



**WORKFORCE INVESTMENT ACT (WIA)
In-School and Out-of-School Youth Programs**

**Request for Proposals
Issued for Region VI Workforce Investment Area**

**By The
Region VI Workforce Investment Board, Inc.
17 Middletown Road
White Hall, WV 26554
304-368-9530
www.regionviwv.org**

Issue Date: January 14, 2010

**Submission Deadline: In Region VI WIB office by 4:00 pm, February 12, 2010
Program Operation: July 1, 2010 – June 30, 2011**

As required by State and Federal Laws and Regulations, the Region VI Workforce Investment Board, Inc. and the WORKFORCE West Virginia Center system does not discriminate on the basis of sex, race, color, religion, handicap condition, marital status, or national origin in employment or in its educational programs and activities. Auxiliary aids and services are available upon request to individuals with disabilities. Alternative formats will be made available upon request.

I. Time Frame

January 14, 2010	Release RFP
January 28, 2010	Bidder's Conference (Attendance Required)
February 12, 2010	Proposals due to Region VI WIB office
February 16, 2010	Proposals reviewed
February 17, 2010	Youth Council – Vote on RFP Award Recommendation to WIB
March 11, 2010	Full Board Mtg. – Vote on RFP Award Recommendation to LEO
March 19, 2010	LEO Mtg. – Vote on final RFP Award
March 22, 2010	Contract Negotiation
July 1, 2010	Program activities begin

II. Geographic Area

The WIB funds the provision of services for eligible Youth who reside in: Barbour, Braxton, Doddridge, Gilmer, Harrison, Lewis, Marion, Monongalia, Preston, Randolph, Taylor, Tucker, and Upshur. It is a requirement that the Proposer provide services to eligible Youth in all 13 counties.

III. Available Resources / Budget

Funds available for the provision of Youth services in all thirteen counties of Region VI for the period of July 1, 2010 through June 30, 2011 are **estimated** at \$194,322, with the breakdown for each program as follows:

Out-of-School Youth (ages 19-21) - 60% of the estimated budgeted funds or \$116,593.

In-School Youth (ages 14-18) - 40% of the estimated budgeted funds or \$77,729.

The aforementioned estimated funding amounts are for planning purposes only. Final funding amounts for PY 10 will be determined after the federal allocation notification has been received. This final amount will then be included by June 30, 2010 with the PY 10 contract.

A detailed line-item budget must be submitted with each proposal (Use the Attachment A format only.) When submitting your budget, please attach your cost allocation plan to the budget. * Administrative costs are limited to a maximum of 10% of the total contract award in each funding category.

IV. General Information

The Workforce Investment Act of 1998 (WIA) was signed into Law on August 7, 1998. The Governor of West Virginia certified the Region VI Workforce Investment Board (Region VI WIB) in July of 2000. The Region VI Workforce Investment Board is responsible for, among other activities, the administration and oversight of Youth services and funds in the thirteen counties comprising Region VI. The Region VI WIB Youth Council was created to assist the WIB in its' administration and oversight of WIA Youth services and funds.

The mission of the Region VI WIB Youth Council is to encourage the development of comprehensive programs and services to ensure that Region VI youth have the necessary skills and personal qualities to become successful, productive adults.

This Request for Proposal (RFP) is issued to solicit proposals for innovative workforce development programs serving In-School and Out-of-School Youth under the provisions of the Workforce Investment Act. Targeted populations include youth who are not less than

age 14, who are not more than age 21, are low-income individuals, and who have one or more barriers to employment as defined by the Workforce Investment Act.

The successful Proposer will submit a proposal that provides a comprehensive, region wide program of activities that address training, employment, education needs, and skill deficiencies of eligible youth. The desire of the Region VI WIB is to supplement existing services, programs and staff, and where possible, to leverage existing funds in order to operate a system that emphasizes partnership, community involvement, and system integration

A separate proposal must be submitted for In-School and Out-of-School programs. All proposals should clearly indicate whether they are for In-School or Out-of-School Youth. Proposals cannot be combined.

This request covers the base period from **July 1, 2010, through June 30, 2011**. This RFP contains the provision for up to two (2) additional option year(s). The proposing organization initially selected to operate the program(s) may be approved to continue Youth In-School and/or Out-of-School services contingent upon successful negotiation of succeeding years' operating budgets, satisfactory performance during the initial and succeeding contract periods, and availability of yearly funding.

