



# NORTHWEST GEORGIA WORKFORCE DEVELOPMENT BOARD

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## **REQUEST FOR PROPOSAL**

### **YOUTH SERVICES**

### **Workforce Innovation and Opportunity Act (WIOA)**

#### **Release Date**

October 18, 2024

#### **Due Date**

December 6, 2024

All proposals must be submitted:

Northwest Georgia Regional Commission  
1 Jackson Hill Drive  
P.O. Box 1798  
Rome, GA 30162-1798

*An Equal Opportunity Employer/Programs  
Auxiliary Aids/Service Available Upon Request to Individuals with Disabilities  
TTY/TDD: 800.255.0056*

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## Workforce Innovation and Opportunity (WIOA) Request for Proposals for Title I Youth Services Overview

The Workforce Development Board (WDB) of Northwest Georgia, Inc. is soliciting proposals for the operation and implementation of youth workforce services in accordance with the Workforce Innovation and Opportunity Act (WIOA), which was signed into law on July 22, 2014 and began implementation on July 1, 2015. These services are known as WIOA Title I Youth Services, (Public Law 113-128). The federal regulations can be accessed at <https://www.congress.gov/bill/113th-congress/house-bill/803/text>. However, if the Workforce Innovation and Opportunity Act (WIOA) is reauthorized and the current law no longer applies, changes will coincide with the new federal law, H.R. 665 “A Stronger Workforce for America Act” (ASWA).

The Workforce Development Board reserves the right to modify this request for proposal or funding for an approved WIOA program to ensure compliance with state and/or federal guidelines. This is a three-year bid with the intent to issue a one-year contract and the opportunity to be approved for a second and third year contract on an annual basis based upon successful negotiation. A separate RFP may be issued at a later date for youth if deemed in the interest of the Workforce Development Board of Northwest Georgia, Inc. to do so.

The Northwest Georgia Area includes the following counties: Bartow, Catoosa, Chattooga, Dade, Fannin, Floyd, Gilmer, Gordon, Haralson, Murray, Paulding, Polk, Pickens, Walker, and Whitfield.

The Workforce Development Board (WDB) of Northwest Georgia, Inc. is the policy-making board that provides directions in oversight of WIOA funds and the local workforce system for Adult, Dislocated Worker and Youth program services. The WDB is composed of private and public sector community leaders.

Funding is contingent upon availability of funds under WIOA Title I Youth Services; however, it is estimated that approximately \$1,000,000 in Title I Youth funds will be available to serve approximately 300-400 youth ages 16-24 between June 30, 2024 and June 30, 2025. In-school youth (ISY) between the ages of 16-21 may be served, however, it is mandated that at least 75% percent of program year expenditures be targeted for services to Out-of-School Youth (OSY) between the ages of 16-24. In addition, 20% of the total amount of program year allocations must also be expended on Work Experience (W/E) for youth, which is a required component. Staff time related to the development and administration of work sites for youth are allowable costs that can be included in the 20% percent along with wages and fringe for youth participants.

### **The Workforce Innovation and Opportunity Act Vision for Youth**

WIOA is committed to providing high quality services for youth beginning with career exploration and guidance, support for educational attainment, opportunities for skills training in demand industries and occupations. WIOA strengthens focus on out-of-school youth with (1) 75% of the expenditures for out-

of-school youth and (2) serving those youth with barriers to employment. This shift refocuses the program to serve OSY during a time when large numbers of youth are out of school and not connected to the labor force. WIOA calls for customer-focused services based on the needs of the individual participant. This includes the creation of career pathways as part of a youth's individual service strategy; inclusion of secondary school diploma or its equivalent, or other post-secondary credentials as educational goals; and work-based learning as an integral component of employment goals.

These strategies must incorporate services which include intake; objective assessment; the development of an individual service strategy (which must be linked to career pathways); case management/mentoring; supportive services; and follow-up services that lead to successful outcomes for WIOA youth program participants.

Youth program providers must provide eligible youth with information about the full array of applicable or appropriate services available through the local board or other eligible providers or one-stop partners. In addition, youth providers must ensure that eligible applicants that do not meet the enrollment requirements of their program or who cannot be served by their program are referred to appropriate agencies/programs for additional assessment and referrals to other programs in order to meet their basic skills and training needs.

Features of the WIOA youth program design are outlined in Section 681 of the Federal Register at <http://federalregister.gov/a/2015-05530>, and on [FDsys.gov](http://FDsys.gov). There are fourteen program elements in the Act. Local program operators must propose to provide all required elements for each youth participant based on the participant's objective assessment and service strategy. All youth must receive some form of follow-up services for a minimum period of 12 months after they have been exited from the workforce system.

Northwest Georgia Regional Commission has been selected as Grant Sub-recipient and Fiscal Agent by the Chief Elected Officials and the Workforce Development Board of Northwest Georgia, Inc. The Workforce Development Board and the Youth Committee (a committee assisting the WDB) will develop and submit a local plan for serving youth and identifying eligible youth training providers through a competitive process. This request for proposal will assist in identifying provider for services for the youth program.

## Part I—Program Requirements

In order to provide services under the youth funding stream, an individual must meet the eligibility requirements below:

### Participant Eligibility Criteria—Title I WIOA Youth

The selected proposer may use youth funds to provide services for out-of-school-youth between the ages of 16-24 and in-school youth between the ages of 16-21 that meet the federal WIOA eligibility criteria. Suitability factors should also be considered when making a determination for enrollment.

Funding allocations will be distributed with the goal of seventy-five percent (75%) of youth funding to be expended serving out-of-school youth across the region; therefore, proposals responses should be designed with a focus of meeting the needs of out-of-school youth.

Note: The definition and eligibility guidelines have changed under WIOA. Changes to the out-of-school youth definition removes the low-income requirement for several categories.

#### A. OUT-OF-SCHOOL YOUTH. —WIOA sec. 3 (46) and 129 (a) 1) (B)

The term "out-of-school youth" means an individual who is:

1. Not attending any school (as defined under state law as a public, private, or home study program that meets requirements under O.C.G.A. § 20-2-690); However, for purposes of WIOA, USDOL does not consider providers of Adult Education under Title II of WIOA, Youth Build programs, and Job Corps programs to be schools. Therefore, WIOA youth programs may consider a youth to be an out-of-school youth for purposes of WIOA youth program eligibility if he/she is attending Adult Education provided under Title II of WIOA, Youth Build, or Job Corps. It is the policy of WDB that student attendance at a post-secondary institution qualifies as "attending school" and does not apply to this section.
2. Not younger than age 16 or older than age 24 at the time of enrollment and one or more of the following:
  - a) A school dropout;
  - b) A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete quarter or semester. The definition of a quarter or semester is based on how a local school district defines the terms;
  - c) 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;
  - d) Justice involved individual;

- e) A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), a homeless child or youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, 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 (42 U.S.C. 677), or in an out-of-home placement;
- f) An individual who is pregnant or parenting;
- g) Individual with a disability;
- h) A low income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment. The term "requires additional assistance" is defined by local policy.

B. IN-SCHOOL YOUTH WIOA (27) and 129 (a) (1) (C)

The term "in-school youth" means an individual who is:

1. Attending school (Georgia compulsory education laws require children between the ages of six and 16 to attend school);
2. Not younger than age 14 or (unless an individual with a disability who is attending school under state law) older than age 21 at the time of enrollment;
3. A low-income individual who meets one or more of the following criteria:
  - a) An individual who is basic skills deficient. The term "basic skills deficient" means a youth that:
    - i. Lacks a high school diploma or high school equivalent and not enrolled in any secondary education; or
    - ii. has English reading, writing, or computing skills at or below the 8<sup>th</sup> grade level on a generally accepted standardized test; or
    - iii. is unable to compute or solve problems, read, write, or speak English at a level necessary to function on job, in the individual's family, or in society (WIOA, See 3 (5));
  - b) An English language learner;
  - c) An offender;
  - d) A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42. U.S.C. 14043e-2(6))), a homeless child or youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))); a runaway, in foster care or who has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security, Act (42 U.S.C. 677), or in an out-of-home placement;
  - e) An individual who is pregnant or parenting;
  - f) An individual with a disability;

- g) An individual who requires additional assistance to complete an educational program or to secure or hold employment; the term “requires additional assistance” is defined by local policy.

All in-school youth must be low income to meet the ISY eligibility criteria.

#### C. LOW INCOME ELIGIBILITY REQUIREMENT

All ISY and some OSY must be low income to meet eligibility criteria except those that fall under the low income exception.

1. A low income individual is an individual who:
  - a) Receives, or in the past 6 months received, or is a member of a family that is receiving or in the past 6 months has received assistance through the Supplemental Nutrition Assistance Program (SNAP) or supplemental security income program established under Title XVI of the Social Security Act, or state or local income-based public assistance; or
  - b) Is a family with a total income that does not exceed the higher of (a) the poverty line, or (b) 70 percent of the lower living standard income level;
  - c) A homeless individual (as defined in section 41403(6) of the Violence Against Women act of 1994 (42 U.S.C. 1403 e-2(6)), or a homeless child or youth (as defined under section 725(2) of the McKinney--Vento Homeless Assistance Act (42 U.S.C. 11434a(2)); a runaway; in foster care or has aged out of foster care;
  - d) Receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (41 U.S.C 171 et seq.);
  - e) An offender (OSY);
  - f) Is an individual with a disability;
  - g) A school dropout (OSY) or
  - h) 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 (OSY).
2. Special Rule WIOA 129 (a) (2) — The term low income also includes a youth living in a high poverty area. A high-poverty area is a Census tract, a set of contiguous Census tracts, Indian Reservation, tribal land, or Native Alaskan Village, or county that has a poverty rate of at least 30 percent as set every, five years using American Community Survey Five-Year data.

#### D. EXCEPTION AND LIMITATION

1. Exception for persons who are not low income: in each local area not more than 5% of all youth participants may be persons who are not low income, but who otherwise meet the definition of covered individuals.



WIOA 129 (a) (3) (A) (i) defines a covered individual as any ISY or OSY who meets all other eligibility requirements and who meets the following conditions:

- a) Recipient of a secondary school diploma or its recognized equivalent who is basic skills deficient or an English language learner; and
- b) An individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

Individuals who are not low income must provide documentation (no self-attestation) to prove they are covered individuals.

2. Limitation: WIOA 129 (a) (3) further defines that in each local area not more than 5% of the in-school youth may be eligible based on the criteria for requiring additional assistance to complete an educational program or to secure or hold employment.
3. The above exception/limitation percentages must be calculated on a yearly basis.

## Part II—Performance Measures

### WIOA Performance Measures

WIOA has six primary indicators of performance. Youth program providers will be responsible for meeting the following youth performance measures for in-school and out-of-school youth:

- Placement in Employment or Education (2<sup>nd</sup> quarter after exit)—the percentage of program participants who are in education or training activities, or in unsubsidized employment, during the 2<sup>nd</sup> quarter after exit from the program.
- Placement in Employment or Education (4<sup>th</sup> quarter after exit)—the percentage of program participants who are in education or training activities, or in unsubsidized employment, during the 4<sup>th</sup> quarter after exit from the program.
- Median Earnings—the median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program.
- Attainment of a Degree or Certification—the percentage of program participants who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent during participation in or within one year after exit from the program.
- Skills Gains—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 measureable skill gains toward a credential or employment.

The Workforce Innovation and Opportunity Act include all participants in performance in the 4<sup>th</sup> quarter after exit and not only those who became employed or enrolled in postsecondary training.

All performance will be subject to negotiations pending the determination of specific numerical goals, or any other performance-related requirements/information/revisions, imposed by the Technical College System of Georgia, Office of Workforce Development, and the United States Department of Labor (USDOL).

Below is a list of performance measures. All successful subcontractors will be held accountable for performance measure rates which include future performance outcomes as they become available through the USDOL and the Technical College System of Georgia. Continued funding may be contingent upon meeting performance measure rates.

