

Request for Proposal

for

Provider to Deliver Innovative Classroom Solutions

focused on Careers, Job Obtainment, and Retention

for the

Employment, Advancement & Retention Network (EARN) Participants in Greene and Washington Counties in Southwest Corner, Pennsylvania

For the period

April 17, 2017 through June 30, 2018,

with an option to extend for additional periods based on performance

Issued: March 24, 2017

Deadline for Submission: April 10, 2017

Solicited by

Washington Greene County Job Training Agency, Inc.

*Serving the Pennsylvania Counties of Beaver, Greener and Washington*

351 WEST BEAU STREET, SUITE 300

WASHINGTON, PA 15301

(724) 229-5083

*The enclosed specifications may be modified as required by*

*The Pennsylvania Department of Human Services, the United States Department of Labor,*

*Southwest Corner Workforce Development Board Chief Local Elected Officials,*

*and/or the Washington Greene County Job Training Agency, Inc. without prior notice to Proposers.*

*Auxiliary aids and services are available upon request to individuals with disabilities.*

*Equal Opportunity Employer/Program*

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# GENERAL INFORMATION

## INTRODUCTION

The Washington Greene County Job Training Agency, Inc. (WGCJTA, Inc.) was established in 1975 with a mission to serve economically disadvantaged individuals in Washington and Greene Counties in Southwest Pennsylvania. Since inception, WGCJTA, Inc. has been an honored service provider in the Commonwealth of Pennsylvania. The agency has adapted to many programmatic changes, from the Comprehensive Employment and Training Agency Program (CETA) to the Job Training Partnership Act (JTPA), Workforce Investment Act (WIA) to the current Workforce Innovation and Opportunity Act (WIOA). WGCJTA, Inc. has also been operating public assistance funded programs since 1986. The Employment, Advancement and Retention Network (EARN) Program serves disadvantaged individuals receiving public assistance ranging in ages from 14 to older workers. WGCJTA, Inc. serves as staff and Fiscal Agent for the Southwest Corner Workforce Development Board, which serves Beaver, Greene, and Washington Counties in Southwest Pennsylvania. Through collaboration with employers, training entities, and fellow service providers, WGCJTA, Inc. is the leader in Workforce Development in the Southwest Pennsylvania region.

WGCJTA, Inc. is releasing this RFP seeking options for classroom instruction, services, or materials that can benefit its EARN program. Competencies may include, but not be limited to job search skills, career exploration and development, employer expectations, soft skills, job retention approaches, life skills, and incorporation of knowledge to workforce. Delivery should be flexible for a wide range of professional and educational experience. Proposer my offer traditional instructor/student classroom experience, materials, software, or web-based services to fulfill this need.

## EXPECTATIONS OF THE EARN SERVICES PROVIDER

WGCJTA, Inc. is looking for innovative career-related activities to work with EARN program participants. While the responder may offer a delivery method that is a traditional instructor/student model, WGCJTA, Inc. is also interested in new software, established programs, and innovations in program delivery that will benefit program participants.

The goals of the EARN program are primarily obtaining and retaining employment in order to become self-sufficient from public assistance. Successful bidders will present proven and capable career related programs that can be offered in multiple EARN office locations, including:

**PA CareerLink® Greene County PA CareerLink® Washington County PA CareerLink® Mon Valley**

4 West High Street Millcraft Center, Suite 150LL 570 Galiffa Drive

Waynesburg, PA 15370 90 West Chestnut Street Donora, PA 15033

Washington, PA 15301

## WHO MAY RESPOND

Proposers who are capable of supporting the activities outlined in this RFP may be public or private not-for-profit corporations, local educational agencies, private for-profit corporations, community-based organizations, labor organizations or governmental units.

## TECHNICAL ASSISTANCE

Technical Assistance will be provided through a written question and answer format. Potential respondents will have until 4:00 p.m. on April 5, 2017 to submit questions in writing, by email, to jnobili@washingtongreene.org.

Answers will be posted on the WGCJTA, Inc. website, www.washingtongreene.org, and available to all entities within three (3) business days of receiving the question. WGCJTA, Inc. reserves the right to decline a response to any questions if, in WGCJTA, Inc.’s assessment, the information cannot be shared with all potential bidders in a timely manner.

