

Three Rivers



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THREE RIVERS REGION WORKFORCE DEVELOPMENT BOARD

REQUEST FOR PROPOSAL

YOUTH PROGRAM SERVICES

Workforce Innovation and Opportunity Act (WIOA)

Release Date

02/13/2017

Due Date

03/30/2017

*An Equal Opportunity Employer/Programs
Auxiliary Aids/Service Available Upon Request to Individuals with Disabilities*

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Three Rivers Youth Program Request for Proposals Summary

Three Rivers Regional Commission (TRRC) on behalf of the Three Rivers Workforce Development Board (TRWDB) requests proposals from qualified parties to provide services for out-of-school youth (OSY) with barriers to employment as defined by the Workforce Innovation and Opportunity Act (WIOA) of 2014, which supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. A “qualified party” would be the most responsible bidder that has the established organizational and financial capability to provide year-round services to the targeted WIOA-eligible population, has knowledge of the Workforce Innovation and Opportunity Act and its requirements and can meet the performance requirements, terms and conditions defined in this package. The Three Rivers Regional Commission serves as an administrative entity for Workforce Innovation and Opportunity Act funds and activities in the Three Rivers Region.

WorkSource Three Rivers is the region’s brand name for its workforce development program. The Three Rivers Workforce Development Board and the Three Rivers Regional Commission lead workforce development in the region. The local workforce development board is made up of business, education, and governmental partners from across the region. The workforce board is responsible for managing federally funded workforce development programs for the region. The workforce board convenes regional stakeholders, such as education, economic development, community agencies, and other partners or agencies committed to development of a trained workforce in the region.

Individuals served under this solicitation must be residents of the Three Rivers Development Area which includes - Butts, Carroll, Coweta, Heard, Lamar, Meriwether, Pike, Spalding, Troup, and Upson counties. Proposed projects may be designed to serve one or more counties in the Three Rivers Development Area. Funded under the Workforce Innovation and Opportunity Act, these out-of-school youth (OSY) services are identified collectively as “Youth Services” through the Regional Commission, and TRWDB.

The WIOA lists 14 Required Program Elements. Proposals must address these elements. However, it is not required that all 14 elements be provided directly by the proposing Contractor. (It is also not required that every youth participate in all 14 required program elements). The successful bidder will provide documentation to support how access will be made available to youth for elements not provided by the contractor by way of referrals.

Activities proposed must provide the following: recruitment and orientation of applicants, intake and eligibility determination, assessment and determination of appropriate services for each individual, and development of individual service plans for each individual selected and approved for service, training, follow-up, and performance outcomes. Contractors may provide approved enrollees a menu of services as determined by assessment and needs of the individuals. These services include, but are not limited to, job readiness and work maturity training, remediation to correct basic skills deficiencies, paid and unpaid work experience, occupational skills training/competencies, tutoring, study skills training, leadership development, adult mentoring, career counseling and guidance, follow-up services, referral services, and other services which may be appropriate for improving education and skill competencies and which will provide effective connections to employers. Services provided will lead to successful performance outcomes, as outlined in Attachment B

Contractors must be capable of providing the services in a supervised, drug-free, and safe environment. Contractors should be prepared to begin July 1, 2017 and continue service through June 30, 2018. It is anticipated that approximately 350-375 out-of-school youth (OSY) will be served through this solicitation. The amount of funding made available for this solicitation will be discussed at the Bidder’s Conference.

The total amount of funding to be awarding is dependent upon the scope of services and costs associated with the services a contractor identifies in its proposal.

Deadline for proposal submission is 4:30 p.m. on March 30, 2017. Proposals received after this date and time cannot be considered for funding in this competition.

Local educational agencies, community-based agencies, and small, minority or female-owned businesses are encouraged to apply.

Selected contracts may be negotiated on a cost reimbursement basis for governmental and private not-for-profit organizations. Selected contractors will provide year-round services based on the WIOA Required Program Elements. Selected Contractors should have the capability to create the project design in order to produce WIOA Performance Outcomes and attain WIOA standards during the Contract Period. These measures are in accordance with WIOA common measures.

Proposals will be evaluated by staff and a RFP evaluation team made up of members of the Three Rivers Youth Committee ;which will determine funding recommendations to be made to the Three Rivers Workforce Development Board. Each bidder will receive written notice of the disposition of its proposal following the Board’s review.

Project Schedule

This request for proposals will be governed by the following schedule:

February 13, 2017	Release of RFP
February 21, 2017 - 9:00 a.m.	Pre-Proposal Conference (TRRC Office)
February 23, 2017 - 5:00 p.m.	Deadline for Written Questions
March 30, 2017 - 4:30pm	Proposals Due
May 1, 2017	Contract Award (on/about)
July 1, 2017	Program Start Date

The Three Rivers Workforce Development Board reserves the right to cancel this solicitation and reject any and all proposals received. Three Rivers will consider the lowest and most responsible proposals. The TRWDB is the responsible for policy and oversight of activities funded under the Workforce Innovation and Opportunity Act for Region IV. Funding is contingent on the availability of funds. This is an Equal Opportunity Program. Auxiliary aids and services are available upon request to individuals with disabilities.

GENERAL PARAMETERS

Projects must serve area youths who are WIOA eligible. Goals of the project must include WIOA performance standards which include attainment of occupational skills competencies, attainment of work readiness skills, attainment of GED or high school diploma, and entered employment, training, or post-secondary education upon completion and retention.

Appropriate activities include, but are not limited to, apprenticeship programs, limited internships, GED and/or literacy, leadership activities, individual referral services, and work experience.

The target population group for this proposal is out-of-school youth (OSY). An OSY is an individual who is:

- (a) Not attending any school (as defined under State law);
- (b) Not younger than 16 or older than age 24 at time of enrollment. Because age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 24 once they are enrolled in the program; and
- (c) One or more of the following:
 - i. A school dropout;
 - ii. A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter. School year calendar quarter is based on how a local school district defines its school year quarters;
 - iii. A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner;
 - iv. An individual who is subject to the juvenile or adult justice system;
 - v. A homeless individual, a runaway, an individual who is in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or an individual who is in an out-of-home placement;
 - vi. An individual who is pregnant or parenting;
 - vii. An individual with a disability;
 - viii. A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment. (WIOA sections 3(46) and 129(a)(1)(B).)

Barriers must be identified and documented. Strategies to remove the barriers must be included in the service plan.

All participants must be residents of one of the counties in the Three Rivers Region 4. All training programs must be located within the Local Workforce Development Region 4. This proposal is requesting services in the following counties: Butts, Carroll, Coweta, Heard, Lamar, Meriwether, Pike, Spalding, Troup, and Upson.

Contractors will be responsible for recruitment of participants, intake and eligibility documentation, selection by project entry requirements, assessment to determine appropriate services, developing individual service plans, assessment of skill deficiencies and services needed, and documentation of skills attained including but not limited to occupational skills, establishing and monitoring worksites for work experience, referring youth to other services to enhance development of the individual's capacity, meeting performance requirements including obtaining outcomes per WIOA standards and the Common Measures.

Work readiness, soft skills, and job retention skills must be included as an activity within the project. Contractors are responsible for 12-month follow-up on project participants who are exited.

Training must be competency-based including defined proficiencies and pre-tests and post-tests to document attainment of proficiency.

Projects must include, either directly or through referral and collaboration, the 14 required elements for WIOA programs as given in the Workforce Innovation and Opportunity Act. These elements should be addressed in the proposal. It should be stated clearly which elements will be provided directly by the contractor and those to be provided through coordination with other agencies. MOUs addressing coordination arrangements must be included with the proposal. Contractors are responsible for providing counseling and mentoring to all participants in the project.

Prior to registration, participants must be determined eligible, complete an initial assessment, and consult with a counselor in the development of a service and training plan. Participants under 18 must have a parent or legal guardian who gives permission for the child's participation and certifies support and cooperation with the project and its goals.

Goals must be set and attained for each participant participating in the project. Documentation of set goals and attainment must be entered in the Georgia Work Ready (GWR)/Virtual One-Stop (VOS) Online Participant Portal. Goals must be specific, measurable, and be based on identified needs and the activities in which the individual participates. Progress toward goals must be tracked, evaluated and reported to TRRC. Goals should be set and planned so that each participant meets the goal(s) set in a WIOA program year (July-June). A goal to improve basic skills must be set for each youth participant who reads and/or computes math at a functional level less than a 9.0 grade level. Providers should outline a structured tutoring plan and related documentation. Providers are advised to consider carefully the issue of attainability in the setting of goals.

Projects must address the WIOA requirements for follow-up services and retention. Follow-up services are available for up to one year following an individual's exit from the program.

Occupational skills training must be in growth occupations for which there are jobs available in the area. Bidders are advised to consider including a strong career education and counseling module that would include exploration of labor market information, expected "hot" occupations and requirements to become employed in future jobs. This unit should also include a strong unit on financial responsibility enabling participants to gain realistic knowledge of costs and budgeting, the pitfalls of credit and living beyond one's means; the importance of credit history for one's reputation and ability to successfully negotiate as an adult; and the importance of developing savings to see one through unexpected events, to achieve one's goals, and for security and peace of mind.

Dropouts must be enrolled in a GED program or returned to high school. Contractors must provide counseling, mentoring, and tutoring as appropriate during the school year or GED activity to ensure the participant's completion of the activity. Providers should promote GED attainment, employment, or occupational skills training where applicable.

Job placement activities must be provided for participants. Employment is an outcome required for participants who do not return to school to attain a higher level of education or who do not exit to attend post-secondary school or to join the military.

Training and/or service components must be clearly described with entry criteria including minimum levels of deficiency and proficiency levels for exit defined. Project description must include a flow chart depicting participant progression through project activities, timelines, and outcomes.

