



**Region 1 Northwest Indiana Special Youth Projects
Jasper, Lake, La Porte, Newton, Porter, Pulaski, Starke Counties**

Request for Proposals (RFP)

for

**Special In-School and/or Out-of-School Youth Projects funded
by
Workforce Innovation and Opportunity Act (WIOA)**

Release Date: April 19, 2021

Turning Research, Relationships, and Resources into Results.

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Center of Workforce Innovations, Inc. (CWI)

PART I: TIMETABLE FOR REQUEST FOR PROPOSALS (RFP) FOR WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) IN SCHOOL AND OUT OF SCHOOL YOUTH

<u>Date</u>	<u>Event</u>	
April 19, 2021	Announcement and RFP Release	
April 23, 2021	2:00 pm CST	Deadline for Letters of Intent to Propose
April 27, 2021	Bidders Conference – Q & A	
May 7, 2021	2:00 pm CST	Electronic Proposals Due
Week of May 10, 2021	Proposal Review Panel meeting to discuss proposals and develop recommendations	
Week of May 17, 2021	Recommendations presented to Board	
Week of May 24, 2021	Contract negotiations	
June 1, 2021	Contract executed	
June 1, 2021	Special Project Funded through WIOA Implemented	

“Requests for Proposal Packets” and “Letters of Intent to Propose” may be e-mailed – tstamp@cwicorp.com or mailed or hand-delivered to the address below. If within 24 hours you have not received confirmation of receipt of your email Request or Letter, please contact our office at (219) 462-2940.

Center of Workforce Innovations, Inc.
Attn: Tamara Stump
2804 Boilermaker Court Suite E
Valparaiso, IN 46383

PART II: OVERVIEW AND PROPOSAL PREPARATION INSTRUCTIONS

A. Overview

Center of Workforce Innovations (CWI) is a 501(c)(3) and on behalf of the Northwest Indiana Workforce Board Inc. (Board) is issuing this Request for Proposal (RFP) to solicit interest by experienced youth serving organizations not currently funded by CWI to design, administer, and deliver special projects for youth funded by the Workforce Innovation and Opportunity Act (WIOA). Services for projects should be offered within the seven counties of Jasper, Lake, La Porte, Newton, Pulaski, Porter, and Starke. CWI reserves the right to determine both the number of organizations and the funding levels of contracts finally awarded. WIOA legislation has identified Work Experience as a critical component of program services. Therefore, a minimum of 20% of all funding requested must be spent on work experiences for both In-school and Out-of-School youth. In addition, at least 51% of total youth funds set aside for contracts must be allocated to Out-of-School Youth population. The remaining youth funding will be allocated for In-School youth.

This is a solicitation to encourage new providers and programs, although organizations seeking secondary partnerships with existing providers is acceptable. These funds are being released to increase the number of organizations and community involvement with WIOA youth programming.

In-School

For the purposes of this RFP, In-School Youth means an individual who is:

1. Attending secondary school (as defined by State law);
2. Not younger than age 14 or (unless an individual with a disability who is attending school under State law) older than age 21;
3. A low-income individual; and
4. One or more barriers as defined by WIOA.

Out-of-School

For the purposes of this RFP, Out-of-School Youth means an individual who is:

1. Not attending any school (as defined under State law both secondary and post-secondary);
2. Not younger than age 16 or older than age 24; and
3. Other eligibility as defined by WIOA.

Information pertaining to Required Activities, Program Elements, Participant Eligibility and other regulations for WIOA can be found at <http://www.doleta.gov/WIOA> by clicking on “About WIOA” tab.

All Projects

Proposers may deliver their project in any manner they deem appropriate, as long as the requirements of the law are met. CWI will maintain the optimum amount of flexibility possible within the constraints of the policies and regulations issued to allow for innovative program designs that will meet the needs of customers.

B. Questions

Questions relating to this RFP may be submitted prior to deadline to be made available to all interested candidates. Questions must be in writing and directed to Tamara Stump, tstump@cwicorp.com.

