

Los Angeles Healthcare Competencies to Careers Consortium (LAH3C) *updated 10/4/2016*

GRANT PROCEDURE MANUAL

This project was funded by a grant awarded by the Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant Program, as implemented by the U.S. Department of Labor's Employment and Training Administration. The Los Angeles Healthcare Competencies to Careers Consortium/ TAACCCT is an equal opportunity program; it does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by applicable state or federal civil rights laws. Auxiliary aids and services are available upon request to individuals with disabilities.

Overview

Federal Overview

“TAACCCT is authorized by the Trade Act of 1974 under Chapter 4 of Title II. The purpose of this program is to provide eligible institutions of higher education with funds to expand and improve their ability to deliver education and career training programs that can be completed in two years or less, and that result in skills, degrees, and credentials that prepare program participants for employment in high-wage, high-skill occupations, and are suited for workers who are eligible for training under the Trade Adjustment Assistance for Workers program, under Chapter 2 of Title II of the Trade Act. The US Department of Labor is implementing this program in partnership with the US Department of Education.” (<http://www.doleta.gov/taaccct/>)

LAH3C Consortium Overview

LAH3C is a multi-college \$19 million project funded by the United States Department of Labor (DOL). The primary focus of this project will be to build upon the Los Angeles Trade-Technical College’s (LATTC) Pathways to Academic, Career and Transfer Success (PACTS) student success framework to develop regional competency-based, stacked and latticed programs of study for the Los Angeles Community College District (LACCD).

Consortium Colleges

East Los Angeles City College, Los Angeles City College, Los Angeles Harbor College, Los Angeles Mission College, Los Angeles Southwest College, Los Angeles Trade-Technical College, Los Angeles Valley College, Los Angeles Pierce College, West Los Angeles College

Health Sciences Academic, Career and Transfer Success (H-PACTS)

The Health Sciences Pathway for Academic, Career, and Transfer Success (H-PACTS) is a sequence of postsecondary instructional programs and activities, with coordinated supportive services, designed to provide individuals with the competencies they need to successfully access a college education, attain industry-recognized and post-secondary credentials, and obtain a career that pays family-supporting wages and offers opportunities for advancement and growth. There are two fundamental components of H-PACTS—competencies and programs of study(s)—that provide the structure for students to succeed.

Program & Grant Management Systems

Program and grant management systems written in this manual serve as supplemental to LACCD's and LATTTC's Grants and Specially-Funded Programs Policies and Procedures Manual.

TAACCCT Special Conditions

Federal Project Officer: The DOL/ETA Federal Project Officer (FPO) for this grand agreement is:

Name: **Elina Mnatsakanova**

Telephone: Phone: 415-625-7964 | Fax: 415-625-7903

E-mail: mnatsakanova.elina@dol.gov

The FPO is not authorized to change any of the terms or conditions of the grant agreement. Such changes, if any, will be accomplished by the Grant Officer by the use of a properly executed grant agreement modification.

Equipment: Awardees must receive prior approval from the DOL/ETA Grant Officer for the purchase and/or lease of any equipment with a per unit acquisition cost of \$5,000 or more, and a useful life of more than one year. This includes the purchases of ADP equipment. Equipment purchases must be made in accordance with 29 CFR 95 or 29 CFR 97, as applicable.

This grant award *does not* give approval for equipment specified in a grantee's statement of work unless specifically approved above. If not specified above, the awardee must submit a detailed description list to the FPO for review within 30 days of the grant agreement award date. Failure to do so will necessitate the need for approval of equipment purchase on an individual basis.

Grantees may not purchase equipment in the last year of performance. If any purchase has not occurred prior to the last year of performance, approval for that item(s) is rescinded.

Program Income: The awardee is authorized to utilize the addition method if any Program Income is generated throughout the duration of this grant agreement. The awardee is allowed to deduct costs incidental to generating Program Income to arrive at a net Program Income [29 CFR Part 95.24(c) or 29 CFR Part 97.25(c)(gX2)].

Pre-Award: The awardee hereby agrees that all costs incurred by the awardee prior to the start date specified in the grant agreement issued by the Department are *incurred at the awardee's own expense*.

Reports: All ETA grantees are required to submit quarterly financial and narrative progress reports for each grant award.

- A. Quarterly Financial Reports. Pursuant to 29 CFR parts 95.52 and 97.41, all ETA grantees are required to report quarterly financial data on the ETA 9130. ETA 9130 reports are due no later than 45 calendar days after the end of each specified reporting quarter. Reporting quarter end dates are June 30, September 30, December 31, and March 31. A final financial closeout report is required to be submitted no later than 90 calendar days after the grant period of performance ends. For guidance on ETA's financial reporting, reference Training and Employment Guidance Letter (TEGL) 13-12.

ETA requires all grant recipients to submit the 9130 form electronically through an on-line reporting system. Expenditures are required to be reported on an accrual basis, cumulative from the beginning of the life of a grant, through the end of each reporting period.

The instructions for accessing both the on-line financial reporting system and the HHS Payment Management System can be found in the transmittal memo accompanying this grant award document. To gain access to the online financial reporting system, a request for a password and pin must be submitted via e-mail to ETApasword.pin@dol.gov. The Financial Report Access Document, copies of the ETA 9130 and detailed reporting instructions are available at www.doleta.gov/grants/financial_reporting.cfm.

- B. Quarterly Narrative Progress Reports. Grantees are required to submit a brief narrative quarterly and final report to the designated Federal Project Officer (FPO) on grant activities funded under this agreement. All reports are due no later than 45 calendar days after the end of each specified reporting quarter. Reporting quarter end dates are June 30, September 30, December 31, and March 31.
1. The last quarterly progress report that grantees submit will serve as the grant's Final Performance Report. This report should provide both *quarterly and cumulative* information on the grant's activities. It must summarize project activities, employment outcomes and other deliverables, and related results of the project.
 2. The awardee 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.
 3. The awardee shall utilize standard reporting processes and electronic reporting systems to submit their quarterly progress reports as provided by ETA.

Final Year / Close Out Requirements: At the end of the grant period, the awardee will be required to close the grant with ETA. The awardee will be notified of the initiation of grant closeout six (6) months prior to the end of the grant. Information concerning the awardee's responsibilities at closeout may be found in ETA's Closeout Frequently Asked Questions at <http://www.doleta.gov/grants/docs/GCFAQ.pdf>. Also, a sample closeout / end user manual is provided at <http://www.doleta.gov/grants/docs/GCS.pdf>. Awardees will be provided the end user manual specific to your grant at the initiation of closeout.

Consultants: Consultant fees paid under this grant/agreement shall be limited to \$585 per day without additional Grant Officer approval.

Rebates: The awardee agrees to advise the Grant Officer, in writing, of any forthcoming income resulting from lease/rental rebates or other rebates, interest, credits or any other monies or financial benefits to be received directly or indirectly as a result of or generated by these award dollars. Appropriate action must be taken to ensure that the Government is reimbursed proportionally from such income.