Each Proposer must be familiar with state and federal requirements of the Workforce Investment Act and the Region VI WIB's strategic plan. Specific information can be found in the Workforce Investment Act, Section 129(c) and 20 CFR Part 664. Additional informational resources are:

Region VI Workforce Investment Board www.regionviwv.org

Workforce West Virginia www.workforcewv.org

US Department of Labor, Employment and Training <http://www.doleta.gov/>

Federal Laws and Regulations <http://thomas.loc.gov/>

US Workforce <http://usworkforce.org>

Youth eligibility requirements can be found in **Section V. Participants Eligibility** of this RFP. Youth program providers must ensure that any applicants who meet WIA eligibility enrollment requirements, but cannot be served by their program, are referred for additional assessment to other appropriate WORKFORCE West Virginia Center programs.

All youth service proposals must be designed around the 10 key elements outlined within section **IX. Technical/Management Proposal** of this RFP. Successful proposals will not create or duplicate services that already exist and are accessible in Region VI.

Youth service proposals also are required to meet specific performance measures outlined in section **VIII. Performance Goals** of this RFP.

V. Who Can Submit a Proposal

All public or private not-for-profit 501(c)(3) or (6) corporations, an education organization, governmental units, public agencies, community-based organizations, faith-based organizations or private-for-profit corporations properly organized in accordance with State and Federal law and been in existence for five (5) years, may submit a proposal for funding.

The Region VI Workforce Investment Board will not discriminate against any firm or individual on the grounds of race, creed, color, sex, age, handicap status or national origin in the contract award.

VI. Participant Eligibility Requirements

In accordance with the WIA, an eligible Youth is defined as an individual who at the time of application is, and has been verified by the local WORKFORCE West Virginia Center to be:

1. Age 14-21; and
2. Low income as defined in the WIA section 101(25); and
3. Possessing one or more of the following six serious barriers to employment:
 - a. A school dropout
 - b. Deficient in basic literacy skills as defined by WIA at or below a grade level of 8.9 or who is unable to compute or solve problems, read, write or speak English at a level necessary to function on the job, in a family, or in society
 - c. Pregnant or parenting
 - d. Homeless, runaway or foster child
 - e. An offender; and/or
 - f. Individual (including a youth with a disability) who requires additional assistance to complete an education program or hold or secure employment.
4. A United States citizen or eligible non-citizen; and
5. If a male who has reached his eighteenth birthday, is registered with Selective Service; and
6. To be eligible for In-School services – Youth is registered in a secondary school; or
To be eligible for Out of School services - Youth who is a school dropout; or who has either graduated from high school or holds a GED, but is basic skills deficient, unemployed, or underemployed

VII. General Guidelines

Requirements for In-School Youth Service Providers

- Service providers must have Memoranda of Understandings (MOU's) with the thirteen local Boards of Education. (A letter of agreement to execute a Memorandum of Understanding from each local Board of Education will satisfy this requirement prior to grant award. Documentation must be included in the proposal.)

Requirements for all Service Providers:

- Have a physical office in the Region VI geographical area as of June 1, 2010.
- Meet all administrative requirements of the RFP.
- Execute an MOU with all four Region VI comprehensive WORKFORCE West Virginia Centers for eligible youth to enter and be tracked within the system. (A letter of agreement to execute an MOU from each WORKFORCE West Virginia Center will satisfy this requirement prior to grant award. Documentation must be included in the proposal.)

VIII. Performance Goals

All providers will be subject to minimum performance standards and the negotiated standards will be financially tied to their contract renewal for the option year. Performance standards for the Program Year (PY) 09 will be followed until such time as PY 10 Common Measures are re-negotiated.

The Common Measures Performance Indicators for Youth have been approved for performance reporting under a waiver (which has been annually renewed since 2006) submitted by the state of West Virginia to the Department of Labor (DOL). West Virginia will report Common Measures for performance, BUT will still track and capture Core Performance Measure information until further notice so that in the event the waiver is not renewed and so expires, we will have core performance information to fall back on.

Note: Deliverables and performance measures for contractors may be modified at any time if the Region VI WIB, the State of West Virginia, and the Department of Labor re-negotiate performance standards .

Note: All % numbers listed below are PY 09 negotiated levels. These may or may not change for PY 10.

