

# REQUEST FOR PROPOSAL

## Program Year 2017 Out of School Young Adult Program McHenry County Workforce Network

This RFP is issued by the McHenry County Workforce Network Board (MCWN Board) for the purpose of establishing a contract with a qualified candidate for **Program Year 2017 Out of School Young Adult Program** as described herein.

**DATE ISSUED: 9/20/17**

**DUE DATE:**

**10/20/17**

### **SUBMISSION:**

Proposals will be due by 3:00 pm on 10/20/17 to the McHenry County Workforce Network Board, 500 Russel Ct. Woodstock IL 60098, attention Jeffery Poynter. An email receipt will be sent to the proposers to acknowledge receipt of the proposal. If the proposers do not receive an email receipt it is their responsibility to contact the Workforce Network Board to verify receipt. Any proposals received after the deadline will not be accepted.

### **CONTACT:**

Questions may be submitted via email by 1pm on 10/6/17 to Jeffery Poynter at: [jjpoynter@co.mchenry.il.us](mailto:jjpoynter@co.mchenry.il.us). No questions will be accepted after that time. Responses to all questions will be posted on the McHenry County Workforce Network Board website at [www.mchenrycountywib.org](http://www.mchenrycountywib.org) by 1 pm on 10/12/17.

### **BIDDERS CONFERENCE:**

A Bidders Conference is scheduled for 10am on 10/10/17 at the McHenry County Workforce Center, 500 Russel Court, Woodstock, IL 60098. Responses to all questions will be posted on the McHenry County Workforce Network Board website at [www.mchenrycountywib.org](http://www.mchenrycountywib.org) by 1 pm on 10/12/17.

### **CONTENTS:**

Project Description and Specifications  
Contract & Proposal Information  
Guideline for Preparation of the Proposal  
Budget Worksheets  
Certifications / References

### **LIMITATIONS:**

This RFP does not commit MCWN Board 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.

### **EVALUATION AND REVIEW:**

Proposals will be evaluated according to the criteria attached in this packet and only in accordance with the written material submitted in the proposal.

### **TABLE OF CONTENTS**

- I. General**
  - History
  - Intent & Purpose of Request for Proposal
  - Funding
  - Project Duration
  - Submittal/Proposal
- II. Objective**
- III. Contract & Proposal Information**
- IV. Guideline for Preparation of the Proposal**

McHenry County Workforce Network  
Program Year 2017 Out of School Young Adult Program  
RFP #YouthPY17-001

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- V. **Budget Worksheets**
- VI. **Certifications**

## **I. GENERAL**

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### **A. BACKGROUND**

The Workforce Innovation and Opportunity Act (WIOA) was passed into law on July 22, 2014. The purpose of this legislation is designed to help job seekers access employment, education, training and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. WIOA outlines a broad youth vision that supports an integrated service delivery system and provides a framework through which local workforce areas can leverage other Federal, state, local and philanthropic resources to support young adults. WIOA commitment is to provide high-quality services for young adults, beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training in in-demand industries and occupations, such as apprenticeships, internships, work based learning, on-the-job training and culminating with a good job along a career pathway, enrollment in post-secondary education or a Registered Apprenticeship. WIOA Young Adult programs will provide a needed continuum of services to help disconnected youth navigate between the educational and workforce systems. It also places emphasis on providing high-quality services that prioritize work experience. The MCWN Board Youth Committee is interested in funding projects that will incorporate these activities and will be tailored to meet the needs of young adults in McHenry County, Local Workforce Area 2

### **B. INTENT AND PURPOSE OF THE REQUEST FOR PROPOSAL**

The Workforce Innovation and Opportunity Act expands available services to young adults, including young adult development activities that provide a holistic approach to meeting the needs of this emerging population. WIOA Young Adult Program encourages local projects that address the needs of eligible young adults and supports all aspects of the young adult's life while also preparing him/her to succeed in the world of work.

The McHenry County Workforce Network Board is requesting proposals to provide WIOA services to out of school young adults between the ages of 16 to 24, including development activities that provide a holistic approach to meeting the needs of this emerging population. WIOA encourages local projects that address the needs of eligible youth and support all aspects of the youth's life while also preparing him/her to succeed in the world of work.

Under WIOA, an out-of-school youth is an individual who is:

- a. Not attending any school (defined under State law)
- b. Not younger than 16 or older than 24 at time of enrollment
- c. One or more of the following:
  1. A school dropout;
  2. An individual who is within age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter as defined by the local school district;
  3. A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or and English language learner;
  4. An individual who is subject to the juvenile or adult justice system;
  5. A homeless individual, a runaway, an individual in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act or an individual who is in an out-of-home placement;
  6. An individual who is pregnant or parenting;
  7. An individual with a disability;
  8. A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

Definitions for these and other terms can be found in Attachment A to this RFP.

The strategy for the out-of-school young adults is geared towards employment experiences and opportunities and at a minimum, 25% of funds need to be spent in work experience activities such as internships or subsidized employment.

To carry out this strategy, the following goals have been identified:

1. To encourage school drop-outs to return to school or attain a GED certificate.
2. To encourage post-secondary school training in in-demand occupations and industries, where appropriate.
3. To provide adequate preparation for entry into the workforce through:
  - a. Exposure to labor market information, career exploration and guidance;
  - b. Work readiness instruction including soft skills
  - c. Internships and paid work experience
  - d. Building social interactions skills such as self-esteem, communication, teamwork, etc.
  - e. On-the- job training in local in-demand occupations;
  - f. Registered Apprenticeship

## C. FUNDING

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A portion of our WIOA Young Adult Program funding will be used to accomplish the purpose of this RFP, up to \$200,000 is available for the intent of this RFP. Every effort will be made to award contracts deemed as meeting the intent of this RFP within reasonable WIOA program budgetary limits. In the event that the total amount of successful projects exceeds the amount of funding initially set aside for this purpose, one or more successful bidder(s) may be asked to negotiate the cost of the project.

Payment for this RFP will be in the form of reimbursement, however there may be a certain % of the budget amount available for startup costs.

## D. DURATION

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Projects may begin no sooner than November 1, 2017 and should end on or before June 30, 2018. Successful projects may be renewed up to 2 years by written request and approval by the McHenry County Workforce Network Board.