C. Responsive Proposals

1. Letter of Intent to Propose **must** be e-mailed, mailed or hand-delivered and be received by 2:00 pm CST, April 23, 2021 at Center of Workforce Innovations, Inc., 2804 Boilermaker Court, Suite E, Valparaiso, IN 46383 Attn: Tamara Stump, Senior Associate, tstamp@cwicorp.com. There is no required format for Letters of Intent specifying that your organization will be submitting a proposal for the Workforce Innovation and Opportunity Act (WIOA) Youth programs. **However, if organizations are submitting a proposal together, all organizations within the partnership must be listed and sign off the letter of intent.**
2. A proposal electronically signed must be e-mailed to tstamp@cwicorp.com with an incoming timestamp of 2:00 p.m. CST or earlier on May 7, 2021. The timely delivery of a proposal is entirely the responsibility of the proposer. Proposals received after the date and time will not be accepted.
3. The original proposal signature must be electronically signed by an official authorized to represent and bind the proposing agency.
4. Proposal Layout.
 - a. Overall maximum page limit of proposal is 30 single-sided pages to include all attachments, exhibits, position descriptions, résumés, introductory pages, section dividers, charts, letters, and references.
 - b. Elaborate brochures, videos, artwork, etc. are not to be included.
 - c. Legible, clear and complete proposals are essential.
5. Proposals must be presented according to the Proposal Format set forth under Part II, Section G. Proposal Format and Content, and must contain all requested information.
6. Providing incomplete or erroneous information or omitting important information could result in disqualification of the proposal or contract termination.
7. Acceptable proposals will meet the specifications contained in this RFP and the requirements of all applicable statutes, regulations, and policies. It is the proposers' responsibility to familiarize themselves with all applicable laws, regulations and policies. Proposers should use the relevant information available at the following website and clicking on About WIOA:
 - <http://www.doleta.gov/WIOA> - U.S. Department of Labor's Employment and Training Administration (ETA) resource page with guidance and technical assistance tools.

D. Demonstrated Ability to Perform

CWI intends to make awards to organizations or independent contractors who have demonstrated the ability to perform successfully under the terms and conditions of a contract. Reviewers shall take into consideration whether the proposer has:

- Ability to meet the RFP design specifications at a reasonable cost;
- Satisfactory record (must be validated) of past performance in delivering the proposed or similar services; and
- Satisfactory record of integrity and business ethics

E. Selection Process and Contract Award

No changes, modifications, or additions to a bid proposal may be made by the proposer after the proposal deadline unless requested by Board staff. Proposals will be evaluated by a Review Panel comprised of CWI staff and other preselected reviewers. Cost Effectiveness will be a factor in selection criteria. Proposers should not have any communications with the Proposal Reviewers, CWI staff or Board committee members regarding proposals, recommendations or any other issues related to the RFP process. Such communication will disqualify the Proposer.

Contracts may be awarded based on offers received, without discussion of such offers with the bidders. Each offer should be submitted in the most favorable terms, from a price and technical standpoint that the proposer can make. The Board reserves the right to request additional data, oral discussion, or presentation in support of written proposals at a pre-contract meeting.

F. Conditions of this RFP

The cost of developing proposals in response to this RFP is entirely the responsibility of the Provider and shall not be chargeable to CWI/Northwest Indiana Workforce Board under any circumstances. This RFP does not commit CWI to award a contract, to pay any costs incurred in advance of the execution of a contract, or to procure or contract for services or supplies. CWI on behalf of The Northwest Indiana Workforce Board reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified sources for additional program components or services, or budget line items, or to cancel in part, or in its entirety, this RFP if it is in the best interest of CWI to do so. The Board staff may require the proposers selected to participate in negotiations and to submit price, technical, programmatic, or other revisions of their proposals in writing.

The following conditions are applicable to all proposals. CWI reserves the right to:

- Return non-responsive proposals without review.
- Waive informalities and minor irregularities in proposals received.
- Not fund part or all of a proposal even though it is found to be in the competitive range if, in the opinion of CWI, the services proposed are not needed, or the costs are higher than CWI finds reasonable in relation to overall funds available, or if past management concerns lead CWI to believe the bidder has undertaken more services than it can successfully provide.
- Negotiate any and all proposed costs, staffing levels, service/activity mix, geographical locations, and all other specifics.
- Request additional data, technical or price revisions, or to request oral presentations in support of the written proposal.
- Fund a lower-ranked proposal over a higher ranked proposal because of valid policy considerations, including but not limited to geographical considerations, leveraging of outside resources, and target populations.
- Conduct a pre-award review that may include, but is not limited to, a review of the proposer's record keeping procedures, management systems, accounting and administrative systems,

- training facilities, and training materials.
- Use additional or de-obligated grant monies to increase the funding of successful programs.
- Change specifications and modify contracts as necessary to facilitate compliance with the legislation, regulations, and policy directives; to manage funding; and to meet the needs of the participants, as WIOA guidance may occur during this RFP process.
- End contract negotiations if acceptable progress, as determined by Board and staff, is not being made within a reasonable time frame.

