

Middle Georgia



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**Youth
Request for Proposals
Program Year 2018**

Middle Georgia Consortium Inc.
124 Osigian Blvd., Warner Robins, Georgia
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**WORKSOURCE MIDDLE GEORGIA
MIDDLE GEORGIA WORKFORCE DEVELOPMENT BOARD
YOUTH SERVICE REQUEST FOR PROPOSALS (RFP)**

Purpose: To obtain workforce development services for Middle Georgia out-of-school youth, eligible to receive program services under Title I of the Workforce Innovation and Opportunity Act of 2014. Programs services requested are to be provided from April 1, 2019 – March 31, 2020. Programs may begin earlier or later, depending upon need and availability.

Issued By: Darrell Stillings
Executive Director
The Middle Georgia Consortium, Inc. (MGCI)
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Warner Robins, Georgia 31095-8539

Contact Person: Unterio (Terry) Robertson
Youth Services Specialist
(478) 953-5435
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Descriptions: Middle Georgia Consortium Inc. will be referred to by the following synonyms:
Middle Georgia Consortium
Middle Georgia Workforce Development Board (WDB) Staff
Consortium Staff

Georgia Work Ready (GWR)
Out-of-School Youth (OSY)

Date Issued: December 10, 2018

Submission Date: January 10, 2019

Part A

A. INFORMATION FURNISHED BY THE REQUESTOR

I. PROPOSAL SUBMISSION INFORMATION

1. Background – The Middle Georgia Consortium (WorkSource Middle Georgia) is requesting proposals for training programs and services to address the job preparation needs of area out-of-school youth residents eligible to receive services under the Workforce Innovation and Opportunity Act (WIOA) of 2014.

The Middle Georgia Service Delivery Area includes the Georgia counties of Baldwin, Crawford, Houston, Jones, Monroe, Peach, Pulaski, Putnam, Twiggs, and Wilkinson. All aspects of the local WIOA program are administered by the Middle Georgia Consortium, Inc. (MGCI), a private, non-profit corporation organized and directed by the Workforce Development Board (WDB) and the Executive Committee of Chief Elected Officials (CLEO's) of Middle Georgia.

It is our philosophy that the partnership which has revolutionized job training across the country, can be extended to the contractors we fund within the constraints of a contractual relationship. If your proposal is funded, we will do everything in our power to help you succeed.

Resources:

USDOL

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

WIOA Final Regulations

https://www.doleta.gov/wioa/Final_Rules_Resources.cfm

WIOA Guidance

https://wdr.doleta.gov/directives/All_WIOA_Related_Advisories.cfm

WIOA FAQ

<https://www.doleta.gov/wioa/FAQs.cfm>

WIOA Public Law

<https://www.gpo.gov/fdsys/pkg/PLAW-113publ128/pdf/PLAW-113publ128.pdf>

Georgia State Plan

<https://www2.ed.gov/about/offices/list/osers/rsa/wioa/state-plans/ga.pdf>

Region 6 (WorkSource Middle Georgia and WorkSource Macon/Bibb) Regional Plan

<http://www.mgwib.com/public-notice.php>

This RFP is organized so that Part A provides background information for the proposer and Part B and C contain specific instructions for completing the proposal. Part A includes how and when to submit the proposal and how it will be evaluated and funded. It also describes the Middle Georgia Consortium WDB Staff's normal working relationships with contractors and standard contract terms. Finally, it describes the types of programs and services the Middle Georgia Consortium is interested in funding. Parts B and C contain the format in which the proposal should be submitted, questions to be answered and forms

to be completed.

2. Proposal Submission and Approval Schedule -

Request for Proposal Issued	December 10, 2018
Deadline for Receipt of Proposal	Close of Business (5:00pm) January 10, 2019
Bidder's Conference	December 20, 2018
Approximate Proposal Review Date	January 14, 2019 – January 23, 2019
Proposal Approved for Funding	January 24, 2019
Service Period	April 1, 2019 – March 31, 2020
Approximate Award Amount	\$500,000

Bidder's Conference

A Bidder's Conference will be held at the Middle Georgia Consortium office, 124 Osigian Blvd., Suite A, Warner Robins, GA 31088 on December 20, 2018 at 2:30 p.m. Please register by calling Teresa Ragan at (478) 953-4771 or by email at tragan@mgwib.com.

Attendance at the Bidder's Conference is not mandatory.

3. Requestor's Contact Person - All questions regarding the contents of this RFP should be directed to Unterio (Terry) Robertson, Youth Services Specialist.

4. Copies to Submit and Deadline – Five (5) copies of the proposal, one with an original signature, should be submitted in person or by mail to the Middle Georgia Consortium office at 124 Osigian Blvd., Ste. A., P.O. Box 8539, Warner Robins, Georgia 31095 by close of business (5:00 PM) on the deadline date given above. Each proposal will be logged in by an appointed staff person with received date and time. Proposers should ensure that hand-delivered proposals are properly logged. All proposers will be given a receipt for their proposals, either by mail or in person. Proposer who do not submit the correct number of copies will be determined non-responsive and will not be considered for funding.

5. Unacceptable and Late Proposals, Modification and Withdrawal – Any proposal received at the Middle Georgia Consortium office after the exact time specified for receipt will not be considered unless a logical explanation can support the delay; and

(1) It was sent by registered or certified mail not later than the fifth (5th) calendar date prior to the date specified for receipt of offers (e.g., an offer submitted in response to a solicitation requiring receipt of offers by the sixth (6th) of the month must have been mailed by the first (1st) or earlier);

(2) It was sent by mail (or telegram is authorized) and it is determined by the Consortium that the late receipt was due solely to mishandling by the Consortium after receipt at the MGCI office; or

(3) It is the only proposal received by the Middle Georgia Consortium.

Any modification or technical correction to a proposal is subject to the same conditions as in (1) and (2) above. Each proposal will be reviewed as submitted; therefore, proposing firms should insure that they are complete with regard to substantive content, mathematical computations and cost item amounts. The only acceptable evidence to establish:

(1) The date of mailing of a late proposal or modification sent either by registered or certified mail, is the U.S. Postal Service postmark on the wrapper or the original receipt

from the U.S. Postal Service. If neither postmark shows a legible date, the proposal or modification shall be deemed to have been mailed late. (The term "postmark" means a printed, stamped or otherwise placed impression that is readily identifiable without further action as having been supplied and affixed on the date of mailing by employees of the U.S. Postal Service.)

(2) The time of receipt at Middle Georgia Consortium office is its log sheet, time-date stamp on the proposal, or other documentary evidence of receipt maintained by the Middle Georgia Consortium.

Proposals may be withdrawn by written or email notice received at any time prior to award. Proposals may be withdrawn in person by the proposer or his authorized representative, provided his identity is made known and he signs a receipt for the proposal prior to award. Afterwards, all remaining proposals become the property of the Middle Georgia Consortium.

6. Multiple Proposals – If a firm intends to submit more than one proposal, they should be completed in such a way that they are not connected or contingent upon one another. For example, if two proposals are submitted by a firm, both of which would be administered by a single manager if both were funded, the manager's compensation should be included, in full, in the line item budget for both. An estimate of cost savings may be included in the budget section, however, to explain the effect of funding both proposals.

7. Failed Competition – Failed competition occurs when an RFP is issued and no proposal, or only one proposal, is received for a funding category in the RFP. If no proposal is received for a funding category in the RFP, the Middle Georgia Consortium WDB staff is authorized to seek the services by any means they deem feasible. In all cases, a proposal must be prepared by the subrecipient or vendor, be determined responsive and be rated, be determined competitive and be reviewed and approved for negotiation by the WDB and Executive Committee in the manner prescribed for competitive procurements. Reasonableness of costs will be determined, and contract negotiations will be conducted in the manner prescribed for noncompetitive procurements.

8. Responsiveness Determinations – A responsive proposal is one which complies, in all material aspects, with the requirements of the RFP in terms of method and timeliness of submission and substance of the proposal. A minor irregularity in a proposal, which is deemed to be a matter of form, rather than substance, the correction of which would not be prejudicial to other bidders, does not render a proposal nonresponsive. Responsiveness determinations will be made on the following criteria:

- a. Proposal submitted by deadline, or only one proposal received in a funding category.
- b. Requested number of copies was sent.
- c. Required forms were prepared and submitted.
- d. All narrative sections addressed.
- e. Program will operate within the specified period of performance.

A report of nonresponsive proposals will be submitted to the Youth Committee, the full WDB and the Executive Committee. Proposers who have submitted nonresponsive proposals will be notified of this determination and the criteria on which it was based, at

the same time as all proposers are notified of the action taken on their proposals.

II. PROPOSAL EVALUATION AND AWARD

1. Proposal Rating and Ranking – All completed proposals are to be submitted to the Middle Georgia Consortium in accordance with the terms, conditions and procedures as stated herein. This RFP contains funding for Out-of-School Youth only. Funding Category classification is the responsibility of the Consortium staff. The Youth Committee, the WDB and Executive Committee, may choose to alter the classification of individual proposals, based upon the description included in the RFP.

All proposals determined to be responsive will be rated on the technical and cost criteria identified in the RFP. Middle Georgia Consortium staff will be assigned by the Executive Director to rate proposals. The Youth Committee, WDB and Executive Committee members may also rate proposals. Raters will be provided a copy of the relevant sections of the RFP, the proposals they are assigned to rate, a rating guide and rating sheets, and any performance information, monitoring results and reference checks available regarding the proposer. Ratings will be used to prepare rankings based on total scores within the one funding category.

Proposals accepted will be rated and ranked using the following weighted criteria which corresponds, more or less, to the RFP's submission format:

WIOA Evaluation Criteria

Criteria	Max Pts
<i>Organizational Overview/Experience</i>	(10)
Bidder submitted record of past performance with WIOA (or similar program)	
Bidder provided a clear and relevant mission/vision	
Bidders provided a description and brief history of the organization	
Bidder demonstrated unique expertise that distinguishes organizations	
<i>Financial/Fiscal Accountability</i>	(20)
Bidder has financial and administrative experience in managing multiple federal, state and /or private funding sources	
Bidder provided documents establishing financial history	
Bidder is up-to-date on taxes (income, annual state & federal, payroll, etc.)	
Bidder provided evidence that acceptable accounting systems are in place	
Bidder provided a proposed budget and narrative, which may include: personnel cost, operational expenses, direct expenses, and other estimated cost	
Bidder's budget is adequate for the scope of work presented in the RFP	
<i>Capacity</i>	(15)
Bidders provided a functional or proposed organizational chart that is deemed satisfactory to meet program needs	
Bidder provided a workflow/logistical model	
Bidder provided a reasonable plan for staffing	
Bidder described resources the entity can bring to the workforce system	
<i>Partnership & Community</i>	(20)
Bidder demonstrated experience with oversight of multi-organizational staff	

Bidder demonstrated a plan for partner integration within the entity
Bidder provided a plan or demonstrated expertise in working with both rural and urban populations simultaneously (if applicable to local area)
Bidder explained how the organization will measure customer satisfaction

Programs/Program Outcomes (20)

Bidder provided a proposed program design model
Proposed outcomes are relevant to the mission and objectives of OSY programs
Bidders has detailed service delivery model that correlates to the proposed outcomes
Narrative clearly demonstrated how activities will lead to the proposed outcomes

Technology, Data & Reporting (15)

Bidder described existing data and reporting process
Bidder described how they will track and evaluate each specific performance goals on a recurring basis
Bidder described technological needs in order to assume operation
Bidder demonstrated an ability to ensure and maintain data integrity

Maximum Points..... 100

2. Competitiveness Determinations –A proposal must receive a minimum score of 75 from at least one rater in order to be considered competitive. Staff ratings for each proposal will be averaged to derive a composite rating. Proposals not receiving the minimum score will be considered noncompetitive and will receive no further consideration for funding. Bidders who have submitted noncompetitive proposals will be notified of this determination and the rating score they received, at the same time as all bidders are notified of the action taken on their proposals.

3. Management Review of Proposal Ratings – The ratings and rankings by funding category will be submitted to a Consortium Management Review Panel appointed by the Executive Director. The panel will review the rating results and develop recommendations regarding their disposition by the Youth Committee responsible for proposal evaluation.

4. Youth Committee Review of Proposals, Proposal Ratings and Management Review Panel Recommendations – The results of the staff proposal ratings and management review recommendations will be submitted to the Youth Committee for review. Proposal contents and related information collected by the Consortium staff will be provided to the Youth Committee in a form and level of detail determined by the staff. If the Youth Committee does not state a preference, proposal synopses will be prepared displaying relevant information and indicating ratings, rankings and recommendations within the Funding Categories. Information will also be provided on performance, reference checks and monitoring results.

5. Youth Committee Interviews with Proposers – The Youth Committee may interview any proposer whom they feel could provide clarification of a proposed training program, and as needed to make an informed recommendation to the WDB and Executive Committee. The interviews must be limited to obtaining clarifying information and may not involve negotiations of any sort. The selection of proposers to interview will be based solely on the need to obtain clarifying information.

6. Youth Committee Recommendations on Proposals - After review of proposal information, the Youth Committee will develop recommendations for the full WDB

regarding actions to be taken on responsive proposals. The recommendation will consist of a ranking of responsive proposals within the Funding Category, a list of proposals not receiving the minimum score of 75 required by the RFP which will not be ranked, and a list of proposals determined to be nonresponsive. Of the ranked proposals, the Youth Committee may condition the ranking and funding on changes in the proposal or the receipt of additional information, such as satisfactory performance information on a proposer's training program currently in operation at the time the recommendations are made.

7. WDB and Executive Committee actions on the recommendations of the Youth Committee— The WDB and Executive Committee actions on the Youth Committee's recommendation will be to approve them as submitted, or to revise them as follows:

- a. Alter the recommended rank order,
- b. Add conditions, or remove the recommended conditions for funding.
- c. When two proposals are otherwise evenly ranked, proposals from Local Education Agencies (LEA's) and organizations with demonstrated performance will be ranked above proposals of non-LEA organizations and high-risk subrecipients.
- d. Disapprove proposals for funding.

8. Limitations on Requestor's Commitments – This RFP does not commit the Consortium to award a contract, to pay any costs incurred in the preparation of a proposal to this request, or to procure or contract for services or supplies. The Consortium reserves the right to accept or reject any or all proposals received as a result of this request, or to cancel in part or in its entirety this RFP, if it is in the best interest of the WorkSource Middle Georgia or the Middle Georgia Consortium.

9. Consortium Staff Responsibilities – The Middle Georgia Consortium WDB staff is authorized to negotiate contracts for ranked proposals. The staff may not negotiate contracts for proposals determined to be nonresponsive and those determined not to have received the minimum score sufficient to be ranked. The staff has the discretion to require changes in program design, start dates, service levels and contract amounts, which do not conflict with the conditions specified by the WDB and Executive Committee. The staff is also authorized to determine which proposals can be funded with estimated available grant funds, in the rank order within the funding category established by the WDB and Executive Committee.

10. Notification to Offerors – Based upon the decisions made by the WDB and Executive Committee, the Consortium staff will notify offerors of the status of their proposals as falling into one or more of the following categories:

- a. Eligible for negotiation and funding - Included in this category are responsive proposals meeting or exceeding the minimum required score and receiving a rank high enough so that funds are available to cover the estimated cost of the contract.
- b. Eligible for conditional negotiation and funding - Included in this category are responsive proposals, meeting or exceeding the minimum required score and receiving a rank high enough so that funds are available to cover the estimated cost of the contract. In addition, conditions have been placed upon these

proposals by the WDB and Executive Committee which must be satisfied or agreed to in order to qualify for contracting.

- c. Eligible for negotiation when/if funds are available - Included in this category are responsive proposals, meeting or exceeding the minimum required score, but not receiving a rank high enough so that funds are available to cover the estimated cost of the contract.
- d. Ineligible for Negotiation - Included in this category are nonresponsive proposals and responsive proposals which did not meet the minimum required score for negotiation, and proposals not approved for funding by the WDB or Executive Committee.

The staff will negotiate with bidders whose proposals fall into a and b. Bidders whose proposals fall into c will be contacted for negotiations if funds become available. Bidders whose proposals fall into category d due to non-responsiveness will be notified of the reasons; those whose proposals did not receive the minimum required score, will be notified of this status and the score received. All bidders in this category will be notified that no further action will be taken regarding their proposal.

11. Contract Negotiation and Award - The Middle Georgia Consortium may award a contract based on offers received, without discussion of such offers with the proposers. Each offer should be submitted in the most favorable terms, from a price and technical standpoint, which the proposer can make to the Middle Georgia Consortium. However, the Middle Georgia Consortium reserves the right to request additional data or oral discussion or presentation in support of written proposals. Negotiation of contracts will be performed by Middle Georgia Consortium staff and include negotiations to establish cost reasonableness and verification of the prospective contractor's responsibility, integrity and financial capability. The fact that a proposal has been approved by the WDB and Executive Committee does not obligate the Middle Georgia Consortium to enter into a contract without successful negotiation between the parties concerned. The Middle Georgia Consortium's Executive Director will make the determination that a contract cannot be successfully negotiated with the proposer, based on the facts of the disagreement over contract terms and conditions. The proposer may appeal such a decision using the Middle Georgia Consortium grievance procedure.

12. Contracts Funded – Contracts funded as result of this request for proposals may be extended beyond the duration of the initial contract period. The project will be funded for one year and may be continued for additional years without a new proposal. Continuation of a contract beyond one year will be based on satisfactory performance during the previous year, resolved monitoring and/or auditing issues, successful contract negotiation, fund availability and approval by the Middle Georgia Workforce Development Board and Chief Local Elected Officials (CLEO).

13. Appeal Procedure - Within three (3) working days following receipt of the determination made regarding its proposal, the proposer must advise the Middle Georgia Consortium's Executive Director, or other designated persons, of intent to appeal. This notification may be oral. Within five (5) working days following the receipt of the determination made regarding its proposal, the proposer must provide the Middle Georgia Consortium with a written appeal. Within one (1) working day following receipt of the written appeal, the Consortium staff will transmit the appeal to the WDB Chairperson.

Within five (5) working days following receipt of the appeal by the WDB Chairperson, Consortium staff will notify the proposer in writing of the results of the appeal. If the proposer is still aggrieved following the WDB's action on the appeal, the proposer may appeal utilizing the Consortium grievance procedure.

III. WORKING RELATIONSHIPS WITH SUBRECIPIENTS

1. Standard Contract Terms - Subrecipients will be required to conduct programs in accordance with P.L., 113-128, Workforce Innovation and Opportunity Act of 2014; Federal and State regulations related to the Act, including USDOL Regulations 20 CFR Parts ,603, 651, 652 et al; 2 CFR 200, Technical College System of Georgia Workforce Division and the implementing instructions provided by the Middle Georgia Consortium.

Each contract will include assurances to this effect and require adherence, as applicable, to the nondiscrimination requirements of the law, 29 CFR XIV, Equal Employment Opportunity procedures, the Contract Work Hours and Safety Standards Act wages and overtime requirements, the Copeland Anti-Kickback Act, 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 Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975 as amended, Title IX of the Education Amendments of 1972 as amended, and with all applicable requirements imposed by or pursuant to regulations implementing these laws. The United States has the right to seek judicial enforcement of these assurances. Assurances must be provided that safeguards against fraud and abuse are maintained, that financial management systems are capable of effectively controlling and accounting for program funds and other assets, and that small, minority and women's businesses will be given an opportunity to participate in the performance of the contract.

Subrecipients are also required to notify the Consortium of any staff changes which occur during contract performance who must meet established qualification requirements. Any property furnished to the Subrecipient, by the Consortium, is subject to certain property management procedures which the Subrecipient is required to follow. Subrecipients must also agree to cooperate with the annual Consortium financial and compliance audit and periodic monitoring and evaluation visits by Federal, State, and local officials. Monitoring and auditing may include a review of the names and qualifications of the Subrecipient's officers, directors, and managing personnel, and those of affiliates or subsidiaries with program responsibility.

Subrecipients may be required to obtain an audit as a condition of the contract. Subrecipients not required to obtain an audit include State technical institutes and colleges for which the State Department of Audits' reports or reviews satisfy this requirement, contracts of less than \$750,000 when combined Federal funding to the Subrecipient is less than this amount, and private for profit contractors. Other Subrecipients who already have financial and compliance audits performed which satisfy WIOA audit requirements may negotiate to have a portion of the cost paid for with WIOA Funds; if this is the proposer's intent, an estimate and justification of the cost should be included in the proposal. Subrecipients in the Middle Georgia area who would not otherwise have an audit performed may be audited by the Consortium's auditors and no amount should be included in proposals; Subrecipients outside the Middle Georgia area required to have an audit should provide a cost estimate and justification for the contract's portion of a Federal funds financial and compliance audit. All audits the cost of which will be included in proposals must meet the standards reflected in applicable 2 CFR 200 Procurement.

Any subcontracts to be used must be approved by the Consortium, and interest in the contract may not be assigned to others. Required Subrecipient reports to the Consortium

may include, but are not limited to, invoices and earnings reports, contract objectives performance reports, and Subrecipient internal monitoring reports, including any Work Experience Worksite or Limited Internship worksite monitoring conducted by the Subrecipient.

Any Subrecipient using motor vehicles in conducting programmatic activities must provide automobile insurance which clearly specifies that the Consortium is not liable and a Hold Harmless Agreement should be put in place against claims arising from the ownership, maintenance, or use of them. The Subrecipient will furnish a Certificate of Insurance for the contract period with the following minimum coverage limitations: (a) Automobile Liability Insurance with \$500,000 coverage per occurrence for bodily injury and property damage. This policy should cover all owned, non-owned and hired vehicles. The Automobile Liability Certificate of Insurance should include specific language that the Middle Georgia Consortium is held harmless from or against any and all claims arising from the ownership, maintenance or use of the insured organization's motor vehicles; (b) Comprehensive General Liability Insurance, including Personal Injury, Blanket Contractual Liability and Products/Completed Operations coverage in the amounts of \$500,000 for each occurrence and \$1,000,000 aggregate; (c) Workers' Compensation Insurance prescribed by Georgia Law, covering personal injuries to any and all Subrecipient employees who are directly involved in the operation of the contracted employment and training program; and (d) Fidelity bonding required in an amount equivalent to the Subrecipient's largest planned advance or invoice request.

A public agency will be considered for exemption from the above referenced liability insurance requirements if it provides a written opinion letter, signed by its attorney, certifying the agency's qualification for sovereign immunity against liability under Georgia law. All approved agencies must be able to demonstrate that the Consortium is adequately protected against theft, fraud and inability to perform relative to the risk in providing funds.

2. Types of Contracts and Payments – The Consortium may utilize cost-reimbursement or cost-reimbursement plus fixed fee types of contracts in obtaining training services for the out-of-school youth population. Public or private non-profit organizations must utilize cost-reimbursement contracts, while private for-profit organizations must utilize cost-reimbursement plus fixed fee contracts.

Funding for contracted programs may be provided through any single Consortium funding source, or any combination of Title I, Workforce Innovation and Opportunity Act funding sources, which includes WIOA In-School and Out-of-School funds. An overall maximum amount of Consortium funding is established for each contract. However, the Consortium reserves the right to provide funding from multiple sources, based upon participant service level determinations described below.

The Consortium reserves the right to establish participant service levels for each contracted program by multiple funding sources and by other negotiated criteria. All initial participant service level determination criteria and corresponding participant service levels are negotiated between the Consortium and the Subrecipient. Subsequent participant service levels, which are determined by applying the participant service level criteria at prescribed intervals during the operation of the contracted program, will be affected by the Consortium, at its exclusive discretion, in the manner described in the contract work statement.

Criteria for establishing participant service levels are tailored to the needs of each contracted program. Some examples of participant service level criteria which may be utilized include:

Maximum Number or Minimum Number of Participants to be enrolled in Title I OSY or ISY during an enrollment period or at intervals: To be determined prior to the commencement of an enrollment period or at interval by the Consortium, at its exclusive discretion, based upon availability of participant training and participant support funds by level, previous subrecipient recruitment performance, Technical College System of Georgia Workforce Division Equity-of-Service requirements and inter-program transfer needs.

Maximum or Minimum Number of Participants to be enrolled during an enrollment or at interval as Transfers from other Middle Georgia Training Partnership Programs: To be determined prior to the commencement of an enrollment period or at intervals by the Consortium, at its exclusive discretion, based on availability of participant training and participant support funds, Technical College System of Georgia Workforce Division Equity-of-Service requirements and inter-program transfer needs.

Maximum or Minimum Number of Participants to be enrolled during an enrollment period or at interval as Youth (Female), Youth (Afro-America), Youth (High School Dropout), Youth (TANF Recipient), etc.: To be determined prior to the commencement of an enrollment period or at intervals by the Consortium, at its exclusive discretion, based upon Technical College System of Georgia Workforce Division Equity-of-Service requirements and previous and anticipated Subrecipient recruitment performance.

Cost reimbursement contracts provide an estimate of total costs for the purpose of obligating funds and a ceiling that the Subrecipient may not exceed (except at Subrecipient risk) unless the awarding party agrees to amend the contract to provide additional funds. This kind of contract may also provide for fixed-fee profit payment units, which may not be increased unless the contract is amended to increase the scope of work.

The contract provides for payment of all allowable costs to the extent prescribed in the contract. Subrecipients operating under a cost reimbursement contract must assure that only costs associated totally with the programs are billed, and that they are allowable according to applicable Federal cost principles. For example, the compensation of a Subrecipient's accounting personnel who account for program funds and funds dealing with other activities of the Subrecipient's organization, must either be prorated on the same basis to the program and to the other activities, or included in an approved Federal indirect cost rate. An example of an "unallowable charge" would be entertainment costs such as alcoholic beverages which cannot be billed to the program regardless of the benefit the program might derive from the cost. In sum, costs may only be billed to a program to the extent they benefit the program, as well as being allowable. In addition, costs must not exceed the contract budget.

In addition, costs must not exceed the contract budget and must be classified according to WIOA cost categories. The three cost categories for WIOA Title I are Administration, Direct Training and Training and Related Support Services. Administrative costs are those associated with the supervision and management of the program, such as the compensation of accounting personnel. Direct Training Services costs include costs

associated with the instructional, counseling and related program costs such as teachers' salaries. Training and Related Supportive Services costs include such things as payments to support participants while in training. Most participant support will be made directly to the participant by the Subrecipient or by the Consortium if negotiated and is not to be reflected in the cost budget.

Classification of a cost, in effect, depends on its use. For example, a computer used to train participants would be charged to Direct Training, but a computer used for accounting would be charged to Administration.

Cost reimbursement plus fixed-fee contracts provide additional payments based on performance. To earn the fixed-fee for qualifying participants, the Subrecipient must demonstrate: 1) The participants have attended at least 100% of the minimum number of training days required for completion of training and must have passed the final skill acquisition test or evaluation. 2) The participants have obtained permanent, unsubsidized employment placement in specified target occupations at the minimum hourly wage and scheduled weekly earnings specified. Placements must be made within forty-five (45) calendar days from the day of separation from training, or by the last day of the contract period, whichever occurs first. Placements must also remain employed for at least thirty (30) consecutive calendar days, though this period may extend beyond the forty-five (45) day period. Employment may be with the same employer or another employer, but there must be no break in employment, the hourly wage and scheduled weekly earnings must not decrease. The Subrecipient must obtain the signatures of the placement employer on verification forms indicating the hourly wage, scheduled weekly earnings, scheduled work hours, occupation, employment date and thirty (30) days of work on the job. If the placement is to be made with the Subrecipient, or with an organization under the direction and control of the Subrecipient, or in any position classified by any unsubsidized employer as being of temporary duration, prior written approval of the Consortium is required.

Consortium invoicing procedures require that invoices be submitted on a monthly basis for costs incurred or payments earned. Monthly invoices should be submitted by the seventh (7th) of each succeeding month. Supporting documentation required for cost reimbursement invoices will depend on the Subrecipient's experience with this type of contract and a review of the accounting system and internal controls. Documentation for the fixed-fee portions includes instructor's program completion certifications, items purchased, and employer verifications of placement and retention.

During contract negotiations, a subrecipient may request youth participant supportive services, work experience, and other training related payments be expensed by the Middle Georgia Consortium with appropriate supporting documentation. These terms and conditions will be negotiated prior to contract award.

Items purchased by the Subrecipient should be obtained using methods which meet the procurement standards prescribed in the applicable 2 CFR 200 Procurement for Federal Awards or the Middle Georgia WDB Procurement Policies and procedures. Small purchase procedures should be used for all purchases of \$150,000 or less. Unit cost over \$5,000 must be approved by the Middle Georgia Consortium and the state (Technical College System of Georgia).

In addition, closeout reports must be submitted within thirty (30) calendar days of the contract expiration date, containing the final billing and a statement that no further claims

will be made. For cost-reimbursement plus fixed-fee contracts, this means that all placements and retentions must be earned and documented within thirty (30) days of contract expiration.

For monitoring and audit purposes, program records should be maintained for a minimum of three (3) years from the date the closeout is submitted. Audit findings and resolution may extend this period. Records should be maintained which support amounts invoiced, counseling, attendance, training progress, supportive services, job development, placement, termination and follow-up.

3. Coordination of Participant Services – Subrecipient is responsible for selecting trainees and filling all training slots. Subrecipient is responsible for all aspects of participant Recruitment, Eligibility, Assessment and Case Management. Subrecipient is responsible for developing and establishing a program design in accordance with WIOA, State & Federal Rules and Regulations to provide adequate, efficient and necessary services that will meet the participant's need and as well as the required negotiated WIOA youth performance goals.

Subrecipient should establish and operate a centralized eligibility verification and data entry system where its staff will verify and determine program eligibility before an individual is deemed appropriate to enter training or be entered into the state's data entry system (Georgia Work Ready System). Subrecipient staff is responsible for entering all data, except participant enrollments, status changes and exits. Subrecipient is responsible for notifying the Consortium of participants selected and the date the participants are scheduled to report to training. Only eligible persons may be enrolled in training. Subrecipient staff is responsible for completing and forwarding the appropriate forms for participant enrollments, status changes and exits to the Consortium for approval and data entry in a timely manner to avoid compliance issues.

Subrecipient is responsible for following the design framework (Objective Assessment, Individual Service Strategy and Case Management) defined in 20 CFR 681 to develop and establish youth programs designs to provide services to local youth.

Objective Assessment – Each applicant will be required to undergo a comprehensive assessment process to be conducted by the Subrecipient staff prior to referral and/or selection for a training program. Following an initial assessment session which includes orientation, eligibility determination and program suitability, the applicant will be scheduled to attend objective assessment which will include, but is not limited to, administering a series of aptitude and assessment tests, a review of academic and occupational skills levels, service needs and strengths and other methods of evaluation for the purpose of identifying appropriate services and career pathways for participants and developing the participant's individual service strategy. The TABE Locator and TABE Survey will be administered to all program applicants. Results from the test will be used to determine basic skill deficiencies. Additional assessment may include tests to measure a participant's occupational interest and attitude. Assessment results are valuable to the applicant and have proven to be a very useful counseling tool for staff responsible for determining program suitability of participants.

Individual Service Strategy (ISS)– Subrecipient staff will develop an Individual Service Strategy for each applicant who, based on Initial and Objective Assessment results, could benefit from WIOA training programs and services based on the needs of each youth

participant that is directly linked to one or more indicators of performance described in WIOA sec.116(b)9@)(A)(ii) that identifies career pathways that include education and employment goals, that consider career planning and the results of the objective assessment and that prescribes achievement objectives and services for the participant. Elements contained on the ISS form will address the participant's employment goals, achievement objectives, competency levels to be achieved by the participant as a result of program participation, time frames for achievement of objectives, needs for supportive services and documentation of counseling and measurement of progress. Subrecipient staff is responsible for matching participant interest, skills and aptitude with available training resources. Subrecipient staff should ensure that the participant's ISS contain at least one or more of the fourteen (14) required elements that the youth is participating in for youth services.

Case Management –Subrecipient staff is responsible for the case management of each participant selected for and enrolled into training.

Case Management is an integral part of WIOA youth services. It is a collaborative process between the Subrecipient staff and the youth during training and follow-up services. Case management/service coordination is the planning, coordination, monitoring and evaluation of steps needed for a participant to achieve his/her desired goals. Communication between youth and subrecipient staff is key to the success of attaining set goals.

Subrecipient staff must contact participant at least once per month to evaluate progress, provide counseling, assist with problems and issues and provide any other allowable services needed by the youth. Subrecipient staff is responsible for entering case notes into the state's data system at least monthly. Subrecipient staff is responsible for updating the ISS and Case Notes in the local file and the state's data system as participant's progress through training and as training goals change. Subrecipient is responsible the counseling needs of participants to assure that they will be able to complete school, complete training, obtain employment and/or enter advanced training. Issues such as economic needs, family problems and changing occupational objectives should be periodically assessed.

Case Management duties include but are not limited to the following: Outreach and Recruitment, Orientation, Intake and Eligibility Documentation, Assessment, Selection for Training, Referral to Training, Referral to Other Agencies, File Management, Data Entry, Counseling, Conflict Resolution, Participant Tracking, Training Progression Evaluation, Work Experience Worksite Development/Placement, Job Development, Job Search/Placement, Resume Development, and Follow-Up.

Subrecipients awarded contracts under this RFP will be responsible for the implementation and delivery of all activities and services to successfully meet the desired training contract outcomes and program performance measure requirements. Subrecipient is responsible for linking participants to appropriate services by locating, developing or referring participant to services that meet program and participant goals and objectives. Subrecipient is responsible for making every effort to contact or engage the participant every 30 days which may include home visits, if required, for participants who lacks the initiative to maintain engagement or who will not maintain regular monthly contact on their own. Listed below is a list of case management responsibilities, which is not all inclusive, the Subrecipient staff is expected to perform under the contract.

Service Delivery Area - The service delivery area includes the following counties: Baldwin, Crawford, Houston, Jones, Monroe, Peach, Pulaski, Putnam, Twiggs and Wilkinson. Subrecipient may provide services for one (1) county or up to all ten (10) counties in the service delivery area.

Outreach and Recruitment – Subrecipient staff is responsible for the outreach and recruitment of WIOA eligible youth applicants. Outreach activities may include radio and social media announcements, newspaper advertisements, flyers and brochures, staff presentations, as well as referrals from other community partners. Subrecipient staff is responsible for developing referral procedures between Subrecipient staff and other community partners to ensure appropriate youth are referred for service. Collaborative partnerships with community agencies that work with youth within the local area are encouraged to ensure successful recruitment of youth applicants.

Intake and Eligibility Documentation – Subrecipient staff is responsible for the collection of documentation to establish eligibility. Subrecipient staff is responsible for reviewing WIOA Application and supporting documentation with youth and parents/guardians, where required, for accuracy and to document and establish eligibility. Youth applicant and/or family members will be required to provide information on income, receipt of public assistance benefits, or other resources required to determine eligibility. Documentation to verify age, social security number, residential address, family household size, immigration requirements, etc. will be required during the intake/eligibility process. Male applicants age 18 or older are required to be in compliance with Selective Service Registration (Draft Compliance). Subrecipient staff is responsible for submitting completed eligibility files to the Consortium for approval before referring youth to training. Subrecipient staff is responsible for submitting a referral to the Consortium for approval authorizing a training start date. Subrecipient staff is responsible for uploading all documentation relating to eligibility determination into the GWS.

Youth will not be allowed to begin any training activity until all aspects of the intake/eligibility process have been completed, supporting documentation requirements have been gathered, and a clear eligibility determination has been made by Consortium staff.

Orientation – Subrecipient staff is responsible for ensuring that all interested youth are provided with information regarding the full array of WIOA services that are available. All applicants/participants must be provided information on the WIOA training structure, program and occupational requirements and benefits, program objectives, attendance requirements, and any other information that may be relevant to the participant's success in the program.

Assessment – Subrecipient staff is responsible for ensuring that an Objective Assessment is performed on every youth where a number of conditions are assessed to help determine the youth interest, aptitude, ability and/or capacity to successfully participate in training prior to entering training and to complete an Individual Service Strategy (ISS) which outline steps required to meet the youth's identified goals.

The assessment process includes but is not limited to collecting and reviewing information on the following: family situation, prior work history, education status, goals for education and/or employment, work readiness, supportive service needs, basic subsistence needs,

and any other information relevant to the development of the ISS. Assessment tools will be used to determine occupational and employability interest, basic skills and supportive service needs. Additional assessments such as structured interviews and behavioral observations may be included, as appropriate. Assessment tools used to obtain certain assessment results such as occupational and employability interest and basic skills will be discussed during the Bidder's conference.

Individuals with prior WIOA relevant assessment results (assessed within the last 6 months or less) from another agency may submit relevant assessment results to Subrecipient staff. When necessary, a release statement from the applicant will be obtained and provided to outside agencies in order to authorize release of such assessment results. Admission test scores from area vocational/technical schools must be received before Objective Assessment is scheduled.

Referrals – Subrecipient staff is responsible for referring youth that are determined ineligible to participate in WIOA services but could be better served by other non-WIOA agencies/programs/resources, should be referred to the appropriate program(s). Referrals should also be given, if the youth is in need of services, programs, resources, etc. beyond those services available by the Subrecipient. Referrals may be to another agency that provides one or more of the required fourteen (14) youth elements. Referral(s) must be documented in the applicant/participant file. In addition, participant may be referred to a one-stop partner to receive services.

Consortium referral assistance may include referring potential enrollees and making its facilities available as a temporary base of operation during program start-up for interviews, telephone calls, etc. These services may be provided as requested, if space is available.

Individual Service Strategy (ISS) Development - Individual Service Strategy (ISS) is a comprehensive service plan that is developed by Subrecipient staff and the youth. The ISS will be developed based on the results from the objective assessment that detail education and career goals, academic and supportive service needs, skills training, action steps required to achieve goals and objectives and document training progress. Subrecipient staff and youth participants must sign the ISS document and retain in the youth's file. Information collected on the ISS should also be entered in the GWR system.

The ISS should be reviewed monthly while the youth participates in training; re-evaluated and updated as the youth achieve training goals, objectives and milestones and during the 12-follow-up period after the youth has completed or ended training.

Data Entry- Subrecipient is responsible for registering youth in the GWR system ensuring that a file has been established in the system and a state ID number has been assigned. Subrecipient staff is responsible for entering youth WIOA applications into the GWR System after eligibility has been determined and approved by the Consortium staff. Subrecipient is responsible for maintaining youth case notes in the GWR system with any achievements, objective or milestones obtained during training and follow-up (12months after training) as well as any personal contact information. Subrecipient staff is responsible for entering case notes monthly, analyzing and entering measurable skills gains each semester and uploading participant credentials per semester as they are achieved. Subrecipient is responsible for printing and maintaining paper copy of case

notes in youth file.

Subrecipient is responsible for completing the necessary paperwork (WIOA Service Assignment Form) to enroll youth into training; transferring youth from one activity to another activity; exiting youth from training activity or program and follow-up (Follow-Up Form); and forwarding the appropriate form to Consortium staff for data entry. The Consortium staff will perform the specific data entry and forward the computer-generated results to the Subrecipient staff to be maintain in the youth's file. Consortium staff will provide training and technical assistance on files/records management.

Participant File / Records Requirements – Subrecipient is responsible for providing a secure location for securing and maintaining files to prevent identity thief and fraud.

Training Progression Requirements – Subrecipient staff is responsible for conducting training progression evaluations on youth enrolled in GED. Evaluations will include remediation review of the four (4) subject areas; Reading/Language Arts, Math, Science and Social Studies. Subrecipient is responsible for conducting periodic assessment during instructional training to assess literacy gains and readiness to take the GED test. Subrecipient is responsible for entering literacy level gains and readiness for GED testing into the GWR System.

Consortium staff should be notified within three (3) days of all participants who drop-out or complete training. To assist in this regard, the Consortium Staff should be notified by the Subrecipient of potential nonpositive exits along with the most up-to-date contact information.

GED Examinations – Subrecipient staff is responsible for determining the appropriate time for participants to take the official GED examination (if applicable). Subrecipient staff is responsible for ensuring that participant meet pre-test requirements, register participants to take GED examination(s) and make GED examination fee payments. Subrecipient must explain in the proposal the process leading up to making payment to take the GED examination to eliminate undue circumstances for the participant.

Work Experience – Subrecipient staff is responsible for developing worksites to allow youth participants to participate in work-based learning and hands-on employment experiences. Work Experience can be paid or unpaid or volunteer activities. Worksites may be private sector employers, non-profit, or public agencies. Worksites and job duties must be non-hazardous. All Participants are covered by Worker's compensation insurance purchased by the Consortium. Subrecipient staff is responsible for notifying insurance carrier and the Consortium of accidents or injuries to participants while participating in training. Such accidents or injuries must be reported in accordance with Consortium policies.

Work Readiness Curriculum – Subrecipient staff is responsible for developing and implementing a Work Readiness curriculum consisting of structured workshops for students to learn life skills and workplace skills to have a successful career. Curriculum topics may include but are not limited to the following: financial literacy, self-efficacy, interview strategies, resume writing, work application strategies, workplace etiquette, follow-up letters, telephone etiquette, time management, leadership, etc.

Job Search / Job Placement – Subrecipient staff is responsible for assisting youth with job search and placements. Subrecipient staff is responsible for establishing and maintaining working relationships with local area employers, GDOL Career Centers, and other community partners/resources. Subrecipient staff is responsible for Job Search and Placement services necessary to secure unsubsidized jobs for participants. Job development activities should begin prior to the end of training, since the longer a participant goes without a job, the less likely that one will be found.

Post-Secondary Education Assistance - Subrecipient staff is responsible for assisting youth participants interested in post-secondary education. Subrecipient staff must be knowledgeable of the local post-secondary educational institutions, admissions requirements, programs of study, financial aid availability, etc. to assist youth participants seeking post-secondary educational opportunities.

Transportation - Middle Georgia WDB will not fund the purchases or lease of buses, cars, vans, or any other modes of transportation under this RFP. Due to the lack of, or limited availability of mass transportation services, supportive service payments may be available to eligible participants enrolled in activities according to local support policies. Transportation services may be provided by a central operator if available for planned group activities such as training-related field trips. Service Provider is responsible for coordinating transportation services as appropriate.

Follow-Up Services – Subrecipient staff is responsible for conducting follow-up services for a minimum of twelve (12) months after the end of training or the completion of participation. Follow-up means quarterly contact with the participant to determine their status and to inquire if additional services or support is needed to achieve a positive program outcome. Subrecipient staff is required to obtain and document quarterly follow-up results in the GWR System and youth participant’s file. In addition, subrecipient is responsible for forwarding all credential and unsubsidized employment information to the Middle Georgia Consortium.

Follow-up services may include: tracking participant progress in employment or other training activities, career development, assistance with post-secondary education, job search assistance, or other services deemed appropriate for the participant’s success.

Staffing & Duties - Staff positions, job duties and qualifications needed to successfully operate the project must be included in the RFP. Staffing duties may include but not limited to: intake/eligibility documentation, administering assessments, service coordination, counseling/follow-up, instructing, job development, job placement, case management, entry of counseling notes in GWR, program management, etc. Staff must have a minimum of a high school diploma or higher education degree and have effective oral and written communication skills. Staff must have the ability to work directly with the public and communicate with individuals with various ethnic, cultural, social and economic backgrounds.

Attach resumes for each staff position that will be utilized.

Subrecipient is responsible for consulting with Consortium Program Staff about any problems that arise. Subrecipient is responsible for notifying Consortium staff of possible grievances which, if the grievance reaches the Consortium level and are filed against the Subrecipient, will be subject to Consortium grievance procedures.

4. Coordination with Other Agencies and Programs –WIOA Section 121 (b)(1)(B)(i) requires that the youth program function as a required one-stop partner and fulfill the roles and responsibilities of a one-stop partner described in WIOA Section 121(b)(1)(A) to make “one-stop partner” services available to youth at local one-stop locations. Since the Consortium is a one-stop partner and the services obtained through this RFP can be deemed career & case management services, these access requirements will devolve to the subrecipient. For youth, such connections may include those that facilitate:

- a. The coordination and provision of youth activities;
- b. Linkages to the job market and employers;
- c. Access for eligible youth to the information and services required in 20 CFR 681.460;
- d. Services for noneligible youth such as basic labor exchange services, other self-service activities such as job search, career exploration, use of one-stop center resources, and referral as appropriate; and
- e. Other activities designed to achieve the purpose of the youth program and youth activities as described in WIOA Section 129(b)-(c).

Connections between the One-Stop system and youth service providers facilitate the coordination and provision of youth activities, connections to intermediaries with links to the job market and employers, and access to information about WIOA youth programs and other youth service providers. These connections facilitate providing services to both eligible and non-eligible youth. It should be noted that eligible providers of youth activities shall ensure that an eligible applicant who does not meet the enrollment requirements of the particular program or who cannot be served shall be referred for further assessment, as necessary, to appropriate programs to meet the basic skills and training needs of the applicant.

Services available at Middle Georgia One-Stops from required partners which may be accessed by the youth served and coordinated with the program funded under this RFP include:

- a. WIOA Adult, Dislocated Worker, and Youth Programs
- b. Wagner-Peyser Act
- c. Federal-State Unemployment Compensation Program
- d. Local Veteran’s Employment Representatives & Disabled Veteran’s Outreach Programs
- e. Trade Act Program
- f. Carl D. Perkins Vocational and Technical Education Act
- g. Adult Education & Family Literacy Act
- h. Vocational Rehabilitation Act
- i. Senior Community Service Employment Program
- j. Job Corps
- k. Employment and Training Administration Programs for Migrant & Seasonal Farmworker Programs
- l. Community Services Block Grant Act
- m. HUD Employment & Training Activities

Links to entities should be established that will foster participation of local eligible youth and will involve the entities in the program’s design and implementation, and include the

following:

- a. Local area justice and law enforcement officials;
- b. Local public housing authorities;
- c. Local education agencies;
- d. Job Corps representatives;
- e. Representatives of other area youth initiatives, including those that serve homeless youth and other public and private youth initiatives; and
- f. Parents, youth participants, and other members of the community with experience. 20CFR 681.650

The subrecipient should also ensure that eligible youth are provided the following referral services in conjunction with the Consortium's referral activities:

- a. Providing youth with information regarding the full array of applicable and appropriate services available through the Local Boards, eligible providers, and One-Stop partners; and
- b. Referring youth to appropriate training and educational programs that have the capacity to serve them either on a sequential or concurrent basis.
- c. In order to meet the basic skills and training needs of eligible applicants who do not meet the enrollment requirements of a particular program or who cannot be served by the program, each eligible youth provider must meet the referral requirements in WIOA Section 129(c)(3)(A).

IV. PROGRAMS REQUESTED

1. In General - The Middle Georgia Consortium is interested in funding efficiently run training programs that provide the best available preparation for employment and a second chance at labor market success for youth in our area who need it. All out-of-school youth programs should feature employment as the ultimate objective for participants. Priority is given to programs designed for high quality jobs, where quality is based on hourly wages, weekly earnings, fringe benefits and job security. Emphasis is also on employability development to enable youth to satisfy employer expectations in terms of work habits, basic education skills and job responsibilities. After obtaining competence in these areas, the program emphasis should shift to obtaining employment for which training has equipped them. Key implications of these priorities are that the most successful programs will be those that link training content as closely as possible to job requirements where carefully planned employer involvement, as early as possible in programs, is a critical success factor.

Training programs for out-of-school youth should feature activities designed toward (1) attainment of basic skills, (2) attainment of GED or post-secondary school diploma/degree/certificate and (3) placement and retention in post-secondary school, military or unsubsidized employment.

Included in this section is information on Middle Georgia's performance standards, WIOA participant characteristics and target groups, and labor market demand. The information represents our view of Middle Georgia's needs and potential, and we expect a recognition of this information to be reflected in proposals, either through its incorporation in the proposal content or by a discussion of why it is not feasible or desirable. There is only one (1) Funding Categories - Out-of-School Youth (OSY). All proposals must follow the

designed framework defined in 20 CFR 681.420 and describe how their organization will provides services to the targeted population based on the required Fourteen (14) Program elements defined in 20 CFR 681.460.

2. Period of Performance – The funding period for contracts resulting from this solicitation is April 1, 2019 through March 30, 2020. Proposers should plan to start programs on or after April 1, 2019. Since it is not feasible for all programs to start on that date, the Consortium reserves the right to negotiate all contract start-up dates.

3. Funds Available for Training Contracts – The Consortium intends to execute contracts with obligations not to exceed the approximate RFP award amount. Subrecipients must make participant payments directly to the participants and any other vendors associated with the contract award. Subrecipients may request participant support payments to be paid directly to the participants by the Consortium, must include a total estimated participant support payment amount in the proposal. Subrecipients must submit participant timesheets and any other supporting documentation to the Consortium for support payments to be made to the participants by the Consortium.

Subrecipients responding to this RFP who plan to provide services to just one county must complete the proposal to specify which county and complete the budget summary to include all costs needed to provide services to that county.

If a subrecipient responding to this RFP plans to provide services to one or more counties, the subrecipient must specify which counties and complete the budget summary to include all costs to provide services to the counties identified in the proposal.

Proposers may find similar cost estimates that may be useful in determining the size and service intensity of programs to propose.

4. Performance Standards – WIOA performance standard levels for youth are based on prior years' experience, characteristics of program terminees, National and State objectives and the local labor market environment. These factors cause the standards to vary from time to time.

For purposes of this solicitation, and for use in evaluating proposals, the performance standard levels given below will be used. Acceptable levels for individual services are not provided, since they will depend on the participant characteristics, intensity of services, contractor risk, and labor market objectives proposed, but the standards shown should provide general guidance on acceptable program performance levels.

Listed below are the Middle Georgia performance measures and goals for the out-of-school youth populations targeted for this solicitation.

Performance Measures	State Negotiated Levels	Definitions
Placement in Employment, Education, or Training (2nd Quarter after Exit)	65%	Percentage of youth program participants who are in education or training activities, or in unsubsidized employment, during the 2nd quarter after exit from the program.
Placement in Employment Education or Training (4th Quarter after Exit)	59%	Percentage of youth program participants who are in education or training activities, or in unsubsidized employment, during the 4th quarter after exit from the program.
Credential Attainment Rate	52%	Percentage of program participants who obtain a recognized secondary school equivalent (GED diploma) within 1 program year. A participant who has attained a secondary school diploma or its recognized equivalent is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent only if the participant also is employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program.
Measurable Skills Gains	Not Yet Determined	Percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skills gain toward such a credential or employment.
Repeat Business Customer	Not Yet Negotiated	Percentage of employers who have use WIOA core program services more than once during the last three reporting periods.

Out-of-school youth ages 16-24, outcomes include measurable skills gains, attainment of a GED and/or placement and retention into unsubsidized employment, apprenticeship, military, post-secondary education or advanced training.

Subrecipient is responsible for providing the following assistant to achieve outcomes:

- a. Help participants who completed the GED transition into unsubsidized employment or into an in-demand post-secondary curriculum, or military.
- b. Help participants who have received a high school diploma and have not enrolled into post-secondary education (within 90 days of graduation) achieve post-secondary enrollment or unsubsidized employment in an in-demand

- career or industry or entered into the military.
- c. Help participants obtain soft skills, entrepreneurship skills and workplace etiquette to prepare them to enter the labor market.

5. Nonduplication – WIOA funds may not be used to duplicate facilities or services available in the area (with or without reimbursement) from Federal, State, or local sources, unless it is demonstrated that the WIOA-funded alternative services or facilities would be more effective or more likely to achieve performance goals.

Listed below are criteria by which to determine if services would be unjustifiably duplicative. Proposers may use the following criteria, derived from the regulations to justify a proposal involving an apparent duplication of services:

- a. cost of existing vs. proposed services
- b. waiting lists for existing services
- c. relative effectiveness of existing vs. proposed services
- d. the customized nature of proposed services vs. existing services (for targeted participants or employers)
- e. the timeliness of proposed services vs. existing services
- f. relative access to services by targeted participants (geographically or in terms of entry requirements).

In order to assist the proposer in identifying any apparent duplications, a list of training programs approved by the Consortium provided by area publicly-funded technical institutes are provided below.

Programs of Study	
1	Accounting
2	Air Conditioning Technology (Diploma)
3	Aircraft Structural Technology (Diploma)
4	Associate of Science in Nursing (Degree)
5	Automotive Technology (Diploma)
6	Aviation Maintenance Technology (Degree)
7	Cardiovascular Technology (Degree)
8	Cisco CCNP Network Specialist (Technical Certificate)
9	Commercial Truck Driving (Technical Certificate)
10	Computer Support Specialist (Degree)
11	CompTIA A+ Certified Preparation (Technical Certificate)
12	CompTIA A+ Certified Technician Preparation (Technical Certificate)
13	Computer Programming (Degree)
14	Dental Hygiene (Degree)
15	Diesel Truck Maintenance (Technical Certificate)
16	Early Childhood Care and Education (Degree)
17	Electrical Systems Construction and Maintenance (Diploma)
18	Electronic Technology (Degree)
19	Geographic Information Systems (Degree)
20	Industrial Systems Technology (Degree)
21	Industrial Systems Technology (Diploma)
22	IT Professional (Degree)
23	Logistics Management (Degree)

24	Networking Specialist (Degree)
25	Paramedicine (Degree)
26	Practical Nursing (Diploma)
27	Radiologic Technology (Degree)
28	Surgical Technology (Diploma)
29	Welding and Joining Technology (Diploma)

If training is proposed in these areas, the proposal should reflect a justification distinguishing the proposed training from the training already provided. Since Adult Education is also provided throughout the area through publicly-funded institutions, a justification would also be required.

If the proposer intends to utilize area technical colleges for the provision of occupational skills training, the proposal must include actual costs of such training programs. Costs for supportive services should be included. Training-related costs such as purchase of tools, uniforms, exam fees etc., should be included in the proposal budget section and described in the narrative.

6. Participants Characteristics - Proposers should use this information as a guide to the characteristics of participants they can expect to recruit and in completing Part B. IV of the RFP, "Participants to be Served".

Homeless	High School Dropout	English Language Learner
Runaway	Basic Skills Deficient	Pregnant or Parenting Youth
Foster Child	Individual with a Disability	Low-Income
Offender	Public Assistance	Requires Additional Assistance

WIOA has established "Requires Additional Assistance" (Attachment P) for youth, a characteristic defined locally, for the purpose of eligibility determination. Participants are required to meet at least one or more of the above characteristics, as appropriate.

Out-of-School (OSY) Youth Eligibility

Participants must be 16 to 24 years of age. Participants under the age of 18 must have parent/guardian sign eligibility paperwork to participate.

Except for introductory program orientation offered by WIOA, OSY must be determined WIOA-eligible prior to being enrolled or receiving any other WIOA services or resources and MUST reside in one of Middle Georgia WDB's 10-county service area.

Service Provider is responsible for outreach, recruitment, and collecting documentation to determine youth eligibility to receive or participate in WIOA funded training. Eligibility must be completed in accordance with WIOA regulations and the Middle Georgia WDB policies and procedures. Individual must not be allowed to begin any training or receive any services until eligibility determination has been established.

OSY (WIOA Section 129 (a)(1)(B)):

MUST MEET all three (3) requirements:

- a. Not younger than 16 and not older than 24 years of age at the time of enrollment.
NOTE: Because age eligibility is based on age at enrollment, participants may continue

- to receive services beyond the age of 24 once they are enrolled in the program;
- b. Not attending any school (as defined by the State law as a public, private or home study program that meets requirements under O.C.G.A Sec.20-2-690). NOTE: Youth enrolled in an adult education program provided under Title II of WIOA, YouthBuild programs, and Job Corps programs are considered OSY; and
 - c. One or more of the following:
 - i. A school dropout, as defined by the State (a youth attending an alternative school at the time of enrollment is not considered a dropout);
 - ii. Within the age of compulsory school attendance (ages 6-16) but has not attended school for at least the most recent complete school year calendar quarter. School year calendar quarter is based on how local school districts define its school year quarters. In cases where schools do not use quarters, local programs must use calendar quarters;
 - iii. A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either;
 - Basic skill deficient (8.9 grade level and below); or
 - An English language learner;
 - iv. An offender (subject to the juvenile or adult justice system);
 - v. A homeless individual (as defined in section § 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C 1403 e-2(6)), a homeless child or youth aged 16-24 (as defined under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434A(2)));
 - vi. A runaway;
 - vii. An individual in foster care or has aged out of the foster care system or who had attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;
 - viii. An individual pregnant or parenting;
 - ix. An individual with a disability; or
 - x. A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment. (See Attachment P)

No applicant will be placed in an OJT position who has previous work experience of any length in the same general occupational area as the OJT position.

7. Labor Market Information - In the case of out-of-school youth training program proposals, the Consortium is interested in funding proposals for training which feature placement in occupations and industries with significant demand for workers, especially where skill shortages exist. The quality of the jobs targeted for placement, in addition to demand, is also an important factor which should be discussed in each proposal. Job quality includes hourly wages, scheduled weekly earnings, fringe benefits, hours of work, seasonality of employment, promotion or advancement potential, and working conditions such as safety. Proposers should compare their placement objectives with the information provided in this section and also assess the job quality aspect of their objectives. The resulting conclusions should be a part of proposals. This section is not intended in any way to limit placement objectives to certain industries and occupations, if proposers can demonstrate adequate demand and job quality for those proposed.

The Middle Georgia labor market includes the Counties of Baldwin, Bibb, Crawford, Houston, Jones, Monroe, Peach, Pulaski, Putnam, Twiggs and Wilkinson.

Below is a list of post-secondary majors and careers that are considered in-demand for the Middle Georgia service area. The following list is not all inclusive. If a career or occupation is not on the list, contact the Youth Service Specialist to see if the career can be approved.

Early Childhood Education
Avionics
Healthcare
Information Technology
Teaching
Precision Manufacturing
Welding and Joining

Computer Science
Accounting
Manufacturing and Production
Certified Engineer Assistant
Movie and Set Design
Commercial Truck Driving
Industrial Maintenance

If a participant enters a 2-year college or technical college, tuition, books, fees and tools may potentially be supplemented if an in-demand career or occupation is pursued. If a participant is enrolled in a 4-year college, the last 2 years, once all core classes and pre-requisites have been completed and the participant has been formally accepted into his/her program of study, can tuition, books, fees, tools, etc., be potentially supplemented if pursuing an in-demand career or occupation. Also, if a participant pursues a certification in an in-demand occupation, the educational costs may potentially be supplemented.