## E. SUBMITTAL/PROPOSAL

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The bidder will submit: Two (2) printed copies of the proposal, with one (1) original signature, and an electronic copy of the proposal (word doc or rtf on flash drive or cd), to the following address:

**McHenry County Workforce Network Board**  
**500 Russel Ct. Woodstock IL 60098**  
**Attn: Jeffery Poynter**

Proposals must be received **by 3 pm on 10/20/17**

Any proposal received after the deadline will not be reviewed. Proposals will not be accepted by fax or email.

## II. OBJECTIVE

McHenry County Workforce Network Board is looking to fund programs and services that assist young adults on an individual basis. Successful program models will be designed to equip young adults with work readiness preparation, academic instruction, occupational skills training, career exploration, and work-based learning. These models should provide an array of services that will lead young adults to a career pathway leading to sustainable employment. Since young adults enter the workforce system with a wide variety of backgrounds, skill levels, interests and needs, the McHenry County Workforce Network Board has identified the following program models that best capture the needs and services for young adults in McHenry County. Respondents are asked to select a program model(s) that best matches their program design and requests proposal that fit **any or all** of the following models:

1. High School Equivalency diploma

Target population: young adults aged 16-24 who do not have a high school diploma or equivalency

Objective: to provide this population with the resources and training needed to attain a high school diploma or equivalency.

Goals: attainment of credential, gains in math and reading scores, entrance into employment or post-secondary education that leads to a sustainable career pathway.

Program design must demonstrate comprehensive strategies to meet the wide variety of needs young adults in this population and utilize effective outreach strategies to recruit young adults. Strong linkages to the public school system should be a key component in the recruitment and outreach model. In addition, respondents to this model should provide a strong school to career/post-secondary structure. The primary goal of this model is high school diploma or equivalency, respondents should demonstrate strong transitional strategies into post-secondary education, training and or employment for participants.

This program model must be offered on an open entry/open exit schedule and be offered year-round.

2. Sector based training

Target population: Out of school young adults aged 17-24 with interest in the following sectors:

Manufacturing, Health Care, Information Technology and Transportation/Warehouse/Logistics.

Objective: to provide young adults with the academic and technical skills needed to secure employment within the above listed high-demand sectors.

Goals: attainment of credentials, industry recognized certification, placement within the targeted industry or entrance into post-secondary education.

Program design should lead to the attainment of occupational specific skills, industry recognized credential and employment for the participants in this program. Out of school young adults enrolled in this program must be prepared for an occupation listed in the Demand Occupations Eligible for WIOA training by McHenry County Workforce Network Board. This list can be found on McHenry County Workforce Network Board website at [www.mchenrycountywib.org](http://www.mchenrycountywib.org). The model should also include work-based learning opportunities for participants. These opportunities may include, but are not limited to, placement in paid work experience, internships, apprenticeship and job shadowing. McHenry County Workforce Network would be the employer of record so respondents will need to indicate the number of participants that would be placed, length of time and the type of placement so a budget can be developed.

3. Employment model / Workbased learning

Target population: out of school young adults aged 16-24 in need of employment.

Objective: to prepare and place young adults in employment along a career path leading to sustainability.

Goals: credential attainment, entrance into employment along a career pathway, job retention.

Program design should demonstrate best practices in preparing and placing young adults in employment opportunities. Successful models should include assistance in career exploration, attainment of the work readiness skills needed to succeed in the workplace, (such as soft skills, National Career Readiness Certificate, OSHA safety etc...), attainment of industry recognized credential, and be focused on finding and retaining unsubsidized employment.

This model should also include work based learning experiences designed for young adults to learn and engage in hands on experience. It may include, but is not limited to, on-the-job training opportunities, apprenticeships and internships where the employer direct hires a participant and provides training, knowledge and skills essential to adequately preform the job. Funds budgeted to OJT, apprenticeship or internships can count toward the 25% work based learning requirement.

In addition to the information outlined in the program models, each of the program models must provide the following components:

1. Conduct outreach and recruitment activities to identify eligible participants.
2. Complete an initial intake interview and collect eligibility documentation for enrollment into the program. MCWN staff will do final suitability and eligibility determination of all participants.
3. Conduct comprehensive assessments of skills, interests and abilities of participants including reading and math assessments using TABE. For individuals who test below 9th grade, provide remediation skills to increase grade level.
4. Conduct career exploration activities within industry sectors.
5. Develop individual employment plans for each participant that addresses the needs of the participant and identifies his/her employment and training goals and the timeframe to complete said goals.
6. Coordinate support service needs as identified in the employment plan with MCWN staff. MCWN will be responsible for providing support services such as transportation, work attire, and child care.
7. Coordinate and refer to MCWN staff participants for individual training accounts (ITAs), as appropriate.
8. Work with employers to develop structured work based learning experiences that match the skills and interests of the participants and address the needs of both the employer and participant.
9. Develop community partnerships that will support the delivery system and needs of the participants as identified in the comprehensive assessment.
10. Maintain monthly contact and activity engage participants to ensure participants are making progress toward their goals. Provide regular updates on participant progress to MCWN staff.
11. Provide follow up services for a minimum of 12 months after exit from the program.
12. Comply with Uniform Administrative requirements and the Cost Principles as described in 2 CFR Part 200 and 2900 the OMB Super Circular.

The following is a list of fourteen (14) required services local programs must, at a minimum, provide to youth per Section 129 (c)(2) of the Workforce Innovation and Opportunity Act . If a provider does not directly provide the services listed, it must demonstrate the ability to make referrals to appropriate providers of such services.

- 1) Tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies;
- 2) Alternative secondary school offerings;
- 3) Paid and unpaid work experiences that have academic and occupation education as a component of the work experience, which may include the following types of work experiences:
  - i) Summer employment opportunities and other employment opportunities available throughout the school year;
  - ii) Pre-apprenticeship programs
  - iii) Internships and job shadowing; and
  - iv) On-the- job-training opportunities;
- 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 area involved, if the Local Board determines that the programs meet the quality criteria described in WIOA sec, 123;
- 5) Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- 6) Leadership development opportunities, including community services and peer-centered activities encouraging responsibility and other positive social and civic behaviors;

- 7) Supportive services;
- 8) Adult mentoring, for a duration of at least twelve (12) months, that may occur both during and after program participation;
- 9) Follow-up services for at least 12 months after completion of participation;
- 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;
- 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; and
- 14) Activities that help youth prepare for and transition to post-secondary education and training.

**It will be the services provider's responsibility to coordinate these activities with MCWN staff.**

In order to be considered for an award, proposals must address the remaining required elements, and indicate whether the bidder intends to provide them directly or in partnership with another partner agency/institution. In the latter case, the proposal must describe in detail how the youth will access the service/activity and how the services will be provided. Please see Attachment C.

Any of the services and activities that will be offered may be made available only to eligible youth who live in McHenry County.

Youth to be served in a project will be enrolled in the WIOA Young Adult Internship Program and must meet the eligibility guidelines listed on Attachment A of this proposal. Workforce Network staff will be responsible for eligibility determination, objective assessment, development of individual service strategies and final determination of appropriateness for project. The total number of youth participating in the project will vary according to services to be provided and the youth determined to be in need of those services.

Project proposals will contain the following:

1. Well-defined mission statement
2. Written job description(s) for any staff that will be a part of this project. An explanation of how each position will coordinate with the Workforce Network Youth Career Planners should also be included.
3. The screening process and suitability criteria for selection of staff. This could include character references, child abuse or sexual offender check, driving record and criminal record check, personality profile, skills identification, education level, career interest and the ability to understand the needs of WIOA-eligible youth.
4. A detailed plan for recruiting and referring eligible youth to participate in the project. Include the anticipated number of youth to be served by this project and the expected outcomes to be achieved by the end of the project. NOTE: Previous experience with WIOA-funded projects shows that in order to achieve planned enrollment numbers, at least 2 – 3 times that number of youth should be recruited/referred to the project.
5. An Operational Plan that addresses the following areas:
  - Level of commitment to the project, such as time, staff, in-kind service, and/or agency's other resources
  - Identification and description of the fourteen WIOA youth activities that will be used directly in the project, as well as those that will be indirectly linked to it
  - Documentation for recording direct contact with the youth, as well as contact between project staff and Workforce Network Youth staff. Youth staff will meet with and provide the project staff with the goals and objectives developed for each youth in their Individual Service Plan.
  - Quarterly reporting, both content and format, that outlines project activity, progress to date and at least one success story to be submitted by project staff

- Orientation for youth that provides a project overview, outlines expectations, restrictions, accountability, benefits and rewards. Workforce Network Youth staff will assist in the development of the orientation.
6. Goals and Objectives of the project and their relationship to the goals identified for WIOA-eligible youth. The proposal must also explain how these goals and objectives will lead toward the attainment of the federally-established performance measures included in Attachment B. By their very nature, not all of the performance measures will necessarily apply to the outcomes of the successful project(s). However, **any and all** of the measures that will be impacted by the outcomes of this project will apply and will become part of the conditions of the contract between the provider and MCWN Board Youth Committee.



### **III. CONTRACT AND PROPOSAL INFORMATION**

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- A. Bidders are required to follow the guidelines contained in this document in preparing response proposals. Guidelines address both the structure and the content of the proposal. Proposals not adhering to the guidelines and/or instructions may not be reviewed or considered for selection.
- B. All proposals submitted in response to this RFP will be subject to review by a committee comprised of MCWN Board Youth Committee members and Workforce staff. Final approval for any and all projects is the responsibility of MCWN Board.
- C. This RFP does not commit MCWN Board to award a contract, to pay any costs incurred in the preparation of a proposal, or to procure or contract for services or supplies prior to issuance of a written contract document.
- D. Bidders shall supply two (2) copies of the proposal with one containing original signatures, and one (1) electronic copy of the proposal. 3 copies total.
- E. Proposals submitted in response to the RFP and not selected for funding will not be returned.
- F. The final proposal, including any revisions made as a result of negotiations or modifications, submitted by the selected bidder (contractor) will become part of the contract with MCWN Board.
- G. Proprietary rights to all data, materials, documentation, and products originated by and prepared for MCWN Board pursuant to the contract shall belong exclusively to MCWN Board.
- H. The contractor will be prohibited from disseminating products and information developed under the contract without the prior written consent of MCWN Board.
- I. MCWN Board will meet with the selected bidder prior to finalizing the contract. The purpose of the meeting will be to make sure both parties share the same understanding of the project goals, activities, outcomes, billing schedule and billing submittal procedures. If the contract is with a school, a copy of the ADA compliance letter will be required at this meeting for the contract.
- J. MCWN Board Director is authorized to accept, modify and approve or reject the services furnished by the contractor.
- K. Payment for services provided under the contract shall not be construed as evidence of the MCWN Board acceptance of the project deliverables, as identified in Section II and described in Section IV. E. of this RFP. The contractor will provide copies of all written deliverables in draft and final form to MCWN Board. Should MCWN Board reject any or all of the project deliverables, the Director will notify the contractor in writing and cite the reasons for the rejection. The right to reject the report shall extend throughout the term of the contract and for ninety (90) days after the contractor submits the final billing for payment.
- L. The contract may be modified to include additional tasks reasonably related to the initial project with necessary funding to support completion of those additional tasks provided as appropriate. Requests for any modification to the original contract must be submitted in writing to the MCWN Board Director. In accordance with established policies concerning modifications, this request will need to be approved by the MCWN Board. Final approval of modifications requiring formal action will be the authority of MCWN Board.
- M. The MCWN Board retains the right to accept or reject any or all proposals received. It also retains the right to negotiate with any qualified party, or to cancel in part or in its entirety this RFP process if that action would be determined to be in its best interests.
- N. The contract will be on a cost reimbursement basis.
- O. The contract shall be subject to termination and cancellation without penalty in the event that any Federal funding source, upon which all funds for workforce services are dependent, fails to appropriate or otherwise make available the funds required to operate program services.

## IV. GUIDELINES FOR THE PREPARATION OF THE PROPOSAL

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The proposal **must** be typewritten, on one side of standard sized (8-1/2" x 11") paper. All proposals **must** be assembled according to the following outline:

- A. Cover Sheet
- B. Table of Contents
- C. Executive Summary (1- 2 pages)
- D. Information on Bidder
- E. Narrative Description
- F. Past Demonstrated Effectiveness
- G. Cost Information

### 1. Budget Worksheets

### 2. Certification/Agreement Sheets

Please read and follow the guidelines. Proposals that are not in compliance with the guidelines provided in this RFP may not be considered for funding. Specifications along with comments and suggestions that will appear in *italicized* print are presented on the following pages.

Although MCWN Board Executive Committee reserves the right to negotiate the price and terms of any proposal, bidders should submit their proposals on the basis of their best offer since an award may be made solely on the initial submission.

#### A. Cover Sheet

- 1) Complete all items of information on the cover sheet.
- 2) Include the cover sheet as the first item in the proposal

**Comments and Suggestions:** *The cover sheet is the identification tag for the proposal. Be sure that all the information has been completed accurately.*

#### B. Table of Contents

- 1) Indicate all headings and subheadings with appropriate page numbers.
- 2) List all appendices by title and page number. For ease of the reviewer, appendices should be inserted at the end of the appropriate section rather than at the end of the entire proposal.

#### C. Executive Summary

Prepare a brief (1-2 pages) abstract that summarizes the **key** points regarding the completion of this project.

**Comments and Suggestions:** *The summary is probably the first thing that will be read. It should be clear, concise and specific. It should identify the proposer, the activities and services, the number of youth by in-school and out-of-school designation, and the projected cost for the project. It should also briefly describe the approach for performing project activities and producing the project deliverables identified in Section II. This section is not intended to provide detailed information regarding delineation of tasks to support completion of the project - this type of detailed information should be provided in part E of the proposal.*

#### D. Information on Bidder

- 1) Provide an explanation of the bidder's experience and background which demonstrates that it has the necessary expertise to successfully carry out the objectives and achieve the goals of the proposed project. Additionally, indicate any experience or the extent to which the organization is familiar with the WIOA program and related regulations.
- 2) Provide information as to the organization's size and structure as well as the length of time in business. If applicable, indicate if organization is a minority or female owned and operated business.
- 3) Provide brief resumes indicating qualifications of staff members to be assigned to perform services requested. Identify the individual to serve as project liaison.

- 4) Indicate the number of hours each staff assigned to the project will devote to the project.
- 5) Identify references who can be contacted regarding the organization's quality of work on similar projects and capabilities in general.
- 6) Provide a time line demonstrating the planning, implementation and completion of the project.

#### **E. Narrative Description**

This section should provide a detailed narrative description of the entire project. Specifically, it should describe how elements in the Description and Deliverables will be delivered and how the outcomes within those activities will be achieved. A Project Schedule should be included which will provide a time line for planning, implementing and completing the project. This schedule will also be utilized to detail the sequence in which the desired activities and services will be completed.

#### **G. Cost Information**

- 1) Using the forms in Section V. Budget Worksheets, develop a budget that supports the proposed cost for performing project activities and completing project deliverables.
- 2) Provide a statement that recognizes invoices for payment will be submitted on a monthly basis unless prior approval for an alternative schedule is obtained from the grantor. Include a payment schedule of estimated expenditures by quarter. The schedule should clearly reflect payments for the period of May 2016 through August 2016.

#### **EVALUATION CRITERIA**

The applicant's proposal for youth services will address the following content requirements. Providers will be selected based on performance, program design, qualifications and budget. All proposals shall clearly separate each of the four sections of their proposal. Aside from the boilerplate material, the narrative of the proposal shall be limited to 25 pages. All proposals shall be stapled and in order by section. Adherence to RFP guidelines Required for consideration. Each proposal will be independently evaluated by a committee of MCWN Board Youth Committee Members and Workforce Network staff.

1. Bidders will receive a maximum of 20 points for performance based on:
  - Documentation of past performance in meeting or exceeding WIOA youth performance measures:
    - Placement in employment or education
    - Literacy and numeracy gains
    - Attainment of degree or certificate

Bidders that are not currently providing WIOA youth services will need to document similar performance criteria.

- Plan that includes number of out-of-school youth to be served.
2. Bidders will receive a maximum of 10 point for program design based on:
    - Description of the strategy and methods for providing youth access to the 14 required WIOA elements.
    - Methods for providing outreach and services to out- of- school youth.
    - Description of how youth services will be coordinated if part of the elements are done by referral.
  3. Bidders will receive a maximum of 40 points for qualifications based on:
    - Quality of programming based on:
      - Linkage to employment
      - Type of completion or credential
      - A holistic approach to providing services
    - Ability to create strong community and business relationships

- Qualifications of staff in terms of education and credentials, who will administer and provide services under the agreement.

4. Bidders will receive a maximum of 30 points for budget based on:

- Line item budget and budget narrative:

Budget detail, including salaries, for each item of cost

Narrative describing how grant resources will be utilized in each budget category to achieve an efficient use of resources and contribute to the accomplishment of grant goals.

Average cost per participant served

Proposed profit, applicable to for-profit organizations, commensurate with the level of risk being borne by the provider, along with grant goals that exceed the minimum performance criteria.

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**PROPOSAL COVER SHEET**

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**Name of Organization:**

**Address:**

**City, State, Zip Code:**

**Phone:**

**Fax:**

**Organization FEIN:**

**Project Contact Person and Title:**

**Contact's Phone:**

**Contact's email:**

**Name/Title of Person Authorized to Negotiate Contract:**

**Phone and email:**

**Name/Title of Person Authorized to Sign Contract:**

**Phone and email:**

I hereby certify that, to the best of my knowledge, this proposal is complete and complies with the requirements of the Request for Proposal (RFP). The submission of this proposal has been authorized by the governing body of this organization.

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

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## CONDITIONS/ASSURANCES

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In submitting this proposal, the respondent must agree to follow and abide by the conditions/assurances stated below. Please read each item carefully and sign where indicated.

***Include this section in your submission.***

- 1) MCWN Board reserves the right to reject any and all proposals which are not complete or not prepared in accordance with RFP guidelines.
- 2) MCWN Board retains the right to accept or reject any or all proposals received in whole or in part, to negotiate with any qualified sources, or to conceal in whole or in part proposals if it is in the best interest of MCWN Board to do so. MCWN Board will require selected respondents to participate in contract negotiations should they be necessary.
- 3) The submission of a proposal does not commit MCWN Board to award a contract or to pay any costs incurred in the preparation of a proposal, or to procure or contract for services or supplies prior to the issuance of a signed contract.
- 4) The contents of proposals submitted will become part of any contract award.
- 5) Proprietary rights to all products, data, materials, and documentation originated and prepared pursuant to a contract shall belong exclusively to MCWN Board.
- 6) Contractors will be prohibited from disseminating products developed under contract with MCWN Board without prior written consent.
- 7) Contractors must participate in project reporting, evaluation, and monitoring required or conducted by MCWN Board.
- 8) Contractors will be required to adopt the MCWN Board Grievance Procedures.
- 9) The Contractor shall operate and comply with the project described in the proposal, which will be included as a part of the contract. Any deviation from the project as defined in this proposal must be approved in writing by MCWN Board. Failure to gain such written approval shall constitute breach of contract. In the event of breach of contract, MCWN Board reserves the right to impose sanctions as deemed appropriate.
- 10) **All** funds received pursuant to this contract must be used exclusively for the proposed project. Any expenditures or performances that exceed those agreed to in the contract are the sole responsibility of the contractor and shall not entitle him/her to additional payments or benefits.
- 11) The Contractor shall inform MCWN Board in writing regarding the receipt of additional funding that may have an effect upon the provision, quality, or costs of providing services under this contract. MCWN Board retains the right to disapprove or renegotiate project costs based upon receipt of this information.
- 12) The Contractor agrees to permit MCWN Board or any of its authorized agents full access to and the right to examine any pertinent books, documents, papers, and records involving transactions related to the funding of this project as often as deemed necessary.
- 13) The Contractor must agree to hold MCWN Board and the Federal and State Governments harmless from liabilities arising from bodily injury, illness or damage of losses to person or property, or claims arising out of any activity under a WIOA contract.
- 14) The Contractor agrees to maintain record confidentiality as required. The Contractor also agrees to retain all records pertinent to this project for a period of five (5) years from the date of final contract payment or until pending matters of litigation, audit, or other related claims are resolved. This includes but is not limited to financial, statistical and participant records and supporting documentation.

- 15) The Contractor must be able to maintain control over the accountability for all WIOA funds received. The Contractor's financial management system must be able to provide for accurate, current, and complete disclosure of all project costs/expenditures.
- 16) The Contractor certifies that it possesses the legal authority to apply for WIOA funds, enter into any contract awarded and execute the proposed project.
- 17) The contracting organization agrees to comply with all Federal and State non-discrimination provisions. Specifically, upon receiving funding under the WIOA program, the contractor agrees that it will not discriminate on the basis of race, color, creed, religion, age, sex, physical or mental ability, marital status, arrest or conviction records (whenever appropriate), national origin, political affiliation, veteran status, or for persons with AIDS or HIV infection.
- 18) The Contractor agrees to meet all of the requirements of Section 504 of the Rehabilitation Act of 1973.
- 19) The Contractor agrees to meet all applicable labor laws, including Child Labor Law standards.
- 20) The Contractor affirms that it is not on any Federal, State of Illinois or local Debarment List.
- 21) This program is subject to the provisions of the "Jobs for Veterans Act", Public Law 107-288, which provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job-training program directly funded, in whole, or in part by the Department of Labor. Please note that, to obtain priority service, a veteran must meet the program's eligibility requirements. ETA Training and Employment Guidance Letter (TEGL) No. 5-03 (September 16, 2003) provides general guidance on the scope of veterans priority statute and its effect on current employment and training programs.
- 22) Any non-expendable personal property (equipment and other personal property of a tangible nature having a useful life of more than one (1) year and having an acquisition cost of \$300.00 or more) to be purchased with funds from this grant **must** be approved by MCWN Board **prior** to purchase. The item(s) remains the property of MCWN Board and is subject to MCWN Board inventory controls. This includes items such as computers, software, printers, and furniture. Upon completion of the grant, this equipment will be retrieved by MCWN Board.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Title

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## V. BUDGET INFORMATION WORKSHEETS

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Please include the completed Fiscal Questionnaire and all Budget Worksheets with your proposal. Specific instructions are provided on appropriate forms.

### FISCAL QUESTIONNAIRE

1. Name/Title of person(s) responsible for bookkeeping, billing, record-keeping and reporting relative to this project:

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2. Are all persons responsible for fiscal matters bonded? \_\_\_ Yes \_\_\_ No

If "yes", name of bond carrier: \_\_\_\_\_

3. Has any officer of your agency ever been convicted of fraud or embezzlement? \_\_\_Yes \_\_\_No

If "yes", please explain: \_\_\_\_\_

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4. Does your agency have written guidelines for fiscal management? \_\_\_Yes \_\_\_No

5. List the control ledgers/journals and any subsidiary registers or books of accounts used by your agency:

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6. Does your agency maintain a general liability or other type of insurance policy that will hold MCWN Board harmless from liabilities arising from bodily injury, illness, or other damages or losses of person or property, or any claims arising out of any activity under a WIOA contract or agreement?

\_\_\_Yes \_\_\_No

7. Does your organization have a financial management system in place to track and record the grant expenditures? (Example: QuickBooks, Sage MIP etc....) \_\_\_Yes \_\_\_No

How long has this system been used at your organization? \_\_\_\_\_

1. Does the accounting system segregate receipts and expenditures separately for each grant/award provide for the recording of expenditures by budget cost categories? \_\_\_ Yes \_\_\_No
2. Does your organization have a cost allocation plan that complies with the OMB Uniform Guidance 2 CFR 200.27? \_\_\_\_\_ Yes \_\_\_ No



3. Were there findings/violations in your organizations most recent monitoring /single audit?  
\_\_\_Yes \_\_\_No

If yes, please attach your response to those findings and your corrective actions.

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**BUDGET INFORMATION SUMMARY**  
(enter total funding requested from each separate worksheet)  
(as applicable)

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	Funding Request	In-Kind	Total
Personnel			
Fringe			
Travel			
Program Costs			
Total			

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**PERSONNEL BUDGET WORKSHEET**

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Cost are for personnel who are directly involved with the project. Under payment schedule, note the method of payment (monthly, bi-monthly, weekly)

Position	Payment Schedule	Hourly rate	Number of hours per week (WIOA)	Number of weeks	Total Charged to WIOA

Total Personnel costs charged to WIOA: \_\_\_\_\_

Please note: Signed timesheets will be required of all employees paid with WIOA funds. The timesheets will reflect hours worked, itemized by WIOA hours and other hours at a minimum.

**FRINGE BENEFITS WORKSHEET**

Benefit	Rate%	Total WIOA salary	Total
FICA			
Worker's Comp			
Unemployment Insurance			
Health & Life Insurance			
Retirement			
Other (specify)			
		<b>Total Training Fringe Cost</b>	

**TRAVEL BUDGET WORKSHEET**

<p>Staff Travel Costs</p> <p>Mileage _____ per mile x _____ # of miles = _____</p> <p>Staff Travel Costs</p> <p>Mileage _____ per mile x _____ # of miles = _____</p> <p>Total Travel</p> <p>Mileage _____ per mile x _____ # of miles = _____</p>
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**PROGRAM COSTS BUDGET WORKSHEET**

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**Cost Items**

**Funding requested**

Facility

Rent/Usage fee

Utilities

Phone

Postage

Printer/Copiers

Office Supplies

Equipment rental

(Attach list of equipment to be leased or for which usage allowance will be billed. No purchases allowed with RFP funds)

Training and Instructional materials to be used.

Meeting Costs (costs associated with the orientation meeting and other group program meetings)

In-Service Costs (costs associated with In-service training of staff)

Other costs (attach list of any other expenses not included above. Specify the cost for each item)

**Total Program Costs** \_\_\_\_\_

**IN-KIND CONTRIBUTIONS BUDGET WORKSHEET**

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List any In-Kind costs your agency is willing to contribute

<b>Item</b>	<b>Costs</b>
Personnel	
Fringe benefits	
Travel	
Program Costs	
<b>Total</b>	

**PART VI**  
**STATE OF ILLINOIS REQUIRED**  
**CERTIFICATIONS**

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The Grantee makes the following certifications as a condition of this Agreement. These certifications are required by State statute and are in addition to any certifications required by any federal funding source as set forth in this Agreement. Grantee's execution of this Agreement shall serve as its attestation that the certification made herein are true and correct.

**6.1 Compliance with Applicable Law.** The Grantee certifies that it shall comply with all applicable provisions of Federal, State and local law in the performance of its obligations pursuant to this Agreement.

**6.2 Unemployment Insurance.** Grantee certifies that:

\_\_\_\_\_ It has an Illinois Unemployment Insurance Account Number and that said number is \_\_\_\_\_ or

\_\_\_\_\_ It does not have an Illinois Unemployment Insurance Account Number for the following reason(s):

If the Grantee has an Illinois Unemployment Insurance Account Number, it certifies that it is not delinquent in the payment of Unemployment Insurance contributions, payments in lieu of contributions, penalties and/or interest, nor does it owe any sums to the Department of Employment Security because of overpaid unemployment insurance benefits. Grantee further certifies that Grantee's Federal Employer Identification Number (FEIN) set forth in the Notice of Grant Award is the same number that Grantee has supplied to IDES for unemployment insurance purposes. If, for any reason, the FEIN the Grantee has supplied for unemployment insurance purposes changes, the Grantee will immediately notify the Department of Employment Security of the new FEIN, in writing, by tele-facsimile sent in care of the Office of Legal Counsel at (312) 793-2164, with such notice to include reference to the Grant number assigned to this Grant Agreement; upon receipt of such notice, all further payments under this grant shall be processed under the new FEIN. Grantee hereby acknowledges that to the extent allowable by applicable federal laws and regulation, the State shall have the right and the Grantee authorizes the State to withhold from any sum or sums due otherwise payable pursuant to this Grant Agreement the overpaid benefits under the Unemployment Insurance Act, and may apply the amount so withheld toward satisfaction of any such past due contributions, payments in lieu of contributions, penalties and/or interest or overpaid benefits.

**6.3 Bid-Rigging/Bid-Rotating.** The Grantee certifies that it has not been barred from contracting with a unit of State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961 (720ILCS 5/33 E-3 and 5/33 E-4).

**6.4 Default on Educational Loan.** The grantee certifies that this Agreement is not in violation of the Educational Loan Default Act (5 ILCS 385/3) prohibiting certain contracts to individuals who are in default on an educational loan. 25

**6.5 Americans with Disabilities Act.** The Americans with Disabilities Act (ADA) (42 U.S.C. 12101 et. seq.) and the regulations thereunder (2 CFR Part 200 and 2900) prohibit discrimination against persons with disabilities by the State, whether directly or through contractual arrangements, in the provision of any aid, benefit or service. As a condition of receiving this grant, the Grantee certifies that services, programs and activities provided under this Agreement are, and will continue to be, in compliance with the ADA.

**6.6 Drugfree Workplace Act.** The Grantee certifies that:

- A) \_\_\_\_ It is a Corporation, Partnership, or other entity (other than an individual) with 24 or fewer employees at the time of execution of this Agreement.
- B) \_\_\_\_ That the purpose of this grant is to fund solid waste reduction.
- C) \_\_\_\_ It is a Corporation, Partnership, or other entity (other than an individual) with 25 or more employees at the time of execution of this Agreement, or
- D) \_\_\_\_ That it is an individual.

If Option “A” or “B” is checked, this Agreement is not subject to the requirements of the Act.

If Option “C” or “D” is checked and the amount of this grant is five thousand dollars (\$5,000.00) or more, the Grantee is notified that the Drugfree Workplace Act (30 ILCS 580/1 et. seq.) is applicable to this Agreement, and the Grantee must comply with the terms of said Act, as set forth below:

Grantee will provide a drugfree workplace by:

- (a) Publishing a statement:
  - (i) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the Grantee’s workplace.
  - (ii) Specifying the actions that will be taken against employees for violations of such prohibition.
  - (iii) Notifying the employee that, as a condition of employment on such grant, the employee will:
    - (A) abide by the terms of the statement; and
    - (B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- (b) Establishing a drugfree awareness program to inform employees about:
  - (i) the dangers of drug abuse in the workplace; 26
  - (ii) the Grantee’s policy of maintaining a drugfree workplace;
  - (iii) any available drug counseling, rehabilitation and employee assistance programs; and
  - (iv) the penalties that may be imposed upon an employee for drug violations.
- (c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the grant and to post the statement in a prominent place in the workplace.
- (d) Notifying the granting agency within ten (10) days after receiving notice, under Part (B) of paragraph (iii) of subsection (a) above, from an employee or otherwise receiving actual notice of such conviction.
- (e) Imposing a sanction on, or requiring the satisfactory participation in, a drug abuse assistance or rehabilitation program by any employee who is so convicted, as required by Section 5 of the Drugfree Workplace Act, 30 ILCS 580/5.
- (f) Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation are required and indicating that a trained referral team is in place.
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of the Drug-free Workplace Act, 30 ILCS 580/5.

