

Three Rivers



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## THREE RIVERS REGION WORKFORCE DEVELOPMENT BOARD

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### **REQUEST FOR PROPOSAL**

#### **Training Services**

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

#### **Release Date**

10/18/2021

#### **Due Date**

12/03/2021

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

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## **1. SUMMARY OF SERVICES AND BACKGROUND**

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

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

TRRC seeks proposals from the Technical College providers within the Three Rivers 10-county service area, with demonstrated abilities, past performance, a sound proposal, and cost effective service delivery. TRRC expects bidders to propose to provide all training services, case management services and follow-up services for individuals attending the Technical College within the Three Rivers service region who reside in one of the 10-counties. Proposals for multiple counties or the entire region are encouraged. TRRC may use a combination of qualified applicants in order to service all regions.

**Proposals must be received no later than 5:00 P.M. Eastern Standard Time on December 3, 2021. A hard copy of the completed proposal shall be sent to:**

*Three Rivers Regional Commission  
Workforce Development  
C/O Dawn Burgess  
1210 Greenbelt Drive  
Griffin, Georgia 30224*

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

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

The terms and conditions of this RFP may change based on WIOA legislation and applicable regulations. The successful respondent to this RFP will be expected to remain informed on

WIOA regulations and requirements. For more information on WIOA, please use the following links to access relevant federal, State, and local directives/guidance:

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

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

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

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

Local Workforce Area information and plan can be found here:

<http://www.threeriversrc.com/workforce.php>

### **c. TRWDB Information Summary**

The total amount of funding to be awarded is dependent upon the scope of services and costs associated with case management, training services, follow-up and personnel associated with each bid; with actual amounts dependent upon allocation and availability of carryover funds. The funds will be for the period of July 1, 2022 through June 30, 2023. The contract will have options to renew for two (2) additional normal contract periods with a contract end date of June 30 of each year.

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

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

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



Vision: Employees with quality jobs and employers with qualified employees

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

We serve:

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

**What is WorkSource Three Rivers?**

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

## **2. OVERVIEW – CAREER SERVICES**

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

The Three Rivers Workforce System is operated by a competitively selected operator as required under the Workforce Innovation and Opportunity Act. Georgia Department of Labor (GDOL) was awarded the One-Stop Operator contract.

The comprehensive One-Stop will be located in Griffin, Georgia at the Georgia Department of Labor area office. Affiliated sites are located in Carrollton, LaGrange, and the WorkSource Three Rivers Mobile Unit Lab.

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

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

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

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

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

WIOA authorizes “career services” for adults and dislocated workers, rather than “core” and “intensive” services, as authorized by WIA. There are three types of “career services”: basic career services, individualized career services, and follow-up services. ***These services can be provided in any order; there is no sequence requirement for these services. This proposal seeks bidders to provide solely Training Services, Case Management and Follow-up services.***

**The three categories of Career Services are:**

Basic Services, Individualized Services and Follow-up Services. The awarded contractor will be responsible for providing Follow-Up Services as well as Training Services as described below.

**1. Follow-up Services**

Follow-up services must be provided as appropriate for clients who are placed in unsubsidized employment, for up to 12 months after the first day of employment. Counseling about the work place is an appropriate type of follow-up service. Follow-up services do not extend the date of exit in performance reporting.

**2. Training Services**

There is no sequence of service requirement for “career services” and training. Training services must be directly linked to demand occupations. It is the case manager’s responsibility to document the link between training and demand occupations. Customer choice is an underlying principle of WIOA. But the customer’s choice must be training for employment for jobs that are in need of trained employees. The TRWDB with input from the Business and Industry Committee has established approved training programs within the region. These programs are directly linked to in-demand occupations; verifiable sources that support employment in areas of employment associated with the program; and are directly in line with the LWDA’s regional plan. Training will not be provided in declining occupations.

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

Training services may be provided for eligible individuals who:

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

Training Services include:

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



### **Career Services provided by Wagner-Peyser staff**

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

### **Employment Status Clarification**

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

- Individuals employed less than full-time who are seeking full-time employment;
- Individuals who are employed in a position that is inadequate with respect to their skills and training;
- Individuals who are employed who meet the definition of a low-income individual in WIOA sec. 3(36); and
- Individuals who are employed, but whose current job's earnings are not sufficient compared to their previous job's earnings from their previous employment, per State and/or local policy.
- Individuals who are underemployed and meet the definition of a low-income individual may receive career and training services under the Adult program on a priority basis. Individuals who meet the definition of an individual with a barrier to employment who are underemployed may also be served in the Adult program. Individuals who were determined eligible for the Dislocated Worker program are eligible for career and training services under this program.

