

Three Rivers



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THREE RIVERS REGION WORKFORCE DEVELOPMENT BOARD

REQUEST FOR PROPOSALS

ADULT EDUCATION SERVICES FOR THE YOUTH SERVICES PROGRAM

Workforce Innovation and Opportunity Act (WIOA)

Release Date

2/21/25

Due Date

3/28/2025

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

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Three Rivers Youth Program Request for Proposals Summary

The Three Rivers Regional Commission (TRRC), on behalf of the Three Rivers Workforce Development Board (TRWDB), request proposals from qualified bidders to provide Adult Education and Literacy Services; this includes study skills, GED Prep classes, Pre-test & Post-test, case management and follow up services that lead to GED/Credential Attainment for out-of-school youth (OSY) ages 16-24 with barriers to employment as defined by the Workforce Innovation Act (WIOA) of 2014. The total amount of funding to be awarded is dependent upon the scope of services and costs associated with case management, training services, follow-up and personnel associated with each bid with actual amounts dependent upon allocation and availability of carryover funds with a maximum contract amount of \$200,000. The funds will be for the period of July 1, 2025 through June 30, 2026. The contract will have options to renew for three (3) additional normal contract periods with a contract end date of June 30th of each year.

A qualified bidder would be the most responsible bidder that has established organizational & financial capacity to provide year round services to the target WIOA targeted eligible population, has the knowledge of the WIOA requirements, and can meet performance requirements, terms and conditions defined in this package. The Three Regional Commission serves as an administrative entity for the WIOA funds and activities in the Three Rivers Region.

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

Individuals served under this solicitation must be residents of the Three Rivers area, which includes - Butts, Carroll, Coweta, Heard, Lamar, Meriwether, Pike, Spalding, Troup, and Upson counties. Proposed projects maybe designed to serve one or more counties in the Three Rivers Development area.

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

Activities proposed must provide the following: recruitment and orientation of applicants, intake and eligibility determination objective, assessment(s) and determination of appropriate services for each individual, and development of individual service plans for each individual selected and approved for service, training, follow-up, and performance outcomes. Contractors may provide approved enrollees a menu of services as determined by assessment and needs of the individuals. These services include, but are not limited to, Adult Education & literacy services, GED Prep classes, Pre-test & Post-test, remediation to correct basic skills deficiencies, tutoring, study skills training, adult mentoring, career counseling, guidance, and follow up services, referral services and other services which may be appropriate for improving education, and skill competencies, and

which will provide effective connections to employers. Services provided will lead to successful performance outcomes.

Contractors must be capable of providing the services in a supervised, drug-free, and safe environment. Contractors should be prepared to begin **July 1, 2025** and continue service through **June 30, 2026** it is anticipated that approximately 100-200 out-of-school youth (OSY) will be served through this solicitation. The maximum amount of funding made available for this solicitation. The total amount of funding to be awarding is dependent upon the scope of services and costs associated with the services a contractor identifies in its proposal.

The contract will have options to renew for two (2) additional normal contract periods with a contract end date of June 30 of each year

The deadline for proposal submission is 4:00 p.m. on March 28, 2025. Proposals submitted after this time will not be eligible for funding in this competition.

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

Selected contracts may be negotiated on a cost-reimbursement basis for governmental and private not-for-profit organizations. Contractors chosen through this process will be expected to deliver year-round services aligned with the WIOA Required Program Elements.

Successful contractors must demonstrate the ability to develop and implement a project design that achieves WIOA Performance Outcomes and meets WIOA standards throughout the contract period. Performance will be assessed in accordance with WIOA common measures.

Staff will evaluate proposals and a RFP evaluation team made up of members of the Three Rivers Youth Committee that will determine funding recommendations to the Three Rivers Workforce Development Board. Each bidder will receive written notice of the disposition of its proposal following the Board's review.

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

GENERAL PARAMETERS

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

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

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

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

Barriers must be clearly identified and documented. Strategies to remove the barriers must be included in the service plan. All participants must be residents of one of the counties in the Three Rivers Region 4. All training programs must be located within the Local Workforce Development Region 4. This proposal is requesting services in the following counties: Butts, Carroll, Coweta, Heard, Lamar, Meriwether, Pike, Spalding, Troup, and Upson.

Contractors will be responsible for recruitment of participants, intake and eligibility documentation. Selection by project entry requirements, assessment to determine appropriate services, developing individual service plans, assessment of skill deficiencies and services needed. The documentation of skills attained including but not limited to occupational skills, establishing and monitoring worksites for work experience, referring youth to other services to enhance development of the individual's capacity, meeting performance requirements including obtaining outcomes per WIOA standards. Contractors are responsible for 12-month follow-up on project participants who have exited.

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

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

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

Goals must be set and attained for each participant that is participating in the program. Documentation of the set goals and their attainment must be entered into the WorkSource Georgia Portal (WSP) and/or the Virtual One-Stop (VOS) Online Participant Portal.

Goals must be specific, measurable, and be based on identified needs and the activities in which the individual participates. Progress toward goals must be tracked, evaluated, and reported to TRRC. Goals should be set and planned so that each participant meets the designated goal(s) set in a WIOA program year (**July 1, 2025 – June 30, 2026**). A goal to improve basic skills must be set for each youth participant who reads and/or computes math at a functional level less than a 9.0 grade level. Providers should outline a structured outline a structured tutoring plan and related documentation.

Providers are advised to consider carefully the issue of attainability in the setting of goals.

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

Bidders are advised to consider including a strong career education and counseling module that would include exploration of labor market information, expected high demand occupations and requirements to become employed in future jobs.

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

Contractors will coordinate with WorkSource Three Rivers and other agencies for job placement activities. Employment is an outcome required for participants who do not return to school to attain a higher level of education or who do not exit to attend post-secondary school or enter the military.