If Grantee is an individual, it certifies that it will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of this Agreement.

**6.7 Anti-Bribery.** The Grantee certifies that neither it nor its employees have been convicted of bribing or attempting to bribe an officer or employee of the State of Illinois, nor has Grantee or any of its employees made an admission of guilt of such conduct which is a matter of record as defined in the Illinois Procurement Code (30 ILCS 500 et. seq.).

**6.8 Discrimination/Illinois Human Rights Act.** The Grantee certifies (i) that it will not commit unlawful discrimination in employment in Illinois as that term is defined in Article 2 of said Act; (ii) that it will comply with the provisions of Article 5 of the Act regarding equal employment opportunities and affirmative action; and, (iii) that it will comply with policies and procedures established by the Department of Human Rights under Article 7 of the Act regarding equal employment opportunities and affirmative action. The Grantee further certifies that, if applicable, it will comply with “An act to prohibit discrimination and intimidation on account of race, creed, color, sex, religion, physical or mental handicap unrelated to ability or national origin in employment under contracts for public buildings or public works.” (775 ILCS 10/0.01 et. seq.).

**6.9 Sexual Harassment.** The Grantee certifies that it has written sexual harassment policies that shall include, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) the Grantee’s internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and the Human 27 Rights Commission; (vi) directions on how to contact the Department and Commission and, (vii) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act (775 ILCS 5/2-105 (B)(5)). A copy of the policies shall be provided to the Department upon request.

**6.10 International Anti-Boycott Certification.** The Grantee hereby certifies that neither the Grantee nor any substantially owned affiliate company of the Grantee is participating or will participate in an international boycott, as defined by the provisions of the U.S. Export Administration Act of 1979, or as defined by the regulations of the U.S. Department of Commerce, promulgated pursuant to that Act (30 ILCS 582/1 et. seq.). 28



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## INSTRUCTIONS FOR CERTIFICATION

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1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the Department of Labor=s (DOL) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the DOL determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the DOL may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the DOL if at any time the prospective primary participant learns 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 the rules implementing Executive Order 12549. You may contact the DOL for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
7. The prospective primary participant 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,” provided by the DOL, without modification, in all lower tier-covered transactions and in all solicitations for lower tier-covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A 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 From Procurement or Non-procurement Programs.
9. 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.
10. Except for transactions authorized under paragraph 6 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 terminate this transaction for cause of default.

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**VENDOR'S FEDERAL TAXPAYER IDENTIFICATION NUMBER**

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Under penalties of perjury, I certify that is my correct Federal Taxpayer Identification Number. I am doing business as a (Please check one):

- |  |  |
|--|--|
| <input type="checkbox"/> Individual                              | <input type="checkbox"/> Real Estate Agent |
| <input type="checkbox"/> Sole Proprietorship                     | <input type="checkbox"/> Government Entity |
| <input type="checkbox"/> Partnership                             | <input type="checkbox"/> Tax Exempt        |
| <input type="checkbox"/> Corporation                             | <input type="checkbox"/> (IRC 501(a) only) |
| <input type="checkbox"/> Medical and Health Care Trust or Estate |  |
| <input type="checkbox"/> Services Provider Corporation           |  |

---

Signed \_\_\_\_\_ Date \_\_\_\_\_

Enter your taxpayer identification number in the appropriate space. For individuals and sole proprietors, this is your social security number. For other entities, it is your employer identification number. Federal Employer Identification Numbers (FEINs) must not be used for sole proprietorships.

If you do not have a TIN, apply for one immediately. To apply, get form SS-5, Application for a Social Security Number Card (for individuals) from your local Social Security Administration, or form SS-4, Application for Employer Identification Number (for businesses and all other entities), from your local Internal Revenue office.

To complete the certification if you do not have a TIN, fill out the certification indicating that a TIN has been applied for, sign and date the form, and return it to this agency. As soon as you receive your TIN, sign and date the form, and give it to this agency.

If you fail to furnish your correct TIN to this agency, you are subject to an IRS penalty of \$50.00 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**WILLFULLY FALSIFYING CERTIFICATIONS OR AFFIRMATIONS MAY SUBJECT YOU TO CRIMINAL PENALTIES INCLUDING FINES AND/OR IMPRISONMENT. 31**

**CERTIFICATION REGARDING LOBBYING  
CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND  
COOPERATIVE AGREEMENTS**

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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 loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, A Disclosure Form to Report Lobbying@, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all\* sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all\* sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction 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 \$100,000.00 for each such failure.

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*Note: In these instances, "All", in the Final Rule is expected to be clarified to show that it applies to covered contract/grant transactions over \$100,000.00 (per OMB).

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**CERTIFICATION REGARDING  
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS  
PRIMARY COVERED TRANSACTIONS**

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This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 2 CFR Part 200 and 2900, Participants responsibilities. The regulations were published as part of the Federal Register published on December 26, 2013.

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

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) have not within a three-year period preceding this proposal been convicted of or had a civil judgement 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) contract or public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

(d) 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.

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

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Name and Title of Authorized Representative

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Signature

---

Date

## ATTACHMENT A

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### Definitions and Eligibility Criteria

**Allowable Costs:** Those costs which are necessary, reasonable, allocable and allowable under applicable Federal, State, and local law for the proper administration and performance of services to customers.

**Basic Skills Deficient:** An individual who has English reading, writing, or computing skills at or below 8.9 grade level on a generally accepted standardized test or a comparable score on a criterion-referenced test; or is unable to compute or solve problems, read, write or speak English at a level necessary to function on the job, in the individual's family or society.

**Eligible Youth:** Definition is found on pages 3-4 of this RFP under 1. B. Intent and Purpose

**Family:** Two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in on or more of the following categories:

- A) a husband, wife, and dependent children
- B) a parent or guardian and dependent children
- C) husband and wife

**Follow-Up Services:** Must be provided to all youth upon exit from the WIA program for a period of 12 months minimum. The type of services provided and the duration of services must be determined based on the needs of the individual and may include:

- A) Leadership development and supportive service activities.
- B) Regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise.
- C) Assistance in securing better paying jobs, career development and further education.
- D) Work-related peer support groups.
- E) Adult mentoring.
- F) Tracking the progress of youth in employment after training.

