

Three Rivers



Connecting Talent with Opportunity  
A proud partner of the American JobCenter network

# THREE RIVERS REGION WORKFORCE DEVELOPMENT BOARD

---

## **REQUEST FOR PROPOSAL**

### **CAREER SERVICES/CASE MANAGEMENT**

#### **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*

## TABLE OF CONTENTS

1. Summary of Services and Background
  - a. Project Summary
  - b. Workforce Innovation and Opportunity Act (WIOA) Background
  - c. TRWDB Information Summary
2. Overview – Career Services
  - a. One Stop Operations
  - b. Description of Workforce Development Services
  - c. Client Management Requirements and Services Allowable Under WIOA
  - d. Coordination of Funds
  - e. Individual Training Accounts (Payment Services) and Documentation
  - f. Additional Program Services/Requirements
  - g. Business and Employer Services
3. Physical Facilities Requirements
4. Project Schedule
5. Contract Term
6. Performance Standards
7. Submission Requirements
  - a. Procedure for Submitting Proposals
  - b. Bid Options
  - c. Evaluation Criteria
8. Award of Contract
9. Application Format

## APPENDICES

- A. Contract Information Sheet
- B. Certification Regarding Debarment
- C. Assurances For Workforce Innovation and Opportunity Training Contractors
- D. Certification Regarding Lobbying
- E. Previous Experience Form
- F. Description of Need
- G. Project Information
- H. WIOA Performance Measures

- I. Contractor Affidavit and Agreement
- J. Organizational Information Form
- K. Budget Information
- L. Specific Fidelity Bonding Requirements
- M. Three Rivers Regional Commission Grievance Procedures
- N. Information Regarding Lobbying
- O. Evaluation Forms

## **1. Summary of Services and Background**

### **a. Summary of Project**

The Three Rivers Regional Commission (TRRC), on behalf of the Three Rivers Workforce Development Board (TRWDB), is requesting proposals for the delivery of career and case management services to job-seeking clients in the Three Rivers Area. The Three Rivers area includes the following counties: Butts, Carroll, Coweta, Heard, Lamar, Meriwether, Pike, Spalding, Troup, and Upson Counties. The project will include the career services which are available to adults and dislocated workers through the One-Stop System. These services are divided into basic, individualized, and training services.

TRRC seeks proposals from organizations with demonstrated abilities, past performance, a sound proposal, and cost effective service delivery. TRRC expects bidders to propose to provide all career and case management services for at least a single county. Proposals for multiple counties or the entire region are encouraged. TRRC may use a combination of qualified applicants in order to service all regions.

**Proposals must be received no later than 4:30 P.M. Eastern Standard Time on March 30<sup>th</sup>, 2017. A total of three (3) hard copies and one (1) electronic format (USB flash drive, external hard drive, CD-R, etc.) of the completed proposal shall be sent to:**

*Three Rivers Regional Commission  
Governmental Services Division Director  
P.O. Box 818  
120 North Hill Street  
Griffin, Georgia 30224*

### **b. Workforce Innovation and Opportunity Act (WIOA) Background**

On July 22, 2014 President Barack Obama signed into law the Workforce Innovation and Opportunity Act (WIOA). WIOA is designed to improve and streamline access to federally funded employment, education, training, and support services. Congress passed the WIOA by a wide bipartisan majority, and it is the first legislative reform in 15 years of the public workforce system. Every year, the key programs forming the pillars of WIOA help tens of millions of job seekers and workers to connect to good jobs and acquire the skills and credentials needed to obtain them. The enactment of WIOA provides an opportunity for reforms to ensure the One-Stop Delivery System is job-driven, responding to the needs of employers and preparing workers for jobs that are available now and in the future. WIOA supersedes the Workforce Investment Act (WIA) and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973.

The terms and conditions of this RFP may change based on WIOA legislation and applicable regulations. The successful respondent to this RFP will be expected to remain informed on WIOA regulations and requirements. For more information on WIOA, please use the following links to access relevant federal, State, and local directives/guidance:

Federal laws, regulations, guidance and other information on WIOA can be found here:

<https://www.doleta.gov/WIOA/>

The Office of Management and Budget's (OMB's) Guidance for Grants and Agreements can be viewed here: [http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

State WIOA policy and guidance can be found here: <http://www.georgia.org/competitive-advantages/workforce-division/resources/>

Local Workforce Area information and plan can be found here:  
<http://www.threeriversrc.com/workforce.php>

### c. TRWDB Information Summary

The total amount of funding available to be awarded toward this project is between \$450,000 to \$550,000. Individual awards are dependent upon the scope of services and costs associated with case management, career services, training services, and personnel associated with each bid; with actual amounts dependent upon allocation and availability of carryover funds. The funds will be for the period of July 1, 2017 through June 30, 2018. The contract will have options to renew for three (3) additional normal contract periods with a contract end date of June 30 each year.

The Workforce Development Board's vision for the Region is: To match employees with quality jobs, and employers with qualified employees. Goals adapted to direct realization of this vision are:

1. To identify the workforce needs of businesses through the utilization of local labor market and educational data and technology and to meet those needs by emphasizing business services;
2. To provide customer-focused services (both for the employers and individuals) through the development and implementation of sector strategies and career pathways;
3. To create a unified, seamless and vital workforce delivery system by connecting core partners, economic development stakeholders, and others; formalizing agreements between the parties as appropriate; and assuring that investments are job-driven and non-duplicative;
4. To initiate an integrated approach to the system's overall performance management through the implementation of the Baldrige Performance Excellence Program that provides a system-wide approach to: (a) manage a performance-based workforce system with federally-mandated performance outcomes and locally-endorsed system utilization goals; (b) enable a mechanism for continuous improvement that supports a culture of high performance; (c) identify processes that meet current and future system organizational needs; and (d) help manage the system during periods of change.

The TRWDB supports businesses, economic development, and individuals with training, supportive services, on-the-job training, and other job development efforts in the 10-county region. Workforce development plays a key role in supporting economic growth and success across West Central Georgia.



Vision: Employees with quality jobs and employers with qualified employees

Mission: The Three Rivers Workforce Development Board exists to support and promote workforce development and job development to meet the needs of employers and employees in the region

We serve:

- Businesses - The TRWDB provides talent development services to businesses of all sizes, existing industry, and relocating companies
- Economic Development - The availability of skilled labor is a critical component of regional economic growth. The TRWDB is the workforce development partner for economic development organizations
- Individuals - The TRWDB equips individuals with the skills, knowledge, and experience to access careers in high-demand industries
- 

What is WorkSource Three Rivers?

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.

## **2. Overview – Career Services**

### **a. One Stop Operations**

The Three Rivers Workforce System is in a transition period from a One-Stop delivery system operated by a designated Consortium under the Workforce Investment Act (WIA) to a competitively selected OSO under the Workforce Innovation and Opportunity Act. During the selection process for the OSO provider(s), essential career services are being maintained under existing agreements.

There must be at least one comprehensive One-Stop for each local Workforce Area that provides access to physical services of each of the core programs and other One-Stop partners. A list of core programs and required One-Stop Partners can be found on this WIOA fact sheet:

[https://www.doleta.gov/wioa/Docs/WIOA\\_OneStop\\_FactSheet.pdf](https://www.doleta.gov/wioa/Docs/WIOA_OneStop_FactSheet.pdf)

Other entities that carry out education and training programs, including Federal, State, or local programs may serve as additional partners in the one-stop system if the local board and chief elected officials approve the entity's participation. All One-Stop Partners participating in the Comprehensive One-Stop for the region will be parties to the One-Stop Memorandum of Understanding (MOU) and/or Infrastructure Funding Agreement (IFA). Providers of career and case management services are traditionally located within the Comprehensive One-Stop and all affiliated One-Stop Career Centers within the region.

The comprehensive One-Stop will be located in Griffin, Georgia at the Georgia Department of Labor area office. Affiliated sites can potentially be located in Carrollton, LaGrange, and Newnan.

## **b. Description of Workforce Development Services**

Workforce Development Services assist and help eligible clients prepare for, obtain, and succeed in gaining employment. These services help area employers find, train, and hire needed workers. Eligible clients include Adults and Dislocated Workers who qualify for services under a variety of programs and funding streams. These funding sources may include WIOA, but may not be limited to only WIOA. Additional funding sources may be in a variety of National Emergency Grants (NEGs) from U.S. Department of Labor, grants from other federal departments, and funding sources related to training that may be applied prior to WIOA funding being applied (i.e. HOPE, Pell, Georgia Strategic Industries Workforce Development Grant – SIWDG, etc.).

## **c. Client Management Requirements and Services Allowable Under WIOA**

The Career Adviser/Case Manager will be responsible for recruitment of applicants; determination of eligibility; verification or provision of Career Services (basic, individualized, and follow-up); registration in the Data Management System (DMS); documentation of all applicable information in the DMS; basic and occupational skills assessments to determine suitable training occupations (the cost of assessment tools should be included in the budget); career guidance and counseling; implementation and ongoing update of the Individual Employment Plan (IEP); verification of legal status; and case management.

The career and training service provided through the one-stop centers are comprised of WIOA Title I and Title III Wagner-Peyser-funded services that must be provided for the universal population in all designated one-stop centers.

WIOA authorizes “career services” for adults and dislocated workers, rather than “core” and “intensive” services, as authorized by WIA. There are three types of “career services”: basic career services, individualized career services, and follow-up services. **These services can be provided in any order; there is no sequence requirement for these services.**

**The three categories of career services are defined as follows:**

### **Basic Career Services**

Basic career services must be made available to all individuals seeking services served in the one-stop delivery system, and include:

- Determinations of whether the individual is eligible to receive assistance from the adult, dislocated worker, or youth programs;
- Outreach, intake (including identification through the state’s Worker Profiling and Reemployment Services system of unemployment insurance (UI) claimants likely to exhaust benefits), and orientation to information and other services available through the one-stop delivery system;
- Initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive service needs;
- Labor exchange services, including— Job search and placement assistance, and, when needed by an individual, career counseling,
- Provision of information on nontraditional employment
- Provision of referrals to and coordination of activities with other programs and services, including those within the one-stop delivery system and, when appropriate, other workforce development programs;

- Provision of workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including—
  - o Job vacancy listings in labor market areas;
- Information on job skills necessary to obtain the vacant jobs listed; and
- Information relating to local occupations in demand and the earnings, skill requirements, and opportunities for advancement for those jobs;
- Provision of performance information and program cost information on eligible providers of training services by program and type of providers;
- Provision of information about how the local area is performing on local performance accountability measures, as well as any additional performance information relating to the area's one-stop delivery system;
- Provision of information relating to the availability of supportive services or assistance, and appropriate referrals to those services and assistance, including: child care; child support; medical or child health assistance available through the State's Medicaid program and Children's Health Insurance Program; benefits under the Supplemental Nutrition Assistance Program (SNAP); assistance through the earned income tax credit; housing counseling and assistance services sponsored through the U.S. Department of Housing and Urban Development (HUD); and assistance under a State program for Temporary Assistance for Needy Families (TANF), and other supportive services and transportation provided through that program;
  - Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA; and
  - Provision of information and assistance regarding filing claims under UI programs, including meaningful assistance to individuals seeking assistance in filing a claim—
    - o On-site using staff who are properly trained in UI claims, filing, and/or the acceptance of information necessary to file a claim, or
    - o By phone or via other technology, as long as the assistance is provided by trained and available staff and within a reasonable time;
    - o The costs associated in providing meaningful assistance may be paid for by the State's UI program, the WIOA Adult or Dislocated Worker programs, the Wagner-Peyser Employment Service, or some combination thereof these funding sources.