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

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

There must be at least 50% of WIOA registrations in the project by **December 31, 2025**. Proposed Registration levels should be 90% attained by **May 1, 2026**. There must be documented performance applicable to the performance standards no later than **June 30, 2026**.

REQUIREMENTS FOR ALL CONTRACTORS

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

WIOA Required Program Elements for Program Design

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

The WIOA Youth Program Required Elements are:

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

14. Activities that help youth prepare for and transition to post-secondary education and training.

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

Other Requirements for Implementation and Project Activities

- The successful bidder will inform the various community agencies and organizations of opportunities available from the WIOA program including the following: Technical College System of Georgia – Office of Workforce Development; 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 local day care centers' and other social services agencies that work with the WIOA target population.
- Contractors must provide documentation of WIOA eligibility for each participant served and are responsible for any liability associated with the registration of an ineligible individual or an individual not suited to the project activity. Contractors must be able to recruit, assess, and select participants based on the project entry requirements and in accordance with WIOA eligibility requirements.
- Outreach and recruitment is the Contractor's responsibility. The proposal should provide an outreach and recruitment plan.
- Intake and eligibility determination will be conducted in accordance with the TRWDB Youth Services Manual. The proposal should include a projected intake schedule. WIOA eligibility must be documented and verified prior to the enrollment of an applicant in a project. Personal identity, age, work eligibility, residence, family composition and income sources, selective service registration, and barriers will be identified and documented during intake.
- Provision of services must be based on the objective assessment, which is used to develop an Individual Service Strategy (ISS) and/or an Individual Employment Plan (IEP) with each participant. Barriers must be identified, and strategies to overcome barriers must be developed and given in each participant's service plan. A variety of assessment tools may be used and Contractors may request assistance from the WIOA Program Services Manager. Assessment will include an evaluation of the participant's basic academic skills, school records, interests and vocational aptitudes. Learning styles, work temperaments, and work values may also be evaluated. Assessment also includes specific tests to determine an applicant's suitability for the project and/or project activities. Assessment is not a one-time event but an ongoing process that begins with intake and continues until a participant achieves the goals of his/her service plan and exits from the project.
- Contractors must complete an ISS/IEP with each participant registered in the program. Contractors are responsible for the implementation of each Individual Employment Plan and for tracking each participant's progress in completing the plan.
- Contractors must provide competency-based training. Participants will be assessed prior to participation in a training component to ascertain a minimum level of

deficiency. This pre-test is used to determine the strategies/activities needed to correct identified deficiencies. Participants must be tested upon completion of a training component to document that proficiency has been attained. Description of this information should be submitted with the proposal.

- Curriculum outlines, including competencies to be attained must be included with the proposal.
- Contractors must provide career exploration and counseling, development of employment plans, job readiness training, and citizenship/community service activities, and job placement activities.
- Substance abuse education/prevention, teen parenting, and other issues based on participant needs should be addressed through coordination with other agencies and/or resources. Proposals should reflect linkages with community services including referral systems.
- Contractors are required to provide follow-up services for a minimum of 12 months after a participant's exit from the project. The extent of this activity should be based on the needs of the participant and the intensity of the services provided.
- File maintenance and recordkeeping are required of each Contractor to document participant activities and to demonstrate compliance with WIOA regulations. Contractors will document eligibility, assessment results, training provided, attainment of competencies and goals, job placement and other activities in each participant's file. All applicable documentation is required to be scanned and electronically uploaded in the VOS or WSP. Once documents are scanned and uploaded, physical copies should be immediately shredded.
- Audits by Workforce Development will be conducted throughout the contract period to ensure eligibility is being documented appropriately and accurately. Any audit findings must be addressed and resolved within 30 days of notification from Workforce Development.

Contractors are responsible for internal monitoring. A regular and periodic review of the project performance and compliance with the contract is required. Contractors are expected to implement corrective actions to address issues and concerns. Internal monitoring activities will be documented by the Contractors. A file for this purpose should be maintained.

- Contractors are responsible for evaluation of participants. Participant evaluations and progress reports must be maintained in each participant's file. This information should be available for inspection by funding sources.
- Contractors are required to collaborate with at least one partner from the following categories, depending on the type of service/services being proposed:
 - The closest One-Stop Center or satellite facility;
 - A local education entity such as the public school Board of Education, charter schools, technical or community colleges, or university;

- Business/industry partner(s) from the industry cluster(s) in which training is proposed; and/or
- A community-based organization, social service agency, public housing agency, or other related program.

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

Contractors must plan to exceed WIOA performance standards listed below.

YOUTH PERFORMANCE MEASURES

The Contractors must also meet the following standards. These are the Youth Performance Measures established by Technical College System of Georgia Office of Workforce Division and these standards apply to all youth regardless of age.

Placement in Employment, Education or Training – The percentage of participants who are in employment, military, post-secondary education, and/or advanced training/occupational training in the 2nd Quarter after exit. This standard is measured during the second quarter after exit. It excludes youth in the military, post-secondary education, or employment at the date of participation. The minimum standard is 90%.

Retention in Employment, Education or Training – The percentage of participants in education, training or unsubsidized employment. This standard is measured during the 4th Quarter after exit. The minimum standard is 90%.

Credential Rate – The percentage of participants who obtain a recognized post-secondary credential or secondary diploma, or its equivalent within four (4) Quarters after program exit. The minimum standard is 90%.

Median Earnings – The percentage of program participants who are in unsubsidized employment during the second quarter after exit of the program. The minimum standard is \$12.00 per hour.

Measurable Skills Gain – The percentage of program participants who during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains toward such a credential or employment. This standard is measured in real-time during the program and is not exit-based. The minimum standard is 90%.

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

**Participation/attendance must be demonstrated at 90% or higher among service roster.

PROPOSAL SUBMISSION REQUIREMENTS

Submission Requirements

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, and services will be provided. Before beginning the application the WIOA regulations, etc., should be reviewed.

Deadline:

All proposals must be received by **4:00 p.m. EST on March 28, 2025**. Late Submissions **will not** be accepted.