### Individual Who Requires Additional Assistance to Complete an Educational Program, or to Secure and Hold Employment:

As determined by MCWN Board, a youth who:

- At risk of dropping out of school
- Has a physical disability
- Has a learning disability
- Has behavioral/emotional disability
- Resides in an area of the County with high gang related activity
- Resides in an area of the County with high incident of poverty

- Comes from a single parent household
- Comes from a dysfunctional household indicated by the following:
  - a. Lacking positive support and/or role models
  - b. High level of conflict
  - c. High level of stressors
  - d. Lack of rules or structure to govern youth's behavior
- Comes from a family with history of domestics violence and/or child abuse
- Family member is on probation/parole/incarcerated or involved with the criminal justice system
- Is receiving drug and/or alcohol counseling
- At risk of being homeless

**In-Kind Contribution:** The value of services that are provided by the Proposer at no cost to the Grantor or the project.

**LWNB:** Local Workforce Development Board established under the Workforce Investment and Opportunity Act to set policy for and oversee the local workforce investment system.

**Low-Income Individual:** An individual who:

A) receives, or is a member of a family that receives, cash payments under a Federal, State, or local income-based public assistance programs;

B) received an income, or is a member of a family that received a total family income for the previous six-month period that, in relation to family size does not exceed the higher of

(i) the poverty line, or

(ii) 70% of the lower living standard income level;

C) is a member of a household that receives food stamps;

D) is homeless;

E) is a foster child;

F) is an individual with disability whose own income meets (A) or (B) *(Note: For purposes of this RFP, eligibility as a "low-income youth" will be determined by MCWN staff).*

**McHenry County Workforce Network Board (MCWN Board):** The local workforce board responsible for carrying out the Workforce Investment Act in McHenry County.

**Offender:** Any adult or juvenile who:

A) is or has been subject to any stage of the criminal justice process, for whom services under this Act may be beneficial; or

B) requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction

**School Dropout:** An individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent.

**Self-Sufficiency:** A family's level of personal and economic independence from public assistance for the basic needs of food, clothing, shelter, and medical care.

## **ATTACHMENT B**

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### **Program Year 2017 Performance Measures and Negotiated Levels**

Providers will have to meet the following Youth Performance Measures at exit for which MCWN Board will be held accountable by the Department of Commerce and Economic Opportunity and U.S. Department of Labor.

#### **PERFORMANCE MEASURE/LEVEL DEFINITIONS**

**Youth placement in employment or education:** The percentage of youth who are in education/training activities or in unsubsidized employment in the 2<sup>nd</sup> and 4<sup>th</sup> quarters after exit.

**Placement in Employment or Education: 2<sup>nd</sup> Quarter after exit 60%**  
**4<sup>th</sup> Quarter after exit 70%**

Of those youth who are not in post-secondary education, employment, or the military at the date of participation: number of participants who are in employment or the military or enrolled in post-secondary education and/or advanced training/occupational skills training in the first quarter after the exit quarter divided by the number of participants who exit during the quarter.

**Credential Attainment:** The percentage of youth who obtain a recognized postsecondary credential, or a secondary school diploma/equivalency during participation or within 1 year after exit

**Attainment of a Degree or Certificate: 65%**

Of those enrolled in education (at the date of participation or at any point during the program): Number of participants who attain a diploma, GED, or certificate by the end of the third quarter after the exit quarter divided by the number who exit during the quarter.



McHenry County Workforce Network  
 Program Year 2017 Out of School Young Adult Program  
 RFP #YouthPY17-001

<b>Program Outcomes</b>	<b>Definition</b>	<b>Estimate the number of participants to be served in each category</b>	<b>Estimate number of participants who will meet the performance in each category</b>	<b>Your goal %</b>
<b>Attain degree or certification</b>	Of those enrolled in education (at the date of participation or at any point during the program): Number of participants who attain a diploma, GED, or certificate by the end of the third quarter after the exit quarter divided by the number who exit during the quarter.			
<b>Placed in employment or education</b>	Of those youth who are not in post-secondary education, employment, or the military at the date of participation: number of participants who are in employment or the military or enrolled in post-secondary education and/or advanced training/occupational skills training in the first quarter after the exit quarter divided by the number of participants who exit during the quarter.			

**Please complete the above chart and submit with your proposal.**

McHenry County Workforce Network  
 Program Year 2017 Out of School Young Adult Program  
 RFP #YouthPY17-001

**ATTACHMENT C**

Program Element	Included in proposed program	Provided by other entity/referral	Name of other entity
Tutoring, study skills training, instruction and evidence based drop-out prevention that leads to completion of the requirements for a secondary school diploma or recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential.	Y / N	Y / N	MCWN Youth Program or Other:
Alternative secondary school services, or dropout recovery services as appropriate.	Y / N	Y / N	MCWN Youth Program or Other:
Paid and unpaid work experience that have as a component academic and occupational education, which may include: <ul style="list-style-type: none"> <li>-Summer employment opportunities and other employment opportunities available throughout the year;</li> <li>-Pre-apprenticeship programs</li> <li>-Internships and job shadowing; and</li> <li>-On-the job training opportunities;</li> </ul>	Y / N	Y / N	MCWN Youth Program or Other:
Occupational skill training, which may include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area.	Y / N	Y / N	MCWN Youth Program or Other:
Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.	Y / N	Y / N	MCWN Youth Program or Other:
Leadership development opportunities, which may include community services and peer centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate.	Y / N	Y / N	MCWN Youth Program or Other:
Supportive services.	Y / N	Y / N	MCWN Youth Program or Other:
Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months.	Y / N	Y / N	MCWN Youth Program or Other:
Follow-up services for not less than 12 months after the completion of participation, as appropriate.	Y / N	Y / N	MCWN Youth Program or Other:
Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.	Y / N	Y / N	MCWN Youth Program or Other:
Financial literacy education	Y / N	Y / N	MCWN Youth Program or Other:
Entrepreneurial skills training.	Y / N	Y / N	MCWN Youth Program or Other:
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.	Y / N	Y / N	MCWN Youth Program or Other:
Activities that help youth prepare for and transition to postsecondary education and training.	Y / N	Y / N	MCWN Youth Program or Other: