



## **ATTACHMENT A SCOPE OF GRANT AGREEMENT**

### **Article 1. BACKGROUND**

This grant agreement is between the Division of Business Partnerships, Alaska Department of Labor and Workforce Development, State of Alaska (hereafter referred to as the **Division**) and the City of Togiak (hereafter referred to as the **Grantee**). This grant in the amount of **\$90,414** funded through the Denali Training Fund to provide heavy equipment operator training for 12 participants and rock crusher training for 6 participants in the City of Togiak for employment on construction projects scheduled for summer of 2007.

### **Article 2. GRANT PERIOD**

The period of performance for this grant will begin on the date signed by the Commissioner or designee at the Department of Labor and Workforce Development on the grant signature page and will end on **June 30, 2007**.

### **Article 3. PROJECT DESCRIPTION**

The Grantee will provide training to 18 participants from the City of Togiak for employment on construction projects scheduled for summer 2007. The training will be conducted by qualified heavy equipment instructors. This training will be a comprehensive Road and Heavy Equipment Instructional Program. The Grantee will coordinate the training and it will have multiple components such as Heavy Equipment Operation, Rock Crusher Operation, First Aid/CPR, OSHA-10 and elements of Grade Checking. This training will provide each participant with the American Red Cross First Aid/CPR Certificate and Heavy Equipment Operator Certificates.

The Grantee will work directly with the Togiak City Council, City Public Works Director and project managers to select participants if possible that have prior experience with similar projects. The training will enable participants to be hired on these projects at higher levels of pay.

Participants will be trained to operate tracked dozers and backhoes, wheeled loaders, forklifts, backhoes, and road graders, and 10-12 cubic yard double axle dump trucks. Participants will be trained to operate and maintain a Pioneer 50VE Rock Crusher and Screening Plant. The Grantee has the required equipment and the participants to be trained on the equipment that they will be operating while working on the construction projects.

The Grantee has several projects scheduled to begin this summer. These projects include the State of Alaska road upgrade project which is comprised of dust and break-up control for the Community of Togiak as well as Togiak Airport improvement project. Southwest Regional School District is finalizing plans for the abatement of the old BIA school. There will be hazardous material abatement and several additional jobs needed to clean up of the old school site. Abatement of the old facility and major digging and removal of utilities buried underground and the filling and finish grading of the site will also be required. ANTHC along with Village Safe Water will be replacing 30 year old water and sewer pipes that have deteriorated as well as adding new services to the system. The Denali Commission has funded the main road reconstruction and has begun the design phase of Togiak's Fuel Tank Farm and Power Plant Project.

#### Article 4. GRANTEE/PROJECT PERFORMANCE EVALUATION

Performance indicators for this grant are as follows:

Persons receiving training:	100%
Persons employed as a result of the training:	90%
Persons employed 6 to 12 months after training:	75%
Persons with gains in annual income	90%

#### Article 5. MANAGEMENT INFORMATION SYSTEM (MIS)

The Grantee will require each participant to complete an application entitled "State of Alaska Denali Training Fund Application" which is provided by the Division. The Grantee will complete the shaded portion located at the bottom of each application. The applications will be used by the Division to track the training and employment outcomes of the participants. The Grantee will submit the completed applications no later than *15 calendar days* after the completion of the training project to the Alaska Department of Labor and Workforce Development.

#### Article 6. PROGRAM REPORTING REQUIREMENT

In addition to the reporting requirements in Attachment B, Article 8, the grantee must provide the following specific to this grant agreement:

The Grantee will submit a quarterly report of progress outlining the activities of the project and providing the status of the performance indicators outlined in Article 4 of this grant agreement which should include the following information: is the project on schedule, what is the estimated date of completion, is the project on budget, and how many participants are enrolled in the training. The Grantee will submit a Quarterly Financial Report, a Reimbursement request with financial report, and a Quarterly Progress Report each quarter until the grant is complete. The Grantee will submit an electronic copy of the Quarterly Progress Report to either the Grants Administrator or the Program Manager at the e-mail address listed below. **These reports are required even if there is no grant related activity during the quarter.** The Grantee may submit a Reimbursement request (with financial report) on a monthly basis if reimbursement is needed, but at the end of each quarter (March 30, June 30, September 30, December 31), a Quarterly Progress Report and a Quarterly Financial Report must accompany the Reimbursement request and must be submitted no later than *15 calendar days* after the quarter end date. All hard copies of reports shall be submitted to the Alaska Department of Labor and Workforce Development.