Submission Methods:

Proposals can be submitted using one of the following methods:

1. Electronically

- Email proposals to: worksourcetr@threeriversrc.com

2. Via Flash Drive – Submit in person or by mail.

Additional Requirements:

- **Original Signature:** The original copy should be signed by the authorized representative.
- **Unbound Submission:** All proposals must be submitted unbound and ATTACHMENT A of the proposal (Contract Information Sheet) should be the cover.
- **No Faxed Proposals:** Proposals submitted via fax will not be accepted under any circumstances. Please use one of the approved submission methods listed above.
- Ensure your submission is compliant with all instructions to avoid disqualification!

- B. Technical assistance in completing this proposal will be offered at the Bidder's Conference that will be **held on March 5, 2025 at 10:00 a.m.** via zoom teleconference. Please use the link to login to the Bidder's Conference: <https://us02web.zoom.us/j/88160167611>

Questions & Answers Regarding the RFP

- Any questions regarding the Request for the Proposal (RFP) will be addressed during the Bidder's Conference:

- **Submitting Written Questions:** All written questions regarding the RFP must be emailed to worksourcetr@threeriversrc.com . Please include “RFP Questions” in the subject line for proper routing.
- **Deadline for written questions: Close of Business (COB) on Thursday, February 27, 2025.** For questions unrelated to the RFP, contact Jessica Gardner directly: (770) 229-9799.
- **Accessing Q&A from the Bidder’s Conference:** To obtain the questions and answers discussed during the Bidder’s Conference, you may access the Q&A online at www.threerivers.com.

For clarity or additional information, ensure your questions are submitted within the specified timeline.

AWARD OF CONTRACT

Evaluation Process and Award Notification

The TRWDB staff will evaluate proposal and make available the evaluation and summary information for the proposals to the Proposal Review Committee. Should a meeting of the Proposal Review Committee not be possible, the TRWDB will review it at their scheduled meeting. Contracts will be awarded based on the decision of the TRWDB/Three Rivers Regional Commission Council 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 communication channels by **May 2, 2025**.

Evaluation Format

All proposals will be evaluated using the criteria outlined in Attachment O of this document. Initially, proposals will be evaluated for responsiveness using the Responsiveness Checklist in the 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 reserve 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.

Evaluation Criteria

Proposals will be evaluated based on the following requirements outlined in the RFP package:

REVIEW AND EVALUATION OF PROPOSALS

Proposals must demonstrate the ability submission requirements will be reviewed by the criteria given in this RFP package and will include the following funding requirements.

1. Proposers must demonstrate the ability to exceed Workforce Innovation and Opportunity Act (WIOA) performance standards. Proposals that do not clearly outline a plan to surpass these standards will not be eligible for funding.
2. Participants must meet WIOA eligibility requirements and reside in one of the ten counties in the service areas. The proposal must state how the Contractor will verify eligibility of applicants.
3. Proposers must reflect understanding of and ability to comply with WIOA. Proposals must address WIOA Required Adult Ed Services and a service plan to coordinate the remaining 13 Program Elements including follow-up.

Proposals must include descriptions and/or provisions for the following components: intake and registration, assessment, case management/counseling, tracking and reporting, staff roles and responsibilities, follow-up, training/instruction to be provided, coordination with other partners, and any supportive services provided.

Proposals must include details of the skills training offered, specifying the competencies and proficiency levels for each skill area. Proficiency must be clearly defined for each skill.

Entry criteria must include a definition of minimum deficiency level for entry or enrollment of a participant in the skill component and the instrument/method for determination of the deficiency.

Proposed budgets should be for fixed unit, performance based payments as requested in the Application Package. Combination of cost reimbursement/performance-based budgets may be considered for some agencies. Public agencies prohibited by law from entering into a performance-based payment contract may submit a budget for cost reimbursement but must demonstrate performance and attain required performance outcomes.

Please note that the full contract payment will not be issued if the established contract standards and deliverables are not met.

In-kind costs should be clearly outlined.

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

Proposers must be licensed or certified, or accredited to operate in the State of Georgia. Proof of such accreditation must be included with the proposal. Submissions without this documentation, or a valid explanation for its omission, will not be considered for funding, unless the submitter is clearly government-affiliated.

Proposers must be able and willing to negotiate terms and conditions with Three Rivers Workforce Development Board representatives.

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

ATTACHMENTS

- Attachment A: Contract Information Sheet
- Attachment B: Certificate Regarding Disbarment
- Attachment C: Assurances for Workforce Innovation and Opportunity Training Contractor
- Attachment D: Certificate Regarding Lobbying
- Attachment E: Previous Experience Form
- Attachment F: Description of Need Form
- Attachment G: Project Information
- Attachment H: Contractor Affidavit and Agreement
- Attachment I: Organizational Information Form
- Attachment J: Budget Information
- Attachment K: Specific Fidelity Bonding Requirements
- Attachment L: Three Rivers Regional Commission Grievance Procedures
- Attachment M: Information Regarding Lobbying
- Attachment N: GA Immigration Compliance
- Attachment O: Proposal Review & Evaluation Process

For any attachments that are not applicable to your organization, please insert a page labeled with the item name and NOT APPLICABLE to indicate you were aware of the requirement and it is not applicable. (Not that you were aware and failed to submit the document where it applies).