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

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

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

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

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

The ITA identifies the WIOA obligation for the client and the client will be able to access information about the account from the service provider. Each service provider is responsible for maintaining an ITA payment system which ensures that payments made to eligible providers are timely, for the agreed upon amount, ensuring that the provider is on the ETPL at time of payment and that the payments are supported by appropriate documentation. Note: Cost of Attendance may also include other expenses that are not incurred through the training provider such as child care, transportation, and other living expenses. WIOA funds may be used to assist with such expenses and are considered supportive services. These expenses require proof of expenditure in the clients file.

A. Training related costs required for participation in a training program include, but are not limited to:

1. Tools and supplied necessary to participate in training;
2. Uniforms and shoes/boots;
3. Drug tests, physicals, eye exams, immunizations;
4. Background checks;
5. Application, graduation, and GED fees;
6. Credential, license or exam fees;
7. Lodging (when a part of the cost of attending training out of area); and
8. Auxiliary aides and services necessary for persons with disabilities to participate in training.

B. Financial responsibility for ITAs remains with the LWDA who developed the ITA, in consultation with the client, throughout the period of training, regardless of the location of the training provider. The financial responsibility of the LWDA also extends to supportive services.

## **Documentation**

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

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

## **f. Business and Employer Services**

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

## **g. Program Requirements**

1. Recruitment is a key component of this program. In addition to recruitment in cooperation with financial and dislocation events, the successful bidder will develop promotional literature to publicize opportunities provided by the WIOA program. Additionally, the successful bidder will inform the various community agencies and organizations of opportunities available from the WIOA program including the following: Technical College System of Georgia – Office of Workforce Development; Headstart Programs; Department of Family and Children Services in the service area, basic adult education classes; school counselors’ local churches; Georgia Vocational Rehabilitation Agency; public service announcements on local radio and in local newspapers’ personal visits to local day care centers’ and other social services agencies that work with the WIOA target population.
2. Registered participants will be entered into the state data management system. If the participant is entering the ITA program, the state data management system will be utilized to record financial commitments and update it as appropriate.

3. All pertinent Workforce Development Board policies regarding service delivery must be followed. Routinely, the eligibility determination, service priority, and support policies will be used.
4. Although the ITA system is the primary service option, other training options may be pursued for the participant and offered either directly or through referral.
5. The Career Advisor will continue serving the participant even after the participant completes training to assure successful job maintenance and appropriate follow-up through the development of a wage progressive plan.
6. The program will emphasize strong customer service and satisfaction principles. Continuous improvement will be expected and monitored.
7. File maintenance and recordkeeping are required of each Contractor to document participant activities and to demonstrate compliance with WIOA regulations. Contractors will document eligibility, assessment results, training provided, attainment of competencies and goals, job placement and other activities in each participant's file. All applicable documentation is required to be scanned and electronically uploaded in the Virtual One – Stop (VOS)/Georgia WorkSource Portal (WSP). All participant and project records must be maintained for a period of four years after the date of the last service. Contractors are responsible for these records which must be maintained in a location made known to the administrative entity and must be available for review by agents of the TRWDB, TRRC, the Technical College System of Georgia (TCSG) Office of Workforce Development and the USDOL for audit purposes.
8. Audits by Workforce Development will be conducted throughout the contract period to ensure eligibility is being documented appropriately and accurately. Any audit findings must be addressed and resolved within 30 days of notification from Workforce Development.
9. Contractors are responsible for internal monitoring. A regular and periodic review of the project performance and compliance with the contract is required. Contractors are expected to implement corrective actions to address issues and concerns. Internal monitoring activities will be documented by Contractors. A file for this purpose should be maintained.
10. Follow-up services must be provided as appropriate for clients who are placed in unsubsidized employment, for up to 12 months after the first day of employment. Counseling about the work place is an appropriate type of follow-up service. Follow-up services do not extend the date of exit in performance reporting. Agency required monthly follow-up contact will be documented in the State Data Management System. Required quarterly follow-up Contact will also be documented in the State Data Management System.

### **3. PHYSICAL FACILITIES REQUIREMENTS**

Organizations submitting proposals are expected to have or to be able to acquire suitable physical facilities from which to provide the workforce services. Suitable physical facilities must include the actual offices and meeting room space needed for the delivery of career advisor services and appropriate client activities. The numbers and locations of these physical facilities must be adequate to provide reasonable convenience and accessibility to workforce services for residents throughout the county or counties the applicant proposes to serve. However, this procurement does not require that organizations have or establish a physical facility in every county to be served. This procurement does not provide funding for the establishment of a physical facility.

