Project Authorization

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Date	*April 12, 2010*
Project Number	*1134-ADMIN*
Project Title	*Project Adminstration*
Performance Period	*October 1, 2009 to June 30, 2012*
Commission Amount	*$325,000.00*
Match Source(s)	*none*
Match Amount	*$0.00*

Program Manager Karen Johnson

Federal Co-Chair Joel Neimeyer

Certifying Official Jennifer Price

Pursuant to the terms and conditions of the Grant/Award, this Authorization:

Department of Labor and Workforce Development (DOLWD) is requesting a $325,000.00 management and administration fee for all Denali Commission funded training projects for adult and youth training. Funding for this project authorization shall be drawn from current award #1134, which is an award to DOLWD to facilitate the Denali Training Fund (DTF). The DTF is a quarterly grant opportunity that publicly requests proposals for training that is particularly tied to Denali Commission infrastructure in rural communities. The training is short term and employment is required upon completion of the training.

To achieve management goals, DOLWD has requested the Denali Commission's support in the following budget break-down:

TOTAL positions: 2.99 FTE
TOTAL Personnel costs: $254,000
Program Lead (1.0 FTE) $85,000
Grants Administrators (1.06 FTE) $84,000
Supervisory and other staff support (0.34 FTE) $46,000
Administrative support personnel (0.43 FTE) $28,000
MIS support personnel (0.155) $ 11,000
Travel $15,000
For the purpose of in-state travel, in particular, funds are budgeted to include costs of travel for DOLWD staff to administer the DTF and Denali Youth grants, Commission project activity including project monitoring, technical assistance, and project development.
Overhead Expenses $53,600
For the purpose of costs needed to support overhead, which included lease space, utilities, repairs, maintenance, telephone, copier/printer lease and maintenance, postage, courier service, software licenses, audit, and the support of the Alaska Workforce Investment Board.
Supplies $2,400
For the purpose of miscellaneous office supplies
5% Indirect $12,700

The DOLWD administrative tasks will include:

• Collaborate with contractors, regional training centers, and other workforce development partners to develop training projects in coordination with current Denali Commission projects.

(continued on the following page(s))

Project Authorization – Continuation Page

Project Number: *1134-ADMIN*

Project Title: *DOLWD – Project Administration*

Pursuant to the terms and conditions of the Grant/Award, this Authorization is continued on the following page(s).

- Provide technical assistance to all potential grantees and participate in informational teleconferences.
- Post appropriate and timely publications of the DTF/Youth 'requests for grant applications' (RGA).
- Receive and review all DTF/Youth proposals submitted to ensure complete application, complete preliminary due diligence and provide copies of each eligible application to project selection committee.
- Co-facilitate all project selection committee meetings and maintain record of proceedings.
- Communicate to all entities who submitted proposals the final outcomes of the project selection through award or denial letters. As requested, provide feedback to those who may resubmit.
- Complete final scope, budget negotiations with each grantee utilizing recommendations and comments of selection committee and provide summary of completed negotiations to the Denali Commission Program Manager so Project Authorizations can be created.
- Monitor all DTF/Youth projects for compliance of services, budget, time lines, and performance outcomes in collaboration with the Denali Commission. Upon project completion, prepare close-out amendments and other required documents.
- Communicate with the Denali Commission on the suspension or termination of projects that are failing to meet the grant requirements.
- Receive and review all grantee financial and progress reports for completion and process. Complete an Administration quarterly report for each award with updates on each project and provide a task list (amendments, close-outs) for the Denali Commission Program Manager.
- Track all participants of the DTF and Youth initiatives and maintain data base of information related to the persons served under the training projects and their outcomes. Provide an annual report to the Denali Commission providing all project outcomes by the end of February each year as well as share with the Commission all research and data as it relates to workforce development in Alaska.

DOLWD will use this administration award funding for the purpose of managing Denali Commission awards only and will seek to leverage this budget with new or other funding opportunities in order to maximize the duration of this award, especially as DOLWD management uses staff in other capacities.

MILESTONES
IN-PROGRESS
PLANNED START DATE: October 01, 2009
PLANNDED END DATE: June 30, 2012

Project Authorization – Continuation Page

Project Number: *1134-ADMIN*

Project Title: *DOLWD – Project Administration*

CLOSE-OUT
PLANNED START DATE: July 1, 2012
PLANNED END DATE: September 30, 2012