

### Express Grant Service Agreement

**Organization Name:** [REDACTED] Inc.

**Project #:** [REDACTED]

**Approved Start Date:** March 30, 2020

**Authorization Amount:** \$6,000.00

Dear Workforce Training Fund Program Express Grantee:

Congratulations! I am pleased to inform you that Commonwealth Corporation has approved a Workforce Training Fund Program Express grant for your company.

This letter serves as Commonwealth Corporation's agreement to reimburse your company for training expenses as requested in your application referenced above. Your application is attached and is incorporated into this agreement.

Commonwealth Corporation will reimburse your company for an amount up to the Authorization Amount listed above, under the following conditions.

- You may request no more than \$3,000 per employee per training program
- You may only request reimbursement for training of individuals who are on your company's payroll and work in Massachusetts
- You may request reimbursement for no more than 50% of the actual cost of training

To receive payment for a training program approved under this agreement, your company must, within 30 days of completion of the program, submit:

- 1) Reimbursement Request Form
- 2) Invoice(s) from your training provider and
- 3) Proof of payment (cancelled check or bank statement)

Please see the attached Reimbursement Form for more information.

Please note that your company may apply for additional Express Grant funding. If additional funding requests are approved, Commonwealth Corporation will issue separate Agreements. Your company may not receive more than \$30,000 of Express Grant funding during a calendar year. Please see the start date of this agreement to determine which calendar year this agreement falls into.

2 Oliver Street  
5th Floor  
Boston, MA 02109  
617.727.8158  
[www.commcorp.org](http://www.commcorp.org)

Charles D. Baker  
Governor

Karyn E. Polito  
Lt. Governor

Rosalin Acosta  
Secretary,  
Labor & Workforce  
Development



**Please be advised that any training that is to be funded, in whole or in part, by the Express grant may not begin until you have returned a signed Agreement and may not begin prior to the Approved Start Date.**

In order to execute this Agreement, you must return a signed copy via fax, email or mail. If you have any questions or concerns about your grant, please contact:

Commonwealth Corporation  
2 Oliver Street, 5<sup>th</sup> Floor, Boston, MA 02109  
Phone: 617-717-6943  
Fax: 617-242-7660  
[Express@commcorp.org](mailto:Express@commcorp.org)

We look forward to hearing about the success of your training initiative.

Sincerely,

 3/13/2020

Karla Jaramillo

Date

Chief Financial Officer

**Agreement Acknowledgement & Contractor Certification**

I acknowledge that I have received this Agreement and agree to the terms of the Workforce Training Fund Program Express Grant and understand and agree to follow the reimbursement requirements described in the Reimbursement Form.

Additionally, as it is the policy of the Executive Branch of the Commonwealth of Massachusetts to prohibit the use of undocumented workers in connection with the performance of state contracts, all contracts entered into after February 23, 2007 require that contractors, as a condition of receiving Commonwealth funds under any Executive Branch contract from Commonwealth Corporation, make the following certification:

As evidenced by the signature of the Contractor's Authorized Signatory below, the Contractor certifies under the pains and penalties of perjury that the Contractor shall not knowingly use undocumented workers in connection with the performance of all Commonwealth Corporation contracts; that pursuant to federal requirements, the Contractor shall verify the immigration status of all workers assigned to such contracts without engaging in unlawful discrimination; and that the Contractor shall not knowingly or recklessly alter, falsify, or accept altered or falsified documents from any such worker(s). The Contractor understands and agrees that breach of any of these terms during the period of each contract may be regarded as a material breach, subjecting the Contractor to sanctions, including but limited to monetary penalties, withholding of payments, contract suspension or termination.

**I acknowledge that any training that is to be funded, in whole or in part, by this Express grant may not begin until I have returned a signed Agreement and may not begin prior to the Approved Start Date.**

\_\_\_\_\_  
Signature-Authorizing Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**Express Grant Service Agreement**

For Commonwealth Corporation Use Only

\_\_\_\_\_  
\$6,000.00

Requested by: \_\_\_\_\_

*Jose Ibarra*

Date: \_\_\_\_\_

*3/13/20*