8. Authorized Program Activities – The Fourteen (14) Program Elements defined in WIOA Section 129(c)(2)(A)-(N) in the Law and 20 CFR 681.460 in the Federal Register outline the program activities to be addressed by proposers when responding to this proposal. More in-depth activity descriptions may be found in TEGL 21-16 dated 10/18/16. Proposers should read the activity descriptions and refer to activities in proposals with the names provided, to the extent applicable. The terminology also provides a common language for better communication from proposers to the Middle Georgia decision-makers.

Proposers may include as many of the fourteen (14) required program elements, as applicable. The fourteen elements are listed below:

**WIOA YOUTH ACTIVITIES
REQUIRED FOURTEEN (14) PROGRAM ELEMENTS**

1. Tutoring and Study Skills Training, Instruction, and Dropout Prevention

Strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individual with disabilities) or for a recognized post-secondary credential.

2. Alternative Secondary School and Dropout Recovery Services

Assist youth who have struggled in traditional secondary education or who have dropped out of school.

3. Paid and Unpaid Work Experience

Work experiences that have a component academic and occupational education, which may include:

- a. employment opportunities throughout the year

- b. pre-apprenticeship programs,
- c. internships and job shadowing,
- d. on-the-job training opportunities.

4. Occupational Skills Training

Training programs that lead to recognized post-secondary credentials that are aligned with in-demand industry sectors or occupations in the local area.

5. Education Offered with Workforce Preparation

An integrated education and training model combining workforce preparation, basic academic skills, and occupational skills.

6. Leadership Development Opportunities

Community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors.

7. Supportive Services

Supportive services which are deemed necessary for the individual to participate in authorized program eligible activities, and which are not available from other resources may be provided to WIOA youth participants. Such services may include, transportation, child care, dependent care, or needs-based payments. Youth who are involved in paid work experience shall receive wages as compensation for hours worked and tasks performed. In instances of unpaid work experiences, supportive services may be provided as a stipend.

8. Adult Mentoring (not less than 12 months)

A formal relationship between a youth and an adult mentor with structured activities where the mentor offers guidance, support, and encouragement.

9. Follow-up Services (not less than 12 months)

Services provided following program exit to help ensure youth succeed in employment or education.

10. Comprehensive Guidance and Counseling

Provide referral for individual counseling to participants, including drug/alcohol and mental health counseling.

11. Financial Literacy Education

Provide youth with the knowledge and skills they need to achieve long-term financial stability.

12. Entrepreneurial Skills Training

Provides the basics of starting and operating a small business and develops entrepreneurial skills.

13. Labor Market and Employment Information

Providing information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.

14. Post-secondary Preparation and Transition Activities

Activities that help youth prepare for and transition to postsecondary education and training.

For out-of-school youth, WIOA intends to provide long-term, comprehensive services by reaching out to young people who are not currently attached to an educational (school) entity. WIOA funds for this funding category are intended to build upon existing programs in the community and create new services to assist youth who have dropped out of school, or who have graduated from high school, but who are in need of additional assistance to increase their potential for upward mobility to achieve self-sufficiency.

The proposer's program design should offer a menu of service interventions designed as solutions to young people's problems as they move towards self-sufficiency and provide on-going education, support services, and training needed to grow their skills to successfully compete in the labor market. Proposer using Work Experience as a program activity must enroll the participant in an academic activity, unless the participant is on academic break.

Programs to be funded must demonstrate a systemic, community-wide network to offer a broad range of coordinated services based on the WIOA's required fourteen (14) program elements.

Program Outcomes

Outcomes for out-of-school youth, ages 16-24, will include: (1) attainment of a GED or placement into post-secondary education, (2) credential attainment, (3) placement and retention into unsubsidized employment, (4) pre-apprenticeship/apprenticeship, (5) military or further advanced training.

For participants with the training goal to enlist into the military, the subrecipient may provide tutoring to assist the participant in passing the ASVAB.

Part B

B. INFORMATION TO BE FURNISHED BY THE PROPOSER

General Directions – Proposals should be submitted using the format provided below; that is, the proposal should include Sections I. through VI. and any subsections (labeled 1, 2, 3, etc.) and be titled in the same manner as the format. Required attachments should also be included where indicated. Pages of the proposal should be numbered. In order to avoid redundant responses, these instructions should be read carefully from start to finish before writing. There is no advantage to repeating information, except where clarity or understanding is enhanced. The special instructions indicate where information should be provided class-by-class; where this is not indicated, the information can be provided on a program-wide basis. Any amounts or numbers used should be consistent throughout the proposal. Questions which do not apply to the program should be answered with "not applicable," "none," etc., instead of simply not responding; this avoids any chance of an omission being considered nonresponsive.

I. PROPOSAL COVER SHEET

Complete and sign the proposal cover sheet per the instructions. (Attachment C)

II. PROPOSAL Synopsis Sheet

Not Applicable

III. PROGRAM DESIGN

This section should include a discussion of the methods and activities you will use to accomplish your objectives tailored to the needs of the participants to be served. Program design is a comprehensive, but not exhaustive, view of the proposed activities. Other sections of the Request for Proposals (RFP) require in-depth descriptions of certain activities; in such cases, there is no need to duplicate in this section what you intend to discuss in detail in other sections. The proposal should include the following six (6) aspects of program design:

1. Overview - Provide an overall summary explanation of the program relating activities, participants and objectives. Specifically describe program elements and linkages with other agencies. Relate these activities to the price or cost of the program. This part of the program design section should be about two pages or less.

2. Program Timing, Sequence and Intensity of Activities – To the extent possible, provide the proposed starting and ending dates, and time periods, for each class component or activity you have briefly identified above in order of their occurrence from contract award to the end of the program. Discuss the number of training cycles (i.e., number of times classes are refilled or courses are repeated during the year), slots in each cycle (i.e., minimum and/or maximum number of youth to be served at any one time), enrollments and exits. Indicate the degree to which the program is open entry/open exit or is limited to specific starting and ending dates for all participants. Describe the intensity of each component in terms of participant training schedules (hours per day and week), course loads and total weeks and hours in training. Include a description of minimum, average and maximum participant training time and length of stay, and the rationale for each.

3. Types and Methods of Training – Using the attached Youth Service and Service Delivery Methodology Form (Attachment D), describe in detail any or all the fourteen (14) program

elements and content of the training program in terms of the knowledge, skills and/or abilities it is designed to impart to participants that the Service Provider will provide; relate these to your program objectives. Describe or attach course curricula. Describe training materials to be used and delivery modes (audiovisual, computer-assisted, etc.); describe especially any "hands-on" learning experiences. Relate these methods to the relevant participant characteristics, instructor/participant ratio and training schedule proposed. For individual referrals, items mentioned above that vary from class to class should be addressed separately.

4. Objectives and Performance Standards – Discuss the objectives of the program. Explain any cases in which proposed standards are lower or absent, if appropriate. Relate, in terms of appropriateness, the kind and level of the standards chosen to participant characteristics. Describe other objectives, such as academic credit, skill gains, competencies, licenses, certificates and other credentials and their value to participants.

5. Non-duplication/Maintenance of Effort - Explain whether the training proposed duplicates or does not duplicate training already provided in the Middle Georgia area. If there is no duplication, no further discussion is necessary. If there is duplication, it must be justified and maintenance of effort for existing training must be addressed. Duplication can be justified on the basis that the proposed training is more effective or more likely to achieve performance goals than current training. Examples of justifying factors include:

- a. cost of existing vs. proposed services
- b. waiting lists for existing services
- c. relative effectiveness of existing vs. proposed services
- d. the customized nature of proposed vs. exiting services (for targeted participants or employers)
- e. the timeliness of proposed vs. existing services
- f. relative access to services by targeted participants (geographically or in terms of entry requirements).

Maintenance of effort requirements provide that the proposal explains, if there is duplication, how the proposed training will add to, and not displace, current training. The reasons for non-displacement may include some of the factors justifying duplication (such as the customized nature of the training but may also involve supply and demand considerations).

6. Other Program Design Features - Describe any other features of the program which you feel were not already adequately discussed. Include any developmental improvements you would consider making with more experience in the Middle Georgia area or with continued funding in future years. Indicate "not applicable" if no additional features need to be discussed.

IV. PARTICIPANTS TO BE SERVED

1. Participant Skills, Needs and Barriers - Describe the proposed participation, enrollment and service levels. Describe the demographic, educational skill and labor market characteristics of participants to be served in the program. Discuss the typical labor market needs and barriers faced by the groups you have described, explain how the training and services in the program will address these needs and help overcome barriers. Discuss specifically the type and amount of counseling and supportive services needed and

to be provided, and job titles of staff who will provide them. Describe methods used to periodically assess participant progress during training and actions to be taken in cases of unacceptable progress. List the skill level participants will have attained upon successfully completing the program, including skills gain and how these gains will be measured, and credential attainment achieved. Middle Georgia Consortium career facilitators and support staff may be available to provide technical assistance as needed.

2. Participant Recruitment and Assessment – Describe the participant recruitment techniques to be used in the program, especially those specifically tailored to the groups to be served. Explain any extra efforts that will be made, if recruitment results are inadequate to meet planned service levels. To the extent possible, describe the quality, frequency, timing and location of any advertising planned for program recruitment. Identify by county, the number or percentage of participants planned to be recruited and explain related transportation methods for participants who do not reside in the county in which the training site is located.

List the minimum entry requirements applicants must meet in order to be accepted into the program. Explain the rationale for each and how they are to be measured (tests instruments to be used, interviews, etc.). Include the areas which will be reviewed for each applicant, such as work history, educational attainment, occupational goals, tests, etc. Relate the entry requirements to the type of participants to be trained, to the training itself, and to its occupational and industrial objectives. For individual referrals, items mentioned above that vary from class to class should be addressed separately.

3. Other Participant Services/Considerations – Explain any other participant related issues that should be mentioned. Discuss any post-placement services to be provided, frequency and length. Explain methods to be used to facilitate 12-month required follow-up for WIOA-funded youth services.

V. EMPLOYER INVOLVEMENT AND OTHER LINKAGES

1. Labor Market Demand and Objectives - Describe the industrial and occupational placement objectives of the program and justify them in terms of the Middle Georgia labor market demands (or, if placements will occur elsewhere, the labor market demands of that area). All training will be occupation specific and must be listed on the objective assessment. Discuss the quality of the occupations targeted in terms of expected hourly wage, weekly earnings, full-time, part-time/seasonal nature, long-term employment stability, fringe benefits and advancement potential.

For individual referrals, separate placement objectives, occupations and job quality factors should be provided for each class, to the extent they vary.

Enter occupations in the Occupational Target Form (Attachment Q)

2. Employer Involvement and Job Development – Describe plans to involve employers in the program. Include any plans for employers to validate curricula or competencies, for employer/volunteers or advisory councils, for employer donations to the program, or for training-related work with employers. Describe the strategy for developing jobs in the industries and occupations you have targeted, including the time, methods and job titles of staff involved. Explain the participant's responsibility and preparation for obtaining employment.

List the employers already contacted, the nature of the assistance they have agreed to provide, number of relevant job openings they expect to have, and attach any correspondence from them indicating hiring commitments or other support. Indicate specifically the employers, if any, who have agreed to hire successful completers of the program; if none, so state. Discuss any plans to follow-up on placements made with employers and participants to determine if they were successful and steps to be taken in unsuccessful cases.

3. Other Linkages – Describe the involvement of other agencies in the program, including when and how they will participate, especially those associated with programs or agencies listed in Part A Section III, Coordination With Other Agencies and Programs. If the program will involve school systems, vocational schools or academic credit, describe how they will participate and who within the systems will be involved. Describe plans to use program graduates in the program as volunteers.

VI. ORGANIZATIONAL CAPABILITY

1. Agency Background - Briefly outline your firm's history and background and include its mission, purpose, and capability to operate programs such as the one proposed. State what percentage of the firm's budget was WIOA funded during the last fiscal years. State whether your firm will need advances in order to perform the work and explain why. Describe audits conducted on your firm within the last three (3) years in terms of number, type, findings and corrective actions. Describe any cases in the last three (3) years in which your firm has had WIOA contracts which were either not renewed or terminated early, the reasons and actions taken to overcome any deficiencies identified by your firm or the funding agency. Provide details concerning grievances, law suits, judgments, bankruptcy and receivership within the last three (3) years including dates, parties, circumstances, dispositions and any pending matters.

Briefly describe the procedures for non-discrimination and equal employment opportunity, and those to overcome sex stereotyping and architectural barriers to employment. State whether your firm is authorized to conduct business in Georgia and under what conditions and provide the firm's IRS agency designation (nonprofit 501(c)(3), etc.). State whether a resolution of your firm's governing body has formally authorized the submission of this proposal. State whether your firm will make available to the Consortium, upon request, a copy of the Articles of Incorporation, Bylaws, list of Board of Directors and affiliations, resolution authorizing submission of proposal and designation of authorized official, copies of audits for the last three (3) years, and IRS designation letter. Complete, sign and date all copies of the Certification Regarding Debarment (Attachment I) and attach at a location convenient for reference purposes near this section. Complete, sign and date all copies of the Certifications Regarding Lobbying (Attachment K) and attach at a location convenient for reference near this section.

Explain how your agency has adequate financial resources for the program, or the ability to obtain them. Explain how you will be able to meet program design specifications at reasonable costs. Explain how your agency has a satisfactory record of integrity, business ethics and fiscal responsibility. (Attachment H: Financial Capability Statement)

2. Assistance in Preparing Proposal – State whether your firm received any assistance in preparing this proposal and if so, by whom, and the conditions of the assistance.

3. Former Clients and Program Performance – List clients (not participants, but funding agencies), programs, earnings or budget, and performance data for programs your firm has operated in the last three (3) years, which may include the current year. An exhaustive list is not required if your agency operates many programs; the list may be limited to the more recent clients, programs similar to the one proposed, the southeast or labor markets similar to Middle Georgia's or programs for which staff proposed have worked. If your program experience is limited to, or includes Middle Georgia, data may be included for these programs. The clients listed will be contacted to verify the information provided. Complete the Client Information Form (Attachment R) and include agency name, address, contact person and phone number. The programs should be described in terms of type of activity (e.g. classroom training, occupational skills), general occupational objective (e.g. Nurses' Aides) and/or other objective (e.g. GED preparation), and groups served (e.g. out-of-school youth).

Performance information should include, as applicable, demonstrated quality of training, ability to provide or arrange for appropriate supportive services per the Individualized Service Strategy (ISS) to include child care, number enrolled, number terminated, number remaining in training, retention in employment, training completion, job placement, and participant earnings rates. A rule of thumb for the number of funding agencies for which performance data should be provided would be three, which the Consortium will be able to contact and who can verify the information submitted; lack of verification may adversely affect the firm's funding prospects.

4. Program Organization and Personnel – Attach an organization chart and describe the functions of program staff in relation to it. Include a discussion of the internal controls to be used in assuring that assets are reasonably protected. In cases of programs to receive advances or cost reimbursement contracts, specifically discuss check/cash controls; if advances are to be requested, explain why a commercial loan will not be used instead for cash purposes, especially if the agency is ineligible for a loan due to bankruptcy or insolvency; for cost-plus-fixed fee contracts, specifically discuss controls over verification documents and other bases for earnings. Disclose any plans to subcontract any part of the program, or state that there will be no subcontracting. Attach resumes of staff planned for employment in the program, including what their responsibilities will be, percent of time devoted to the program and their qualifications and accomplishments in previous programs, especially those similar to that proposed. Though the Consortium prefers that staff be identified, for positions currently vacant, attach job descriptions with minimum or desired qualifications, responsibilities and percent of time identified; also describe how, when and from what labor markets employees will be recruited to fill the vacant positions. Describe how the firm will assure that staff vacancies or absences do not interfere with the program's operation, and specifically describe your source of substitutes which may be needed, and staff leave policies.

With reference to the information provided above, explain how your agency has the necessary organization, experience, accounting controls, operational controls and technical skills to perform the work.

5. Conflicts of Interest - Bidders should disclose in this section any actual or potential conflict of interest involving its officers, employees, agents or owners and any Youth Committee member, WDB member, Executive Committee member or Consortium employee, or any member of their immediate family, their business partners or associates

or their employer's officers, employees or agents. Bidders are prohibited from offering, giving or agreeing to give a gratuity or an offer of employment in connection with any aspect of this procurement, or as an inducement for the award of a contract or subcontract. Bidders are prohibited from retaining Youth Committee member, WDB members, Executive Committee members or Consortium employees, or any member of their immediate family, their business partners or associates, or their employer's officers, employees or agents, to solicit or secure a contract for a commission, brokerage or contingent fee or the promise of such payments. Bidders or affiliated companies or organizations, are prohibited from offering or agreeing to engage in noncompetitive pricing practices such as price fixing in connection with this procurement.

If the bidder is not aware of any actual or potential conflict of interest, so state.

VII. BUDGET AND COST ANALYSIS

This section requests the proposer's estimate of costs associated with the program, along with the profit, if any, proposed. It may be helpful to refer to Part A Section III. 2, "Types of Contracts and Payments," before completing this section. This section must include the budget forms provided in Attachment G, as well as a narrative justification of the cost for the six (6) line items described below.

1. Line Item Justification - The purpose of this section is for the proposer to justify the costs and profit proposed. Items and amounts provided should be submitted in sufficient detail to permit a judgment as to the reasonableness of the costs (e.g. is \$500 a reasonable amount for a desk?). In addition, the proposer should explain why the costs are necessary or desirable by describing how it will be used (e.g. 10 student desks are needed for a 10-person class). Any donated items should be described in the appropriate section even though there is no cost.

The proposer should also identify any items which are to be used partially for the program and partially for other purposes; the total cost and percentage to be used in the program will establish its reasonableness. The method of arriving at the percentage should also be identified (e.g., % of time, % of items, % of square feet occupied, etc.). Partial use items which cannot be clearly identified in this manner should be included as "Overhead or Indirect Costs."

The "Budget Summary" forms (Attachment G) should be attached at a location convenient for reference purposes near to this section. The narrative should refer to the forms where appropriate. In addition to the above considerations, provide the following information to justify the costs:

(1) Operations Costs

Office Space and Related Costs – Identify the location of the proposed training site or efforts to identify acceptable locations and lease or ownership rights or plans. Describe the facility in terms of actual or desirable costs, months of occupancy, square footage, bathrooms, classrooms, shop areas, absence of architectural barriers, parking, nearness to public transportation, geographic location, etc. For office maintenance, itemize maintenance contracts, repairs, janitorial and other maintenance costs. For utilities, itemize phone, electricity, gas, water, garbage collection and related costs. For remodeling, describe the work and reason it is needed.

Advertising – Without duplicating the information you provided in Part B IV. 2., "Participant Recruitment and Assessment," list the types of advertising you propose to use and estimated cost.

Office and Training Supplies – Itemize separately by type, quantity and cost, consumable supplies needed for general office use and for use in training participants. Provide the experience or other basis for quantity and cost estimates. Identify training items participants will require to obtain employment and retain, such as tools or uniforms, and details concerning how your firm determined that these items are customarily supplied by new employees in the placement industry and occupation.