## INSTRUCTIONS ON PROPOSAL SUBMISSION

1. Closing Submission Date

**One (1) electronic copy and one (1) original hard copy and three (3) additional hard copies of the proposal must be submitted no later than 4:00 p.m. on April 10, 2017**.

*Proposals and/or modifications received after that date will not be considered.*

All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed.

1. Instructions to Prospective Subrecipients

Inquiries and proposals should be addressed as follows:

Hard Copies:

Jeffrey Nobili

IT/Program Manager

351 West Beau Street, Suite 300 Washington, PA 15301

Email/Electronic Copies:

jnobili@washingtongreene.org

Inquiries and proposals submitted via email should reference **RFP for EARN Services** in the subject line. It is important that **RFP for EARN Services** is clearly marked in the lower left hand corner of the envelope of the submission package.

It is the responsibility of the Offeror to ensure that the proposal is received by WGCJTA, Inc. by the date and time specified above.

Please use the RFP Response Outline attached to this RFP.

1. Right to Reject

WGCJTA, Inc. reserves the right to reject any and all proposals received in response to this RFP. An agreement for the accepted proposal will be based upon the factors described in this RFP.

1. Small and/or Minority-Owned Businesses

Efforts will be made by WGCJTA, Inc. to utilize small business and minority-owned business. An Offeror qualifies as a small business firm, if it meets the definition of “small business” as established by the Small Business Administration (13 CFR 121.201), by having average annual receipts for the last three fiscal years of less than six million dollars.

1. Notification of Award

It is expected that notification of award will be made by April 14, 2017.

# SPECIFICATIONS

## SCOPE OF WORK

Proposal scope should be based upon the programs and services to present innovative classroom programs to EARN participants. Details should include, but not be limited to delivery method, cost, number of people to serve, certifications, success, and detailed description of program. For example, if traditional instructor/student models will be used, please describe class time, syllabus, books, etc. However, if proposal is for software or materials to be used in class, please provide all details including cost per student, usage fees, delivery methods, etc.

Successful proposers will present innovative approaches to career exploration, preparation and learning. EARN participants are at different phases in abilities, experience and aptitudes. Participant engagement and interest must be a focus. Offeror should provide historical statistics that show effectiveness of delivery method or tools in this setting.

## FUNDING AND CAPACITY

Funding to provide the services outlined in this RFP will be based on state allocation and will be negotiated and modified upon receipt of our funding allocations and budget needs of proposer. We are looking for efficiencies wherever possible, and past successes in delivery along with cost per participant will be taken into account.

Funding is available on a year-to- year basis and is dependent on receipt of funds from the federal and state government. Proposers should expect that available funds will decrease and customer demand will increase over the life of the agreement. Annual budget modifications will be required. Funds are limited. Linkages with existing programs and providers are encouraged and will be necessary to make the program cost effective. Proposers must describe in their application their capacity to link, both financially and programmatically, with other organizations in the area. Proposers must also describe the linkages, match, and alternate funding for the purpose of leveraging and extending the WGCJTA, Inc. funds.

## CONFIDENTIALITY

WGCJTA, Inc. must comply with Pennsylvania’s Right-To-Know Law, Act 3 of 2008, and may be requested and required to release information from proposals received in response to this RFP.

# PROPOSAL EVALUATION

## SUBMISSION OF PROPOSALS

One (1) electronic copy and one (1) original hard copy and three (3) additional hard copies of the proposal must be submitted no later than 4:00 p.m. on April 10, 2017. Submission must include all requested information in this document, as well as a signed certification document (Section VI) attesting to the accuracy of the contents within.

## NONRESPONSIVE PROPOSALS

Proposals may be judged non-responsive and removed from further consideration if any of the following occur:

* The proposal is not received timely in accordance with the terms of this RFP.
* The proposal does not follow the specified format.
* The proposal does not include the Certifications.