The Grantee will submit a final progress report which provides a narrative summary of the project's accomplishments and provides the following information: was the project completed on schedule, was the project on budget, how many participants completed the training, and where the participants will be employed. The Division may withhold reimbursement to the Grantee until all required reports are considered accurate, complete and current.

The Grantee will submit a final progress report which provides a narrative summary of the project's accomplishments and provides the following information: was the project completed on schedule, was the project on budget, how many participants completed the training, and where the participants will be employed. The Division may withhold reimbursement to the Grantee until all required reports are considered accurate, complete and current.

The Grantee will submit the final progress report at the completion of the project or no later than **30 calendar days** after the period of performance for this grant. The final progress report should also be labeled as a Final Progress Report. The Grantee will submit the final progress report to either the Grants Administrator or Program Manager. (See e-mail addresses listed at the end of this Attachment). All hard copies of reports shall be submitted to the Alaska Department of Labor and Workforce Development.

## **Article 7. PHOTOGRAPHIC REPORTING REQUIREMENT**

In addition to the reporting requirements in Attachment B, Article 8, the grantee must provide the following specific to this grant agreement:

The Grantee will submit photographic documentation of participants in training. A minimum of three photographs will be taken during each training session showing the training participants, instructors, materials, and tools being used, project being worked on, other relevant items and persons related to the training being conducted. Photographic documentation will be supplied in the form of photographic quality 3"x 5" prints and a negative for each photograph submitted and/or electronic photograph (digital images). The Grantee will submit the photographic documentation no later than **15 calendar days** after the completion of the training project. The Grantee will submit the photographic documentation to the Alaska Department of Labor and Workforce Development.

The Grantee will require each participant to complete the form entitled "Consent and Release Form" which is provided by the Division. This form gives the Division permission to use the photographs of the participants in reports. The Grantee will submit the completed consent and release forms no later than **15 calendar days** after the completion of the training project. The Grantee will submit the completed consent and release forms to the Alaska Department of Labor and Workforce Development.

### **SUBMIT ALL DOCUMENTS OR DIRECT ALL QUESTIONS PERTAINING TO THIS GRANT AGREEMENT TO:**

Gerry McDonagh, Program Manager  
[gerry\\_mcdonagh@labor.state.ak.us](mailto:gerry_mcdonagh@labor.state.ak.us)  
(907) 269-4551

Or

Carol Schumacher, Grants Administrator  
[carol\\_schumacher@labor.state.ak.us](mailto:carol_schumacher@labor.state.ak.us)  
(907) 269-4658

Alaska Department of Labor and Workforce Development  
Division of Business Partnerships  
1016 West 6<sup>th</sup> Avenue, Suite 205  
Anchorage, Alaska 99501-1963

FOR FISCAL USE

Article 10. Budget

Cost Category	SFY	PYFFY	Collocation code current year	Financial line	Original Budget	Previous Amendments	This Amendment	Total Grant Budget
Denali Training Fund	2007	F6 Award 222	7610894	1	\$90,414.00	\$0.00	\$0.00	\$90,414.00
<b>Total Grant</b>					<b>\$90,414.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$90,414.00</b>

Budget by Line Item (For DBP/Grantee Use)

Budget Line Items	ACCT CODE	Original Cost by Budget Line Item				Grant Total	Grantee Contribution
Personal Services	71000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel	72000	\$11,614.00	\$0.00	\$0.00	\$0.00	\$11,614.00	\$0.00
Contractual	73000	\$20,800.00	\$0.00	\$0.00	\$0.00	\$20,800.00	\$0.00
Supplies	74000	\$58,000.00	\$0.00	\$0.00	\$0.00	\$58,000.00	\$0.00
Equipment		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Administration		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program Sub-Total		\$90,414.00	\$0.00	\$0.00	\$0.00	\$90,414.00	\$0.00
<b>Total Grant</b>		<b>\$90,414.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$90,414.00</b>	<b>\$0.00</b>