

Request for Proposals (RFP)
Comprehensive Case Management Employment Program
(CCMEP)



To Operate for Ohio County- Madison County

CCMEP YOUTH PROGRAM

Through the

Workforce Innovation & Opportunity Act (WIOA) Youth Program

And

Temporary Assistance for Needy Families (TANF) Youth Program

Program Year June 6, 2021 - June 30, 2022

To: **Potential Deliverers of Comprehensive Case Management Youth Program Services**

From: **Madison County Department of Job & Family Services**

Date: **April 5, 2022**

RE: **Request for Proposal (RFP) for Program Year 2022 to provide youth services under the Comprehensive Case Management Employment Program**

This Request for Proposal seeks year-round programs for youth aged 14-24 from innovative and qualified youth service providers. Proposed program must provide access to participants of the fourteen (14) WIOA Youth Program Elements and thirty-two (32) TANF activities for eligible youth of Madison County for the period beginning June 6, 2022 through June 30, 2023 with an option to renew successful providers for an additional two years.

This packet includes: Program requirements, evaluation criteria and required addendum.

All proposers are encouraged to attend the virtual Bidder's Conference where RFP objectives, format and other questions concerning the process will be discussed.

Bidder's Conference – April 19, 2022 at 2pm

By Zoom: Email Anna.Schafer@jfs.ohio.gov for meeting link by 4/18/22 12pm

Deadline for Submission – May 3, 2022 by 4pm

In-person: OhioMeansJobs Madison County, 200 Midway Street London, Ohio 43140

By mail: OhioMeansJobs Madison County, 200 Midway Street London, Ohio 43140

Other Notable Dates

Rating of proposals by county panel	May 5, 2022
Winning bids officially notified	May 10, 2022
Greater Ohio Workforce Board Approval	June 1, 2022
Final Negotiations and Contracting	June 2, 2022
CCMEP Youth Services Begin	June 6, 2022

Table of Contents

Purpose.....	4
Funding and Administration of CCMEP.....	4
Services that shall be made available to program participants	4
Requirements for Eligibility, Objective Assessment and IOP Development.....	6
Primary Outcomes Measures.....	9
Instructions for Applying and Proposal Components	9
Financial Requirements.....	11
Proposal Content and Submission.....	12
Proposal Cover Sheet.....	13
Proposal Narrative.....	14
Executive Summary	16
CCMEP Performance Outcomes.....	17
Program Budget	18
Certification regarding debarment, suspension, ineligibility and voluntary exclusion	19
Certification regarding drug-free workplace requirements.....	20
Certification regarding lobbying	21
Nondiscrimination & Equal Opportunity Assurances	22
Assurance of Compliance with ADA	23
Management and Fiscal Assurances	24

PURPOSE

The goal of the CCMEP program is to assist youth in making a successful transition to employment and further education. A wide range of activities and services must be available to assist youth, especially those who are disconnected and out-of-school, in making a successful transition to adulthood. The CCMEP program is designed to provide services, employment, and training opportunities to those who can benefit from, and who need such services.

FUNDING AND ADMINISTRATION OF CCMEP

The Greater Ohio Workforce Board (GOWBI) authorizes the use of its youth workforce investment funds for CCMEP in accordance with section 129 of WIOA. TANF block grant funds are made available for CCMEP by the local counties that GOWBI serves.

The exact amount of available funds for Program Year 22 (June 6, 2022 through June 30, 2023) is not known at this time. Overall estimated anticipated amounts are as follows:

Madison County	\$ 30,000
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Spending requirements include:

- 20% spending minimum for youth work experiences (see p. 5(3))
- 75% spending minimum for out of school youth (see p. 7, definitions)

SERVICES THAT SHALL BE MADE AVAILABLE TO PROGRAM PARTICIPANTS

(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 postsecondary credential.

(2) **Alternative secondary school services or dropout recovery services.** This includes alternative secondary school services such as basic education skills training, individualized academic instruction, and English as a second language training. These services assist the program participant who has struggled in traditional secondary education. Dropout recovery services include credit recovery, counseling, and educational plan development. Dropout recovery services assist program participants who have dropped out of school.

(3) **Planned, structured learning through paid or unpaid work experiences** that have academic and occupational education as a component of the work experience, which may include the following types of work experiences:

- (a) Employment opportunities available throughout the year and/or summer employment opportunities.
 - (b) Pre-apprenticeship programs designed to prepare individuals to enter and succeed in an apprenticeship program registered under the National Apprenticeship Act (1932).
 - (c) Internships and job shadowing.
 - (d) On-the-job training opportunities.
- (4) **Occupational skills training**, which includes priority for training programs that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations in the state or in the local area involved,
- (a) Individual Training Accounts (ITAs) are established on behalf of the participant to purchase training services from eligible training providers listed on Ohio's Workforce Inventory of Education and Training (WIET).
 - (b) Eighty-five percent of all individual training accounts for the program year must be for training in an occupation that is on the state's in-demand occupation list.
- (5) **Education offered concurrently with workforce preparation activities** and training for a specific occupation. This includes programs that provide workforce preparation activities, basic academic skills, and hands-on occupational skills training being taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway.
- (6) **Leadership development opportunities**, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors.
- (7) **Supportive services** to enable a youth to participate in CCMEP.
- (8) **Adult mentoring** for a duration of at least twelve months that may occur both during and after participation in CCMEP.
- (9) **Follow-up services** for not less than twelve months after exiting CCMEP as described in paragraph (D) of rule 5101:14-1-06 of the Administrative Code. Follow-up services may vary dependent on each program participant's needs and the Individual Opportunity Plan (IOP) in effect upon exit, and are intended to provide the necessary support to ensure the program participant's post-program success, including but not limited to:
- (a) Supportive services.
 - (b) Regular contact with program participants and their employers, including assistance addressing work-related problems.

- (c) 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.
 - (d) Financial literacy education.
 - (e) Adult mentoring; and
 - (f) Activities that help the program participant prepare for and transition to post-secondary education.
- (10) **Comprehensive guidance and counseling**, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth.
- (11) **Financial literacy education**. This includes a program activity provided to gain an understanding of basic financial information which is necessary to become self-sufficient, and includes but is not limited to the following:
- (a) Supporting the ability of CCMEP participants to create household budgets, initiate saving plans, and make informed financial decisions about education, retirement, home ownership, wealth building, or other savings goals;
 - (b) Supporting the ability to manage spending, credit, and debt, including credit card debt effectively;
 - (c) Increasing awareness of the availability and significance of credit reports and credit scores in obtaining credit, including determining their accuracy;
 - (d) Supporting the ability to understand, evaluate, and compare financial products, services, and opportunities; and
 - (e) Supporting activities that address the financial literacy needs of non-English speakers.
- (12) **Entrepreneurial skills training**.
- (13) Services that provide **labor market and employment information about in-demand industry sectors or occupations** available in the local area, such as career awareness, career counseling, and career exploration services.
- (14) **Post-secondary preparation and transition activities**.

REQUIREMENTS FOR ELIGIBILITY, OBJECTIVE ASSESSMENT AND IOP DEVELOPMENT

The proposer shall ensure that the JFS 03002 "WIOA Youth Program Eligibility Application" is completed prior to the comprehensive assessment for each mandatory or voluntary individual. The lead agency will determine if the individual is eligible to receive funding through Workforce Innovation and Opportunity Act (WIOA) and Temporary Assistance for Needy Families (TANF).

A. Eligibility

Eligibility to receive services in CCMEP **funded by WIOA** when that individual is either an in-school youth or out-of-school youth as defined in rule 5101:14-1-01 of the Administrative Code.

a. Out-of-school youth

- aged 14-24
- not attending any school
- have a barrier to employment
 - school dropout
 - truant from high school
 - high school graduate but low-income and is basic skills deficient or an English language learner
 - subject to the juvenile or adult justice system
 - homeless, runaway, in foster care or aged out of the foster care system, or in out-of-home placement
 - pregnant or parenting
 - individual with a disability
 - low income person who requires additional assistance to enter or complete an educational program or to secure and hold employment.

b. In-school youth

- aged 14-21 and attending school
- low income
- meet one or more additional conditions, which could include:
 - Basic skills deficient
 - English language learner
 - an offender
 - homeless, runaway
 - in foster care or aged out of the foster care system
 - pregnant or parenting
 - an individual with a disability
 - person who requires additional assistance to enter or complete an educational program or to secure and hold employment.

Eligibility to receive services in CCMEP **funded by TANF** when that individual:

- Has (or has applied for) a social security number; is a US citizen or non-citizen national or qualified alien as defined in rule 5101:1-2-30 of the Administrative Code; does not owe any of the cost of fraudulent TANF assistance paid to individual; has been given opportunity to register to vote.

- Has gross income in the previous thirty calendar day period of less than two hundred percent of the federal poverty level.
- Is one of the following: A minor child; The parent, specified relative, legal guardian or legal custodian of a minor child; a non-custodial parent who lives in the state, but does not reside with his/her minor child(ren); a pregnant individual; or an individual age 18 to 24 that is part of a family that includes a minor child.

B. Comprehensive Assessment

All eligible youth shall have a comprehensive assessment as described in OAC 5101:14-1-04 using OWCMS or JFS 03006/3003.

The comprehensive assessment includes, but is not limited to, a review of the following:

- Occupational skills
- Prior work experience
- Employability
- Interests
- Aptitudes
- Supportive service needs
- Developmental needs
- Basic skills assessment that measures skill level as well as skills-related gains. Reasonable accommodations will be provided in the assessment process, if necessary, for individuals with disabilities.

C. Individual Opportunity Plan (IOP)

The IOP documents the assessment and is mutually developed, implemented, and revised with the youth to include: employment, education, and personal development goals; service objectives and service plan of action needed to achieve the identified goals; and to document services provided and desired results.

Contracted service providers must utilize OWCMS to complete the program participant's IOP or JFS 03004 "CCMEP Individual Opportunity Plan".

Information that must be included in the IOP, but is not limited to:

- (1) Dates or timeframes the IOP will be reviewed and/or revised;
- (2) Strengths and barriers to employment identified through the assessment;
- (3) Youth's plan to overcome barriers and achieve the goal of self-sufficiency, including:
 - (a) Employment and education goals, including identifying career pathways;
 - (b) Appropriate achievement objectives;
 - (c) Appropriate services necessary to overcome barriers, capitalize on strengths, and to achieve self-sufficiency;
 - (d) Support to obtain high school diploma or high school equivalence;
 - (e) Job placement;
 - (f) Job retention support;
 - (g) Other services that aid the individual in achieving the plan's goals; and

(h) Incentives.

(4) A requirement that the youth must register with the OhioMeansJobs website (www.ohiomeansjobs.com) unless the program participant is legally prohibited from using a computer, has a physical or visual impairment that makes the program participant unable to use a computer, or has a limited ability to read, write, speak, or understand a language in which OhioMeansJobs is available;

(5) Detailed information on the services (including supportive services) the program participant will receive and how the lead agency will provide those services.

(6) Activities in which the youth will engage. If the youth discloses, has, or appears to have a physical or mental condition that substantially limits one or more major life activities, the IOP shall include a description of each reasonable modification requested and made for the participant (if any) and the necessary referrals made to assist in obtaining additional services; and

(7) Number of months youth has participated in OWF that were subject to the time-limit described in rule 5101:1-23-01 of the Administrative Code.

PRIMARY OUTCOME MEASURES

All proposers selected for contract awards must meet minimum performance outcomes as required by the US Department of Labor and the Ohio Department of Job & Family Services.

<i>Placement in Employment/Education/Military 2nd quarter after exit</i>	72%
<i>Retention in Employment/Education/Military 4th quarter after exit</i>	71%
<i>Median Earnings 2nd quarter after exit</i>	\$2800
<i>Credential Attainment</i>	50%
<i>Measurable Skills Gain</i>	37%

INSTRUCTIONS FOR APPLYING AND PROPOSAL COMPONENTS

Only proposals which adhere to the enclosed instructions and criteria will be reviewed. A successful bid does not commit Madison County, Greater Ohio Workforce Board Inc, or Chief Elected Officials to award a contract, pay for costs incurred in the preparation of the RFP, or to otherwise procure services or supplies.

Proposals will be reviewed for accuracy. Madison County and GOWBI reserve the right to accept or reject any or all proposals in full or in part. All requested amounts are subject to negotiations based on final approval by Madison County. All contracts must be approved by the member county's Board of County Commissioners.

The selected provider(s) will offer comprehensive year-round programs of services and activities. Program design must include a year-round program model during which services are available to youth all twelve months of the year. Summer youth employment must be incorporated as part of the year-round program. Relevant information is available at <http://www.doleta.gov/WIOA> and <http://jfs.ohio.gov/owd/CCMEP/index.stm>.

A. Proposal Submission

Proposals must be submitted to:

OhioMeansJobs Madison County
200 Midway Street, London, Ohio 43140
Attn: CCMEP RFP

PROPOSALS MUST BE RECEIVED BY 5/3/21 BY 4PM. Late proposals will not be accepted.

B. Proposal Format

Each proposal must be submitted in the following format:

- Typewritten, single-spaced on 8.5" x 11" plain white paper.
- No longer than 30 pages including attachments.
- 5 copies submitted, each stapled in the upper left-hand corner. No binders, covers or coils permitted.

C. Review of Proposals

Each proposal shall be reviewed and evaluated based on quality of services proposed, demonstrated effectiveness with the target population, cost effectiveness of the program, expected and past performance and organizational capabilities. Successful bidders must achieve at least 50 points to be considered.

The weighted value of each section of the proposal shall be as follows:

<i>Organization’s Experience and Qualifications</i>	<i>20 points</i>
<i>Program Elements/Implementation Plan</i>	<i>30 points</i>
<i>Program Outcomes & Deliverables</i>	<i>20 points</i>
<i>Fiscal Accountability</i>	<i>30 points</i>
<i>Total Possible Points</i>	<i>100 points</i>

Once the reviewing of the proposals has begun, Madison County staff member or GOWBI staff or board member will answer questions from proposers relative to the RFP. Programs that best meet the needs of the targeted population are the ones most likely to be funded.

D. Selection Announcement and Subsequent Contracting

Selection of approved proposals will be within 1 week after the RFP submission date. Proposers will be notified in writing of their results. Tabulated rating results are available by written request to Anna McClaskie, Workforce Development Supervisor, 200 Midway Street, London Ohio 43140. Proposals selected for possible contracts will be available for perusal at Madison County by appointment only.

All contracts awarded as a result of this solicitation will be cost reimbursement where only the actual costs of completing the contract are covered. However, per OMB Uniform Guidance, proposers may budget for indirect costs by use of the de minimus rate of 10% (2 CFR 200.414(f)).

Proposers with complaints or recommendations about the RFP process may submit a request to address of Madison County. The request must be in writing, within 30 days of the selection announcement and mailed to: Anna McClaskie, Madison Co. Job & Family Services, 200 Midway Street, London, Ohio 43140

FINANCIAL REQUIREMENTS

A. Capabilities

Proposers must be able to demonstrate the administrative and financial capability to effectively and efficiently deliver the services proposed. Administrative capability includes the ability to design and implement the proposed services, manage the delivery system, conduct self-monitoring for contract compliance, measure customer satisfaction, implement a continuous improvement model, achieve the contract objectives, provide quality service delivery, keep appropriate, auditable records, and meet performance standards. Proposers must also meet fiscal reporting requirements in accordance with the Generally Accepted Accounting Practices (GAAP) and show evidence of continued financial stability.

B. Staff

The county will only reimburse personnel cost for time actually worked, reasonable vacation, sick leave and holiday as provided for in the proposing organization's personnel policies. No other paid leaves of absence will be reimbursed.

C. Cost and Price Analysis

All proposals will be evaluated on the basis of obtaining the most cost-effective prices possible while achieving the highest quality service delivery. To accomplish this, county panel will conduct a cost/price analysis on proposed cost during the review process. Agencies are

encouraged to submit their best offer for providing the services solicited and to thoroughly describe and justify costs.

The cost/price analysis shall be conducted to ensure that the proposed costs are necessary, and reasonable; to determine if the proposed costs are allowable and allocable; to determine if there is duplication of costs with other programs; to ensure that the costs are directly associated with carrying out only the proposed services; and to ensure that the proposed costs will benefit the program.

D. Audit

This contract will require that the service provider arrange for a single audit to be completed prior to January 1, 2023 with a copy of the results sent to the counties when available.

E. Purchasing

Agencies awarded a contract under this RFP shall be required to follow the county's purchasing procedures or obtain approval to follow their own written procedures. If the proposer intends to procure equipment, materials, etc., for itself, it must be identified as such in the budget narrative and any purchases with a life span greater than one year will remain the property of the county where the funds originated.

F. Funding Period

The funding period for contracts awarded under this grant will be June 6, 2022 and continue through June 30, 2023. Contracts may be extended one year at a time, for up to two consecutive years, if performance of the provider(s) so warrants. Renewals will be the option of the contracting county.

PROPOSAL CONTENT AND SUBMISSION

The proposal must include but be no longer than 30 pages:

A-1	Proposal Cover Sheet
A-2	Proposal Narrative
A-3	Executive Summary per County
B-1	Performance Outcomes
C-1	Program Budget per County
D-1	Certification Regarding Debarment, Suspension, Ineligibility & Voluntary Exclusion
D-2	Certification Regarding Drug-Free Workplace Requirements
D-3	Certification Regarding Lobbying
D-4	Nondiscrimination & Equal Opportunity Assurances
D-5	Assurance of Compliance with Americans with Disabilities Act (ADA)
D-6	Management and Fiscal Assurances

PROPOSAL COVER SHEET

A-1

Proposer Name:

Address:

FEIN:

Organizational Status: Public, non-profit Private, non-profit Private, for profit
 Government Other

Number years in operation:

Person (Name and Title) authorized to represent the Proposer:

Ph # Email

Desired county to provide services: Madison

	Madson
Total Funds Requested	
Estimated number of youths served	
Partial Provision of 14 Core Elements	<input type="checkbox"/>
Total Provision of 14 Core Elements	<input type="checkbox"/>

I certify that as the official representative for the organization, I have read the Request for Proposals (RFP) and our attached proposal and certify that the information given herein is complete, true, and an accurate representation of my organization and the activities and/or service we are willing to provide to the county.

I have reviewed the budget included with our proposal and attest that the line items and fees in the budget have been arrived at independently, without consultation , communication, or agreement with any other

proposer or any competitor for the purpose of restricting competition and no attempt has been made or will be made by me or my organization to induce another person, firm , or organization to submit a proposal (or not to submit a proposal) for the purpose of limiting or restricting competition.

Signature:

Typed name and title:

Date:

PROPOSAL NARRATIVE

A-2

Answer the following questions, numbering your answers for clarity.

Organizational Experience and Qualifications (20 points)

1. Describe the organization's experience in dealing with youth and demonstrated performance (be sure and include WIOA performance if applicable).
2. Describe organization's ability to measure performance outcomes.
3. Briefly explain your organization's' mission and vision.
4. Explain your organizational capacity and staff qualifications.
5. Describe the organization's ability to collaborate and coordinate with other agencies in providing services. Provide examples.

Program Elements/ Implementation Plan (30 Points)

1. How will you recruit, engage, and retain youth in the program? Describe the target youth and their eligibility.
2. What assessments and tools will be used to identify academic, employment and occupational interests, aptitudes and skill levels?
3. Describe the process you will put in place to complete the objective assessment and develop the Individual Opportunity Plan based on each youth's needs and goals.
4. List services to be delivered, including the youth integration into www.ohiomeansjobs.com, then describe how they will be delivered to the youth?
5. What strategies will the agency use to meet the reporting requirements in OWCMS for assessment, IOP development, services provided and program outcomes?

Program Outcomes and Deliverables (20 Points)

1. Show the relationship between the required services you will provide and successful attainment of the CCMEP performance measures.
2. Describe the strategies to be implemented to insure federal and state performance standards will be achieved; show how your agency will measure and track success.

Fiscal Accountability (30 Points)

1. Provide a budget narrative detailing the program budget and line-item amounts.
2. Provide a cost per participant and explain the reasonableness of that CPP.
3. Explain how the budget reflects fiscal guidelines of CCMEP.
 - a. 10% de minimus for overhead costs
 - b. 75% budgeted for out of school youth
 - c. 20% budgeted for work experience (if you provide that service)
 - d. # of services provided is reasonable to amount of funds requested
 - e. Budget reflects understanding of cost reimbursement not fixed price

COUNTY: Madison

Complete a one-page summary for Madison County, you are proposing to serve describing the program you will provide.

Be sure to discuss the following points:

- Type of youth enrolled (in-school, out of school, TANF/WIOA or co-enrolled)
- Which of the 14 services you will provide in this county?
- How referrals will be made to providers for services you don't directly provide
- Maintaining contact with youth
- Achievement and reporting of outcomes

- (1) Employment 2nd quarter after exit:** The percentage of program participants that are in unsubsidized employment during the second quarter after exit.
- (2) Employment 4th quarter after exit:** The percentage of program participants that are in unsubsidized employment during the fourth quarter after exit.
- (3) Education, training or employment 2nd quarter after exit:** The percentage of program participants that are in unsubsidized employment, education, or occupational skills training during the second quarter after exit.
- (4) Education, training or employment 4th quarter after exit:** The percentage of program participants that are in unsubsidized employment, education, or occupational skills training during the fourth quarter after exit.
- (5) Credential attainment rate:** The percentage of program participants that were in an education or training program while enrolled in CCMEP who obtain a recognized post-secondary credential, or a secondary school diploma or its recognized equivalent during participation in or within one year after exit from CCMEP. CCMEP program participants who obtain a secondary school diploma or its recognized equivalent shall be included in the percentage counted as meeting the criterion if such participants, in addition to obtaining such diploma or its recognized equivalent, have obtained or retained employment or are in an education or training program leading to a recognized post-secondary credential within one year after exit from CCMEP.
- (6) Median earnings 2nd quarter after exit:** The median earnings of program participants who are in unsubsidized employment during the second quarter after exit.
- (7) Effectiveness in serving employers (i.e., job retention):** The percentage of program participants who were in unsubsidized employment during the second quarter after exit who during the fourth quarter after exit are employed with the same employer.

PROGRAM BUDGET PER COUNTY

C-1

Prepare a budget for county you are proposing to serve. **COUNTY:** Madison

PROGRAM MANAGEMENT COSTS				
I.	STAFF COSTS			
	A. Salaries	\$ 1.00		
	B. Payroll-related Expenses	\$ 1.00		
	C. Fringes (list)	\$ 1.00		
		Total Staff Costs	\$ 3.00	
II.	OPERATIONAL COSTS			
	A. Travel	\$ 1.00		
	B. Office/ Program Supplies	\$ 1.00		
	C. Occupancy	\$ 1.00		
	D. Indirect Direct Costs (de minimus 10%)	\$ 1.00		
	E. Insurance	\$ 1.00		
	F. Other _____	\$ 1.00		
		Total Operational Costs	\$ 6.00	
III.	EQUIPMENT COSTS			
	A. Leased Equipment	\$ 2.00		
	B. Purchased Equipment	\$ 2.00		
		Total Equipment Costs	\$ 4.00	
DIRECT PARTICIPANT COSTS				
	A. Training Materials/ Assessments	\$ 1.00		
	B. Education/ Tuition	\$ 1.00		
	C. Work Experience Wages	\$ 1.00		
	D. Work Experience Staff	\$ 1.00		
	E. Supportive Services	\$ 1.00		
	F. Other _____	\$ 1.00		
		Total Direct Participant Costs	\$ 6.00	
TOTAL PROPOSED BUDGET			\$ 19.00	

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION D-1

As the potential awarded vendor on this contract, you are required to provide debarment/suspension certification indicating that you are in compliance with the below Federal Executive Order. Certification can be done by completing and signing this form.

Debarment:

Federal Executive Order (E.O.) 12549 "Debarment" requires that all contractors receiving individual awards, using federal funds, and all subrecipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal assistance funds. By signing this document, you certify that your organization and its principals are not debarred. Failure to comply or attempts to edit this language may disqualify your bid. Information on debarment is available at the following websites: www.sam.gov and <https://acquisition.gov/far/index.html> see section 52.209-6.

Your signature certifies that neither you or your principal is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

(Name) _____

(Company) _____

(Signature) _____

(Date) _____

The grantee certifies that it will provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee’s workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- (b) Establishing a drug-free awareness program to inform employees about— (1) The dangers of drug abuse in the workplace; (2) The grantee’s policy of maintaining a drug-free workplace; (3) Any available drug counseling, rehabilitation and employee assistance programs, and (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- (c) Making it a requirement that each employee be engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will— (1) Abide by the terms of the statement; and (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after each conviction.
- (e) Notifying the agency within ten days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction.
- (f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted— (1) Taking appropriate personnel action against such an employee, up to and including termination; or (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or another appropriate agency.
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

Typed Name and Title of Certification Official

Signature

Date

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients 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 subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

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

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement 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 statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Typed Name and Title of Certification Official

Signature

Date

During the performance of an awarded contract, the contractor agrees as follows:

(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

(4) The contractor will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places.

(5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7) In the event of the contractor's non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) Contractor will include the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Sec. 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor.

Typed Name and Title of Certification Official Signature Date

During the performance of an awarded contract, the contractor agrees as follows in 29 US Code 794:

(a) Promulgation of rules and regulations

No otherwise qualified individual with a disability in the United States, as defined in section 705(20) of this title, shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or under any program or activity conducted by any Executive agency or by the United States Postal Service. The head of each such agency shall promulgate such regulations as may be necessary to carry out the amendments to this section made by the Rehabilitation, Comprehensive Services, and Developmental Disabilities Act of 1978. Copies of any proposed regulation shall be submitted to appropriate authorizing committees of the Congress; such regulation may take effect no earlier than the thirtieth day after date on which such regulation is submitted to committees.

(b) “Program or activity” defined For the purposes of this section, the term “program or activity” means all of the operations of—

(1) (A) a department, agency, special purpose district, or other instrumentality of a State or local government; or
(B) the entity of such State or local government that distributes such assistance and each such department or agency (and each other State or local government entity) to which the assistance is extended, in the case of assistance to a State or local government;

(2) (A) a college, university, or other postsecondary institution, or a public system of higher education; or
(B) a local educational agency (as defined in section 7801 of title 20), system of career and technical education, or other school system;

(3) (A) an entire corporation, partnership, or other private organization, or entire sole proprietorship—

(i) if assistance is extended to such corporation, partnership, private organization, or sole proprietorship as a whole; or

(ii) which is principally engaged in the business of providing education, health care, housing, social services, or parks and recreation; or

(B) the entire plant or other comparable, geographically separate facility to which Federal financial assistance is extended, in the case of any other corporation, partnership, private organization, or sole proprietorship; or

(4) any other entity which is established by two or more of the entities described in paragraph (1), (2), or (3); any part of which is extended Federal financial assistance.

(c) Significant structural alterations by small providers- Small providers are not required by subsection (a) to make significant structural alterations to their existing facilities for the purpose of assuring program accessibility, if alternative means of providing the services are available. Terms used in this subsection shall be construed with reference to the regulations existing on 3/22/88.

(d) Standards used in determining violation of section- The standards used to determine whether this section has been violated in a complaint alleging employment discrimination under this section shall be the standards applied under title I of the Americans with Disabilities Act of 1990 (42 U.S.C. 12111 et seq.) and the provisions of sections 501 through 504, and 510,^[1] of the Americans with Disabilities Act of 1990 (42 U.S.C. 12201–12204 and 12210), as such sections relate to employment.

Typed Name and Title of Certification Official

Signature

Date

This Workforce System and its member counties will only enter into contracts with organizations which provide reasonable assurances in their proposals that they are capable of managing, operating, monitoring, and reporting according to federal and state guidelines, and standards of usual and customary business practices. Please respond to each statement or question with a “yes” or “no” answer, explaining any “no” on another page or in the limited space provided.

1. Yes No The organization has sufficient management and fiscal ability to operate the CCMEP youth program.
2. Yes No All positions with the agency have up-to-date job descriptions.
3. Yes No All employees meet the minimum qualifications specified in their job descriptions and complete a yearly background check that contains no offenses on the state’s list of absolute bars for teacher licensure.
4. Yes No The organization will full comply with the following:
 - A. Debarment and Suspension Certification (29 CFR Part 98)
 - B. Certification Regarding Lobbying (29 CFR Part 93)
 - C. Drug-free Workplace Certification (29 CFR Part 98)
 - D. Nondiscrimination & Equal Opportunity Assurance (29 CFR Part 38)
 - E. Americans with Disabilities Act (ADA) (29 CFR Part 32)
5. Yes No Assurance that there is no information available showing substantial non-compliance with CCMEP regulations, or if there is, that there is an acceptable Corrective Action Plan in place.
6. Yes No Insurance and bonding policies are current, and all appropriate staff are covered.
7. Yes No The organization has an accounting system that adequately accounts for program funds and presents accrued program expenditure by established cost categories.
8. Yes No There are written accounting procedures which are followed and provide internal controls for cash receipts, checks, cash disbursements, bank reconciliations, payroll, and purchases.
9. Yes No The organization accepts responsibility for providing financial services adequate to ensure the establishment and maintenance of an accounting system with internal controls adequate to safeguard program funds.

Typed Name and Title of Certification Official

Signature

Date