

## **2023 CONTRACT LANGUAGE CHANGES**

Section 34. INCREASING SEAT BELT USE IN THE UNITED STATES. Pursuant to Executive Order 13043, 62 FR 19217 (Apr. 8, 1997), Grantee should encourage its contractors to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented or personally owned vehicles.

Section 35. REDUCING TEXT MESSAGING WHILE DRIVING. Pursuant to Executive Order 13513, 74 FR 51225 (Oct. 1, 2009), Grantee should encourage its employees, Grantees, and contractors to adopt and enforce policies that ban text messaging while driving, and Grantee should establish workplace safety policies to decrease accidents caused by distracted drivers.

## **2024 CONTRACT LANGUAGE UPDATES**

Section 5. USE OF FUNDS. Funds awarded may only be used to help cover the cost of conducting and maintaining an apprenticeship training program. Eligible dates for reimbursement consideration are restricted to July 1, 2023 - June 30, 2026.

Below is a list of potentially eligible expenses (list is not inclusive):

- Tuition expenses;
- Technical instruction materials (e.g., textbooks);
- Equipment (less than \$5,000.00 per item);
- Equipment exceeding purchase price of \$5,000; must have preapproval from 15(B) Grant Manager and is at the discretion of the awarding agency;
- Supportive services for apprentices i.e., protective apparel, uniforms or other materials;
- Instructor fees;
- Class registration costs;
- Salaries for Registered Apprenticeship Coordinators or Program Managers
- Cell phone bill;
- In-State travel lodging expenses (must follow current DAS reimbursement policies);
- Conference fees;
- Apprentice wages;
- Certain overhead costs such as utilities, cleaning services

Below is a list of ineligible expenses (list is not inclusive):

- Vehicle purchases and leases;
- In-State/Out-of-State travel expenses i.e., flights, mileage reimbursement, vehicle rentals etc.
- Food related expenses

Section 8. EXPENSE DOCUMENTATION. Documentation of these funds must be in PDF format. Photos of receipts will not be accepted.

All expense documents must include:

- Receipt or invoice with name of vendor, organization's name, date that falls within the award period, and a clear description of goods or services provided
- Proof of payment that includes the name of vendor, organization's name, amount that matches receipt/invoice and proof payment.

Acceptable proof of payment includes:

- Front and back of cleared check, credit card statement, bank statement, etc.

Screenshots from the financial or accounting system for wage reimbursement for eligible positions may not be considered adequate proof of payment. Timesheets may also be requested to validate hours associated with the award. If providing support for wages, IWD requires the employee pay stubs or payroll register details for applicable pay periods (within award period) that includes:

- Employee ID/name;
- Name of business or organization;
- Total hours worked;
- Hourly wage;
- Total wages paid;
- Pay period and pay date;
- Title or position description of employee;
- Proof of payment for wages (payroll register or paystub)

Section 9. PROCUREMENT POLICY. Grantee is required to provide a copy of their procurement policy to IWD when cumulative purchases from a single vendor are greater than \$10,000. A procurement policy template will be provided upon request; however, it is the successful applicant's responsibility to consult with qualified and knowledgeable legal counsel to determine any specific rules or requirements that apply to their individual circumstances. It is a requirement that the thresholds outlined in the procurement policy template are included in the subrecipient's procurement policy. IWD follows the federal procurement standards outlined in 2 CFR 200.318 and 200.327 and grantees are encouraged to meet the same federal procurement standards outlined in their procurement policies.

Section 23. FINAL AUTHORITY. A final determination by IWD shall be binding on the Grantee. IWD shall have the final authority to assess whether the Grantee has complied with the terms of this Agreement. Any decision by IWD shall be deemed Final Agency Action pursuant to Iowa Code Chapter 17A, the Iowa Administrative Procedure Act. The Grantee may seek judicial review of the Agency's decision in accordance with Iowa Code § 17A.19.

## **2024 CONTRACT LANGUAGE ADDITIONS**

CLOSEOUT. Grantee agrees to satisfy the closeout procedures of this grant within 45 days after the end of the period of performance (Period of Performance ends June 30, 2026, with Closeout ending August 15, 2026). All expense and reporting documentation must be submitted prior to August 15, 2026, to be considered.