G. Proposal Format and Content

Each proposal must be assembled as follows and provide the information requested in items 1 through 8 below.

- 1. Proposal Cover Sheet.** (Attachment A) Provide all requested information, read the certifications in the last two paragraphs, and sign the page
- 2. Table of Contents.** Indicate the page number for each section of the proposal including the attachments.
- 3. Project Narrative Previous Experience and Organization Background: (with emphasis on history related to operation of youth programs and no more than one of the pages on the general background of the organization)**
 - a) Describe your organization's governance structure, length of existence, vision, mission, and goals.
 - b) Discuss in detail the proposing organization's relevant, current (within the last five years), successful experience in delivering youth programs and experience in working in Northwest Indiana.
 - b) Describe your organization's strengths, and weaknesses.
2. Provide statistical data on success of your program. Please include if relevant any data on participants in education/training activities or employment, earnings, credentials, and effectiveness in serving employers
3. a) Describe the administrative and financial management capabilities of your organization b) Explain how program funds will be accounted for, tracked separately and how financial records will be made available for monitoring and auditing.
- 4. Program Narrative Program Proposed, Service Strategy(s) and Objectives:**
 1. Define the geographic area proposed; identify the county(counties), or portion(s) of a county in which your project will be delivered.
 2. Provide the number of youth to be served. Please include total number of youth and by each location if serving multiple locations.
 3. Provide a description of how your project will be implemented. This description should have a level of detail sufficient to ensure a complete understanding of the proposed service delivery system including activities such as objective assessment, development of the Individual Service Strategy, and case management.
 4. How does your proposed project incorporate one or more of the 14 WIOA Youth Program Elements listed below?

- Tutoring
- Alternative Secondary School Services, or dropout recovery services
- Paid and unpaid work experiences that have as a component academic and occupational education, which may include:
 - summer employment opportunities and other employment opportunities available throughout the school year;
 - pre-apprenticeship programs;
 - internships and job shadowing; and
 - on-the-job training opportunities;
- Occupational Skill training
- Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster
- Leadership Development
- Supportive Services
- Adult Mentoring
- Follow-up Services
- Comprehensive Guidance and Counseling
- Financial Literacy Education
- Entrepreneurial Skills Training
- Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.
- Activities that help youth prepare for and transition to post-secondary education and training.

Describe if, and how, “work experiences or work-based learning” fit into your project as part of a work-and-learn model keeping in mind that WIOA prioritizes at least 20% of overall funds must be expended for these activities. Extra points will be given to organizations who incorporate Work Experience into their project or partner with another organization to provide these services.

5. Describe the creative and innovative design features of your proposed project.
6. Describe other partnerships established or to be established in the community/communities.
7. How will the proposed project better serve the community?
8. Describe in detail your outreach, marketing, and recruitment efforts. Include ways you will provide outreach to the disengaged youth population.
9. Describe how your organization will ensure eligibility based on WIOA rules and regulations as part of the outreach process.
10. a) Describe the use of technology to deliver services and information.
b) Each selected provider must use the State Approved Case Management System. Describe how you plan to ensure your staff will be proficient with the case management system for data entry and tracking purposes.
11. Describe any planned in-kind or volunteer services or other resources (outside of WIOA) to be used in meeting goals.

12. a) Indicate how many staff you will have including position titles, experience levels, number of each position by location, and relationship each position will have to scope of work outlined in your proposal.
 - b) Describe the role of management staff including how they will spend their time in relationship to daily operations and staff supervision.
 - c) Describe how management staff will collaborate with CWI staff
 - d) Provide a staffing chart indicating positions per site/location.
 - e) Describe how the proposing organization will provide staff training on all applicable subjects and a schedule for such training.
13. Please list Board Members if your Board guides or governs your organization or its activities.

