

# **SkillSource Regional Workforce Board**

240 N. Mission ~ Wenatchee, WA 98801 ~ 509-663-3091 ~ WA Relay

## **REQUEST FOR PROPOSAL**

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

**One-Stop Operator  
for the  
North Central Workforce Development Region**  
(serving Chelan, Douglas, Grant, Adams, Okanogan Counties)

**Release Date: July 8, 2022**

**Due Date: August 15, 2022  
at 5:00 PM**

**SkillSource is an equal opportunity employer/program.  
Auxiliary aids and services are available upon request to individuals with disabilities.**

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## **SECTION I: PURPOSE**

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### **OVERVIEW**

The SkillSource Regional Workforce Board (SRWB) requests proposals to select an organization or consortium of organizations to fill the role of One Stop Operator for the North Central Region's two comprehensive WorkSource centers located in Moses Lake and Omak.

This RFP is expected to result in one (1) contract awarded to a single successful bidder to perform the One Stop Operator role in cooperation with local one stop partner teams.

### **ELIGIBLE PROPOSERS**

Proposals will be accepted from any eligible entity or consortium of entities, as specified in the federal regulations, 20 CFR Section 678.600. One Stop Operators may be a single entity (public, private or non-profit) or a consortium of entities. If a consortium of entities seeks to propose, and one of the entities is a one stop partner, at least two additional one stop partners must be included in the consortium. The complete list of one stop partners is available on page 11 of the Training Employment and Guidance Letter (TEGL) 16-16.

Entities that are eligible to submit a response to this request for proposal include:

- Educational institutions, such as: institutions of higher education, nontraditional public secondary schools such as night schools, and area career and technical education schools (Please note that elementary and other secondary schools are not eligible to become the one-stop operator);
- Community-based organization, non-profit entities, or workforce intermediaries;
- Private for-profit entity, including individuals (sole proprietors);
- Government agency or governmental units such as local or county governments, school districts, or state agencies;
- Indian Tribes, tribal organizations, Alaska Native entities, Indian-controlled organizations, or Native Hawaiian organizations; or
- Other interested organizations that are capable of carrying out the duties of the one-stop operator, such as a local chamber of commerce, other business organization, or labor organization.
- Consortium of 3 or more One Stop Partner entities, with one specified as the fiscal agent.

An entity serving as the One-Stop Operator that also serves as a service provider within the one-stop delivery system must establish and demonstrate sufficient firewalls and conflict of interest policies and procedures. These policies must be compatible and coordinated with similar SRWB policies and procedures and must conform to the specifications of 20 CFR 679.430.

The content of the proposal from successful bidder will become the basis for negotiation of a final contract agreement. Applicants are advised that most documents in possession of SRWB are considered public records and are subject to disclosure under the State Public Records Law. The successful bidder will be required to agree to the SRWB Contract General Terms and Conditions, and agree to comply with any policies created by the SRWB and any applicable

federal or state polices, regulations, or laws. A copy of the General Terms and Conditions for all contracts will be sent to bidders upon request.

### **ESTIMATED AMOUNT**

The sub-grant will not exceed \$70,000. As a result of a successful procurement, the selected entity will enter into a legal agreement for one year, with the option to be renewed for an additional three years, one year at a time. Renewal is at the discretion of SRWB and is contingent upon availability of funding, performance, and other factors determined by SRWB.

## ***SECTION II: BACKGROUND***

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### **WORKFORCE INNOVATION AND OPPORTUNITY ACT (The Act)**

This RFP was developed based upon the Workforce Innovation and Opportunity Act of 2014 and applicable federal regulations. WIOA is designed to improve and streamline access to federally funded employment, education, training, literacy, and vocational rehabilitation programs throughout the United States by effectively informing the labor force and employers about the full array of skill building opportunities.