### **Individualized Career Services**

If one-stop center staff determine that individualized career services are appropriate for an individual to obtain or retain employment, these services must be made available to the individual. These services must be available in all one-stop centers. One-stop center staff may use recent previous assessments by partner programs to determine if individualized career services would be appropriate. These services include:

- Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include—
- Diagnostic testing and use of other assessment tools; and
- In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals;
- Development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the client to achieve his or her employment goals, including the list of, and information about, eligible training providers;
- Group and/or individual counseling and mentoring;
- Career planning (e.g. case management);



- Short-term pre-vocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct to prepare individuals for unsubsidized employment or training, in some instances pre-apprenticeship programs may be considered as short-term pre-vocational services;
- Internships and work experiences that are linked to careers;
- Workforce preparation activities that help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills, including competencies in utilizing resources, using information, working with others, understanding systems, and obtaining skills necessary for successful transition into and completion of postsecondary education, or training, or employment;
- Financial literacy services;
- Out-of-area job search assistance and relocation assistance; and
- English language acquisition and integrated education and training programs.

### **Follow-up Services**

Follow-up services must be provided as appropriate for clients who are placed in unsubsidized employment, for up to 12 months after the first day of employment. Counseling about the work place is an appropriate type of follow-up service. Follow-up services do not extend the date of exit in performance reporting. Performance requirements during the 2<sup>nd</sup> and 4<sup>th</sup> quarters of performance after exit are directly linked to follow-up in the 12-month period after exit from the program. Some basic services may be provided in follow-up to ensure that clients gain employment prior to the 2<sup>nd</sup> and 4<sup>th</sup> quarters after exit.

**Career Services provided by Wagner-Peyser staff.** Labor exchange services, which are the primary services provided by WP staff, fall under the Basic Career Services. Additionally, all of the Basic Career Services must be made available by WP staff in coordination with other one-stop center partners

### **Employment Status Clarification.**

In addition to providing career and training services to individuals who are unemployed, there remains a significant population of job seekers who are underemployed. Individuals who are underemployed may include:

- Individuals employed less than full-time who are seeking full-time employment;
- Individuals who are employed in a position that is inadequate with respect to their skills and training;
- Individuals who are employed who meet the definition of a low-income individual in WIOA sec. 3(36); and
- Individuals who are employed, but whose current job's earnings are not sufficient compared to their previous job's earnings from their previous employment, per State and/or local policy.

Individuals who are underemployed and meet the definition of a low-income individual may receive career and training services under the Adult program on a priority basis. Individuals who meet the definition of an individual with a barrier to employment who are underemployed may also be served in the Adult program. Individuals who were determined eligible for the Dislocated Worker program are eligible for career and training services under this program.

**Training Services.** There is no sequence of service requirement for "career services" and training. Training services must be directly linked to local demand occupations. It is the case manager's responsibility to document the link between training and demand occupations. Customer choice is an underlying principle of WIOA. But the customer's choice must be training for employment for jobs that are in need of trained employees. The TRWDB with input from the Business and Industry Committee has

established approved training programs within the region. These programs are directly linked to in-demand occupations; verifiable sources that support employment in areas of employment associated with the program; and are directly in line with the LWDA's regional plan. Training will not be provided in declining occupations.

Training services for adults and dislocated workers are provided through individual training accounts unless the training is on the job training or customized training. Exceptions can be made for effective local programs for special populations or if there are insufficient eligible providers.

Training services may be provided for eligible individuals who:

1. Lack marketable skills and need training to get a job.
2. Cannot get work through Basic/Individualized Career services.
3. Meet a priority system.
4. Are ineligible for Pell assistance or require assistance beyond Pell.
5. Have a job goal in an in-demand occupation.

Training Services include:

1. Occupational skills training
2. Workplace training plus instruction
3. Skill upgrading/re-training
4. Job readiness training
5. Adult Education/Literacy plus job/occupational skills training

#### **d. Coordination of Funds**

WIOA funding must be coordinated with all other available funding sources such as HOPE, Pell, and GI Bill prior to expending WIOA funds. Clients should apply for HOPE, Pell, GI Bill, and all other appropriate funding sources. WIOA clients may enroll in training while Pell, Hope, GI Bill, and other funding sources are pending as long as the appropriate arrangements have been made with the training institution regarding the allocation of all grants and funding sources. Career advisers/case managers and/or service providers should conduct an analysis of the client's financial needs (cost of attendance) to document a client's total cost of attending training. This analysis includes, but is not limited to, the costs of tuition, fees, books, supplies, transportation, childcare, living expenses, and other appropriate personal and educational related expenses. The documentation supporting this determination should be maintained in the client's case file.

If it is determined through the analysis of the cost of attendance form that the total cost of attending training exceeds the amount available through HOPE and WIOA funding, then Pell funds may be utilized by the client for living and other appropriate personal expenses during the training period.

#### **e. Individual Training Accounts (Payment Systems) and Documentation**

ITAs are designed to identify WIOA funded costs associated with the training cost of attendance. The cost of attendance may include tuition, fees, room and board, books, supplies, and other training related costs required for participation in a specific training program.

The ITA identifies the WIOA obligation for the client. The client will be able to access information about the account from the service provider. Each service provider is responsible for maintaining an ITA

payment system which ensures that payments made to eligible providers are timely, for the agreed upon amount, ensuring that the provider is on the EPL at time of payment and that the payments are supported by appropriate documentation. Note: Cost of Attendance may also include other expenses that are not incurred through the training provider such as child care, transportation, rent and other living expenses. WIOA funds may be used to assist with such expenses and are considered supportive services. These expenses require proof of expenditure in the clients file.

- A. Training related costs required for participation in a training program include, but are not limited to:
  - 1. Tools and supplies necessary to participate in training;
  - 2. Uniforms and shoes/boots;
  - 3. Drug tests, physicals, eye exams, immunizations;
  - 4. Background checks;
  - 5. Application, graduation, and GED fees;
  - 6. Credential, license or exam fees;
  - 7. Lodging (when a part of the cost of attending training out of area); and
  - 8. Auxiliary aides and services necessary for persons with disabilities to participate in training.
- B. Financial responsibility for ITAs remains with the LWDA who developed the ITA, in consultation with the client, throughout the period of training, regardless of the location of the training provider. The financial responsibility of the LWDA also extends to supportive services.
- C. Training related costs must be documented and approved for payment by way of a voucher from the contractor to the training provider and TRRC. All supporting documentation must accompany the voucher for approval (i.e. acceptance letter from training provider, class schedule, grades from previous semester, etc.). Additionally, the contractor will be responsible for providing documentation to TRRC to support need for supportive services. Transportation and childcare supportive services will be paid directly to the client, after all documentation is received by TRRC (i.e. attendance sheets signed by instructor, class schedule, approval in DMS of need for supportive services, etc.).

### **Documentation**

Contact between the case manager, counselor or coordinator and the client must occur, at a minimum, at the end of every 30 days, semester or uninterrupted training course during the lifetime of the training plan. Contact may be made by telephone, email, through the mail, personal contact or other appropriate means to provide documentation of successful progress – this may include reaching out to the training provider or a referral partner for updates on the client’s status.

Documents such as attendance records, grade reports, and statements from the instructing agency, are required as proof of participation. Documentation of status of the provider, either Georgia's EPL or another state's list, must be maintained in the client's file.

#### **f. Additional Program Services/Requirements**

Recruitment is a key component of this program. In addition to recruitment in cooperation with financial, community resource, and dislocation events; the successful bidder will develop promotional literature to publicize opportunities provided by the WIOA program. Additionally, the successful bidder will inform the various community agencies and organizations of opportunities available from the WIOA program including the following: GDEcD-WD; Headstart Programs; Department of Family and Children Services in the service area, basic adult education classes; school counselors; local churches; Georgia Vocational Rehabilitation Agency; public service announcements on local radio and in local newspapers; personal visits to social services agencies that work with the WIOA target populations, and other relevant agencies in the area that can potentially serve as a referral network for the contractor.

1. Registered clients will be entered into the State Data Management System. If the client is entering the ITA program, the ITA tracking system will be utilized to record financial commitments and update it as appropriate. All ITAs must be submitted to TRRC after review and approval by contractor.
2. All pertinent Workforce Development Board policies regarding service delivery must be followed. Routinely, the eligibility determination, service priority, and support policies will be used.
3. Although the ITA system is the primary service option, other training options may be pursued for the client and offered either directly or through referral. Other training options can include On-the-Job Training, Customized Training, and Apprenticeship opportunities offered within the local service delivery area. Business Services will provide the contractor with available On-the-Job Training, Customized Training, and other Business Services training related opportunities under WIOA.
4. The Case Manager will continue serving the client even after the client completes training to ensure successful job maintenance and appropriate follow-up through the development of a wage progressive plan.
5. The program will emphasize strong customer service and satisfaction principles. Continuous improvement will be expected and monitored.

#### **g. Business and Employer Services**

The successful bidder will have staff, or access to agencies with staff, designated to reach out to employers within their service counties; in order to determine employers' workforce needs, communicate those needs to the case managers, and work collaboratively with the Three Rivers Business Services Specialist and team to effectively recruit and coordinate for Business Services efforts such as: On-The-Job Training, customized training opportunities, employer recruitments and job fairs, etc.

### 3. Physical Facilities Requirements

Organizations submitting proposals are expected to be located within the Comprehensive One-Stop Career Center, which has been identified as the Griffin Career Center (1514 Hwy16 West, Griffin, GA 30223). Affiliate sites have been identified in the region. These include: Carrollton, LaGrange, and Newnan Career Centers. This procurement does not require that organizations have or establish a physical presence in every county to be served. However, the successful bidder will provide additional access to WIOA services in rural counties through partnerships and agreements developed with agencies that serve potential clients. This procurement does not provide funding for the establishment of a physical facility. However, it is the intent that career services/case management training services will be provided through the One-Stop system and located at the One Stop Centers or their affiliates.

All facilities to be used in providing workforce services under this procurement within the local workforce area must comply with all requirements for handicapped accessibility under the Americans with Disabilities Act (ADA).

### 4. Project Schedule

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

February 13 <sup>th</sup> , 2017	Release of RFP
February 21 <sup>st</sup> , 2017	Bidder's Conference (11:00 AM TRRC Office 120 N. Hill St., Griffin, GA 30224)
February 23 <sup>rd</sup> , 2017- 5:00 p.m.	Deadline for Written Questions
March 30 <sup>th</sup> , 2017	Proposals Due
May 1, 2017	Contract Award (on/about)
July 1, 2017	Program Start Date

### 5. Contract Term

The initial contract will be for the period July 1, 2017 through June 30, 2018. The normal contract year will follow the State of Georgia fiscal year (July 1 - June 30). The contract will have options to renew for three (3) additional normal contract periods with a contract end date of June 30 each year. The annual renewal of the contract shall be based on the availability of funds and successful contract performance the preceding year. The contract award will be acknowledged by the issuance of a Notice of Award. Renewals will be accomplished through the issuance of annual intent to renew letter to the contractor. Renewals are contingent upon the completion of renewal criteria, including but not limited to: updated proposal information, cost analysis information, favorable evaluations from the consumers, centers and/or programs served and approval for renewal by the TRWDB. Contract(s) resulting from this RFP are contingent upon the TRWDB and the TRRC receiving funds from the Georgia Department of Economic Development: Workforce Division (WFD).

## 6. Performance Standards

This is not a program whose success is based solely on the number of registrants/participants. The success of the program is based in how well the registrants/participants perform on the job and their success in long-term employment.

Each service provider is measured based on federally-established performance measures that assist in gauging the WIOA program's success. These measures are negotiated yearly with the Georgia Department of Economic Development Workforce Division. The definitions of the performance measures are included in Attachment H together with the actual negotiated performance standards for the TRWDB local area.

In addition to the federally mandated performance measures, the resulting contract for career services will include real-time measures related to benchmarks established during negotiations. These may include milestones such as numbers of individuals accessing services; number of Individual Training Accounts developed; number of successful completions for training in related employment; positive referrals for Business Services; as well as successful referrals to employment or training, employer contacts, marketing events, etc.