Project performance must be clearly addressed including timeframes and specific outcomes and registrations. Project design should be composed around the WIOA performance standards ensuring the design incorporates activities that will ensure achievement of the performance standards and registrations within the contract period.

There must be at least 40% of WIOA registrations in the project by December 31, 2017. Proposed Registration levels should be 100% attained by March 1, 2018.

There must be documented performance applicable to the performance standards no later than June 30, 2018.

REQUIREMENTS FOR ALL CONTRACTORS

Contractors will be responsible for recruitment of participants, documentation of eligibility, assessment, training, follow-up on exited participants, and attainment of WIOA performance standards.

WIOA Required Program Elements for Program Design

Successful proposals will offer programs that include the WIOA Required Program Elements for Youth. Proposals must address **how** each of the following required program elements will be delivered by the project.

The WIOA Youth Program Required Elements are:

1. Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized post-secondary credential;
2. Alternative secondary school services, or dropout recovery services as appropriate;
3. Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences:
 - a. Summer employment opportunities and other employment opportunities available throughout the school year;
 - b. Pre-apprenticeship programs;
 - c. Internships and job shadowing; and
 - d. On-the-job training opportunities;
4. Occupational skill training, which includes priority consideration for training programs that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations in the local area involved, if the Local Board determines that the programs meet the quality criteria described in WIOA sec. 123;
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors;
7. Supportive services;
8. Adult mentoring for a duration of at least 12 months that may occur both during and after program participation;
9. Follow-up services for not less than 12 months after the completion of participation;
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth;
11. Financial literacy education;
12. Entrepreneurial skills training;
13. 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; and
14. Activities that help youth prepare for and transition to post-secondary education and training.

The availability of the 14 WIOA Required Program Elements must be addressed in the proposal either by the proposal of services directly or through coordination with other agencies.

Other Requirements for Implementation and Project Activities

- Contractors must provide documentation of WIOA eligibility for each participant served and are responsible for any liability associated with the registration of an ineligible individual or an individual not suited to the project activity. Contractors must be able to recruit, assess, and select participants based on the project entry requirements and in accordance with WIOA eligibility requirements.
- Outreach and recruitment is the Contractor's responsibility. **The proposal should provide an outreach and recruitment plan.**
- Intake and eligibility determination will be conducted in accordance with the TRRC Services Manual. The proposal should include a projected intake schedule. WIOA eligibility must be documented and verified prior to the enrollment of an applicant in a project. Personal identity, age, work eligibility, residence, family composition and income sources, selective service registration, and barriers will be identified and documented during intake.
- Provision of services must be based on the objective assessment, which is used to develop an Individual Service Plan for each participant. Barriers must be identified and strategies to overcome barriers must be developed and given in each participant's service plan. A variety of assessment tools may be used and Contractors may request assistance from the WIOA Youth Program Coordinator. Assessment will include an evaluation of the participant's basic academic skills, school records, interests and vocational aptitudes. Learning styles, work temperaments, and work values may also be evaluated. Assessment also includes specific tests to determine an applicant's suitability for the project and/or project activities. Assessment is not a one-time event but an ongoing process that begins with intake and continues until a participant achieves the goals of his/her service plan and exits from the project.
- Contractors must complete an Individual Service Plan, also referred to as the Individual Employment Plan or the Customer Service Plan, with each participant registered in the project. Contractors are responsible for the implementation of each Individual Service Plan and for tracking each participant's progress in completing the plan.
- Contractors must provide competency-based training. Participants must be assessed prior to participation in a training component to ascertain a minimum level of deficiency. This pre-test is used to determine the strategies/activities needed to correct identified deficiencies. Participants must be tested upon completion of a training component to document that proficiency has been attained. Description of this information should be submitted with the proposal.
- Curriculum outlines, including competencies to be attained must be included with the proposal.
- Contractors must provide career exploration and counseling, development of employment plans, job readiness training, and citizenship/community service activities, and job placement activities.
- Substance abuse education/prevention, teen parenting, and other issues based on participant needs should be addressed through coordination with other agencies and/or resources. Proposals should reflect linkages with community services including referral systems.

- Contractors are required to provide follow-up services for a minimum of 12 months after a participant's exit from the project. The extent of this activity should be based on the needs of the participant and the intensity of the services provided.
- File maintenance and recordkeeping are required of each Contractor to document participant activities and to demonstrate compliance with WIOA regulations. Contractors will document eligibility, assessment results, training provided, attainment of competencies and goals, job placement and other activities in each participant's file. All applicable documentation is required to be scanned and electronically uploaded in the Virtual One-Stop (VOS)/Georgia Work Ready Online Participant Portal (GWR). All participant and project records must be maintained for a period of four years after the date of the last service. Contractors are responsible for these records which must be maintained in a location made known to the administrative entity and must be available for review by agents of the TRRCWDB, the TRRC, the Georgia Department of Economic Development (GDEcD) Workforce Division, and the USDOL for audit purposes.
- Audits by Workforce Development will be conducted quarterly and throughout the contract period to ensure eligibility is being documented appropriately and accurately. Any audit findings must be addressed and resolved within 30 days of notification from Workforce Development.
- Contractors are responsible for internal monitoring. A regular and periodic review of the project performance and compliance with the contract is required. Contractors are expected to implement corrective actions to address issues and concerns. Internal monitoring activities will be documented by Contractors. A file for this purpose should be maintained.
- Contractors are responsible for evaluation of participants. Participant evaluations and progress reports must be maintained in each participant's file. This information should be available for inspection by funding sources.
- Contractors are responsible for conducting criminal background checks and drug screens on all employees who will have any contact whatsoever with project participants. Participants who fail the first drug screen can return for a second drug screening after 6 months. Two failed drug screens will result in eligibility to participate in the program. This is necessary as a precaution to ensure the safety of participants.
- Contractors are required to collaborate with at least one partner from the following categories, depending on the type of service/services being proposed:
 - The closest One-Stop Center or satellite facility;
 - A local education entity such as the public school Board of Education, charter schools, technical or community colleges, or university;
 - Business/industry partner(s) from the industry cluster(s) in which training is proposed; and/or
 - A community-based organization, social service agency, public housing agency, or other related program.

Proposers are encouraged to collaborate with more than one partner and with partners who can

provide supplemental funding (non-WIOA funds) for the project to ensure youth receive the maximum services possible according to their individual needs. The collaborative may include electronic access. Letters of Support and Letters of Agreement identifying In Kind cost and financial support should be included in the proposal. Letters of support are required to exhibit initial partnership.

- Contractors must plan to exceed WIOA performance standards listed below.
 1. Employment/Training/Education Rate 2nd Quarter After Exit – 67%
 2. Employment/Training/Education Rate 4th Quarter After Exit – 76%
 3. Credential Attainment within 4 Quarters After Exit – 73.5%

WIOA Area 8 Performance Levels

YOUTH COMMON PERFORMANCE MEASURES

The following standards must also be met by Contractors. These are the Youth Common Performance Measures established by GDEcD Workforce Division and these standards apply to all youth regardless of age.

Placement in Employment, Education or Training 2nd Quarter After Exit– The percentage of participants who are in employment, military, post-secondary education, and/or advanced training/occupational training in the 2nd Quarter after exit. This standard is measured during the second quarter after exit. It excludes youth in the military, post-secondary education, or employment at the date of participation. The minimum standard is 67%.

Retention in Employment, Education or Training – The percentage of participants in education, training or unsubsidized employment. This standard is measured during the 4th Quarter after exit. The minimum standard is 76%.

Credential Rate – The percentage of participants who obtain a recognized post-secondary credential or secondary diploma, or its equivalent within 4 Quarters after program exit. The minimum standard is 73.5%.

In-Program Skills Gain – The percentage of participants in education leading to a recognized post-secondary credential or employment during program year and who are achieving measurable skill gains towards such a credential or employment. This standard is measured in real-time and is not exit-based. The minimum standard is 00%.

Performance standards may be adjusted by the state or federal regulators. If this occurs, the contractor will be informed of the changes and will be expected to meet the adjusted performance standards.

**Participation/attendance must be demonstrated at 80% or higher among service roster.

PROPOSAL SUBMISSION REQUIREMENTS

Check to ensure your proposal meets the submission requirements listed. Proposals must be submitted by the Signatory Authority of the proposing organization. Proposals that do not meet the submission requirements given below are considered unacceptable and are not considered for funding.

- Proposals must be submitted with a cover letter in support of the project that is signed by the Signatory Authority of the proposing agency. The cover letter should also identify the individual authorized to discuss and agree to terms and conditions for the contract.
- Proposals must be submitted and received by Three Rivers Regional Commission on behalf of the Three Rivers Workforce Development Board, by the date and time given in the RFP notice.
- Proposals must be **typed**. Neither faxed nor electronic submittals will be accepted.
- Proposing agencies must complete the Application for Funding including all information requested in the application.
- Certifications and Assurances must be attached with the appropriate signatures affixed.
- The proposal must be submitted with the appropriate signatures and contact information.
- One copy with original signatures and two additional copies of the Application for Funding must be submitted.
- Submitted proposals and supporting documents will not be returned to the proposing agency.

Please note the following:

A separate proposal must be submitted for each project proposed but not for each county to be served.

WIOA funds are not intended to start-up a business or for agencies without the organizational and financial capacity to operate independent of WIOA funding. Financial and organizational capability must be documented/described in the submission.

REVIEW OF PROPOSALS FOR COMPLIANCE WITH SUBMISSION REQUIREMENTS

Proposals must meet submission requirements to be evaluated and considered for funding. Offerors of proposals that fail to meet submission requirements will be notified in writing that the proposal did not qualify for funding.

