

ATTACHMENT IV

GENERAL SPECIAL CLAUSES

- (1) Website and contact information on file with the Department of Labor (DOL) must be up-to-date at all times. Updates to websites and contact information should be sent to the appropriate ETA regional Older Worker contact and to Dana Graham, Division of Adult Services, graham.dana@dol.gov on at least a quarterly basis.
- (2) Attendance is required any training during the program year deemed mandatory by DOL, and grantees must ensure that funds are available to support such attendance.
- (3) Workers' Compensation coverage is required at all times during a participant's training.
- (4) Accurate SCSEP financial reports must be submitted on a quarterly basis.
- (5) Users of the SCSEP Performance and Results QPR (SPARQ) system are responsible for keeping participants files up-to-date, especially in time to meet quarterly reporting deadline requirements. Users of proprietary systems must submit data files prior to submission deadlines announced by DOL.
- (6) Any grantee that submits insufficient data, or data that do not meet quality thresholds established by DOL, will be held to the national baseline for performance measures and will be subject to corrective action.