## 7. Submission Requirements

### a. Procedure for Submitting Proposal

- A. **To apply for funding, all interested applicants must submit a proposal for review and approval using the application format included in this RFP.** TRWDB/TRRC reserves the right to refuse to read or consider any Proposal which uses a format other than this approved format.

**Please review the entire package before completing the application format.** Detailed information regarding program requirements, goals, services to be provided, WIOA regulations, etc. should be reviewed before beginning the application.

The deadline for receiving proposals at Three Rivers Regional Commission (TRRC) is **4:30 p.m. Eastern Standard Time on March, 30<sup>th</sup>, 2017.** **No proposals will be accepted after this date and time.**

**Please submit one (1) original and three (3) hard copies and one (1) electronic copy on a CD/DVD/USB drive of your proposal to:**

Mr. Robert Hiett  
Three Rivers Regional Commission  
Workforce Development  
120 North Hill Street (physical address)  
P.O. Box 818 (mailing address)  
Griffin, GA 30224

- B. The original copy must be signed in a color other than black ink in order to determine which is the original.

- C. Proposals must be submitted unbound, but stapled in the upper left corner with ATTACHMENT A of the proposal (CONTRACT INFORMATION SHEET) as the cover. FAXED proposals will not be accepted.
  
- D. Technical assistance in completing this proposal will be offered at a **Bidder's Conference to be held on February 21<sup>st</sup>, 2017** at the Workforce office located at 1210 Greenbelt Drive, Griffin, GA 30224. Questions and answers regarding the RFP will be answered at the Bidder's Conference. Written questions can be emailed to [rhiett@threeriversrc.com](mailto:rhiett@threeriversrc.com) or [sglenn@threeriversrc.com](mailto:sglenn@threeriversrc.com) if received by 4:30 p.m. on Monday, February 20<sup>th</sup>, 2017. All other questions other than those in regard to the RFP may be asked by contacting Robert Hiatt at (678)692-0510 or Stephanie Glenn at 770-229-9799. Questions and answers arising at the Bidder's Conference will be available upon written request or can be viewed on-line at [www.threerivers.org](http://www.threerivers.org).

## 8. AWARD OF CONTRACT

### Evaluation Process and Award Notification

TRWDB staff will evaluate proposals and make available the evaluation and summary information of the proposals to the TRWDB Executive Committee. The TRWDB Executive Committee intends to select providers for Career Services at their meeting in April. However, in the event of inclement weather, lack of a quorum or other adverse circumstances, the decision will be made as soon as feasible. Contracts will be awarded based on the decision of the TRWDB/CEO's at their meetings and subsequent approval by the Three Rivers Regional Commission Council. The proposing agency's official contact person will be notified of the disposition of the proposal through written communications channels by May 1, 2017.

### Evaluation Format

All proposals will be evaluated using the criteria outlined in Attachment P of this document.

Initially, proposals will be evaluated for responsiveness using the Responsiveness Checklist in this proposal package. Only responsive proposals will be considered for funding. Responsive proposals will be evaluated for competitiveness and contracts awarded using the review criteria presented in this proposal package. A contingency list will be developed specifying competitive bidders with whom contracts may be awarded should additional funds become available due to de-obligation of funds or the identification of additional program needs; or existing contracts with performing contractors may be increased to utilize these funds.

The TRWDB reserves the right to accept or reject any/all bids received as qualified, to accept other than the lowest bid, to negotiate with responsive bidders for the best price, or to cancel in part or in its entirety, the request if it is in the best interests of the TRWDB to do so.

### Conflicts of Interest

The TRWDB adheres to a Conflict of Interest policy which states that if an actual or potential Conflict of Interest exists, the affected Board Member/Standing Committee Member shall recuse himself or herself from voting on the impacted topic. The member shall also bring the potential Conflict of Interest to the

Board's attention prior to the vote and shall refrain from participating in any discourse involving the impacted topic. Such disclosure shall be expressly noted in the Board's minutes. Additionally, in the meeting minutes, the Board shall recite the nature of the actual or potential Conflict of Interest and the recusal of the impacted Board Member/Standing Committee Member with respect to the vote and discussion of the impacted topic.

In the event that a Board Member/Standing Committee Member is uncertain as to whether an actual or potential Conflict of Interest exists, the Board Member/Standing Committee Member shall notify the Board, and the remainder of the Board shall vote to determine whether an actual or potential Conflict of Interest exists.

The Three Rivers Workforce Development Board's Conflict of Interest policy forbids any TRWDB member, CEO member, Administrative Staff, TRWDB Board member/standing committee member, or other persons involved in a WIOA funded activity from (1) directly or indirectly accepting or soliciting any gratuities, favors, or anything involving more than the minimum monetary value from any person (including potential or actual suppliers, contractors, subcontractors, grant recipient, or other service providers) with whom the Board Member interacts in his/her capacity as a recipient of WIOA funds; (2) participating in the selection, award, or administration of a procurement supported by WIOA funds, in any case where the individual is aware that he or she, or any member of his or her immediate family, business partner, or any organization that employs or is about to employ any of those persons, has any financial or material interest in any organization that may be considered for an award; or (3) advocating for or cause the advancement, appointment, employment, promotion, or transfer of an Immediate Relative to any office or position administering or handling federal funds under Public Law 113-128, including without limitation, any potential or actual supplier, contractor, subcontractor, grant recipient or other service provider.

In addition, a TRWDB Board Member/Standing Committee Member shall not vote on a matter under consideration by a Board if such vote:

- Involves the provision of services by such Board Member/Standing Committee Member (or any entity or organization the Board member/Standing Committee Member represents, or in which he or she hold an ownership or pecuniary interest) or a Board Member's/Standing Committee Member's Immediate Relative; or
- Would provide a direct or indirect financial benefit to the Board member/Standing Committee Member (or any entity or organization the Board member/Standing Committee Member represents, or in which he or she hold an ownership or pecuniary interest) or a Board Member's/Standing Committee Member's Immediate Relative; or
- Involves any other conduct or activity determined to constitute a Conflict of Interest.

## **9. APPLICATION FORMAT**

The ATTACHMENTS may be reproduced by the proposer. However, it is the responsibility of the proposer to ensure that all information requested on the ATTACHMENTS is included in such reproductions, that the reproductions follow the same format, and that page limitations are not exceeded.

Applications for the local WIOA funds must be assembled using the following format:

### **A. Contract Information Sheet**



Complete and attach the Contract Information Sheet (ATTACHMENT A).

B. Certification Regarding Debarment

Complete and attach the Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction Form (ATTACHMENT B).

C. Assurances

Sign and attach Assurances (ATTACHMENT C).

D. Certification Regarding Lobbying

Complete and attach Certification Regarding Lobbying (ATTACHMENT D).

E. Previous Experience Form

Complete and attach Previous Experience Form (ATTACHMENT E).

F. Description of Need

Complete and attach the Description of Need Form (ATTACHMENT F).

G. Project Information

1. Complete and attach Project Description Form (ATTACHMENT G).
2. Complete and attach Project Implementation Form (ATTACHMENT G-1).

H. Performance Standards

I. Contractor Affidavit and Agreement

Complete and attach ATTACHMENT I.

J. Organizational Information Form

Complete and attach Organizational Information Form (ATTACHMENT J).

K. Budget Information - ATTACHMENT K

1. All proposers must complete and attach the Detailed Budget - Year One (ATTACHMENT K-1) and a Budget Narrative For Year One - (ATTACHMENT K-2). If any costs are to be used as stand-in costs, it should be discussed in detail on the Budget Narrative, ATTACHMENT K-2. Any costs which will be funded through non-WIOA funds as the result of collaborating with other agencies should also be discussed in detail on the Budget Narrative. Complete Budget Estimate for Year Two and Year Three, (ATTACHMENT K-4).

2. ATTACHMENT K-3 contains instructions for the Detailed Budget, the Budget Narrative and Budget Estimate for Year Two and Year Three (ATTACHMENT K-4). Instructions should be followed closely to ensure that all requirements for the Detailed Budget, the Budget Narrative and, Budget Estimate for Year Two and Year Three are complete. Dollar amounts should be rounded up to the next highest whole number. Do not include cents.

L. Specific Fidelity Bonding Requirements

M. Three Rivers Regional Commission Grievance Procedures

N. Information Regarding Lobbying

O. One-Stop System Workflow/Logistical Model

P. Evaluation Forms

NOTE: ATTACHMENTS H, K, K-3, L, L-1, M, N, and P are for informational purposes only. Therefore, DO NOT RETURN them with your proposal. ***However, the first 2 pages of ATTACHMENT N are to be returned if the proposer has had Lobbying activities.***

**ATTACHMENT A  
CONTRACT INFORMATION SHEET**

**(COMPLETE AND RETURN AS PAGE 1 OF THE PROPOSAL)**

<b>Legal Name of Organization:</b>	<b>Federal Employer ID:</b>
<b>Address:</b>	<b>DUNS Number:</b>
<b>Contact Person/Title:</b>	<b>Mailing Address (if different):</b>
<b>Email Address:</b>	<b>Phone:</b>
	<b>Fax Number:</b>

Has your organization provided WIOA services in the past? \_\_\_\_\_ (If yes, complete Attachment E.)

Legal Status of Organization (check applicable): Public\_\_Private\_\_Profit\_\_Non-Profit\_\_Local Education Agency

<b>Total Amount of Funding Requested for Year One:</b>	<b>Number of Clients Year One:</b>	<b>Cost Per Client:</b>
<b>Brief Description of Project:</b>		

Specify \$ Amount Requested: Year 1: Adult \_\_\_\_\_; Dislocated \_\_\_\_\_; TOTAL \_\_\_\_\_  
 Year 2: Adult \_\_\_\_\_; Dislocated \_\_\_\_\_; TOTAL \_\_\_\_\_  
 Year 3: Adult \_\_\_\_\_; Dislocated \_\_\_\_\_; TOTAL \_\_\_\_\_

PROJECT GOALS	WIOA ADULT RATE	WIOA DISLOCATED RATE
Employment Rate (Q2 post-exit)	%	%
Credential Rate	%	%
Median Earnings	\$	\$
Employment Rate (Q4 post-exit)	%	%
Measurable Skills Gains		

Signature of Legal Signatory: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print name and title of legal signatory: \_\_\_\_\_

**ATTACHMENT B**

**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, Recipient's 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)**

- (1) 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.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective recipient shall attach an explanation to this proposal.

Name and Title of Authorized Representative	Signature	Date
---	-----------	------

**INSTRUCTIONS FOR CERTIFICATION**

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. 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.
3. 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 assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "recipient," "person," "primary covered transaction," "principal," "proposal," 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 these regulations.
5. 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.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A recipient in a covered transaction may rely upon a certification of a prospective recipient in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A recipient may decide the method and frequency by which it determines the eligibility of its principals. Each recipient may but is not required to check the List of Parties Excluded from Procurement or Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a recipient is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a recipient in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

## ATTACHMENT C

### ASSURANCES FOR WIOA TRAINING OFFERORS/BIDDERS

The applicant assures the Three Rivers Workforce Development Board that projects funded under the provisions of the Workforce Innovation and Opportunity Act (WIOA, Public Law 113-128) shall be operated in compliance with the Act, Federal regulations promulgated pursuant to the Act published in the Federal Register; policies and rulings by the Governor of Georgia, the Governor's Advisory Council on Workforce Innovation and Opportunity Act; and administrative issuances by the Georgia Department of Labor and the WDB's administrative entity. The applicant further assures that:

1. It possesses legal authority to apply for these funds; that a resolution, motion or similar action has been duly adopted or passed as an official act of the recipient's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the recipient to act in connection with the application and to provide such additional information as may be required.
2. It will not use WIOA funds for the company specific assessments of job applicants or employees, for the encouragement or inducement of a business, or part of a business, to relocate from any location in the United States, if the relocation results in any employee losing his/her job at the original location, including predecessors and successors in interest. WIOA providers must adhere to the restrictions regarding placement of clients during hiring freezes or layoffs.
3. It has not violated any Federal and/or State laws including but not limited to: anti-discrimination statutes; labor and employment laws; environmental laws, or health and safety laws for a minimum of 24 months immediately preceding the date of signature on ATTACHMENT A of this proposal.
4. It will provide Three Rivers Regional Commission certification of time and attendance of WIOA clients (for purpose of support payments) and other information as required.
5. It will allow staff members to attend training sessions held by Three Rivers Regional Commission to familiarize the applicant's staff with WIOA provisions.
6. It will provide intake or refer as appropriate to the area One Stop partners for proper completion of the intake process.
7. That this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment and is in all respects fair and without collusion or fraud. Collusive bidding is a violation of State and Federal law and can result in fines, prison sentences and civil damage awards.
8. The Offeror/Bidder will comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Innovation and Opportunity Act of 2014, including the Nontraditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; Title IX of the Educational Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws. The United States has the right to seek judicial enforcement of this assurance. All eligible service and training providers receiving WIOA funds must comply fully with the provisions of 29 CFR part 2, subpart D (29 CFR 2.30), and ensure that Georgia

Department of Economic Development supported social service programs are open to all qualified organizations, regardless of their religious character and to clearly establish the permissible uses to which Georgia Department of Economic Development support for social service programs may be put, and the conditions for receipt of such support. Providers must also ensure that Georgia Department of Economic Development's social service programs are implemented in a manner consistent with the requirements of the Constitution, including the Religion Clauses of the First Amendment. (29 CFR Part 2.30).

9. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties. No individual may be placed in a WIOA employment activity if a member of that person's immediate family is directly supervised by or directly supervises that individual.
10. It will retain all records pertinent to this grant for a period of six (6) years beginning on the date the final expenditure report for the project is submitted. The aforementioned records will be retained beyond the six (6) years if any litigation or audit is begun or if a claim is instituted involving the records this contract covers. In these instances, the records will be retained until litigation or audit claim has been finally resolved.
11. It will agree that any duly authorized representatives from the United States Department of Labor, the Comptroller General of the United States, the Georgia Department of Economic Development, Three Rivers Regional Commission, the Three Rivers Workforce Development Board or the Council of Chief Elected Officials of the Three Rivers region shall have access to any books, documents, papers and records which are directly pertinent to this contract for the purpose of monitoring program activities, making an audit, examination, excerpts and transcriptions.
12. It will furnish or submit evidence of a fidelity bond posted on those having responsibility for the expenditure of funds under the proposed contract in an amount sufficient to assure sound fiscal practices in order to assure the Federal Government, the State, and the Three Rivers Workforce Development Board against loss of such funds.
13. No WIOA funds will be used for religious, sectarian, or political activities, or to assist, promote or deter union organizing and it will comply with the government-wide drug free workplace requirements as codified in the DOL Regulations at 29CFR, part 98. WIOA recipients must adhere to the guidelines and restrictions as regarding Unionization/Anti-unionization Activities and Work Stoppages as stipulated in [WIOA Sec. 181 (b) (7)].
14. As recipients of WIOA Title IB adult, youth, and dislocated worker funds, local workforce areas must obtain and have posted the following certifications and assurances.
  - A. Certification Regarding Lobbying [29 CFR Part 93]
  - B. Drug-Free Workplace Requirements Certification [29CFR Part 98]
  - C. Nondiscrimination and Equal Opportunity Assurance [29 CFR Part 37]
  - D. Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions [ 29 CRF Part 98]
  - E. Standard Assurances For Non-Construction Programs
15. The information provided by the Offeror/Bidder in the request for proposal is accurate, complete, and current.

16. Prohibition on use of funds for customized or skill training and related activities after relocation. No WIOA funds provided under this CONTRACT for an employment and training activity may be used or proposed to be used for customized training, skill training, or on-the-job training or company specific assessments of job applicants or employees of a business or a part of a business that has relocated from any location in the United States, until the company has operated at that location for 120 days, if the relocation has resulted in any employee losing his or her jobs at the original location.

17. Displacement

- a. Prohibition. A client in a program or activity authorized under this CONTRACT must not displace (including a partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits) any person currently employed by the participating employer (as of the date of the participation).
- b. Prohibition on impairment of contracts. A specified activity must not impair existing contracts for services or collective bargaining agreements and no such activity that would be inconsistent with the terms of a collective bargaining agreement shall be undertaken without the prior written concurrence of the appropriate labor organization and employer concerned.

18. Other Prohibitions. A client in a program may not be employed or assigned to a job if:

- a. any other individual is on layoff from the same or any substantially equivalent job;
- b. the employer has terminated the employment of any regular, unsubsidized employee or otherwise caused an involuntary reduction in its workforce with the intention of filling the vacancy so created with the WIOA client; or
- c. the job is created in a promotional line that infringes in any way upon the promotional opportunities of currently employed individuals.

19. Limitation on Use of Funds

- a. No funds available under this CONTRACT shall be used for employment generating activities, economic development activities, investment in revolving loan funds, capitalization of businesses, investment in contract bidding resource enters, and similar activities that are not directly related to training for eligible individuals under this CONTRACT.
- b. No funds available through this CONTRACT shall be used for foreign travel the wages of incumbent employees during their participation in economic development activities public service employment, except to provide disaster relief employment, and/or expenses prohibited under any other Federal, State or local law or regulation.
- c. No funds available under this CONTRACT shall be used to directly or indirectly assist, promote, or deter organizing.
- d. Funds provided shall only be used for activities, which are in addition to those, which would otherwise be available in the area in the absence of such funds.
- e. Programs will not impair existing contracts for services or result in the substitution of federal funds for other funds in connection with work that would otherwise be performed, including services normally provided by

temporary, part-time or seasonal workers or through contracting such services out.

- f. The Proposal Offeror (bidder) shall assure that no individual in a decision making capacity (whether compensated or not) shall engage in the selection, award, or administration of the proposed job training program supported by WIOA funds if a conflict of interest, real or apparent would be involved.

---

Signature of Authorized Official

Date

\* \* \*



**ATTACHMENT D**  
**CERTIFICATION REGARDING LOBBYING**  
Certification for Contracts, Grants, Loans,  
and Cooperative Agreements

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

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, 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 imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Grantee/Contractor Organization: \_\_\_\_\_

Name of Certifying Official: \_\_\_\_\_

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

(More information regarding this certification is contained in Attachment N.)

\* \* \*

## ATTACHMENT E

### PREVIOUS EXPERIENCE INFORMATION

If your organization has provided WIA/WIOA services in the past, please provide the following information for the years indicated. If contracts were outside these dates, draw a single line through the dates listed and list most current dates and information.

Offerors/Bidders who include performance outcomes for more than one agency/organization and/or for multiple programs and/or contracts for the same agency/organization must list the performance separately for each agency/organization and each contract. Offerors/Bidders who group multiple performance outcomes into a single listing risk not receiving evaluation credit for previous experience.

Offerors/Bidders are limited to ten copies of this form (ATTACHMENT E), depending on the number of performance outcomes/agencies/organizations/contracts being reported.

#### Prior WIA/WIOA Service Information

##### Agency Information:

<b>Name of LWIA or Agency</b>	<b>Address:</b>
<b>Phone Number:</b>	<b>Contact Person:</b>
<b>Total Years of Experience with this Agency:</b>	<b>Most Recent Program Year:</b>

##### Population Served:

If funded through WIA/WIOA, indicate the funding title and type of population served:

- Adults
- Dislocated Workers;
- In-School Youth
- Out-of-School Youth
- Younger youth
- Older youth
- Other- Specify: (i.e., Native American, etc.) \_\_\_\_\_

If funded through an agency/organization/grant other than WIA/WIOA, specify the funding source and the specific population(s) served:

##### Prior Performance Information: ADULTS

	Program Year: 2013-2014	Program Year: 2014-2015
--	-------------------------	-------------------------

Planned Number of Adult Clients		
Actual Number of Adults Served		
Entered Employment Rate		
Employment Retention Rate		
Earnings Change		
Employment and Credential Rate		

Prior Performance Information: DISLOCATED WORKERS

	Program Year: 2013-2014	Program Year: 2014-2015
Planned Number of DW Clients		
Actual Number of DW Served		
Entered Employment Rate		
Employment Retention Rate		
Earnings Change		
Employment and Credential Rate		

Prior Performance Information: YOUTH

	Program Year: 2013-2014	Program Year: 2014-2015
Planned Number of Youth Clients		
Actual Number of Youth Served		
Youth diploma or equivalent attainment rate		
Youth (age 19-24) entered employment rate		
Youth 6 month Earnings Change		
Youth Credential Rate		

Description of Prior Training Services:

Describe the type of WIA/WIOA training previously provided as identified above; state the length of training; setting of training (rural, metropolitan, suburban); and any additional services provided per contract (e.g., eligibility determination, remediation, support services). Estimate the percentage of the budget which supported the supplemental services.

(Up to one additional page may be used to complete the narrative portions of each ATTACHMENT E that is submitted with the proposal. Up to ten copies of the entire Attachment E can be made to report performance for multiple agencies/organizations/programs, and/or contracts. )

**ATTACHMENT F**

**DESCRIPTION OF NEED FORM**

- I. List the counties the project proposes to serve (Counties of service are limited to: Butts, Carroll, Coweta, Heard, Lamar, Meriwether, Pike, Spalding, Troup, and Upson Counties.)
  
- II. List the address(es) of project site(s), if secured. If not secure, identify the planned city(ies)/town(s) in which the project is planned to be located.
  
- III. Describe the need for this project and how it was identified. Explain why this need will be unmet without this project.
  
  
  
  
  
  
  
  
  
  
- IV. Does this project duplicate or supplant any existing programs? Yes; No  
If yes, describe how this project will be more effective.

(Up to one additional page may be used to complete this form.)

**ATTACHMENT G  
PROJECT DESCRIPTION FORM**

I. Project Narrative: Give an overall description of your project.

II. Collaboration

Indicate the partners/agencies/organizations this project will collaborate with. Also indicate those partners/agencies/organizations with which a collaborative agreement/memorandum of understanding has been/will be developed. Specify which collaborative agencies will provide funding other than WIOA funds.

Amount of Collaborative Partner	<u>In-Place</u>	<u>Pending</u>	<u>Funding</u>
a. One-Stop Center and/or satellite facility	_____	_____	_____
b. Local education entity	_____	_____	_____
c. Business/industry partner	_____	_____	_____
d. Community-based organization, social service agency, public housing agency or other related program.	_____	_____	_____
e. Other information relevant to collaboration efforts on the part of the bidder:			

(Up to one additional page may be used to complete this Attachment.)

**ATTACHMENT G-1  
PROJECT IMPLEMENTATION SCHEDULE  
TRAINING PROJECTS**

I.	Task/Activity	Begin Date	Completion Date
	A. Recruit training staff:	_____	_____
	B. Identify and secure training site(s):	_____	_____
	C. Client recruitment/referral:	_____	_____
	d. Trainee job placement (unsubsidized):	_____	_____

II. Indicate the Project Specific Information Following:

A. Staffing Patterns

1. Indicate number of staff needed for the successful operation of this project.
2. Indicate the number of existing staff to be used in the operation of this project.
3. Indicate number of staff to be hired utilizing this project's funds.
4. Attach to this form (ATTACHMENT G-1) a job description and the minimum required qualifications for each position proposed for funding by TRWDB WIOA funds in implementing this project.
5. If existing staff are to be utilized and funded by this project, in whole or in part, attach to this form (ATTACHMENT G-1) resumes for each person. List which positions they will fill and the percent of their time devoted to this project. If staff is to be hired, list the position. If proposal is funded, resumes of personnel hired, indicating which position they fill, will be required.