Publicity: No funds provided under this grant shall be used for publicity or propaganda purposes, for the preparation, distribution or use of any kit, pamphlet, booklet, publication, radio, television or film presentation designed to support or defeat legislation pending before the Congress, except in presentation to the Congress itself. Nor shall grant funds be used to pay the salary or expenses of any grant or agreement awardee or agent acting for such awardee, related to any activity designed to influence legislation or appropriations pending before the Congress.

Public Announcements: When issuing statements, press releases, requests for proposals, bid solicitation, and other documents describing project or programs funded in whole or in part with Federal money, all awardees receiving Federal funds, shall clearly state (1) the percentage of the total cost of the program or project which will be financed with Federal money, and (2) the dollar amount of Federal funds for the project or program.

Executive Order 12928: In compliance with Executive Order 12928, the Grantee 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.

Procurement: Except as specifically provided, DOL/ETA acceptance of a grant application and an award of federal funds to sponsor any program(s) **does not** provide a waiver of any grant requirements and/or procedures. The Uniform Administrative Requirements (29 CFR Parts 95 and 97) require all grantee procurement transactions to be conducted in a manner to provide, to the maximum extent practical, open and free competition. If the statement of work identifies a specific entity to provide goods or services, the DOUETA's award does not provide the justification or basis to sole-source the procurement, i.e., avoid competition.

Vendor: Vendor is defined in OMB Circular A-133 as a dealer, distributor, merchant or other seller providing goods or services that are required for the conduct of a Federal program. These goods or services may be for an organization's own use or for the use of beneficiaries of the Federal program. Additional guidance on distinguishing between a subrecipient and a vendor is provided in OMB Circular A-133 §.210. When procuring vendor provided goods and services, DOL ETA grantees and subgrantees must follow the procurement requirements at 29 CFR 95.40-48 and 29 CFR 97.36, which call for free and open competition.

Subgrant: A subgrant is defined in 29 CFR as an award of financial assistance in the form of money, or property in lieu of money, made under a grant by a grantee to an eligible subgrantee. The term includes financial assistance when provided by any legal agreement, even if the agreement is called a contract, but does not include procurement of goods and services. A subrecipient is the legal entity to which a subgrant is made and which is accountable to the recipient for the use of funds provided. Subrecipients performing work under DOL ETA awards must follow the provisions of 29 CFR 95.5 or 97A(a) as applicable. While Grantees are not required to use free and open competition in the award of subgrants, free and open competition is strongly encouraged.

Veteran's Priority Provisions: The Jobs for Veterans Act (Public Law 107-288) requires grantees to provide priority of 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 DOL. The regulations implementing this priority of service can be found at 20 CFR part 1010. In circumstances where a grant recipient 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 grant recipient 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. Grantees must comply with DOL guidance on veterans' priority. ETA's Training and Employment Guidance Letter (TEGL) No. 10-09 (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. TEGL No. 10*09 is available at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2816.

Audits: The awardee agrees to comply with the required financial and compliance audits in accordance with the Single Audit Act of 1984.

Salary and Bonus Limitations: Under Public Law 109-234 and Public Law 111-8, Section 111, none of the funds appropriated in Public Law 111-5 or prior Acts under the heading "Employment and Training" that are available for expenditure on or after June 15, 2006, shall be used by a recipient or sub-recipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. The salary and bonus limitation does not apply to vendors providing goods and services as defined in OMB Circular A-133. See Training and Employment Guidance Letter No. 5-06 for further clarification, available at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2262.

Intellectual Property Rights; 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: 1) the copyright in all products developed under the grant, including a subgrant or contract under the grant or subgrant; and 2) any rights of copyright to which the grantee, subgrantee 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 licensing fee associated with such copyrighted material, although they may be used to pay costs for obtaining a copy which are limited to the developer/seller costs of copying and shipping. If revenues are generated through selling products developed with grant funds, including intellectual property, these revenues are program income. Program income is added to the grant and must be expended for allowable grant activities.

If applicable, the following needs to be on all products developed in whole or in part with grant funds:

This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor 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 solution is copyrighted by the institution that created it. Internal use, by an organization and/or personal use by an individual for non-commercial purposes, is permissible. All other uses require the prior authorization of the copyright owner.

Evaluation, Data, and Implementation: The grantee agrees to cooperate with the DOL in the conduct of a third-party evaluation, including providing to DOL or its authorized contractor appropriate data and access to program operating personnel and participants in a timely manner.

Age Discrimination Act of 1975: The Age Discrimination Act of 1975, 42 u.s.c. 6101 *et seq.*, prohibits discrimination on the basis of age in any program or activity receiving Federal financial assistance.

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 identified flood-prone communities in the United States, 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 HHS support. Lists of flood-prone areas that are eligible for flood insurance are published in the Federal Register by FEMA.

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 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.

Drug-Free Workplace: The Drug-Free Workplace Act of 1988, 42 U.S.C. 701 *et seq.*, requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. The 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 debarment.

Limited English Proficiency: Recipients of Federal financial assistance must take reasonable steps to ensure that people with limited English proficiency have meaningful access to health and social services and that there is effective communication between the service provider and individuals with limited English proficiency. Recipients should determine their responsibilities to individuals with limited English proficiency under Title VI of the Civil Rights Act of 1964.

Seat Belts: Pursuant to EO 13043 (April 16, 1997), Increasing the Use of Seat Belts in the United States, recipients are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating vehicles, whether organizationally owned or rented or personally owned.

Executive Order 13513: Sec. 4. Text Messaging While Driving by Government Contractors, Subcontractors, and Recipients and Subrecipients. Each Federal agency, in procurement contracts, grants, and cooperative agreements, and other grants to the extent authorized by applicable statutory authority, entered into after the date of this order, shall encourage contractors, subcontractors, and recipients and subrecipients to adopt and enforce policies that ban text messaging while driving company-owned or -rented vehicles or GOV, or while driving POV when on official Government business or when performing any work for or on behalf of the Government. Agencies should also encourage Federal contractors, subcontractors, and grant recipients and subrecipients as described in this section to conduct initiatives of the type described in section 3(a) of this order.

Executive Order 13333: This agreement may be terminated without penalty, if the grantee or any subgrantee, or the contractor or any subcontractor: 1) engages in severe forms of trafficking in persons or has procured a commercial sex act during the period of time that the grant, contract, or cooperative agreement is in effect; or 2) forced labor in the performance of the grant, contract, or cooperative agreement (22 U.S.C. § 7104(g)).