Submitter Agency Name _____

Date Submitted _____ Time Submitted _____

Name of the Person Submitting the Proposal _____

Title _____

Record “Y” for Yes and “N” for No in the space provided to indicate whether the submission item was met. A negative response on any item scores the proposal as not meeting submission requirements and as ineligible for funding consideration.

___ The proposal was received on the date and by the time given in the RFP notice and package.

___ The proposal is submitted by the proper signatory authority as documented in a cover letter attached to the proposal.

___ Three typed copies of the proposal were submitted.

___ It appears that all sections of the Application for Funding are complete and attached.

___ Assurances and certifications are attached and signed by the signatory authority.

Reviewer’s Certification:

As documented in the above information, I have reviewed this submission and certify this proposal as noted below:

- ___ meets submission requirements
- ___ does not meet submission requirements

Signed _____ Date _____

Program Manager’s Certification:

I certify that I have reviewed the determination by the reviewer and find the proposal

- ___ meets the submission requirements
- ___ does not meet the submission requirements

Signed _____ Date _____

REVIEW AND EVALUATION OF PROPOSALS

Proposals which meet submission requirements will be reviewed by the criteria given in this RFP package and will include the following funding requirements.

1. Proposers must plan to exceed the WIOA performance standards. Proposals which do not offer the probability of exceeding WIOA standards will not be funded.
2. Work experience activities must comply with WIOA and FLSA requirements and other State and Federal regulations.
3. Participants must meet WIOA eligibility requirements and be residents of the ten county service areas. The proposal must state how the Contractor will verify eligibility of applicants.
4. Proposers must reflect understanding of and ability to comply with WIOA. Proposals must address WIOA Required 14 Program Elements including follow-up.
5. Proposals must include descriptions and/or provisions for intake and registration, assessment, case management/counseling, tracking and reporting, staff roles and responsibilities, follow-up, training/instruction to be provided, coordination with other partners, and any support services provided.
6. Proposals must include skills training for which competencies and proficiency levels are given. Proficiency must be defined for each skill area.
7. Entry criteria must include a definition of minimum deficiency level for entry or enrollment of a participant in the skill component and the instrument/method for determination of the deficiency.
8. Proposed budgets should be for fixed unit, performance based payments as requested in the Application Package. Combination of cost reimbursement/performance-based budgets may be considered for some agencies. Public agencies prohibited by law from entering into a performance-based payment contract may submit a budget for cost reimbursement but must demonstrate performance and attain required performance outcomes. It should be noted that the full price of a contract cannot be paid if contract standards and deliverables are not met.

In kind costs should be outlined.

Performance-based bidders must also include a detailed budget so that determination of reasonable price/cost may be made. All submissions must be evaluated for reasonable costs as determined by the WIOA administrative entity and reviewed by the TR Youth Committee for submission to the TRWDB.

9. Proposers must be licensed or certified or accredited to operate in the State of Georgia. That accreditation must be included with the proposal. Submitters without this documentation or valid explanation for the omission, who are not clearly known to be government affiliated, will not be considered for funding.
10. Proposers must be able and willing to negotiate terms and conditions with Three Rivers Workforce Development Board representatives.

11. All proposers must submit the Budget Detail. Budget Detail serves as the budget form for cost reimbursement contracts. Terms and conditions of the Contract including proposed budgets/costs will be negotiated should the proposal be approved for funding consideration.

Staff will use the following forms to evaluate submissions for funding consideration. Reviews will be submitted to the West Central Georgia Workforce Investment Youth Council for review and recommendation to the WCGWIB for disposition. Only those proposals which are initially judged to have met submission requirements will be evaluated.

Proposing Agency: _____

Date: _____ Proposed Activity _____

Funding Requested _____ Number to be served _____

Proposal Rating

Points

Compliance with submission Requirements: ____ YES or ____ NO. If not, the proposal should be pulled from review by the Director and reviewers and the contractor notified.

Organizational Capability	0	1	2	3	_____
Cost Effectiveness	0	1	2	3	_____
Quality of Program Design	0	1	2	3	_____
Implementation Plan	0	1	2	3	_____
Planned Performance	0	1	2	3	_____
Performance Based Contractor	0	1	2	3	_____
In-Kind Contributions	0	1	2	3	_____
			Total		_____

A rating of 0 on any criteria removes a proposal from funding consideration. Additionally, a total of 10 points must be received for a proposal to receive a recommendation for funding.

Unacceptable	Marginal	Good	Excellent
0	1	2	3

Signed _____ Date _____

Printed/Typed Name _____

Attachment A

WIOA Youth Program

WIOA 14 Required Program Elements	
<ol style="list-style-type: none"> 1. Tutoring, Study Skills Training, Drop-out Prevention 2. Alternative Secondary School, Drop-out Recovery 3. Paid & Unpaid Work Experience 4. Occupational Skill Training 5. Education offered with workforce preparation activities 6. Leadership Development 7. Supportive Services 	<ol style="list-style-type: none"> 8. Adult Mentoring 9. Follow-Up Services 10. Comprehensive Guidance & Counseling 11. Financial Literacy Education 12. Entrepreneurial Skills Training 13. Labor Market & Employment Information 14. Activities that help youth prepare for and transition to post-secondary education and training.
WIOA Out-Of-School Youth (OSY) Eligibility Requirements	
<p><u>An OSY is an individual who is:</u></p> <ul style="list-style-type: none"> • Age 16 through 24 • Not attending any school • One or more of the following: <ul style="list-style-type: none"> ➤ School dropout ➤ Within the age of compulsory school attendance but has not attended school for at least the most recent complete school year calendar ➤ Recipient of a secondary school diploma or equivalent who is low-income and is either basic skills deficient or an English language learner ➤ Individual who is subject to the juvenile or adult justice system ➤ Homeless, runaway or an individual who is in foster care or aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or an individual who is in an out-of-home placement ➤ Individual who is pregnant or parenting ➤ Individual with a disability ➤ Low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment <p><u>Additionally:</u></p> <ul style="list-style-type: none"> • 100 % of the funds under this project must be spent on out-of-school youth • 5% window for over income with a barrier • Youth enrolled in alternative schools are not school dropouts 	
WIOA Core Performance Indicators for Youth	
<ul style="list-style-type: none"> ➤ Placement in Employment, Education or Training ➤ Retention in Employment, Education or Training ➤ Credential Rate ➤ In-Program Skills Gain 	

Attachment B

PROJECT MODELS

This attachment presents outlines of sample project models originated for the Local Workforce Development Area. The models are included as examples. It is not required that any model in this attachment be used in the proposal submitted.

Contractors may consider these models, if they wish, in the development of a proposal submission. The models are ideas and framework for projects which, if used, would require the Contractor to add performance outcomes, competencies and proficiencies and any other elements and information required in the RFP and not specifically given in the model.

Components from different models might be used and linked for a different project. They are intended as ideas or resources for ideas to assist in the development of project design.

Youth Corp Project Model

This project is designed to serve youth ages 16-24. Participants will develop job readiness skills and leadership skills in addition to improving their academic skills. This project design is based on providing a year round program.

The project has four major components: Employability Skills, Career Exploration, Vocational Preparation, and Personal Management. Each registrant participates in these components in accordance with his/her Comprehensive Assessment and Individual Service Plan. Goals and measurable objectives will be set for each participant in each component. The basic content of each component is outlined below. Other elements may be added as appropriate.

Employability Skills

- Attendance and Punctuality
- Communication Skills
- Teamwork Skills
- Applying for a Job
- Retaining a Job
- Employer Expectations

Career Exploration

- Interest Inventory, Aptitudes, Work Values, Work Temperament
- Labor Market Information
- Informational Interviews
- Research Briefs
- Job Shadowing

Vocational Preparation

- Academic Skills
- Occupational Skills Training
- Leadership Skills/Community Service
- Work Experience

Personal Management

- Social Skills
- Problem Solving, Decision Making Skills
- Money Management
- Time management
- Career Planning for the Future

YOUTH CORP PROGRAM OBJECTIVES

Each participant will attain the following objectives which will be documented in each participant's file.

1. Participants will improve academic functioning as demonstrated by literacy and numeracy gains on a standardized test.
2. Participants will develop a personal data sheet or resume.
3. Participants will demonstrate appropriate attire for job interviews and other occasions.

4. Participants will demonstrate rules of etiquette for a job interview.
5. Participants will demonstrate appropriate methods for making appointments.
6. Participants will answer common interview questions with poise and using correct grammar.
7. Participants will identify at least three job interests.
8. Participants will explore job interests through research, job shadowing, interviews with possible mentors.
9. Participants will obtain employment through work experience and demonstrate work maturity skills.
10. Participants will complete a work evaluation attaining competency in job specific skills and work ethics.
11. Participants will volunteer and/or complete a community service project each year.
12. Participants will attend meetings of community organizations.

SERVICE CONTINUM

Services under this project begin at orientation and continue for one year following a participant's exit from the program. The delivery of services and activities is outlined below.

1. Orientation for youth and parents of the youth less than 18 years of age
2. Intake and Initial Assessment
3. Eligibility Verification
4. Comprehensive Assessment
5. Counseling session with youth and parents
6. Development of Individual Service Plan
7. Implementation of Plan
8. Employability Skills Training*
9. Work Experience
10. Career Exploration*
11. Personal Management*
12. Vocational Preparation*

*These activities are on-going and may occur in various ways throughout the registrant's participation in the program as outlined in the service plan. These activities do not have to occur in the order given. However, it is expected that applicants will have attained proficiency in employability skills prior to placement in work experience. Work experience is included as a year round activity and is basically conducted through local private, public, and non-profit agencies.

Performance incentives may be added or built into the program to encourage on-going participation. These incentives must be based on the attainment of proficiencies and performance benchmarks established for participant. Attendance alone is not a sufficient factor or basis for an incentive payment. Performance incentives must be clearly defined and the method of measurement, documentation, and payment must be included in the proposal submission to be evaluated and approved by TRRC.

YOUTH CORPS PARTICIPANT AGREEMENT

Expectations for Participants

Participant's Name _____

In exchange for the benefits and training to be provided to me, I agree to the following terms and conditions:

I will be regular in attendance in school and in project activities. I will be absent only with a valid reason.

I will participate in job preparation classes before the work experience and achieve 90% on my test of competency prior to beginning work.

I will return to high school or post-secondary school after the summer's work experience is over.

I will maintain contact with my WIOA counselor and provide a copy of my class schedule and grade report for each grading period to my WIOA counselor.

I will complete the goals and tasks assigned to me in Youth Corp.

I will work hard in school and pass all my classes until I receive the appropriate credential. If needed, I will participate in tutoring to improve my grades.

I will notify my WIOA career counselor of absences in advance when possible and when problems occur so that she may be able to help me while there is still time.

I will volunteer and/or complete a community service project each year of my program.

I will perform the required work of any job I accept to attain a satisfactory work evaluation.

I will explore a minimum of three jobs/careers.

I will review and discuss labor market information with my WIOA Counselor.

I will understand and commit to achieving the goals in my service plan including attaining my credentials for school.

I will participate in the year-long follow up after I exit the program by returning questionnaires and responding to inquiries. I will contact the WIOA Counselor's office on a regular basis and let them know of my employment and educational status and whether I need additional help.

Participant's Signature _____ Date _____

Guardian's Signature _____ Date _____

Counselor's Signature _____ Date _____

YOUNG ENTREPRENEURS PROJECT MODEL

The project provides instruction and work experience through realistic entrepreneurial activities and business skills. PARTICIPANTS WILL START, OPERATE AND MANAGE A SMALL RETAIL BUSINESS.

Objectives:

1. Participants will improve reading and math skills through applied learning techniques used in the context of real world job-related activities.
2. Participants will determine vocational interests and explore possible businesses that suit those interests.
3. Participants will develop better decision-making skills as the consequences of day-to-day business decisions and pressure are experienced.
4. Participants will learn to use labor market and other economic indicators to determine product viability, placement and marketing.
5. Participants will develop a business plan.
6. Participants will develop proficiencies in computer applications including MS Word, Excel, PowerPoint, and QuickBooks.

Components

I. Getting Started

- A. Determine the type of business/product
 1. Self-assessment of interests and skills
 2. Market assessment
 3. Product selection and pricing
- B. Define start-up needs.
 1. Skills and knowledge
 2. Materials
 3. Financing

II. Technology for Business

- A. Tutorials
 1. MS Word
 2. MS Excel
 3. MS PowerPoint
 4. QuickBooks
- B. Business Communications and Forms
 1. Correspondence through email
 2. Advertising and Marketing
 3. Creating Standard Business Forms

III. The Business Plan

- A. Developing the Plan
- B. Presenting the Plan
- C. Implementing the Plan

IV. Managing and Growing the Business

Work Experience Project Model

Employable Youth Model

This project is designed to serve youth ages 16-24. All participants in this age bracket will be placed in work experience and will attend at least one week of pre-employment skills training in preparation for work experience. After attaining proficiency in pre-employment skills, participants will be referred to worksites for interviews, selection, and placement in work experience. Performance incentives may be added or built into the job readiness component to encourage participation. These incentives must be based on the attainment of proficiencies and performance benchmarks established for participants. Attendance alone is not a sufficient factor or basis for an incentive payment. Performance incentives must be clearly defined and the method of measurement and documentation included in the proposal submission to be evaluated and approved by the TRWDB.

Job Readiness Skills or Employability Skills

Orientation to Project Services and Project Requirements (2 hours)

Job Search Skills (20 – 40 hours)

- What is the Labor Market?
- Finding a Job Match
- Using Job ADS
- Writing a resume
- Interviewing for a Job
- Completing a Job Application

Job Retention Skills (10 – 20 hours)

- Behaviors for Success
- Interacting and Communicating with Co-Workers and Supervisors
- How Can You Exhibit a Positive Work Ethic?
- Meeting Employer Expectations

Work Experience

Work Experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid at workplaces in the private, for-profit sector, the non-profit sector, or the public sector. Work experience is designed to enable youth to gain exposure to the working world and its requirements and should help the youth acquire the personal attributes, knowledge, and skills needed to obtain a job and advance in employment. The purpose of work experience is to provide the youth participant with the opportunities for career exploration and skill development. The purpose is not to benefit the employer, although the employer may, in fact, benefit from the activities performed by the youth. Work experience may be subsidized or unsubsidized and may include the following elements:

Participants who are certified competent in job readiness will be referred to work experience supervisors for an interview. Participants selected by worksite employers will receive training and experience performing duties based on an assigned job at the site. Contractors are expected to find appropriate work experience sites for all participants who attain competency in work readiness.

Work Experience will last 8-12 weeks. The employer will evaluate the work experience participant at 240 hours on the job and on the last day of employment. Evaluation forms are included in the TRRC Supervisor Handbooks. Contractors will provide counseling as needed for participants on worksites and will work with the worksite supervisor to ensure participants learn and demonstrate appropriate work behaviors.

Work experience is projected for 8-12 weeks at 20-40 hours per week. FLSA guidelines and rules must be followed. The TRRC guidelines for establishing and monitoring worksites will be followed.

Some youth may be in GED classes and work schedules would need to be adjusted to allow work experience outside of class hours. Work hours and classroom hours combined may not exceed 40 hours for youths under the age of 18.

Job Readiness Skills Component Objectives

Each participant will attain the following objectives which will be documented in each participant's file.

1. Participants will define and identify growth occupations, demand occupations, and declining occupations.
2. Participants will understand the market concepts of supply, demand, and competition.
3. Participants will assess their skills, abilities, and interests.
4. Participants will choose two jobs to research and compare requirements against their qualifications.
5. Participants will identify training and education needed to attain their primary career goal.
6. Participants will develop a personal data sheet or resume.
7. Participants will demonstrate appropriate attire for job interviews and other occasions.
8. Participants will demonstrate rules of etiquette for a job interview.
9. Participants will demonstrate appropriate methods for making appointments.
10. Participants will answer common interview questions with poise and using correct grammar.
11. Participants will complete applications with no errors.
12. Participants will obtain employment through work experience and demonstrate work maturity skills.

Work Experience Component Objectives

1. Participants will demonstrate punctuality and good attendance.
2. Participants will accurately report time by signing in and out each day.
3. Participants will demonstrate courtesy and respect in communications with co-workers and supervisors.
4. Participants will follow instructions and complete assigned tasks.
5. Participants will receive a work evaluation indicating competency in job specific skills and work ethics.
6. Upon completion of work experience, participants will return to school or enroll in WIOA funded training, or join the military, or obtain full-time employment.

Enrichment Activity Component Objectives

1. Participants will attend classes regularly and be on time.
2. Participants will complete assignments and maintain passing grades.
3. Participants will attain promotion in school or will attain a diploma.

4. Upon graduation from high school or attaining a GED, participants will enroll in post-secondary education, the military, or obtain full-time employment.

HELPING HANDS: THE SERVICE CONNECTION - PROJECT MODEL

Participants will develop leadership skills through participation in community service activities and work experience.

Incentive payments will be made to each participant who fully participates in terms of attendance and task completion and teamwork in community service activities.

The format of this project is envisioned to be one similar to the television show “The Apprentice”.

Objectives:

1. Participants will develop skills in project management including goal setting, action planning, and teamwork.
2. Participants will explore service careers to determine as an appropriate career option.
3. Participants will attain occupational skills through work experience and/or classroom training.
4. Participants will improve reading, language and communication skills.

Components

I. The Key is Working with Others

- A. Employability Skills
 - Attitude
 - Work Habits
- B. Getting Along with Others

II. The Community Service Projects

- A. Citizenship and Volunteering
- B. Planning the Project
 - Describe the activity in writing and orally.
 - Prioritize life/work tasks to accomplish the project.
 - Schedule and order events to accomplish the project.
- C. Implementing and Completing Service Projects
 - Schedule of Activities
 - Assignment of responsibilities
 - Worksite Procedures and Forms
 - Worksite Feedback Forms
 - Worksite Report Form

Contractors will develop training based on the objectives and the model components. Contractors would design this project with competencies which can be measured by pre-tests and post-tests.

Contractors will identify the WIOA performance standards that will be attained by participants in the project.

Attachment C

ADDITIONAL WEB-BASED WIOA PROGRAM REFERENCE INFORMATION

Georgia Department of Economic Development, Workforce Division –

<http://www.georgia.org/competitive-advantages/workforce-division/>

This website provides substantial information for workforce professionals.

Three Rivers Regional Commission, on behalf of the Three Rivers Regional Workforce Development Board – www.threeriversrc.com

US Department of Labor – www.doleta.gov/wioa

This website provides copies of the Workforce Innovation and Opportunity Laws and Regulations.

Secretary's Commission on Achieving Necessary Skills (SCANS) – wdr.doleta.gov/SCANS

ATTACHMENT D

THREE RIVER WORKFORCE DEVELOPMENT BOARD GRIEVANCE PROCEDURES

Pursuant to Section 122 and 181 of the Workforce Innovation and Opportunity Act, the Three Rivers Workforce Development Board (TrWDB) shall adhere to an established grievance procedure and 20 CFR – Part 683 implementing the Administrative Provisions under Title I of the Workforce Innovation and Opportunity Act.

The following grievance procedure shall be implemented for grievances arising at the Three Rivers Area 8 (WIOA 8) level:

Applicants, participants, One Stop partners, service providers, bidders, WIOA funded staff or others alleging violations of the Acts, regulations, sub-grants, or other contracts under WIOA (other than discrimination complaints) shall utilize the Grievance System in filing a complaint. Unsuccessful bidders may also file grievance based upon violations of local procurement requirements or procedures. Individuals shall be informed of this right by WDB staff, the Administrative Agent or the subcontractor as appropriate.

Except for complaints regarding discrimination, grievances arising at the grant sub-recipient level (including TRWDB, Fiscal Agent, and service providers) must first exhaust available remedies and procedures at that level prior to their being brought for State review.

Complaints, unless otherwise specified, (except for those alleging fraud or criminal activity or discrimination) shall be filed within one year of the alleged occurrence.

Discrimination: Equal Opportunity is the Law

This grant sub-recipient is prohibited from discrimination on the ground of race, color, religion, sex, national origin, age, disability, political affiliation or belief and for beneficiaries only, citizenship or participation in programs funded under the Workforce Innovation and Opportunity Act in admission or access to, opportunity or treatment in, or employment in the administration of or in connection with, any WIOA funded program or activity. If you think that you have been subjected to discrimination under a WIOA funded program or activity, you may file a complaint within 180 days from the date of the alleged violation with Equal Opportunity Officer, TRRC, P.O. Box 97, Griffin, Georgia 30224 or the State WIOA EO Officer, Georgia Department of Economic Development, Workforce Division, 75 Fifth St. NW Suite 845, Atlanta, GA, 30308, or you may file a complaint directly with the Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue, N.W., Room N4123, Washington, D.C. 20210. If you elect to file your complaint with the grant sub-recipient, you must wait until the grant sub-recipient issues a decision or until 90 days have passed, whichever is sooner, before filing with CRC (see address above). If the grant sub-recipient has not provided you with a written decision within 90 days of the filing of the complaint, you need not wait for a decision to be issued, but may file a complaint with CRC within 30 days of the expiration of the 90-day period. If you are dissatisfied with the grant sub-recipient resolution of your complaint, you may file a complaint with the CRC. Such complaint must be filed within 30 days of the date you received notice of the grant sub-recipient's proposed resolution.

Delegation of Process

Complaints arising from contracts or vendor agreements with Georgia public schools such as those which pertain to disciplinary actions of teachers or students, grading policy or teacher employment contracts will

be handled by the grievance procedure outlined in OCGA 20-2-1160, 20-2-109, 20-2-50. Grievance hearings held by public school service providers should be consistent with State policy/procedures and must be initiated within 30 days of filing of the grievance and a decision rendered within 60 days of the filing date of the grievance. Where grievance arise in the areas outlined above, the service provider will submit to Three Rivers Workforce Development Board within five (5) days, summaries or checklists of complaints filed. Hearings held, decisions rendered and appeals filed shall be provided to TRWDB within 10 days of the decision being finalized.

If a complainant does not receive a decision within 60 days of filing the complaint or receives an unsatisfactory decision, the complainant then has the right to request a review by the Governor. The request for review should be submitted to the State Superintendent of Schools, Georgia Department of Education, 2066 Twin Towers East, Atlanta, Georgia 30334. (Note: For the purpose of this section, the State Superintendent of Schools or his/her designate acts as the Governor's authorized representative.)

Complaints which pertain to terms of the contract between the school and the TRWDB, which may include curriculum and course content, provision of teaching materials and equipment, eligibility, participant selection, or other terms made part of the contract, should be handled by the grievance procedure as presented in this section.

Complaints arising at the employer level in On-the-Job Training (OJT) contracts regarding terms and conditions of participant's employment shall first be handled through the employer's grievance procedure. However, in the event the grievance cannot be resolved following the employer's procedures, the complainant shall be advised that they may follow the WIOA grievance procedure. Grievance pertaining to OJT contract terms should be handled through following the process.

Complaints arising against the One Stop Career Centers should be filed with the complaint specialist located within the Center Office.

Complaints of WIOA funded personnel involving the terms and conditions of employment should follow the employing agency's procedures. The procedures must be exhausted before submitting a complaint according to the TRWDB.

Labor Standards Violations: Whenever participants have complaints alleging a labor standards violation, they may use the established local and State Grievance Procedures or choose to submit the grievance to a binding arbitration procedure, if a collective bargaining agreement covering the parties to the grievance so provides.

All other grievances of applicants, participants, One Stop partners, service providers, bidders, WIOA funded staff, and other interested persons not applicable to the above categories shall follow the procedures listed below:

Complaints arising at the local level must be made within one year of the alleged occurrence and must be in writing, signed by the complainant and include the following information:

The full name, telephone number (if any) and address of the person making the complaint;

The full name and address of the respondent against whom the complaint is made;

A clear and concise statement of the facts, including pertinent dates, constituting the alleged violation; and

The type of relief requested.

A request will be considered to have been filed when the reviewing authority receives from the complainant a written statement, including information specified above which contains sufficient facts and arguments to evaluate the complaint.

Offerors/bidders should submit complaints regarding the awarding of contracts within 30 days of receipt of notification in order to informally resolve their concerns in a timely manner. Offerors/bidders may appeal only if it is based on violations of specific section(s) of the pertinent Acts, Federal Regulations, or State or local procurement requirements or procedures. If informal resolution is not possible, the bidder should follow the procedures contained herein. Appeals will be reviewed strictly on the basis of adherence to established procedures, and determination of fact made during a local level review will be accepted as such.

Complaints must be submitted to the Program Manager, Three Rivers Regional Commission on behalf of the Three Rivers Workforce Development Board, 1210 Greenbelt Drive, Griffin, Georgia 30224.

The TRWDB shall investigate the complaints and attempt to resolve the matter informally during the 30 day period between filing and hearing of a grievance and prior to the rendering of a decision.

If the complaint cannot be resolved informally, a hearing shall be conducted within 30 days of receipt of the complaint. When a hearing is necessary, the complainant and the respondent will be given reasonable notification by registered, or certified mail, or by hand written signature indicating receipt. This notice must include:

- A statement of the date, time and place of hearing;
- A statement of the authority and jurisdiction under which the hearing is to be held;
- A reference to the particular section of the Act, regulations, sub-grant or other contract under the Act involved;
- Notice to the parties of the specific charges involved;
- A statement of the right of both parties to be represented by legal counsel;
- An indication of the right of each party to present evidence, both written and through witnesses; and
- A statement of the right of each party to cross examination.

A hearing can be rescheduled at the request of either party for just cause.

The Three Rivers Workforce Development Board shall select, by majority vote, the individual to serve as the hearing officer. The hearing officer should have complete independence in obtaining facts and making decisions. The hearing officer must be in a position to render decisions that are both fair and impartial. Staff and/or other parties may serve as the hearing officer. However, no WDB or staff member who has been directly involved in the events from which the complaint arose shall serve as a decision-maker in such complaints. The individual must not be a subordinate of the staff involved in administering the program and should not be involved in any way in the issue causing the complaint. If the complaint is against the TRWDB, an impartial person will be secured to serve as the hearing officer by the Chairman of the Chief Elected Officials Organization (CEOO). Impartial hearing officers shall be chosen from qualified individuals with expertise in the area from which the complaint arises. The right to an impartial decision-maker shall not be abrogated by the TRWDB, Three Rivers CEOO, or by the TRRC. If either party to the complaint is aware of facts or circumstances that put the designated hearing officer's independence or impartiality in question, the appointing body should be notified immediately. As appropriate, an alternate should be appointed. In all cases, documentation regarding the allegation and how it was handled should be included in the file.

The hearing officer, shall have the authority to direct preparation of and review a complete file on the case prior to the hearing, to regulate the course of the hearing, set the date, time and place for continued hearings; direct parties to appear at the hearing; hold hearings; receive evidence; dispose of procedural requests; consider and evaluate facts, evidence, and arguments, to determine credibility; render decisions and issue it in writing to all parties involved; and provide the complete record.

The hearing officer shall conduct the hearing as specified by the Georgia Department of Labor policies and procedures. Responsibilities of the hearing officer are also specified in these policies and procedures.

A complete record of the hearing shall be made and maintained for three (3) years and include the following:

- All pleadings, motions, and intermediate rulings;
- Detailed minutes or mechanical recording of the oral testimony plus all other evidence received or considered;
- A statement of matters, officially noted;
- All staff memoranda or data submitted to the decision-maker in connection with their consideration of the case;
- Findings of fact based on the evidence submitted at the hearing;
- Notification of further appeal procedures, if applicable; and
- Final decision of the hearing officer

The hearing procedure should be conducted informally consistent with the State directives and may be terminated at any point if the parties to the hearing negotiate a written agreement that resolves the issue(s) which gave rise to the hearing as long as such agreement does not violate State or Federal law.

Decisions regarding the complaint shall be made not later than 60 days after filing of a grievance. The decision shall be provided to the parties by certified mail.

A written report of all complaints received within the Workforce Innovation and Opportunity Act region will be filed with GDEcD Workforce Division by the 10th of the month following the report month. The report will include the name of the complainant, the name and/or organization of the respondent, the date the complaint was filed, nature of the complaint, and the resolution of the complaint (if rendered). This report will not be filed when no complaints are received during the prior month. If there are complaints or status updates to previous complaints, a report will be sent to the State by the 10th of the month.

GOVERNOR'S REVIEW OF THE COMPLAINT

The complainant shall be informed of the right to request a review of his/her complaint by the Governor if: 1) the complainant does not receive a decision at the Three Rivers WIOA-8 level within 60 days of filing the complaint, or 2) the complainant receives a decision unsatisfactory to him/her. The request for review should be submitted to the Georgia Department of Economic Development, Workforce Division, 75 Fifth St. NW Suite 845, Atlanta, GA, 30308. The request for review of the complaint by the Governor must be filed within 10 days of receipt of the adverse decision or within 10 days from the date on which the complainant should have received a decision. The Governor will conduct a review of the complaint and issue a decision within 30 days from the date of receipt of the review request. The decision rendered by the Governor will be final. (Refer to 2(c) above for appeal procedure for disability discrimination complaints.)

U.S. DEPARTMENT OF LABOR REVIEW

The U.S. Department of Labor (USDOL) may review allegations arising through the grievance procedure when:

1. A decision on a grievance or complaint under §667.600(d) has not been reached within 60 days of receipt of the grievance or complaint or within 60 days of receipt of the request for appeal of a local level grievance and either party appeals to the Secretary of USDOL, or
2. A decision on a grievance or complaint under §667.600(d) has been reached and the party to which such decision is adverse appeals to the Secretary.
3. A decision on an appeal filed with USDOL must be made no later than 120 days after USDOL received the appeal.

Appeals made under (2) of this section must be filed within 60 days of the receipt of the decision being appealed. Appeals made under (1) of this section must be filed within 120 days of the filing of the grievance with the State, or the filing of the appeal of a local grievance with the State. All appeals must be submitted by certified mail, return receipt requested to this Secretary of Labor, U.S. Department of Labor, ATTN: ASET, Frances Perkins Building, Room N 5309; 200 Constitution Avenue N.W.; Washington, D.C. 20210. A copy of the appeal must be simultaneously provided to the opposing party, the USDOL, Region III ETA Regional Administrator; and Regional Aid.

Except for complaints arising under WIOA section 184(f) or section 188, grievances or complaints made directly to the Secretary will be referred to the appropriate State or local area for resolution in accordance with this section, unless USDOL notifies the parties that it will investigate the grievance under the procedures at §667.505. Discrimination complaints brought under WIOA section 188 or 29 CFR part 37 will be referred to the Director of the Civil Rights Center.

Youth Program Application Package

Section II: Application Package

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INSTRUCTIONS

Application for Funding

Instructions: Address each item completely and clearly. Attach information as requested. If an item does not apply, note N/A.

- I. Complete and include the Contract Information Sheet with the proposal.
- II. Compose the Project Narrative answering all items listed for this section. The narrative must be complete and contain clear and specific detail about each project component, the flow of participants through activities, assessment of deficiencies and proficiencies, performance benchmarks, etc.
- III. Submit budget information as requested in this application package. All proposers must submit Budget Detail.
- IV. Complete and provide Organizational and Financial Capability Information.
- V. Complete all certifications and attach to the proposal.
- VI. Project Implementation Schedule. (Example attached.)

The Youth Program Information Package (Section 1) should be used as a reference when preparing the proposal.

**Three Rivers Workforce Development Board
WIOA YOUTH SERVICES APPLICATION PACKAGE**

I. Contract Information Sheet

Proposing Agency: _____

Address: _____

Name of Contact Person: _____

Phone: _____ Fax: _____ E-Mail: _____

Name of Signatory Authority: _____

Phone: _____ Fax: _____ E-Mail: _____

Funding Requested: _____

Of that amount, what is the total for participant payments? _____

Summary of Services proposed: _____

Counties to be served: _____

Total Enrollment: _____ ages 16-24

Target groups to be served:

- | | |
|--|---|
| <input type="checkbox"/> Dropout | <input type="checkbox"/> High School/GED graduates who are low-income and |
| <input type="checkbox"/> Offenders | basic skills deficient or English language learners |
| <input type="checkbox"/> Pregnant/Parenting Youth | <input type="checkbox"/> Youth with disability |
| <input type="checkbox"/> Homeless, Runaway, Foster Youth | <input type="checkbox"/> Other (specify): _____ |

Location of project site: _____

List the proposed performance outcomes for the project.

<u>Ages 16-24</u>	<u>Number</u>	<u>Rate %</u>
Placement in Employment, Education, Training	_____	_____
Retention in Employment, Education, Training	_____	_____
\$ _____	\$ _____	
Credential Attainment	_____	_____

II. Project Narrative

Fully describe and/or answer each item as requested.

A. Project Description

- Give a description of your proposed project.
- Include all activities and services.
- Clearly describe the progression of participants through the project.
- List entry criteria for the project. How will participants be selected?
- List exit criteria for the project. What will determine successful completion?
- What will be the performance outcomes attained? Submit a chart for the contract period reflecting the registrations and performance outcomes that will be attained monthly, quarterly, and for the contract period.

B. Curricula

- Attach copies of curricula including course outlines.
- Include competencies and proficiency levels to be attained by participants. Be sure to relate the entry criteria to a minimum level of deficiency for each component which will document a participant's need for the training activity.
- Describe assessment and evaluation methods/tools to be used to document attainment of competencies.

C. Staffing

- List project staff that will support this project and the respective roles and responsibilities of each position.
- Include job descriptions and required qualifications for any positions to be considered for funding under the proposed project.
- Include an organizational chart.

D. Implementation of the Project

- How will participants be recruited for the project?
- How will eligibility documents be obtained and verified? Who will be responsible for coordination of these functions with WIOA staff?
- How will you track participants through the project to exit and the required one-year follow-up period?
- Describe records that will be maintained and retained for the project including staff responsible and location of records.
- Give a schedule for implementing the project and discuss the implementation process.
- Give an operating schedule and calendar of activities for the project.

EXAMPLE PROJECT IMPLEMENTATION SCHEDULE

TASK/ACTIVITY	BEGIN DATE	COMPLETION DATE
1. Recruit Training Staff	_____	_____
2. Recruit Participants	_____	_____
3. Identify and Secure Training Site(s)	_____	_____
4. Registrant Training and/or start services	_____	_____
5. Registrant Completion	_____	_____

E. Collaboration

- Identify partner agency and services to be provided
- Identify additional In Kind resources/funds that will be provided by collaborative agencies
- Attach executed MOUs

III. Proposed Costs and Funding Requested

Projects may be funded on a performance basis and/or a reimbursement basis. Agencies prohibited by law from entering into performance based contracts will still be expected to meet performance to receive full payment under the Contract. The Budget Detail Form will serve as the proposed Budget for Cost Reimbursement Contracts. For Performance-Based Contracts, the Budget Detail serves as a way to evaluate reasonableness of payments requested.

Participant payments are a cost reimbursement item.

Budget Detail must be provided which gives the projected costs of operating the proposed project. Identify the methods used to determine costs and show the computations of the cost items.

Equipment for contractors will not be an allowable purchase.

Contractors are expected to have the Organizational Capability and resources to deliver the proposed project. Funds are not for business start-up.

Complete and submit a line item budget using the Budget Detail Forms.

Provide detail to support requested funding and cost reasonableness of items using the Budget Narrative format.

Performance-Based Contractors will complete the Performance Payments Budget form.

The TRWDB encourages and prefers performance based contracts. However, any public institution prohibited by law from entering into performance based contracts may submit the Budget Detail for cost reimbursement funding consideration. All Contractors must meet performance standards. Full payment will not be made to Contractors who do not meet the performance requirements and deliverables of the contract.

BUDGET DETAIL

Year One - BUDGET DETAIL

Contractor Name: _____

Contract Period: _____

Expense Item	OSY (16-24)	Match Fund Source	Match Fund Source
1. PERSONNEL SALARIES			
A.			
B.			
C.			
D.			
2. PERSONNEL BENEFITS/TYPE/% BASE (SUBTOTAL)			
A. Position, list:			
1. Social Security			
2. Workman’s Compensation			
3. Health			
4. Other (specify)			
B. Position, list:			
1. Social Security			
2. Workman’s Compensation			
3. Health			
4. Other (specify)			
C. Position, list:			
1. Social Security			
2. Workman’s Compensation			
3. Health			
4. Other (specify)			
D. Position, list:			
1. Social Security			
2. Workman’s Compensation			
3. Health			

4. Other (specify)			
3. TOTAL TRAVEL (SUBTOTAL)			
A. Local Travel _____miles/month*_____months*\$___/mile			
4. MATERIALS & SUPPLIES (SUBTOTAL) for training			
A. Item: required books			
B. Item: required supplies			
C. Item: required tools			
D. Item: required uniforms			
5. OFFICE SUPPLIES (SUBTOTAL)			
A. Item:			
B. Item:			
C. Item:			
D. Item:			
6. FACILITIES (SUBTOTAL)			
A.			
B.			
C.			
D.			
7. WORKSITE PAYMENTS TOTAL			
A. Item:			
B. Item:			
C. Item:			
D. Item:			
8. PARTICIPANT PAYMENTS			
A. Item:			
B. Item:			
C. Item:			
D. Item:			

9. OTHER EXPENSES (SUBTOTAL) Specify			
A.			
B.			
C.			
D.			
10. TOTAL COSTS			

Year One Budget SUBTOTALS	B. TOTAL AMOUNT REQUESTED
1. Personnel Salaries	
2. Personnel Benefits	
3. Total Travel	
4. Training Materials & Supplies	
5. Office Supplies	
6. Facilities	
7. Worksite Payments	
8. Participant Payments	
9. Other Expenses	
TOTAL BUDGET	

Year One - Budget Narrative

Describe the methods by which the costs for each item listed in the Budget Detail were determined?
Example: mileage----10 miles x .50/mile

DETAIL BUDGET INSTRUCTIONS

(Do not submit the Budget Instructions pages with your proposal)

Submit detail for each budget item.

Personnel Salaries: List each position title; job description; the annualized salary; the percentage (%) of time to be charged to the WIOA project; the total amount requested; the amount chargeable to training related and the amount chargeable to administration. Subtotal salaries cost by category and record in the shaded area as indicated.

Personnel Benefits: Provide the percentage (%) and the base used to determine the benefits requested for each individual listed in #1 of the Detailed Budget. Note that the positions listed in the benefits section should correspond to the positions listed in the Personnel Salary section. Complete the appropriate columns. Subtotal the benefits by category and record in the shaded area as indicated.

Total Travel: Record the subtotal of travel by category in the shaded area as indicated.

Local Travel: Provide the total number of miles times the number of months times the rate. Local travel is considered the ten (10) county Three Rivers area.

Non-Local Travel: Not allowable except as start-up cost for out of area contractors.

Materials and Supplies: Specify the items requested, the number of units, the costs per unit, and complete appropriate columns. Provide justification in the Budget Narrative. Complete columns as appropriate. Subtotal the office supplies by category and record in the shaded area as indicated.

Office Supplies: Specify the amount of office supplies requested. Provide justification in the Budget Narrative. Complete columns as appropriate. Subtotal the office supplies by category and record in the shaded area as indicated.

Facilities: Specify the amount of square feet, cost per square foot, and the number of months for classroom and/or office rent. Complete the amount requested for utilities. Complete columns for each item as appropriate. Subtotal facilities costs by category and record in the shaded area as indicated. WIOA may not be charged rent or other cost for facilities if the Contractor has no charge to pay and or if other agencies that utilize the facility are not charged.

Worksite Payments: Specify the amount of funds requested to pay worksites for participant training. Indicate on the Budget Narrative the estimated average length of training, the estimated average wage per hour participants will receive, (i.e. 50%) and the total needed for worksite payments. Identify each worksite by name in the Budget Narrative.

Participant Payments: Record the subtotal of participant costs in the shaded area as indicated.

Tuition – Indicate on the Budget Narrative the number of students times the average tuition fee requested each quarter. If the number of students is planned to vary each quarter, cycle, etc. separately give the number of students' times the average tuition fee requested.

Books/Supplies: Specify the amount requested for books and/or student supplies, if applicable. Complete columns as appropriate. Specify on the Budget Narrative the supplies and cost per each item requested. List the average of books cost per quarter, per program, on the Budget Narrative.

Uniforms, Tools: Specify the amount requested for uniforms and/or tools. Complete appropriate columns. Specify each item and cost on the Budget Narrative for the uniforms and/or tools requested. Also provide justification for uniform/tools.

Other: Specify any training costs requested. Provide justification on the Budget Narrative.

Other Expenses: Record the subtotal of other expenses by category in the shaded area as indicated.

Subtotals: Enter the subtotals for each section, 1-9, as requested. Record the totals for each column as indicated. Note that the total requested should be the same as requested in the Work Statement Outline. Transfer subtotals to Item 10.

A Budget Narrative should be used to justify costs as necessary and reasonable for the project proposed. The basis for calculating specific costs may also be explained in the narrative. The Budget Narrative should follow the Budget Detail in your proposal submission.

Columns 3 & 4: These columns are allowed so that contractors may identify other resources that will be coordinated with WIOA resources, if any.

Proposer _____

Begin Date _____

Year Two Budget SUBTOTALS	B. TOTAL AMOUNT REQUESTED
1. Personnel Salaries	
2. Personnel Benefits	
3. Total Travel	
4. Training Materials & Supplies	
5. Office Supplies	
6. Facilities	
7. Worksite Payments	
8. Participant Payments	
9. Other Expenses	
TOTAL BUDGET	

Budget Estimates for Year Two INSTRUCTIONS

Estimate the funds needed by expense item and category for subsequent year (proposed second year will run July 1, 2017 – June 30, 2018). Use the expense items listed above to complete the information. However, budget narrative is not required. Note that these items and amounts will be negotiated prior to the funding year and are included in the proposal as project planning information only. **The second year budget will require final approval upon review of Year One performance and any required negotiations.**

Fidelity Bonding Requirements

The bond may be a blanket bond covering all contractor employees, or it may be a position bond, listing specific positions. If a position bond is used, the positions bonded should be those persons handling funds. Positions frequently bonded are board chairperson, director, treasurer, and bookkeeper, varying with individual circumstance. If a position bond is used, each position scheduled must be for the minimum amount required. [Example: If a contract required \$75,000.00 bonding, each schedule position should be bonded for that amount (not scheduling three positions for \$25,000.00).]

If there is insufficient time between the points at which a bond is ordered and the date for processing a contract, a binder from the insurance agency may be used.

However, the binder must include the period of coverage, the positions bonded if it is a schedule-type bond and, the bonding company (as distinguished from the insurance agency). If a letter from the insurance agency is to be used as a binder, it must indicate the coverage is bound in definite, exact terms, such as “The bond will be issued...”, or “Coverage is bound...”, rather than phrases such as “The bond has been ordered”, “We have asked the company to issue the bond...”, etc. However, it is the responsibility of the Contractor to assure that a final copy of the bond or rider is received, maintained on file and appropriate copies submitted to TRRC.

Once the bond and/or binder are determined correct, one (1) copy of the fidelity bond or binder will be needed to attach as an annex to the contract.

Federal, State, and local governmental organizations need not provide bonding coverage, provided they have a general or blanket bond, covering employee dishonesty or fraudulent actions. Contracts less than \$15,000 do not require a bond, unless down-payments (start-up funds) are requested.

TRRC reserves the right to modify bonding requirements that may be considered desirable or necessary to protect WDB or TRRC funds.

Any clarifications regarding bonding requirements should be directed to the Program Manager, at 770-229-9799.

IV. Certifications

Complete the attached certifications and add them to your proposal in the following manner:

Statement of Organizational Capability Certification

Certification Regarding Lobbying

Certification Regarding Debarment

WIOA Assurances Certification

Georgia Immigration and Homeland Security

STATEMENT OF ORGANIZATIONAL and FINANCIAL CAPABILITY CERTIFICATION

Organizational Capability Information:

Organization Name: _____

Signatory Authority: _____

Address: _____

Phone Number: _____

Type of Business: (**Check** all applicable)

- A.) For-Profit Not-for-Profit
- B.) Community Based Organization Local Small Business
- Minority Owned Faith-Based Organization
- Local Government School System
- Other (specify): _____

C.) Date organization was established: _____

Include the following documents as attachments to the proposal:

- Certificate of Registration in the State of Georgia
- Organizational Chart
- List of Board of Directors, if applicable
- A copy of the Lease Agreement for the facility to be charged to this project.
- Proof of Legal Status
- Proof of Signatory Authority
- Proof of Bonding
- Copy of Most Recent Audit/Previous Audit Resolved
- Evidence of Repayment Ability (Current financial statement and that all federal and state taxes are current)

Financial Capability Information:

All the information in this statement can be confirmed by the following independent Certified Registered Public Accountant.

Briefly describe the accounting system and internal controls utilized in assuring fiscal accountability.

CPA/ RPA: _____ Firm Name: _____

Address: _____ Telephone No: _____

The latest Audit was prepared on _____ covers the period of _____ through _____.

Name the Auditing Firm Agency: _____

(Please attach two (2) copies of the most recent audit)

If the same firm has audited company records for the past five (5) years, please check here .

If different firm has audited during the past five (5) years, then complete the information below:

Fiscal Year End	Firm Name and Address

If no audits have been performed in the past five (5) years then explain below. (If new organization, state the date the organization began business): _____

*Financial Condition as of the end of the Most Recent Quarter (current through at least June 30, 2016; more recent is preferable.)

1. Cash \$ _____
2. Current Assets \$ _____
3. Current Liabilities \$ _____
4. Net Working Capital \$ _____ (number 1+2-3=4)

*Not applicable for public education agencies.

The Offeror/Organization/Company Fiscal Year End is _____.

Check the appropriate answer(s) to indicate the financial arrangements, which are available to facilitate performance during initial phases of the contract.

Own Resources YES NO
Bank Credit YES NO

If yes, name of bank, amount and line of credit.

Other Income Source _____

If yes, specify source and amount

Workmen's Compensation current? YES NO

Name of Carrier: _____

Address of Carrier: _____

Policy Number: _____ Period Covered by Policy: _____

Has OSHA placed a fine on Offeror (civil or criminal) in the past 24 months? YES NO

If yes, explain _____

Federal and State taxes paid and current? YES NO

Federal Employer Identification Number: _____

Georgia Unemployment Insurance Number: _____

Georgia Withholding Tax Number: _____

In the past five (5) years the Offeror had any Federal or State tax levies? YES NO

Below, provide references including up to five (5) funding agencies. Do not complete if you are a public education agency.

Agency Name and Address	Contact Person	Telephone Number
1.		
2.		
3.		
4.		
5.		

The information in this form is true and accurate to the best of my knowledge and fairly represents our agency's financial capability.

Signed _____ Date _____

Printed Name _____ Title _____

**BANK CONFIRMATION INQUIRY
THREE RIVERS REGIONAL COMMISSION
AREA 8**

PART 1:	Date: _____
Dear Sirs:	
Your completion of the following report will be required. IF THE ANSWER TO ANY ITEM IS "NONE" PLEASE SO STATE. Please mail it in the enclosed stamped, addressed envelope directly to TRRC, 1210 Greenbelt Drive, Griffin, GA 30224.	
Yours truly,	
_____ ACCOUNT NAME PER BANK RECORDS	
BY: _____ PROPOSER AUTHORIZED SIGNATURE	

Report from: (Bank) CONFIRMATION OF BANK BALANCES ONLY.

Note: if the space is inadequate, please enter totals hereon and attach statement giving full details as called for by the columnar headings below.

Part 2: Dear Sirs:

At the close of business on **June 30, 2015**, our records showed the following balance(s) to the **credit** of the above named customer. In the event that we could readily ascertain whether there were any balances to the credit of the customer not designated in this request, the appropriate information is given below.

Amount	Account Name	Subject to withdrawal by check	Interest Bearing (Give Dates)
\$			

The customer was directly liable to us in respect of loans, acceptances, etc. at the close of business on that date in the total amount of \$ _____, as follows:

Amount	Date of Loan or Discount	Due Interest Rate Paid to	Description of Liability, Collateral, Security Interests, Liens, Endorsers, Etc.
\$			

The customer was contingently liable as endorser of notes discounted and/or as a grantor at the close of business on that date in the amount of \$ _____, as below:

Amount	Name of Maker	Date of Note	Due Date	Remarks
\$				

Other direct or contingent liabilities, open letters of credit, and relative collateral, were

Security agreements under the Uniform Commercial Code, or any other agreements providing for restrictions, not noted above, were as follows (if officially recorded, indicate date and office in which filed):

Yours truly, (Bank) _____

Date _____ 20____

By: _____
Authorized Signature

CERTIFICATION REGARDING LOBBYING
(Contracts, Grants, Loans, and Cooperative Agreements)

The undersigned certifies, to the best of his or her knowledge and belief, that:

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.

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 employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

* The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontractors, sub-grants and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

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 required certification shall be subject to a penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Grantee/Contractor Organization	Program/Title
<hr/>	
Name of Certifying Official	Signature

_____, 20____
Date

*Note: "All" in the Final Rule, is expected to be clarified to show that it applies to covered contract/grant transactions over \$100,000 (per OMB).

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS

This Certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' Responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTIONS WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION).

The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

INSTRUCTIONS FOR CERTIFICATION

By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.

The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.

The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective recipient of Federal funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", and "voluntarily excluded" as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.

STATEMENT OF ASSURANCES
Nondiscrimination and Equal Opportunity Requirements of WIOA
29 CFR Part 37

As a condition to the award of financial assistance under WIOA, the Contractor assures, with respect to operation of the WIOA-funded program or activity and all agreements or arrangements to carry out the WIOA-funded program or activity, that it will comply fully with the nondiscrimination, and equal opportunity provisions of Section 188 of the Workforce Innovation and Opportunity Act (WIOA), including the Title VI of the Civil Rights Act of 1964, as amended; and Title IX of the Education Amendments of 1972, as amended. The grant recipient also assures that it will comply with 29 CFR, part 37 and all other regulations implementing the laws listed above. The Contractor understands that the United States has the right to seek judicial enforcement of this assurance.

The obligation for insuring service provider or vendor compliance with the nondiscrimination and equal opportunity provisions of WIOA rests with the LWIOA grant recipient, as specified in the LWIOA grant recipient's Method of Administration.

The LWIOA grant recipient agrees to abide by the Equal Opportunity policy stated below and must provide initial and continuing notice that it does not discriminate on any prohibited ground. The LWIOA grant recipient must also take appropriate steps to ensure that communication with individuals with disabilities is as effective as communications with others.

The Equal Opportunity notice must contain the following specific wording:

EQUAL OPPORUNITY IS THE LAW

It is against the law for this recipient of Federal financial assistance to discriminate on the following basis:

Against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and Against any beneficiary of programs financially assisted under the Title I of the Workforce Innovation and Opportunity Act of 2014 (WIOA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIOA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas:

Deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity; Providing opportunities in, or treating any person with regard to, such a program or activity; or Making employment decisions in the administration of, or in connection with, such a program or activity.

At a minimum, the notice required by sections 37.29 and 37.30 of 29 DFR Part 37 must be posted prominently in reasonable places; Disseminated in internal memoranda and other written or electronic communication; included in handbooks or manuals; and made available to each participant and made part of each participant's file.

Date of Acceptance

Authorized Signature/Title

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

The Contractor certifies that it will or will continue to provide a drug-free workplace by:

Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

Establishing an ongoing drug-free awareness program to inform employees about:

The dangers of drug abuse in the workplace;

The grantee's policy of maintaining a drug-free workplace

Any available drug counseling, rehabilitation, and employee assistance programs; and

The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace; Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

- Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will: Abide by the terms of the statement; and Notify the employee in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. The notice shall include the identification number(s) of each affected grant;

Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted:

- 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; or 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;

Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

Date of Acceptance

Authorized Signature

Title

STATEMENT OF ASSURANCES

The Contractor hereby assures and certifies that it will comply with H.R. 803, Federal Workforce Innovation and Opportunity Act (WIOA) Regulations, dated July 22, 2014, and any amendments or additions to said Regulations, State and local law, the Regulations and Policies as issued by the Local Workforce Investment Board, requirements contained in the applicable OMB Circulars, and applicable Uniform Administrative Requirements.

It further attests that a resolution, motion, or similar actions has been duly adopted or passed by its authorizing agent allowing it to accept all understandings and assurances contained within this contract.

It will establish safeguards or prohibit employees from using their positions for a purpose that is or give the appearance of being motivated by a desire for private gain for themselves or others, particularly those with family, business, or other ties. (29CFR Part 97.36)

It will upon the written request of the Local Workforce Investment board (LWIB), promptly refund to the Board or its Agent all funds representing disallowed costs. This repayment shall be made regardless of any claim of the sub-recipient against any other person or entity.

It will retain all records pertinent to the Contract for a period of four years after the closeout package is submitted to the LWIB or its Agent. Records for equipment shall be retained for a period for three years beginning on the last day of the Program Year in which final disposition of property occurred. If any litigation, claim, negotiation, audit, or other action involving the records has not been completed before the expiration of the three-year period, the record must be retained until completion of the action and resolution of all issues which arise from it.

The Contractor acknowledges that the Georgia Open Records Act (O.C.G.A. 50-18-70 et seq.) provided at 50-18(a) that records received or maintained by a private person, firm, corporation, or other private entity in the performance of a service or function for or on behalf of an agency, or public office, shall be subject to the Georgia Open Records Act, and provides a criminal misdemeanor penalty for knowing and willful noncompliance with Open records Act provisions. The grant administrator acknowledges that the Open Records Act also contains an exception to the general rule requiring that public records be made accessible to the public, which exceptions provides that the public records prohibited or specifically exempted from being open to inspection by the general public, by order or a court of this state or by law shall not be open to inspection by the general public. The grant administrator agrees to comply with the Open records Act and to protect private and confidential records that are exempted from being open to inspection by the general public.

Date of Acceptance

Authorized Signature

Georgia Immigration and Homeland Security Act Compliance:

Georgia Security and Immigration Compliance Act of 2006: CONTRACTOR agrees to comply with all of the contractor requirements of the “Georgia Security and Immigration Compliance Act” of 2006 as amended, as codified in O.C.G.A. Sections 13-10-90 and 13-10-91 and regulated in Chapter 300-10-1 of the Rules and Regulations of the State of Georgia, “Public Employers, Their Contractors and Subcontractors Required to Verify New Employee Work Eligibility Through a Federal Work Authorization Program,” accessed at <http://www.dol.state.ga.us>, as further set forth below.

A. Contractor Agreement to Verify the Eligibility of its New Hires through the U.S. Department of Homeland Security’s “Employment Eligibility Verification (EEV) / Basic Pilot Program.” CONTRACTOR agrees to verify the work eligibility of all of CONTRACTOR’S newly hired employees through the U.S. Department of Homeland Security’s *Employment Eligibility Verification (EEV) / Basic Pilot Program*, accessed through the internet at <https://www.vis-dhs.com/EmployerRegistration>, in accordance with the provisions found in O.C.G.A. 13-10-91 and Rule 300-10-1-.02 of the Rules and Regulations of the State of Georgia.

B. Contracts Affected by the “Georgia Security and Immigration Compliance Act.” CONTRACTOR agrees that the contractor and subcontractor requirements of the “Georgia Security and Immigration Compliance Act” of 2006 as amended, apply to contracts for, or in connection with, the physical performance of services within the State of Georgia.

C. Contractor’s Agreement to Require “Georgia Security and Immigration Compliance Act” Compliance of its Subcontractors Connected with this Contract.

CONTRACTOR agrees to require O.C.G.A. Sections 13-10-90 and 13-10-91 compliance in all written agreements with any subcontractor employed by CONTRACTOR to provide services connected with this contract, as required pursuant to O.C.G.A. 13-10-91 including the execution of an affidavit which shall include:

- a. The contractor’s statement that the contractor has registered with and is authorized to use the Employment Eligibility Verification/Basic Pilot Program;
- b. The contractor’s statement that the contractor is using and will continue to use the Employment Eligibility Verification/Basic Pilot Program; and
- c. The contractor’s Employment Eligibility Verification/Basic Pilot Program authorization date and user identification number.

D. CONTRACTOR agrees to secure from any subcontractor engaged to perform services under the Contract an executed “Subcontractor Affidavit,” as required pursuant to O.C.G.A. 13-10-91 and Rule 300-10-1-.08 of the Rules and Regulations of the State of Georgia, (which rule can be accessed at <http://www.dol.state.ga.us>), which affidavit shall include:

- a. The subcontractor’s statement that the subcontractor has registered with and is authorized to use the Employment Verification/Basic Pilot Program;
- b. The subcontractor’s statement that the subcontractor is using and will continue to use the Employment Eligibility Verification/Basic Pilot Program; and
- c. The subcontractor’s Employment Eligibility Verification/Basic Pilot Program authorization date and user identification number.

E. CONTRACTOR agrees to maintain all records of the subcontractor’s compliance with O.C.G.A. Sections 13-10-90 and 13-10-91 and Chapter 300-10-1 of the Rules and Regulations of the State of Georgia.