**ATTACHMENT A:
CONTRACT INFORMATION SHEET**

Organization's Legal Name:		
Contact Person:		
Address:		
Telephone Number:		
Email:		
Federal ID #:		
E-Verify #:		
Legal Status of Organization (Check if applicable)	<input type="checkbox"/> Public <input type="checkbox"/> Private for Profit <input type="checkbox"/> Education Entity <input type="checkbox"/> Small Business (less than 500 employees)	
Number of years prosper has been in business under the corporate /business structure submitting the response to this request for proposals.		
Funding Amount Requested:	\$	
<p>OFFER: the undersigned hereby proposes to furnish to Three Rivers Workforce Development Board the services as described in the Statement of Work in accordance with specifications contained in the RFP. The signature of the proposer below signifies the agreement of the proposer to all the terms and conditions of this RFP unless exception is taken, in writing, and further certifies:</p> <ol style="list-style-type: none"> 1. That the <i>proposer</i> is an organization that has a working knowledge of the deliverables and requirements described in this RFP. 2. That the proposal submitted meets all of the specification in this RFP. 3. That a full disclosure of any past, current, pending or anticipated litigation between the respondent and any governmental or business entity in the State of Georgia is include in the proposal. 4. That the <i>proposer</i> has the capacity and can commit to the program and fiscal management requirements as specified in the Statement of Work section of the RFP within the defined timeline. 		
To the best of my knowledge and belief, all information in this application is true and correct, the document has been duly authorized by the goveroring body of the applicant, and the applicant will comply with the attached assurances if the assistance is awarded.		
Signature: _____ Date: _____ Print Name: _____		

ATTACHMENT B: CERTIFICATION REGARDING DEBARMENT

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, 7CFR Part 3017, Section 3017-510. Participants’ Responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-1733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, PLEASE READ INSTRUCTION ON NEXT PAGE)

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is 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 lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

(Organization Name) PR/Award # or Project Name

Name(s) and Title(s) or Authorized Representatives

Signature(s)

Date

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
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 lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediately written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant 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”, “participant”, “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 those regulations.
5. The prospective lower tier participant agrees by submitting this form 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 department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled “Certification Regarding Document, 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 participant in a covered transaction may rely upon a certification of a prospective participant 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 participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to check the Non-Procurement List.
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 participant 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 participant 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 department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**ATTACHMENT C:
PROVISION ASSURANCES AND CERTIFICATIONS**

The authorized representative agrees to comply with all applicable State and Federal laws and regulations governing the Workforce Innovation and Opportunity Act, Workforce Investment Boards, and any other applicable laws and regulations. The authorized representative certifies that the proposing organization possesses the legal authority to offer the attached proposal. A resolution, motion or similar action has been duly adopted or passed as an official act of the organization's governing body authorizing the submission of this proposal.

In addition, the authorized representative assures, certifies and understands that:

Workforce Innovation and Opportunity Act (WIOA) recipients are obligated to maintain the following assurance for the period during which WIOA Title I financial assistance is extended. Each request for proposal, proposal, and application for financial assistance under WIOA Title I shall contain the following assurances.

It possess legal authority to apply for these funds, that a resolution, motion or similar action has been duly adopted or passes as an official act of the recipient's governing body, authorizing the filing of the application, including all understanding 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.

It will not use WIOA funds for the company specific assessment of job applicants or employees, for the encouragement or inducement of 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 participants during hiring freezes or layoffs.

It has not violated any Federal and/or State laws including but limited to: anti-discrimination statutes; labor and employment laws; environmental laws, or health and safety laws for a minimum

"As a condition to the award of financial assistance from the Department of Labor under Title I of WIOA, the recipient assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

Section 188 of the WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I-financially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color or national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; the Age Discrimination Act of 1975, as amended, which prohibits discrimination on the bases of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs."

The recipient also assures that it will comply with WIOA implementing regulations and all other regulations implementing the laws listed above. This assurance applies to the recipient's operation of the WIOA Title I-financially assisted program or activity, and to all agreements the recipient makes to carry out the WIOA Title I-financially

assisted program or activity. The recipient understands that the United States has the right to seek judicial enforcement of this assurance.

It will allow staff members to attend training sessions held by Three Rivers Regional Commission to familiarize the applicant's staff with WIOA provisions.

It will establish safeguards to prohibit employees from using their positions for a purpose that is or give the appearance of being motivated by a desire for private gain for themselves or others, in 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.

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 ligation or audit claim has been resolved.

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 Workforce Development Board or the Council of Chief Elected Officials 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.

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.

1. 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 29 CFR, 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)].
2. As recipients of WIOA Title I-B 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 [29 CFR 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
3. The information provided by the Offeror/Bidder in the request for proposal is accurate, complete, and current.
4. 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.

5. Displacement

- a. Prohibition. A participant 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.

6. Other Prohibitions. A participant 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 participant; or
- c. The job is created in a promotional line that infringes in any way upon the promotional opportunities of currently employed individuals.

7. 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.

Name and Title of Authorized Representative: _____

Signature of Authorized Officials

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 FORM**

PREVIOUS EXPERIENCE INFORMATION

If your organization has provided 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.

If your organization has provided services in the past that are similar to the One-Stop Operator services being requested through this RFP, please provide the applicable information below. The type of previous experience that would be considered relevant includes but is not limited to: developing collaborative relationships among multiple agencies/organizations; managing or overseeing the delivery of services under complex federally-funded programs; marketing services to the general public, employers, or job seekers; or developing management protocols to ensure that organizational goals are achieved.

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 WIOA Service Information

Agency Information:

Name of Agency:	Address:
Phone Number:	Contact Person:
Total Years of Experience with this Agency:	Most Recent Program Year:

Prior Relevant Experience Information (for services not funded through WIOA)

Agency Information:

Name of Agency Funding Relevant Service	Address:
Phone Number:	Contact Person:
Total Years of Experience Providing Relevant Service:	Most Recent Program Year:

Population Served:

If funded through 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 WIOA, specify the funding source and the specific population(s) served:

Prior Performance Information: ADULTS

	Program Year: 2021-2022	Program Year: 2022-2023
Planned Number of Adult Participants		
Actual Number of Adults Served		
Entered Employment Rate		
Employment Retention Rate		
Earnings Change		
Employment and Credential Rate		

Prior Performance Information: DISLOCATED WORKERS

	Program Year: 2021-2022	Program Year: 2022-2023
Planned Number of DW Participants		
Actual Number of DW Served		
Entered Employment Rate		
Employment Retention Rate		
Earnings Change		
Employment and Credential Rate		

Prior Performance Information: YOUTH

	Program Year: 2021-2022	Program Year: 2022-2023
Planned Number of Youth Participants		
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		

Prior Performance Information: Other Relevant Experience (not funded through WIOA)

Performance Outcome (Please list and describe in more detail in next section)	Program Year: 2021-2022	Program Year: 2022-2023
Measurable Achievement:		
Measurable Achievement:		
Measurable Achievement:		
Measurable Achievement:		
Measurable Achievement:		

Description of Prior WIOA/Other Services:

Describe the type of WIOA services previously provided as identified above. If bidder provided training services, 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).