<u>Position</u>	<u># Hours per Week</u>	<u>% of Time</u>	<u>Name (if applicable)</u>
-----------------	-------------------------	------------------	-----------------------------

B. Facilities Information

Until the Comprehensive One-Stop facilities have been identified, it is difficult to project facilities and corresponding costs. However, the proposer/bidder may describe if:

- a. it is agreeable to locate staff at the One-Stops when ultimately identified.
- b. the number of staff and the corresponding percentages of time staff will be located at

the comprehensive One-Stop sites during the transition year (July 1, 2016—June 30, 2017).

- 1. Indicate project location(s) that may be made available as affiliate sites or comprehensive sites:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

- 2. Specify the total square footage of each project location(s), the total square footage and the percentage of the total square footage that will be used for this project ONLY.

Location	Total Square Footage	% That Will Be used for this Project Only
a.	_____	_____
b.	_____	_____
c.	_____	_____
d.	_____	_____

- 3. Indicate if the facilities secured are accessible to the physically disabled in regard to the following:

	YES	NO
a. Entrance/exit ramps	_____	_____
b. Parking	_____	_____
c. Restroom facilities	_____	_____
d. Drinking fountains	_____	_____
e. Classroom facilities	_____	_____

f. Second floor or above facilities \_\_\_\_\_

If “no” to any of the above (a-f), please explain how those services will be made accessible to the physically disabled.

C. Recruitment/Target Groups

1. Describe in detail how clients will be recruited for ITAs and/or internships/work experiences as appropriate.

2. Describe the target groups and indicate how your project will meet the special needs of the hard-to-serve group(s), including persons with disabilities.

D. Will any part of this project be subcontracted?

Yes;  No

If yes, describe in detail the portion(s) of the project to be subcontracted; the entity (if known) to whom it will be subcontracted; indicate if the subcontractor is debarred or suspended from doing business with the Federal government and whether they have violated any Federal laws within the 24 months immediately preceding the date of signature on ATTACHMENT A of this proposal; and attach a sample of the subcontracting instrument that will be executed between your agency and the subcontractor(s).



E. Describe how the project will ensure all clients receive basic career services, if necessary, prior to being registered in training through the project. Include a summary of the types of individualized career services the project plans to provide and/or secure from other sources for clients prior to the clients being registered in training.

F. Briefly describe the project's entry criteria for WIOA eligible persons.

I. Career Services/Case Management

Describe in detail career guidance and case management strategies. Specify the staff to be utilized and their qualifications for those activities, as well as any ancillary services which may be utilized.

Provide a list of the various assessment tools that will be used during the project to assist clients in career decisions. Describe in detail how and when the individual assessments will be conducted and how the results of those assessments will be used in career guidance activities. Specify staff to be utilized and their qualifications for those activities, as well as any ancillary services which may be utilized.

II. Training Activities

1. Describe in detail how appropriate training occupations and suitable training will be identified. Identify the staff position(s) responsible. Describe how growth industries and/or demand occupations will be identified as appropriate training areas to assure career pathways are addressed for each individual.
  
2. How will appropriate internships or work experiences be determined and implemented?



3. Describe in detail how clients’ progress during and at the end of training regarding the attainment of competencies will be evaluated and documented during training.

### III. Specialized Training:

- A. Describe in detail any specialized training methods or special targeted populations.

- B. Describe the other work-based training options that the provider proposes to offer as further clarification is received (apprenticeship, customized, work experience, internships, incumbent worker training or other).

- C. Include any other information regarding training activities, target populations, attainment of credentials, etc. that you consider important to the performance of this project.

### IV. Follow-Up Activities

- A. Briefly describe the exit criteria and methods used to determine when trainees have completed the training program.
- B. Describe in detail strategies to ensure WIOA clients attain a recognized credential, regardless of whether or not the client(s) complete training. Specify any types of supplemental training already identified for purposes of credential attainment, the provider of that training, and the cost per client, if applicable. Specify staff to be utilized and their qualifications for those activities, as well as any ancillary services which may be utilized.
- C. Describe in detail how WIOA training clients will be placed into unsubsidized employment in order to meet the employment rate Q-2 performance goals.
- D. Describe in detail how clients who do not participate in training, or who do not successfully complete training, will be placed into unsubsidized employment in order to meet employment rate Q2 goals. Identify staff or One Stop positions responsible for trainee placement.
- E. Describe in detail the planned follow-up strategies for purposes of meeting the employment retention rates Q4. Include time schedules for contacting clients following program exit, as well as strategies for clients who are unemployed and/or underemployed

following exit from the program. Specify the staff position or One Stop responsible for retention activities.

F. Describe how the performance standards Median Earnings will be met.

G. How will the program assure customer choice, quality customer service, and continuous improvement?

ATTACHMENT H – WIOA PERFORMANCE MEASURES		
Performance Measure	Group	Definition
Entered Employment Rate Q2 post exit	Adults (18 & Older) and Dislocated Workers	The percentage of WIOA registered clients in unsubsidized employment during the 2nd quarter after exit from the program.
Employment Retention Rate Q4 post exit	Adults and Dislocated Workers	The percentage of WIOA registered clients in unsubsidized employment during the 4 <sup>th</sup> quarter after exit from the program.
Median Earnings	Adults and Dislocated Workers	The median earnings of WIOA registered clients who are in unsubsidized employment in the 2 <sup>nd</sup> quarter after exit from the program.
Credential Attainment	Adults, Dislocated Workers, Youth	The percentage of WIOA registered clients who obtain a post-secondary credential, an industry, a state or a nationally recognized credential or a high school diploma or GED during participation in a program or within 1 year after exit from the program.
Measurable skills gain	Adults, Dislocated Workers, Youth	Percentage of WIOA registered client who during a program year are in education or training that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains towards those goals.
Placement in the 2 <sup>nd</sup> Quarter	Youth	The percentage of WIOA registered clients in education or training or in unsubsidized employment during the 2 <sup>nd</sup> quarter after exit from the program
Placement in the 4 <sup>th</sup> Quarter	Youth	The percentage of WIOA registered clients in education or training or in unsubsidized employment during the 4 <sup>th</sup> quarter after exit from the program.
Employer Satisfaction	Adults, Dislocated Workers, Youth	The U.S. Departments of Education & Labor will jointly establish 1 or more primary indicators of the effectiveness in serving employers of WIOA programs.

All levels for performance are negotiated with the Georgia Department of Economic Development Workforce Division.

**ATTACHMENT I  
CONTRACTOR AFFIDAVIT AND AGREEMENT**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with Three Rivers Regional Commission (TRRC) has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United State Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-6030, in accordance with the applicability provisions and deadlines established in O.C.G.A 13-10-91.

The undersigned further agrees that , should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with TRRC, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to TRRC at the time of the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
EEV/Basic Pilot Program\* User Identification Number

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Authorized Officer or Agent Signature

\_\_\_\_\_  
Date

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires:  
\_\_\_\_\_

\*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the “EEV/Basic Pilot Program” operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).



## ATTACHMENT J

### ORGANIZATIONAL INFORMATION FORM

1. General Information

a. Date organization was established: \_\_\_\_\_

b. Is this organization a corporation? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, attach to this form (ATTACHMENT J) a copy of the most current corporate registration certificate for the State of Georgia.

c. 1) Is this a community based organization? \_\_\_\_\_ YES \_\_\_\_\_ NO

Community Based Organizations. Private nonprofit organizations which are representative of communities or significant segments of communities and which provide job training services

(e.g., Opportunities Industrialization Centers, the National Urban League, SER-Jobs for Progress, United Way of America, Mainstream, Jobs for Youth, Association of Farm Worker Opportunity Programs, the Center for Employment Training, literacy organizations, agencies or organizations serving older individuals, organizations that provide service opportunities, organizations operating career intern programs, youth corps programs, neighborhood groups and organizations, community action agencies, community development corporations, vocational rehabilitation organizations, rehabilitation facilities, agencies serving youth, agencies serving individuals with disabilities, including disabled veterans, agencies serving displaced homemakers, union-related organizations, employer-related nonprofit organizations, and organizations serving non-reservation Indians as well as tribal governments and native Alaskan groups. Women's organizations with knowledge about or experience in non-traditional training for women and are recognized in the community in which they are to provide services are also considered community-based organizations. Note that governmental agencies are NOT "community-based organizations". "Educational organizations" include the public schools, the vocational technical institutes, and the colleges located within the area.)

2) If you indicated "Yes", that your organization is a community-based organization but your organization is not named specifically above (i.e., United Way of America), describe how your organization qualifies as community-based.

d. Provide a bank reference, including the address, phone number, contact person, and contact person's title. Also include the type(s) of account(s).

e. Federal Withholding Tax Identification Number: \_\_\_\_\_

f. Georgia Withholding Taxes Identification Number: \_\_\_\_\_

- g. Georgia Unemployment Insurance (UI) Tax number: \_\_\_\_\_
  - h. Attach to this form, ATTACHMENT J, a letter from the organization's CPA or Financial Official, verifying that the Federal and State withholding taxes and Georgia UI taxes are current.
  - i. Does organization have a current fidelity bond? \_\_\_\_\_ YES; \_\_\_\_\_ NO.  
If yes, attach to this form (ATTACHMENT J) a copy of the current fidelity bond.
  - j. Is the organization a non-public postsecondary school? If yes, attach the applicable license.
2. Organizational Chart  
Attach to this form (ATTACHMENT J) a copy of the applicant's organizational chart.
3. Fiscal Controls
- a. Briefly describe the accounting system and internal controls utilized in assuring fiscal accountability. Specify method of accounting used(cash/accrual/modified accrual/other).
  - b. Identify the source and amounts of any supplemental funds (non-WIOA funds) to be used in providing the services planned in this proposal.

4. Audit  
Provide one copy of the most current audit of your organization, unless a current audit has been previously provided to TRRC. If an audit has been provided to TRRC, indicate the date it was provided and the type of audit provided. If a contractor is legally prohibited from providing an audit, this requirement will be waived, but should be so noted. Indicate if this organization is subject to the Single Audit Act.

Complete all appropriate spaces:

Audit provided in this package: \_\_\_\_\_ Yes; \_\_\_\_\_ No.

Audit previously provided to TRRC on (date): \_\_\_\_\_

Type of audit previously provided to TRRC: \_\_\_\_\_

Proposer legally prohibited from providing audit: Yes \_\_\_\_\_ No \_\_\_\_\_

Organization is subject to Single Audit Act: Yes \_\_\_\_\_ No \_\_\_\_\_

5. Board of Directors  
Attach to this form (ATTACHMENT J) a listing of the names of all member of the proposing company/agency/organization's Board of Directors if a private for-profit or private non-profit corporation.

6. Lease Agreement  
Attach to this form (ATTACHMENT J) a copy of the current lease agreement for the facilities charged to the program. If facilities have not yet been secured, a copy of the lease agreement must be provided prior to the execution of the contract.

7. Working Capital Advance  
Indicate whether this project will need an advance in order to begin operation:  
Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, indicate the amount necessary to begin operations. Note that collateral will be required for the amount of the advance.

Amount of working capital advance requested: \$

8. Worker's Compensation Insurance  
a. Name of carrier: \_\_\_\_\_  
b. Policy Number: \_\_\_\_\_  
c. Expiration Date: \_\_\_\_\_

9. Business License  
Indicate if a city and/or county business license is required in the county(ies) of operation of this project.  
\_\_\_\_\_ Yes; \_\_\_\_\_ No. If yes give business license number(s) \_\_\_\_\_.

10. Related Parties  
Identify between the proposing agency, its staff and/or Board member(s), and another entity any business or personal relationships, jointly owned assets or other related interests which are planned to be utilized in the services to be provided in the proposed project, if applicable. Describe the nature of the relationship. (Failure to disclose related party information may result in the imposition of sanctions or other appropriate measures by TRRC.)