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

### **4. PROJECT SCHEDULE**

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

October 18, 2021	Release of RFP
November 1, 2021	Deadline for Written Questions
November 9, 2021	Bidder Conference
December 3, 2021	Proposals Due
March 1, 2022	Contract Award (on/about)
June 1, 2022	Program Start Date

### **5. CONTRACT TERM**

The initial contract will be for the period June 1, 2022 through June 30, 2023. The contract will have options to renew for two (2) additional normal contract periods with a contract end date of June 30 each year. The annual renewal of the contract shall be based on the availability of funds and successful contract performance the preceding year. The contract award will be acknowledged by the issuance of a Notice of Award. Renewals will be accomplished through the issuance of annual intent to renew letter to the contractor. Renewals are contingent upon the completion of renewal criteria, including but not limited to: updated proposal information, cost analysis information, favorable evaluations from the consumers, centers and/or programs served and approval for renewal by the TRWDB. Contract(s) resulting from this RFP are contingent upon the TRWDB and the TRRC receiving funds from the Technical College System of Georgia – Office of Workforce Development.

## 6. PERFORMANCE STANDARDS

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

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

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

## 7. SUBMISSION REQUIREMENTS

### A. Procedure for Submitting Proposal

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

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

The deadline for receiving proposals at Three Rivers Regional Commission (TRRC) is **5:00 p.m. Eastern Standard Time on December 3, 2021.** **No proposal will be accepted after this date and time.**

**Please submit one (1) proposal using any of the following methods: electronically, via Flash Drive, or Hard Copy by mail.**

**Electronic copies may be submitted to the following email address:**  
[worksourcectr@threeriversrc.com](mailto:worksourcectr@threeriversrc.com)

**Hard Copies should be mailed to the following address:**

WorkSource Three Rivers  
C/O: Dawn Burgess  
1210 Greenbelt Drive (physical address)  
P.O. Box 97 (mailing address)  
Griffin, GA 30224

- B. Original copy should be signed in a color other than black ink in order to determine which the original is.
- C. Proposals must be submitted unbound, but stapled in the upper left corner with ATTACHMENT A of the proposal (CONTRACT INFORMATION SHEET) as the cover. FAXED proposals will not be accepted.
- D. Technical assistance in completing this proposal will be offered at the Bidder's Conference that will be **held on Tuesday, November 9, 2021 at 11:00 a.m.** via zoom teleconference. Please use the attached link below to login into the Bidder's Conference: <https://us02web.zoom.us/j/82842978500>. Questions and answers regarding the RFP will be answered at the Bidder's Conference. Written questions can be emailed to [cmitchell@threeriversrc.com](mailto:cmitchell@threeriversrc.com) if received by 4:30 p.m. on Monday, November 1, 2021. All other questions other than those in regard to the RFP may be asked by contacting Carolyn Mitchell (678) 588-0115. Questions and answers arising at the Bidder's Conference will be available upon written request or can be viewed on-line at [www.threerivers.org](http://www.threerivers.org).

**8. AWARD OF CONTRACT**

**Evaluation Process and Award Notification**

TRWDB staff will evaluate proposals and make available the evaluation and summary information of the proposals to the Proposal Review Committee. Should a meeting of the Proposal Review Committee not be possible, the TRWDB will review it at their scheduled meeting. Contracts will be awarded based on the decision of the TRWDB/Three Rivers Regional Commission Council at their meetings and subsequent approval by the Three Rivers Regional Commission Council. The proposing agency's official contact person will be notified of the disposition of the proposal through written communications channels by **March 1<sup>st</sup>, 2022**.

**Evaluation Format**

All proposals will be evaluated using the criteria outlined in Attachment Q of this document. Initially, proposals will be evaluated for responsiveness using the Responsiveness Checklist in this proposal package. Only responsive proposals will be considered for funding. Responsive proposals will be evaluated for competitiveness and contracts awarded using the review criteria presented in this proposal package. A contingency list will be developed specifying competitive bidders with whom contracts may be awarded should additional funds become available due to

de-obligation of funds or the identification of additional program needs; or existing contracts with performing contractors may be increased to utilize these funds.

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

### **Conflicts of Interest**

The TRWDB adheres to a Conflict of Interest policy which states that if an actual or potential Conflict of Interest exists, the affected Board Member/Standing Committee Member shall recuse himself or herself from voting on the impacted topic. The member shall also bring the potential Conflict of Interest to the Board's attention prior to the vote and shall refrain from participating in any discourse involving the impacted topic. Such disclosure shall be expressly noted in the Board's minutes. Additionally, in the meeting minutes, the Board shall recite the nature of the actual or potential Conflict of Interest and the recusal of the impacted Board Member/Standing Committee Member with respect to the vote and discussion of the impacted topic.