Common Measures (See Informational Attachment I-B)

1. Placement in Employment or Education: 62%

Entered employment or enrolled in education and/or training 1st quarter after program exit.
Numerator: Of those who are not in post-secondary education or employed at registration, the number of participants who have entered employment, the military or enrolled in post-secondary education and/or advanced training/occupation skills training by the end of the 1st quarter after exit.

Denominator: Of those who are not in postsecondary education or employed at registration, the number of participants who exit during the quarter.

Documentation: Administrative records, UI wage records, and other administrative records.

2. Attainment of a Degree or Certificate: 56%

Percentage of participants that earned a diploma, GED or certificate.

Numerator: Of those who are enrolled in education, the number of participants who attain a diploma, GED or certificate.

DOL measurement point – by the end of the 3rd quarter after exit.

Denominator: Those who are enrolled in education.

Documentation: Administrative records.

3. Literacy and Numeracy Gains: 51% (Applies only to Out of School Program)

Attainment of literacy and numeracy skills by participants. Measures the increase in literacy and numeracy skills of participants through a common assessment tool administered at program registration and regular intervals thereafter.

Increase in one ABE or ESL level in literacy or numeracy skills.

Standard assessment instrument (TABE, CASAS, AMES, ABLE; others may be added)

Documentation: Test results as part of Administrative records.

IX. Subcontracting / Collaboration

Services may be subcontracted or achieved through collaboration with one or more qualified agencies in Region VI, but the Grant Recipient(s) must accept responsibility for contract performance and monitoring of subcontractors and collaborators. All subcontractors must:

- Be a public or private not-for-profit 501(c)(3) or (6) corporations, an education organization, governmental units, public agencies, community-based organizations, faith-based organizations or private-for-profit corporations properly organized in accordance with State and Federal law.

- Meet the same administrative and reporting guidelines as the Grant Recipient(s).
- Have written approval of the WIB to act as subcontractor

X. Bidders Conference

All parties interested in submitting proposals for Youth Services in Region VI **MUST** attend the bidders conference to be held at 10 am on January 28, 2010, at the Region VI Workforce Investment Board offices at 17 Middletown Road, White Hall (Directions to the Region VI WIB office included as Informational Attachment 1-B). Questions to be addressed at the Bidder's conference **MUST** be submitted in writing by 4:00 pm, January 26, via e-mail, fax, or regular mail to Amy Hall, Program Director, Region VI WIB, 17 Middletown Road, White Hall, WV 26554, 304-368-9532, ahall@region6wv.org. Further questions will not be addressed after the Bidder's Conference and proposals from parties who did not attend the bidder's conference will not be considered.

Notes from the bidder's conference will be posted on the Region VI website at www.regionviwv.org within 48 hours after the meeting.

XI. Disclaimers

In the event policy, procedure, program design, or regulatory changes occur, bidding organizations may be requested to modify program design or the delivery of services. Should a request for a change in program design or services occur, staff of Region VI Workforce Investment Office will be available to assist bidding organizations or service providers with the interpretation and suggestions for changes in redesign.

The Region VI Workforce Investment Board and its youth services program are under no obligation to award any contract(s) prepared in response to this Request for Proposal.

The Region VI Workforce Investment Board and its Youth Council are under no obligation to reimburse any party for the fees involved in the submission of any such proposals.

A bidder may not be recommended for funding, regardless of the merits of the proposal submitted, if the bidder has a history of contract non-compliance with the Region VI WIB, or any other funding source, and/or poor past or current contract performance with the Region VI WIB, or any other funding source.

No entity may compete for funds if (1) the entity has been debarred or suspended or otherwise determined to be ineligible to receive federal funds by an action of any governmental agency; (2) the entity's previous contracts with the Region VI WIB have been terminated for cause; (3) the entity has not complied with an official order to repay disallowed costs incurred during its conduct of programs or services.

XII. Protests, Disputes, and Outbriefings

If a proposal is denied, a written appeal regarding the non-award of funds may be submitted within 10 calendar days of receipt of the non-award notice. The appeal may include a request for reconsideration of funding. The written appeal shall be submitted to: Director of Region VI Workforce Investment Board. After consideration by the Director, the written notice may be submitted to the Workforce Investment Board, or designated committee of the Board for consideration. Further requests for appeals shall follow the

Region VI grievance procedures. Bidding organizations may request a copy of the grievance procedures at any time by contacting the Region VI WIB office.