**WIOA Youth**

	<b>PY 24</b>	<b>PY 25</b>
Employment or Education Rate (Q2 post-exit)	75.5%	76%
Employment or Education Rate (Q4 post-exit)	77%	77.5%
Measurable Skills Gains	62.3%	62.8%
Credential Rate	80%	80.5%
Median Earnings	\$3,534	\$3,659

**Part III— Collaboration Guidelines**

Proposers are required to collaborate with at least one partner from the following categories, depending on the type of service/services being proposed:

- A. The closest One-Stop center or satellite facility (for youth ages 16-24, the One-Stop should provide information only);
- B. A local education entity such as the public school Board of Education, charter schools, technical or community colleges, or university;
- C. Business/industry partner(s) from the industry cluster(s) in which training is proposed; and/or
- D. A community based organization, social service agency, public housing agency, or other related program.

Bidders are encouraged to collaborate with more than one partner and with partners who can provide supplemental training for the project to ensure youth receive the maximum services possible according to their individual needs.

**Responsibilities of Service Providers**

- A. Contracting with the local WDB administrative entity and complying with the terms and conditions of the contract for the delivery of services;

- B. Cooperating with the WDB and the Youth Committee in the development and implementation of the WIOA youth services system in the local WIOA service area;
- C. Cooperating with other funded proposers in the local WDB youth services system; and
- D. Collaborating with local organizations serving youth and/or any other organization/agencies mandated by the local WDB.

If WIOA is reauthorized and the current rules no longer apply, changes will coincide with the new federal law H.R. 6655. “A Stronger Workforce for America Act” (ASWA).

## Part IV—Program Design

WIOA youth services are intended to equip participants with the resources necessary to achieve educational and employment success. The successful provider(s) will ensure that there is a comprehensive year-round system to serve youth within the area. This system requires establishing linkages with other organizations serving youth in the local area and to coordinate those youth services. A major strategy of this system is to design comprehensive programs based on principles such as preparation for postsecondary opportunities, linkages between academic and occupational learning, and connections to the local job market.

Proposals should clearly describe the manner in which services will be delivered that addresses the categories and elements detailed in this section.

Funds allocated to a local area for eligible youth under Section 128 (b) shall be used to carry out, for eligible youth, programs that:

- A. Provide an objective assessment of the academic level, skill levels, and service needs of each participant, which assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interest, aptitudes (including interest and aptitudes for nontraditional jobs), supportive service needs, and development needs of such participant for the purpose of identifying appropriate services and career pathways for participants.
- B. Develop service strategies for each participant that shall identify career pathways that include education and employment goals, appropriate achievement objectives, and appropriate services for the participant taking into account the assessment conducted.
- C. Provide:
  - Activities leading to the attainment of a secondary school diploma or its recognized equivalent or a recognized postsecondary credential;
  - Postsecondary educational and training opportunities;
  - Strong linkages between academic and occupational education; and

- Preparation for unsubsidized employment opportunities, and when appropriate, effective connections to employers in in-demand industry sectors and occupations of the local and regional labor markets.
- D. Incorporate the 14 required WIOA Program Elements. The following is a list of the 14 required services local programs must provide or make available to youth per Section 129 (c) (2) of WIOA. If any of the 14 elements are provided outside the bidder's organization, bidders must have clear processes in place for determining how youth are referred to these services, and how services and related youth outcomes are tracked. A Memorandum of Agreement must be included from partners if they are providing any of these elements.

#### **Fourteen Required Program Elements**

1. **Tutoring, Study Skills Training, Instruction and Evidence based Drop-out 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 Drop-out Recovery Services;**
3. **Paid and Unpaid Work Experiences** – Work experiences are a planned, structured learning experience that take place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate. A work experience may take place in the private for-profit sector, the non-profit sector, or the public sector when the participant's Objective Assessment (OA) and Individual Service Strategy (ISS) indicate that a work experience is appropriate. Labor standards apply in any work experience where an employee/employer relationship, as defined by the Fair Labor Standards Act or applicable State law, exists. Work experiences provide the youth participant with opportunities for career exploration and for skill development.

The academic and educational component refers to contextual learning that accompanies a work experience. It includes the information necessary to understand and work in specific industries or occupations. For example, if a youth is in a work experience in a hospital, the occupational education could be learning about the duties of various hospital occupations, such as phlebotomist, radiology technician, or physical therapist. Whereas, the academic education could be learning subject matter applicable to individuals in those occupations, such as why blood type matters, the name of specific bones in the body, or the function of a specific ligament.

Local programs have the flexibility to determine the appropriate type of academic and occupational education necessary for a specific work experience. Furthermore, Local

Areas may decide who provides the academic and occupational education component. The academic component may take place inside or outside the work site, and the work experience employer may provide the academic and occupational education component or such components may be provided separately in the classroom or through other means (TEGL-21-16)

The types of work experiences include the following categories:

- a) Summer employment opportunities and other employment opportunities available throughout the school year. The summer youth employment opportunities element is not intended to be a stand-alone program. Proposers should integrate a youth's participation in that element into a comprehensive strategy for addressing the youth's employment and training needs.
- b) Pre-apprenticeship programs; *A pre-apprenticeship is a program or set of strategies designed to prepare individuals to enter and succeed in a registered apprenticeship program and has a documented partnership with at least one, if not more, registered apprenticeship program;*
- c) Internships and job shadowing; and
- d) On-the-job training opportunities.

\*Please Note: WIOA places increased emphasis on work-based learning and work experience opportunities for eligible youth. This type of service element (i.e., summer employment opportunities and other employment opportunities, pre-apprenticeship training, on-the-job training, shadowing and internships that have academic and occupational education as a component) should be integral to youth program design. Twenty percent (20%) of your funds must be spent on work related activities. WIOA sections 129(c) (4) prioritizes work experiences with the requirement that local areas must spend 20% of non-administrative local funds on work experience.

**4. Occupational Skills Training** – The Department defines occupational skills training as an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Local areas must give priority consideration to training programs that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations in the local area. Such training must:

- be outcome-oriented and focused on an occupational goal specified in the Individual Service Strategy (ISS);
- be of sufficient duration to impart the skills needed to meet the occupational goal; and

- result in attainment of a recognized post-secondary credential.

The chosen occupational skills training must meet the quality standards in WIOA sec. 123. In order to enhance individual participant choice in their education and training plans and provide flexibility to service providers, WIOA allows ITAs for out-of-school youth, ages 18 to 24 using WIOA youth funds when appropriate. Proposer should specify in their proposal if they are bidding to provide this service option.

5. **Education Offered Concurrently with and in the same context as Workforce Preparation** –This program element reflects the integrated education and training model and requires integrated education and training to occur concurrently and contextually with workforce preparation activities and workforce training. This program element describes how workforce preparations activities, basic academic skills, and hands-on occupational skills training are to be taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway. (WIOA sec. 129(c)(2)(E)).
6. Leadership Development - including community service and peer centered activities encouraging responsibility and focusing on other positive social and civic behaviors opportunities that encourage responsibility, confidence, employability, self-determination and other positive social behaviors such as:
  - Exposure to post-secondary educational possibilities;
  - Community and service learning projects;
  - Peer-centered activities, including peer mentoring and tutoring;
  - Organizational and team work training, including team leadership training;
  - Training in decision-making, including determining priorities and problem solving;
  - Citizenship training, including life skills training such as parenting and work behavior training;
  - Civic engagement activities which promote the quality of life in a community; and
  - Other leadership activities that place youth in a leadership role such as serving on youth leadership committees, such as a Standing Youth Committee. (WIOA sec. 129(c)(2)(F)).
    - Positive social and civic behaviors are outcomes of leadership opportunities, which are incorporated by local programs as part of their menu of services. Positive social and civic behaviors focus on areas that may include the following:
      - Positive attitudinal development;
      - Self-esteem building;

- Openness to work with individuals from diverse backgrounds;
- Maintaining healthy lifestyles, including being alcohol and drug-free;
- Maintaining positive social relationships with responsible adults and peers, and contributing to the well-being of one's community, including voting;
- Maintaining a commitment to learning and academic success;
- Avoiding delinquency;
- Postponing parenting and responsible parenting, including child support education;
- Positive job attitudes and work skills; and
- Keeping informed in community affairs and current events.

7. Supportive Services –are services that enable an individual to participate in WIOA activities. These services include, but are not limited to the following:

- Linkages to community services;
- Assistance with transportation;
- Assistance with child care and dependent care;
- Assistance with housing;
- Needs-related payments;
- Assistance with educational testing;
- Reasonable accommodations for youth with disabilities;
- Referrals to health care; and
- Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear.

Supportive Services are for youth who are participating in programs with authorized activities and who are unable to obtain such supportive services through other programs providing such services.

8. **Adult Mentoring** –for duration of at least 12 months, that may occur both during and after program participation. Mentoring activities should use an evidence based model. Proposals should detail how the mentors are selected, screened, trained and matched to young people. Adult mentoring for youth must:

- Last at least 12 months, be documented, and may take place both during the program and following exit from the program;
- Be a formal relationship between a youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement to develop the competence and character of the mentee;
- Include a mentor who is an adult other than the assigned youth case manager;

- While group mentoring activities and mentoring through electronic means are allowable as part of the mentoring activities, at a minimum, the local youth program must match the youth with an individual mentor with whom the youth interacts on a face-to-face basis; and
  - Mentoring may include workplace mentoring where the local program matches a youth participant with an employer or employee of a company.
9. **Follow-up Services** –Critical services are provided following a youth’s exit from the program to help ensure the youth is successful in employment and/or post-secondary education and training.

Follow-up services for youth may include:

- Leadership development and supportive service activities;
- Regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise;
- Assistance in securing better paying jobs, career pathway development, and further education or training;
- Peer work-related support groups;
- Adult mentoring; and/or
- Services necessary to ensure the success of youth participants in employment and/or post-secondary education.

**All youth participants must receive some form of follow-up services for a minimum duration of 12 months.** The types of services provided and the duration of services must be determined based on the needs of the individual and therefore, the type and intensity of follow-up services may differ for each participant. **However, follow-up services must include more than only a contact attempted or made for securing documentation in order to report a performance outcome.** (WIOA sec. 129(c)(2)(I))

10. **Comprehensive Guidance and Counseling** –provides individualized counseling to participants. This includes career and academic counseling, drug and alcohol abuse counseling, mental health counseling, and referral to partner programs, as appropriate. (WIOA sec. 129(c)(1)(C)(J)) When referring participants to necessary counseling that cannot be provided by the local youth program or its service providers, the local youth program must coordinate with the organization it refers to in order to ensure continuity of service.
11. **Financial Literacy Education** – includes activities which:
- Support the ability of participants to create budgets (i.e. Career Zone), initiate checking and savings accounts at banks, and make informed financial decisions;



- Support participants in learning how to effectively manage spending, credit, and debt, including student loans, consumer credit, and credit cards;
- Teach participants about the significance of credit reports and credit scores; what their rights are regarding their credit and financial information; how to determine the accuracy of a credit report and how to correct inaccuracies; and how to improve or maintain good credit;
- Support a participant's ability to understand, evaluate, and compare financial products, services, and opportunities and to make informed financial decisions;
- Educate participants about identity theft, ways to protect themselves from identify theft, and how to resolve cases of identity theft and in other ways understand their rights and protections related to personal identity and financial data;
- Support activities that address the particular financial literacy needs of non-English speakers, including providing the support through the development and distribution of multilingual financial literacy and education materials;
- Provide financial education that is age appropriate, timely, and provides opportunities to put lessons into practice, such as by access to safe and affordable financial products that enable money management and savings; and
- Implement other approaches to help participants gain the knowledge, skills, and confidence to make informed financial decisions that enable them to attain greater financial health and stability by using high quality, age-appropriate, and relevant strategies and channels, including, where possible, timely and customized information, guidance, tools, and instruction.

12. **Entrepreneurial Skills Training** – Entrepreneurial skills training provides the basics of starting and operating a small business. Such training must develop the skills associated with entrepreneurship (i.e. Career Zone-Financial Literacy and Customer Service). Some

examples of entrepreneurial skill development include, but are not limited to, the ability to:

- Creatively seek out and identify business opportunities;
- Develop business plans and budgets and forecast resource needs;
- Understand various options for acquiring capital and the trade-offs associated with each option.