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

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

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

- Involves the provision of services by such Board Member/Standing Committee Member (or any entity or organization the Board member/Standing Committee Member represents, or in which he or she hold an ownership or pecuniary



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

## 9. APPLICATION FORMAT

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

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

- A. Contract Information Sheet  
*Complete and attach the Contract Information Sheet (ATTACHMENT A).*
- B. Certification Regarding Debarment  
*Complete and attach the Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction Form (ATTACHMENT B).*
- C. Assurances  
*Sign and attach Assurances (ATTACHMENT C).*
- D. Certification Regarding Lobbying  
*Complete and attach Certification Regarding Lobbying (ATTACHMENT D).*
- E. Previous Experience Form  
*Complete and attach Previous Experience Form (ATTACHMENT E).*
- F. Description of Need  
*Complete and attach the Description of Need Form (ATTACHMENT F).*
- G. Project Information
  - 1. Complete and attach Project Description Form (ATTACHMENT G).
  - 2. Complete and attach Project Implementation Form (ATTACHMENT G-1).
- H. Performance Standards

- I. Contractor Affidavit and Agreement  
Complete and attach ATTACHMENT I.
- J. Organizational Information Form  
Complete and attach Organizational Information Form (ATTACHMENT J).
- K. Budget Information - ATTACHMENT K
  - 1. All proposers must complete and attach the Detailed Budget - Year One (ATTACHMENT K-1) and a Budget Narrative for Year One - (ATTACHMENT K-2). If any costs are to be used as stand-in costs, it should be discussed in detail on the Budget Narrative, ATTACHMENT K-2. Any costs which will be funded through non-WIOA funds as the result of collaborating with other agencies should also be discussed in detail on the Budget Narrative. Complete Budget Estimate for Year Two and Year Three, (ATTACHMENT K-4).
  - 2. ATTACHMENT K-3 contains instructions for the Detailed Budget, the Budget Narrative and Budget Estimate for Year Two and Year Three (ATTACHMENT K-4). Instructions should be followed closely to ensure that all requirements for the Detailed Budget, the Budget Narrative and, Budget Estimate for Year Two and Year Three are complete. Dollar amounts should be rounded up to the next highest whole number. Do not include cents.
- L. Specific Fidelity Bonding Requirements
- M. Three Rivers Regional Commission Grievance Procedures
- N. Information Regarding Lobbying
- O. Evaluation Forms

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

## ATTACHMENT A

### CONTRACT INFORMATION SHEET

(COMPLETE AND RETURN AS PAGE 1 OF THE PROPOSAL)

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

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

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

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

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

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

Signature of Legal Signatory: \_\_\_\_\_ Date: \_\_\_\_\_

Print name and title of legal signatory: \_\_\_\_\_

## ATTACHMENT B

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

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

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

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective recipient shall attach an explanation to this proposal.

Name and Title of Authorized Representative	Signature	Date
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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**

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

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

enforcement of this assurance. All eligible service and training providers receiving WIOA funds must comply fully with the provisions of 29 CFR part 2, subpart D (29 CFR 2.30), and ensure that The Department of Labor supported social service programs are open to all qualified organizations, regardless of their religious character and to clearly establish the permissible uses to which The DOL support for social service programs may be put, and the conditions for receipt of such support. Providers must also ensure that The DOL 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, Three Rivers Regional Commission, Three Rivers Workforce Development Board or the Local Elected Officials shall have access to any books, documents, papers and records which are directly pertinent to this contract for the purpose of monitoring program activities, making an audit, examination, excerpts and transcriptions.
12. It will furnish or submit evidence of a fidelity bond posted on those having responsibility for the expenditure of funds under the proposed contract in an amount sufficient to assure sound fiscal practices in order to assure the Federal Government, the State, and the Three Rivers Workforce Development Board against loss of such funds.
13. No WIOA funds will be used for religious, sectarian, or political activities, or to assist, promote or deter union organizing and it will comply with the government-wide drug free workplace requirements as codified in the DOL Regulations at 29 CFR, part 98. WIOA recipients must adhere to the guidelines and restrictions as regarding Unionization/Anti-unionization Activities and Work Stoppages as stipulated in [WIOA Sec. 181 (b) (7)].
14. As recipients of WIOA Title IB adult, youth, and dislocated worker funds, local workforce areas must obtain and have posted the following certifications and assurances.
  - A. Certification Regarding Lobbying [29 CFR Part 93]
  - B. Drug-Free Workplace Requirements Certification [29 CFR Part 98]
  - C. Nondiscrimination and Equal Opportunity Assurance [29 CFR Part 37]
  - D. Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions [29 CRF Part 98]
  - E. Standard Assurances for Non-Construction Programs

15. The information provided by the Offeror/Bidder in the request for proposal is accurate, complete, and current.
16. Prohibition on use of funds for customized or skill training and related activities after relocation. No WIOA funds provided under this CONTRACT for an employment and training activity may be used or proposed to be used for customized training, skill training, or on-the-job training or company specific assessments of job applicants or employees of a business or a part of a business that has relocated from any location in the United States, until the company has operated at that location for 120 days, if the relocation has resulted in any employee losing his or her jobs at the original location.
17. Displacement
  - a. Prohibition. A client in a program or activity authorized under this CONTRACT must not displace (including a partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits) any person currently employed by the participating employer (as of the date of the participation).
  - b. Prohibition on impairment of contracts. A specified activity must not impair existing contracts for services or collective bargaining agreements and no such activity that would be inconsistent with the terms of a collective bargaining agreement shall be undertaken without the prior written concurrence of the appropriate labor organization and employer concerned.
18. Other Prohibitions. A client in a program may not be employed or assigned to a job if:
  - a. any other individual is on layoff from the same or any substantially equivalent job;
  - b. the employer has terminated the employment of any regular, unsubsidized employee or otherwise caused an involuntary reduction in its workforce with the intention of filling the vacancy so created with the WIOA client; or
  - c. the job is created in a promotional line that infringes in any way upon the promotional opportunities of currently employed individuals.
19. Limitation on Use of Funds
  - a. No funds available under this CONTRACT shall be used for employment generating activities, economic development activities, investment in revolving loan funds, capitalization of businesses, investment in contract bidding resource enters, and similar activities that are not directly related to training for eligible individuals under this CONTRACT.
  - b. No funds available through this CONTRACT shall be used for foreign travel the wages of incumbent employees during their participation in economic development activities public service employment, except to provide disaster relief employment, and/or expenses prohibited under any other Federal, State or local law or regulation.
  - c. No funds available under this CONTRACT shall be used to directly or indirectly assist, promote, or deter organizing.
  - d. Funds provided shall only be used for activities, which are in addition to those, which would otherwise be available in the area in the absence of such funds.
  - e. Programs will not impair existing contracts for services or result in the substitution of federal funds for other funds in connection with work that would otherwise be performed, including services normally provided by temporary, part-time or seasonal workers or through contracting such services out.
  - f. The Proposal Offeror (bidder) shall assure that no individual in a decision making capacity (whether compensated or not) shall engage in the selection, award, or administration of the

proposed job training program supported by WIOA funds if a conflict of interest, real or apparent would be involved.

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Signature of Authorized Official

Date

\* \* \*



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

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

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

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

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

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

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

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

\* \* \*

## ATTACHMENT E

### PREVIOUS EXPERIENCE INFORMATION

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

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

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

#### Prior WIA/WIOA Service Information

##### Agency Information:

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

##### Population Served:

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

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

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

Prior Performance Information: ADULTS

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

Prior Performance Information: DISLOCATED WORKERS

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

Prior Performance Information: YOUTH

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

Description of Prior Training Services:

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

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

**ATTACHMENT F**

**DESCRIPTION OF NEED FORM**

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

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

# ATTACHMENT G

## PROJECT DESCRIPTION FORM

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

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2. **Collaboration**

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

Amount of Collaborative Partner	<u>In-Place</u>	<u>Pending</u>	<u>Funding</u>
a. One-Stop Center and/or satellite facility	_____	_____	_____
b. Local education entity	_____	_____	_____
c. Business/industry partner	_____	_____	_____
d. Community-based organization, social service agency, public housing agency or other related program.	_____	_____	_____

- e. Other information relevant to collaboration efforts on the part of the bidder:

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

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

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

II. Indicate the Project Specific Information Following:

A. Staffing Patterns

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

Position                      # Hours per Week      % of Time   Name (if applicable)

B. Facilities Information

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

- a. it is agreeable to locate staff at the One-Stops when ultimately identified.
- b. the number of staff and the corresponding percentages of time staff will be located at the comprehensive One-Stop sites during the transition year ( \_\_ - \_\_ ).

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

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

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

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

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

	YES	NO
a. Entrance/exit ramps	_____	_____
b. Parking	_____	_____
c. Restroom facilities	_____	_____
d. Drinking fountains	_____	_____
e. Classroom facilities	_____	_____
f. Second floor or above facilities	_____	_____

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

C. Recruitment/Target Groups

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

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

D. Will any part of this project be subcontracted? Yes / No

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

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



I. Career Services/Case Management

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

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

II. Training Activities

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

2. How will appropriate internships or work experiences be determined and implemented?

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

III. Specialized Training:

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

- B. Describe the other work-based training options that the provider proposes to offer as further clarification is received (apprenticeship, customized, work experience, internships, incumbent worker training or other).
  
- C. Include any other information regarding training activities, target populations, attainment of credentials, etc. that you consider important to the performance of this project.

#### IV. Follow-Up Activities

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

- E. Describe in detail the planned follow-up strategies for purposes of meeting the employment retention rates Q4. Include time schedules for contacting clients following program exit, as well as strategies for clients who are unemployed and/or underemployed following exit from the program. Specify the staff position or One Stop responsible for retention activities.
  
- F. Describe how the performance standards Median Earnings will be met.
  
- G. How will the program assure customer choice, quality customer service, and continuous improvement?