The Act has the following key principles:

- Increase access to and opportunities for employment, education, training, and support services for individuals, particularly those with barriers to employment.
- Support the alignment of workforce investment, education, and economic development systems in support of a comprehensive, accessible, and high-quality workforce development system.
- Improve the quality and labor market relevance of workforce investment, education and economic development efforts.
- Promote improvement in the structure and delivery of services.
- Increase the economic prosperity of workers and employers.
- Provide workforce development activities that increase employment, retention, earnings of participants, and increase post-secondary credential attainment which results in:
  - Improvement of workforce quality,
  - Reduction welfare dependency,
  - Increase economic self-sufficiency,
  - Meet the skills requirement of employers, and
  - Enhance productivity and competitiveness of the nation.

### **DEFINITIONS**

**North Central WDA** means the five county Workforce Development Area designated by the Governor. Includes the Okanogan, Chelan/Douglas and Grant/Adams labor markets.

**SkillSource Regional Workforce Board (SRWB)** means the Local Workforce Development Board authorized and formed in accordance with section 107 of the WIOA. Sets policy for WIOA Adult, Youth and Dislocated programs and governs SkillSource. Also known as the SkillSource Board of Directors or NC WDC. Excludes staff.

**North Central OSO** means the entity or consortia of entities selected by the SkillSource Regional Board to coordinate one-stop partner program service providers at the comprehensive one-stop locations.

**SkillSource** means the 501(c)(3) non-profit organization governed by the SRWB. Performs Board functions authorized at 107(d). Also performs fiscal agent and service delivery functions. As the local fiscal agent, SkillSource has been approved to deliver federal WIOA Title I Youth, Adult and Dislocated Worker services in Grant, Adams, Chelan and Douglas Counties. It contracts with the State Employment Security Agency to deliver services in Okanogan County. The Local Board has authorized SkillSource to facilitate the solicitation of the One-Stop Operator.

## **VISION**

By 2030, the North Central Region will be a thriving and prosperous area with strong, community partnerships preparing residents for skilled jobs so that businesses have available the talent necessary to compete regionally and worldwide.

In order to move towards this vision, SkillSource Regional Board also set the following goals:

- Champion the strong network of partners in the North Central Region that collaborate to provide holistic solutions to the community, businesses and individual customers.
- Actively engage businesses and sector partnerships to define and satisfy their workforce and training needs.
- Advance education and training opportunities that respond to business demands for skills and match the needs of diverse students and job seekers.

The MOU between the SRWB and One-Stop partners outlines each partner's roles and responsibilities in the centers and affiliates and budgets contributions for infrastructure and other shared costs.

## **ALIGNMENT OF THE ONE STOP SYSTEM PARTNERSHIP**

WIOA requires service delivery through partnership of core programs: WIOA Title I (Adult, Dislocated Worker and Youth Services), WIOA Title II (Adult Educations and Family Literacy Act), WIOA Title III (Wagner-Peyser Act Employment Service) and WIOA Title IV (Vocational Rehabilitation Program); Temporary Assistance for Needy Families (TANF) and other key partners, including Career and Technical Education (community and technical colleges) and other programs. (Page 11 of TEGl 16-16)

Each of these services were established to fulfill certain purposes for specific populations of customers specified by state or federal statute. Rules established by agencies provided greater specificity to guide staff in carrying out their programs.

The goal of integration is to improve customer access and to better coordinate the delivery of workforce development services. Integration of services requires a partnership among key agencies that are committed to a shared vision of an integrated, customer-focused service delivery system.

The value of partnership is achieved when each organization finds it can achieve enhanced performance and customer satisfaction through collaborative efforts and shared processes and systems which allow partners to:

- Share information so that the information becomes system knowledge and is used by all for the benefit of the customer;
- Provide an environment of collegiality which supports a culture of doing whatever it takes to deliver quality services to the customer;
- Promote individual agency goals and goals of the collective so as to create strategies which support each partner, which in turn enhances the performance of each partner;
- Coordinates planning across multiple programs;
- Assists in meeting state and federal mandates to coordinate and collaborate; and
- Provides a learning environment and culture for staff to build and practice new skills.

### ***SECTION III: OPERATOR ROLES AND RESPONSIBILITIES***

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The role of the One Stop Operator is to facilitate coordination of service delivery in the one stop comprehensive centers among WIOA required partners and service providers. The Operator reports to the SRWB Executive Director, who in turn reports to the Board and its committees.