If prior experience was in coordinating or managing programs/services rather than actual training, specify the activity and funding source and any associated performance outcomes. If pertinent experiences with other programs rather than WIOA please provide the activity, funding source and any associated performance outcomes.

(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 FOR NEED FORM

1. 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.

2. List the address(es) of project site(s), if secured. If not secured, identify the planned city(ies)/town in which the project is planned to be located.

3. Describe the need for this project and how it was identified. Explain why this need will be unmet without this project.

4. Does this project duplicate or supplant any existing programs? Yes No

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

ATTACHMENT G

PROJECT DESCRIPTION FORM

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

2. **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 Three Rivers WDB 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 Program sites.

1. Indicate project location(s) that may be made available

- 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 services.

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).

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

I. 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 or educational 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 Q2 Performance goals.

- D. Describe in detail how clients who do not successfully complete training, will be placed into unsubsidized employment in order to meet employment rate Q2 goals. Identify staff positions responsible for trainee placement.

- E. Describe in detail the planned follow-up strategies for purposes of meeting the employment retention rates in Q2 & 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 Measureable Skill Gains 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.
Entered Employment Q4 post exit	Adults and Dislocated Workers	The percentage of WIOA registered clients in unsubsidized employment during the 4 th quarter after exit from the program.
Median Average	Adults and Dislocated Workers	The median earnings of WIOA registered clients who are in unsubsidized employment in the 2 nd 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 Gains	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 such a credential or employment.
Placement in the 2 nd Quarter	Youth	The percentage of WIOA registered clients in education or training or in unsubsidized employment during the 2 nd quarter after exit from the program
Placement in the 4 th Quarter	Youth	The percentage of WIOA registered clients in education or training or in unsubsidized employment during the 4 th 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 Technical College System of Georgia – Office of Workforce Development. Contractors are required to meet 90% of the negotiated performance levels.

ATTACHMENT H (CONTINUED)

Adult Program	Performance Goals PY2024	Performance Goals PY2025
Employment Rate 2 nd Quarter After Exit	80	82
Employment Rate 4 th Quarter After Exit	75	75.5
Median Earnings 2 nd Quarter After Exit	\$5400	\$5600
Credential Attainment within 4 Quarters After Exit	80	75
Measurable Skills Gains	37	40
Dislocated Worker	Performance Goals PY2024	Performance Goals PY2025
Employment Rate 2 nd Quarter After Exit	78	79
Employment Rate 4 th Quarter After Exit	77	78
Median Earnings 2 nd Quarter After Exit	\$5900	\$6100
Credential Attainment within 4 Quarters After Exit	82	75
Measurable Skills Gains	30	32
Youth	Performance Goals PY2024	Performance Goals 2025
Employment Rate 2 nd Quarter After Exit	70	70
Employment Rate 4 th Quarter After Exit	70	70
Median Earnings 2 nd Quarter After Exit	\$2700	\$2900
Credential Attainment within 4 Quarters After Exit	80	60
Measurable Skills Gain	38	40

**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. 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 two (2) copies 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):			
G. In-Kind Cost (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			
11. In-Kind Cost (Specify):			
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- 4 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 (10) county West Central Georgia 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 (10) county West Central Georgia 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**

ESTIMATE FOR YEAR TWO	TOTAL AMOUNT REQUESTED
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	
11. In-Kind Cost (Specify):	
Total Estimated Budget	

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

BUDGET ESTIMATE FOR YEAR THREE

ESTIMATE FOR YEAR THREE	TOTAL AMOUNT REQUESTED
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	
11. In-Kind Cost (Specify):	
Total Estimated Budget	

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, WFD, or TRRC funds.

Any clarifications regarding bonding requirements should be directed to Kim Bennett at (678) 692-0510 x213).

* * *

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

WORKSOURCE THREE RIVERS GRIEVANCE AND COMPLAINTS PROCEDURE

GENERAL POLICY

If any individual, group, or organization has a complaint, the problem should first be discussed informally between those involved before a grievance is filed. Applicants and Participants for services through the Workforce Innovation and Opportunity Act Title I (WIOA) paid for by the WorkSource Three Rivers and/or the Three Rivers Regional Commission Board will be treated fairly. Grievance/complaints should be filed in accordance with the written procedures established by WorkSource Three Rivers. Signed and dated grievance forms with accurate contact information are included in all participant case files. **If you believe you have been harmed by the violation of the Workforce Innovation and Opportunity Act or regulations of this program, you have the right to file a grievance/complaint.**

EQUAL OPPORTUNITY POLICY

WorkSource Three Rivers adheres to the following United States law: It is against the law for this recipient of Federal financial assistance to discriminate on the following bases: Against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity. References include: The Workforce Innovation and Opportunity Act of 2014 P. L. 113-128 USDOL Regulations Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act of 2014 29 C.F.R. § 38.36 effective July 22, 2015.

Equal Opportunity Is the Law (29 C.F.R. § 38.35)

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

- Against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.

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

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

Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

What to Do If You Believe You Have Experienced Discrimination

If you think that you have been subjected to discrimination under a WIOA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

The recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose); or

The Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW. Room N-4123, Washington, DC 20210 or electronically as directed on the CRC Web site at www.dol.gov/crc.