## EVALUATION

Evaluation of each proposal will be based on the following criteria:

|  |  |
| --- | --- |
| **Factors** | **Point Range** |
| 1. Experience with EARN Programs | 0-15 |
| 2. Experience with PA CareerLink® | 0-10 |
| 3. Demonstrated success with proposed model of delivery, software, or materials. | 0-25 |
| 4. Proposed Delivery and Innovative Methods | 0-35 |
| 5. Cost | 0-10 |
| 6. Small and/or Minority-Owned Businesses | 0-5 |
| **MAXIMUM POINTS:** | 100 |

## REVIEW PROCESS

WGCJTA, Inc. may, at its discretion, request interpretation from any or all Offerors, to clarify or negotiate modifications to the Offeror’s proposals. However, WGCJTA, Inc. reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Offeror can propose.

WGCJTA, Inc. contemplates award of the contract to the responsible Offeror with the highest total points.

## PROJECT COMMENCEMENT

WGCJTA, Inc. anticipates this contracted relationship to begin April 17, 2017

## IMPORTANT DATES

The following is the timeline guide for the procurement of services outlined within this RFP

|  |  |
| --- | --- |
| **Request for Proposal issued:** | March 24, 2017 |
| **Technical assistance questions submitted:** | April 5, 2017 |
| **Technical assistance answers returned:** | Within 3 business days of receiving the question |
| **Proposals submitted by:** | April 10, 2017 |
| **Review begins:** | April 11, 2017 |
| **Notification to Successful Offeror:** | April 14, 2017 |

The proposal submission date is a firm date unless changed by the WGCJTA, Inc. with the proper notification. All other dates are estimated and may change or be extended without notification.

## OTHER TERMS AND CONDITIONS

1. Allowable Expenditures

The WGCJTA, Inc. is not responsible for any costs incurred by respondents prior to the selection. The cost to develop and submit a proposal in response to this RFP is not reimbursable.

1. Availability of Funds

This RFP is being solicited based on available funds.

1. Disclosure of Proposal Contents

WGCJTA, Inc. must comply with Pennsylvania’s Right-To-Know Law, Act 3 of 2008, effective January 1, 2009, and may be requested and required to release information from proposals received in response to this RFP.

1. Rejection of Proposals

WGCJTA, Inc. reserves the right to reject any or all proposals, in whole or in part, received as a result of this request or to negotiate separately with competing respondents. A building lease for the accepted proposal will be based upon the factors described in this RFP.

1. Response on Action Taken Regarding Proposal

All proposals submitted will receive a response as to the action taken by WGCJTA, Inc. Respondents may request a briefing on the action taken on the proposal.

## PROVISIONS AND DISCLAIMERS

1. All solicitations are contingent upon availability of funds.
2. This RFP is for operations from April 17, 2017 – June 30, 2018, which WGCJTA, Inc. reserving the right to renew contracts annually without rebid.
3. WGCJTA, Inc. reserves the right to reject any or all proposals received and to negotiate with any and all bidders on modifications to proposals.
4. WGCJTA, Inc. reserves the right to waive informalities and minor irregularities in the proposals received.
5. This RFP does not commit WGCJTA, Inc. to award a contract.
6. WGCJTA, Inc. may accept any item or group of items of any proposal, unless the proposal qualified its offer by specific limitations.
7. WGCJTA, Inc. may select a service provider based on its initial proposal received, without discussion of the proposal. Accordingly, each proposal should be submitted on the most favorable terms from a price and technical standpoint that the bidder can submit to WGCJTA, Inc.
8. Proposals should follow the format set forth in the RFP and adhere to the minimum requirements specified therein.
9. WGCJTA, Inc. retains the right to request additional information from any applicant, request oral presentations from applicants, or conduct site visits from any applicant before a contract award.
10. No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies under EARN.
11. All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to the WGCJTA, Inc. and be subject to disclosure under the Freedom of Information Act, Right to Know Law, or other applicable legislation.
12. The final award and execution of a contract is subject to availability of funds, WGCJTA, Inc. satisfactory negotiation of the terms of the contract, and the continued availability of funds.
13. Any changes to the EARN program, performance measures, funding level, or WGCJTA, Inc. direction may result in a change in contracting. In such instances, WGCJTA, Inc. shall not be liable for any damage arising from this Request for Proposals package or subsequent contract.
14. Proposals submitted for funding consideration must be consistent with, and if funded operated according to, the federal EARN legislation, all applicable federal regulations, Commonwealth of Pennsylvania policies, and WGCJTA, Inc. policies and procedures.
15. Bidders selected for funding must also ensure compliance with the Office of Management and Budget (OMB) Uniform Guidance “Super Circular”, including 2 CFR 200. Subpart A: Acronyms and Definitions; 2 CFR 200.100 Subpart B: General Provisions, 200.112 Conflict of Interest; 2 CFR 200.200 Subpart C: Pre-award Federal Requirements and Contents of Federal Awards; 2 CFR 200.300 Subpart D: Post-Federal Award Requirements, 200.302 Financial Management, 200.313 Property Management, 200.314 Supplies (Definition at 200.94), 200.318 Procurement, 200.330 Monitoring, 200.335 Electronic Records; 2 CFR 200.400 Subpart E: Cost Principles, 200.402 Direct and Indirect Costs, 200.430 Personal Services 200.420-475 Allowable and Unallowable Costs; 2 CFR 200.500 Subpart F: Audit Requirements
16. Bidders will be expected to adhere to WGCJTA, Inc. procedures to collect, verify, and submit required data and submit monthly invoices to WGCJTA, Inc., if applicable.
17. Additional funds received by WGCJTA, Inc. may be contracted by expanding existing programs or by consideration of proposals not initially funded under this RFP. These decisions shall be at the sole discretion of WGCJTA, Inc.
18. WGCJTA, Inc. may decide not to fund part or all of a proposal even though it is found to be in the competitive range if, in the opinion of WGCJTA, Inc., the services proposed are not needed, or the costs are higher than WGCJTA, Inc. finds reasonable in relation to the overall funds available, or if past management concerns lead WGCJTA, Inc. to believe that the bidder has undertaken more services than it can reasonably provide,
19. WGCJTA, Inc. has a right to fund a lower ranked proposal over a higher ranked proposal because of valid policy considerations, including but not limited to, organizational experience, connection to local job seekers, employers and workforce providers, leveraging of outside resources, and target populations.
20. WGCJTA, Inc. is required to abide by all WIOA and EARN legislation and regulations. Therefore, WGCJTA, Inc. reserves the right to modify or alter the requirements and standards set forth in this RFP based on program requirements mandated by funding agencies, including state or federal agencies.
21. All subrecipients must ensure equal opportunity to all individuals. No individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any EARN funded program or activity because of race, color, religion, sex, national origin, age, disability, sexual orientation, or political affiliation or belief.
22. All subrecipients must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.
23. Subrecipients must accept liability for all aspects of any EARN program conducted under contract with WGCJTA, Inc. Bidders will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted.
24. Reductions in the funding level of any contract resulting from this solicitation process may be considered during the contract period when a bidder fails to meet expenditure, participant, and/or outcome goals specified in the contract or when anticipated funding is not forthcoming from the federal or state governments.
25. Subrecipients will allow local, state, and federal representatives access to all EARN records, program materials, staff, and participants. Records must be maintained for a period of three (3) years from the date the commonwealth submits its final expenditure report to USDOL for the applicable funding period. If any litigation is begun, or a claim is instituted involving the grant covered by the records prior to the expiration of the three (3) year retention period, the grantee must retain the records beyond the three (3) year period until instructed otherwise by the Department
26. The contract award will not be final until WGCJTA, Inc. and the successful bidder have executed a mutually satisfactory contractual agreement. WGCJTA, Inc. reserves the right to make an award without further discussion of the proposal submitted. No program activity may begin prior to final WGCJTA, Inc. approval of the award and execution of a contractual agreement between the successful bidder and WGCJTA, Inc.
27. WGCJTA, Inc. reserves the right to cancel an award immediately if new state or federal regulations or policy makes it necessary to change the program purpose or content substantially, or to prohibit such a program.
28. WGCJTA, Inc. reserves the right to determine both the number and the funding levels of contracts finally awarded. Such determination will depend upon overall fund availability and other factors arising during the proposal review process. If a maximum award level is listed within, bids submitted which are over the maximum amount of funds specified for this RFP will be rejected.
29. The submission of the proposal warrants that the costs quoted for services in response to the RFP are not in excess of those that would be charged any other individual for the same services performed by the bidder.
30. All subrecipients shall purchase annually an organization-wide audit according to the requirements of the Single Audit Act and Office of Management and Budget OMB Uniform Guidance “Super Circular” (2 CFR 200.500 Subpart F: Audit Requirements). Include audit costs in the proposed budget detail.
31. Each party shall be responsible for the negligence of its own employees or agents in the performance of this contract. All successful bidders shall provide a certificate of liability insurance, providing commercial general liability coverage in the amount of $1,000,000.00 for each occurrence, automobile liability, workers compensation and professional liability insurance, if applicable. The subrecipient will provide a certificate of insurance satisfactory to SCWIB.
32. Applicants are advised that most documents in the possession of WGCJTA, Inc. are considered public records and subject to disclosure.

# RFP RESPONSE OUTLINE

Offerors should use the following information to complete and compile their responses to this RFP. Applications received without inclusion of all required documents will be eliminated from consideration.

## COVER SHEET

Proposals must include the following proposal identification cover sheet.

PROPOSAL PACKET

Washington Greene County Job Training Agency, Inc. EARN Program Services

April 17, 2017 to June 30, 2018

Organization:

Address/City/Zip:

Phone: Fax: Website:

Contact Person: Title:

E-Mail Address: Total Funds Requested:

TYPE OF ORGANIZATION (check all that apply)

Private Non-Profit Organization

Public Non-Profit Organization

Local Education Agency

Community-based organization

Private For-Profit Organization

Labor Organization

Government Agency

Other (please describe):

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby certify that I am legally and duly authorized to submit this proposal on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, that information contained herein is true and correct to the best of my knowledge, and that prices for services offered herein are proper and accurate.

Signed, this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2017.

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

Title:

## EXECUTIVE SUMMARY

Summarize the proposal, highlighting Offeror history working with public assistance programs, workforce development programs, One-Stop centers, and job seekers and employers within and around the Southwest Corner of Pennsylvania. Offeror should also summarize experience with training providers. Briefly describe program, including delivery method and history of success in implementation. Executive summary may also emphasize brief discussions of proposed activities. Summary should be limited to two (2) pages.

## PROGRAM NARRATIVE

1. Previous Experience
   1. Please describe your organization’s mission and any previous or current experience serving job seekers in a service integrated setting. Include your EARN and/or related experience and capability to serve customers from varied backgrounds such as special populations.
   2. Explain what areas of your program have been most successful in helping the various groups to reach their employment goals.
2. Describe your innovative programming, best practices and/or partnerships that could be replicated in this region and how your program will meet the needs of the EARN program and job seekers.
3. Staffing - Adequate staffing and a strong infrastructure are critical to the delivery of services. If applicable, describe your staffing plans for delivery
   1. Describe your plan to accommodate persons with limited English language skills.
   2. Outline the experience, education and background requirements of staff to substantiate the quality and integrity of the activities you will offer (not resumes at this point, but description of staff qualifications).
   3. \*\*\*If you are not proposing staffed services, but instead offering software or program materials, please note that and disregard staffing.
4. Program Design and Service Delivery
   1. Describe the experience a customer will have according to your plan of service. Include proposed career services that will be provided. Include a description of how you will ensure that customers are engaged in a continuum of activities that lead to obtaining and retaining employment.
   2. Describe your plan on addressing services to individuals with barriers.
5. Tracking, Performance Measures and Monitoring
   1. Describe the process for measuring success of your program.

## STAFF QUALIFICATIONS

Please include resume and experience information on pertinent staff associated with delivery of this proposed program. If you are not proposing staffed services, but instead offering software or program materials, please note that and disregard staffing.

## SMALL AND/OR MINORITY OWNED BUSINESS

The Offeror must include a written statement and a copy of the last three fiscal year income statements or tax returns identifying itself as a small or minority owned business as established by the Small Business Administration (13 CFR 121.201) to be considered a small or minority owned business. If Offeror does not fall under this category, please move on to next section.

## CONFLICT OF INTEREST

Where a conflict of interest may exist due to a financial or personal interest of the Offeror, such conflict must be disclosed at the time of proposal submission. Proposals will not be considered unless Offeror can provide, at time of proposal submission, a satisfactory resolution of conflict that is achievable prior to acceptance of submitted proposal, should said proposal be selected.

## BUDGET

Please enclose line item budget for all costs associated with proposed project for PY2017 and PY2018. A budget justification narrative must also be provided. Please use the attached budget format and complete a narrative justification.

## INSURANCE AND CERTIFICATIONS

Copies of current organizational insurance policies must be included with the submitted application. The following three pages contain certifications that must be completed, signed, and included with proposal package. Failure to include will result in elimination from consideration. These include:

* Service Provider Certification
* Certificate Regarding Debarment
* Certificate Regarding Lobbying

SERVICE PROVIDER CERTIFICATION

The authorized representative of the potential service provider certifies to the best of his/her knowledge and belief that all information contained in the attached proposal is true and accurate. If the proposal is selected for funding, the service provider agrees to comply with all Federal and State regulations under the Workforce Innovation and Opportunity Act of 2014 and other funding source and all terms of the contract negotiated SCWDB on behalf of the Southwest Corner Chief Elected Officials.

Name of the Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature of Authorized Representative Date

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Typed Name and Title of Authorized Representative

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Designated Contact Person/Liaison (if different than authorized representative)

Certification Regarding

Debarment, Suspension, Ineligibility and Voluntary Exclusion

Lower Tier Covered Transactions

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION INCLUDED IN THE PROPOSAL INSTRUCTIONS)

(1) The prospective recipient of Federal assistance funds certifies by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

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

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Name and Title of Authorized Representative

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 a submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all\* sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all\* sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction 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 the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for such failure.

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Guarantee/Subrecipient Organization Program/Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

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 (per OMB).

**Washington Greene County Job Training Agency, Inc.**

# BUDGET TEMPLATE

**\*\**Budget Justification Narrative must be attached to this budget form***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | PY2017 | PY2018 | TOTAL | |  |  |
| Employee Salary/Fringe (Total from Employee Breakdown Below) |  |  |  | |  |  |
| Rent |  |  |  | |  |  |
| Travel |  |  |  | |  |  |
| Materials/Supplies (Total from itemized breakdown Below) |  |  |  | |  |  |
| Contractual |  |  |  | |  |  |
| Training Costs (ITA, OJT, etc.) |  |  |  | |  |  |
| Supportive Services (Including Needs Based/ Related) |  |  |  | |  |  |
| **TOTALS** |  |  |  | |  |  |
|  |  |  |  |  |  |  |
| Materials/Supplies | Number | Cost Per item | Totals | |  |  |
| Textbooks |  |  |  | |  |  |
| Software |  |  |  | |  |  |
| License Fee |  |  |  | |  |  |
| Membership |  |  |  | |  |  |
| Other |  |  |  | |  |  |
| Other |  |  |  | |  |  |
| **TOTALS** |  |  |  | |  |  |
|  |  |  |  |  |  |  |
| Employee Position Title | Total Monthly Wage | Percent Charged to Contract | Months Charged to Contract | Wage Subtotal | Employee Fringe | Salary + Fringe Total |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
|  |  |  |  |  | **TOTAL** |  |

# PROPOSAL PACKAGE CHECKLIST

\_\_\_\_ Cover Sheet

\_\_\_\_ Executive Summary

\_\_\_\_ Program Narrative – Complete

\_\_\_\_ Staff Qualifications/Resumes

\_\_\_\_ Small and/or Minority-Owned Business Confirmation (if applicable)

\_\_\_\_ Conflict of Interest Description (if applicable)

\_\_\_\_ Budget/Budget Justification Narrative (provide for PY2017 and PY 2018)

\_\_\_\_ Proof of Insurance and Signed Certifications