5. Program Narrative Performance Outcomes/Deliverables: Below are the Performance Outcomes for WIOA Youth established by the U.S. Department of Labor/Employment and Training Administration (USDOL/ETA) and negotiated by Region 1 with Indiana Department of Workforce Development. If more than one provider is selected, it is expected that providers will work closely together to ensure that performance is met.

- The percentage of program participants who are in education or training activities, or in unsubsidized employment, during the second quarter after exit from the program (68%);
- The percentage of program participants who are in education or training activities, or in unsubsidized employment, during the fourth quarter after exit from the program (69%);
- Median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program (\$2,100);
- The percentage of program participants who obtain a recognized post-secondary credential, or a secondary school diploma or its recognized equivalent during participation in or within 4 quarters after exit from the program (58%);
- The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized post-secondary credential or employment and who are achieving measurable skill gains toward such a credential or employment (baseline); and
- Effectiveness in serving employers is a measure (baseline)

Please respond to the following. Responses must be measurable and described in sufficient detail to ensure a thorough understanding by the proposal reviewers.

1. How do you measure your overall project success and the success of the youth so that results will be in line with your project objectives as well as local, state, and federal requirements?
2. Describe how you will determine customer satisfaction.

6. Proposed Budget and Budget Narrative. (Attachment B) Complete the budget form(s) provided. A detailed line item budget must be submitted that clearly shows the method of computation. Costs cannot already be paid by another grant and must be actual costs incurred in operating the proposed program. List any in-kind budget items and identify as such.

1. Provide a budget narrative that justifies each proposed expense in terms of its being necessary, allowable and reasonable to the delivery of services being proposed.
2. a) List all proposed staff positions to be paid through the contract that may be awarded, indicating the percent of time each staff position will work on the proposed services to be delivered.

- b) If shared costs exist in your proposal, give an assurance that the percentage of time devoted to this proposed project is sufficient and will be maintained throughout the entire program year.
 - 3. List primary locations and any costs beyond the Indiana Negotiated Cost Sharing you anticipate incurring. If equipment is to be purchased, a full explanation must clearly demonstrate why leasing is not feasible. At the discretion of CWI, any equipment purchases will remain the property of CWI.
 - 4. Include only the costs for the contract period.
- 7. References.** Include references for which you have operated same or similar programs. This may be included under Previous Experience and Organization Background or as a separate attachment. Proposers may include up to three (3) letters of reference/letters of support not related to CWI.

PART III. FINANCIAL REQUIREMENTS

A. Capabilities

Proposers must be able to demonstrate the administrative and financial capability to effectively and efficiently deliver the services proposed. Administrative capability includes the ability to design and implement the proposed services, manage the delivery system, conduct self-monitoring for contract compliance, measure customer satisfaction, implement a continuous improvement model, achieve the contract objectives, provide quality service delivery, keep appropriate, auditable records, and meet performance standards. Proposers must also meet fiscal reporting requirements in accordance with Generally Accepted Accounting Practices (GAAP), and show evidence of continued financial stability.

B. Staff

CWI will only reimburse personnel costs for time actually worked, and reasonable vacation, sick leave and holidays as provided for in the proposing organization's personnel policies. No other paid leaves of absence will be reimbursed.

C. Cost and Price Analysis

All proposals will be evaluated on the basis of obtaining the most cost-effective price possible while achieving the highest quality service delivery. To accomplish this, CWI shall conduct a cost and price analysis on proposed costs during the proposal review process. Agencies are encouraged to submit their best offer for providing the services solicited and to thoroughly describe and justify the costs.

The cost and price analysis shall be conducted to ensure that the proposed costs are necessary, fair, and reasonable; to determine if the proposed costs are allowable and allocable; to determine if there is a duplication of costs with other programs; to ensure that the costs are directly associated with carrying out only the proposed services; and to ensure that the proposed costs will benefit the program.

D. Audit

This contract will require that the service provider arrange for a single audit to be completed prior to January 1, 2022 with a report to CWI due by January 31, 2022.

E. Purchasing

Agencies awarded a contract under this RFP shall be required to follow the CWI's purchasing procedures or obtain approval to follow their own written procedures. If the proposer intends to procure equipment, materials, etc., from itself or an affiliated organization, it must be identified as such in the budget narrative and any profit generated from that transaction(s) must be identified in the proposal. At the discretion of CWI, all purchases with contract funds with a projected life span of over one year will remain the property of CWI. Leasing arrangements for property or staff must be competitively procured and approved during the negotiation of the contract.

F. Administration and Indirect Costs

The legislature intends for a maximum amount of funding to be used for direct client costs, therefore funding for administration is limited to 7%. CWI expects and encourages proposers to use their currently existing administrative structure at no additional cost to this service provision. Indirect costs (corporate overhead) must be a documented and "reasonable" percentage or amount as calculated by your headquarters. All costs set forth in a contract are considered programmatic in nature, including those normally known as administrative. Indirect costs will be considered in the overall picture, keeping in mind that those dollars take away from services, resources and activities.

G. Funding Period

The funding period for contracts awarded under this grant will be xxxx, 2021 and continue through June 30, 2022.

H. Contract and Payment Method

Contracts are negotiated on a cost reimbursement basis.

Proposers are advised that any contract awarded under this RFP may be modified to incorporate legislative and policy changes, revisions to the program design, alterations of any services and activities provided or a reduction or increase in the amount of funding available.

ATTACHMENT A

Proposal Cover Sheet

1. **This Proposal is for:** Workforce Innovation and Opportunity Act (WIOA) Youth
2. **Proposing Organization's Name:** _____
3. **Mailing Address:** _____
City/State/Zip: _____
4. **Local Street Address:** _____
City/State/Zip: _____
5. **Organization Type and Legal Status** of Organization: (Private for profit, private non-profit or governmental corporation, sole proprietorship, community based organization, etc.):

(If the organization is owned or controlled by a parent company, please specify): _____

6. **Identification Numbers:**

- a. Federal Employer Identification# (FEIN): _____
- b. Dun & Bradstreet (D&B) #: _____ (<http://www.dnb.com/us>)

7. **Contact Personnel:**

- a. Person submitting proposal:

Name: _____ Title: _____

Telephone Number: () _____ Fax Number: () _____

E-Mail Address: _____

- b. Person authorized to negotiate and sign contract if proposal is accepted:

Name: _____ Title: _____

Telephone Number: () _____ Fax Number: () _____

E-Mail Address: _____

8. Does your agency have an Affirmative Action Plan? Yes ____ No ____
9. Is your organization a drug free workplace? Yes ____ No ____
10. Does your organization agree not to use contract funds to lobby? Yes ____ No ____
11. Has your organization ever been debarred or suspended under Federal or State rulings from participating in receipt of funds under a contract or grant? Yes ____ No ____
12. Does your organization agree not to enter into contracts with subcontractors who are debarred or suspended from these transactions? Yes ____ No ____
13. Does your organization have the financial capacity and accounting system necessary for the project? Yes ____ No ____
14. Does your organization carry Workers' Compensation for its employees? Yes ____ No ____
15. Funds Requested: \$ _____

Binding Offer

I certify that as the official representative for the organization, I have read the Request for Proposals (RFP) and our attached proposal and certify that the information given herein is complete, true, and an accurate representation of my organization and the activities and/or services we are willing to provide to the Board.

I have reviewed the budget included with our proposal and attest that the line items and fees in the budget have been arrived at independently, without consultation, communication, or agreement with any other proposer or any competitor for the purpose of restricting competition and no attempt has been made or will be made by me or my organization to induce any other person, firm, or organization to submit a proposal (or not to submit a proposal) for the purpose of limiting or restricting competition.

Signature:_____

Typed Name:_____

Title:_____

Date:_____

ATTACHMENT B**BUDGET PAGE**

Page 1 of 2

Proposer: _____
Workforce Innovation and Opportunity Act (WIOA) _____ In-School _____ Out-of-School Youth Proposal
Fiscal Year July 1, 2019 – June 30, 2020 and Fiscal Year July 1, 2021 – June 30, 2022

EXPENDITURE CATEGORY	TOTAL BUDGET	METHOD OF CALCULATION
A. Personnel Services		
1. Personnel (State: Rate & % of time)		
a.		
b.		
c.		
d.		
e.		
Total Personnel Services		
B. Benefits		
1. a. Social Security		
b. Medicare		
c. Retirement		
d. Workers' Compensation		
e. Unemployment Compensation		
f.		
2. _____		
3. Health & Life Insurance (Renewal)		
a. Family		
b. Single		
4. _____		
Total Benefits		
Total Personnel Services & Benefits		

BUDGET PAGE

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Workforce Innovation and Opportunity Act (WIOA) ____ In-School ____ Out-of-School Youth Proposal
Fiscal Year July 1, 2019 – June 30, 2020 and Fiscal Year July 1, 2021 – June 30, 2022

EXPENDITURE CATEGORY	TOTAL BUDGET	METHOD OF CALCULATION
C. Expenses		
1. Staff travel		
2. Staff training		
3. Facility costs		
4. Supplies and materials		
5. Communication costs		
6. Postage, printing, etc.		
7. Participant work experience		
8. Participant occupational skill training		
9. Participant supportive services		
10. Other - _____		
11. Overhead and indirect		
12. Profit		
Total Expenses		
Total Budget Amount (total for A, B & C)		

ATTACHMENT C

ADMINISTRATIVE AND FINANCIAL CAPABILITIES CHECKLIST

Please respond to each statement or question with a "yes" or "no" answer. Briefly explain any "no" answer on another page or in the limited space provided.

- | | |
|------------------------------|---|
| <u> Yes </u> <u> No </u> | 1. All positions with the proposing agency have up-to-date job descriptions. |
| <u> Yes </u> <u> No </u> | 2. All employees meet the minimum qualifications specified in their job descriptions. |
| <u> Yes </u> <u> No </u> | 3. All W-2s and I-9s with appropriate documentation are on file. |
| <u> Yes </u> <u> No </u> | 4. Withholding and FICA deposits have been made in full and on a timely basis. |
| <u> Yes </u> <u> No </u> | 5. Insurance and bonding policies are current and all appropriate staff are covered. |
| <u> Yes </u> <u> No </u> | 6. The facilities of this agency and any training location are accessible to the disabled. |
| <u> Yes </u> <u> No </u> | 7. The books of account are auditable. |
| <u> Yes </u> <u> No </u> | 8. Administrative and internal accounting controls are adequate to safeguard program assets. |
| <u> Yes </u> <u> No </u> | 9. The accounting system adequately accounts for program funds. |
| <u> Yes </u> <u> No </u> | 10. Financial reports fairly present accrued program expenditures by established cost categories. |
| <u> Yes </u> <u> No </u> | 11. Budgetary procedures are adequate to control expenditures. |
| <u> Yes </u> <u> No </u> | 12. The agency has a written accounting procedures manual that includes procedures for:
a) coding of expenditures by:
(1) contract year or program year
(2) funding source
(3) cost category;
b) bank reconciliations
c) posting to books
d) monthly close-out
e) Balance sheet reconciliations
f) development of accruals
g) segregation of duties
h) cost allocation
i) budgetary control
j) cash management
k) cash receipt and disbursement
l) payroll
m) reconciliation of any petty cash fund |
| <u> Yes </u> <u> No </u> | 13. The procedures in the accounting manual are being followed. |
| <u> Yes </u> <u> No </u> | 14. Internal controls
a) for cash receipts:
(1) cash is properly controlled and promptly deposited when received
(2) funds are deposited in a bank in interest bearing checking accounts and secured by FDIC or other security
b) checks are:
(1) pre-numbered
(2) adequately safeguarded |

- Yes No (3) properly mutilated when voided
 Yes No (4) not allowed to be written for cash
 Yes No (5) not allowed to be signed in advance;
- c) for cash disbursements:
- Yes No (1) invoices are approved prior to payment
 Yes No (2) documentation accompanies checks to be signed
 Yes No (3) documentation is stamped to prevent reuse
 Yes No (4) control over signature machine is adequate
 Yes No (5) disbursements are made only by check
 Yes No (6) checks are not returned to preparer after signing
- d) for bank reconciliations:
- Yes No (1) they are performed on time
 Yes No (2) they are performed by someone who does not perform cash functions
 Yes No (3) unusual items are investigated promptly
- e) for payroll:
- Yes No (1) time sheets are used and signed by both the employee and supervisor
 Yes No (2) payrolls are approved by management for accuracy and existence of bona fide employees
 Yes No (3) preparation and check distribution functions are segregated
 Yes No (4) leave time is properly controlled
- f) for purchases:
- Yes No (1) purchase orders are pre-numbered and controlled
 Yes No (2) receiving reports are prepared and compared to P.O. and invoice
 Yes No (3) returned purchases are controlled
 Yes No (4) payments are made within discount periods
- Yes No 15. The agency's budget has no areas for potential cost overruns.
 Yes No 16. The agency is not trying to make up for a shortfall in another program by using the funds from this program.

I hereby certify that I have completed this Administrative and Financial Capabilities Checklist accurately and to the best of my knowledge. I, the financial officer or CEO of the proposing agency, accepts responsibility for providing financial services adequate to insure the establishment and maintenance of an accounting system with internal controls adequate to safeguard program funds.

Signature _____ Date _____

Typed Name _____

ATTACHMENT D

ASSURANCES AND CERTIFICATIONS

The Contractor will not award a grant where the Proposer has failed to accept the ASSURANCES AND CERTIFICATIONS contained in this section. In performing its responsibilities under this agreement, the Proposer hereby certifies and assures that it will fully comply with the following:

- A. Debarment and Suspension Certification (29 CFR Part 98)
- B. Certification Regarding Lobbying (29 CFR Part 93)
- C. Drug free Workplace Certification (29 CFR Part 98)
- D. Nondiscrimination & Equal Opportunity Assurance (29 CFR Part 38)
- E. American with Disabilities Act (ADA) (29 CFR Part 32)

By signing the agreement, the Proposer is providing the above assurances and certifications as detailed below:

A. **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS – PRIMARY COVERED TRANSACTION.**

The prospective Proposer certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three-year period preceding this proposal been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (A) (2) of this certification; and,
4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause of default.

Where the prospective Proposer is unable to certify to any of the statements in this certification, such prospective Proposer shall attach an explanation to this proposal [or plan].

B. CERTIFICATION REGARDING LOBBYING.

The undersigned (i.e. Proposer) certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employees of Congress, or employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
3. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

C. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS.

Pursuant to the Drug-Free Workplace Act of 1988 and its' implementing regulations codified at 29 CFR 98, Subpart F. I, the undersigned Proposer attest and certify that the Proposer will provide a drug-free workplace by the following actions:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Proposer's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Establishing an ongoing drug-free awareness program to inform employees concerning:
 - a. The dangers of drug abuse in the workplace.
 - b. The policy of maintaining a drug-free workplace.
 - c. Any available drug counseling, rehabilitation and employee assistance programs.
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Making it a requirement that each employee to be engaged in the performance of the contract be given a copy of the statement required by paragraph (C) (1).

4. Notifying the employee in the statement required by paragraph (C) (1) that, as a condition of employment under the contract, the employee will:
 - a. Abide by the terms of the statement.
 - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.
5. Notifying the Contractor in writing ten (10) calendar days after receiving notice under subparagraph (C) (4) (b) from an employee or otherwise receiving actual notice of such conviction. We will provide such notice of convicted employees, including position title, to every Grant officer on whose Grant activity the convicted employee was working. The notice shall include the identification number(s) of each affected contract/grant.
6. Taking one of the following actions, within thirty (30) calendar days of receiving notice under subparagraph (C) (4) (b), with respect to any employee who is so convicted.
 - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 as amended.
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local, health, law enforcement or other appropriate agency.
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of this entire certification.

D. NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE.

As a condition to the Proposer, the Proposer assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

1. Section 188 of the Workforce Innovation and Opportunity Act (WIOA) which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participate in any WIOA Title 1B-financially assisted program or activity
2. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin in programs and activities receiving federal financial assistance;
3. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities by organizations that receive financial assistance from any federal department or agency;

4. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance; and
5. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational program or activity receiving federal financial assistance.
6. Section 504 of the Rehabilitation Act and the implementing regulations at 29 CFR Part 32 and the American with Disabilities Act (ADA), facilities and programs are accessible and usable by individuals with disabilities. Recipients must meet applicable accessibility obligations

The Proposer also assures that it will comply with 29 CFR Part 38 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title I – financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I – financially assisted program or activity. The Proposer understands that the Department of Economic Opportunity (DEO) and the United States have the right to seek judicial enforcement of the assurance.

Name and Title of Authorized Representative

Proposer Organization

Date