \$10,000 or more, and a useful life of more than one year (this includes the purchases of Automatic Data Processing equipment). The grant award does not provide approval for equipment even if it is specified in a grantee's Statement of Work (SOW) unless specifically approved in the grant award execution letter by the Grant Officer. To obtain approval, the grantee must submit a detailed equipment purchase list with descriptions to your FPO for review. The equipment purchase list must include the item name as well as a description of the item, item cost (actual or estimated), estimated useful life of the equipment, and the purpose of the acquisition.

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

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

Updating Program Contact Information: DOL/ETA will need contact information for the individuals who will be working on this grant project as soon as possible. This person(s) should be directly involved in the day-to-day operations of the program. They will receive all future communications regarding any necessary policy guidance or other important information from the Office of Workforce Investment as it pertains to your program or grant award.

Required Action by Grantee: Please send this contact information in an email to SCC@dol.gov with:

- Grant number
- Name, title, address, telephone number, and email address **for each program contact**

We recommend that you have at least one primary programmatic point of contact in addition to those indicated on the SF-424 in the application you submitted. Please be sure to identify if the contact information provided is in addition to the existing contacts on the SF-424. If contacts

on the SF-424 need to be replaced, this will require an amendment, which can be discussed with your FPO. Include the following text in the subject line of your email: “**SCC5 Grant Program**” <your grant number here> - Contact Information”. Please be sure to add the domain “@dol.gov” to your network safety list as communications will be arriving electronically.

Technical Assistance: ETA will provide additional information to assist with grant implementation in the coming months. Stay tuned for further information and other programmatic communications from SCC@dol.gov and be sure DOL/ETA has your grant’s contact information.

You, as the grant recipient, have the responsibility for ensuring that costs charged to the grant are allowable, allocable, necessary, and reasonable, and in accordance with the applicable Federal laws and regulations. The Authorized Representative (indicated on the SF-424) is responsible for ensuring compliance with **all** aspects of the grant award.

National Evaluation: DOL has decided that the national impact evaluation that it currently is conducting for the SCC4 program will not include SCC5 grantees. Hence, as no SCC5 grantees will be selected to participate in an impact study, none will receive additional funding and a period of performance extension, as described in the FOA (page 21).

GrantSolutions: The U.S. Department of Labor uses **GrantSolutions** for managing grant awards, amendments (award modifications) and award closeouts. In the coming days, you will receive an email from GrantSolutions, which will allow you to access your grant award document.

- **Recipients that currently have active DOL grants, such as authorized representatives and points of contact**

GrantSolutions accounts have been created for DOL grant recipients. You should receive a GrantSolutions notification via email confirming that your account has been created and that you may access your active award(s) in the new platform for your active grant(s) with DOL. The GrantSolutions notification provides you instructions on how to log in the GrantSolutions system.

- **Recipients that do not have active grants with DOL (new recipients)**

You need a GrantSolutions account and must submit a Recipient User Account Request Form to the GrantSolutions Helpdesk at help@grantsolutions.gov. The form can be found here, <https://home.grantsolutions.gov/home/wp-content/uploads/2021/06/Grant-Recipient-User-Account-Request-Form-2021-1.pdf>

The [GrantSolutions website for DOL recipients](#) provides such information as the following:

- Recorded training sessions for ETA grant recipients found under the Training Materials section; and
- Additional information and support materials such as Frequently Asked Questions, quick sheets, and videos.

Please review all the above links. When you obtain access to GrantSolutions and your grant

agreement, if you have any questions about your Strengthening Community Colleges Training Grant - Round 5 (SCC5), your main point of contact is the FPO assigned to your grant.

If you have any questions about your grant award package, please contact Sarah Medley via email at medley.sarah.d@dol.gov. Again, congratulations on your SCC5 grant award.

Sincerely,

A handwritten signature in black ink that reads "Brinda Ruggles". The signature is written in a cursive style with a large initial 'B' and 'R'.

Brinda Ruggles
Grant Officer
Division of Discretionary Federal Assistance