The Operator supports SRWB in fulfilling its role in assuring integration of service delivery throughout the system, including: supporting customer referrals and customer access to assessments and services; collection and evaluation of customer feedback; operationalizing system continuous quality improvement goals and supporting system-wide communication.

The Operator also coordinates with local partner teams the provision of consistent and high-quality technical assistance and training, integrating SRWB's one stop policies and quality standards, to ensure WorkSource staff are providing the highest and most consistent quality service to a wide array of job seekers and employer customers.

The Operator will coordinate service delivery among one-stop partners by performing duties including, but not limited to:

#### **1. Convene and facilitate certain partnership teams and meetings:**

- Convene and facilitate monthly meetings of the two Center one stop partner teams to support the implementation of the Memorandum of Understanding (MOU) and compliance with Local One Stop Guidance (LOGs) and corresponding One Stop procedures.
- Develop meeting agendas and provide meeting notes.
- Work with the two (2) local one stop partner teams to identify areas of improvement and areas of high performance. Share experiences and solutions with the full system partnership.

#### **2. Performance Management and Reporting:**

- Report semi-annually on the progress and performance of the partnership across the system to the SRWB.

- Together with local one stop teams, develop benchmarks to measure a baseline of system performance and continuous improvement, in support of sustaining a culture of customer focus and high performance.
- Perform an annual, objective assessment of the service delivery and analysis of customer flow in each comprehensive WorkSource center from a quality assurance perspective. Report highlights, assessment findings and recommendations.
- Establish a methodology for measuring and ensuring services, especially workshops, are of the highest quality and meet employee and employer demands.

**3. Cultivate and sustain a culture of customer focus and high performance:**

- The Operator is responsible to communicate high quality customer service values and performance expectations through the WorkSource sites while operationalizing them into effective service delivery structures and strategies.
- Coordinate one-stop partner services to maximize streamlined customer flow and referral.
- Coordinate a formal referral process for services within and outside of the Centers.
- Gather and utilize customer satisfaction feedback from business, job seekers, and staff to drive continuous improvement.

**4. Other Deliverables:**

- Coordinate One stop partnership staff training as needed. This can be delivered by system partner staff or by external providers. Costs for anticipated training must be included in the budget.
- Lead one stop partner staff in the preparation and submission of the required One Stop Certification
- Develop and oversee 1-2 functional teams (each year) in each comprehensive center (examples: Business Services, Assessment, Orientation, Navigation, etc.)
- For a single entity proposer: visit each comprehensive center, at least monthly, preferably more often, to track progress on improvement activities. In consultation with SRWB, cadence and quantity of center visits will be determined by essential improvements applicable in each center.
- For a consortium proposer: coordinate with each local one stop partnership team a method to track and review improvement activities and develop a consortium governance agreement.

All activities performed under the sub-grant resulting from this RFP will be delivered in accordance with the Act, applicable regulations, Uniform Guidance 2 CFR part 200 and 2 CFR part 2900, policies and procedures that have been enacted by the U.S. Department of Labor, the State of Washington, and SkillSource.

## **SECTION IV: SUBMISSION INFORMATION AND REQUIREMENTS**

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**TIMELINE** - All times noted in the timeline are Pacific Standard Time.

| <b>DATE</b>        | <b>ACTIVITY AND TIME</b>                               |
|--------------------|--|
| July 8, 2022       | Release of Request for Proposal (RFP)                  |
| July 20, 2022      | Bidders Conference (optional)                          |
| July 29, 2022      | Last day to submit RFP questions by 5:00 PM            |
| August 15, 2022    | Proposals due to SkillSource by 5:00 PM                |
| August 16 – Sept 8 | Evaluation of proposals                                |
| September 27, 2022 | Recommendation(s) presented to Local WDB for selection |
| September 28, 2022 | Provisional selection announcement                     |
| October 1-15, 2022 | Target sub-grant start date                            |

### **COMMUNICATION**

Beginning July 8, 2022 interested parties can download the Request for Proposal at [www.skillsource.org](http://www.skillsource.org). Bidders may submit questions in writing to Lisa Romine via e-mail at [lisar@skillsource.org](mailto:lisar@skillsource.org) or 240 N. Mission Street, Wenatchee, WA 98801 through 5:00PM on July 29, 2022. Questions will not be answered over the phone. Questions and answers will be posted online weekly at [www.skillsource.org](http://www.skillsource.org), or more frequently as needed. It is the bidders' responsibility to check the website frequently to stay connected and apprised throughout the process. Questions received after 5:00 PM on July 29, 2022 will not be answered.