Special Requirements for Conference and Conference Space: Grantee must obtain prior approval from the Grantor before holding any conference (which includes meeting, retreat, seminar, symposium, training activity or similar event held in either Federal or non-Federal space), or any activity related to holding a conference, including, but not limited to, obligating or expending Grantor funds, signing contracts for space or services, announcing Grantor's involvement in any conference, and using Grantor official's name or Grantor's name or logo. Grantor retains the right to obtain information from the Grantee about any conference that is funded in whole or in part with Grantor funds. Grantees must submit requests to appropriate Department officials through their Federal Project Officer.

Funding for Travel to and from Meetings with an Executive Branch Agency: Grant funds may not be used for the purposes of defraying the costs of a conference held by any Executive branch department, agency, board, commission, or office unless it is directly and programmatically related to the purpose for which the grant or contract was awarded.

No funds made available through DOL appropriations may be used for travel and conference activities that are not in compliance with Office of Management and Budget Memorandum M-1-12 dated May 11, 2012. (P.L. 113-6, 3003 (c)(d)(e)).

Incident Report (IR)

The detection and prevention of fraud and abuse in programs authorized by the Department of Labor (Department) are of the highest priority. Therefore, systematic procedures for reporting instances of suspected or actual fraud, abuse or criminal conduct are vital. States, local governments and grantees may become aware of actual, potential or suspected fraud; gross mismanagement or misuse of program funds; conduct violations; violations of regulations; and, abuse in ETA programs and operations provided by ETA grantees. This Training and Employment Guidance Letter (TEGL) will provide the Department's policy and procedures for reporting and investigating allegations of wrongdoing or misconduct to include allegations of suspected fraud, program abuse, and criminal conduct involving grantees and other recipients or subrecipients of Federal funds from ETA.

The Incident Report (IR) form, Office of Inspector General (OIG) 1-156, is the official form used within the Department for reporting allegations of criminal and other illegal or improper activities in ETA funded programs. Allegations are reported to the OIG and, within ETA, to the Office of Financial and Administrative Management (OFAM) and the Office of Regional Management. Incidents reported using the IR form may involve allegations of fraud, misfeasance, nonfeasance or malfeasance; allegations involving misapplication of funds; allegations of gross mismanagement; allegations of employee/participant misconduct; and, other potential or suspected criminal actions.

When the OIG receives an IR, they determine whether the allegations have merit and, when appropriate, conduct or arrange for an investigation and/or audit. If the OIG determines that the case does not have investigative or audit merit, the case is referred back to ETA for resolution.

Grant recipients must immediately document allegations, suspicions and complaints involving possible fraud, program abuse and criminal misconduct using the IR form. In addition, situations involving imminent health or safety concerns, or the imminent loss of funds exceeding an amount larger than \$50,000 (e.g. \$500,000), are considered emergencies and must immediately be reported to the OIG and OFAM by telephone and followed up with a written report in the form of an IR, no later than one working day after the telephone report.

No action will be taken against any complainant for disclosing information concerning criminal or improper activities or making a valid complaint to proper authorities. Complainants may remain anonymous. If a complainant considers that his/her position will be compromised by reporting information through the IR system, he/she may send the report directly to the OIG or OFAM.

The OIG 1-156 Incident Report Form should be used for filing:

(a) Initial Incident Report: Form OIG I -156 is designed primarily as an initial report to inform the Employment and Training Administration's (ETA) Office of financial and Administrative Management (OFAM) and the Office of the Inspector General (OIG) that a violation or apparent violation has occurred. It should also be used to inform OFAM and OIG of cases involving ETA employees, programs, and operations being investigated by or reported to other investigative agencies.

(b) Supplemental Incident Report: Once the initial Form OIG I-156 has been filed Form

OIG 1-156 should be used:

(1) To provide supplemental information not available at the time of the original report.

(2) If the matter cannot be resolved at the agency level and the case goes to litigation or arbitration at another level, supplemental reports will be submitted without awaiting results of adjudication or arbitration.

(c) Final Incident Report: Form OIG 1-156 should be used when:

(1) An incident is resolved, or otherwise settled.

(2) Adjudication and arbitration results are known and all requirements of such adjudication or arbitration have been completed.

Completing the Incident Report Form:

The agency designation code requested in block 2 is assigned by the office preparing the form and should include the fiscal year in which the report is being submitted, the agency acronym, and a number to indicate the chronological sequence of the report (for example, 09-CHI-ETA-01 would show that the report was submitted in Fiscal Year (FY) 2009, by Chicago, ETA, and was the first report they submitted in FY 2009, and 09-OWJ-ETA-02 would show that the report was submitted in FY 2009 by the Office of Workforce Investment (OWI), ETA/NO, and was the second report OWI submitted in FY 2009).

Block 16 should be signed on all copies by the responsible official for the office unless the employee believes he/she should send the form directly to the OIG and OFAM. Entries requiring additional space may be continued at the end of the synopsis entry in Block 14 or on a separate sheet(s) of bond paper. Head each additional sheet "Continuation" and give the Agency Identification Code from Block 2.

Transmitting the Completed Incident Report Form:

For IRs originating in a region or concerning a regional office (RO) program, the Regional Administrator/Regional Apprenticeship Director (RA/RD) should send the original signed OIG 1-156 via a transmittal memorandum to the Special Agent-In Charge (SAC) of the OIG's Regional Office of Labor Racketeering and Fraud Investigations within two days of discovery or receipt of the incident report and simultaneously forward copies to OFAM and the Office of Regional Management (ORM) or the Office of Apprenticeship (OA).

For IRs originating in the national office (NO) or concerning an NO program, the originating office should send the original signed OIG 1-156 to OFAM within two days of discovery or receipt of the incident report and simultaneously forward copies to ORM or OA. OFAM will send the original IR to the OIG within two

working days of receipt.

Mail ETA NO copies to:

Office of Financial and Administrative Management
200 Constitution Avenue, N.W., Room N-4653
Washington, D.C. 20210
ATTENTION: OGM

Office of Regional Management
200 Constitution Avenue, N.W., Room C-4517
Washington, D.C. 20210

or

Office of Apprenticeship
200 Constitution Avenue, N.W., Room N-5311
Washington, D.C. 20210

Note: If the report concerns Department of Labor staff, the copies for the ETA NO should be sent in a sealed envelope addressed to the Administrator of OFAM with a notation on the envelope "TO BE OPENED BY ADDRESSEE ONLY."

APPENDIX: OIG 1-156 Incident Report Form

Personal Identifiable Information (PII)

Personal Identifiable Information (PII) is defined as:

Any representation of information that permits the identity of an individual to whom the information applies to be reasonably inferred by either direct or indirect means. Further, PII is defined as information: (i) that directly identifies an individual (e.g., name, address, social security number or other identifying number or code, telephone number, email address, etc.) or (ii) by which an agency intends to identify specific individuals in conjunction with other data elements, i.e., indirect identification. (These data elements may include a combination of gender, race, birth date, geographic indicator, and other descriptors). Additionally, information permitting the physical or online contacting of a specific individual is the same as personally identifiable information. This information can be maintained in either paper, electronic or other media.