An Outbriefing for non-selected Proposer's may be requested from the Region VI WIB within thirty days of notification of non-selection.

XIII. General Contract Conditions

A cost-reimbursable contract will be negotiated after final approval of the proposal.

All Grant Recipients must provide a certificate of insurance for comprehensive general public liability insurance with combined single limit coverage of at least \$1,000,000 and Workers Compensation Insurance with the Region VI Workforce Investment Board, Inc. and the Region VI Local Elected Officials (LEO) Board becoming "also insured" at the time of contract implementation. Other insurance coverage may be required and is subject to negotiation.

XIV. Proposal Submission Deadline

In order to be considered for funding in the program period July 1, 2010 – June 30, 2011 only those interested organizations who attended the January 28, 2010, bidder's conference may submit a proposal, and the proposal must be submitted no later than February 12, 2010, by 4:00 p.m. An original and five (5) copies must be submitted to the Region VI Workforce Investment Board office at 17 Middletown Road, White Hall, WV, 26554. The proposal packet must be sealed and clearly marked "Youth Services Proposal / In-School" or "Youth Services Proposal / Out-of-School" on the outside. FAXED OR ELECTRONIC COPIES WILL NOT BE ACCEPTED. The Proposer assumes all responsibility for the submission of the proposal and meeting of the required deadlines.

A proposal received after the closing date, incomplete proposals, and/or proposals submitted from an agency, which did not send a representative to the Bidder's Conference, will be considered non-responsive, will not be considered for review, and will be returned to the sender.

XV. Evaluation of Proposals

All proposals submitted in accordance with this RFP will be rated based on the criteria outlined below. The Region VI Youth Council RFP Review Committee will rate the proposals. This committee will then recommend for award the Proposer meeting all requirements and scoring the highest points to the Youth Council, who will in turn approve the recommendation and submit it for approval to the WIB, who will in turn submit the recommendation for final approval to the LEO board, who will have the final approval over the awarding of the contract..

All individuals involved in the development, evaluation and award process of this RFP must adhere to the Region VI Conflict of Interest Policy. Proposers should disclose potential conflict of interest issues by identifying any relationship to a board or committee member in a letter submitted with the original proposal.

Proposals will be evaluated using the following criteria:

Target Group/ Geographic Service Area (Required but not scored)	0 Points
WORK PLAN	70 Points
PROPOSER INFORMATION / PAST PERFORMANCE	20 Points
PERFORMANCE OUTCOMES	10 Points
Transition Plan (See Section XVII. Part 5)	0 Points
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Total	100 Points

XVI. PROPOSAL FORMAT

Proposers must follow the instructions outlined in this RFP package and submit all appropriate package forms. All forms and narratives must be typewritten, single-spaced, single-sided, on 8.5" X 11" paper in a 12-point font and a binder clip or paper clip used for each individual copy. **DO NOT USE STAPLES OR ANY OTHER TYPE OF BINDING.** For proposals that exceed the section page limitations, only the number of pages that are within the set page limits for each section will be considered. Evaluators will not read proposals beyond the set page limit.

The forms included with this packet, (with the exception of the Proposal Narrative for which no forms are provided) are the only forms, which will be accepted. Proposals must be assembled in the following order:

- Cover Page. This should be the cover page of the proposal. No title page is needed or required. Must use the "Proposal Cover Page" included with packet.
- Proposal Narrative The Narrative should begin with a Table of Contents, followed by a one (1) page Executive Summary (neither of which will count towards the final page count), and then present the necessary information in the sequence outlined in Section XVII. Technical/Management Proposal "Statement of Work" section. (Maximum of 30 pages plus allowed Attachments per each section).
- Attachment A – Proposer Questionnaire
- Attachment B – Budget Summary
- Attachment C – Personnel Summary and Detail
- Attachment D – Past Performance
- Attachment E – Certification Regarding Drug-Free Workplace Requirements
- Attachment F – Equal Opportunity Non-Discrimination Notice
- Attachment G – Certification Regarding Debarment, Suspension
- Attachment H – Certification Regarding Lobbying

XVII. Technical/Management Proposal

The Technical/Management Proposal is the Proposers' response to the following Statement of Work and is the primary criteria from which this proposal will be judged. It should give reviewers a clear picture of the design and cost of the project, activity or service, the anticipated outcomes, and the Proposers' capability of delivering the youth services being proposed. This information must be presented in the following sequence:

Statement of Work

1. TARGET GROUP/GEOGRAPHIC SERVICE AREA: Briefly, but clearly, describe both the youth population that you intend to serve, and the demographics of the 13 counties comprising Region VI workforce area. Section one should be no longer than one page.