### **BIDDER'S CONFERENCE**

A bidder's conference will be held to review detailed, non-competitive information on the RFP and submission process so that all interested parties will have the benefit of the same answer. SkillSource encourages all interested parties to attend the bidders' conference. It will be held July 20, 2022 from 10am – 12 noon at SkillSource Administrative Offices, 240 N. Mission, Wenatchee. A remote option via Zoom will be available and will be posted at [www.skillsource.org](http://www.skillsource.org) under the "One Stop" tab.

Notes of the bidder's conference will be posted online at [www.skillsource.org](http://www.skillsource.org). Meeting location is accessible to persons with disabilities. Request for accommodations for persons with disabilities should be made at least 48 hours before the meeting by calling 509-663-3091.

### **SUBMISSION**

Completed proposals are due electronically to [lisar@skillsource.org](mailto:lisar@skillsource.org) by 5:00 PM on August 15, 2022 or mailed/delivered to address below. Proposals will not be opened or reviewed that are not received by August 15, 5pm. If mailed, the postmark will not be accepted if the proposal does not arrive by the deadline.

Proposals may be mailed or delivered to:  
SkillSource  
240 N. Mission Street  
Wenatchee, WA 98801

All proposals that are hand delivered will be date stamped.



## APPEALS

Appeals can only be submitted if a party believes SkillSource did not follow the process outlined in the RFP. Appeals may not be submitted in contention with the score, outcome, or awards of the RFP. Any bidder who wishes to contest the process of the award of funding under this RFP, must write to SkillSource within seven (7) days of notice of funding award. SkillSource will issue a decision on appeals within 30 days of receipt. Address written complaints to: SkillSource, 240 N. Mission Street, Wenatchee, WA 98801.

## **SECTION V: PROPOSAL CONTENT**

The proposal shall clearly demonstrate the respondent's ability to carry out Operator responsibilities. A responsive proposal is one that complies with the format and content of the RFP and receives at least 65 out of 100 points. A proposal that receives less than 65 points will be considered inadequate and will not be considered for award. All proposals must be in the specified format. Proposals will be judged for their content, merit, and clarity of language. Proposals that fail to include all items will be considered incomplete and will not be reviewed. Proposals must be submitted electronically as follows:

- One-Stop Operator Proposal Cover Sheet Pass/Fail
- Proposal Narrative
  - o Executive Summary (no more than 1 page) Pass/Fail
  - o Administration 20 Points
  - o Experience 30 Points
  - o Approach 30 Points
- One-Stop Operator Budget Forms 20 Points

If emailed, the documents listed above must be submitted as a single PDF file. Be sure there are no passwords protecting the file.

## PROPOSAL FORMATTING

All parts of the Proposal Narrative must follow the formatting in the table below:

|         |                              |
|---------|------------------------------|
| Font    | 12 point                     |
| Margins | One (1) inch for all margins |
| Spacing | Single Spaced                |

All pages of the Proposal Narrative must contain a footer that includes the page number and organization name.

## PROPOSAL NARRATIVE

### Executive Summary

Provide a summary not to exceed one (1) page that must include an organizational overview and how its work relates to workforce development.

The proposal must address all questions listed under **Administration, Experience and Approach** in 12 pages or less. Pages in excess of 12 pages will be discarded and not included in the proposal evaluation and scoring. Number and address each question in consecutive order.

**1. Administration (Total Points Available: 20 Points)**

Proposal must describe organizational capacity for administration and management of funds in the following areas:

1. Briefly describe your organization's organizational structure and connection to workforce development. Describe how this proposal relates to your organization's goals.
2. Summarize your prior experience and processes that in place for managing federal and/or other governmental funding.
3. Describe your organization experience with federal financial management standards. Discuss how the organization ensures compliance with those standards.
4. Explain how your organization has resolved any monitoring and audit findings or any other issues raised in the audit reports, management letters, and any related corrective action plans for each of the last two years.
5. If a consortium proposal, identify which partner will serve as the fiscal agent and answer administrative questions accordingly.

**2. Experience (Total Points Available: 30 Points)**

1. Describe your organization's (or consortium's) experience and approach undertaking an objective assessment of a complex human-centered system.
2. Summarize your experience with developing recommendations for system changes to improve operations and performance.
3. Describe your organization's experience evaluating service effectiveness.
4. Describe your experience interpreting and applying regulations and policies.
5. Describe your experience and strategies for building and maintaining partnerships. Include an example of how you have fostered a partnership.
6. For a single entity proposer: If known, identify key personnel who will perform Operator responsibilities together with their qualifications. If unknown, describe your staff selection process.

**3. Approach (Total Points Available 30 pts)**

1. Describe your approach to accomplish each of the four (4) One-Stop Operator Responsibilities listed in RFP Section III: Operator Roles & Responsibilities.
2. If a consortium, describe the makeup of your group: who is included? How will decisions be made? How will duties be divided? How will payments be directed? How will conflicts be resolved?

**4. One-Stop Operator Budget Form (Total Points Available: 20 points)**

Complete the One-Stop Operator Budget Form B. The successful bidder may be required to submit a more detailed budget prior to the execution of the contract. Be aware that the proposed budget will not necessarily be the amount funded.

## ***SECTION VI: EVALUATION AND SELECTION***

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Proposals will be reviewed for compliance with the specifications of this RFP through the following three-step process:

**Step I:** Each proposal will undergo a technical review to ensure it is complete. The following minimum criteria will be used to determine which proposals will continue to Phase II:

- The proposer has met specified deadlines
- The proposal meets formatting requirements
- The proposal includes all requested information and documentation in the RFP

**Step II:** Proposals that have met the minimum criteria, as stated above, will then undergo an evaluation of the narrative responses using a scoring rubric. The evaluation will be performed by a committee comprised of individuals who have no fiduciary interest in bidding for funding under this RFP. Committee members will review and score proposals according to the criteria and assigned points specified in this RFP. SkillSource retains the right to request additional information or request oral presentations from bidders. If no response adequately addresses the services and outcomes requested, the committee may recommend that no award be made.

**Step III:** The recommendations from the evaluation committee will be presented to the SRWB for approval. Any award will be considered provisional, pending receipt of any additional documentation regarding administrative qualifications and/or any other areas of concern and the successful completion of contract negotiations.

## **SECTION VII: PROVISIONS & DISCLAIMERS**

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- SkillSource reserves the right to waive informalities and minor irregularities in offers received.
- This RFP does not commit SkillSource to award a contract.
- SkillSource may accept any item or group of items of any offer, unless the bidder qualified its offer by specific limitations.
- SkillSource reserves the right to request additional data or oral discussion or documentation in support of written offers. No costs will be paid to cover the expense of preparing a proposal.
- All data, material, and documentation originated and prepared by the bidder pursuant to the sub-contract shall belong exclusively to SkillSource and be subject to disclosure under the Freedom of Information Act. Applicants are advised that most documents in the possession of SkillSource are considered public records and subject to disclosure under the State of Washington's Public Records Law.
- Formal notification to award a contract and the actual execution of a contract are subject to the following: Receipt of anticipated funding, results of negotiations between selected bidders and SkillSource staff, and continued availability of funds.
- Proposals submitted for funding consideration must be consistent with – and if funded, operated according to – relevant federal legislation, all applicable federal regulations, State of Washington policies, and SkillSource policies and procedures.
- Additional funds received by SkillSource may be contracted by expanding existing programs. These decisions shall be at the discretion of SkillSource.
- SkillSource 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 SkillSource, the services proposed are not needed, or the costs are higher than SkillSource finds reasonable in relation to the overall funds available, or if past management concerns lead SkillSource to believe that the bidder has undertaken more services than it can successfully provide.
- SkillSource has a right to fund a lower-ranked proposal over a higher ranked proposal because of valid policy considerations, including but not limited to, geographical considerations, leveraging of outside resources, and target populations.
- All bidders 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 WIOA-funded program or activity because of race, color, religion, sex, national origin, age, disability, or political affiliation or belief.
- All bidders must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.
- SkillSource 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. 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.