Department of Labor (DOL) contractors are reminded that safeguarding sensitive information is a critical responsibility that must be taken seriously at all times. DOL internal policy specifies the following security policies for the protection of PII and other sensitive data:

- It is the responsibility of the individual user to protect data to which they have access. Users must adhere to the rules of behavior defined in applicable Systems Security Plans, DOL and agency guidance.
- DOL contractors having access to personal information shall respect the confidentiality of such information, and refrain from any conduct that would indicate a careless or negligent attitude toward such information. Contract employees also shall avoid office gossip and should not permit any unauthorized viewing of records contained in a DOL system of records. Only individuals who have a "need to know" in their official capacity shall have access to such systems of records.

The loss of PII can result in substantial harm to individuals, including identity theft or other fraudulent use of the information. Because DOL employees and contractors may have access to personal identifiable information concerning individuals and other sensitive data, we have a special responsibility to protect that information from loss and misuse.

With these responsibilities contractors should ensure that employees:

- Safeguard DOL information to which their employees have access at all times.
- Obtain DOL management's **written** approval prior to taking any DOL sensitive information away from the office. The DOL manager's approval must identify the business necessity for removing such information from the DOL facility.
- When approval is granted to take sensitive information away from the office, the employee must adhere to the security policies described above.

Securing PII

Grantees are required to protect PII when transmitting information, but are also required to protect PII and sensitive information when collecting, storing and/or disposing of information as well.

Outlined below are some recommendations to help protect PII:

- Before collecting PII or sensitive information from participants, have participants sign releases acknowledging the use of PII for grant purposes only.
- Whenever possible, ETA recommends the use of unique identifiers for participant tracking instead of SSNs. While SSNs may initially be required for performance tracking purposes, a unique identifier could be linked to the each individual record. Once the SSN is entered for performance tracking, the unique identifier would be used in place of the SSN for tracking purposes. If SSNs are to be used for tracking purposes, they must be stored or displayed in a way that is not attributable to a particular individual, such as using a truncated SSN.
- Use appropriate methods for destroying sensitive PH in paper files (i.e., shredding or using a burn bag) and securely deleting sensitive electronic PII.
- Do not leave records containing PII open and unattended.
- Store documents containing PII in locked cabinets when not in use.
- Immediately report any breach or suspected breach of PII to the FPO responsible for the grant, and to ETA Information Security at ETA.CSIRT@dol.gov.

Public Announcements & Disclaimers for Grant Deliverables

The following language must be included on all work developed in whole or in part with grant funds, including incorporation in the license:

Publicly distributed material must contain the following language:

This project received \$0,000,000 (00% of its total cost) from a grant awarded under the Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grants, as implemented by the U.S. Department of Labor's Employment and Training Administration. [Insert name of the program] is an equal opportunity employer / program and auxiliary aids and services are available upon request to individuals with disabilities.

Example:

- LACC received \$1,073,659 out of the \$19M
- Nursing program enhancements cost: \$500K
- Nursing program leveraged: \$500K
- Total cost of nursing program: \$1M

Statement:

This project received \$500,000 (50% of its total cost) from a grant awarded under the Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grants, as implemented by the U.S. Department of Labor's Employment and Training Administration. The Los Angeles Healthcare Competencies to Careers Consortium is an equal opportunity employer / program and auxiliary aids and services are available upon request to individuals with disabilities.

Records Retention

Official documentation for financial transactions which affect LATTC accounts and the records to support these fiscal data are processed and retained by the College. The sponsor will specify how long documents and records are to be retained. Federal sponsors normally require documents be kept for three (3) years after the end date of the project. If any litigation claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.

Core Strategies

Strategy 1: Development of LAH3C Project Management Team
<p>Activity 1: Select and assign LA H3C Consortium Management Staff/Project Management Team.</p> <p>Activity 2: Develop LAH3C training manual.</p> <p>Activity 3: Hire, train, and orient program staff.</p> <p>Activity 4: Develop meeting schedules, template agendas and minutes.</p> <p>Activity 5: Procure necessary supplies and equipment.</p>
Strategy 2: Development of H-PACTS Stacked and Latticed Programs of Study
<p>Activity 1: Engage Industry via meetings of the Healthcare Employer Advisory Council.</p> <p>Activity 2: Identification of common foundational competencies.</p> <p>Activity 3: Create educational pathway between HSFC and identified new & existing health science programs.</p> <p>Activity 4: Develop and obtain approvals for four new credit-bearing health science programs of study.</p> <p>Activity 5: Establish common prior learning assessment policies and procedures across the nine campuses.</p> <p>Activity 6: Obtain permission from the Department of Education to award financial aid for Direct Assessment.</p>
Strategy 3: Implementation of H-PACTS
<p>Activity 1: Develop the Health Science Pathway Orientation with an online component.</p> <p>Activity 2: Create and implement an outreach and recruitment plan.</p> <p>Activity 3: Enroll students and assist them with completing the HSPO and HSF credential.</p> <p>Activity 4: Assist students with selecting and completing an H-PACTS program of study.</p>
Strategy 4: Formalizing Transportability & Articulation of H-PACTS Pathway Credentials
<p>Activity 1: Transition four existing pathways from non-credit to credit bearing.</p> <p>Activity 2: Develop formal articulation agreements between consortium colleges.</p> <p>Activity 3: Explore plans to pilot competency based transfer process with CSU.</p>
Strategy 5: Development of Technology Enabled Learning Solutions
<p>Activity 1: Develop and implement 6-8 adaptive learning modules for selected Tier 2 and Tier 3.</p> <p>Activity 2: Develop and implement competency mapping technology.</p> <p>Activity 3: Develop and implement eAssessment content.</p> <p>Activity 4: Develop digital badges and digital badge platform.</p>
Strategy 6: Strategic Alignment with Partners and Previously Funded TAACCCT Grant Recipients
<p>Activity 1: Convene Healthcare Employer Advisory Council bi-monthly to solicit information and feedback.</p> <p>Activity 2: Convene WIBs and AJC partners to coordinate outreach, recruitment, and supportive services.</p> <p>Activity 3: Collaborate with the H2P and NN2.</p>
Strategy 7: Project Tracking and Reporting Outcome Measures
<p>Activity 1: Develop data management protocols.</p> <p>Activity 2: Research Analysts meet monthly.</p> <p>Activity 3: Develop Score Card - separate work plan.</p>

TAACCCT Priorities

The overarching goals of TAACCCT are to increase attainment of degrees, certificates, and other industry-recognized credentials and better prepare the targeted population, and other beneficiaries, for high-wage, high-skill employment. The four priorities and corresponding strategies toward achieving such goals are the following:

1. Accelerate progress for low-skilled and other workers;
2. Improve retention and achievement rates to reduce time to completion;
3. Build programs that meet industry needs, including developing career pathways;
4. Strengthen online and technology-enabled learning.

Accelerate Progress for Low-skilled and Other Workers

- Developing and implementing contextualized learning that combines basic skills with specific career knowledge
- Improving student services, such as career counseling, tutoring, and job placement services
- Improving developmental education
- Enhancing relationships with community-based organizations

Improve Retention and Achievement Rates to Reduce Time to Completion

- Implementing self-paced learning strategies, block scheduling, and/or modular curriculum to reduce time attain degrees, certificates and other industry-recognized credentials
- Implementing curricular and instructional innovations
- Restructuring course scheduling at convenient times and locations

Build Programs that Meet Industry Needs, Including Developing Career Pathways

- Implementing earn and learn education models, such as on-the-job training, clinical or cooperative education, paid internships, and/or Registered Apprenticeships
- Developing partnerships with employers that may include validation of curricula
- Developing entrepreneurship training

Strengthen Online and Technology-enabled Learning

- Incorporating competency-based assessments
- Offering academic credit to students on the same basis as other onsite equivalent courses
- Incorporating mechanisms to provide continuous feedback to the learner and instructor
- Making improvements to the infrastructure necessary for hosting online programs that enable public use

TAACCCT Allowable & Unallowable Activities

Allowable Activities Include (but are not limited to)

- Hiring and/or training additional instructors to assist in the development and/or delivery of new curriculum and establishing internship, Registered Apprenticeship, or clinical/cooperative education programs at employer sites
- Purchasing or upgrading classroom supplies and equipment that will serve an integral instructional purpose
- Leasing space
- Altering facilities
- Implementing and/or enhancing the information technology infrastructure used to provide education, training, and related activities; organizing and/or analyzing program data for evaluation purpose
- Cost of program development such as using subject matter experts

Unallowable Activities Include (but are not limited to)

- Tuition
- Participant wages
- Participant stipends
- Purchase of real property or construction
- Supplant other funding sources they are currently using to fund existing activities
- Supportive services

Direct Cost Categories

All costs must be tracked and reported accurately. The two basic direct cost categories are Administrative and Program Costs. Program costs are related to direct provision of services to participants and employers. Administrative costs are function-based and not related to direct program services.

Administrative Costs

- a) The administrative cost limitation for TAACCCT grant is 10%.
- b) Cost of personnel who perform both administrative and program services must be allocated using a time and effort report.
- c) Administrative functions include, but are not limited to:
 - Accounting, budgeting, financial and cash management
 - Procurement and purchasing
 - Personnel and property management
 - Payroll, audit, and general legal services
 - Oversight and monitoring of administrative activities
 - Developing information systems and procedures related to administrative functions

Equipment

Awardees must receive prior approval from the DOL/ETA Grant Officer for the purchase and/or lease of any equipment with a per unit acquisition cost of \$5,000 or more, and a useful life of more than one year. This includes the purchases of ADP equipment. Equipment purchases must be made in accordance with 29 CFR 95 or 29 CFR 97, as applicable.

This grant award *does not* give approval for equipment specified in a grantee's statement of work unless specifically approved above. If not specified above, the awardee must submit a detailed description list to the FPO for review within 30 days of the grant agreement award date. Failure to do so will necessitate the need for approval of equipment purchase on an individual basis.

Grantees may not purchase equipment in the last year of performance. If any purchase has not occurred prior to the last year of performance, approval for that item(s) is rescinded.

APPENDIX: Equipment Request Form

Leveraged Resources

Cost sharing or matching funds are not required for TAACCCT, but leveraging other resources is encouraged by DOL. As defined by DOL, leveraged resources mean “all resources used by the grantee to support grant activity and outcomes, whether or not those resources met the standards required for match.” Leveraged resources support the outcomes of grant activity. All reported leveraged resources must be expended on costs that allowable under the 2 CFR Part 200. Leveraged resources can be used to cover costs or materials that might otherwise be an unallowable charge.

Leveraged resources include, but are not limited to:

- Equipment
- Facilities
- Office or instructional supplies
- LACCD Personnel
- Guest lecturers
- Guest panelists
- Mentors

Leveraged resources are reported per college and not at the consortium level using Appendix A: Leveraged Resources Report.

Federal Funding Accountability and Transparency Act

The Federal Funding Accountability and Transparency Act (FFATA) was signed on September 26, 2006. The intent is to empower every American with the ability to hold the government accountable for each spending decision. The end result is to reduce wasteful spending in the government. The FFATA legislation requires information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website, which is www.USASpending.gov.

FFATA Subaward Reporting System (FSRS)

The FFATA Subaward Reporting System (FSRS) is the reporting tool Federal prime awardees (i.e. prime contractors and prime grants recipients) use to capture and report subaward and executive compensation data regarding their first-tier subawards to meet the FFATA reporting requirements. Prime contract awardees will report against sub-contracts awarded and prime grant awardees will report against sub-grants awarded. The sub-award information entered in FSRS will then be displayed on www.USASpending.gov associated with the prime award furthering Federal spending transparency.

Reporting timeline for contractors (subawards)

Prime Contractors awarded a Federal contract or order that is subject to Federal Acquisition Regulation clause 52.204-10 (Reporting Executive Compensation and First-Tier Subcontract Awards) are required to file a FFATA subaward report by the end of the month following the month in which the prime contractor awards any subcontract greater than \$25,000. This reporting requirement will be phased-in (see below):

- **Phase 1:** Reporting subcontracts under federally-awarded contracts and orders valued greater than or equal to \$20,000,000, reporting starts now.
- **Phase 2:** Reporting subcontracts under federally-awarded contracts and orders valued greater than or equal to \$550,000, reporting starts October 1, 2010.
- **Phase 3:** Reporting subcontracts under federally-awarded contracts and orders valued greater than or equal to \$25,000, reporting starts March 1, 2011.

Although the requirement to report subawards is being phased-in at certain dollar levels, if you would like to start reporting prior to the start date for your subcontracts, the system is available to you for reporting.

Reporting timeline for grant recipients

Prime Grant Recipients awarded a new Federal grant greater than or equal to \$25,000 as of October 1, 2010 are subject to FFATA sub-award reporting requirements as outlined in the Office of Management and Budgets guidance issued August 27, 2010. The prime awardee is required to file a FFATA sub-award report by the end of the month following the month in which the prime recipient awards any sub-grant greater than or equal to \$25,000.

Grant Participant & Performance Outcomes

Grant participant and performance outcome information written in this manual serve as supplemental to LACCD's and LATTC's Grants and Specially-Funded Programs Policies and Procedures Manual.

Participant Definitions: Served vs. Enrolled

Participants Served

Participants served are individuals that receive grant-funded services but are not enrolled in the grant. Case notes will not be maintained for participants served. LAH3C will capture served participants' activities.

LAH3C services include, but are not limited to:

- Informational sessions
- Health Science PACTS Orientation
- Job fairs
- Career panels
- Participation in digital literacy, basic skills, and soft skill development modules developed by LAH3C
- Career exploration workshops
- Participate in a course/module/workshop developed or enhanced by LAH3C but are not expected to complete an LAH3C program of study

Required Documentation

- Participant demographic information
 - Age
 - Ethnicity
 - Race
 - Special Status
 - Veteran
 - TAA-eligible
 - Pell-grant eligible
 - Incumbent worker
- Documentation of activities/events
 - Outreach material
 - Sign in sheets
 - Rosters

Case notes will not be maintained for participants served. LAH3C will capture served participants' activities.

Enrolled Participants

Enrolled participants are LACCD students receiving grant-funded services and enrolled in an LAH3C program of study. Enrolled participants are expected to complete the program of study, attain a certificate/degree, and/or obtain employment. Enrolled participants require follow up and data tracking throughout the life of the grant. Case notes will be maintained for all enrolled participants. Served participants can transition to “enrolled” category. Enrollment date will be the date the participant receives services linked to program completion.

Required Documentation

- Participant demographic information (Captured in database)

- Age
- Ethnicity
- Race
- Special Status
 - Veteran
 - TAA-eligible
 - Pell-grant eligible
 - Incumbent worker
- Participant file (Captured in database)
 - Enrollment form
 - Release of information
 - Equal opportunity is the law
 - TAA verification (if applicable)
 - Case notes
- Participant activity information (Captured in database)
 - Credit hours completed
 - Certificates/degree
 - Digital badges
 - Employment
 - Continued education

Participant Eligibility Verification

According to SGA/DFA PY 10-03 and the Department of Labor approved Statement of Work for LAH3C, LACCD colleges will adhere to the eligibility guidelines and will conduct outreach targeting the following groups: veteran, incumbent, trade-impacted, or unemployed worker.

Criteria for Eligibility

- New or returning Los Angeles Community College District student **AND**
- Veteran, incumbent, trade-impacted, or unemployed student **AND**
- Complete a participant intake form **AND**
- Adult, 18 years of age or older.

Students may not be denied services if they do not provide their social security number (SSN). Such students will not be counted towards any employment measures. Students that provide SSNs will be captured under all measures. Selective Service registration is not required for TAACCCT participants.

Documentation

Program Director or designee will verify criteria for eligibility. Supporting documentation may include, but is not limited to the following:

- Participant intake form and eligibility verification section
- Release of Information Form
- Equal Opportunity is the Law Form
- TAA Eligibility Documentation (if applicable)

Participant Entry Points

According to DOL and LAH3C's scope of work (SOW), there are three entry points for participants:

- Participation in Health Science Pathway Orientation (H-PACTS) **OR**
- Declaring major/program of study (POS) in one of LAH3C's POS and enrollment in grant-funded or non-grant funded course **OR**
- Enrollment and participation in any grant-funded program, activity and/or course

LAH3C Programs of Study (POS)

- Certified Nurse Assistant/Home Health Aide
- Chemical Dependency Counselor
- Coding Specialist
- Community & Other Health Aides
- Dental Assistant
- Dental Hygiene
- Dental Technician
- Electron Microscopy
- Emergency Medical Technician
- Emergency Department Assistant
- Gerontology
- Health Information Technology
- Health Science
- Healthcare Services
- Medical Assistant
- Medical & Clinical Lab Technician
- Pharmacy Technician
- Pre-Nursing
- Radiological Technician
- Registered Nursing
- Respiratory Therapy
- Recovery Specialist

Participant Files

An electronic database has been implemented for the LAH3C consortium. The database must to be maintained for five years after the end of the TAACCCT grant. Participants are identified as an LAH3C program participant with the student's name and college.

The database shall include the following information:

- Participant intake form and eligibility verification section
- Release of Information Form
- Equal Opportunity is the Law Form
- Documentation of student enrollment and participation in program activities (i.e. Courses enrolled, etc.)

Program Documentation

Documentation of participation in a grant-funded activity* (i.e. Transcript, sign-in sheet, attendance roster, etc.)

- Case notes
- Outcomes Form
- Transcript (Term grade reports and credits earned/attempted)
- Copy of Certificate of Completion/Proficiency
- Documentation of credits awarded through Prior Learning Assessment
- Outcome Affidavit – Employment verification after completion of POS
- Enrollment in further education (i.e. Class schedule, transcript, etc.)
- Digital badges obtained

* Any program, course, or activity that was developed, delivered, offered, or improved in whole or in part by grant funds

Program Outcome Measures & Participant Exit Points

<p>Unduplicated participants enrolled</p> <p>Cumulative total number of individuals who entered any of the grant-funded programs offered to date (H-PACTS orientation, courses, web-based learning, job fairs, industry meetings/panels, certificate or degree programs or other training activities). Participants should only be included once, even if they enroll in multiple programs.</p>	7,800
<p>Participants completing grant-funded program of study (70%)</p> <p>Number of unique participants who completed any grant-funded program to date. Completion is defined as having earned all of the credit hours (formal award units) needed for the award of an industry-recognized credential, degree or certificate in that program of study. Participants should only be included once, even if they complete multiple programs.</p>	5,475
<p>Participants retained in their program of study (28%)</p> <p>Of the total number of unique participants enrolled who have not completed their programs, enter the total number of enrollees who were still enrolled either in their original program of study or a different grant-funded program of study at the end of the reporting year. (Note: A participant counted as completing grand-funded program of study should <u>not</u> be counted).</p>	2,209
<p>Participants completing credit hours (88%)</p> <p>Total number of credit hours to date that have been completed by participants in grant-funded certificate and degree programs. This number should be reported in aggregate across all enrollees, even if the participant is no longer enrolled in the grant-funded program of study or did not complete the program.</p>	6,885
<p>Participants earning credentials (70%)</p> <p>Total number of students who earned degrees. A student can be counted only once in this field, even if multiple degrees were earned by that student.</p>	5,475
<p>Participants enrolled in further education after completion of grant-funded program (31%)</p> <p>Total number of individuals who entered another program of study (grant-funded or not), after completing at least one grant-funded program.</p>	2,453
<p>Participants employed after completion of grant-funded program (36%)</p> <p>Total number of individuals who entered unsubsidized employment in the first quarter after the quarter in which the student exits the college. Exit is defined as being no longer enrolled at the college in any program of study and can include formal withdrawal, expulsion, graduation, and other reasons. Incumbent workers cannot count towards this outcome. Only participants that completed at least one grant-funded program can be counted.</p>	2,833
<p>Participants retained in employment after completion of grant-funded program (31%)</p> <p>Number of individuals who were employed in the first quarter after exit and retained employment in the second and third quarters after exit.</p>	2,407
<p>Participants employed at enrollment who increased wage post-enrollment (5%)</p> <p>Incumbent workers (those employed at enrollment) who received an increase in their wages at any time after becoming enrolled.</p>	360

According to DOL and LAH3C's SOW, there are three exit points for participants:

- Completion of LAH3C POS (Pursue employment and/or further education)
- Entering another POS before completing LAH3C POS
- Disenrollment from LACCD college

Glossary

- Grant-funded service: Any program, course, or activity that was developed, delivered, offered, or improved in whole or in part by grant funds. Instances of “grant-funded” programs and courses include, but are not limited to, a course where the curriculum was developed, purchased, or modified using grant funds; a course for which training equipment (e.g. simulators) that is required for the course were purchased using grant funds; a course that is taught by an instructor whose salary is paid for in whole or in part with grant funds; an internship program developed with grant funds; a course that uses classroom supplies purchased with grant funds; and a course held in classroom space that was altered with grant funds. (etagrantees.workforce3one.org)
- Incumbent worker: Student that is employed at enrollment. There is no minimum number of hours or special stipulations on what type of employment the position falls under to be counted or not counted under this definition. If the student is in any capacity employed at enrollment, he or she is considered an incumbent worker. Incumbent workers are excluded from being counted in the outcomes Total Number Employed after Program of Study Completion and Total Number Retained in Employment After Program of Study Completion. (etagrantees.workforce3one.org)
- Participant: The purpose of the grants is to develop programs and materials that are suitable for the diverse population of workers eligible for training under the TAA for Workers program, however, anyone can benefit from the programs and materials developed. A participant in TAACCCT is an individual who 1) meets the criteria that grantees used to identify who “participants” are in their statements of work (SOW); and 2) who enters or enrolls in a “grant-funded” program that was developed, delivered, offered, or improved in whole or in part by grant funds, or a course that is part of such a program, and who attends the program or course more than once. Students that try out a course during the “add/drop period” at the beginning of a semester and don’t remain enrolled after the “add/drop” period is over would not be counted as participants. (etagrantees.workforce3one.org)
- Trade Adjustment Assistance (TAA): Trade Adjustment Assistance for Workers provides federal assistance to workers who have been adversely affected by foreign trade. It was most recently authorized by the Trade Adjustment Assistance Extension Act of 2011 (TAAEA; Title II of P.L. 112-40). To be eligible for TAA, a group of workers must establish that they were separated from their employment either because their jobs moved outside the United States or because of an increase in directly competitive imports. Workers at firms that are suppliers to or downstream producers of TAA-certified firms may also be eligible for TAA benefits. Under current law, both production and service workers are eligible for TAA. (<https://www.fas.org/sgp/crs/misc/R42012.pdf>)
- Heath Sciences-Pathways to Academic Careers and Transfer Success (H-PACTS): The H-PACTS Model is a competency-based approach for the successful entry, retention, completion and employment/transfer for TAA-eligible students, veterans and other adults.

Appendix

- Participant Intake Form
- Release of Information Form
- Equal Opportunity is the Law Form
- LAH3C Sign In Sheet
- Leveraged Resources Report
- OIG 1-156 Incident Report
- Equipment Request Form



Participant Intake Form

- East LA College
- LA City College
- LA Harbor College
- LA Mission College
- LA Pierce College
- LA Trade-Tech College
- LA Southwest College
- LA Valley College
- West LA College

PARTICIPANT INFORMATION

Last Name **First Name** **Middle Name**

Street Address **City** **State** **Zip Code**

Home Phone **Cell Phone** **Email Address**

Date of Birth **Age** **Social Security #** **Student ID # (If applicable)**

Preferred method of communication (Mark all that apply): Email Phone Call Text I Agree to Accept Text Messages: Yes No

PRIVACY ACT: In accordance with the Privacy Act of 1974 (Public Law No. 93-579, 5 U.S.C. 552a), you are hereby notified that the Department of Labor is authorized to collect information to implement the Trade Adjustment Assistance Community College and Career Training Program under 19 USC 2372 – 2372a. The principal purpose for collecting this information is to administer the program, including tracking and evaluating participant progress. Providing this information, including a social security number (SSN) is voluntary; failure to disclose a SSN will not result in the denial of any right, benefit or privilege to which the participant is entitled. The information that is collected on this form will be retained in the program files of the grantee and may be released to other Department officials in the performance of their official duties.

DEMOGRAPHICS

Gender: Male Female Transgender **Ethnicity:** Hispanic or Latino Not Hispanic or Latino
Race (Select all that apply): Asian American Indian/Alaskan Native Black or African American Native Hawaiian or Pacific Island White

EMPLOYMENT & INCOME INFORMATION

EMPLOYED: (Wage per hour) \$ _____ or Gross Annual Salary \$ _____ **UNEMPLOYED**
 Full-time Name of Employer: _____ Receiving Federal Employment Compensation
 Part-time (_____ # hours/week) Current Title: _____ If withdrawn from receiving benefits, please indicate date ____/____/____ and reason: _____
 Dislocated worker receiving Trade Adjustment Assistance (TAA) as a result of lay off? (*Laid off due to product or service sent to another country*)

EDUCATION

LEVEL (Check only one)
 Some High School School: _____ City: _____ Grade Level: _____
 Not High School Graduate (Indicate highest grade level completed _____)
 High School Diploma/GED Associate's Degree Bachelor's Degree Master's Degree or Higher

STATUS (Check only one)

Full-time college student (12 units or more) Part-time college student (Less than 12 units)
 Eligible for Pell Grant funding Yes No Not sure

SPECIAL BACKGROUND

US Veteran (38 USC 101) Yes No Spouse of US Veteran Yes No
 If male, and DOB after 1960, did you register for Selective Service? Yes No
 Disabled as defined by the American with Disabilities Act (ADA 3.2a) Yes No

SIGNATURE

By signing, I attest that the information given is accurate to the best of my knowledge. I understand that my participation is voluntary and that I am free to withdraw at any time, without giving a reason, without cost, and without any effect on class grades. If applicable, I understand that submission of this electronic document will be treated as my signature for the purpose of program intake.

 Applicant Signature Date

This project received 100% of its total cost from a grant awarded under the Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grants, as implemented by the U.S. Department of Labor's Employment and Training Administration. The Los Angeles Healthcare Competencies to Careers Consortium is an equal opportunity employer / program and auxiliary aids and services are available upon request to individuals with disabilities.

Participant Form Reviewed By (Name & Signature) _____

Date _____

PARTICIPANT SERVED (Must meet the following criteria)

- Participated in grant-funded activity (i.e. job fair, career panel, workforce development, informational session, H-PACTS orientation, etc.)

ELIGIBILITY (Must meet **all** of the following criteria)

- New or returning Los Angeles Community College District student
- Complete a participant intake form
- Signed Release of Information
- Signed Equal Opportunity is the Law

- Not Eligible, Justification:

ENROLLED (Must meet **one** of the following criteria)

- Enrolled in grant funded program of study course & declared healthcare/health science program of study
- Enrolled in non-grant funded program of study course & declared healthcare major/health science program of study
- Enrolled in grant funded program of study course

Comments and Follow-up Notes:

_____ Data Entered By

_____ Date



Release of Information

RELEASE OF PERSONAL INFORMATION

I, _____, hereby authorize the Los Angeles Healthcare Competencies to Careers Consortium (LAH3C) and the Grant Administrators for the Department of Labor's Trade Adjustment Assistance Community College Career Training (TAACCCT) Grant Program at the *College* to release any personal information, including name, social security number, wages, address, telephone number, email, and all information submitted, as part of your application process to the TAACCCT Program to the agencies designated below for the purpose of reporting, evaluating, and/or providing services. I understand that the information will be kept confidential and will only be accessed when necessary. I am aware that state and federal privacy laws protect my records.

- Department of Labor
- City of Los Angeles Workforce Investment Board
- Los Angeles Trade Technical College
- Los Angeles Community College District
- External Evaluator (As required by Department of Labor)

RELEASE OF PHOTOGRAPHS, VIDEOS, AND AUDIO

I, _____, hereby consent to the use of photographs, videos, and audio at their sole discretion for an unlimited period of time in their marketing efforts in any form or publication. Such areas of application may include, but not be limited to, publications, advertisements, promotional materials, website applications, or audiovisual productions associated with marketing, general College awareness, and/or program outreach. I understand that signing this release does not guarantee publication of the photo, video, and/or audio.

SIGNATURE

By signing the terms of this release form, I confirm that I have read and understood the information. I have received a copy for my records.

Applicant Signature

Date

This project received 100% of its total cost from a grant awarded under the Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grants, as implemented by the U.S. Department of Labor's Employment and Training Administration. The Los Angeles Healthcare Competencies to Careers Consortium is an equal opportunity employer / program and auxiliary aids and services are available upon request to individuals with disabilities.



Equal Opportunity is the Law

CIVIL RIGHTS STATEMENT

It is against the law for the recipient of Federal financial assistance to discriminate on the following bases: Against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and Against any beneficiary of programs financially assisted under the Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant Program on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any TAACCCT Grant Program financially assisted program or activity. The recipient must not discriminate in any of the following areas: Deciding who will be admitted, or have access to TAACCCT Grant Program financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such program or activity.

WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION

If you think that you have been subjected to discrimination under a TAACCCT Grant Program financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

Los Angeles Community College District, Diversity Office
770 Wilshire Blvd.
Los Angeles, CA 90017

Or

Director, Civil Rights Center (CRC), U.S. Department of Labor
200 Constitution Avenue NW, Room N-4123
Washington, DC 20210

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above). If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the recipient to issue that Notice before filing a complaint with CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient). If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

FOR ADDITIONAL INFORMATION OR TO FILE A COMPLAINT, CONTACT:

Los Angeles Community College District, Diversity Office
770 Wilshire Blvd.
Los Angeles, CA 90017
Diversityprograms@laccd.edu
213-891-2315

By signing the terms of this Agreement, I confirm that I have read and understood the information. I have received a copy for my records.

Applicant Name

Applicant Signature

Date

This project received 100% of its total cost from a grant awarded under the Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grants, as implemented by the U.S. Department of Labor's Employment and Training Administration. The Los Angeles Healthcare Competencies to Careers Consortium is an equal opportunity employer / program and auxiliary aids and services are available upon request to individuals with disabilities.

Leveraged Resources Report
Los Angeles Healthcare Competencies to Careers Consortium

Date:

Contact Name:

Reporting Period:

Phone:

College/Organization:

Email:

Type of Resource: E= Equipment; F=Facilities; S=Salary (non-LACCD); OI=Office/Instructional Supplies; O=Other; P=Personnel

Type of Resource	Description	Cost per Unit	# of Units	Estimated/Actual Value
Total				

I certify, to the best of my knowledge, that the information in this report is correct and that documentation to support this information is readily available and will be submitted upon request to the Los Angeles Community College District.

Name

Title

Signature

Date

Incident Report

U.S. Department of Labor

Office of Inspector General



For Official Use Only (When filled in)

1. Date of report

2. Agency designation code (Yr.) (Agency) (Report No.)

3. File Number (For IG use)

4. Type of report

Initial Supplemental Final Other (Specify) _____

5. Type of incident

Conduct violation Criminal violation Program violation

6. Allegation against

DOL Employee Contractor Grantee Other (Specify) _____

Given name and position of employee(s), contractor(s), grantee, etc. List telephone number, OWCP or other Claim File Number, if applicable, and other identifying data:

7. Location of incident (Give complete name(s) and addresses of organization(s) involved)

8. Date and time of incident/discovery

9. Source of complaint

Public Contractor Grantee Program Participant Audit

Investigative Law Enforcement Agency (Specify) _____

Other (Specify) _____

Give name and telephone number so additional information can be obtained.

10. Contacts with law enforcement agencies (Specify name(s) and agency contacted and results)

11. Expected concern to DOL

Local Regional National Media interest Executive interest GAO/Congressional interest

Other (Specify) _____

12. DOL Agency involved

SECY ESA ETA ILAB LMSA MSHA OASAM OIG
 OSHA SOL ASP BLS NCEP WB OIPA
 Other (Specify) _____

Amount of grant or contract (If known)	\$	Amount of subgrant of subcontract (If known)	\$
----------------------------------------	----	----------------------------------------------	----

13. Persons who can provide additional information (Include custodian of records)

Local Address (Street, City, & State) or organization, if employed and telephone number

Name	Grade	Position or job title	Employment ¹
------	-------	-----------------------	-------------------------

Enter one of these codes:

U - Unemployed

G-Grantee

C-Contractor

D - DOL

F-Other Federal Employee

P - Program Participant or
claimant

(Complete page 2 of this form)

DL 1-156
8/83

For Official Use Only (When filled in)

14. Details of Incident (Describe the Incident)

If more room is needed attach additional sheets.

15. Typed name and title of DOL employee

16. Signature of DOL employee

17. Copies furnished to:

18. Attachments: (List)

EQUIPMENT APPROVAL REQUEST

Grantee Name:

Grant Number:

Grant Type:

Grantee Contact Name:

Grantee Contact Phone Number:

Item name

Type Here

Item description and basic specifications

Type Here

Estimated useful life of equipment

Type Here

Cost per item, actual or estimated, (and total cost if multiple items) including the cost to put the assets in place and make it usable for the purposes it was acquired, if known.

Type Here

Purpose of acquisition: a description of how the equipment will be used to support the grant and a reference to the approved activities in the Statement of Work (and the page numbers if known).

Type Here

NOTE: Grantee must purchase equipment before the beginning of the final year of the grant