2. WORK PLAN: Describe the technical plan in narrative form for accomplishing the work proposed, indicating which components are already in place and a time line for implementation of planned components. At a minimum, include the following components: (Note – Components in **Bold** indicate those areas which will carry more weight in the total points awarded for this section.)

> **Measurable Goals and Objectives with a listing of the projected numbers of eligible youth the proposed program will serve. State the staff to youth served ratio. (Note: The numbers projected to be served should be realistic and doable. Past performance, if applicable, in meeting this goal will be taken into account when judging the reliability of the proposer to meet their projected number to be served.)**

> A description of the methods to be employed in achieving the stated goals and objectives and why these methods will work.

> A description of existing or planned strategic collaboration among multiple service providers, including community involvement (Memoranda of Understandings, contracts or agreements of existing collaborations with service providers or evidence of existing community development can be included as attachments to your proposal. Attachments are not included in the page limit.)

> A description of how the Grant Recipient plans to leverage funds and link with existing programs. Define how your proposed program builds on existing services in your agency and what their funding source is, which services will be funded with WIA dollars; emphasize how you will leverage other funding sources and how you plan to generate additional funds to support your program outcomes.

> **A description of how the Grant Recipient will link with the local WORKFORCE West Virginia Centers to handle cross training of Center staff on available youth services, participant eligibility determination, enrollment and tracking.**

> A description of how the Grant Recipient will ensure that participant information is tracked internally so that reports of program progress can reflect at-the-moment information when requested by the WIB and for monthly reporting to the WIB.

> **A description of how the Grant Recipient will ensure that information in the MACC accurately reflects services received by and progress made by program participants.** (The MACC, or Mid-Atlantic Career Consortium, is the statewide information data system from which performance reports are generated to the Department of Labor.)

> A description of how the Grant Recipient will coordinate its services with the community based organizations in Region VI.

> Proposals for Out-of-School Youth must include information on how your agency plans to reach this hard-to-serve population. **Describe your recruitment techniques for Out-of-School Youth and your ability to serve this population.**

> Proposals for In-School Youth must include information on how your agency plans to reach this population. **Describe your recruitment techniques for In-School youth and your ability to serve this population. Detail how you will work within the county school systems.**

> A description of how you will ensure: compliance with local, state, and federal child labor laws, and the safety of all work sites for youth.

> Include a staffing plan of those personnel who will be providing the services as outlined in this section. The competency of the professional personnel involved in the delivery of the service requested in the proposal will be evaluated. (Resumes may be attachments and should not be included in page count.)

> In addition, all Grant Recipients must describe how they will provide for federal and state criminal background checks and child clearances for all staff directly involved with the provision of services to youth during this program.

> A description of your record keeping methods and how you will maintain the confidentiality of youth participants.

> A description of the comprehensive Year-Round Youth Program that incorporates the 10 key elements as required by the Workforce Investment Act as follows:

1. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referrals as appropriate.

2. Follow-up services for not less than 12 months after the completion of participation.

3. Tutoring, study skills, and instruction leading to completion of secondary school, including dropout prevention strategies.

4. Alternative secondary school services, as appropriate.

5. Summer employment opportunities directly linked to academic and occupational learning.

6. Paid or unpaid work experiences including job shadowing and internships as appropriate.

7. Occupational skills training, as appropriate.

8. Leadership development opportunities, which may include community services and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours, as appropriate.

9. Supportive services may include transportation, childcare and needs-related payments that are necessary for the youth to participate in activities.

10. Adult mentoring for the period of participation and subsequent period, for a total of not less than twelve (12) months.

The 10 elements do not have to be provided with WIA funds or by WIA funded partners. It is not only acceptable, but also desirable, to connect WIA youth to other community resources and services while monitoring service delivery.

Section Two should be no longer than twenty-five pages (not including attachments).