Approaches to teaching youth entrepreneurial skills include but are not limited to the following:

- Entrepreneurship education that provides an introduction to the values and basics of starting and running a business. Entrepreneurship education programs

often guide youth through the development of a business plan and may also include simulations of business start-up and operation.

- Experiential programs that provide youth with experience in the day-to-day operation of a business. These programs may involve the development of a youth-run business that young people participating in the program work in and manage. Or, they may facilitate placement in apprentice or internship positions with adult entrepreneurs in the community.
- Enterprise development which provides supports and services that incubate and help youth develop their own businesses. Enterprise development programs go beyond entrepreneurship education by helping youth access small loans or grants that are needed to begin business operation and by providing more individualized attention to the development of viable business ideas.

13. **Labor Market and Employment Information Services** – 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. The Labor Market Area is an economically integrated geographic area within which individuals can reside and find employment within a reasonable distance or can readily change employment without changing their place of residence.

14. **Activities that Prepare for Transition to Postsecondary Education and Training**

**Partnerships & Collaborations**

Building a strong network of partners is a mandatory program requirement. An example of a youth program network would include employers, post-secondary education, high school equivalency programs, and veterans' service organizations, organizations that serve youth with disabilities, Career Centers, probation, and local youth bureaus.

It will be the Provider's responsibility to ensure that linkages are in place to provide a coordinated case management system to refer youth to all the services whether or not they are WIOA-funded. The provider will ensure that the non-funded WIOA elements will be available within the system to youth through referrals to other agencies that provide these services without WIOA funding. It is the intent of WIOA to avoid duplication where other funding can provide the service. If a provider does not directly provide the services listed, it must provide a written agreement between the lead agency and each partner agency. This written agreement must be in the form of a Memorandum of Agreement (MOA) and specify roles and responsibilities for access/delivery of each youth program service element to be provided and must be approved by NWGRC.

*Note: The Workforce Development Board supports collaboration among agencies in provision of services. This does not mean that all proposals must directly provide themselves or through subcontracts, all 14 elements of WIOA youth programming but they must show that there is a plan in place for referral to other programs when appropriate.*

**It is expected that the following components will be integrated into program design:**

**Recruitment**—Contractors are responsible for the recruitment of applicants. The intent is to use WIOA funds to serve in-school and out-of-school youth who would benefit from year-round service and otherwise have limited access to comprehensive services.

**Follow-up**—Contractors are responsible for all youth currently active and in follow-up. A plan must be included which details the approach for engaging these youth and transitioning them to the proposed program. Follow-up must consist for twelve months after exit from the program.

**Case Management**—Effective case management is essential to providing a customized menu of programs and services for each youth. Service continuity, referral and integration are either initiated or implemented in the case management process. Case Management must be documented in the State Data Management System in a timely manner. Successful bidders will receive access to and training for the Data Management System.

**Intake/Eligibility Determination**—Under WIOA legislation, all youth must meet eligibility guidelines as identified in this RFP. Certification of eligibility for all WIOA funded programs must be completed prior to enrollment.

**Orientation**—All participants must receive information on the services available for them in the Northwest Georgia Area.

**Comprehensive Objective Assessment**—The proposing organization will provide each participant with an objective assessment of his/her academic levels, skill levels, work experience, employability and service needs at the time of WIOA enrollment. Standardized assessment tests will be used for assessment of basic skills (TABE), career interests and aptitudes (including interests and aptitudes for nontraditional jobs), and work readiness needs.

**Individual Service Strategy**—An approved form, a written plan of long and short term goals addressing educational, occupational or vocational, and personal support service needs. The ISS must be age-appropriate, developed with each participant and **linked to targeted performance outcomes for each youth**. The ISS must be regularly reviewed and updated as changes occur in employment goals, barriers, program services or supportive service needs.

**Information and Referrals**—Programs are encouraged to link and share information with other youth-serving organizations provided the appropriate releases of information have been signed. If there are youth requesting services that cannot be certified as eligible under WIOA guidelines, the contractor will be expected to make efforts to help the youth secure other appropriate services or referrals.

**Collaboration**—Contractors will be expected to engage in partnerships to provide resources and services to youth. The provider will be expected to work closely with the One Stop Career Center Service Providers, the entities receiving WIOA funds to service adult populations. Specifically, programs will be required to provide a seamless transition to the Career Center system.

**Academic Remediation Services**—In order to assist participating in school and out of school youth in both academic and occupational success, services must have a strong emphasis on achieving measurable skill gains toward such credential or employment. (Not yet specifically defined in the regulations) All programs must provide academic remediation services, where appropriate, to assist in skills gains and have the capability to utilize instruments that identify skill gain. This may be done in-house or through partnerships with educational service providers.

**Employer Connections**—Connections to employers are essential in the creation of a system of providers that can effectively assist youth to become highly skilled and employable. These connections should lead to Work Experience placements as well as unsubsidized employment. Bidders are also encouraged to leverage employer support in terms of leveraged funds for training or wages, staff or operational needs related to training.

**Worksite Agreements**—the proposing organization will be responsible for the development and execution of formal worksite agreements with employers that participate in paid and unpaid work experience, summer employment, job shadowing and internship activities. This agreement will stipulate the roles and responsibilities of each party and identify the duties and expectations for the job or activity to be provided, as well as, the terms, conditions, stipulations, and assurances related to the relationship. All such relationships will include supervisors and participant orientations prior to start.

## Part V Optional/Additional Services

### A. Individual Training Accounts (ITAs):

WIOA allows Individual Training Accounts for out-of-school youth, ages 18-24. Contractors must, therefore, be prepared to screen participants for the Youth ITAs and assist the youth with other service requirements necessary to enable youth to receive additional training. Bidders should

specify in their proposal if they plan to provide access to ITAs for the youth registered in their program.

B. Certification of Eligibility:

This is the process by which eligibility for WIOA services is determined. All youth applicants must meet established income guidelines and must have at least one of the identified youth barriers. Proposers may propose this component in their bid but are not required to do so.

Proposers/bidders who are funded to provide eligibility documentation are required to use eligibility forms provided by NWGRC and to adhere applicable Federal regulations and State, and Local policies and procedures regarding eligibility documentation.

C. Pre-Employment/Work Readiness Skills Training:

In addition to the fourteen elements required by the Federal Workforce Innovation and Opportunity Act for WIOA youth participants, all WIOA youth must also receive work readiness skills training. NWGRC reserves the right to approve or disapprove of the methods and/or materials service providers will use for pre-employment/work readiness skills training.

D. Other Youth Services:

Bidders also should specify in their proposal any other services not identified in this RFP which they plan to obtain for WIOA participants and should include specific information about any plans to negotiate Memorandums of Understanding (MOUs) including the name of the organization/agency, contact person at that agency, and type of services to be provided by the agency. Proposers/Bidders should include copies of any MOUs that have already been negotiated for additional services for the WIOA youth participants.

## *AWARD OF THE CONTRACT*

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NWGRC staff will evaluate proposals and make available the evaluation and summary information of the proposals to the Youth Committee. The Northwest Georgia WDB and Council of Chief Elected Officials of Northwest Georgia (CCEOs) intend to select the Youth Services Training provider(s) at their regularly scheduled meetings in January 2025. However, in the event of inclement weather, lack of a quorum or other adverse circumstances the decision will be made as soon as feasible. Contracts will be awarded based on the evaluation and recommendations of staff and the decision of the WDB/CCEOs at its meeting. The proposing agency's official contact person will be notified of the disposition of the proposal through mail by April 1, 2025.

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

The Workforce Development Board of Northwest Georgia, Inc. adheres to a Conflict of Interest policy in which in the event that an actual or potential Conflict of Interest exists, the affected Board Member shall recuse himself or herself from voting on the impacted topic and shall also refrain from participating in any discourse involving the impacted topic other than bringing the actual or potential Conflict of Interest to the Board's attention prior to the vote. Such disclosure shall be expressly noted in the Board's minutes. Additionally, in the meeting minutes, the Board shall recite the nature of the actual or potential Conflict of Interest and the recusal of the impacted Board Member with respect to the vote and discussion of the impacted topic.

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

The Workforce Development Board's Conflict of Interest policy forbids any WDB member, Council of Chief Elected Official, Administrative Staff, NWGRC Board member, or other persons involved in a WIOA funded activity from (1) receiving monetary benefit from suppliers or potential suppliers or (2) participating in the selection, award, or administration of a procurement supported by WIOA funds, in any case where the individual is aware that he or she, or any member of his or her immediate family, or his or her partner, or any organization that employs or is about to employ any of those persons, has any financial or material interest in any organization that may be considered for an award or (3) advocating for or cause the advancement, appointment, employment, promotion, or transfer of an Immediate Relative to any office or position administering or handling federal funds under

Public Law 113-128, including without limitation, any potential or actual supplier, contractor, subcontractor, grant recipient or other service provider.

In addition, a WDB Board Member shall not vote on a matter under consideration by a Board if such vote:

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

The Workforce Development Board of Northwest Georgia , Inc. reserves the right to accept or reject any/all bids received as qualified, to accept other than the lowest bid, to negotiate with responsive bidders for the best price, or to cancel in part or in its entirety, the request if it is in the best interests of the WDB to do so. The proposal request is based on the need for services as identified in their regional plan.

Service providers who demonstrate satisfactory performance may be given the opportunity to renegotiate cost and other factors for programs to be operated during Program Year 2026-2027 and Program Year 2027-2028. Specific information on satisfactory performance will be included in the contract.

#### ***PROCEDURE FOR SUBMITTING PROPOSAL***

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

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

The deadline for receiving proposals at Northwest Georgia Regional Commission (NWGRC) is **4:30 p.m. EST on Friday, December 6, 2024.** **No proposals will be accepted after this date and time.**

**Please submit one (1) original and three (3) copies of your proposal to:**

Lesia Lambert  
Northwest Georgia Regional Commission  
1 Jackson Hill Drive (physical address)  
P.O. Box 1798 (mailing address)  
Rome, GA 30162-1798

- B. The original copy must be signed in a color other than black ink in order to determine which is the original.
- C. Proposals must be submitted unbound, but stapled in the upper left corner with ATTACHMENT A of the proposal (CONTRACT INFORMATION SHEET) as the cover. FAXED proposals will not be accepted.
- D. Technical assistance in completing this proposal will be offered only at a Bidder's Conference to be held on Thursday, October 29, 2024, 2:00 p.m. EST. To register for this Bidder's Conference, please email [tmorgan@nwgrc.org](mailto:tmorgan@nwgrc.org). Questions and answers regarding the RFP will only be answered at the Bidder's Conference. Should the Bidder not be able to attend, written questions can be emailed to [tmorgan@nwgrc.org](mailto:tmorgan@nwgrc.org) or submitted via other methods if received by 4:00 p.m. on October 25, 2024. All other questions other than those in regard to the RFP may be asked by contacting Lesia Lambert or Karla Conetta at 706-295-6485. Questions and answers arising at the Bidder's Conference will be available upon written request or can be viewed on-line at [www.careerdepot.org](http://www.careerdepot.org).