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

All levels for performance are negotiated with the Technical College System of Georgia – Office of Workforce Development

**ATTACHMENT I  
CONTRACTOR AFFIDAVIT AND AGREEMENT**

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

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

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

\_\_\_\_\_  
Contractor

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

\_\_\_\_\_  
Date

Printed Name and Title of Authorized Officer or Agent

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

\_\_\_\_\_  
Notary Public

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

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

## ATTACHMENT J

### ORGANIZATIONAL INFORMATION FORM

1. General Information

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

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

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

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

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

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

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

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

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

j. Is the organization a non-public postsecondary school? If yes, attach the applicable license.

## 2. Organizational Chart

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

## 3. Fiscal Controls

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

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

4. Audit

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

Complete all appropriate spaces:

Audit provided in this package: Yes  No

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

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

Proposer legally prohibited from providing audit: Yes  No

Organization is subject to Single Audit Act: Yes  No

5. Board of Directors

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

6. Lease Agreement

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

7. Working Capital Advance

Indicate whether this project will need an advance in order to begin operation:

Yes  No

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

Amount of working capital advance requested: \$ \_\_\_\_\_.



8. Worker's Compensation Insurance

a. Name of Carrier: \_\_\_\_\_

b. Policy Number: \_\_\_\_\_

c. Expiration Date: \_\_\_\_\_

9. Business License

Indicate if a city and/or county business license is required in the county (ies) of operation of this project. Yes  No

If yes give business license number(s) \_\_\_\_\_.

10. Related Parties

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

11. Better Business Bureau

Indicate if the proposing agency is in good standing with the Better Business Bureau. Yes  No

12. Has the proposing agency or its principles been found at fault in criminal, civil, or administrative proceedings related to its performance as a training or educational institution?  Yes  No

Discuss: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

## **ATTACHMENT K**

### **BUDGET INFORMATION**

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

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

\* \* \*

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

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

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

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

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

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

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

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

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

### BUDGET SUMMARY FOR YEAR ONE

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

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

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

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

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

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

I. Explanation of Cost Categories:

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

5. Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting and payroll systems) including the purchase, systems development and operating costs of such systems.
6. Awards to sub-recipient or vendors that are solely for the performance of administrative functions are classified as administrative costs.

C. The costs associated with performing programmatic functions:

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

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

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

Complete ATTACHMENT K-1 to reflect the total cost of your project. All Proposed costs should be necessary, reasonable, allocable, and allowable. When indicated in the instructions below, complete



K-2 BUDGET NARRATIVE to justify budget items. The total column should be the sum of the program costs and administration costs for the period indicated at the top of the form. In general, the cost classifications are as follows:

1. Personnel Salaries: List each position title; the annualized salary; the percentage (%) of time to be charged to the LWIOA- 4 project; the total amount requested (Column A); the amount chargeable to administration (Column B); and the amount chargeable to program related, if applicable (Column C). Subtotal salaries cost by category and record in the shaded area as indicated. Use additional copies of this page, if necessary.
2. Personnel Benefits: Provide the percentage (%) and the base used to determine the benefits requested for each individual listed in #1 of the Detailed Budget. Note that the positions listed in the benefits section should correspond to the positions listed in the Personnel Salaries section. Complete Column A, B, and C as described under “Personnel Salaries.” Subtotal the benefits by category and record in the shaded area as indicated. Use additional copies of this page, if necessary.
3. Total Travel: Record the subtotal of local and non-local travel by category in the shaded area as indicated.
  - a. Local Travel: Provide the total number of miles times the number of months times what is allowed by your agency up to the current rate approved by the IRS. Complete Columns A, B, and C. Local travel is considered the fifteen (10) county West Central Georgia area.
  - b. Non-local Travel: Complete Columns A, B, and C. Describe the purpose of the non-local travel in the Budget Narrative, ATTACHMENT K-2. Non-local is considered that outside the fifteen (10) county West Central Georgia Area.
4. Training Materials and Supplies: Specify the items requested, the number of units, the costs per unit, and complete Columns A and C. Provide justification of training materials in the Budget Narrative, ATTACHMENT K-2. Subtotal the training materials and supplies requested and record in the shaded area as indicated.
5. Non-training Materials and Supplies: Specify the amount of non-training materials and supplies requested. Provide justification in the Budget Narrative, ATTACHMENT K-2. Complete Columns A, B, and C as appropriate. Subtotal non-training materials and supplies by category and record in the shaded area as indicated.
6. Facilities: Specify the amount of square feet, cost per square foot, and the number of months for classroom and/or office rent. Complete the amount requested for utilities. Complete Columns A, B, and C for each item as appropriate. Subtotal facilities costs by category and record in the shaded area as indicated.
7. Equipment Purchase/Lease: If the offeror/bidder requests equipment purchase, please provide justification in the Budget Narrative, ATTACHMENT K-2. Specify the item of equipment,

the number of units, the cost per unit and whether to be purchased or leased. Complete Columns A, B, and C, if applicable.