3. Proposer Information: This section should form the basis for determining whether or not your agency is qualified and credible to deliver the program as proposed. Provide a narrative description of your agency to include when, how, and why the organization was started: its purpose, goals and philosophy; prior and current relevant activities; accomplishments, size and characteristics of clients served; and/or current linkages and/or coordination with other agencies and services in the community. Describe the administrative capability of your organization in regard to the financial and reporting requirements related to the administration of federally funded programs.

Past Performance: The Proposer is required to provide up to three examples of contracts performed within the past five years that are similar in size, scope, and performance to the work outlined in this RFP. Note: A contract awarded by the Region VI WIB for In School/Out of School youth services will only count as one example, regardless of the number of years the contract was awarded for during the past five years. Attachment D, provided in this packet, is to be used to complete this information.

Briefly describe the facility(ies) where this system is to be principally operated; include size, location, accessibility, and any special features relevant to the system. State the ADA compliance status of facility(ies). If specialized equipment is proposed, please

include description and quantity. Section Three should be no longer than one page plus personnel narratives and/or resumes, and three copies of Attachment D – Past Performance.

4. Performance Outcomes: Discuss the measurable results and benefits anticipated and how they will be measured against the program’s goals and objectives. Describe the process, outcomes expected and how you will evaluate and monitor your program’s performance. Discuss how your program’s outcomes correlate with the WIB’s performance goals for youth. Section Four should be no longer than two pages.

5. Transition Plan

New Proposers and Proposers who are current providers who envision a change in the Scope of Work outlined in this RFP from what is currently under contract, must write a transition plan. Detail the action steps, strategies, and the time lines (presented in text format) with specific dates for transitioning the services requested under this RFP.

It is important for Proposers to understand that the infrastructure for delivery of services is in place and that no break in services to current youth participants can be experienced as a result of a transition. Section Five should be no longer than one page.

PROPOSAL COVER PAGE

I. PROPOSING AGENCY: _____

Address: _____

City/State/Zip: _____

Authorized Representative: _____

Telephone: _____ Fax Number: _____

Email Address: _____

Agency type: () Government () Commercial () Educational () Non-Profit

II. PROPOSED CONTRACT TYPE: (x) Cost Reimbursement () Fixed Rate

III. DOLLAR AMOUNT OF CONTRACT: \$ _____

IV. FEDERAL EMPLOYMENT IDENTIFICATION NUMBER: _____

VI. CERTIFICATION: I, _____, the undersigned, duly authorized representative of this proposing agency, hereby certify that I have read, understand, and accept the terms and conditions of the solicitation as stated in the Region VI Proposal Package; that the enclosed package is a firm offer effective through 30 (thirty) days after February 12, 2010; and that the information contained herein is true and correct to the best of my knowledge. I am authorized by my Board of directors, Trustees, other legally qualified officer or as the owner of this agency or business to submit this proposal. I understand that if any information has been misrepresented or is found to be untrue, this proposal will be disqualified for consideration and may be grounds for contract cancellation.

Signature: _____

Title: _____ Date: _____

Attachment A

Proposer Questionnaire

Proposer Name: _____

Please check appropriate responses.

1. Organization

Corporation Partnership Individual Ownership or Sole Proprietorship
 City Agency State Agency Educational Institution

2. Status

For Profit Non-Profit

3. Experience/Information

_____ Number of years in business
_____ Number of years in "Training" business
_____ Number of permanent employees (salaried and hourly)

4. Have any of the applicant's Federal, State or City contracts or grants ever been terminated or suspended (either totally or partially) for any reason?

_____ Yes _____ No

If "YES", briefly explain on an attached sheet of paper.

5. Is applicant in receivership or bankruptcy, or are any such proceedings pending?

_____ Yes _____ No

If "YES", briefly explain on an attached sheet of paper.

6. Has the applicant's organization ever been cited, fined or reprimanded for any law or code violation within the last three years or has any business license been suspended or revoked?

_____ Yes _____ No

If "YES", briefly explain on an attached sheet of paper.

7. Are all of the applicant's required permits current?

_____ Yes _____ No

List on an attached sheet all of your required permits and expiration dates.

8. Subcontracting

Will the applicant subcontract for any of the services?