(2) Personnel Costs

Staff Salaries and Fringe Benefits – Without duplicating the information you provided in Part B VI. 4., "Program Organization and Personnel," list each position, number of employees per position, annual salary, percentage of time to be devoted to the program and salary cost allocated to the program. For staff fringe benefits, indicate for each position, the type of benefit, rate and cost. Unemployment, Workers' Compensation, Life, Health and other employee-related insurance may be listed here. Describe the basis on which the level of salaries and benefits was established such as salary surveys, agency pay plans, etc.

Staff Travel and Development – Describe staff travel purposes, and any mileage reimbursement policies. Also include costs for room and board or per diem and related policies and rates. Provide the basis for the staff development budget to include such items as registration fees and transportation costs. Publications such as training manuals may also be included. Describe basis on which gas, oil and maintenance costs were derived. Vehicle leases and rentals should be included in "Equipment Costs."

Subcontractors – Explain why subcontractors are needed if not customarily provided (i.e., audit and legal services are customary professional services-teachers are not). Explain how amounts for each service were arrived at (e.g., bids, historical cost, etc.).

(3) Equipment Costs

Explain why the items are needed and the reason for purchasing, renting or charging a usage fee. Explain if the items are already owned, to be purchased or rented. Agencies may not charge rent on items they own. Instead refer to 2 CFR 200 and use the depreciation method for allocation cost of fixed assets to period benefiting from asset use.

(4) GED Examination Fee and/or Tuition Costs– Include cost meeting the following criteria:

a. Costs are to be charged to an institution of secondary education, higher education, a proprietary institution of higher education, a post-secondary vocational institution or a public secondary educational institution, and

b. The tuition charged is:

- not more than the educational institution's catalog price necessary to receive specific training;
- the same cost charged to the general public to receive the same training;
- is necessary to receive the specific training.

Technical Colleges should indicate costs by type of training, and may include testing fees, activity fees and other standard charges.

(5) Miscellaneous Costs

Bonding and Insurance – List each type of policy, policy duration and cost, for each type of insurance not considered an employee fringe benefit.

Overhead or Indirect Costs – For agencies subject to Federal Cost Principles, the approved indirect cost rate should be used to calculate indirect costs. If used, provide the name and address of the cognizant Federal agency. For other agencies, provide complete information concerning how the amount allocated to the budget was derived and what, in general, it includes.

Other Costs – Explain why the costs itemized for this item are reasonable and necessary for the program. Include how you arrived at the amounts listed such as by showing type, number of items, unit costs and amounts.

(6) Participant Costs

Explain why each cost is necessary for the success of the program and method at arriving at the amounts proposed.

1. Profit Justification – Justify any profit proposed as a fixed fee based on the following factors:

- a. Complexity of the work
- b. Contractor Risk
- c. Contractor Investment
- d. Amount of Subcontracting
- e. Past Performance
- f. Industry Profit Rates in Surrounding Areas
- g. Market Conditions

2. Goods or Services Provided at No Cost to the Program – Identify such items by type and estimated cost, as well as the source. An example might be the provision of free classroom space or participant recruitment sites.

Part C

C. ATTACHMENTS, FORMS AND INSTRUCTIONS FOR PART B.

ATTACHMENTS

Attachment A	Proposal Responsiveness Checklist
Attachment B	Proposal Evaluation Criteria
Attachment C	Proposal Cover Sheet
Attachment D	Youth Services & Service Delivery Methodology
Attachment E	Strategy to Meet Performance Measures
Attachment F	Previous Experience and Prior Performance Summary
Attachment G	Budget Summary
Attachment H	Financial Capability Statement
Attachment I	Certification Regarding Debarment, Suspension, Ineligibility and other Responsibility
Attachment J	Instructions for Certification Regarding Debarment
Attachment K	Certification Regarding Lobbying
Attachment L	Immigration/Subcontractor Affidavit
Attachment M	Youth Contractor Checklist
Attachment N	Middle Georgia Workforce Development Area Grievance Procedures
Attachment O	Provisions, Assurances and Certifications
Attachment P	Requires Additional Assistance
Attachment Q	Occupational Target Form
Attachment R	Client Information Form

ATTACHMENT A - PROPOSAL RESPONSIVENESS CHECKLIST

Proposals must be mailed, delivered by carrier service (UPS, FEDEX, etc.) or hand delivered to the Middle Georgia Consortium Inc. office. Proposals received via fax or email will not be considered. Proposals that are received after the deadline will be determined to be non-responsive and will not be considered for funding.

ATTACHMENT B - Proposal Evaluation Criteria

Proposals will be reviewed and evaluated for competitiveness by a committee. The Proposal Evaluation Criteria Form is included in this RFP. A total score of 75 or higher on the Evaluation Criteria is necessary for a proposal to be deemed competitive. Middle Georgia Workforce Development Board will only consider proposals that meet the established score.

PROPOSAL FORMAT

Proposals **must** be in the following format.

ATTACHMENT C - Proposal Cover Sheet

The first page of the proposal must be the Proposal Cover Sheet. The Proposal Cover Sheet must be signed by representative legally authorized to represent the agency. Signature signifies that the information contained in the proposal is accurate and complete.

Project Description and Program Narrative

Project narrative section should be limited to three (3) pages and should be doubled-spaced. Narrative section should clearly summarize and describe the project. Length of training and/or services must be included in the narrative as listed below:

Total Hours _____; Hour per day _____; Hours per week _____; Number of weeks _____

Number of cycles _____; Number of participants per cycle _____;

Time of services: _____ (am/pm) to _____ (am/pm) and/or _____ (am/pm) to _____(am/pm)

Describe the activities and services you plan to provide and how they will be delivered for items listed below:

- Outreach and Recruitment efforts
- Intake/Eligibility Determination
- Assessment
- ISS/IEP Development
- Case Management, Service Coordination & Counseling
- Job Development / Job Placement
- Work Readiness Curriculum
- Training Delivery Method
- Service Provider staffing duties
- Data entry into GWR
- Participant Contact
- Follow-up Services

GEOGRAPHIC AREA AND TARGET GROUPS

Describe the individuals (groups) that you plan to serve. Identify the number of youth you are planning to enroll and demographics of the area you will be serving.

ATTACHMENT D - Youth Services & Service Delivery Methodology

Complete **Attachment D** to indicate the service delivery methodology for each of the Fourteen (14) Elements for Youth Services. If not provided by the contractor, indicate the name(s), address(es) and phone number(s) of the community partner(s) who will provide said services and how said services will be provided.

- Direct Service – service is solely provided by the RFP Respondent
- Hybrid Service – service is provided by the RFP Respondent and a community partner
- Referral Service (Community partner) – service is solely provided by a community partner.

Provide a copy of the Memorandum of Understanding (MOU) or other written agreement you have with partner(s). Please use supplemental pages if required to document additional Service Delivery Methodology information.

ATTACHMENT E - Strategy to Meet Performance Measures

Complete **Attachment E** to indicate your strategy to ensure that you meet the negotiated performance levels. Identify the planned performance for the project. Describe how the performance measures will be achieved. Include any other goals or objectives you plan to achieve (if any).

FACILITIES

Describe the facilities you plan to use for activities and services. Identify the location of facilities. Provide documentation that these facilities meet ADA requirements. All facilities must have appropriate licenses and in compliance with building codes. If using existing facilities, copies of lease agreements for facilities will need to be provided with RFP. If facilities will be leased at later date, copies of lease will be submitted at that time. If seeking an in-kind donated facility please specify.

ORGANIZATION AND MANAGEMENT

Provide a brief history and background of your organization. Include number of years of educational or training experience.

Identify the job positions and required qualifications for staff that will work on project. Attach job descriptions and resumes.

Provide a detailed explanation of your monitoring procedures. Include staff position(s) responsible for monitoring and how often.

ATTACHMENT F - Previous Experience and Prior Performance Summary

Complete **Attachment F**. Provide organization's past performance.

ATTACHMENT G - Budget Summary

Complete **Attachment G**. Budgets will be evaluated based on cost effectiveness and completeness. Staff salaries must be competitive with salaries for comparable positions in the Middle Georgia area. Please include method of calculation for each item.

Property, training materials, equipment, etc. purchased with WIOA funds must be used for the

intended purposes authorized. Property and/or equipment purchased by Service Provider with WIOA funds shall become property of the Middle Georgia WDB and purchases must be approved prior to purchase by Middle Georgia Consortium's Executive Director.

ATTACHMENT H - Financial Capability Statement

Complete **Attachment H**. Financial Capability Statement must be completed and attached to the proposal.

Provide information about your financial resources.

Describe financial management system, internal controls, audit process and record retention. Include accounting procedures. Identify where financials will be maintained and title of person who will prepare monthly invoices and submit to Middle Georgia WDB for payment. Include any other information that will detail financial management.

Explain in detail indirect rate, cost pools, and cost allocation plans (if applicable).

Provide list of owner(s), Board of Director(s), and other officers of the entity or organization.

Attach a copy of entity's fidelity bond and copy of your most recent audit. Only one copy of the audit is needed, please attach to the proposal with original signature.

Attach a copy of business license(s).

COORDINATION, PARTNERSHIPS, COLLABORATION AND LEVERAGING RESOURCES

Describe coordination, partnerships or collaborations with businesses, partner agencies and/or other agencies that will assist with this project. Collaboration and coordination with local area partners and resources is important in the overall success of projects.

1. Describe your strategies when there are limited resources in providing services which are adversely impacted by funds, capacity and staff.

2. Describe the strategies to ensure that you are not solely dependent on funding from Middle Georgia WDB (e.g. seeking other funding or leveraging resources with other community/faith-based organizations).

3. Describe your strategies to increase coordination with the following entities:

- Adult Literacy Education
- Technical Colleges and Universities
- Vocational Rehabilitation
- Middle Georgia Career Centers

4. Describe your strategies for developing employer relationships that will lead to unsubsidized and viable job placement opportunities for participants.

ATTACHMENT I - Certification Regarding Debarment, Suspension, and other Responsibility Matters

Please read, complete and include the Certification Regarding Debarment Suspension, and other Responsibility Matters

ATTACHMENT J - Instructions for Certification Regarding Debarment

Please read, complete and include the instructions for Certification Regarding Debarment

ATTACHMENT K - Certification Regarding Lobbying

Complete the Certification Regarding Lobbying and include in the proposal.

ATTACHMENT L - Immigration/Subcontractor Affidavit

Complete the Immigration/Sub-Contractor Affidavit and include in the proposal.

ATTACHMENT M - Youth Contractor Checklist

Complete the Youth Contractor Checklist and include in the proposal.

ATTACHMENT N - Middle Georgia Workforce Development Area Grievance Procedures

Middle Georgia WDB Grievance Procedures are attached outlining policy and procedures regarding the WIOA grievance process.

ATTACHMENT O - Provisions, Assurances and Certifications

Please read the Provisions, Assurances and Certifications sign and include in the proposal.

ATTACHMENT P - Requires Additional Assistance

Requires Additional Assistance is attached to outline policy and procedures defining local conditions in the area toward establishing youth eligibility.

ATTACHMENT Q - Occupational Target Form

Complete the Occupational Target Chart and include in the proposal.

ATTACHMENT R - Client Information Form

Complete the Client Information Chart and include in the proposal.

Attachment A: Proposal Responsiveness Checklist

PROPOSAL RESPONSIVENESS CHECKLIST

Proposer Name: _____

Activity: _____

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

	YES	NO
1. Proposal was submitted on the due date and time.		
2. Correct number of requested copies (5). Organization Legal signatory is included on Proposal(s)		
3. Required Forms		
4. All narrative sections addressed		
5. Program designed to operate within the specified period of performance		

Was Proposal determined to be responsive: _____ Yes _____ No

FOR Middle Georgia WDB Staff Use only:

Signature of Reviewer:

Date

Attachment B: Proposal Evaluation Criteria

PROPOSAL EVALUATION CRITERIA

Max. Points

Organizational Overview/Experience (10)	
<ul style="list-style-type: none"> • Bidder submitted record of past performance with WIOA (or similar program).....2 • Bidder provided a clear and relevant mission/vision.....3 • Bidders provided a description and brief history of the organization2 • Bidder demonstrated unique expertise that distinguishes organizations3 	
Comments:	
Financial/Fiscal Accountability (20)	
<ul style="list-style-type: none"> • Bidder has financial and administrative experience in managing multiple federal, state and /or private funding sources3 • Bidder provided documents establishing financial history4 • Bidder is up-to-date on taxes (income, annual state & federal, payroll, etc.)3 • Bidder provided evidence that acceptable accounting systems are in place3 • Bidder provided a proposed budget and narrative, which may include: personnel cost, operational expenses, direct expenses, and other estimated cost3 • Bidder's budget is adequate for the scope of work presented in the RFP4 	
Comments:	
Capacity (15)	
<ul style="list-style-type: none"> • Bidders provided a functional or proposed organizational chart that is deemed satisfactory to meet program needs4 • Bidder provided a workflow/logistical model4 • Bidder provided a reasonable plan for staffing3 • Bidder described resources the entity can bring to the workforce system4 	
Comments:	
Partnership & Community (20)	
<ul style="list-style-type: none"> • Bidder demonstrated experience with oversight of multi-organizational staff5 • Bidder demonstrated a plan for partner integration within the entity5 • Bidder provided a plan or demonstrated expertise in working with both rural and urban populations simultaneously (if applicable to local area)5 • Bidder explained how the organization will measure customer satisfaction5 	
Comments:	
Programs/Program Outcomes (20)	
<ul style="list-style-type: none"> • Bidder provided a proposed program design model5 • Proposed outcomes are relevant to the mission and objectives of OSY programs5 • Bidders has detailed service delivery model that correlates to the proposed outcomes5 • Narrative clearly demonstrated how activities will lead to the proposed outcomes5 	
Comments:	
Technology, Data & Reporting (15)	
<ul style="list-style-type: none"> • Bidder described existing data and reporting process3 • Bidder described how they will track and evaluate each specific performance goals on a recurring basis5 • Bidder described technological needs in order to assume operation3 • Bidder demonstrated an ability to ensure and maintain data integrity4 	

Rate Signature: _____

Date: _____

Attachment C: Proposal Cover Sheet

**Instructions for Completion
Section I – Proposal Cover Sheet (Attachment C)**

1. Program Name – Enter name as you wish it to appear in advertising, official correspondence, and/or description of program in your proposal.
2. Submittal Date – Indicate either the date mailed, or date delivered to the Consortium.
3. Project Dates – Indicate the dates you propose to start and to complete the project which conform to the time period for which proposals are requested.
4. Maximum Amount – Indicate the maximum charge for the services to be performed.
5. Proposer's Name, Address and Telephone Number (s) – Provide the firm's home office address.
6. Proposer's Authorized Representative – Provide the name, job title and contact information for the person who will be responsible for negotiating the contract.
7. Proposer's Contact Person – Provide the name, job title and contact information of the person who will answer questions in connection with the proposal. If this is the same person as number 5, you need not restate all the information.
8. Business Classification – Indicate your business classification based on the composition of your business owners, number of employees and purpose of organization.
9. Type Agency – Indicate legal status for Federal Income tax purposes, and date incorporated or otherwise established.
10. Proposed Funding Category – Check the funding category which best fits your program from among the choices provided in Part A., Section 9.
11. Proposal Contents – All elements of the proposal should be attached to the cover sheet and labeled as indicated (I, II, III, IV, etc.).
Enter on the cover sheet the total pages and first page number of each section in the spaces provided.
12. Authorized Signature/Date – The authorized representative should sign and date in the space provided.

Attachment C: Proposal Cover Sheet

1. Program Name:			
2. Submittal Data:	3. Project Dates: From: _____ To: _____		4. Maximum Amount \$ _____
5. Proposer's Name, Address, and Telephone Number(s):		8. Business Classification: <input type="checkbox"/> Minority Owned (50% or more) <input type="checkbox"/> Woman Owned (50% or more) <input type="checkbox"/> Small Business (independently owned and 500 employees or less) <input type="checkbox"/> Public-Housing Agency <input type="checkbox"/> Labor Surplus Supplier <input type="checkbox"/> Community Based Organization <input type="checkbox"/> Not Applicable (Public, Private, Nonprofit, Other)	
6. Proposer's Authorized Representative:		9. Type Agency: <input type="checkbox"/> For Profit Corporation <input type="checkbox"/> Nonprofit Corporation <input type="checkbox"/> Public Institution <input type="checkbox"/> Other Date Established _____	
7. Proposer's Contact Person:		10. Proposed Funding Category: <input type="checkbox"/> In-School Youth <input type="checkbox"/> Out-of-School Youth <input type="checkbox"/> Work Experience <input type="checkbox"/> Other Youth Activities	
11. PROPOSAL CONTENTS:		SECTION NUMBER	TOTAL PAGES
I. Proposal Cover Sheet		I	
II. Program Design		II	
III. Participants to be Served		III	
IV. Employer Involvement and Other Linkages		IV	
V. Organizational Capability		V	
VI. Budget and Cost Analysis		VI	
<p>I certify that I am authorized to bind my firm; that the information in this proposal is, to the best of my knowledge, accurate, complete and in compliance with all requirements specified in the solicitation; that the services and prices offered are firm for the time period proposed if the offer is accepted within 60 calendar days of the date of the solicitation; that my firm has received no assistance preparing this proposal from anyone within the Middle Georgia Consortium, Inc. and no fee has been paid or promised to anyone outside the regular employ of my firm for advice and/or assistance in preparing this proposal except as may be disclosed herein; and that my firm will adhere to the contract provisions required by the State of Georgia to be included in all Service Provider contracts which apply to any contract resulting from this proposal.</p>			
_____ / _____ Authorized Signature		_____ / _____ Date	

PROPOSAL COVER SHEET

Attachment D: Youth Services & Service Delivery Methodology

Youth Services & Service Delivery Methodology

Complete this form to indicate the service delivery methodology for each of the Fourteen (14) Elements of Youth services. If not provided by the contractor, indicate the name, address and phone number of the community partner who will provide said services and how said services will be provided.

- Direct Service – service is solely provided by the RFP Respondent
- Hybrid Service – service is provided by the RFP Respondent and a community partner
- Referral Service (Community partner) – service is solely provided by a community partner.

Provide a copy of the MOU or other written agreement you have with the partner(s). Please use supplemental pages if required to document additional Service Delivery Methodology information.

Fourteen (14) Elements of Youth Services & Service Delivery Methodology

1. Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized post-secondary credential.

- Direct Service
- Hybrid Service
- Referral Service (Community Partner)

Name:			
Address		City	
State	ZIP	County	Phone
Service Delivery Methodology			

Attachment D: Youth Services & Service Delivery Methodology

2. Alternative secondary school services, or dropout recovery services, as appropriate.

- Direct Service
- Hybrid Service
- Referral Service (Community Partner)

Name:			
Address			City
State	ZIP	County	Phone
Service Delivery Methodology			

3. Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences: summer employment opportunities and other employment opportunities available through the school year; pre-apprenticeship programs; internships and job shadowing; and on-the-job training opportunities.

- Direct Service
- Hybrid Service
- Referral Service (Community Partner)

Name:			
Address			City
State	ZIP	County	Phone
Service Delivery Methodology			

Attachment D: Youth Services & Service Delivery Methodology

4. Occupational skill training, which includes priority consideration for training programs that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations in the local are involved.

- Direct Service
- Hybrid Service
- Referral Service (Community Partner)

Name:			
Address		City	
State	ZIP	County	Phone
Service Delivery Methodology			

5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.

- Direct Service
- Hybrid Service
- Referral Service (Community Partner)

Name:			
Address		City	
State	ZIP	County	Phone
Service Delivery Methodology			

Attachment D: Youth Services & Service Delivery Methodology

6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors.

- Direct Service
- Hybrid Service
- Referral Service (Community Partner)

Name:			
Address		City	
State	ZIP	County	Phone
Service Delivery Methodology			

7. Supportive services.

- Direct Service
- Hybrid Service
- Referral Service (Community Partner)

Name:			
Address		City	
State	ZIP	County	Phone
Service Delivery Methodology			

8. Adult mentoring for a duration of at least twelve (12) months that may occur both during and after program participation.

- Direct Service
- Hybrid Service
- Referral Service (Community Partner)

Name:			
Address			City
State	ZIP	County	Phone
Service Delivery Methodology			

9. Follow-up services for not less than twelve (12) months after the completion of participation.

- Direct Service
- Hybrid Service
- Referral Service (Community Partner)

Name:			
Address			City
State	ZIP	County	Phone
Service Delivery Methodology			

Attachment D: Youth Services & Service Delivery Methodology

10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth.

- Direct Service
- Hybrid Service
- Referral Service (Community Partner)

Name:			
Address		City	
State	ZIP	County	Phone
Service Delivery Methodology			

11. Financial literacy and education.

- Direct Service
- Hybrid Service
- Referral Service (Community Partner)

Name:			
Address		City	
State	ZIP	County	Phone
Service Delivery Methodology			

Attachment D: Youth Services & Service Delivery Methodology

12. Entrepreneurial skills training.

- Direct Service
- Hybrid Service
- Referral Service (Community Partner)

Name:			
Address		City	
State	ZIP	County	Phone
Service Delivery Methodology			

13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.

- Direct Service
- Hybrid Service
- Referral Service (Community Partner)

Name:			
Address		City	
State	ZIP	County	Phone
Service Delivery Methodology			

Attachment D: Youth Services & Service Delivery Methodology

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

- Direct Service
- Hybrid Service
- Referral Service (Community Partner)

Name:			
Address		City	
State	ZIP	County	Phone
Service Delivery Methodology			

Strategy to Meet Performance Measures

Youth Performance Measures indicators will be used to evaluate the effectiveness of youth programs. These indicators will be calculated during and after a participant exits the program. Indicate your strategy to ensure that you meet the Youth Performance Measures.

Youth Performance Measures

1. Describe your collaboration and coordination efforts to promote or increase coordinated strategies to ensure successful outcome for: **Placement in Employment, Education, or Training – Employment 2nd Quarter after Exit.**
2. Describe your collaboration and coordination efforts to promote or increase coordinated strategies to ensure successful outcome for: **Retention in Employment, Education, or Training – Employment 4th Quarter after Exit.**
3. Describe your collaboration and coordination efforts to promote or increase coordinated strategies to ensure successful outcome for: **Median Earnings** which is defined by participants who are in unsubsidized employment during the second quarter after exit from the program
4. Describe your collaboration and coordination efforts to promote or increase coordinated strategies to ensure successful outcome for: **Credential Attainment Rate – Attainment within 4th Quarters after Exit.**
5. Describe your collaboration and coordination efforts to promote or increase coordinated strategies to ensure successful outcome for: Progress **(Measurable) Skills Gains.**

Attachment F: Previous Experience and Prior Performance Summary

PREVIOUS EXPERIENCE AND PRIOR PERFORMANCE SUMMARY

Does your organization have prior WIA/WIOA or similar program experience? Yes _____ No _____

If yes, please provide the following information on your prior WIA/WIOA experience. If similar program experience, include a narrative with the proposal on the experience and provide performance requirement and outcomes for that program.

Proposers 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.

Proposers may use separate copies of this form for various agencies, organizations and contracts being reported.

Limit of five (5) copies of this form may be included with RFP.

Prior WIA/WIOA or Similar Program Information

Name of LWIA/Agency	Address
Address	Contact Person Name
Total Years of Experience with Agency	Most Recent Program Year

Funding Groups Served:

Please check all funding groups listed below served:

- _____ Adults
- _____ Dislocated Workers
- _____ Youth
- _____ Other Specify: _____

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

Attachment F: Previous Experience and Prior Performance Summary

PY 15
7/1/15 – 6/30/16

Prior Performance Information: Adults

Performance Measure	Program Year _____	Program Year _____
Number of Enrollments – Adults Served		
Entered Employment Rate		
Employment Retention Rate		
Average Earnings Rate		

Prior Performance Information: Dislocated Workers (DW)

Performance Measure	Program Year _____	Program Year _____
Number of Enrollments – DW Served		
Entered Employment Rate		
Employment Retention Rate		
Average Earnings Rate		

Prior Performance Information: Youth

Performance Measure	Program Year _____	Program Year _____
Number of Enrollments – Youth Served		
Placement in Employment/Education/Training		
Literacy / Numeracy Skill Attainment Rate		
Attain Degree/Certificate		

Attachment F: Previous Experience and Prior Performance Summary

PY 16
7/1/16 – 6/30/17

Prior Performance Information: Adults

Performance Measure	Program Year _____	Program Year _____
Number of Enrollments – Adults Served		
Entered Employment Rate		
Employment Retention Rate		
Average Earnings Rate		

Prior Performance Information: Dislocated Workers (DW)

Performance Measure	Program Year _____	Program Year _____
Number of Enrollments – DW Served		
Entered Employment Rate		
Employment Retention Rate		
Average Earnings Rate		

Prior Performance Information: Youth

Performance Measure	Program Year _____	Program Year _____
Number of Enrollments – Youth Served		
Placement in Employment/Education/Training		
Literacy / Numeracy Skill Attainment Rate		
Attain Degree/Certificate		

Attachment F: Previous Experience and Prior Performance Summary

**PY 17
7/1/17 – 6/30/18**

Prior Performance Information: Adults

Performance Measure	Program Year	Program Year
Number of Enrollments – Adults Served		
Entered Employment Rate 2 nd Quarter after Exit		
Entered Employment Rate 4 th Quarter after Exit		
Average Earnings Rate		
Median Earnings 2 nd Qtr after Exit		

Prior Performance Information: Dislocated Workers (DW)

Performance Measure	Program Year	Program Year
Number of Enrollments – Adults Served		
Entered Employment Rate 2 nd Quarter after Exit		
Entered Employment Rate 4 th Quarter after Exit		
Average Earnings Rate		
Median Earnings 2 nd Qtr after Exit		

Prior Performance Information: Youth

Performance Measure	Program Year	Program Year
Number of Enrollments – Youth Served		
Placement in Education/Training/Unsubsidized Employment 2 nd Qtr after Exit		
Employer Retention 2 nd and 4 th Qtr after Exit (not yet negotiated)		
Repeat Business Customer (not yet negotiated)		

Instructions for Completing Line Item Budget Forms (Attachment G)

1. General Instructions

- a. **Forms Included** – The budget forms consist of a “Proposal Budget Summary”, and a “Proposal Cost Summary”.
Forms should not be included in the proposal if they are not needed. For example, do not include the “Tuition” page if tuition is not a proposed cost.
- b. **Forms Completion** – The summary forms for Proposal Costs and the Proposed Budget should reflect the costs shown on the Budget Detail pages. After completing all forms, they should be checked to assure this is the case.
It is important that costs be included on the proper form by line item and subitem. In most cases, a space is specifically provided to enter costs. If not, the cost may be entered in the space identified as “5. Miscellaneous Costs: c. Other Costs.” Before entering any costs in section 5.c., however, all other possible entry spaces should be eliminated from consideration.
- c. **Shading and Line Item Totals** – Shading has been used to help the preparer avoid making entries where they are not called for. Do not make entries in shaded areas. Each line item has a space at the top of the first page for entering the line item total for the cost category. This amount should be the sum of the subitems and should be reflected on the summary forms.

2. Cost Limitations

- a. **Profit/fixed Fee** – No more than 10% of the total budget may consist of the profit/fixed fee, unless justified as explained below.

3. Line Item Instructions

1. **Operation Costs** – Include all cost related to space, communications, advertising and office supplies
2. **Personnel Costs** – Included all costs related to employees’ salaries and fringe benefits, as well as staff training and transportation. If subcontractors, consultants, technical assistance of professional services are needed, they should be listed separately. Also indicate the nature of services such as audit services, bookkeeping, etc. Specifically identify cases in which participant training services are subcontracted.
3. **Equipment Costs** – Include all cost related to equipment purchases, rental, usage fees, maintenance agreements or repair. Usage fees are limited to an annual rate not to exceed 6.67% of the acquisition cost of reusable equipment. If any item is fully depreciated, the rate must be less than 6.67%. The form must be completed to determine compliance with this limitation. Include the year of acquisition, useful life in years, unit acquisition cost, usage fee rate not to exceed 6.67% of the acquisition cost and resulting annual fee. The fee should be prorated based on the number of months to be used. Ownership of all equipment purchased will vest in the Consortium.
4. **Tuition Costs** – Include cost meeting the following criteria:
 - a. are to be charged by an institution of secondary education, higher education, a proprietary institution of higher education, a post-secondary vocational institution or a public secondary educational institution, and
 - b. The tuition charged is,

- not more than the educational institution's catalog price necessary to receive specific training;
- the same cost charged to the general public to receive the same training;
- is necessary to receive the specific training.

Technical Institutes should indicate costs by type of training, and may include testing fees, activity fees and other standard charges here.

5. Miscellaneous Cost – Include all costs which cannot be listed elsewhere, including Bonding and Insurance not related to staff fringe benefits or participant costs, indirect or overhead cost and all other miscellaneous costs. "Other Costs" listed should be examined carefully to assure that they do not belong in another line item.

6. Participant Costs – Include all costs directly associated with services to applicants or participants. Technical Institutes should include a breakdown of participant costs by type of training (e.g. uniforms for LPN training, tools for sheet metal training). "Other Services" should include textbooks for participants.

4. **Profit/Fixed Fee**

Once total costs are determined, a fixed fee can be calculated. Only private, for profit proposers should complete this form. Page 2 of the form should include a training code, if any (e.g. CIP) training area (e. Nurses 'Aide) and a representative DOT code and title; this would be an occupation taken from the list of training-related occupations proposed which most closely represents the training area or targeted jobs. Also enter the minimum training days, hourly wage and weekly earnings proposed to earn a fixed fee payment.

To earn a fixed fee payment for a participant, the participant must be enrolled, completed training and be placed in unsubsidized employment as follows:

(a) Completion – The participant must be enrolled, completed the minimum number of training days require for completion and pass all skill acquisition tests required for completion. A training day is a calendar day in which the participant actually attends and receives training which, at a minimum would qualify the participant to receive payment of a daily Needs-Based Payment (NBP) in accordance with the Consortium's Payroll Policies and Procedures. The minimum number of training days required for completion and required skill acquisition tests and scores are proposed by the service provider, are negotiated with the Consortium and subsequently become a part of the contract.

(b) Placement – The participant must be hired, report to and perform work and remain employed in an unsubsidized, training-related position for 30

consecutive calendar days at minimum hourly wage and weekly earnings specified in the contract. The participant must be hired, report to work and perform work within 45 consecutive calendar days of the participant's last training day, the participant's grant termination date or the end of the program year, whoever occurs first. Payment may also be earned if there is one change of employment during the 30-day period, involving an employment break of not more than 3 consecutive days, at hourly wage and weekly earnings higher than the initial placement, and if approved by the Consortium. Consortium prior approval is also required for placements with the service provider or organizations affiliated with or under the control of the service provider, for position classified by the placement employer as being of temporary duration

or for placements in which the participant is related to the employer. The service provider will propose occupations which are training-related and the associated minimum hourly wage and weekly earnings.

- (c) Documentation and Verification – Enrollment, attendance days, participant test results, training-related job placement, hourly wages and weekly earnings must be documented in accordance with Consortium procedures and are subject to verification by Consortium staff.

Attachment G: Budget Summary

PROPOSAL COST SUMMARY			
AGENCY NAME: _____			
PROGRAM NAME: _____			
		Avg Trn Hrs: _____	No. Enrollees: _____
LINE ITEMS	AVG. COST/ 100 TRN. HRS.	% OF Total	TOTAL
1. OPERATIONS COSTS			
a. Space			
b. Communications			
c. Advertising			
d. Office/Industrial Supplies			
2. PERSONNEL COSTS			
a. Salaries			
b. Fringe Benefits			
c. Staff Training & Development			
d. Transportation			
e. Subcontractors			
3. EQUIPMENT COSTS			
a. Purchases			
b. Rental			
c. Usage Fees			
d. Maintenance			
4. GED Examination and/or Tuition Costs			
5. MISCELLANEOUS COSTS			
a. Bonding and Insurance			
b. Indirect/Overhead Costs			
c. Other Costs			
6. PARTICIPANT COSTS			
a. Testing Fees			
b. Participant License/Certification Fees			
c. Participant Transportation			
d. Childcare			
e. Medical/Dental Care			
f. Physical/Drug Screens			
g. Participant Tools, Uniforms, etc.			
h. Other Services			
7. TOTAL COSTS			
* = Cost / (Average Training Hours per enrollee) / Number of Enrollees			

Attachment G: Budget Summary

PROFIT/FIXED FEE BUDGET DETAIL	
AGENCY NAME: _____	
PROGRAM NAME: _____	
	TOTAL
(1) TOTAL COSTS	\$
(2) TOTAL FIXED FEE BUDGET	\$
(3) TOTAL PRICE (#1 plus #3)	\$
(4) FEE AS A % OF PRICE (#3 divided by #5)	%
(5) Number Enrolled	
(6) Number Completed Training	
(7) Number of Employment Placements	
(8) Number of Training Related Placements	
(9) Number of Payment Qualifying Placements (completions)	
(10) Fixed Fee Per Placement (#3 divided by #11)	\$
<p>Payment Qualifying Placement Completion: To earn a fixed fee payment for a participant, the participant must complete training, be hired, report to and perform work in a training related position, and remain employed for 30 consecutive calendar days at the required minimum hourly wage and scheduled weekly earnings. The fixed fee may be earned for youth competency attainment and other specified deliverables which will constitute participant completion. These requirements are explained more fully in the instructions.</p>	

Attachment G: Budget Summary

<p>MIDDLE GEORGIA CONSORTIUM, INC.</p> <p>SERVICE PROVIDER PROPOSAL</p> <p>BUDGET SUMMARY</p>	
<p>A. SERVICE PROVIDER NAME AND ADDRESS:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>B. Date Submitted: _____</p>	
LINE ITEM	TOTAL BUDGET
1. Operations Costs	
2. Personnel Costs	
3. Equipment Costs	
4. GED Examination Fee and/or Tuition Costs	
5. Miscellaneous Costs	
6. Trainee Costs	
TOTAL COSTS	
FIXED FEE	
TOTAL BUDGET	

Attachment H: Financial Capability Statement

FINANCIAL CAPABILITY STATEMENT

Proposer Name: _____

Address: _____ State: _____ Zip Code: _____

Federal Tax Id #: _____

Georgia Tax ID #: _____

Georgia Unemployment Insurance #: _____

This form must be completed by an independent certified public accountant, financial officer of the proposer, state agency or local educational agency.

1. Is the proposer a corporation? Yes _____ No _____
If yes, corporation and affiliates must be listed and properly registered with the Secretary of State's Office.
If yes, please attach a copy of registration certification to proposal:
Yes _____ No _____
If no, explanation required:

2. Proposer is licensed in the city or county in which they are doing business:
Yes _____ No _____
If yes, attach a copy of the license: Included: Yes _____
No _____

If no, explanation is needed:

3. Proposer has a current fidelity bond and copy is attached: Yes _____ No _____
If no, explanation is needed:

Attachment H: Financial Capability Statement

4. Proposer is current on all federal and state taxes and Unemployment Insurance:
Yes _____ No _____

Please provide certification form from accounting/tax firm of current tax standing to include federal, state and Unemployment Insurance taxes.

If no, explanation is needed:

5. Proposer's Workers' Compensation Insurance is current: Yes _____ No _____

Name of Carrier: _____

Address: _____

Policy Number: _____

Policy Coverage Period: _____

6. Proposer Fiscal Year date from: _____ to _____

7. Proposer Financial Status as of the end of the most recent fiscal year:

a. Cash \$ _____

b. Current Assets \$ _____

c. Current Liabilities \$ _____

d. Net Working Capital \$ _____

(a + b - c = d)

8. Proposer is in good standing with the Better Business Bureau with no outstanding complaints:

Yes _____ No _____

If no, please explain:

Attachment H: Financial Capability Statement

13. List below the name(s), and title of individual(s) authorized to act on behalf of agency/organization:

Name: _____

Title: _____

Name: _____

Title: _____

Name: _____

Title: _____

Signature(s) of Authorized Person(s):

Signature: _____

Date: _____

Signature: _____

Date: _____

Signature: _____

Date: _____

**Certification
Regarding Debarment, Suspension, and Other Responsibility Matters**

As the duly authorized representative the Contractor certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transaction by any Federal department or agency;
2. Have not within a three-year period preceding this proposal been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in certification; and
4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

Legal Name of Organization: _____

Name of Authorized representative: _____

Signature of Authorized Representative

Date

Attachment J: Instructions for Certification Regarding Debarment

INSTRUCTIONS FOR CERTIFICATION REGARDING DEBARMENT

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 whom 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.
5. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
6. 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 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 participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement of 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 participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

Attachment K: Certification Regarding Lobbying

CERTIFICATION REGARDING LOBBYING

As the duly authorized representative, the Contractor certifies that:

1. No federal appropriated funds have been 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, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, 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 an officer or employee of any agency, a Member of Congress in connection with this Federal contract, grant loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instruction.
3. The Undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontractors, 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 was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subjected to a civil penalty or not less than \$10,000 and not more than \$100,000 for each failure.

Name of Proposer/Contractor Organization

Name of Certifying Officer: _____

Signature of Certifying Officer: _____

Date: _____

Attachment L: Immigration Subcontractor Affidavit

**Georgia Illegal Immigration Reform and Enforcement Act of 2011
Sub-subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)**

By executing this affidavit, the undersigned sub-subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract for Middle Georgia Workforce Development Area and the Middle Georgia Consortium, Inc. on behalf of the Georgia Department of Economic Development Workforce Division has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. § 13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to the Middle Georgia Consortium, Inc. Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to the Middle Georgia Consortium, Inc. Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization (6 Digit User Identification Number/E-Verify #)

Date of Authorization

(Type or Print) Agency/Business Name of Sub-Contractor

Workforce Innovation and Opportunity Act
Name of Project

Georgia Department of Economic Development Workforce Division
Name of Public Employer

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

Executed on this _____ day of _____, 201____, in _____
(city), Georgia.

Signature of Authorized Officer or Agent of Sub-Contractor (Agency/Business)

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME:

On this _____ day of _____, 201____

NOTARY PUBLIC

Attachment M – Youth Contractor Checklist

YOUTH CONTRACTOR CHECKLIST

WIOA Sec.123 requires States to establish criteria for Local Workforce Development Areas (LWDAs) to utilize in the identification and selection of youth workforce development activities. Listed below is the criteria established by the Georgia Department of Economic Development – Workforce Division.

Youth Contractor Must:

- Provide an objective assessment for each youth participant that includes academic levels, skill levels, and service needs, for the purpose of identifying appropriate services and career pathways for participants and informing the individual of the identified service strategy; Assessment shall include a review of the following; basic skills, occupational skills, prior work experience, employability interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, and development needs of each participant.
- Develop and update as needed, an individual service strategy for each youth participant that is directly linked to one or more indicator(s) of WIOA performance. The strategy must identify appropriate career pathways that include education and employment goals, career planning and the results of the objective assessment, and prescribe achievement objectives and services for the participant.
- Provide case management of youth participants, including follow-up services.
- Provide referral services for all youth participants, including: providing participants with information about the full array of applicable or appropriate services available through the LWDA, other eligible providers, or one-stop partners; and referring participants to appropriate training and educational programs that have the capacity to serve them on a sequential or concurrent basis.

Attachment M: Youth Contractor Checklist

WIOA and NPRM 681.460 require 14 youth elements, either provided by or through contractor or LWDA. These elements must be detailed in the proposal.

Fourteen (14) Youth Elements

- Tutoring, Study Skills Training, Instruction and Evidence based Drop-Out Prevention and Recovery Strategies;
- Alternative Secondary School Services or Drop-Out Recovery Services;
- Paid and Unpaid Work Experiences;
- Occupational Skills Training;
- Education Offered Concurrently with and in the same context as Workforce Preparation;
- Leadership Development;
- Supportive Services;
- Adult Mentoring;
- Comprehensive Guidance and Counseling;
- Financial Literacy Education;
- Entrepreneurial Skills Training;
- Labor Market and Employment Information Services;
- Activities that Prepare for Transition to Post-secondary Education and Training;
- Follow-up Services.

Attachment M: Youth Contractor Checklist

Youth Program Proposers must provide the following:

- A detailed description of each program element;
- Past youth performance information for (WIA /WIOA youth providers);
- A detailed description of provider partnerships with business partners;
- Provider must be in business for at least six (6) months prior to the initial application and have a current business license or proof of active compliance with the Secretary of State Corporations Division;
- Provider must be current on all federal and state taxes (Must supply certification from accounting/tax firm of current tax standing regarding federal and state taxes, including Unemployment Insurance taxes);
- Provider must be in good standing with the Better Business Bureau with no outstanding complaints;
- Provider must not be found in fault in criminal, civil, or administrative proceeding related to its performance as a training or educational institution. Must disclose any pending criminal, civil, or administrative proceeding as either a defendant or a respondent;
- Provider must disclose any and all conflicts of interest with state or local LWDA staff or board members including, but not limited to, family ties (spouse, child, parent), fiduciary roles, employment or ownership interests in common;
- Provider must assure that the proposed facility is accessible and that reasonable accommodations are made available for provision of services to disabled individuals;
- Provider must include a current federal tax ID number; and
- Provider must not appear on current federal, state or local debarment and suspension lists.

Attachment N: Grievance Procedures

**Middle Georgia Workforce Development Area
Grievance Procedures Under the
Workforce Innovation and Opportunity Act**

Section 1- Grievance Procedure Purpose

- A. To provide and establish a procedure for resolving any complaint alleging a violation of the Workforce Innovation and Opportunity Act (hereinafter the Act), regulations, grant or other agreements under the Act, including any complaint arising in connection with the WIOA programs operated in and by the Middle Georgia Workforce Development Area (hereinafter MGWDA).
- B. To assure compliance with the requirements of Section 181(c) of the Act and 20 Code of Federal Regulations Part 683.600.

Section 2 - Grievance Definition

A grievance is any complaint alleging a violation of the Act, regulations, grant or other agreements, including any complaint arising in connection with the WIOA programs operated by the MGWDA.

Section 3

Grievances against Public Schools involving disciplinary actions of teachers or students, grading policy or teacher employment contracts:

- A. All grievances which pertain to disciplinary actions of teachers or students, grading policy or teacher employment contracts will be handled by the grievance procedure outlined in O.C.G.A Section 20-2-1160. Complaints should therefore be filed directly with the involved Georgia Public School organization.
- B. The complaint procedure shall be in compliance with all of the requirements of 20 C.F.R. Section 683.600 (c) and (f).
- C. The grievance hearing held pursuant to this section shall be held within thirty (30) days of the filing of the grievance with the involved organization and a decision shall be rendered within sixty (60) days of the filing date of the complaint.
- D. The grievance hearing procedure will include, at a minimum, reasonable written notice by registered or certified mail to the complainant and any adverse party which includes:
 - 1. A statement of the time and place of hearing;
 - 2. A statement of authority and jurisdiction under which the hearing is to be held;
 - 3. A reference to the section of the Act, regulations, grant or other agreement under the Act involved;
 - 4. The specific charge involved;
 - 5. The right of all parties to be represented by legal counsel;
 - 6. The right of all parties to present evidence, both written and through witnesses; and
 - 7. The rights of all parties of cross-examination.

Attachment N: Grievance Procedures

- E.* If a complainant does not receive a decision within sixty (60) days of filing a complaint or receives an unsatisfactory decision, the complainant may, within ten (10) days of the date the adverse decision is received or a decision should have been received, request review by the Governor. The request for review shall be submitted to the Governor's designee, the State Superintendent of Schools, Georgia Department of Education, 2066 Twin Towers East, Atlanta, Georgia 30334.

Section 4

All grievances other than those described in Section 3 above, except complaints of discrimination pursuant to Section 188 of the Act which will be governed by Section 5 below, including grievances which pertain to any terms of the contract between any Georgia Public School organization, and the Middle Georgia Consortium, Inc., or any complaints of applicants, participants, service providers, contractors, staff of the grantee or service provider, unsuccessful bidders for service provider contracts, or any other persons entitled to bring a complaint under the Act, shall be brought as provided below:

- A.* Except for the complaints alleging fraud or criminal activity, complaints shall be made within one year of the alleged occurrence by filing a Consortium Grievance Form 001 with the Consortium EEO officer. The date of filing shall be the date the form, properly completed, is received by the EEO officer.
- B.* Within three (3) work days of the date the complaint is filed, the party or parties against whom the complaint is brought shall be provided a copy of the complaint and provided the opportunity to respond, in writing, on Consortium Grievance Form 002, which will be delivered to and receipt acknowledged by the complainant.
- C.* The EEO officer will attempt to arrange an informal meeting of all involved parties within seven (7) work days thereafter to determine if the grievance can be informally resolved to the satisfaction of all parties. If no meeting can be arranged, the grievance is unresolved or any party is dissatisfied, any party may request a formal grievance hearing on Consortium Grievance Form 004. Such form shall generally be submitted to the Executive Director of the Middle Georgia Consortium. If the grievance is against the Executive Director of the Consortium, the Workforce Development Board, or any member, the Executive Committee of the Local Elected Officials, or any member, or the Middle Georgia Consortium, Inc., the form shall be submitted to the Chairman of the Executive Committee of the Local Elected Officials in care of the EEO officer.
- D.* Within three (3) work days of receipt of request for formal hearing the person to whom the request was submitted will name a hearing officer, who has no connection with the controversy. Unless the complaint is against the Executive Director of the Middle Georgia Consortium, Inc., the Consortium Inc., the Workforce Development Board, or any member, the Executive Committee of the Local Elected Officials, or any member, the hearing officer may be a member of the Consortium staff. When the hearing officer is not a member of the Consortium staff, the hearing officer may be reasonably compensated for his/her time and effort, as authorized by the Board of Directors of the Middle Georgia Consortium, Inc.
 - 1. Said Hearing Officer shall be an impartial decision-maker who has not been directly involved in the events from which the complaint arose.
 - 2. Said Hearing Officer shall have authority to regulate the course of the hearing, set the time and places, fix time for filing briefs, dispose of motions, and decide
 - 3. all issues of fact of law.
 - 4.

Attachment N: Grievance Procedures

5. The Hearing Officer shall notify all parties in writing of the following:

(a) The date, time and place of the hearing, which shall in no event, be later than thirty (30) days after the date of filing of the Consortium Grievance Form 001;

(b) The opportunity to amend the complaint, but no later than seventy-two (72) hours prior to the scheduled hearing;

(c). The opportunity to withdraw the request for hearing in writing before the hearing;

(d). The opportunity to request rescheduling of the hearing for good cause shown;

(e) The opportunity to be represented by legal counsel or other representative at the party's own expense. Whenever any party is represented by legal counsel, the Consortium will have legal counsel present to assist the hearing officer;

(f) The opportunity to call witnesses and introduce documentary evidence, including witnesses and documents which may be available to or kept in the ordinary business of the grantee or its sub-recipient;

(g) The opportunity to cross-examine; and

(h) The right to verbatim recording and transcription of the hearing at the party's own expense.

4. The Hearing Officer shall maintain a record of each case which shall include:

(a) All pleadings, motions, and intermediate rulings;

(b) Detailed minutes of the oral testimony plus all other evidence received or considered, including any staff memoranda or data or matters officially noted;

(c) Within (twenty) 20 days of the date of hearing or fifty (50) days of the date of the filing of the complaint, whichever is less, the hearing officer shall send all parties by registered or certified mail, return receipt requested, a decision on the grievance, which shall include the following:

1. A statement that the procedures have been completed in compliance with this policy and the requirements of the Act and regulations;

2. A statement of decision and the facts and reason therefore;

3. A statement of any remedies to be applied; and

4. Notice of the right to appeal as outlined in (d) below.

(d) The decision of the hearing officer shall be final, but may be appealed,

Attachment N: Grievance Procedures

on the record, to the Executive Committee of the Local Elected Officials by written request to the Chairman of the Committee within three (3) days of the receipt of the decision of the hearing officer. The Committee will review the record and issue its response, either affirming the decision of the hearing officer or modifying it, by writing within seven (7) days of the receipt of appeal request. Review of the final decision of the MGWDA may be made by written request to the Governor's designee, the Commissioner, Georgia Department of Economic Development, Workforce Division, 75 Fifth Street, S.W., Atlanta, Georgia 30308 within ten (10) days after final decision of the MGWDA.

Section 5

Complaints of discrimination pursuant to Section 188 of the Act will be handled as follows:

- A. Complaints of discrimination on the basis of race, color, sex, religion, age, national origin, political affiliation, or belief, disability, or against any beneficiary of programs financially assisted under Title I of the Workforce Innovation and Opportunity Act of 2014 (WIOA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIOA Title I-financially assisted program or activity filed by Consortium employees, program participants or service providers, shall be processed pursuant to the provisions of 29 C.F.R. Part 37. The complainant will be provided by the EEO officer, upon request, with a copy of the complaint form currently used by the United States Department of Labor (USDOL) Civil Rights Center (CRC) and will be provided the mailing address, which appears below:

Director
Civil Rights Center (CRC)
United States Department of Labor
Room N-4123
200 Constitution Avenue, N.W.
Washington, D.C 20210
- B. Discrimination complaints must be filed within 180 days of the alleged occurrence of discrimination, unless extended by the CRC.
- C. Records documenting the name, address and telephone number of each complainant, as well as copies of correspondence or other documents which may relate to the complaint, will be maintained in the Consortium office for a minimum period of three (3) years from the date of resolution of the complaint or from the end of the program year during which the complaint was resolved, whichever is later. The records will also document the date of complaint, the date of complaint form and mailing address transmittal, and a dated copy of any complaint the Consortium files with the appropriate State or Federal agency on the complainant's behalf. If the complainant elects to secure processes of a CRC complaint without further assistance from the Consortium, the date of complaint form and mailing address transmittal will constitute the concluding file entry, subject to instructions from the appropriate State or Federal agency.

Attachment N: Grievance Procedures

Section 6

A member of the Middle Georgia Consortium staff will be appointed by the Executive Director to serve as the EEO Officer. The Consortium EEO officer shall be responsible for the following:

- A. Assuring that all participants are provided, upon enrollment, with a written description of the applicable complaint procedures to wit: Sections 1, 2, 3, 4, 5, 6, 7 and 8 of these procedures, including notification of their right to file a complaint and instructions on how to do so;
- B. Assuring that all employees of the Consortium are provided, upon entering employment, with a written description of the complaint procedures including notification of their right to file a complaint and instructions on how to do so;
- C. Monitoring the operation of the complaint procedures, to ensure that assistance is available for properly filing complaints and to ensure the availability, coordination and promptness of all elements of these procedures including dissemination of short summaries of this procedure outlining and advertising the essential elements;
- D. Assuring equal access to the grievance procedures by the disabled by assisting in the procurement of interpreters, Braille copies, and/or other similar needs;
- E. Maintaining and providing upon request to any person permitted to aggrieve by law and to any other interested party, including unsuccessful bidders for service provider contracts, copies of applicable portions of this grievance procedure, all forms, and all addresses referred to or needed to comply with these procedures; and
- F. Reporting complaints filed to the appropriate federal or state agency in accordance with the requirements of the Act and regulations.

Section 7

The Middle Georgia Consortium, Inc., by delegation to the appropriate staff employee, shall assure that:

- A. Every service provider has been given a copy of the grievance procedure and related forms for its own use and to provide, as appropriate, to participants or interested parties.
- B. This grievance procedure, and the agreement to cooperate with and adhere to its provisions and determinations, subject only to the appeals provided herein, in the Act and regulations, and other applicable law, shall be made a part of every contract with every service provider.

Section 8

The resolution of audit disagreements shall be governed by the provisions of the Middle Georgia Consortium audit resolution procedures, which are incorporated herein by reference.

A copy of these procedures will be provided to all service providers at time of contract and shall be available to any interested person upon request.

Attachment N: Grievance Procedures

MGWDA

GRIEVANCE FORM – 001

GRIEVANCE COMPLAINT AND REQUEST FOR HEARING

INFORMATION TO COMPLAINT: This form shall be submitted to the Middle Georgia Consortium EEO Officer. In accordance with the Middle Georgia Workforce Development Area (hereafter MGWDA) Grievance Procedures under the Workforce Innovation and Opportunity Act, the respondent, or party against whom the complaint is brought, shall have three (3) days in which to answer your grievance on Grievance Form 002. The EEO Officer will attempt to arrange an informal meeting of all parties within the next seven (7) work days to determine if the grievance can be informally resolved to the satisfaction of all parties. If no such meeting can be arranged, this complaint shall constitute your request for a formal grievance hearing. If after such meeting the grievance is resolved, and all parties are satisfied, you may be asked to confirm that there is no need for a formal hearing on Grievance Form 004. If at any time you wish to withdraw your request for such a hearing, you should advise the EEO Officer and sign a Grievance Form 006. Any questions should be addressed to the Consortium EEO Officer until receipt of Grievance Form 005 or other contact by the named Hearing Officer.

1. Complainant's full name, address, and telephone number:

Name: _____

Address: _____

Phone: () _____

2. Respondent's full name, address, and telephone number:

Name: _____

Address: _____

Phone: () _____

3. A clear and concise statement of the facts, including pertinent dates, constituting the alleged violation (attach additional sheets if necessary):

Attachment N: Grievance Procedures

4. The provisions of the Act, regulations, grants or other agreements under the Act believed to have been violated:

5. If you allege impermissible discrimination, please state the class of which you are a member which you contend is being discriminated against:

Signature of Complainant

Signature of EEO Officer

Date Signed and Filed with EEO Officer: _____

Signature of Respondent

Signature of EEO Officer

Date Signed and Received by Respondent: _____

Copies: (1) To Complainant

(1) To Respondent

(2) To EEO Officer for Complainant's Grievance File and for Hearing Officer's file

Attachment N: Grievance Procedures

MGWDA

GRIEVANCE FORM – 002

RESPONDENT'S ANSWER TO COMPLAINT

INFORMATION TO RESPONDENT: This form must be submitted to the Middle Georgia Consortium EEO Officer no later than the third (3rd) work day from the date the complaint was filed. If no informal meeting of the involved parties can be arranged within the seven (7) work days after the date the complaint was filed, the formal hearing will proceed unless the complainant files a Grievance Form 006. If an informal meeting is arranged and the grievance is thereby or otherwise resolved in a manner satisfactory to all parties, you may be asked on Grievance Form 004 to confirm that there is no need for a formal hearing. Any questions should be addressed to the Consortium EEO Officer until receipt of Grievance Form 005 or other contact by the named Hearing Officer.

1. A clear and concise reply to the facts alleged by the Complainant (attach additional sheets if necessary):

2. Any response to the Complainant's statement concerning the alleged violation of the Act, regulations, grants, or other agreements under the Act believed to have been violated:

Signature of Respondent

Signature of EEO Officer

Date Signed and Filed with EEO Officer: _____

Signature of Complainant

Signature of EEO Officer

Date Signed and Received by Respondent: _____

Copies: (1) To Complainant

(1) To Respondent

(2) To EEO Officer for Complainant's Grievance File and for Hearing Officer's file.

Attachment N: Grievance Procedures

MGWDA

GRIEVANCE FORM – 003

NOTICE OF INFORMAL MEETING

Name of Complainant: _____

Name of Respondent: _____

After attempts to confer with the parties, the informal meeting for the resolution of this grievance has been scheduled for: _____, 20__ at _____ o'clock ____.m. ;
at the offices of the Middle Georgia Consortium at 124 Osigian Blvd, Suite A, Warner Robins, Georgia. If, at such meeting or otherwise, the issues raised by the grievance can be mutually resolved to the satisfaction of the parties, they will be asked to confirm that there is no need for a formal grievance hearing at this time on Grievance Form 004, otherwise the hearing shall be scheduled unless a Form 006 is received from the Complainant.

Signature of Complainant

Signature of EEO Officer

Date Signed: _____

Signature of Respondent

Signature of EEO Officer

Date Signed: _____

Copies: (1) To Complainant

(1) To Respondent

(2) To EEO Officer for Complainant's Grievance File and for Hearing Officer's file

Attachment N: Grievance Procedures

MGWDA

GRIEVANCE FORM – 004

CONFIRMATION/NO NEED FOR FORMAL HEARING

The Complainant and the Respondent have been able to informally resolve the grievance between them in a manner satisfactory to all parties and there is therefore no need for a formal hearing.

Complainant:

Respondent:

Date Signed: _____

Date Signed: _____

Date Filed with EEO Officer: _____

Signature of EEO Officer: _____

Copies:

(1) To Complainant

(1) To Respondent

(1) To EEO Officer for Complainant's Grievance File

Attachment N: Grievance Procedures

MGWDA

CERTIFIED MAIL –RETURN RECEIPT REQUESTED

GRIEVANCE FORM – 005

NOTICE OF HEARING DATE & PROCEDURE

Name of Complainant: _____

Name of Respondent: _____

INFORMATION TO PARTIES: Under the authority and jurisdiction of the Middle Georgia Workforce Development Area (MGWDA) Grievance Procedures under the Workforce Innovation and Opportunity Act, all parties are informed as follows:

1. The formal hearing on the grievance between the above named parties will be held at the following location:

on _____ day of _____, 20 _____ at _____ o'clock, _____m.,
this is not later than thirty (30) days after the date of the filing of Grievance Form 001;

2. The Complainant may amend the complaint, but no later than seventy-two (72) hours prior to the scheduled hearing;

3. The Complainant may withdraw the request for hearing by submitting a signed Grievance Form 006, a copy of which is attached, with the Hearing Officer or the EEO Officer at any time before the scheduled hearing;

4. Any party may request rescheduling of the hearing for good cause shown, but the hearing shall, in any event, be held within thirty (30) days after the date of filing of Grievance Form 001 except in extraordinary circumstances and where all parties agree to waive the thirty (30) day time limit;

5. Any party has the right to be represented by legal counsel or other representation at the party's own expense. Where the complaint is against the Consortium, the Executive or Deputy Director, the Board of Directors, or any member, the Workforce Development Board, or any member, or the Executive Committee, or any member, and any party is represented by legal counsel, the Consortium will have legal counsel present to represent the Respondent. Where the complaint is not against any of the above named, but involves solely participants or service providers, and any party is represented by counsel, the Consortium will have legal counsel present to assist the Hearing Officer;

6. Any party may call witnesses and introduce documentary evidence, including witnesses and documents which may be available to or kept in the ordinary business of grantee of/or by contract with the Consortium. Requests of a party to have identified witnesses and documents made available should be made to the Hearing Officer, in writing, no later than the _____ day of _____, 20____. All witnesses will be subject to cross-examination by the other parties; and

7. Any party may arrange for a verbatim recording and transcription of the hearing, at that parties expense. The Hearing Officer should be notified, in writing, of such intention and the arrangement for a court reporter that has been made no later than the: _____ day of _____, 20____.

Attachment N: Grievance Procedures

All further pleadings, correspondence, or questions should be directed to the Hearing Officer at the address and telephone number stated below.

SO ORDERED this _____ day of _____, 20 _____.

Hearing Officer

Name, address, and telephone number of the Hearing Officer

Name: _____

Address: _____

Phone: () _____

- Copies:
- (1) Hearing Officer's File
 - (1) To Complainant
 - (1) To Respondent
 - (1) To EEO Officer for Complainant's Grievance File

Attachment N: Grievance Procedures

MGWDA

GRIEVANCE FORM – 006

WITHDRAWAL OF COMPLAINT & REQUEST FOR HEARING

Name of Complainant: _____

Name of Respondent: _____

I, _____, wish to withdraw my complaint filed the
_____ day of _____, 20 ____ and request a hearing under the Middle Georgia
Workforce Development Area Grievance Procedures.

Date: _____

Signature of Complainant

EEO Officer/Hearing Officer

Date Received

Attachment N: Grievance Procedures

MGWDA

CERTIFIED MAIL –RETURN RECEIPT REQUESTED

GRIEVANCE FORM – 007

DECISION OF HEARING OFFICER

Name of Complainant: _____

Name of Respondent: _____

In accordance with and under the authority of the requirements of the Workforce Innovation and Opportunity Act and regulations, specifically Section 181(c) of the Act and 20 Code of Federal Regulations Part 683.600, and the Middle Georgia Workforce Development Area (MGWDA) Grievance Procedures, all as amended, and,

The procedures having been duly and properly completed in compliance with those authorities; and Having heard the evidence and argument of the parties; The following constitutes my decision and the facts and reasons thereof (additional sheets will be attached as needed):

The following constitutes my decision as to the remedies, if any, to be applied (additional sheets will be attached as needed):

A copy of this decision is being sent this date, certified mail, return receipt requested, to each of the parties, and the chairman of the Executive Committee of the Local Elected Officials. Within the ten (10) days after the date of this decision, the Executive Committee may modify it under the provisions of the MGWDA Grievance Procedures. If it does so, the action of the Executive Committee will be the final decision of the MGWDA. If no such modification is made, this decision shall, in ten (10) days become the final decision of MGWDA.

Attachment N: Grievance Procedures

The final decision of the MGWDA may be appealed by filing a request for review within ten (10) days of the adverse final decision of the MGWDA with the Governor's designee, as follows:

Ben Hames, Deputy Commissioner, or
Cherry Peterson, Compliance Manager
Georgia Department of Economic Development, Workforce Division
Technology Square, 75 5th Street N.W., Suite 1200
Atlanta, GA 30308

This the _____ day of _____, 20 _____.

Hearing Officer

Name, address, and telephone number of the Hearing Officer

Name: _____

Address: _____

Phone: () _____

Copies by certified mail, return receipt requested to: (1) To Complainant

(1) To Respondent

Further Copies: (1) To EEO Officer for Complainant's Grievance File

(1) Chairman, Executive Committee

ATTACHMENT O: Provisions, Assurances and Certifications

Provisions, Assurances and Certifications

Any entity receiving funds under the Workforce Innovation and Opportunity Act, Public Law 113-128 must adhere to the following provisions, assurances and certifications:

- 1) SEC. 501 of WIOA. Privacy. The privacy protections afforded parents and students under section 444 of the General Education Provisions Act (20 U.S.C. 1232g);
- 2) SEC. 502 of WIOA. Buy-American Requirement. Compliance with Buy American Act.—None of the funds made available under WIOA may be expended by an entity unless the entity agrees that in expending the funds the entity will comply with sections 8301 through 8303 of title 41, United States Code (commonly known as the “Buy American Act”);
- 3) Recipients of WIOA funds must adhere to the provisions regarding (29 CFR Part 93), Certification Regarding Lobbying;
- 4) Recipients of WIOA funds must adhere to the provisions of the Drug-Free Workplace Requirements Certification (29 CFR Part 98);
- 5) Recipients of WIOA funds must adhere to the provisions Nondiscrimination and Equal Opportunity Assurance (29 CFR Part 37); This assurance applies to the Grantee’s operation of the WIOA Title IB financially assisted program or activity, and to all agreements the Grantee makes to carry out the WIOA Title IB financially assisted program or activity. The Grantee understands that the Grantor has the right to seek judicial enforcement of this assurance.
 - a. WIOA Equal Opportunity and Nondiscrimination Regulations 29 CFR Part 37 and sections of the Workforce Innovation and Opportunity Act which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title IB financially assisted program or activity;
 - b. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;
 - c. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
 - d. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;
 - e. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs; and
- 6) Certification Regarding Debarment, Suspension, And Other Responsibility Matters Primary Covered Transactions (29 CFR Part 98);
- 7) As the duly authorized representative the Grantee certifies that this agency has the legal authority and the institutional managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of WIOA programs;
- 8) As the duly authorized representative the Grantee certifies that this agency will give the Comptroller General of the United States and the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to WIOA programs; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives;
- 9) As the duly authorized representative the Grantee certifies that this agency will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain;
- 10) As the duly authorized representative the Grantee certifies that this agency will initiate and complete work relating to financial and management information system reporting requirements within acceptable time frames;
- 11) The Drug Abuse Office and Treatment Act of 1972 (PL 91-616) as amended;
- 12) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 DD.3 AND 290 EE.3) as amended, relating to confidentiality of alcohol and drug abuse patient records;
- 13) Military Selective Service Act;
- 14) Nontraditional Employment for Women Act;
- 15) Department of Labor Federal Regulations at 29 CFR Parts 34 and 1604;
- 16) Will comply with Federal regulation 20 CFR 652, et al., regarding the retention of records.
- 17) Will comply as applicable, with the provisions of the Contract Work Hours and Safety Standards Act (40.327-333), regarding labor standards for federally assisted construction sub-agreements;

ATTACHMENT O: Provisions, Assurances and Certifications

- 18) Will comply with the provisions of the Hatch Act (U.S.C. 1501-1508 and 7324-7328), which limit political activities of employees whose principal employment activities are funded in whole or in part with Federal funds;
- 19) Will comply with the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, Audits of States, Local Governments, and Non-Profit Organizations;
- 20) Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing WIOA programs. Will comply with any other special assurances or provisions as may be required under Federal law or policy, including specific appropriations legislation, the Workforce Innovation and Opportunity Act, or subsequent Executive or Congressional mandates;
- 21) Will establish, in accordance with section 184 of the Workforce Innovation and Opportunity Act, fiscal control and fund accounting procedures that may be necessary to ensure the proper disbursement of, and accounting for, funds paid to the State through the allotments made under sections 127 and 132;
- 22) The contractor must adhere to the Priority of Services to Veterans and eligible spouses pursuant to (20 CFR Part 1010) the regulations of the Jobs for Veterans Act published at 73 Fed. Reg. On December 19, 2008. Veterans and eligible spouses will be provided priority in USDOL-funded workforce services in accordance with the Jobs for Veterans Act (P.L. 107-288), (38 USC 4215) and Jobs for Veterans Act Final Rule (20 CFR part 1010) published at 73 Fed. Reg. 78132 (December 19, 2008);
- 23) Assures that it will comply with the confidentiality requirements for Federal contracts;
- 24) Assures that no funds received under the Workforce Innovation and Opportunity Act will be used to assist, promote or deter union organizing;
- 25) Assures that it will comply with the grant procedures prescribed by the Secretary (pursuant to the authority at section 189(c) of the Act) which are necessary to enter into grant agreements for the allocation and payment of funds under the Act;
- 26) Advance Federal Agency Approval of Cost: It is agreed that it shall be the responsibility of the contractor to request in writing, from the WIOA Administrative Entity, approval of expenditures which require advance federal agency or their designee's approval in advance or incurrence of special or unusual costs. It shall be the responsibility of the WIOA Administrative Entity to acquire written approve from the federal agency or their designee's approval of these requests for advance approval received from the contractor and to notify the contractor in writing of the approval. Expenditures requiring advance federal agency or their designee's approval may not be made by the contractor prior to receipt of the WIOA Administrative Entity's written notification that federal agency or their designee's approval has been granted. The WIOA Administrative Entity's contract budget approval does not constitute previous federal agency/designee's and/or WIOA Administrative Entity approval of costs requiring advance federal agency/ designee approval.
- 27) Comply with the federal cost principles for determining allowable costs for this contract are OMB Circular A-122 for contracts with nonprofit organizations; A-87 for contracts with State or Local governments; and A-21 for contracts with educational institutions. Allowable costs for commercial organizations and those non-profits listed in Attachment C to OMB Circular A-122 must be determined under the provisions of the Federal Acquisition Regulation at 48 CFR part 31;
- 28) OMB Circulars A-133, Audits of States, Local Governments, and Non-Profit Organizations. Commercial organizations expending more than \$750,000 in federal funds must have either an organization-wide audit conducted in accordance with OMB Circular A-133 or a program-specific financial and compliance audit;
- 29) The Federal Acquisition Regulation at 48 CFR Part 31 for commercial organizations and non-profit organizations listed in Attachment C of OMB Circular A-122;
- 30) Fair Labor Standards Act of 1935, as amended;
- 31) 29 CFR Part 97, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, codified from OMB Circular A-102;
- 32) 29 CFR Part 95, Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations, and with Commercial Organizations, Foreign Governments, Organizations under the Jurisdiction of Foreign Governments, and International Organizations, codified from OMB Circular A-110;
- 33) The Copeland "Anti-Kickback" Act (18 USC Sec. 874 and 40 USC Sec. 276c), as supplemented by DOL in 29 CFR Part 3, regarding all contracts and subcontracts in excess of \$2000 for construction or repair;
- 34) The Davis-Bacon Act (40 USC Sec. 276a to Sec. 276a-7), as supplemented by DOL in 29 CFR Part 5, concerning wages to laborers and mechanics in construction contracts and subcontracts in excess of \$2,000 when required by Federal legislation;
- 35) Clean Air Act (42 USC Sec. 7401 et seq.): Contractor agrees to comply with all applicable standards, orders or regulations of this Act if contract exceeds \$100,000;
- 36) Federal Water Pollution Control Act (33 USC Sec. 1251 et seq.): Contractor agrees to comply with all applicable standards, orders or regulations of this Act if contract exceeds \$100,000;

ATTACHMENT O: Provisions, Assurances and Certifications

- 37) The Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871), as referenced at 29 CFR 97.36(i)(13), regarding mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan;
- 38) The Resource Conservation and Recovery Act (Pub. L. 94-580 codified at 42 USC Sec. 6962), as referenced at 29 CFR 95.16, regarding giving preference in procurement programs funded with federal funds to the purchase of recycled products pursuant to EPA guidelines;
- 39) The conflict of interest and code of conduct requirements governing Workforce Innovation and Opportunity Act transactions set forth at 29 CFR 95.42 or 29 CFR 97.36(b)(3), as appropriate, and at 20 CFR 667.200(a)(4);
- 40) The requirements related to nepotism found at 20 CFR Section 633.320;
- 41) The Federal Social Security Act, 42 USC Sec. 303 and 503, requiring states to disclose UI information to designated public officials for programs such as food stamps and child support recovery;
- 42) The Vietnam Era Veteran's Readjustment Assistance Act of 1974 as amended September 7, 2007, and the Jobs for Veteran's Act enacted in 2002;
- 43) The Georgia Security and Immigration Compliance Act of 2006 (SB 529) and the Georgia Illegal Immigration Reform and Enforcement Act of 2011. (OCGA 13-10-91(b)(3));
- 44) (WIOA Training Programs) The contractor will ensure that worksites adhere to applicable federal/state wage, labor and worker's compensation laws. Wages shall be paid at rates not less than those prevailing on projects of a similar nature in the locality as determined by the Secretary of Labor in accordance with subchapter IV of Chapter 31 of the Title 40, United States Code and functions set forth in Reorganization Plan Numbered 14 of 1950 (64 Stat 1267; 5 U.S.C. App.) And Section 3145 of Title 40, United States Code (Recovery Act Sec. 1606);
- 45) The contractor must adhere to the prohibition of WIOA funds to be used for; religious or political activities including religious worship or instruction, gambling establishment, aquarium, zoo, golf course, or swimming pools;
- 46) The contractor must adhere to the Whistleblower Protection (Recovery Act Sec. 1553);
- 47) Local areas will comply with the security and privacy standards of Public Law 104-191 - the Health Insurance Portability and Accountability Act of 1996;
- 48) Paperwork Reduction Act of 1995 (44 U.S.C. 3507(d));
- 49) Migrant and seasonal farmworkers will be provided the same range and quality of services as non-migrants, and equity of service will be afforded to migrant and seasonal farmworkers in all labor exchange services provided in the area. [20 C.F.R., Part 653]; and
- 50) Contractors will comply with section 101 of Public Law 109-149 which limits the salary and bonus compensation for individuals who are paid by funds appropriated to the Employment and Training Administration and provided to recipients and sub-recipients.
- 51) Americans with Disability Act Compliance – Contractor agrees to make reasonable efforts to comply with the Americans with Disability Act.
- 52) HIPAA Business Associate Agreement – Defines the rights and responsibilities of a contractor in reference to the Health Insurance Portability and Accountability Act, which pertains to the security and privacy of patient health information.
- 53) Federal Funding Accountability & Transparency Act (FFATA) – Contractor agrees to comply with FFATA that outlines the conditions for reporting for federal grants \$25,000 or greater.
- 54) Intangible Personal Property – If work under this agreement produces patentable items, processes or inventions, the Contractor will report the fact promptly and fully to the Consortium. The Consortium will submit the Contractors report to the State for a determination as to whether to seek protection on the invention or discovery. Unless otherwise provided in terms of this agreement, when copyrightable material is developed/or purchased in the course of or under this agreement, the author or the Contractor which developed the work is free to copyright the material or to permit others to do so. If any material developed/or purchased in the course of or under this agreement is copyrighted, the Consortium, State and U.S. Department of Labor shall have a royalty-free, nonexclusive, or irrevocable right to reproduce, publish, and otherwise use, and to authorize other to use, the work for Government purposes. The Consortium, the State and the U.S. Department of Labor shall have unlimited rights to any data first produced or delivered under the agreement (agreements which involve the use/development of computer programs/applications, or the maintenance of databases or other computer data processing program, including the inputting of data).
- 55) Certification Regarding Procurement of Recovered Materials (Sec. 200.322) -
A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000;

procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

I have read and understand the above provisions, assurances and certifications. The agency/organization further understands it must adhere to all of the above provisions, assurances and certifications as applicable.

Authorizing Signature

Date

Attachment P: Policy Requires Additional Assistance

POLICY: REQUIRES ADDITIONAL ASSISTANCE¹

PURPOSE: To define “Requires Additional Assistance to complete an Educational Program or to Secure and Hold Employment” pursuant to the Workforce Innovation and Opportunity Act of 2014 to provide guidance regarding said eligibility requirements.

I. LOCAL DEFINITION

A. “Requires additional assistance to complete an educational program” shall be defined as an individual who:

- 1) Is/Was at risk of dropping out of school, as determined by referral from a school staff person, probation officer, or other responsible person with documentation evidencing chronic poor attendance or discipline problems during the last 12 months, or has educational underachievement (i.e., less than a cumulative 2.0 grade point average); or
- 2) Is/Was enrolled in remedial education classes that required appropriate education for students with academic deficiencies; or
- 3) Is/Was attending an alternative education program that leads to a high school diploma or High School Equivalency; or
- 4) Is/Was credit deficient (i.e., one or more grade levels behind peer group); or
- 5) Has failed to achieve the required score on an accredited “End of Course Assessment/Final Exam”, Licensure Exam, etc.; or
- 6) Is/Was on academic probation with documentation evidencing such; or
- 7) Is/Was failing two or more academic subjects in the current academic period (e.g., semester, trimester, etc.), or
- 8) Lacks necessary support services needed to attend school training, or
- 9) Requires additional assistance not specified above which, in the judgement of the Career Facilitator, can be provided by the program.

Supporting documentation shall be provided from the educational institution with sufficient detail explaining the participant’s status. Examples of appropriate documentation include but are not limited to report card(s), letter(s) or other official documents from school on the school’s letterhead.

B. “Requires additional assistance to secure employment and hold employment” shall be defined as an individual who:

- 1) Has failed to secure a job within the past three months after employment search (i.e., Job Search log complete in detail with all necessary signatures, dates, etc.) and has received a low score on a pre-employment skills assessment. Sufficient documentation shall consist of a job search log completed in detail with all necessary signatures, dates, etc. and copy of applicable test results indicating

¹ As defined by the local workforce development board; please note that 20 CFR 681.300 provides that the State or local area may define such.

Attachment P: Policy Requires Additional Assistance

the participant has a low score; or

2) Is not registered for work with the Georgia Department of Labor & Workforce Development. Verified via EmployGeorgia under Wagner-Peyser; or

3) Is employed part-time (less than 30 hours per week) and has been unable to obtain full-time employment within the past three months after employment search. Documentation shall consist of at least two or more recent pay stubs within the last thirty days and a detailed job search log; or

4) Has been employed full-time in short term employment by a temporary agency (i.e., four months or less) within 12 months prior to application. Sufficient documentation shall consist of at least two (2) recent pay stubs within the last thirty days or a detailed employer statement on letterhead signed and dated; or

5) Is an emancipated youth (i.e., adolescents who leave the parents' household by agreement or demand). Legal documentation is required; or

6) Is a former foster care youth as evidenced by a letter from the Department of Human Services; or

7) Receives public assistance, or is a member of a family receiving public assistance as evidenced by letter(s) from the Department of Human Services including applicant's name; or

8) Is a public housing resident or member of a family receiving a Section 8 voucher. Sufficient documentation shall consist of a voucher with the parent or guardian's name and documentation that the approved youth is eligible to live at the residence; or

9) Is a member of a group that has been determined to be disproportionately underrepresented in the local workforce, i.e. as determined by statistics by the Federal Department of Labor, State Department of Labor, or Federal Bureau of Labor Statistics; or

10) Is an individual who did not achieve the WorkReady Certificate.

Documentation that the individual did not obtain at least the Bronze WorkReady Certificate will be required, or

11) Lacks necessary support services needed to attend work, or

12) Requires additional assistance not specified above which, in the judgement of the Career Facilitator, can be provided by the program.

Documentation evidencing the deficiencies identified above must be provided with the eligibility documentation and maintained in the participants' file. In addition, the eligibility and barrier identification must be addressed in the case notes and entered into the Georgia WorkReady System

II. **EFFECTIVE DATE:** This Policy shall be effective upon the date referenced above and remain in effect until further notice.

III. **INQUIRIES:** Contact the Youth Services Specialist with any questions or concerns regarding this Policy.

Attachment R: Client Information Form

CLIENT INFORMATION FORM (LIST UP TO 5 FUNDING AGENCIES)		
Agency Name and Address	Contact Person	Phone No. Fax No. Email Address
1.		
2.		
3.		
4.		
5.		