**If selected**, the successful bidder (Single Entity or Consortium Fiscal Agent) must provide the following:

- Organizational Chart: not to exceed 2 pages.
- Copy of documentation proving legal entity (i.e. articles of incorporation, 501(c)(3) letter, Unified Business Identifier).
- Copy of last year's audited financial statements and/or monitoring reports. Or, if your organization is new and has not had an audit or a financial statement performed, submit a statement from an independent CPA the system is sufficient to meet federal and state requirements.
- Proof of current insurance coverage for general liability with a limit no less than \$1,000,000

**North Central One- Stop Operator  
Proposal Coversheet**

|  |   |
|--|---|
| <input type="checkbox"/> <b>Single Entity Proposal</b> | <input type="checkbox"/> <b>Consortium Proposal</b> |
| Single Entity Organization:                            | Member Entities of the Consortium:                  |
| Name:  | 1.  |
| Address:   | 2.  |
| Organization Contact:                                  | 3.  |
| Phone  | 4. (optional)                                       |
| Email:   | 5. (optional)                                       |
| Fiscal Agent (if different from above):                | Fiscal Agent Entity:                                |
| Fiscal Contact Name:                                   | Fiscal Contact Name:                                |
| Address:   | Address:  |
| Phone  | Phone   |
| Email:   | Email:  |
| Federal Tax ID Number:                                 | Federal Tax ID Number:                              |
| State Tax ID Number:                                   | State Tax ID Number:                                |

Ensure all components of the RFP response are included in the application packet by utilizing the checklist below. Proposals that fail to include all items will be considered incomplete and will not be reviewed.

**Proposal Checklist:**

- Attachment A:** Application Coversheet completed and signed.
- Proposal Narrative:** Outline of implementation of services, understanding and demonstration of abilities to perform services and quantifying of cost for each service. Include a one-page Executive Summary.
- Attachment B:** Budget Worksheet
- Attachment C:** Signed RFP Assurances and Certifications

**Certification:**

I certify that the above-named proposer is legally authorized to submit this application requesting funding through the Workforce Innovation and Opportunity Act. The information contained in this proposal fairly represents the proposer's agency, organization, or business and its proposed operating plans. I acknowledge that I have read understand the requirements of the RFP and am prepared to implement services as specified in this proposal. I certify that the proposed program services have been designed in compliance with the RFP requirements and WIOA regulations. I also certify that I am authorized to sign this proposal. This proposal is firm for a period of at least ninety (90) days from the deadline for RFP submission.

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SIGNATURE OF APPLICANT

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DATE

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TYPED NAME

**Note:** If a consortium proposal, please add signature lines for each member of the Consortium.

**North Central One- Stop Operator  
Budget Detail & Justification**

**Instructions:** Complete the budget summary for a 12-month period, allocated between Admin and Program.

|    | <b>Expense Item</b> | <b>Admin<br/>(not to exceed 10%)</b> | <b>Program</b> | <b>Total</b> |
|----|---------------------|--------------------------------------|----------------|--------------|
| 1  | Salaries            |                                      |                |              |
| 2  | Benefits            |                                      |                |              |
| 3  | Travel              |                                      |                |              |
| 4  | Communications      |                                      |                |              |
| 5  | Facilities          |                                      |                |              |
| 6  | Office Supplies     |                                      |                |              |
| 7  | Equipment           |                                      |                |              |
| 8  | Staff Training      |                                      |                |              |
| 9  | Indirect            |                                      |                |              |
| 10 | Other               |                                      |                |              |
|    | <b>TOTAL</b>        |                                      |                |              |

**Budget Justification by Line Item**

**Instructions:** Provide a narrative justification for each line item explaining how each cost is calculated.

| <b>Expense Item</b> | <b>Justification</b> |
|---------------------|----------------------|
| Staff Salaries      |                      |
| Staff Benefits      |                      |
| Staff Travel        |                      |
| Communications      |                      |
| Facilities          |                      |
| Office Supplies     |                      |
| Equipment           |                      |
| Staff Training      |                      |
| Indirect            |                      |
| Other               |                      |

## ASSURANCES AND CERTIFICATIONS

The authorized representative agrees to comply with all applicable State and Federal laws and regulations governing the Workforce Innovation and Opportunity Act and any other applicable laws and regulations. The authorized representative certifies that the proposing organization possesses legal authority to offer the attached proposal. A resolution, motion or similar action has been duly adopted or passed as an official act of the organization's governing body authorizing the submission of this proposal.

In addition, the authorized representative assures, certifies and understands that:

Workforce Innovation and Opportunity Act (WIOA) recipients are obligated to maintain the following assurance for the period during which WIOA Title I financial assistance is extended. Each request for proposal and application for financial assistance under WIOA Title I shall contain the following assurances.

"As a condition to the award of financial assistance from the Department of Labor under Title I of WIOA, the recipient assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

Section 188 of the WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I-financially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color or national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; the Age Discrimination Act of 1975, as amended, which prohibits discrimination on the bases of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs."

The recipient also assures that it will comply with WIOA implementing regulations and all other regulations implementing the laws listed above. This assurance applies to the recipient's operation of the WIOA Title I-financially assisted program or activity, and to all agreements the recipient makes to carry out the WIOA Title I-financially assisted program or activity. The recipient understands that the United States has the right to seek judicial enforcement of this assurance.

**Debarment, Suspension, and Other Responsibility Matters:** This certification is required by the Federal Regulations, implementing Executive Order 12549, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85), Department of Health and Human Services (45 CFR Part 76).

**The undersigned applicant certifies that it and/or its principals:**

- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
- (2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction, violation of Federal or State antitrust statutes or commission

of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

- (3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in Paragraph (2) of this section; and
- (4) Have not within a three-year period preceding this application had one or more public transactions terminated for cause or default.

**Lobbying:** This certification is required by the Federal Regulations, Implementing Section 1352 of the Program Fraud and Civil Remedies Act, Title 31 U.S. Code for the Department of Agriculture (7 CFR Part 3018), Department of Labor (29 CFR Part 93), Department of Education (34 CFR Part 82), Department of Health and Human Services (45 CFR Part 93).

**The undersigned applicant certifies 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 any officer or employee of Congress, or an employee of a Member of Congress, or locally elected officials.
- (2) In connection with the awarding 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.
- (3) 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, any officer or employee of Congress, an employee of a Member of Congress, or locally elected officials in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (4) The undersigned shall require that the language of this certification be included in the award 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 provide disclosure accordingly.

**Conflict of Interest:** The undersigned applicant certifies that it shall comply with the conflict of provisions outlined in the WIOA of 2014, Section 107(h).

**The undersigned applicant certifies that:**

- (1) No project manager, employee or paid consultant of the Proposer is a member of the Board of Directors, or an employee of SkillSource;
- (2) No project manager or paid consultant of the Proposer is married to a member of the Board of Directors, or an employee of SkillSource;
- (3) No member of the Board of Directors, or an employee of SkillSource owns or has any control in the Proposer's organization;
- (4) No spouse of a member of the Board of Directors, or employee of SkillSource receives compensation from Proposer for lobbying activities;



- (5) Proposer has disclosed within the proposal response any interest, fact or circumstance which does or may present a potential conflict of interest;
- (6) Should Proposer fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Proposer shall not be entitled to the recovery of any costs or expenses incurred in relation to any contract with SkillSource and shall immediately refund SkillSource any fees or expenses that may have been paid under the contract and shall further be liable for any other costs incurred or damages sustained by SkillSource relating to that contract.

**Drug-Free Workplace:** This certification is required by the Federal Regulations, Implementing Section 5150-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701; for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Part 85, 668 and 682), Department of Health and Human Services (45 CFR Part 76).

**The undersigned applicant certifies that it shall provide a drug-free workplace by:**

- (1) Publishing a policy statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;
- (2) Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the Service Provider's policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug abuse violations in the workplace;
- (3) Providing each employee with a copy of the Service Provider's policy statement;
- (4) Notifying the employees in the Service Provider's policy statement that as a condition of employment under this contract, employees shall abide by the terms of the policy statement and notifying the Service Provider in writing within five (5) days after any conviction for a violation by the employee of a criminal drug statute in the workplace;
- (5) Notifying SkillSource within ten (10) days of Service Provider's receipt of a notice of a conviction of an employee; and,
- (6) Taking appropriate personnel action against an employee of violating a criminal drug statute or require such employee to participate in drug abuse assistance or a rehabilitation program.

**Nondiscrimination:** The undersigned applicant certifies that it shall comply with the nondiscrimination provisions outlined in the WIOA of 2014 including Title I, Sec. 188.

**WIOA Sec. 188 (a):**

- (1) **Federal financial assistance.** -- For the purpose of applying the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), on the basis of disability under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), on the basis of sex under Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), or on the basis of race, color, or national origin under Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), programs and activities funded or otherwise financially assisted in whole or in part under this Act are considered to

be programs and activities receiving Federal financial assistance.

- (2) Prohibition of discrimination regarding participation, benefits, and employment.** -- No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such program or activity because of race, color, religion, sex (except as otherwise permitted under Title IX of the Education Amendments of 1972), national origin, age, disability, or political affiliation or belief.
- (3) Prohibition on assistance for facilities for sectarian instruction or religious worship.** -- Participants shall not be employed under WIOA Title I to carry out the construction, operation, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as a place for religious worship (except with respect to the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship, in a case in which the organization operating the facility is part of a program or activity providing service to participants).
- (4) Prohibition on discrimination on basis of participant status.** -- No person may discriminate against an individual who is a participant in a program or activity that receives funds under WIOA Title I, with respect to the terms and conditions affecting, or rights provided to, the individual, solely because of the status of the individual as a participant.
- (5) Prohibition on discrimination against certain non-citizens.** -- Participation in programs and activities or receiving funds under WIOA Title I shall be available to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the United States.

**Section 188 (3) WIOA Title I funds may not be spent on the employment or training of participants in sectarian activities.**

**WIOA Sec. 184 (f): Discrimination Against Participants:** -- If the Secretary determines that any recipient under WIOA Title I has discharged or in any other manner discriminated against a participant or against any individual in connection with the administration of the program involved, or against any individual because such individual has filed any complaint or instituted or caused to be instituted any proceeding under or related to WIOA Title I, or has testified or is about to testify in any such proceeding or investigation under or related to WIOA Title I, or otherwise unlawfully denied to any individual a benefit to which that individual is entitled under the provision of WIOA Title I or the Secretary's regulations, the Secretary shall, within 30 days, take such action or order such corrective measures, as necessary, with respect to the recipient or the aggrieved individual, or both.

**Further, the undersigned applicant certifies that it shall comply with the provisions outlined by the U.S. Department of Health and Human Services (45 CFR 80 and 84).**

With regard to Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the provider agrees to comply with the implementing regulations that require that each program of training services, when funded in all or in part with federal funds, shall be accessible to qualified individuals with disabilities. The provider further agrees to meet all applicable requirements regarding facility access.

By signing, the applicant certifies that it will comply with all other regulations implementing the laws cited above. This assurance applies to the applicant's operation of the WIOA Title I - financially assisted program or activity, and to all agreements, the applicant makes to carry out the WIOA Title I-financially assisted program or activity.

Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective recipient shall attach an explanation to this certification.

The undersigned Authorized Representative of the applicant herein certifies that the statements above pertaining to Debarment, Suspension and Other Responsibility Matters; Lobbying; Conflict of Interest; Drug Free Workplace and Nondiscrimination are true and correct as of the date of submission. This does not preclude SkillSource from requiring additional assurances as part of the local application requirements.

Further, the Authorized Representative acknowledges that if the information given to SkillSource by the applicant causes harm to a third party, the applicant will be held liable for SkillSource action resulting from reliance on that information.

The applicant must notify SkillSource in writing if the authorized signatory changes.

Certified by:

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| Signature of Authorized Official | Title | Date |
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Typed/Printed Name of Signatory

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Name of Organization