_____ Yes _____ No

If "YES", type in the page number(s) where the subcontracting is described in the proposal. Page(s) _____

9. Will the applicant utilize the services of a consultant in the operation of this program?

_____ Yes _____ No

If "YES", type in the page number(s) where the consultant services are described in the proposal. Page(s) _____

10. Union Concurrence

**List any and all unions that may be associated with this training.
Does your agency have union approval of the proposed training?**

_____ Yes _____ No

If YES, please attach written proof of union concurrence.

11. Insurance Coverage

Are persons authorized to handle and disburse governments fidelity bonded?

_____ Yes _____ No

If yes, attach proof of fidelity bonding. Note: If you cannot show proof of your ability to obtain fidelity bonding, Region VI WIB cannot contract with the applicant, and the proposal will be returned.

12. Does applicant carry General Liability Insurance?

_____ Yes _____ No

If yes, attach proof of General Liability Insurance. Note: If you cannot show proof of general liability insurance, Region VI WIB cannot contract with the applicant and the proposal will be returned.

13. Does the applicant carry Workers' Compensation Insurance?

_____ Yes _____ No

If yes, attach proof of General Liability Insurance. Note: If you cannot show proof of your ability to obtain workers' compensation insurance, Region VI WIB will not contract with the applicant and the proposal will be returned.

14. Is the applicant current with Unemployment Insurance?

_____ Yes _____ No

Note: If you cannot show proof of good standing with Unemployment Insurance, Region VI WIB will not contract with the applicant, and the request for proposal will be returned.

15. Fiscal Responsibilities

Does the applicant organization presently have any outstanding unresolved audit deficiencies with any Federal, State or Local agencies?

_____ Yes _____ No

If yes, please explain on attached sheet of paper.

16. Is the applicant providing an AUDITED financial statement for the past accounting year which identifies all sources of revenue, donations, and income as well as the offsetting expenses?

_____ Yes _____ No

If your response is NO, your proposal will be returned to you.

17. Are your facilities and other planned sites to be used accessible to individuals with disabilities?

_____ Yes _____ No

18. Certification and Compliance

Does the applicant certify and agree to provide assurances of Equal Opportunity and nondiscrimination and to develop appropriate mechanisms to ensure that affirmative action will be taken in all practices and program activities?

_____ Yes _____ No

If you answered “no” please explain on a separate sheet of paper.

19. Does the applicant agree to comply with all applicable Federal, State and local laws and directives relating to equal opportunity and affirmative action in services and program operations?

_____ Yes _____ No

If you answered “no” please explain on a separate sheet of paper.

20. A copy of the organizations’ cost allocation plan must be included to support all costs budgeted for this program that are not directly related to the project. These items are usually rent, utilities, insurance and other overhead items.

Typed Name of Authorized Representative

Original Signature of Authorized Representative Date

Attachment B - Budget Summary

Organization _____ Check One: IN-SCHOOL / OUT-OF-SCHOOL

Cost Category	Admin WIA Youth Funds	Program WIA Youth Funds	TOTAL WIA Youth BUDGET			In-Kind or Cash Contribution (s) (Attach detailed summary)	Total Budget
Salaries							
Fringes							
Travel/Training							
Space Rental							
Supplies							
Program Supplies							
Equipment							
Purchased							
Lease Purchase							
Rental							
Other							
Printing							
Postage							
Maintenance							
Contractual							
Books							
Other (specify)							
Total							

Cost per participant\$ _____

* Administrative costs are limited to a maximum of 10% of the total contract award.

Attachment D

Past Performance

(Please copy and complete one for each of up to three (3) contracts awarded within the past five (5) years.)

Federal / State Issuing Agency: _____

Contract Name: _____

Contract Number: _____

Period of Performance: _____ **to** _____

Dollar Value: **Awarded** _____ **Booked** _____

Primary Government Point-of-Contact:

Name and Title _____

Phone Number _____

E-mail _____

Attachment E

CERTIFICATION REGARDING DRUG –FREE WORKPLACE REQUIREMENTS

- A. The contractor certifies that it will or will continue to provide a drug-free workplace by:
 - a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the contractor’s workplace and specifying the actions that will be taken against employees for violation of such prohibition:
 - b. Establishing an ongoing drug-free awareness program to inform employees about:
 - 1. The dangers of drug abuse in the workplace
 - 2. The grantee’s policy of maintaining a drug-free workplace.
 - 3. Any available drug counseling, rehabilitation, and employee assistance programs, and
 - 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
 - c. Making it a requirement that each employee is to be engaged in the performance of the grant to be given a copy of the statement by paragraph “a” above.
 - d. Notifying the employee in the statement required by paragraph “a” that, as a condition of employment under the grant, the employee will:
 - 1. Abide by the terms of the statement, and
 - 2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction;
 - e. Notifying the agency in writing, within ten (10) calendar days after receiving notice under subparagraph “d.2.” from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose contract activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant;
 - f. Taking one of the following actions, within thirty (30) calendar days of receiving notice under subparagraph “d.2.” with respect to any employee who is convicted.
 - 1. Taking appropriate personnel action such as an employee, up to and including termination, consistent within the requirements of the Rehabilitation Act of 1973, as amended; or
 - 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.
 - g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs “a”, “b”, “c”, “d”, “e”, and “f”.

Applicant Organization

Name of Certifying Official

Signature & Date

Attachment F

EQUAL OPPORTUNITY NON-DISCRIMINATION NOTICE

_____ (Name of Agency), as a recipient of WIA funds, shall provide initial and continuing notice that it does not discriminate on any prohibited ground to: applicants, eligible applicants, participants, applicants for employment, employees, and members of the public, including those with impaired vision or hearing, and unions or professional organizations holding collective bargaining or professional agreements with the recipient.

ASSURANCE

As a condition to the award of financial assistance under WIA from the Department of Labor, the grant applicant assures, with respect to operation of the WIA-funded program or activity and all agreements or arrangements to carry out the WIA-funded program or activity, that it will comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Investment Act of 1998, including the Nontraditional Employment for Woman Act of 1991; Title VI of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; Title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including by not limited to 29 CFR Part 34. The United States has the right to seek judicial enforcement of this assurance.

TYPED NAME OF AGENCY OFFICIAL: _____

TITLE: _____

SIGNATURE: _____

E.O. OFFICER: _____

DATE: _____

Attachment G
CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS
PRIMARY COVERY TRANSACTION

Applicant Organization: _____

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

- 1) The prospective primary participant (i.e., grantee) certifies to the best of its knowledge and belief, that it and its principles:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal department or agency;
 - b. Have not within a three-year period preceding this renewal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicated for or otherwise criminally or civilly charged by a government entity (Federal, State, or Local) with commission of the offenses enumerated in paragraph (1) (b) of this certification; and
 - d. Have not within a three-year period preceding this application/renewal had one or more public transactions (Federal, State, or Local) terminated for cause or default.

- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this renewal package.

Name of Certifying Official

Signature & Date

Attachment H
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 Congress, or any employee of a Member of Congress in connection with the awarding 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 office or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instruction.

- 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 certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, and 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.

Applicant Organization

Name of Certifying Official Signature & Date

Date Submitted

**PY 09 Performance Indicators and Goals
Common Measures**

Adult Measures	State & DOL Negotiated Levels (Also applies to Region VI WIB)
Entered Employment	82%
Employment Retention	85%
Average Earnings	\$10,200

Dislocated Worker Measures	
Entered Employment	86%
Employment Retention	91%
Average Earnings	\$13,000

Youth Measures	
Placement Employment/Education	62%
Attainment Degree/Certificate	56%
Literacy/Numeracy Gain	51%

Informational Attachment 1-B

Directions to the Region VI WIB office in White Hall, WV

Directions Traveling South on I-79:

- Take the South Fairmont Exit 132 – stay in middle lane
- At the stop light turn left
- Stay in the right lane and turn right at the 3rd stop light onto Middletown Road
- Just after the turn, on the left is Rose Plaza. Make a left into Rose Plaza.
- We are in the section that has wood siding, through the second set of white colored double doors past the dry cleaners.
- Please park in the area that faces the main road (Middletown Road). We try to not park directly in front of the other businesses since that is reserved for their customers.

Directions Traveling North on I-79

- Take the South Fairmont Exit 132
- The exit road splits - you will go right. Yield up the hill and stay in the right lane.
- At the next stop light turn right onto Middletown Road
- Just after the turn, on the left is Rose Plaza. Make a left into Rose Plaza.
- We are in the section that has wood siding, through the second set of white colored double doors past the dry cleaners.
- Please park in the area that faces the main road (Middletown Road). We try to not park directly in front of the other businesses since that is reserved for their customers.