8. Client Cost: Record the subtotal of other training in the shaded area as indicated.
  - a. Books/Supplies: Specify the amount requested for books and/or student supplies, if applicable. Complete Columns A and C. Specify on the Budget Narrative, ATTACHMENT K-4 the supplies and post per each item requested. List the average of books cost per quarter, per program, on the Budget Narrative, ATTACHMENT K-2.
  - b. Uniforms, Tools: Specify the amount requested for uniforms and/or tools. Complete Columns A and C. Specify each item and cost on the Budget Narrative, ATTACHMENT K-2 for the uniforms and/or tools requested. Also provide justification for uniforms/tools.
  - c. Other: Specify any other training costs requested and complete Columns A and C. Provide justification on the Budget Narrative, ATTACHMENT K-2.
9. Work Site Payments: Specify the amount of funds requested to pay WIOA internships, work experiences, or work sites for client training. Indicate on the Budget Narrative, ATTACHMENT K-2, the estimated average length of on-the-job training, the estimated average wage clients will receive, the estimated percentage of wages to be used for payment (i.e. 50%) and the total requested for WIOA work site payments. Include the total amount of work site payments in Column A and C, if applicable.
10. Other Expenses: Record the subtotal of other expenses by category in the shaded area as indicated.
  - a. Non-direct/Indirect Costs: Specify other costs which are non-direct or indirect. For both non-direct and indirect cost, provide a separate identification of each service, the total expense for that service, the percentage charged to the contract and the basis for the allocated charge in the Budget Narrative, ATTACHMENT K-2. Enter the percentage (%) and Base Amount in the Budget. Complete Columns A, B, and C, if applicable. Refer to ATTACHMENT K-3 for instructions in classifying costs to categories other than administration. Documentation of indirect cost rate approval from the offer's agency must be attached to ATTACHMENT K-2, the Budget Narrative. Otherwise, the de minimis rate must be used.
  - b. Audit: Specify the amount requested for audit and complete Columns A, B, and C, if applicable.
  - c. Postage: Specify the amount requested for postage and complete Columns A, B, and C, if applicable.

- d. Telephone: Provide the amount requested for telephone. Complete Columns A, B, and C. Specify the amount per month and the number of months.
- e. Profit/Program Income: Identify the profit margin/percent (%) and the cost base and total against which it is applied in the Budget Narrative, ATTACHMENT K-2. For program income, identify sources of income generation and amount in the Budget Narrative. Complete Columns A and C.
- f. Other: Specify other costs requested. Provide justification for such costs on the Budget Narrative, ATTACHMENT K-2. Also, include any stand-in costs. Stand-in costs are those paid from non-Federal sources that a contractor proposes to substitute for Federal costs that have been disallowed as a result of an audit or other review.

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

\* \* \*

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

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

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

## ATTACHMENT L

### SPECIFIC FIDELITY BONDING REQUIREMENTS

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

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

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

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

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

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

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

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

\* \* \*

## ATTACHMENT L-1

### SCHEDULE OF FIDELITY/ASSURANCE BONDS

(For Information Only - Do Not Return With Proposal)

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

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

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

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

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

## WORKSOURCE THREE RIVERS GRIEVANCE AND COMPLAINTS PROCEDURE

### **GENERAL POLICY**

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

### **EQUAL OPPORTUNITY POLICY**

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

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

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

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

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

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



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

### What to Do If You Believe You Have Experienced Discrimination

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

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

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

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

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

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

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

### **COMPLAINTS OF DISCRIMINATION**

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

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

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

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

**OR**

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

**OR**

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

Or at the website below:

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

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

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

This Notice of Lack of Jurisdiction must include:

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

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

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

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

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

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

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

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

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

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

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

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

This Notice of Lack of Jurisdiction must include:

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

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

### **COMPLAINTS OF FRAUD, ABUSE OR OTHER ALLEGED CRIMINAL ACTIVITY**

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

### **COMPLAINTS AGAINST PUBLIC SCHOOLS**

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

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

#### **GENERAL GRIEVANCE POLICY**

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

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

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

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

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

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

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

**The written statement must include**

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

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

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

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

This Notice of Lack of Jurisdiction must include:

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

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

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

## Hearing Process

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

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

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

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

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

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

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

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

## Appeal Process

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

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

\_\_\_\_\_

**PARTICIPANT NAME (PRINT)**

\_\_\_\_\_

**DATE**

\_\_\_\_\_

**PARTICIPANT NAME (SIGN)**

\_\_\_\_\_

**DATE**

**ATTACHMENT N**  
**INFORMATION REGARDING LOBBYING**

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

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**DISCLOSURE OF LOBBYING ACTIVITIES 0348-0046**

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

(See reverse for public burden disclosure)

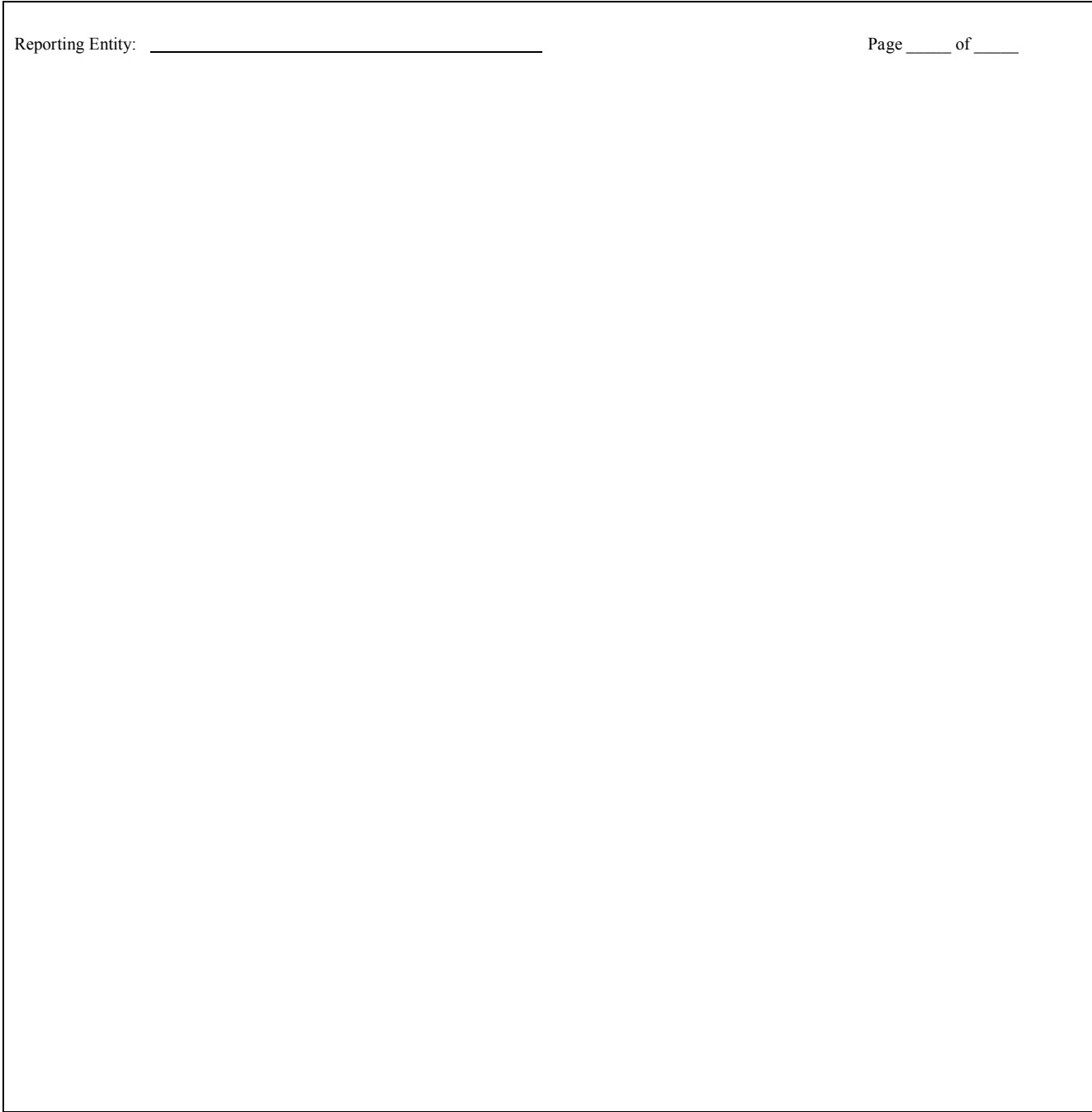
<p>1. Type of Federal Action:</p> <p><input type="checkbox"/> a. contract  <input type="checkbox"/> b. grant  <input type="checkbox"/> c. cooperative agreement  <input type="checkbox"/> d. loan  <input type="checkbox"/> e. loan guarantee  <input type="checkbox"/> f. loan insurance</p>	<p>2. Status of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

**DISCLOSURE OF LOBBYING ACTIVITIES  
CONTINUATION SHEET**

Approved by OMB  
03348-0046  
Authorized for Local Reproduction

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

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



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

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

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

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

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

\* \* \*

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

**ATTACHMENT O**  
**PROPOSAL REVIEW & EVALUATION PROCESS**

**ATTACHMENT O  
PROPOSAL REVIEW & EVALUATION PROCESS**

**PROPOSAL REVIEW**

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

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

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

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

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

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

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

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