

Grant Modification / Notice of Obligation

U.S. DEPARTMENT OF LABOR / EMPLOYMENT AND TRAINING ADMINISTRATION

GRANT MODIFICATION		No. 2	PROJECT: Youth Build	
GRANT NUMBER: YB-21766-11-60-A-26	EIN: 382071954	EFFECTIVE DATE: 01/10/2012	PAGE 1	
GRANTEE: NORTHWEST MICHIGAN COUNCIL OF GOVERNMENTS 600 E. FRONT STREET, SUITE 104 P.O. BOX 506 TRAVERSE CITY, MICHIGAN 49685		ISSUED BY U.S. DEPARTMENT OF LABOR / ETA DIVISION OF FEDERAL ASSISTANCE 200 CONSTITUTION AVENUE NW - ROOM N-4716 WASHINGTON, DC 20210		

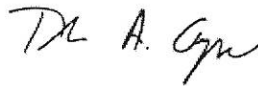
Action:

YB-21766-11-60-A-26: This action corrects the administrative record by updating the Federal Project Officer name. The FPO assigned to this grant is: Malissa Dieterle; 312.596.5434; dieterle.malissa@dol.gov. There is no change to the scope or statement of work.

YEAR / CFDA PROGRAM ACCOUNT ID	Mod 0-1 CURRENT LEVEL	Mod 2 MODIFICATION	NEW LEVEL	PMS DOC #
PY 11 / 17.274 YOUTHBUILD <small>11-1630-2011-0501741112BD201101740005115YB0001111EAOWI00AQWI00-A90200-410023-ETA-DEFAULT TASK</small>	\$1,100,000.00	\$0.00	\$1,100,000.00	YB21766FC0
TOTAL FUND AVAILABILITY	\$1,100,000.00	\$0.00	\$1,100,000.00	

Except as modified, all terms and conditions of said grant /agreement remain unchanged and in full effect.

Approved
by



THOMAS A. COYNE

Grant Officer

Date Signed 01/12/2012

U.S. Department of Labor

Employment and Training Administration
200 Constitution Avenue, N.W.
Washington, D.C. 20210



cc. JAMES, ION, JAN, LISA
KING.

November 10, 2011

YB217661160A26

Larry Inman
Northwest Michigan Council Of Governments
601 E. Front Street, Suite 202
Traverse City, MI 49685

Dear Grantee:

Recently, the Information Technology (IT) Security Unit of the Employment and Training Administration (ETA) became aware of a security event involving a potential breach of sensitive personally identifiable information (PII) sent via unencrypted email to an evaluation contractor and ETA employees in the national and regional offices by several of our Grantees.

Transmission of unencrypted or otherwise unprotected PII is a serious violation of ETA policies and procedures. The situation described above is just one example of the many ways in which PII can be inappropriately included in unprotected communications. Grant agreements include the following language under the Assurances – Non-Construction Programs (18): that your organization, as the grantee *“will comply with all applicable requirements of all Federal laws, executive orders, regulations and policies governing this program.”* ETA policy requires that grantees take the steps necessary to ensure the privacy of all personally identifiable information entrusted by participants and other individuals into the grantee’s care.

Failure to comply with the terms of your grant agreement or to otherwise improperly disclose or use personally identifiable information will constitute a material failure to comply with the terms of your award and may subject your organization to termination, suspension, the imposition of special conditions or restrictions, or such other actions that the Grant Officer may deem necessary to protect the privacy of participants or the integrity of the data.

Generally speaking, the appropriate protection for PII being transmitted via electronic information systems is to encrypt the information using only National Institute of Standards and Technology (NIST) Federal Information Processing Standards (FIPS) FIPS 140-2 validated products. If you do not have the capacity to encrypt PII, you must not send such information via electronic information systems.

In the near future, ETA will be publishing a Training and Employment Guidance Letter (TEGL) to assist your organization with PII. This TEGL will be published on the internet at <http://wdr.doleta.gov/directives/lastSixMonths.cfm>. If you have any questions in this regard, please contact ETA’s IT security officer, Syed Niaz at Niaz.Syed@dol.gov.

U.S. DEPARTMENT OF LABOR/ETA/OGCM

DIVISION OF FEDERAL ASSISTANCE
200 CONSTITUTION AVENUE NW - ROOM N-4716
WASHINGTON, D.C. 20210



November 25, 2011

In Reply Refer To:
Grant No. YB-19248-09-60-A-26
Mod No. 3

NORTHWEST MICHIGAN COUNCIL OF GOVERNMENTS
600 E. FRONT STREET, SUITE 104
P.O. BOX 506
TRAVERSE CITY, MICHIGAN 49685

Dear Larry Inman:

Enclosed is an executed copy of the above-referenced modification to your grant with the U.S. Department of Labor (DOL), Employment and Training Administration (ETA). This copy is being forwarded for your files.

All questions of a technical nature should be directed to the Federal Project Officer (FPO) specified in the grant/agreement. Questions of a contractual nature should be directed to Kia Mason, Grants Management Specialist at (202) 693-2606. Please refer to your specific grant/agreement number, as assigned above, when making inquiries.

Sincerely,

DONNA KELLY

Grant/Contracting Officer

Enclosures