11. Better Business Bureau  
Indicate if the proposing agency is in good standing with the Better Business Bureau.  
\_\_\_\_\_ Yes; \_\_\_\_\_ No.
  
12. Has the proposing agency or its principles been found at fault in criminal, civil, or administrative proceedings related to its performance as a training or educational institution?  
\_\_\_\_\_ Yes; \_\_\_\_\_ No. Discuss:

(Up to one additional page may be used to complete this form, excluding required attachments.)

## **ATTACHMENT K**

### **BUDGET INFORMATION**

**(For Information Only - Do Not Return with the Proposal)**

1. Contracts awarded to State and local governmental agencies and private non-profit organizations will be on a negotiated, direct reimbursement basis, using the format on ATTACHMENT K-1.
2. All proposers - private-for-profit, State and local governmental agencies, and private non-profit organizations must complete ATTACHMENT K-1 and ATTACHMENT K-2 using the instructions on ATTACHMENT K-3.
3. Complete Attachment K-4 to project Year 2 and Year 3.

\* \* \*

**ATTACHMENT K-1  
DETAILED BUDGET - Year One  
TOTAL**

AGENCY: \_\_\_\_\_ Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**NOTE: All shaded areas are to be used for subtotals. This form is to be completed by all offerors.**

EXPENSE ITEM	A. TOTAL	B. ADMINISTRATIVE	C. PROGRAM
1. Personnel Salaries by Position/% of Time (Sub-Total)			
A.			
B.			
C.			
D.			
2. Personnel Benefits/Type/% Base (Sub-Total)			
A. Position:	XXX	XXX	XXX
1. Social Security			
2. Workmen's Compensation			
3. Health			
4. Other (Specify)			
B. Position:	XXX	XXX	XXX
1. Social Security			
2. Workmen's Compensation			
3. Health			
4. Other (Specify)			
C. Position:	XXX	XXX	XXX
1. Social Security			
2. Workmen's Compensation			
3. Health			
4. Other (Specify)			
D. Position:	XXX	XXX	XXX
1. Social Security			
2. Workmen's Compensation			
3. Health			
4. Other (Specify)			

\* ROUND ALL TO THE NEXT HIGHEST DOLLAR. DO NOT INCLUDE CENTS.

EXPENSE ITEM	A. TOTAL	B. ADMINISTRATIVE	C. PROGRAM
3. Total Travel (Sub-Total)			
A. Local Travel _____ mi/mo x _____ months @ _____ ¢ per mile			
B. Non-Local Travel			
4. Training Materials & Supplies/Units: per month (Sub-Total)			
A. Item:			
B. Item:			
C. Item:			
D. Item:			
5. Non-Training Materials & Supplies/Units: per month (Sub-Total)			
A. Item:			
B. Item:			
C. Item:			
D. Item:			
6. Facilities/sq.ft./cost per sq.ft./months (Sub-Total)			
A. Classroom Rent			
B. Office Rent			
C. Utilities			
7. Equipment Purchase/Lease/Units: per unit (Sub-Total)			
A. Item:			
B. Item:			
C. Item:			
D. Item:			
8. Client Cost (Sub-Total)			
A. Books/Supplies			
B. Uniforms/Tools			
C. Other (specify)			
9. Work Site Payments			
A. Work Site Payments to Employers			

\* ROUND ALL TO THE NEXT HIGHEST DOLLAR. DO NOT INCLUDE CENTS.

EXPENSE ITEM	A. TOTAL	B. ADMINISTRATIVE	C. PROGRAM
10. Other expenses (Sub-Total)			
A. Non-Direct/Indirect Costs			
B. Audit			XXX
C. Postage & Mail Service			
D. Telephone \$ _____ per month/ _____ months			
E. Profit/Program Income - _____ %			
F. Other (Specify):			

ROUND ALL TO THE NEXT HIGHEST DOLLAR. DO NOT INCLUDE CENTS.

### BUDGET SUMMARY FOR YEAR ONE

SUB-TOTALS FROM PAGES 45 THRU 47	A. TOTAL	B. ADMINISTRATIVE	C. PROGRAM
1. Personnel Salaries			
2. Personnel Benefits			
3. Total Travel			
4. Training Materials & Supplies			
5. Non-Training Materials & Supplies			
6. Facilities			
7. Equipment Purchase/Lease			
8. Client Costs			
9. Work Site Payments to Employers			
10. Other Expense			
TOTAL BUDGET			

\* ROUND ALL TO THE NEXT HIGHEST DOLLAR. DO NOT INCLUDE CENTS.



**ATTACHMENT K-2**  
**BUDGET NARRATIVE FOR YEAR ONE**

[Up to three (3) additional pages may be used to complete this form.]

**ATTACHMENT K-3  
EXPLANATION OF COST CATEGORIES  
AND  
INSTRUCTIONS FOR DETAILED BUDGET TOTAL  
AND BUDGET NARRATIVE**

**(For Information Only - Do Not Return With Proposal)**

- I. Explanation of Cost Categories:
- A. The costs of administration are that allocable portion of necessary and reasonable allowable costs of State and local workforce Development boards, direct recipients, including State grant recipients under subtitle B of Title I and recipients of awards under subtitle D of Title I, as well as local grant recipients, local grant sub-recipients, local fiscal agents and one-stop operators that are associated with those specific functions identified in paragraph (B.) of this section and which are not related to the direct provision of workforce Development services, including services to clients and employers. These costs can be both personnel and non-personnel and both direct and indirect.
- B. The costs of administration are the costs associated with performing the costs associated with performing the following functions:
1. Performing the following overall general administrative functions and coordination of those functions under WIOA Title I:
    - a. Accounting, budgeting, financial and cash management functions;
    - b. Procurement and purchasing functions;
    - c. Property management functions;
    - d. Personnel management functions;
    - e. Payroll functions;
    - f. Coordinating the resolution of findings arising from audits, reviews, investigations and incident reports;
    - g. Audit functions;
    - h. General legal services functions; and
    - i. Developing systems and procedures, including information systems, required for these administrative functions;
  2. Performing oversight and monitoring responsibilities related to WIOA administrative functions;
  3. Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space;
  4. Travel costs incurred for official business in carrying out administrative activities or the overall management of the WIOA system; and
  5. Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting and payroll systems) including the purchase, systems development and operating costs of such systems.

6. Awards to sub-recipient or vendors that are solely for the performance of administrative functions are classified as administrative costs.
- C. The costs associated with performing programmatic functions:
1. Personnel and related non-personnel costs of staff who perform both administrative functions specified in paragraph (B.) of this section and programmatic services or activities must be allocated as administrative or program costs to the benefitting cost objectives/categories based on documented distributions of actual time worked or other equitable cost allocation methods.
  2. Specific costs charged to an overhead or indirect cost pool that can be identified directly as a program cost are to be charged as a program cost. Documentation of such charges must be maintained.
  3. Except as provided at paragraph (C. 1.), all costs incurred for functions and activities of sub-recipients and vendors are program costs.
  4. Costs of the following information systems including the purchase, systems development and operating (e.g., data entry) costs are charged to the program category:
    - a. Tracking or monitoring of client and performance information;
    - b. Employment statistics information, including job listing information, job skills information, and demand occupation information;
    - c. Performance and program cost information on eligible providers of training services, youth activities, and appropriate education activities;
    - d. Local area performance information; and
    - e. Information relating to supportive services and unemployment insurance claims for program clients;
  5. Continuous improvement activities are charged to administration or program category based on the purpose or nature of the activity to be improved. Documentation of such charges must be maintained.

## II. INSTRUCTIONS FOR ATTACHMENTS K-1 AND K-2

Please follow the Budget format provided below for ATTACHMENTS K-1 and K-2.

Complete ATTACHMENT K-1 to reflect the total cost of your project. All Proposed costs should be necessary, reasonable, allocable, and allowable. When indicated in the instructions below, complete K-2 BUDGET NARRATIVE to justify budget items. The total column should be the sum of the program costs and administration costs for the period indicated at the top of the form. In general, the cost classifications are as follows:

1. Personnel Salaries: List each position title; the annualized salary; the percentage (%) of time to be charged to the LWIOA-1 project; the total amount requested (Column A); the amount chargeable to administration (Column B); and the amount chargeable to program related, if applicable (Column C). Subtotal salaries cost by category and record in the shaded area as indicated. Use additional copies of this page, if necessary.

2. 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 Salaries section. Complete Column A, B, and C as described under “Personnel Salaries.” Subtotal the benefits by category and record in the shaded area as indicated. Use additional copies of this page, if necessary.
3. Total Travel: Record the subtotal of local and non-local travel by category in the shaded area as indicated.
  - a. Local Travel: Provide the total number of miles times the number of months times what is allowed by your agency up to the current rate approved by the IRS. Complete Columns A, B, and C. Local travel is considered the fifteen (15) county Three Rivers area.
  - b. Non-local Travel: Complete Columns A, B, and C. Describe the purpose of the non-local travel in the Budget Narrative, ATTACHMENT K-2. Non-local is considered that outside the fifteen (15) county Three Rivers Area.
4. Training Materials and Supplies: Specify the items requested, the number of units, the costs per unit, and complete Columns A and C. Provide justification of training materials in the Budget Narrative, ATTACHMENT K-2. Subtotal the training materials and supplies requested and record in the shaded area as indicated.
5. Non-training Materials and Supplies: Specify the amount of non-training materials and supplies requested. Provide justification in the Budget Narrative, ATTACHMENT K-2. Complete Columns A, B, and C as appropriate. Subtotal non-training materials and supplies by category and record in the shaded area as indicated.
6. 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 A, B, and C for each item as appropriate. Subtotal facilities costs by category and record in the shaded area as indicated.
7. Equipment Purchase/Lease: If the offeror/bidder requests equipment purchase, please provide justification in the Budget Narrative, ATTACHMENT K-2. Specify the item of equipment, the number of units, the cost per unit and whether to be purchased or leased. Complete Columns A, B, and C, if applicable.
8. Client Cost: Record the subtotal of other training in the shaded area as indicated.
  - a. Books/Supplies: Specify the amount requested for books and/or student supplies, if applicable. Complete Columns A and C. Specify on the Budget Narrative, ATTACHMENT K-4 the supplies and post per each item requested. List the average of books cost per quarter, per program, on the Budget Narrative, ATTACHMENT K-2.

- b. Uniforms, Tools: Specify the amount requested for uniforms and/or tools. Complete Columns A and C. Specify each item and cost on the Budget Narrative, ATTACHMENT K-2 for the uniforms and/or tools requested. Also provide justification for uniforms/tools.
  - c. Other: Specify any other training costs requested and complete Columns A and C. Provide justification on the Budget Narrative, ATTACHMENT K-2.
9. Work Site Payments: Specify the amount of funds requested to pay WIOA internships, work experiences, or work sites for client training. Indicate on the Budget Narrative, ATTACHMENT K-2, the estimated average length of on-the-job training, the estimated average wage clients will receive, the estimated percentage of wages to be used for payment (i.e. 50%) and the total requested for WIOA work site payments. Include the total amount of work site payments in Column A and C, if applicable.
10. Other Expenses: Record the subtotal of other expenses by category in the shaded area as indicated.
- a. Non-direct/Indirect Costs: Specify other costs which are non-direct or indirect. For both non-direct and indirect cost, provide a separate identification of each service, the total expense for that service, the percentage charged to the contract and the basis for the allocated charge in the Budget Narrative, ATTACHMENT K-2. Enter the percentage (%) and Base Amount in the Budget. Complete Columns A, B, and C, if applicable. Refer to ATTACHMENT K-3 for instructions in classifying costs to categories other than administration. Documentation of indirect cost rate approval from the offer's agency must be attached to ATTACHMENT K-2, the Budget Narrative. Otherwise, the de minimis rate must be used.
  - b. Audit: Specify the amount requested for audit and complete Columns A, B, and C, if applicable.
  - c. Postage: Specify the amount requested for postage and complete Columns A, B, and C, if applicable.
  - d. Telephone: Provide the amount requested for telephone. Complete Columns A, B, and C. Specify the amount per month and the number of months.
  - e. Profit/Program Income: Identify the profit margin/percent (%) and the cost base and total against which it is applied in the Budget Narrative, ATTACHMENT K-2. For program income, identify sources of income generation and amount in the Budget Narrative. Complete Columns A and C.
  - f. Other: Specify other costs requested. Provide justification for such costs on the Budget Narrative, ATTACHMENT K-2. Also, include any stand-in costs. Stand-in costs are those paid from non-Federal sources that a contractor proposes to substitute for Federal costs that have been disallowed as a result of an audit or other review.

SUB-TOTALS: Enter the subtotals for each section, lines 1-10, as requested. Record the totals for each column as indicated. Note that the total requested should be the same as requested on ATTACHMENTS A and K-1 (if applicable).

\* \* \*

**ATTACHMENT K-4  
BUDGET ESTIMATE FOR YEAR TWO**

<b>ESTIMATE FOR YEAR TWO</b>	<b>TOTAL AMOUNT REQUESTED</b>
1. Personnel Salaries	
2. Personnel Benefits	
3. Total Travel	
4. Training Materials & Supplies	
5. Non-Training Materials & Supplies	
6. Facilities	
7. Equipment Purchase/Lease	
8. Client Costs	
9. Work Site/Internship Payments	
10. Other Expenses	
<b>Total Estimated Budget</b>	

Round all to the next highest dollar. Do not include cents.

.....

**BUDGET ESTIMATE FOR YEAR THREE**

<b>ESTIMATE FOR YEAR THREE</b>	<b>TOTAL AMOUNT REQUESTED</b>
1. Personnel Salaries	
2. Personnel Benefits	
3. Total Travel	
4. Training Materials & Supplies	
5. Non-Training Materials & Supplies	
6. Facilities	
7. Equipment Purchase/Lease	
8. Client Costs	
9. Work Site Payments	
10. Other Expenses	
<b>Total Estimated Budget</b>	

Round all to the next highest dollar. Do not include cents.

## ATTACHMENT L

### SPECIFIC FIDELITY BONDING REQUIREMENTS

**(For Information Only - Do Not Return With Proposal)**

The amount of bonding required for the contract is determined by calculating the total amount of the contract by the percentage shown on the attached schedule. In purchasing the bond, it may be necessary to purchase slightly more than the minimum required since some insurance companies “round off” figures to whole thousands.

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 point 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 is 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 of 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 WIOA, WtW, or TRRC funds.

Any clarifications regarding bonding requirements should be directed to Joey Cumbie at (706) 295-6485.

\* \* \*



**ATTACHMENT L-1**

**SCHEDULE OF  
FIDELITY/ASSURANCE BONDS**

**(For Information Only - Do Not Return With Proposal)**

A certificate of bonding is required to cover the contracting official for Financial Responsibility and be in accordance with the following schedule:

<u>TOTAL CONTRACT BUDGET</u>	<u>AMOUNT OF BOND</u>
Up to \$50,000	25%
50,000 to 54,999	24%
55,000 to 59,999	23%
60,000 to 64,999	22%
65,000 to 69,999	21%
70,000 to 74,999	20%
75,000 to 79,999	19%
80,000 to 84,999	18%
85,000 to 89,999	17%
90,000 to 94,999	16%
95,000 to 99,999	15%
100,000 to 199,999	14%
200,000 to 399,999	13%
400,000 and up	12%

“Total Contract Budget” refers to the total amount of money that the TRRC is responsible for in connection with the contract.

\* \* \*

**ATTACHMENT M**  
**(For Information Only - Do Not Return with the Proposal)**

**THREE RIVERS REGIONAL COMMISSION**  
**GRIEVANCE PROCEDURES**

Pursuant to Section 122 and 181 of the Workforce Innovation and Opportunity Act (WIOA) and in keeping with the 29 CFR Part 37.76-37.79-Notification and Communication for EO Policy and 29 CFR 37.29 through 37.36 Complaint Process, The Three Rivers Workforce Development Board (WDB) shall adhere to an established grievance procedure.

The following grievance procedure shall be implemented for grievances arising at the Workforce Innovation and Opportunity Area 1 (WIOA-1) level:

1. Applicants, clients, One Stop partners, service providers, bidders, or 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 grievances based upon violations of local procurement requirements or procedures. Individuals shall be informed of this right by either Three Rivers Regional Commission or the subcontractor as appropriate.
2. Except for complaints regarding discrimination, grievances arising at the grant sub-recipient level (including WDB, administrative entity, and service providers) must first exhaust available remedies and procedures at that level prior to their being brought for State review.
3. Complaints, unless otherwise specified, (except for those alleging fraud or criminal activity or discrimination) shall be filed within one year of the alleged occurrence.
4. Discrimination: Equal Opportunity is the Law

The grant sub-recipient is prohibited from discriminating on the ground of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, political affiliation or belief and, against any beneficiary of programs financially assisted under Title I of the Workforce Innovation and Opportunity Act of 2014 (WIOA) on the basis of the beneficiary's citizenship status, status as a lawfully admitted immigrant authorized to work in the United States or his or her clients in any WIOA Title I financially assisted program or activity. The grant sub-recipient must not discriminate in any of the following areas: deciding who will be admitted, or have 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. If you elect to file your complaint with the Georgia Department of Economic Development, Workforce Division, you must wait until the local area issues a decision or until 30 calendar days have passed, whichever is sooner, before filing with the Georgia Department of Economic Development, Workforce Division. If you think that you have been subjected to discrimination under a such program or activity, you may file a complaint within 180 days from the date of the alleged violation with Phyllis S. Walker, Equal Opportunity Officer, P.O. Box 1798, Rome, Georgia 30162-1798, or you may file a complaint directly with the Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210. Only the Director of CRC, for good cause shown, may extend the filing time. [37.72 & 37.81]

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's resolution of your complaint, you may file a complaint with CRC. Such complaint must be filed within 30 days of the date you received notice of the grant sub-recipient's proposed resolution.

5. Delegation of Process

- a. 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 grievances arise in the areas outlined above, the service provider will submit to (TRRC) within five (5) days, summaries or checklists of complaints filed. Hearings held, decisions rendered and appeals filed shall be provided to TRRC 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 designee, acts as the Governor's authorized representative.]

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

- b. Complaints arising at the employer level in Work-Based Training contracts regarding terms and conditions of client(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. Grievances pertaining to Training contract terms should be handled through following the process described in the procedures.
- c. Complaints arising against the Career Centers of the Georgia Department of Labor should be filed with the complaint specialist located within the Career Center Office.
- d. 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 WIOA procedures.
- e. Labor Standards Violations: Whenever clients 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.
- f. Whenever any person believes the Governor or the Governor's designee, has engaged in conduct that violates the WIOA Act and has a concern regarding this violation, the person may contact the State WIOA EO Officer at the Georgia Department of Economic Development, Workforce Division, 75 Fifth Street, NW, Suite 845, Atlanta, GA 30308. Telephone number is 404-656-9485.

All other grievances of applicants, clients, 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:

1. Complaints arising at the WIOA-1 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:
  - a. the full name, telephone number (if any) and address of the person making the complaint;
  - b. the full name and address of the respondent against whom the complaint is made;
  - c. a clear and concise statement of the facts, including pertinent dates, constituting the alleged violation; and
  - d. 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.

2. 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.

3. Complaints must be submitted to the Executive Director at Three Rivers Regional Commission, P.O. Box 1798, Rome, Georgia 30162-1798.
4. The TRRC 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.
5. 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. a statement of the date, time and place of hearing;
  - b. a statement of the authority and jurisdiction under which the hearing is to be held;
  - c. a reference to the particular section of the Act, regulations, sub-grant or other contract under the Act involved;
  - d. notice to the parties of the specific charges involved;
  - e. a statement of the right of both parties to be represented by legal counsel;
  - f. an indication of the right of each party to present evidence, both written and through witnesses; and
  - g. a statement of the right of each party to cross examination.
6. A hearing can be rescheduled at the request of either party for just cause.
7. The Executive Committee of the TRWDB 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. Additionally, the individual must not be a subordinate of the grant sub-recipient 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 WDB, an impartial person will be secured to serve as the hearing officer by the Chairman of the Council of Chief Elected Officials (CCEO). 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, CCEO of TRWDB, 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/selected. In all cases, documentation regarding the allegation and how it was handled should be included in the file.
8. 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.
9. The hearing officer shall conduct the hearing as specified by the Georgia Department of Economic Development, Workforce Division policies and procedures. Responsibilities of the hearing officer are also specified in these policies and procedures.
10. A complete record of the hearing shall be made and maintained for three (3) years and include the following:
  - a. all pleadings, motions and intermediate rulings;
  - b. detailed minutes or mechanical recording of the oral testimony plus all other evidence received or considered;
  - c. a statement of matters officially noted;
  - d. all staff memoranda or data submitted to the decision-maker in connection with their consideration of the case;
  - e. findings of fact based on the evidence submitted at the hearing;
  - f. notification of further appeal procedures, if applicable; and
  - g. final decision of the hearing officer.

11. The hearing procedure should be conducted informally consistent with the Georgia Workforce Innovation and Opportunity Act (WIOA) Workforce System Guidelines 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.
12. 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.
13. A written report of all complaints received within the Workforce Innovation and Opportunity Act region will be filed with GDECD-WD by the 10<sup>th</sup> 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 on previous complaints, a report must be sent to the State by the 10<sup>th</sup> day of the month.
14. Within 30 days, the local workforce area shall offer mediation for resolution of the complaint to the complainant and notify the complainant of their right to file a complaint with the Department or with the Director of CRC and inform the complainant that this right must be exercised within 30 days after the date on which the complainant receives the notice. [37.79]

If, by the end of 30 days, the local area has not completed its processing of the complaint or has failed to notify the complainant of the resolution, the complainant or his representative may, within 30 day, file with GDECD-WD's State WIOA EO Officer, prior to filing with the Director of CRC. Within 30 days of the 90-day period or within 120 days of the date on which the complaint was filed with the local workforce area or GDECD-WD, the complainant shall file with the Director of CRC.

The Director of CRC may extend the 30-day time limit for good cause show. [37.78]. The local workforce area and/or State shall notify the complainant immediately in writing upon determining that it does not have jurisdiction over the complaint. The notice shall be in writing, include reasons for determination, and state the complainant's right to file with the Director of CRC within 30 days of the notice. [37.78]

15. Local workforce area partners shall offer mediation immediately upon receipt of a formal complaint, and shall, within seven days, forward to GDECD-WD; the name and address of the complainant, nature and basis for complaint, and the date the complaint was filed. Available information shall be entered into the Discrimination Complaint Log and the local workforce area's EO officer shall begin to investigate and gather information regarding the complaint. The hearing date, the date the investigation was completed, the date the informal decision was issued, or the date of formal resolution and the nature of the final disposition shall be forwarded to the State EO Administrator as soon as known.

The local workforce area EO officer shall determine whether the local area has jurisdiction over the complaint, the timeliness of the complaint and the apparent merit of the complaint, and whether the allegation, if true, would violate any of the nondiscrimination and equal opportunity provisions. If not, the local workforce area is required to notify the complainant in writing. This notice of Lack of Jurisdiction must include the following:

- A statement of the reasons for that determination
- Notice that the complainant has a right to file a complaint with CRC within 60 days of the date on which the complainant receives the notice.

The local workforce area is required to conduct an investigation and issue a written Notice of Final Action no later than 90 days from the date the complaint was received. [37.30]

The grantee must make certain the complainant is aware of all processing time frames as outlined below and in the EO notice.

### **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 Region 4 WIOA-1 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 Commissioner, Georgia Department of Economic Development, Workforce Division, 75 Fifth Street, NW, Suite 845, Atlanta, GA 30308. [NOTE: For the purpose of this section, the Commissioner of the Georgia Department of Economic Development, Workforce Division, or his designee, acts as the Governor's authorized representative.] 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 procedures 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.

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 the:

**Secretary of Labor  
U.S. Department of Labor; ATTN: ASET  
Frances Perkins Building Room N 5309  
200 Constitution Avenue, NW  
Washington, DC 20210.**

A copy of the appeal must be simultaneously provided to the opposing party and to USDOL Region III ETA Regional Administrator. 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.

**ATTACHMENT N**

**INFORMATION REGARDING LOBBYING**

The first 2 pages of the following form, ATTACHMENT N, Information Regarding Lobbying, are to be returned if the proposer has had Lobbying activities.

\*\*\*\*

<b>1. Type of Federal Action:</b>  <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b>  <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b>  <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change  For Material Change Only: Year _____ Quarter _____ Date of last report: _____
<b>4. Name and Address of Reporting Entity:</b>  <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier, <i>if known</i> : _____ Congressional District, <i>if known</i> : _____		<b>5. If reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</b>  Congressional District, <i>if known</i> : _____
<b>6. Federal Department/Agency:</b>	<b>7. Federal Program Name/Description:</b>  CFDA Number, <i>if applicable</i> : _____	
<b>8. Federal Action Number, <i>if known</i>:</b>	<b>9. Award Amount, <i>if known</i>:</b> \$ _____	
<b>10. a. Name and Address of Lobbying Entity</b> <i>(If individual, last name, first name, MI):</i>  (attach continuation sheet(s) SF-LLL-A, if necessary)	<b>b. Individuals Performing Services</b> <i>(including address if different from No. 10a)</i> <i>(Last name, first name, MI):</i>	
<b>11. Amount of Payment</b> <i>(check all that apply):</i>  \$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned	<b>13. Type of Payment</b> <i>(check all that apply):</i> <input type="checkbox"/> a. retainer <input type="checkbox"/> b. one-time fee <input type="checkbox"/> c. commission <input type="checkbox"/> d. contingent fee <input type="checkbox"/> e. deferred <input type="checkbox"/> f. other: specify: _____	
<b>12. Form of Payment</b> <i>(check all that apply):</i> <input type="checkbox"/> a. cash <input type="checkbox"/> b. in-kind; specify: nature _____ value _____		
<b>14. Brief Description of Service Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment indicated in Item 11:</b> (attach Continuation Sheet(s) SF-LLL-A, if necessary)		
<b>15. Continuation Sheet(s) SF-LLL-A attached:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>16. Information requested through this form is authorized by title 31 U.S.C. section 1352.</b> This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form - LLL



**DISCLOSURE OF LOBBYING ACTIVITIES  
CONTINUATION SHEET**

Approved by OMB  
03348-0046  
Authorized for Local Reproduction

Reporting Entity: \_\_\_\_\_

Page \_\_\_\_ of \_\_\_\_

INSTRUCTIONS FOR COMPLETION OF SF-LLL,  
DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether sub-awardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity 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 a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or sub-award recipient. Identify the tier of the subawardee, e.g., the first sub-awardee of the prime is the first tier. Sub-awards include but are not limited to subcontracts, subgrants, and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action identified ( item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 [e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency]. Include prefixes, e.g., RFP-DE-90-001.
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).

11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contract with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

\* \* \*

Following Attachment O is for information purposes only. These are the forms by which proposals will be evaluated. They are to be filled out by the TRRC staff only during evaluation.

ATTACHMENT O  
Proposal Evaluation

I. PROPOSAL RESPONSIVENESS CHECKLIST

PROPOSER:

Any "No" response deems this proposal non-responsive and excludes it from further consideration for funding.

	YES	NO
A. Proper met due date and time.		
B. Original proposal is signed in an ink color other than black, and three (3) copies are included as specified in the Procedure for Submitting Proposal.		
C. All required documents were completed and returned, and have been signed by the organization's legal signatory.		

PROPOSAL IS RESPONSIVE: YES\_\_ NO

*For TRRC staff use only:*

\_\_\_\_\_  
Signature of Reviewer

\_\_\_\_\_  
Date

II. FINANCIAL CAPABILITY CHECKLIST

PROPOSER:

These items must be submitted prior to the execution of a contract. Any “No” response will mean that the award of the contract will be contingent upon receipt of the information.

		<u>YES</u>	<u>NO</u>	<u>N/A*</u>
A.	If proposer is a corporation, a copy of the most current certificate of registration with Secretary of State’s Office was provided.			
B.	Proposer listed county and/or city business license number.			
C.	Proposer’s Georgia unemployment insurance wage reports and taxes are current as of date of proposal.			
D.	Proposer provided a list of members of the Board of Directors.			
E.	A copy of the current fidelity bond was provided.			
F.	Proposer provided copy of lease agreement.			
G.	Proposer provided audit.			
H.	Proposer is in good standing with the Better Business Bureau.			
I.	Proposer without fault in criminal, civil, or administrative proceedings related to performance as a training or education institution.			

\*Not Applicable

*For TRRC staff use only:*

\_\_\_\_\_  
Signature of Reviewer

\_\_\_\_\_  
Date

III. GENERAL INFORMATION

Proposals will be evaluated using the criteria listed below. A minimum of 335 points of the total 475 must be scored in order for a proposal to be considered competitive.

Proposing Agency: \_\_\_\_\_

Total No. of Slots Request: \_\_\_\_\_ Total Amount Requested: \_\_\_\_\_

Type of Training: \_\_\_\_\_

SECTION II: Ranking Information (See attached Ranking Information Description)

A.	Project Design	<u>*Ranking</u>	<u>Factor</u>	<u>Total</u>
	1. Overall Project Design	0 1 2 3 4 5	10	
	2. Project Implementation	0 1 2 3 4 5	10	
	3. Placement/Positive Exit Strategy	0 1 2 3 4 5	15	
	4. Retention Strategy	0 1 2 3 4 5	15	
	PART A TOTAL			
	COMMENTS:			
B.	Program Management			
	1. Performance Standards	0 1 2 3 4 5	5	
	2. Cost Effectiveness	0 1 2 3 4 5	10	
	3. Previous Experience	0 1 2 3 4 5	15	
	4. Financial Capability	0 1 2 3 4 5	15	
	PART A TOTAL			
	COMMENTS:			
	GRAND TOTAL			
C.	General Comments:			

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

\*0 = Not Addressed    1 = Not Applicable    2 = Fair    3 = Average    4 = Good    5 = Excellent

## RANKING INFORMATION DESCRIPTION

### A. Project Design

1. Overall Project Design
  - a. Is the proposed training appropriate per the Workforce Development Plan?
  - b. Does the project lead to occupational, work habits, basic, and/or job retention skills acquisitions by trainees who lack them?
  - c. Is the proposal realistic for the geographic area specified?  
If no, explain:
  - d. Does the proposed training duplicate existing services?  
If it is duplicative, does it appear the proposed training would be more effective than existing services?  
If yes, does proposer describe how this project will be more effective?
2. Project Implementation
  - a. Are the entry requirements consistent with client profile and the training to be provided?
  - b. Number of clients to be served: \_\_\_\_\_. Are the numbers realistic in terms of number usually certified for proposal period? Is there an appropriate recruitment plan?
  - c. Number of proposed staff: \_\_\_\_\_. Is the proposed staffing appropriate for the number to be served?
  - d. Is there a strategy to identify, enroll, and assist individuals in the ITA program?
  - e. Do the strategies for identifying suitable work sites/apprenticeships appear adequate for meeting project's goals?
  - f. Do training facilities appear to be adequate for the proposed number of clients; counties to be served; adequate and accessible to physically disabled?
  - g. Does the planned coordination with the One-Stop system appear adequate? Is it agreeable to located in a comprehensive One-Stop Center?
  - h. Do the strategies appear adequate and reasonable to ensure all clients receive basic career services prior to being assigned to services if necessary?
  - i. Does the career guidance/case management strategy appear to be a "state of the art" design?



- j. Are assessment strategies described and adequate?
- 3. Placement/Positive Exit Strategy
  - a. Do proposed strategies for identifying apprenticeship/work site employers in growth industries and/or demand occupations appear realistic and sufficient?
  - b. Are strategies in place to assure that career pathways are addressed?
  - c. Do proposed career guidance and case management strategies appear appropriate and sufficient to encourage successful program completion and positive exit?
  - d. Does the case management component appear adequate to meet clients' needs?
  - e. Do the proposed strategies for national and/or state recognized credentials attainment appear adequate?
  - f. Are there other reasons to believe the service provider can reach their placement goals/ positive exit goals?
- 4. Retention Strategy
  - a. Does the proposal present an adequate follow-up strategy to encourage employment retention of clients?
  - b. Does the proposal include time schedule for contacting clients following program exit for follow-up services?
  - c. Does the proposal include adequate follow-up services and/or planned strategies for clients who are unemployed and/or underemployed following exit from the program?
  - d. Does the proposal identify the staff member(s) responsible for retention activities?
  - e. Does proposal plan to meet and/or exceed LWIOA-1's retention standards?
  - f. Has the bidder met retention goals in the past?  
If not, does the proposal offer new ideas to accomplish the retention goals?
  - g. Are there other reasons to believe bidder can meet their retention goals?
  - h. Does the proposal provide adequate strategies for ensuring customer satisfaction rates are met?
- 5. Does the proposal present a plan to assure customer choice, quality customer service, and continuous improvement?

B. Program Management

Planned Performance Standards	Dislocated Workers	Adult
A. Employment Rate (Q2 post-exit)		
B. Credential Rate		
C. Median Earnings		
D. Employment Rate (Q4 post-exit)		
E. Measurable Skills Gains		
Cost Effectiveness Per Proposal	Adults and Dislocated Workers	
A. Cost per Client		
B. Administrative Dollars		( _____ % of total budget)
C. Program Cost		
D. Worksite Payment Cost		( _____ % of total budget)
E. Service Fee (profit), if applicable		
F. Costs are reasonable, allowable, necessary, and allocable	_____ Yes	_____ No

Previous Experience

A. Does the provider have prior experience in operating WIA/WIOA programs or similar training programs?

B. What has been the past performance of the Proposer?

Prior Performance Information: ADULTS

	Program Year:	Program Year:
Planned Number of Adult Clients		
Actual Number of Adults Served		
Entered Employment Rate		
Employment Retention Rate		
Earnings Change		
Employment and Credential Rate		

Prior Performance Information: DISLOCATED WORKERS

	Program Year:	Program Year:
Planned Number of DW Clients		
Actual Number of DW Served		
Entered Employment Rate		
Employment Retention Rate		
Earnings Change		
Employment and Credential Rate		

Prior Performance Information: YOUTH

	Program Year:	Program Year:
Planned Number of Youth Clients		
Actual Number of Youth Served		
Youth diploma or equivalent attainment rate		
Youth (age 19-24) entered employment rate		
Youth 6 month Earnings Change		
Youth Credential Rate		

4. Financial Capability

- a. Length of time in business?\_\_\_\_\_Does the agency appear to be stable?
- b. Does accounting system appear adequate to insure proper controls?

Type of accounting system: Cash\_\_\_\_; Accrual\_\_\_\_; Other

- c. Are the results of audits satisfactory?
- d. Is bank reference provide?
- e. Was all information on the Financial Capability Checklist provided?
- f. Is the program in good standing with the Better Business Bureau?
- g. Is the program without fault in criminal, civil, or administrative proceedings related to performance or a training or educational institution or is the question not applicable since there were no proceedings?

\*\*\*\*\*