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above).

If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that Notice. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient).

If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

A **complaint** is an allegation of discrimination on the grounds a person, or any specific class of individuals, has been or is being discriminated against on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, citizenship status, or participation in any WIOA Title I-financially assisted program or activity as prohibited by WIOA or part 29CFR38.69. An allegation of retaliation, intimidation or reprisal for taking action or participating in any action to secure rights protected under WIOA will be processed as a **complaint**.

COMPLAINTS OF DISCRIMINATION

WorkSource Three Rivers is prohibited from, and does not engage in, discriminating against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I financially assisted program or activity.

Both the complainant and the respondent have the right to be represented by an attorney or other individual of their choice. (29 C.F.R. § 38.71)

If you think that you have been subjected to discrimination under a WIOA-funded program or activity, you may file a complaint within **180 days** from the date of the alleged violation with the WorkSource Three Rivers as follows:

WIOA Equal Opportunity Officer, Mandy Nicholson,
Three Rivers Regional Commission,
P.O. Box 818, 120 North Hill Street, Griffin, GA, 30224,
(678) 692-0510, mnicholson@threeriversrc.com

OR

Complaints may also be filed with the
TCSG OWD Compliance Director
1800 Century Place N.E., Suite 150, Atlanta, GA 30345
Phone (404) 679-1371 Fax: (404) 679-5460 TTY/TDD 1-800-255-0056
Submissions should be sent to wioacompliance@tcsq.edu

OR

A complainant may be filed directly with the Director,
Civil Rights Center, U.S. Department of Labor,
200 Constitution Avenue NW, Room N-4123, Washington, DC 20210.

Or at the website below:

<http://www.dol.gov/oasam/programs/crc/external-enforc-complaints.htm>

Furthermore, the USDOL Civil Rights Center provides a complaint form, which should be utilized, if sending a discrimination-based complaint, and can be found at the website detailed above.

Upon receipt of the complaint, if the WorkSource Three Rivers WIOA Equal Opportunity Officer determines that it does not have jurisdiction over a complaint, it must notify the complainant, in writing within five business days of making such determination.

This Notice of Lack of Jurisdiction must include:

- (a) A statement of the reasons for that determination; and
- (b) Notice that the complainant has a right to file a complaint with CRC within 30 days of the date on which the complainant receives the Notice.

The Technical College System of Georgia, Office of Workforce Development or WorkSource Three Rivers under this part and WIOA Section 188 will process complaints and it will contain the following elements:

- (1) Initial, written notice to the complainant that contains the following information:
 - (i) An acknowledgment that the recipient has received the complaint; and
 - (ii) Notice that the complainant has the right to be represented in the complaint process
 - (iii) Notice of rights contained in [§ 38.35](#); and
 - (iv) Notice that the complainant has the right to request and receive, at no cost, auxiliary aids and services, language assistance services, and that this notice will be translated into the non-English languages as required in [§§ 38.4\(h\) and \(i\)](#), [38.34](#), and [38.36](#).
- (2) A written statement of the issue(s), provided to the complainant that include the following information:
 - (i) A list of the issues raised in the complaint; and
 - (ii) For each such issue, a statement whether the recipient will accept the issue for investigation or reject the issue, and the reasons for each rejection.

- (3) A period for fact-finding or investigation of the circumstances underlying the complaint.
- (4) A period during which the recipient attempts to resolve the complaint. The methods available to resolve the complaint must include alternative dispute resolution (ADR).
- (5) A written Notice of Final Action, provided to the complainant within 90 days of the date on which the complaint was filed, that contains the following information:
 - (i) For each issue raised in the complaint, a statement of either:
 - (A) The recipient's decision on the issue and an explanation of the reasons underlying the decision; or
 - (B) A description of the way the parties resolved the issue; and
 - (ii) Notice that the complainant has a right to file a complaint with CRC within 30 days of the date on which the Notice of Final Action is received if the complainant is dissatisfied with the recipient's final action on the complaint.

The complainant has the option to resolve the complaint using alternative dispute resolution of their choice. The ADR procedures must provide:

- (1) The complainant may attempt ADR at any time after the complainant has filed a written complaint with the recipient, but before a Notice of Final Action has been issued.
- (2) The choice whether to use ADR or the customary process rests with the complainant.
- (3) A party to any agreement reached under ADR may notify the Director in the event the agreement is breached. In such circumstances, the following rules will apply:
 - (i) The non-breaching party may notify with the Director within 30 days of the date on which the non-breaching party learns of the alleged breach; and
 - (ii) The Director must evaluate the circumstances to determine whether the agreement has been breached. If the Director determines that the agreement has been breached, the complaint will be reinstated and processed in accordance with the recipient's procedures.
- (4) If the parties do not reach an agreement under ADR, the complainant may file a complaint with the Director as described in §§ 38.69 through 38.71.

Each complaint must be filed in writing, either electronically or in hard copy, and must contain the following information:

- (a) The complainant's name, mailing address, and, if available, email address (or another means of contacting the complainant).
- (b) The identity of the respondent (the individual or entity that the complainant alleges is responsible for the discrimination).
- (c) A description of the complainant's allegations. This description must include enough detail to allow the Director or the recipient, as applicable, to decide whether:
 - (1) CRC or the recipient, as applicable, has jurisdiction over the complaint
 - (2) The complaint was filed in time; and
 - (3) The complaint has apparent merit; in other words, whether the complainant's allegations, if true, would indicate noncompliance with any of the nondiscrimination and equal opportunity provisions of WIOA or this part.
- (d) The written or electronic signature of the complainant or the written or electronic signature of the complainant's representative.

(e) A complainant may file a complaint by completing and submitting CRC's Complaint Information and Privacy [Act](#) Consent Forms, which may be obtained either from the [recipient's](#) EO Officer or from CRC. The forms are available electronically on CRC's Web site, and in hard copy via postal mail upon request. The latter requests may be sent to CRC at the address listed in the notice contained in [§ 38.35](#).

If the recipient issues its Notice of Final Action before the 90-day period ends, but the complainant is dissatisfied with the recipient's decision on the complaint, the complainant or the complainant's representative may file a complaint with the Director within 30 days after the date on which the complainant receives the Notice. (§38.75)

If the recipient, has failed to issue a Notice of Final Action by the end of 90 days from the date on which the complainant filed the complaint, the recipient, the complainant or the complainant's representative may file a complaint with the Director within 30 days of the expiration of the 90-day period. In other words, the complaint must be filed with the Director within 120 days of the date on which the complaint was filed with the recipient. (§38.76)

Upon receipt of the complaint, if the WorkSource Three Rivers WIOA Equal Opportunity Officer determines that it does not have jurisdiction over a complaint, it must notify the complainant, in writing within five business days of making such determination.

This Notice of Lack of Jurisdiction must include:

- (a) A statement of the reasons for that determination; and
- (b) Notice that the complainant has a right to file a complaint with CRC within 30 days of the date on which the complainant receives the Notice.

WorkSource Three Rivers will offer full cooperation with any local, state, or federal investigation in accordance with the aforementioned proceedings, or with any criminal investigation.

COMPLAINTS OF FRAUD, ABUSE OR OTHER ALLEGED CRIMINAL ACTIVITY

In cases of suspected fraud, abuse or other alleged criminal activity, you should direct your concerns to the Office of Inspector General, U.S. Department of Labor, at 1-866-435-7644. There is no charge for this call.

COMPLAINTS AGAINST PUBLIC SCHOOLS

If the complaint is not resolved informally and it involves public schools of the State of Georgia, the grievance procedure will comply with WIOA and OCGA 20-2-1160.

ALL OTHER COMPLAINTS (VIOLATIONS OF THE ACT OR REGULATIONS)

GENERAL GRIEVANCE POLICY

Individuals applying for or receiving services through the Workforce Innovation and Opportunity Act Title I (WIOA) paid for by WorkSource Three Rivers and/or the Three Rivers Regional Commission Board will be treated fairly. If any individual, group or organization has a complaint, the problem should first be discussed informally between those involved before a grievance is filed. Grievances should be filed in accordance with the written procedures established by WorkSource Three Rivers. **If you believe you have been harmed by the violation of the Workforce Innovation and Opportunity Act or regulations of the program, you have the right to file a grievance.**

A **grievance** is a complaint about customer service, working conditions, wages, work assignment, etc., arising in connection with WIOA Title I funded programs operated by WIOA recipients including service providers, eligible training providers, one-stop partners and other contractors.

FILING A GENERAL GRIEVANCE (violations of the act or regulations not alleging discrimination)

Who May File: Any person, including WIOA program participants, applicants, staff, employers, board members or any other interested parties who believes they have received unfair treatment in a WIOA Title I funded program.

Any person may attempt to resolve all issues of unfair treatment by working with the appropriate manager and/or supervisor and staff member, service provider, or one-stop partner involved informally prior to a written grievance being filed.

All complaints as described in the previous definition may be filed within one hundred twenty (120) days after the act in question by first completing and submitting a **written** statement or completing the General Grievance Form to:

WIOA Equal Opportunity Officer, Mandy Nicholson
Three Rivers Regional Commission
P.O. Box 818
120 North Hill Street
Griffin, GA. 30224

The written statement must include

- A. The full name, telephone number, email (if any), and address of the person making the complaint.
- B. The full name, address and email of the person or organization against whom the complaint is made.
- C. A clear but brief statement of the facts including the date(s) that the alleged violation occurred, including the identification of all relevant parties.
- D. Relief requested.
- E. Complainant's signature and date.

For the grievance submission form, see website: <http://www.threeriversrc.com>

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

Upon receipt of the complaint, if the WorkSource Three Rivers WIOA Equal Opportunity Officer determines that it does not have jurisdiction over a complaint, it must notify the complainant, in writing within five business days of making such determination.

This Notice of Lack of Jurisdiction must include:

- (a) A statement of the reasons for that determination; and
- (b) Notice that the complainant has a right to file a complaint with CRC within 30 days of the date on which the complainant receives the Notice.

Upon receipt of the complaint, the WorkSource Three Rivers WIOA Equal Opportunity Officer will initiate efforts with the complainant and others involved bringing about a resolution as soon as possible. This will include a meeting of all parties with the hope of reaching a mutually satisfactory resolution. If the

complaint has not been resolved to the satisfaction of the complainant within thirty (30) days, the WorkSource Three Rivers WIOA Equal Opportunity Officer will arrange appointment of a hearing officer to conduct a hearing for settlement of the complaint to be held within sixty (60) days of grievance filing.

Hearing Process

A hearing on any complaint filed shall be conducted as soon as reasonably possible, but within sixty (60) days of the complaint's filing. Within ten (10) business days of the receipt of the request for a hearing, WorkSource Three Rivers shall: (1) respond in writing acknowledging the request to the grievant; and (2) notify the grievant and respondent of a hearing date. The notice shall include, but not limited to: (1) date of issuance; (2) name of grievant; (3) name of respondent against whom the complaint has been filed; (4) a statement reiterating that both parties may be represented by legal counsel at the hearing; (5) the date, time, place of the hearing, and the name of the hearing officer; (6) a statement of the alleged violation(s) of WIOA ; (7) copy of any policies and procedures for the hearing or identification of where such policies may be found; and (8) name, address, and telephone number of the contact person issuing the notice.

The hearing shall be conducted in compliance with federal regulations. The hearing shall have, at a minimum, the following components: (1) an impartial hearing officer selected by WorkSource Three Rivers; (2) an opportunity for both the grievant and respondent to present an opening statement, witnesses, and evidence; (3) an opportunity for each party to cross-examine the other party's witnesses; and (4) a record of the hearing which WorkSource Three Rivers shall create and maintain.

The hearing officer, considering the evidence presented by the grievant and respondent, shall issue a written decision, which shall serve as WorkSource Three Rivers' official resolution of the complaint. The decision shall include the following information: (1) the date, time, and place of hearing; (2) a recitation of the issues alleged in the complaint; (3) a summary of any evidence and witnesses presented by the grievant and respondent; (4) an analysis of the issues as related to the facts; and (5) a decision addressing each issue alleged in the complaint.

No applicant, participant, employee, service provider or training provider will be intimidated, threatened, coerced or discriminated against because he/she made a complaint, testified, assisted or participated in any manner in an investigation, proceeding or hearing.

If the complainant(s) does not receive a written decision from the Hearing Officer within sixty (60) days of grievance/complaint filing, or receives a decision unsatisfactory to the complainant(s), the complainant(s) then has/have a right to request a review by the State using the WIOA Complaint Information Form found at:

<https://tcsgeu/worksource/resources-for-practitioners/eo-and-grievance-procedure-information/>

TCSG OWD Compliance Director
1800 Century Place N.E., Suite 150,
Atlanta, GA 30345
Phone: (404) 679-4970
FAX: (404) 679-5460

The Assistant Commissioner shall act as the Governor's authorized representative. Either an informal resolution or a hearing will take place within 60 calendar days of the filing.

Appeal Process

An appeal to WFD of a LWDA's resolution must be filed within sixty (60) days of the date the LWDA issued its written resolution. However, a LWDA that fails to issue a written resolution of a locally filed Complaint within sixty (60) days shall give the Complainant the automatic right to file a Complaint with WFD. Once WFD has received the Complaint form and the local resolution, WFD shall issue its own resolution on the issue being appealed within sixty (60) days of receipt. Any resolution reached by WFD may be appealed to the United States Department of Labor's Employment and Training Administration.

I CERTIFY THAT I HAVE RECEIVED A COPY OF THIS POLICY AND PROCEDURES AND UNDERSTAND THE INFORMATION PROVIDED WITHIN THIS DOCUMENT.

PARTICIPANT NAME (PRINT)

DATE

PARTICIPANT NAME (SIGN)

DATE

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.

DISCLOSURE OF LOBBYING ACTIVITIES 0348-0046

Complete this form to disclose lobbying activities pursuant to 31 U. S. C. 1352

(See reverse for public burden disclosure)

<p>1. Type of Federal Action:</p> <p><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</p>	<p>2. Status of Federal Action:</p> <p><input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award</p>	<p>3. Report Type:</p> <p><input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change</p> <p>For Material Change Only: Year _____ Quarter _____ Date of last report: _____</p>
<p>4. Name and Address of Reporting Entity:</p> <p><input type="checkbox"/> Prime <input type="checkbox"/> Sub awardee Tier, if known: _____ Congressional District, if known: _____</p>	<p>5. If reporting Entity in No. 4 is Sub awardee, Enter Name and Address of Prime: Congressional District, if known: _____</p>	
<p>6. Federal Department/Agency:</p>	<p>7. Federal Program Name/Description: CFDA Number, if applicable: _____</p>	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known: \$ _____</p>	
<p>10. a. Name and Address of Lobbying Entity <i>(If individual, last name, first name, MI):</i> <small>(attach continuation sheet(s) SF-LLL-A, if necessary)</small></p>	<p>b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(Last name, first name, MI):</i></p>	
<p>11. Amount of Payment <i>(check all that apply):</i> \$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned</p>	<p>13. Type of Payment <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: _____</p>	
<p>12. Form of Payment <i>(check all that apply):</i> <input type="checkbox"/> a. cash <input type="checkbox"/> b. in-kind; specify: nature _____ value _____</p>		
<p>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: <small>(attach Continuation Sheet(s) SF-LLL-A, if necessary)</small></p>		
<p>15. Continuation Sheet(s) SF-LLL-A attached: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>16. Information requested through this form is authorized by title 31U.S.C. section 1352. 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.</p>		<p>Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____</p>
<p>Federal Use Only:</p>		<p>Authorized for Local Reproduction Standard Form - LLL</p>

**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.

* * *

**ATTACHMENT O
PROPOSAL REVIEW & EVALUATION PROCESS**

PROPOSAL REVIEW

Phase I: The TRWDB Staff will initially evaluate each proposal for responsiveness. The following minimum criteria will be used to determine which proposals will continue to Phase II:

1. The proposal was submitted in accordance with the specified timeline.
2. All required information and documentation are included in the application package and is complete and signed by an individual legally authorized to act on behalf of the proposer.
3. The appropriate number of copies was submitted.

Phase II: Proposals that have met the minimum criteria, as stated above, will then be reviewed, and ranked by the TRWDB Staff and Committee members. Proposal will be ranked based on evaluation criteria outlined below. These rankings will be used as a guideline for discussion and determination of recommendations.

Phase III: The recommendation of the Committee will be presented to the Three Rivers Workforce Development Board and Three Rivers Regional Commission Council for approval.

SECTION	POINTS
Overall Project Design	20
Capacity/Project Implementation	20
Leadership/Financial Capability	20
Organizational Overview/Experience	20
Cost Effectiveness	20
TOTAL	100

The Committee retains the right to request additional information from any applicant or request oral presentations from applicants. All contract awards will be considered provisional pending receipt of any additional documentation regarding administrative requirements and/or any other areas of concern and the successful completion of contract negotiations.

If no proposal adequately addresses the services as requested in the RFP, the committee may recommend that no award be made or that the proposal be forwarded for review providing all conditions can be met.

The selected proposer will be required by the TRWDB to participate in contract negotiations and to submit such price or other revisions to its proposal as may result from negotiations. Upon resolution of the final negotiations, the WIOA Director will notify the selected proposer and execute the contract subject to final approval of the TRWDB.