## APPLICATION FORMAT

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

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

- A. Contract Information Sheet  
*Complete and attach the Contract Information Sheet (ATTACHMENT A).*
- B. Certification Regarding Debarment  
*Complete and attach the Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction Form (ATTACHMENT B).*
- C. Assurances For Workforce Innovation and Opportunity Training Contractors  
*Sign and attach Assurances for Workforce Innovation and Opportunity Training Contractors (ATTACHMENT C).*
- D. Certification Regarding Lobbying  
*Complete and attach Certification Regarding Lobbying (ATTACHMENT D).*
- E. Previous Experience Form  
*Complete and attach Previous Experience Form (ATTACHMENT E).*
- F. Description of Need  
*Complete and attach the Description of Need Form (ATTACHMENT F).*
- G. Project Information  
*Complete and attach Project Description Form (ATTACHMENT G).*  
*Complete and attach Project Implementation Schedule (ATTACHMENT G-1).*
- H. WIOA Performance Standards
- I. Contractor Affidavit and Agreement  
*Complete and attach ATTACHMENT I.*
- J. Organizational Information Form  
*Complete and attach Organizational Information Form (ATTACHMENT J).*

K. Budget Information

1. Complete and attach Performance Payment Schedule (ATTACHMENT K-1) if private-for-profit organization. (Definitions are given on ATTACHMENT K-2, Performance Payment Schedule Instructions.) If not private-for-profit, indicate “Not Applicable” on the top of ATTACHMENT K-1.
2. All proposers must complete and attach the Detailed Budget - Year One (ATTACHMENT K-3) and a Budget Narrative For Year One - (ATTACHMENT K-4). If any costs are to be used as stand-in costs, it should be discussed in detail on the Budget Narrative, ATTACHMENT K-4. Any costs which will be funded through non-WIOA funds as the result of collaborating with other agencies should also be discussed in detail on the Budget Narrative. Also complete Budget Estimate for Year Two and Year Three, if applicable (ATTACHMENT K-6).
3. ATTACHMENT K-2 which contains instructions for the Performance Payment Schedule (ATTACHMENT K-1) and ATTACHMENT K-5 which contains instructions for the Detailed Budget, the Budget Narrative and, if applicable, Budget Estimate for Year Two and Year Three (ATTACHMENTS K-3, K-4 and K-6) should be followed closely to ensure that all requirements for the Performance Payment Schedule, the Detailed Budget, the Budget Narrative and, if applicable, Budget Estimate for Year Two and Year Three are complete. Dollar amounts should be rounded up to the next highest whole number. Do not include cents.

L. Specific Fidelity Bonding Requirements

L-1 Schedule of Fidelity/Assurance Bonds

M. Northwest Georgia Regional Commission Grievance Procedures

N. Information Regarding Lobbying

O. Responsiveness Checklist

P. Financial Capability Checklist

Q. Youth Proposal Evaluation

NOTE: ATTACHMENTS H, K, K-2, K-5, L, L-1, M, and O are for informational purposes only. Therefore, DO NOT RETURN them with your proposal. **However, the first 2 pages of ATTACHMENT N are to be returned if the proposer has had Lobbying activities. Otherwise, it is for informational purposes only.**

**ATTACHMENT A  
CONTRACT INFORMATION SHEET  
(COMPLETE AND RETURN AS PAGE 1 OF THE PROPOSAL)**

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

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

Legal Status of Organization (check applicable): Public\_\_ Private\_\_ Profit\_\_ Non-Profit\_\_ Local Education Agency

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

Specify \$ Amount Requested: Year 1: In-School Youth\_\_\_\_; Out-of-School Youth\_\_\_\_;TOTAL\_\_\_\_  
 Year 2: In-School Youth\_\_\_\_; Out-of-School Youth\_\_\_\_;TOTAL\_\_\_\_  
 Year 3: In-School Youth\_\_\_\_; Out-of-School Youth\_\_\_\_;TOTAL\_\_\_\_

PROJECT GOALS Please enter goals you anticipate setting for your program. Regional goals set by the state administrating entity is on page 8.	WIOA IN-SCHOOL RATE	WIOA OUT-OF-SCHOOL RATE
Employment Rate (Q2 post-exit)	%	%
Credential Rate	%	%
Median Earnings	\$	\$
Employment Rate (Q4 post-exit)	%	%
Measurable Skills Gains		

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

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

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

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

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal,
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - (b) Have not within a three-year period preceding this proposal been convicted of a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining; attempting to obtain, or performing a public Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements., or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of the certification; and
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective recipient shall attach an explanation to this proposal.

Name and Title of Authorized Representative	Signature	Date
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INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "recipient," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of these regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered

Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A recipient in a covered transaction may rely upon a certification of a prospective recipient in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A recipient may decide the method and frequency by which it determines the eligibility of its principals. Each recipient may but is not required to check the List of Parties Excluded from Procurement or Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a recipient is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a recipient in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntary excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

## ATTACHMENT C

### ASSURANCES FOR WIOA TRAINING OFFERORS/BIDDERS

- A. The Bidder/Proposer assures the Workforce Development Board of Northwest Georgia that projects funded under the provisions of the Workforce Innovation and Opportunity Act (WIOA, Public Law 113-128) shall be operated in compliance with the Act, Federal regulations promulgated pursuant to the Act published in the Federal Register; policies and rulings by the Governor of Georgia, the Governor's Advisory Council on Workforce Innovation and Opportunity Act; and administrative issuances by the Technical System of Georgia and the administrative entity. The Bidder/Proposer further assures that:
1. It possesses legal authority to apply for these funds; that a resolution, motion or similar action has been duly adopted or passed as an official act of the recipient's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the recipient to act in connection with the application and to provide such additional information as may be required.
  2. It will not use WIOA funds for the company specific assessments of job applicants or employees, for the encouragement or inducement of a business, or part of a business, to relocate from any location in the United States, if the relocation results in any employee losing his/her job at the original location, including predecessors and successors in interest. WIOA providers must adhere to the restrictions regarding placement of participants during hiring freezes or layoffs.
  3. It has not violated any Federal and/or State laws including but not limited to: anti-discrimination statutes; labor and employment laws; environmental laws, or health and safety laws for a minimum of 24 months immediately preceding the date of signature on ATTACHMENT A of this proposal.
  4. It will provide Northwest Georgia Regional Commission certification of time and attendance of WIOA participants (for purpose of supportive services), training plans and other information as required.
  5. It will allow staff members to attend training sessions held by Northwest Georgia Regional Commission to familiarize the applicant's staff with WIOA provisions.
  6. It will provide intake or refer as appropriate to the area One-Stop for proper completion of the intake process.
  7. That this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment and is in all respects fair and without collusion or fraud. Collusive bidding is a violation of State and Federal law and can result in fines, prison sentences and civil damage awards.

8. The Offeror/Bidder will comply fully with the nondiscrimination and equal opportunity provisions of Section 188 of the Workforce Innovation and Opportunity Act of 2014, including the Nontraditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; Title IX of the Educational Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws. The United States has the right to seek judicial enforcement of this assurance. All eligible service and training providers receiving WIOA funds must comply fully with the provisions of 29 CFR part 2, subpart D (29 CFR 2.30), and ensure that Technical College System of Georgia supported social service programs are open to all qualified organizations, regardless of their religious character and to clearly establish the permissible uses to which Technical College System of Georgia support for social service programs may be put, and the conditions for receipt of such support. Providers must also ensure that Technical College System of Georgia's social service programs are implemented in a manner consistent with the requirements of the Constitution, including the Religion Clauses of the First Amendment. (29 CFR Part 2.30).
9. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties. No individual may be placed in a WIOA employment activity if a member of that person's immediate family is directly supervised by or directly supervises that individual.
10. It will retain all records pertinent to this grant for a period of **six (6)** years beginning on the date the final expenditure report for the project is submitted. The aforementioned records will be retained beyond the six (6) years if any litigation or audit is begun or if a claim is instituted involving the records this contract covers. In these instances, the records will be retained until litigation or audit claim has been finally resolved.
11. It will agree that any duly authorized representatives from the United States Department of Labor, the Comptroller General of the United States, the Technical College System of Georgia, Northwest Georgia Regional Commission, the Workforce Development Board, or the Council of Chief Elected Officials of Northwest Georgia shall have access to any books, documents, papers and records which are directly pertinent to this contract for the purpose of monitoring program activities, making an audit, examination, excerpts and transcriptions.
12. It will furnish or submit evidence of a fidelity bond posted on those having responsibility for the expenditure of funds under the proposed contract in an amount sufficient to assure sound fiscal practices in order to assure the Federal Government, the State, and the Workforce Development Board against loss of such funds.
13. No WIOA funds will be used for religious, sectarian, or political activities, or to assist, promote or deter union organizing and it will comply with the government-wide drug free workplace requirements as codified in the DOL Regulations at 29CFR, part 98. WIOA recipients must adhere to the guidelines and restrictions as regarding Unionization/Anti-unionization Activities and Work Stoppages as stipulated in [WIOA Sec. 181 (b) (7)].

14. As recipients of WIOA Title I Youth funds, local workforce areas must obtain and have posted the following certifications and assurances:
  - A. Certification Regarding Lobbying [29 CFR Part 93]
  - B. Drug-Free Workplace Requirements Certification [29CFR Part 98]
  - C. Nondiscrimination and Equal Opportunity Assurance [29 CFR Part 37]
  - D. Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions [ 29 CRF Part 98]
  - E. Standard Assurances For Non-Construction Programs
15. The information provided by the Offeror/Bidder in the request for proposal is accurate, complete, and current.
16. WIOA funds may not be used or proposed to be used for the encouragement or inducement of a business, or part of a business, to relocate from any location in the United States, if the relocation results in any employee losing his or her job at the original location.
17. 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.
18. 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.
19. 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.



## 20. 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.

## B. Specific Assurances for Programs Funded With WIOA Youth Funds:

If the proposer is funded to provide WIOA youth services in Northwest Georgia, the offeror/bidder further assures that:

1. It will have sole responsibility for recruitment of eligible youth for the program;
2. It will refer potential participants to NWGRC eligibility staff or other designed intake center for proper completion of the intake process unless specifically awarded a contract including eligibility determination;
3. It will coordinate with other area service providers through referrals of applicants, information sharing, and will ensure all critical program staff attend all NWGRC Contractor Coordination Meetings.
4. It will have responsibility for all data entry of participant information in the Data System, including participant registration; completion and updating, as applicable, the Individual Service Strategy (ISS) and younger youth goals; assigning all WIOA youth services relevant to the program; ending the WIOA services and outcomes for participants as applicable; documenting career guidance case notes; and documenting follow-up activities for a minimum of 12 months following the participants' exit from WIOA services. The offeror/bidder further assures that they will comply with all policies and procedures provided by NWGRC related to documentation in the Worksource Georgia Portal.
5. It will provide Northwest Georgia Regional Commission (NWGRC) certification of time and attendance of WIOA participants, training plans and other information as required;
6. It will ensure staff members attend Contractors' Coordination Meetings and applicable training sessions held by Northwest Georgia Regional Commission.
7. It will assess each participant through career guidance and testing sessions and prescribe a course of instruction or training for that individual based on the results of those assessments;
8. It will assist each youth in setting appropriate program goals and will provide each participant guidance for meeting those goals.
9. It will develop and continually update an individualized Individual Service Strategy (ISS) (CSP) on all participants during their participation in WIOA services and will provide services in accordance with the participant's ISS;
10. It will maintain an individual training file for each participant enrolled in accordance with instruction provided by NWGRC and all participant case files will be kept electronically in the Worksource Georgia Portal;

11. Procedures will be implemented to conduct tracking on all trainees under the guidelines established by the Northwest Georgia WDB;
12. A service coordination approach will be implemented whereby the participants' training and supportive needs are addressed in a coordinated fashion.
13. Monitoring reports and desk reviews will be responded to in a timely manner, as applicable, and that the proposed program staff will work with NWGRC staff to correct program deficiencies identified during any monitoring activity and/or desk review;
14. It understands that participants in out-of-school programs must attend class a minimum of 3 hours per day each day for which a support payment is made and any other criteria established by the Contractor that is consistent with NWGRC policies to qualify for a support payment for that day, consistent with NWGRC policies;
15. It will comply with NWGRC policies and procedures regarding work-based training activities, if funded to provide those activities, including but not limited to the following:
  - a) Work site agreement forms provided by NWGRC will be used for all work based training activities;
  - b) A individual worksite training agreement will be developed and fully executed between the WIOA Youth Service Provider, the work site employer, and the participant prior to the beginning of subsidized work-based training activities;
  - c) The work site agreement will outline the responsibilities of the work site supervisor, the CONTRACTOR, the participant, and NWGRC. The work site agreement will include a training outline which details the skills to be learned and the total hours of training. Work sites will be developed to reflect the participant's level of maturity; existing skill levels; Northwest GRC policies and procedures; and Federal and State child labor laws based on the age of the participants to be served;
  - d) All work-based training activities will be reasonable in terms of the participant's age; career goals; identified barriers to successful program completion; their assessed deficiencies; and the skills to be attained;
  - e) All work sites will be safe and not hazardous or dangerous to participants' safety and that, in the event a participant is injured while engaged in activities or services covered by this Contract, the instructions and procedures specified by NWGRC for reporting accidents will be closely followed. The offeror/bidder further assures that all work sites will adhere to OSHA regulations;
  - f) It understands that all participants enrolled in WIOA subsidized work-based training will be paid at least the prevailing minimum wage rate by NWGRC;
  - g) Each participant participating in work based training activities will receive an orientation in accordance with NWGRC policies prior to the participant being assigned to the work site to ensure participants understand payroll procedures; policies and procedures regarding time sheets; work habits; safety rules; child labor laws and the skills they are to learn during their work-based training. The offeror/bidder further assures that the participant's attendance at orientation will be documented on the Participant Orientation Form provided by NWGRC;
  - h) All work site supervisors will receive an orientation to work based training activities, in accordance with NWGRC policies prior to participants being assigned to the work site;
  - i) It will visit all subsidized work sites at least once every two weeks to insure that adequate work site standards are maintained. It further assures that all work site visits

will be documented in the follow-up/case management notes section of the data management system;

- j) It will ensure that all participants participating in subsidized work based training and all work site supervisors will maintain daily time and attendance sheets according to NWGRC policies; and
- k) that no WIOA funds will be used to pay the wages or salaries of any person responsible for providing worksite supervision to participants participating in work-based training activities. 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 Northwest Georgia Workforce Investment Board against loss of such funds.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

\* \* \*

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

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

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards greater than \$100,000 at all tiers (including subcontracts, sub-grants and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.\*

This certification is a material representation of fact upon which reliance was placed when this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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

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

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

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

\* \* \*

## ATTACHMENT E

### PREVIOUS EXPERIENCE INFORMATION

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

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

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

#### Prior WIOA Service Information

##### Agency Information:

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

##### Population Served:

If funded through 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: 2022-2023	Program Year:2023-2024
Planned Number of Adult Participants		
Actual Number of Adults Served		
Entered Employment Rate 2 <sup>nd</sup> Qtr.		
Employment Rate 4 <sup>th</sup> Qtr.		
Median Earnings		
Employment and Credential Rate		

Prior Performance Information: DISLOCATED WORKERS

	Program Year: 2022-2023	Program Year:2023-2024
Planned Number of DW Participants		
Actual Number of DW Served		
Entered Employment Rate 2 <sup>nd</sup> Qtr.		
Employment Rate 4 <sup>th</sup> Qtr.		
Median Earnings		
Employment and Credential Rate		

Prior Performance Information: YOUTH

	Program Year: 2022-2023	Program Year:2023-2024
Planned Number of Youth Participants		
Actual Number of Youth Served		
Youth Diploma or equivalent attainment rate		
Youth ( 16-24) Entered Employment/Postsecondary 2 <sup>nd</sup> Qtr.		
Youth (16-24) Employment/Postsecondary 4 <sup>th</sup> Qtr.		
Youth Credential Rate		

Description of Prior Training Services:

Describe the type of WIOA training previously provided as identified above; state the length of training; setting of training (rural, metropolitan, suburban); and any additional services provided per contract

(e.g., eligibility determination, re-mediation, support services). Estimate the percentage of the budget which supported the supplemental services.

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





**ATTACHMENT G  
PROJECT DESCRIPTION FORM**

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

II. Collaboration

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

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

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

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

TASK/ACTIVITY	BEGIN DATE	COMPLETION DATE
I. Recruit Training Staff	_____	_____
II. Recruit Participants	_____	_____
III. Identify and Secure Training Site(s)	_____	_____
IV. Participant Training and/or Start of Services	_____	_____
V. Participant Completion and/or End of Services	_____	_____

**A. Project Specific Information**

1. Identify the type of youth (in-school or out-of-school) your proposed project will serve (check as many as apply):

In-School Youth ages 16-21: \_\_\_\_\_

Out-of-School Youth ages 18-24: \_\_\_\_\_

2. Length of training and/or services:

a. Total training hours per participant

Hours/day\_\_\_\_; Hours/week\_\_\_\_; Number/weeks\_\_\_\_ .

b. Number of training cycles, if applicable: \_\_\_\_\_ ;

c. Number of participants per cycle: \_\_\_\_\_ Minimum; \_\_\_\_\_ Maximum.

3. Time of services: \_\_\_\_\_ (am/pm) to \_\_\_\_\_ (am/pm) and/or  
\_\_\_\_\_ (am/pm) to \_\_\_\_\_ (am/pm).

B. Describe the facilities that have been/will be secured in which the youth services will be performed (i.e., number of classrooms, offices, bathrooms, etc.).

**C. Staffing Patterns**

1. Indicate number of staff necessary for the operation of this project. \_\_\_\_\_  
 Number of existing staff to be used in the operation of this project. \_\_\_\_\_  
 Number of staff to be hired utilizing this project's funds. \_\_\_\_\_

2. Attach to this form (ATTACHMENT G) a job description, including minimum required qualifications, for each position to be used in implementing this project.

3. If existing staff are to be utilized, attach to this form (ATTACHMENT H) resumes for each person. List below which positions they will fill and the percent of their time (based on a 40-hour work week) that they will devote to this project. If staff are to be hired, list below the positions and later forward resumes of personnel hired, indicating which positions they fill.

<u>Position</u>	<u>% Of Time</u>	<u>Name (if applicable)</u>
-----------------	------------------	-----------------------------

D. Performance Goals

Describe how your project will ensure that applicable performance goals will be met.

- E. In the spaces indicated, describe how your project will provide services below. Attach, as applicable, a summary of applicable curriculum/curricula as applicable, a summary of applicable curriculum/curricula.

1. **Tutoring/Study Skills/Basic Skills Remedial Activities**  
Discuss the printed materials and/or software programs that will be used to provide basic skills remediation, tutoring, and study skills training. Include the names of software and curriculum that will be utilized, as well as any collaborative agreements with partner agencies.
  
2. **Education offered concurrently with and in the same context as workforce preparation activities encourage responsibility and other positive social behaviors.** Include a summary of any curriculum that will be utilized. Identify any collaborative agreements with partner agencies.

3. Describe how work related services such as work experience, internships, apprenticeships, and/or job shadowing will be made available for the participants. Discuss how area employers will be involved in determining occupations suitable for work related training and the specific competencies that will be attained as a result of the training.
  
4. Discuss how specific occupational skills training will be made available to program participants. List the occupations for which occupational skills training will be provided. Discuss the methods to be used to determine whether the occupations are in-demand for the planned service area. Include planned length of training for each occupation on the list.
  
5. Discuss specific methods to be used to assist program participants develop leadership skills. Include any planned projects/activities.
  
6. Discuss specific methods to be used to ensure financial literacy education may be available.
  
7. Describe the methods by which the following services will be provided and include any specific assessment tools to be used:
  - a. Adult mentoring;
  
  - b. Comprehensive career guidance and case management; and
  
  - c. Supportive services.

8. Indicate which, if any, of the following additional activities your project plans to provide.
- a. Eligibility determination: \_\_\_\_\_ yes; \_\_\_\_\_ no;
  - b. Other (specify):

F. Describe how students will attain pre-employment work readiness skills training. Include a summary of the curriculum and identify the software, names of workbooks, etc. that will be used in this component. Specify the amount of time that will be devoted to work readiness skills training.

G. Follow-up Activities:

1. Placement into Unsubsidized Employment and/or Post-Secondary Training:  
Describe your plans to assist program participants in identifying suitable career paths and to assist them in obtaining unsubsidized employment in an occupation that relates to their identified career path and that will assist them toward becoming self-sufficient. Include time frames and identify the staff position(s) responsible for those activities.
2. Describe planned strategies to assist participants to transition into post-secondary/advanced training in a field of study that supports their identified career path. Include the time frames and identify the staff position(s) responsible for those activities.
3. Describe the types of follow-up services that will be provided to participants for a minimum of 12 months after their exit from the WIOA program, to ensure

those youth stay engaged in additional training and/or employment that will lead to self-sufficiency. Include any planned projects/special events to be provided as a part of follow-up services. Also include time frames for follow-up activities. Identify the staff position(s) responsible for follow-up services.

4. Describe planned strategies to assist participants attain their high school diploma/GED if they leave the program prior to attaining their diploma/GED.
  
  5. Describe planned strategies and/or other types of training that will enable participants to attain a National or State recognized certificate other than a high school diploma/GED. Include time frames and staff position responsible for this activity
- H. Computer Skills Training:
- Describe how computers and other forms of technology will be used to enhance training activities. Include the individual WIOA youth services components that will incorporate the use of computers (i.e., pre-employment skills, citizenship skills, etc.) Identify the platform (i.e., Windows 2010 or newer that will installed on the applicable computers. Include the names of specific software that will be used in teaching computer skills and any specific computer competencies the participants will acquire as a result of program participation. Specify the amount of time that will be devoted to computer skills training and the qualifications of the staff person responsible for computer skills training.

I. Students with Learning Disabilities:

Specify the methods planned by the project to assist students with learning disabilities such as attention deficit disorder. Explain the software, curriculum, and other methods to be used in working with learning disabled students to assist them in improving their reading and math skills, attain their high school diploma/GED and/or other national or state recognized certificate and in successful completion of the required youth services.

J. 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 attach a sample of the subcontracting instrument that will be executed between your agency and the subcontractor(s).

[A total of four (4) additional pages may be used to complete this form, excluding required attachments.]

Additional Performance Questions:

1. Describe in detail how participants who do not participate in training, or who do not successfully complete training, will be placed into unsubsidized employment in order to meet employment rate Q2 goals. Identify staff or One Stop positions responsible for trainee placement.
  
2. Describe in detail the planned follow-up strategies for purposes of meeting the employment retention rates Q4. Include time schedules for contacting participants following program exit, as well as strategies for participants who are unemployed and/or underemployed following exit from the program. Specify the staff position or One Stop responsible for retention activities.
  
3. Describe how the performance standards Median Earnings will be met.
  
4. The U.S. Department of Labor requires that the number of credentials attained be reported to them on a quarterly basis. Deficiencies in credential entry will be identified through monitoring. Provide any information relating to employer-based credentialing; linkages to educational agencies and/or other methods for attaining a National or State Recognized Credential.



ATTACHMENT H – WIOA PERFORMANCE MEASURES		
Performance Measure	Group	Definition
Credential Attainment	Youth	The percentage of WIOA registered participants who obtain a post-secondary credential, an industry, a state or a nationally recognized credential or a high school diploma or GED during participation in a program or within 1 year after exit from the program.
Measurable skills gain	Youth	Percentage of WIOA registered participant who during a program year are in education or training that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains towards those goals.
Placement in the 2 <sup>nd</sup> Quarter	Youth	The percentage of WIOA registered participants in education or training or in unsubsidized employment during the 2 <sup>nd</sup> quarter after exit from the program
Placement in the 4 <sup>th</sup> Quarter	Youth	The percentage of WIOA registered participants in education or training or in unsubsidized employment during the 4 <sup>th</sup> quarter after exit from the program.

All levels for performance are negotiated with the Technical College System of Georgia Workforce Division.

**ATTACHMENT I  
CONTRACTOR AFFIDAVIT AND AGREEMENT**

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with Northwest Georgia Regional Commission on behalf of the Technical College System of Georgia has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Subcontractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_, 201\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

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

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_.

## ATTACHMENT J

### ORGANIZATIONAL INFORMATION FORM

#### 1. General Information

- a. Date organization was established: \_\_\_\_\_
- b. Is this organization a corporation? \_\_\_\_\_ YES \_\_\_\_\_ NO  
If yes, attach to this form (ATTACHMENT J) a copy of the most current corporate registration certificate for the State of Georgia.

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

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

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

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

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

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

g. Georgia Unemployment Insurance (UI) Tax number: \_\_\_\_\_

h. Attach to this form, ATTACHMENT J, a letter from the organization's CPA or Financial Official, verifying that the Federal and State withholding taxes and Georgia UI taxes are current.

i. Does organization have a current fidelity bond? \_\_\_\_\_ YES; \_\_\_\_\_ NO.  
If yes, attach to this form (ATTACHMENT J) a copy of the current fidelity bond.

## 2. Organizational Chart

Attach to this form (ATTACHMENT J) a copy of the applicant's organizational chart.

## 3. Fiscal Controls

a. Briefly describe the accounting system and internal controls utilized in assuring fiscal accountability. Specify method of accounting used(cash/accrual/modified accrual/other).

b. Identify the source and amounts of any supplemental funds (non-WIOA funds) to be used in providing the services planned in this proposal.

## 4. Audit

Provide one copy of the most current audit of your organization, unless a current audit has been previously provided to NWGRC. If an audit has been provided to NWGRC, 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 NWGRC on (date): \_\_\_\_\_

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

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 NWGRC.)

(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. Private-for-Profit Companies:

Contracts awarded to for-profit organizations will be on a negotiated, fixed-unit performance based payment schedule, using the format shown on ATTACHMENT K-1, WIOA Performance Payment Schedule (refer to ATTACHMENT K-2, Performance Payment Schedule Instructions).

2. 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-3.

3. All proposers - private-for-profit, State and local governmental agencies, and private non-profit organizations must complete ATTACHMENT K-3 and ATTACHMENT K-4 using the instructions on ATTACHMENT K-5.

4. All proposers should complete ATTACHMENT K-6, Budget Estimate for Year Two and Budget Estimate for Year Three.

\* \* \*

**PERFORMANCE PAYMENT SCHEDULE**

**PERFORMANCE PAYMENTS:**

Bidders should identify below the points at which payment benchmarks may be requested. Each payment should tie to one or more Performance Standards (specific participant outcomes) which are identified in Part IV of the proposal package. The total amount of performance payments cannot exceed the total amount request in ATTACHMENT K-3, Detailed Budget. See ATTACHMENT K-4 for instructions for completing this form. Northwest Georgia Regional Commission reserves the right to negotiate/modify the Bidder’s identified benchmark point and/or payment amounts.

Performance Payments:

Fee Type	Proposed Definition of Fee Benchmark	# of Units, Participants, etc.	Proposed Amount of Fee	Proposed Total Amount of Payment
Goal Attainment/Interim Fee #1			\$	\$
Goal Attainment/Interim Fee #2			\$	\$
Goal Attainment/Interim Fee #3			\$	\$
Completion Fee			\$	\$
Follow-up Fee #1			\$	\$
Follow-up Fee #2			\$	\$
Other (specify)			\$	\$
<b>Total</b>			\$	\$



## ATTACHMENT K-2

### PERFORMANCE PAYMENT SCHEDULE INSTRUCTIONS

#### YOUTH PROJECTS

#### PERFORMANCE PAYMENTS

In developing the payment schedule for profit, bidders should calculate payment for services utilizing the performance measures defined below:

1. Goal Attainment and/or Interim Fees: Goal attainment and/or Interim fees may be negotiated based on several factors, depending on the services proposed. Bidders may elect to forego interim fees.

Example #1: A payment may be made after participants have scored a minimum of 145 on 3 of the 4 parts of the pre-GED (GED Ready) exam.

Example #2: A payment may be made after participants have completed a minimum of a negotiated amount of cumulative hours of training and/or attained identified benchmarks in the services planned.

Example #3: A payment may be made to a service provider for a specified number of applications processed.

Example #4: A payment may be made to a service provider who provides follow-up services for tracking participant progress.

2. Completion Fees: Completion fees should be tied directly to expected performance outcomes such as performance standards, dependent upon the type of service(s) proposed.
3. Follow-up Fees: Follow-up fees must be tied directly to expected retention performance outcomes such as entered employment, Q2 post-exit, attending post-secondary/advanced training; and employment/training retention Q4 post-exit
4. A detailed budget, ATTACHMENT K-3, must be completed to support the performance payment total, ATTACHMENT K-1.

**NOTE: Public or private non-profit organizations check “Not Applicable” and then DO NOT complete ATTACHMENT K-1.**

**ATTACHMENT K-3  
DETAILED BUDGET - Year One**

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	PROGRAM	TOTALS
1. Personnel Salaries by Position/% of Time (Sub-Total)		
A.		
B.		
C.		
D.		
2. Personnel Benefits/Type/% Base (Sub-Total)		
A. Position:	XXX	XXX
1. Social Security		
2. Workmen's Compensation		
3. Health		
4. Other (Specify)		
B. Position:	XXX	XXX
1. Social Security		
2. Workmen's Compensation		
3. Health		
4. Other (Specify)		
C. Position:	XXX	XXX
1. Social Security		
2. Workmen's Compensation		
3. Health		
4. Other (Specify)		
D. Position:	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	PROGRAM	TOTALS
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. Participant Cost (Sub-Total)		
A. Tuition/GED fees/Other student Fees		
B. Books/Supplies		
C. Uniforms/Tools		
D. Other (specify)		
E. Other (specify)		

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

EXPENSE ITEM	A. TOTAL	B. ADMINISTRATIVE	C. PROGRAM
9. Other expenses (Sub-Total)			
A. Non-Direct/Indirect Costs			
B. Audit			XXX
C. Postage & Mail Service			
D. Telephone \$            per month/        months			
E. Other (Specify):			
F. Profit/Program Income (if private for profit)			
10. Participant Direct Payments by NWGRC (Sub-Total)			
A. Work-based Wages for Work Experience, Apprenticeships, and/or internships			
B. Summer Classroom Training Stipends (in-school programs only)			
C. Support Payments for Classroom Training (in-school programs only)			

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. Participant Costs			
9. Other Expense			
Work Site Payments to Employers			
TOTAL BUDGET			

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

## ATTACHMENT K-4

### BUDGET NARRATIVE FOR YEAR ONE

A. Instructions to ATTACHMENT K-3 and K-4:

Complete ATTACHMENT K-3 to reflect the total cost of your project and the amounts by category. Also include any amounts by category to be donated by the contractor. All funds requested must be necessary, reasonable, allocable and allowable.

Please follow the Budget format provided below for ATTACHMENT K-3, Detailed Budget. When indicated in the instructions below, complete ATTACHMENT K-4 Budget Narrative for Year One to justify budget items.

1. **Personnel Salaries:** List each position title; the annualized salary; the percentage (%) of time to be charged to the WIOA project; the total amount requested (Column B). Sub-Total 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 B as described under "Personnel Salaries". Sub-Total 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 Sub-Total 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 official IRS allowed rate per mile. Complete Column B. Local travel is considered the fifteen (15) county Northwest Georgia area.
  - b. **Non-local Travel:** Complete Column B. Describe the purpose of the non-local travel in the Budget Narrative. Non-local is considered travel outside the fifteen (15) county Northwest Georgia area.
4. **Training Materials and Supplies:** Specify the items requested, the number of units, the costs per unit, and complete Column B. Provide justification of training materials in the Budget Narrative, ATTACHMENT K-4. Sub-Total 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. Complete Column B as appropriate. Sub-total 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 Column B for each item as appropriate. Sub-total 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. Specify the item of equipment, the number of units, the cost per unit and whether to be purchased or leased. Complete Column B if applicable.
8. Registrant Costs: Record the Sub-Total of registrant costs in the shaded area as indicated.
  - a. Tuition: Indicate on the Budget Narrative. the number of students times the average tuition fee requested each quarter. If the number of students is planned to vary each quarter, cycle, etc., separately give the number of students times the average tuition fee requested. Complete Column B giving the total tuition requested for this project.
  - b. Books/Supplies: Specify the amount requested for books and/or student supplies, if applicable. Complete Column B. Specify on the Budget Narrative. the supplies and cost per each item requested. List the average of books cost per quarter, per program, on the Budget Narrative.
  - c. Uniforms/Tools: Specify the amount requested for uniforms and/or tools. Complete Column B. Specify each item and cost on the Budget Narrative, ATTACHMENT K-3 for the uniforms and/or tools requested. Also provide justification for uniforms/tools.
  - d. Other: Specify any other training costs requested and complete Column B. Provide justification on the Budget Narrative.
9. Other Expenses: Record the Sub-Total 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.. Enter the percentage (%) and Base Amount in the Budget. Complete Column B, if applicable. Documentation of indirect cost rate approval from the offeror's/bidder's agency must be attached to Budget Narrative.
  - b. Audit: Specify the amount requested for audit and complete Column B, if applicable.
  - c. Postage: Specify the amount requested for postage complete Column B if applicable.
  - d. Telephone: Provide the amount requested for telephone. Complete Column B. 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. For program income, identify

sources of income generation and amounts in the Budget Narrative, Complete Column B as applicable.

f. Other: Specify other costs requested. Provide justification for such costs on the Budget Narrative. 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.

10. Registrant Direct Payments: Estimate the amount of wages, classroom training stipends, or support payments registrants will earn as a result of training activities. Record the amounts in the applicable category. Record the sub-total in the shaded area as indicated.

11. BUDGET SUMMARY FOR YEAR ONE: Enter the sub-totals for each section, 1-10, as requested. Record the totals for each column as indicated. Note that the total requested on ATTACHMENT K-3 should be the same as requested on ATTACHMENT A and, if applicable.

B. Instructions for ATTACHMENT K-6, "Budget Estimates for Year Two and Year Three".

Estimate the funds needed by expense item and category for subsequent years. Use the expense items listed above to complete the information. However, budget narratives are not required for ATTACHMENT J-4 in the narrative. Note that these items and amounts will be negotiated prior to each funding year.

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

**ATTACHMENT K-5  
BUDGET NARRATIVE FOR YEAR ONE**

A. Bids to Other Workforce Development Boards and/or Local Workforce Development Areas (WIDA):

Are you responding to "Request for Proposal" to provide workforce development training services in other WIOA areas? \_\_\_\_ No; \_\_\_\_\_ Yes;

If yes, to which WDBs/LWDA's? (Provide contact name, telephone number, type of training, number of participants and cost for training proposed.)

B. Budget Narrative. Participant Direct Payments by NWGRC.

1. Work-Based Wages

In-School: \$7.81                  Out-of-School: \$9.00

The proposer should estimate the amount of wages that participants would earn if placed into paid work-based training activities such as work experience, apprenticeship, and/or internships, subsidized by NWGRC. The estimated total should be written on the Detailed Budget, Item 10, A.

$$\begin{array}{cccccc}
 \underline{\hspace{2cm}} & \times & \underline{\$7.25} & \times & \underline{\hspace{2cm}} & \times & \underline{\hspace{2cm}} & = & \$ \underline{\hspace{2cm}} & * \\
 \text{\# of participants} & & \text{hourly rate+} & & \text{ext. hrs.} & & \text{est. \# of} & & \text{total est. wage} & \\
 & & \text{employer} & & \text{worked/week} & & \text{weeks} & & \text{expense} & \\
 & & \text{portion of FICA} & & & & & & & 
 \end{array}$$

2. Summer Classroom Training Stipends

This category is for in-school youth programs only. The proposer should estimate the amount of stipends that participants would earn if placed into an approved classroom training component during the summer and paid a training stipend (review classroom training support payments below).

3. Year-Round Classroom Training Support Payments

This category is for out-of-school youth programs only. The proposer should estimate the amount of support payments that participants would earn when participating in classroom training and paid a support payment based on \$75 per week for one child or transportation or a combination of the two. If that student attend school for 40 weeks the total will be \$3,000. Participants can earn the training support payment for each day they document attendance in class for 3 hours or more for the day. This payment would be paid by NWGRC. The estimated

total in part (c) below should be written on the Detailed Budget, Item 10, C. Parts (a) and (b) below should be added together, with the total written on the Detailed Budget, Item 10,



C. (a) Participants with documented supportive service expenses for one child:

$$\begin{array}{ccccccc} \underline{\hspace{2cm}} & \times & \underline{\$75.00} & \times & \underline{\hspace{2cm}} & = & \$ \underline{\hspace{2cm}} \\ \text{\# of participants} & & \text{weekly rate} & & \text{est. \# of} & & \text{total est. support} \\ & & & & \text{weeks} & & \text{payment} \end{array}$$

*\* Fill in (a) Total Estimated Support Payments (below) with this total*

(b) Participants with documented supportive service expenses for two or more children:

$$\begin{array}{ccccccc} \underline{\hspace{2cm}} & \times & \underline{\$150.00} & \times & \underline{\hspace{2cm}} & = & \$ \underline{\hspace{2cm}} \\ \text{\# of participants} & & \text{daily rate} & & \text{est. \# of} & & \text{total est. support} \\ & & & & \text{weeks} & & \text{payment} \end{array}$$

D. Additional information pertaining to the Detailed Budget should be identified by Category such as Salaries, staff benefits, travel, etc. as required in ATTACHMENT K-3, Detailed Budget and Budget Narrative Instructions, should be listed below:

\*Any participant attending training that has two or more children can receive \$150 per week in support payments or not exceed \$6,000 a year in support payments.

[Up to 3 additional pages may be used to complete the Budget Narrative.]

**ATTACHMENT K-6  
BUDGET ESTIMATE FOR YEAR TWO**

*(Do not include the budget estimates for Year Two or Year Three on ATTACHMENTS I-b, K-1, and K-3. Attachment K-6 is for planning purposes only.)*

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. Participant Costs	
9. Work Site Payments	
10. Other Expenses	
<b>Total Estimated Budget</b>	

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

.....

**BUDGET ESTIMATE FOR YEAR THREE**

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. Participant Costs	
9. Work Site Payments	
10. Other Expenses	
<b>Total Estimated Budget</b>	

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

## ATTACHMENT L

### SPECIFIC FIDELITY BONDING REQUIREMENTS

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

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

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

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

**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.

NWGRC reserves the right to modify bonding requirements that may be considered desirable or necessary to protect WIOA, WtW, or NWGRC funds.

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

\* \* \*

**ATTACHMENT L-1**

**SCHEDULE OF  
FIDELITY/ASSURANCE BONDS**

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

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

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

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

\* \* \*

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

**NORTHWEST GEORGIA REGIONAL COMMISSION**  
**GRIEVANCE PROCEDURES**

Pursuant to section 181 and 188 of the Workforce Innovation and Opportunity Act (WIOA) and in compliance with 29 U.S.C. 3241 and 29 U.S.C 3248, the Northwest Georgia Workforce Development Board (WDB) shall adhere to an established complaint and grievance procedure.

The following complaint and grievance procedure shall be implemented for any complaints and/or grievances that arise at the Workforce Development Area – Region 1 (WIOA-1) level:

**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 WIOA Title I paid for by the Northwest Georgia Regional Commission (NWGRC) and/or the Northwest Georgia Regional Workforce Development Board (NWGWDB) will be treated fairly. Complaints/grievances should be filed in accordance with the written procedures established by Northwest Georgia Regional Commission. 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 complaint/grievance.**

**EQUAL OPPORTUNITY POLICY**

NWGRC adheres to the following United States law: "No individual shall be excluded from participation, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any such program or activity because of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status), national origin (including Limited English Proficiency (LEP)), age, gender identity, disability, or political affiliation, belief, or against any beneficiary of being considered for any WIOA Title I financially assisted aid, benefit, service, or training, or an individual who has been determined eligible to participate in and who is receiving any aid, benefit, service or training under a program or activity financially assisted in whole or in part under Title I of WIOA, or citizenship/status as a lawfully admitted immigrant authorized to work in the United States." 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.§ 38.1 effective January 3, 2017.

**COMPLAINTS OF DISCRIMINATION**

The NWGRC 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, gender identity, 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.

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 Northwest Georgia Regional Commission,

WIOA Equal Opportunity Officer, Phyllis Walker, P.O. Box 1798, Rome, GA 30162-1798, 706.295.6485, TDD 800.255.0056, [pwalker@nwgrc.org](mailto:pwalker@nwgrc.org), or with the Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room 4123, Washington, DC 20210.

OR

Complaints may also be filed with the TCSG OWD Compliance Director, State-Level WIOA, Title I, Equal Opportunity Officer, Technical College System of Georgia, Office of Workforce Development, 1800 Century Place NE, Suite 150, Atlanta, GA 30345-4304, 404.679.1371, TTY/TDD 800.255.0056, [WIOAcompliance@tcsge.edu](mailto:WIOAcompliance@tcsge.edu).

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

If the complainant chooses to file the discrimination complaint with the Northwest Georgia Regional Commission or with the TCSG OWD Compliance Director, State-Level WIOA, Title I, Equal Opportunity Officer, then the TCSG OWD Compliance Director, State-Level WIOA, Title I, Equal Opportunity Officer or the NWGRC has 90 days to resolve the complaint and issue a written Notice of Final Action. The Notice of Final Action for each issue raised in the complaint will contain a statement from either NWGRC or the TCSG OWD Compliance Director, State-Level WIOA, Title I, Equal Opportunity Officer, a decision on the issue and an explanation of the reason underlying the decision or a description of the way the parties resolved the issue.

If the complainant is dissatisfied with the resolution of his/her complaint at NWGRC or the TCSG OWD Compliance Director, State-Level WIOA, Title I, Equal Opportunity Officer, the complainant may file a new complaint with the Civil Rights Center (CRC) within 30 days of the date on which the complainant receives the Notice of Final Action. Options for resolving the complaint must include alternative dispute resolution (ADR) at the complainant's choice. The complainant may attempt ADR at any time after the complainant has filed a written complaint with NWGRC or the TCSG OWD Compliance Director, State-Level WIOA, Title I, Equal Opportunity Officer, but before a Notice of Final Action has been issued. The choice whether to use ADR or the customary process rests with the complainant. A party to any agreement reached under ADR may notify the Director in the event the agreement is breached. In such circumstances, the non-breaching party may notify the Director within 30 days of the date on which the non-breaching party learns of the alleged breach and 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 NWGRC's procedures. If the parties do not reach an agreement under ADR, the complainant may file a complaint with the EO Officer (or the person who has been designated for this purpose) or Director. Complaints filed with the Director should be sent to: The Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210, or electronically at [www.dol.gov/crc](http://www.dol.gov/crc).

If the TCSG OWD Compliance Director, State-Level WIOA, Title I, Equal Opportunity Officer, or NWGRC fails to issue the Notice within 90 days of the date on which the complaint was filed, the complainant may file a new complaint with CRC within 30 days of the expiration of the 90-day period (in other words, within 120 days of the date on which the original complaint was filed).

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

## **PROCEDURES FOR PROCESSING A COMPLAINT**

At a minimum, the procedures will include the following elements:

1. Initial, written notice to the complainant that contains the following information:
  - a. An acknowledgment that the complaint has been received; and
  - b. Notice that the complainant and respondent have the right to be represented in the complaint process by an attorney or other representative;
  - c. Notice of rights contained in the Equal Opportunity poster; and
  - d. 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 non-English languages.
2. NWGRC will issue a written statement of the issue(s), provided to the complainant, that includes the following information:
  - a. A list of the issues raised in the complaint; and
  - b. For each such issue, a statement whether NWGRC will accept the issue for investigation or reject the issue, and the reasons for each rejection.
3. A 30 day period for fact finding or investigation of the circumstances underlying the complaint.
4. A 60 day period during which NWGRC attempts to resolve the complaint

Procedures for filing a complaint are listed at [www.careerdepot.org](http://www.careerdepot.org).

## **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 one of the following:

1. TCSG OWD Compliance Director, State-Level WIOA, Title I, Equal Opportunity Officer  
Tel: 404.679.1371, TTY/TDD 800.255.0056  
Email: [WIOAcompliance@tcsg.edu](mailto:WIOAcompliance@tcsg.edu)  
Mailing Address: Technical College System of Georgia, Office of Workforce Development  
Attn: OWD Compliance Team  
1800 Century Place, NE, Suite 150  
Atlanta, GA 30345-4304
2. Georgia Office of Inspector General  
Tel: 866.435.7644 (866.HELPOIG)  
Mailing Address: 2 M.L.K. Jr. Drive, SW  
1102 West Tower  
Atlanta, Georgia 30334

Complaint Form: <http://oig.georgia.gov/file-Complaint>

3. United States Department of Labor, Office of Inspector General  
Tel: 202.693.6999 or 800.347.3756  
Mailing Address: Attn: Hotline, Office of Inspector General  
U.S. Department of Labor  
200 Constitution Avenue, NW  
Room S-5506 Washington, D.C. 20210  
Complaint Form: <https://www.oig.dol.gov/hotlinecontact.htm>

### **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 20-2-989.5.

### **ALL OTHER COMPLAINTS (VIOLATIONS OF THE ACT OR REGULATIONS)**

All other complaints must be filed within 180 days after the act in question by first submitting a **written** request for resolution to:

Phyllis Walker  
WIOA Equal Opportunity Officer  
Northwest Georgia Regional Commission  
P.O. Box 1798  
Rome, Georgia 30162-1798  
706.295.6485  
[pwalker@nwgrc.org](mailto:pwalker@nwgrc.org)

Boyd Austin  
Executive Director  
Northwest Georgia Regional Commission  
P.O. Box 1798  
Rome, GA 30165  
706.295.6485  
[baustin@nwgrc.org](mailto:baustin@nwgrc.org)

Complaints filed with NWGRC must contain the following:

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

For the grievance/complaint submission form, see pages six and seven of these procedures. The staff of the NWGRC shall provide assistance with the filing of the grievance/complaint submission form upon request of the person making the complaint. Such assistance may include, but shall not be limited to, providing instructions on how to file a complaint; providing reasonable accommodations to complainants with disabilities in accordance with Federal law; providing relevant copies of documents such as WIOA, regulations, local rules, contracts, etc.; and providing clarifications on the relevant provisions. This requirement shall not be interpreted as requiring the release of identifiable information.



A complaint will be considered to have been filed when NWGRC 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, the NWGRC WIOA Equal Opportunity Officer will initiate efforts with the complainant and others involved bringing 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 during the informal resolution effort, the NWGRC WIOA Equal Opportunity Officer will arrange appointment of a hearing officer to conduct a hearing for settlement of the complaint to be held within 60 days of grievance filing, if the complainant wishes. Complainant may request a hearing provided that such request must be written and addressed to the NWGRC WIOA Equal Opportunity Officer.

A complaint may be amended to correct a technical deficiency at any time up until the date of resolution or the date of a hearing, if a hearing is requested in writing prior to the issuance of a resolution. Complaints may be withdrawn by the complainant at any time prior to the issuance of a resolution. In the event a Complaint is received which does not contain enough information to enable the NWGRC to resolve the issue, the NWGRC shall make reasonable efforts to contact the complainant and gather additional, necessary information.

In the event that a complaint is filed and NWGRC lacks jurisdiction to resolve the complaint, NWGRC shall notify the complainant in writing within 5 business days of making such determination, informing him/her of their lack of jurisdiction.

NWGRC shall record all complaints in a complaint log. At a minimum, the following information shall be collected: complainant's name and contact information; the date the complaint was filed; the date the NWCRC issued a formal or informal resolution; and a brief description of the complaint. As the complaint log may contain personally identifiable information, the NWCRC shall take every step necessary to ensure the information is protected and only made available to staff or management authorized to view it. In compliance with 29 C.F.R. § 38.39, all alleged discrimination records will be kept at a minimum of three (3) years at a second facility. If the file is in litigation, the file will be kept until the issue has been resolved.

NWGRC shall issue a written resolution for each complaint received no later than 60 days from the date the complaint is filed. The written resolution shall contain the following, at a minimum:

- A recitation of the issues alleged in the complaint;
- A summary of any evidence and witnesses presented by the complainant and the respondent;
- An analysis of the issues as they relate to the facts; and
- A decision addressing each issue alleged in the complaint.

Every complainant shall have the opportunity for a hearing for any complaint that is filed. A request for a hearing must be made in writing by the complainant, preferably at the time the complaint is initially filed. However, a complainant may file a written request for a hearing within 60 days of the date the complaint was filed. If a request for a hearing is made, then the hearing shall be held as soon as reasonably possible to enable a resolution of the complaint no later than 60 days from the day the complaint is filed. The NWGRC shall use the following procedures if a hearing is requested:

Upon receiving written notice of the complainant's request for a hearing, the NWGRC shall respond in writing acknowledging the complainant's request and notifying the complainant and the respondent of the date of the hearing. Such acknowledgment and notice shall be transmitted to the complainant and the respondent within 10 business days of receipt of the complainant's request. The notice shall include, at a minimum:

1. The date of issuance;

2. The name of the complainant;
3. The name of the respondent against whom the complaint has been filed;
4. A statement reiterating that the complainant and respondent may be represented by legal counsel at the hearing;
5. The date, time, and place of the hearing, including the name of the hearing officer serving as an impartial party;
6. A statement of the alleged violations of WIOA (This may include clarification of the original complaint, but must accurately reflect the content of the submitted documentation of the complainant);
7. A copy of any policies or procedures for the hearing or identification of where such policies may be found; and
8. The name, address, and telephone number of the contact person issuing the notice.

The hearing must include an impartial hearing officer selected by the NWGRC; an opportunity for both the complainant and respondent to present an opening statement, witnesses and evidence; an opportunity for each party to cross-examine the other party's witnesses; and a record of the hearing which the NWGRC shall create and retain.

The hearing officer, considering the evidence presented by the complainant and respondent, shall issue a written decision which shall serve as the official resolution of the complaint. The decision shall include the following information, at a minimum: the date, time, and place of hearing; A recitation of the issues alleged in the complaint; a summary of any evidence and witnesses presented by the complainant and the respondent; an analysis of the issues as they relate to the facts; and a decision addressing each issue alleged in the complaint.

Hearings on any complaint/grievance filed shall be conducted within 30 days of any failed informal resolution. Written decisions shall be rendered not later than 60 days after the hearing. Attempts at informal resolution may proceed during the 30-day period between the filing and hearing of the complaint/grievance and prior to the rendering of a decision on the complaint/grievance.

If the complainant(s) does not receive a written decision from the Hearing Officer within 60 days of the hearing of the complaint/grievance, 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/workforce/worksource-georgia/eo-and-grievance-procedure-information/>.

TCSG OWD Compliance Director, State-Level WIOA, Title I, Equal Opportunity Officer  
Technical College System of Georgia, Office of Workforce Development  
1800 Century Place NE, Suite 150  
Atlanta, GA 30345-4304  
Telephone: 404.679.1371, TTY/TDD 800.255.0056  
Email: [WIOAcompliance@tcsgeu](mailto:WIOAcompliance@tcsgeu)

Such appeal shall be filed within 60 days of the date of the written decision issued by the NWGRC.

The TCSG OWD Compliance Director, State-Level WIOA, Title I, Equal Opportunity Officer, 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. If the State does not respond within the 60 days, or either party wants to appeal the decision, WIOA allows for a formal appeal by certified mail, return receipt requested to Secretary, U.S. Department of Labor, 200 Constitution Avenue, NW, Washington, DC 20210, Attention: ASET 202.693.3015. A copy of the appeal must be simultaneously provided to the appropriate ETA Regional Administrator and the opposing party.

Federal appeals must be made within 30 calendar days of the receipt of the local or State decision. USDOL will make a final decision no later than 120 days after receiving a formal appeal. USDOL will only investigate grievances and complaints arising through the established procedures. WIOA does not allow for federal intervention until and unless the proper, formal procedure has been followed.

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

**ATTACHMENT N  
INFORMATION REGARDING LOBBYING**

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

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

DISCLOSURE OF LOBBYING ACTIVITIES  
CONTINUATION SHEET

Approved by OMB  
03348-0046  
Authorized for Local Reproduction

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

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

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

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

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

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

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

\* \* \*



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

ATTACHMENT O  
 Responsiveness Checklist  
**For NWGRC Staff Only**

NOTE: Attachment O is for information purposes only. This form will be used by NWGRC staff to determine responsiveness.

PROPOSER: \_\_\_\_\_

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

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

Proposal is Responsive:            Yes\_\_\_\_\_    No\_\_\_\_\_

\*Provide a copy of the results of this checklist to the Evaluation Committee.

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

\_\_\_\_\_  
 Date

**ATTACHMENT P**  
**Financial Capability Checklist**  
*For NWGRC Staff Only*

NOTE: Attachment P is for information purposes only. This form will be used by NWGRC staff to determine financial.

PROPOSER: \_\_\_\_\_

These items must be submitted prior to execution of a contract. Any “No response will mean that the award of the contract will be contingent upon receipt of the information. However, scoring of Leadership and Financial Capability section of the Evaluation of this Request for Proposal is contingent upon degree of affirmative answers and attachments of documents for applicable items.

		YES	NO	*N/A	COMMENTS
A.	Proposer listed county and/or city business license number.				
B.	Proposer’s Georgia unemployment insurance wage reports and taxes are current as of date of proposal.				
C.	Proposer provided a list of members of the Board of Directors.				
D.	A copy of the current fidelity bond was provided.				
E.	Proposer provided copy of lease agreement, if applicable.				
F.	If Proposer is a corporation, proposer proved a copy of the most current certificate of registration with the Secretary of State office?				
G.	Proposer provided audit (financial).				

\*Not Applicable

\*\*Provide a copy of the results of this checklist to the Evaluation Committee. In addition, provide a copy to the Contract Representative for review prior to negotiations.

\_\_\_\_\_  
 Signature of reviewer

\_\_\_\_\_  
 Date

Attachment Q  
 Youth Proposal Evaluation  
**For NWGRC use only**

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

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

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

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

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

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

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

\_\_\_\_\_  
 Date

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

RANKING INFORMATION DESCRIPTION  
(for Northwest GRC use only)

A. Project Design

1. Overall Project Design

- a. Does the proposal plan to serve all target groups?
- b. Number of participants to be served: \_\_\_\_\_ in-school; \_\_\_\_\_ out-of-school  
Are the numbers realistic in terms of target group? recruitment efforts?  
number usually certified for proposed period?
- c. Is the training appropriate per the Workforce Investment Plan?  
Does it duplicate existing services? If it duplicates, is it more effective?
- d. Is the proposal realistic for the counties the proposal plans to serve?
- e. Does the proposer plan to provide basic skills, tutoring, and study skills training?
- f. Does the proposer plan to provide pre-employment/work readiness skills training;  
citizenship skills training; and leadership skills training?
- g. Does the proposer plan to provide eligibility determination for program participants?
- h. If the project does not propose to provide all fourteen of the program required elements,  
does it address how the remainder of the elements will be provided to participants?
- i. Does the proposer have or plan to have Memorandums of Understanding with agencies as  
specified in Section III, Collaboration Guidelines?
- j. Does the proposer plan to provide specific occupational skills training, other than computer  
skills training, in an occupation that has been identified as an in-demand occupation in  
Northwest Georgia?
- k. Does the proposer plan to provide specific computer skills training or incorporate sufficient  
computer skills training into other components that will enable participants to develop  
marketable computer skills?

2. Project Implementation

- a. Are the proposed services to be provided consistent with youth identified under  
“Performance Standards” in Section II?
- b. Do the hours of services, days per week, and number of weeks appear realistic and  
sufficient for the ages to be served and to allow sufficient time for participants to  
attain the proposed competencies?

- c. Do the facilities and equipment/training materials/supplies appear adequate for the number to be served and the proposed training activities?
- d. Does the number of staff and the required qualifications for each position appear sufficient to ensure quality training is provided?
- e. Does the plan for ensuring performance goals are met appear realistic and sufficient to ensure standards are met?
- f. Do the methods for providing basic skills remediation, tutoring, and study skills training appear sufficient to ensure the project can meet performance standards?
- g. Do the methods for providing work experience, internships, apprenticeships, and/or job shadowing and/or other experiences during training appear sufficient to ensure participants gain first-hand knowledge of the work place?
- h. If the proposer plans to provide specific occupational skills training, are the occupations listed and are they “in-demand” for the proposed area of service?
- i. Is the adult mentoring and career guidance component sufficient to ensure participants are provided access to all of the services need for successful program completion?
- j. Do the plans to provide work readiness skills training; leadership development opportunities, and citizenship skills training appear sufficient to ensure participants attain the competencies that will enable them to be productive members of their communities and the work place?
- k. Does the proposal address methods to be used to ensure successful program completion and entry into unsubsidized employment/post-secondary training by participants with learning disabilities?
- l. Does the proposal include plans for innovative training components and, if so, does that training appear to be such that youth would stay engaged in the training until successful program completion?
- m. Does the proposal include plans for collaboration with other WIA providers and/or youth serving agencies/organizations?

3. Placement /Positive Exit Strategy:

Does the overall project design appear to indicate that performance goals can be reached for the following areas?

- a. Recruitment?
- b. Youth goals; youth high school diploma/GED attainment and/or other acceptable credential?
- c. Youth credential attainment?
- d. Measurable skills attainment?
- e. Employment or post-secondary training at the end of WIOA services?
- f. Employer Measure

4. Retention Strategy:

- a. Does the proposal include follow-up plans for a 12-month period following exit from the WIA program?

b. Does the follow-up plan appear to indicate that performance goals can be reached for the following areas?

1. Youth employment/post-secondary training rates?
2. Youth Diploma/GED attainment or other credential?
3. Literacy/Numeracy gains?

**B. Program Management**

1. Performance Standards

a. WIOA Performance Standards

1. Credential Attainment: \_\_\_\_\_
2. Measureable Skills gain: \_\_\_\_\_
3. Placement in 2<sup>nd</sup> Quarter: \_\_\_\_\_
4. Placement in 4<sup>th</sup> Quarter: \_\_\_\_\_
5. Employer Satisfaction: \_\_\_\_\_

2. Cost Effectiveness

- a. Cost per participant: \$ \_\_\_\_\_
- b. Average weeks of training for each participant: \_\_\_\_\_
- c. Average hours of training for each participant: \_\_\_\_\_
  
- d. Administrative cost (amount and % of total budget): \$ \_\_\_\_\_ %
- e. Program cost (amount and % of total budget): \$ \_\_\_\_\_ %
- f. Service Fee/Profit (amount and % of total budget): \$ \_\_\_\_\_ %

All WIOA costs appear reasonable, necessary, allowable and allocable: \_\_\_\_yes; \_\_\_\_no.

3. Previous Experience

- a. The proposer has prior experience operating youth programs or other programs which were similar in nature to the proposed youth program.
  
- b. Performance:  
Use the most current WIOA performance if the proposer has provided WIA or WIOA services previously. If proposer has not provided WIA services, use other youth services criteria. Proposer should specify the type of program, the source of funds, and in the event proposer has included performance for multiple programs and/or providers, specific performance for each program and provider must be included separately.

CATEGORY	PROGRAM YEARS	
	7/1/22 - 6/30/23	7/1/23 - 6/30/24
1. Younger Youth Source of Funds:	_____	_____
Contracted Number to be served:	_____	_____
Actual Number Served:	_____	_____
Younger Youth Diploma or Equivalent Attainment	_____	_____
Younger Youth Enter Employment Rate 2nd Qtr.	_____	_____
Younger Youth Employment Rate 4 <sup>th</sup> Qtr.	_____	_____
Youth Credential	_____	_____
Cost per Participant:	_____	_____
2. Older Youth Source of Funds:	_____	_____
Contracted Number to be Served:	_____	_____
Actual Number Served:	_____	_____
Older Youth Entered Employment Rate 2 <sup>nd</sup> Qtr.	_____	_____
Older Youth Employment Rate 4 <sup>th</sup> Qtr.	_____	_____
Older Youth Credential Rate:	_____	_____
Cost per Participant:	_____	_____

CATEGORY	PROGRAM YEARS	
	7/1/22 - 6/30/23	7/1/23 - 6/30/24
Customer Satisfaction Rates:		
Participant Customer Satisfaction Rate:	_____	_____
Employer Customer Satisfaction Rate:	_____	_____
4. Financial Capability		
a. How long has agency been in business?		
b. Does agency appear to be stable?		
c. Type of accounting system used by proposer:		
d. Does accounting system appear adequate to insure proper controls?		
e. Did proposal include documentation that Federal and State withholding taxes and Georgia Unemployment Insurance Taxes were current?		
f. Are the results of audits satisfactory?		
g. Is bank reference provided?		
h. Did proposal include list of names of Board of Directors, if applicable?		
i. Are supplemental (non-WIOA) sources of funds identified in the proposal?		
j. Is all requested information on the financial capability checklists provided?		

List items on the financial capability checklist which are not provided:

- C. Special Considerations  
Describe any special considerations: