

ST. LOUIS CITY

WORKFORCE INVESTMENT BOARD



REQUEST FOR PROPOSAL

FOR:

STL YOUTH JOBS

Closing Date
5:00 p.m., Central Time, April 24, 2015

INDEX

Index.....	1
Introduction/Statement of Intent.....	2 - 3
Program Objectives.....	4 - 8
General Policies and Instructions.....	9 - 13
Proposal Format.....	14 - 30
(Executive Summary, Organizational History, Program Design, Activity Summary, Documentation Checklist, Resolution, Budget)	
RFP Summary Checklist.....	33

NOTE: This Request for Proposal (RFP) is available for pick-up, in person, at the City of St. Louis Training and Employment Office (SLATE), 1520 Market Street, Room 3050, St. Louis, MO 63103, 314-589-8000, beginning April 2, 2015, 8:00 a.m. (local time) - 5:00 p.m. (local time), Monday - Friday, except holidays. The RFP packet is mailed only when the potential bidder prepays the postage or the potential bidder can arrange for a private carrier to pick-up the RFP packet with billing to the recipient. The RFP can also be downloaded from our website: www.stlworks.com.

REQUEST FOR PROPOSAL

Introduction/Statement of Intent

Various entities have awarded the St. Louis Agency on Training and Employment (SLATE) a funding for a summer jobs program. The funds are specifically designed to support summer employment, training and wraparound supportive services to eligible youth residing in the local jurisdiction. The Workforce Investment Board of St. Louis City/SLATE has the task of generating awareness about the availability of these funds and conducting a fair and objective process for selecting vendors to operate a summer jobs program and provide services during the program period to eligible participants in the program.

The Workforce Investment Board of St. Louis City/SLATE supports this directive and aims to build a comprehensive youth system that will promote the opportunities for Saint Louis' youth to acquire the necessary life skills, education and work experience to foster productive careers and become responsible family members and citizens.

The overall goals for SLATE's Young Adult Workforce Division are to assist economically disadvantaged youth (ages 16-24) to attain the education and/or skills needed to create employment options and reintegrate into the St. Louis City community. Services must be designed and delivered so that they focus on career development, job placement and educational accomplishment for our youth in the community.

- Programs must provide services and education relevant to the job market with a focus on participant career interest;
- Programs should provide a pathway to post-secondary educational opportunities;
- Programs must emphasize long-term outcomes; and
- Programs must provide a connection between academic and occupational learning,

Principles that will guide the selection of service providers are:

- Focus on financial literacy
- Focusing on youth development and prevention of youth risk behaviors;
- Building on and strengthening partnerships with existing community assets such as workforce development agencies, employers, community-based organizations, schools, faith-based organizations, etc;
- Building on and strengthening intergenerational relationships and collaborations among key stakeholders. (i.e. parents, school faculty, health care providers, ministers, youth practitioners, postsecondary institutions, etc.);

- The ability to match individual youth participants with appropriate adult volunteer mentors;
- Supporting a holistic approach to serving youth encompassing mental, physical, social and spiritual development;
- Supporting the ability of teen parents to meet the needs of their children;
- Emphasizing long-term outcomes and sustained support for youth with significant barriers to employment; and
- Having the ability to leverage resources to support the proposed initiative.

Additionally, the St. Louis WIB/SLATE will ensure its system includes the following requirements of the Workforce Investment Act (WIA) and TANF:

- A focus on serving the neediest youth;
- Meeting the need and career interest of the participants;
- An emphasis on goal setting and long-term outcomes;
- An increased focus on academic achievement aligned with state education requirements and post-secondary readiness;
- Delivery of specific summer program elements

Grants will be awarded to service providers that demonstrate the ability to develop and implement strategies that will result in the following outcomes:

- Youth who enroll in a post-secondary institution or training program after completion of the program;
- Youth who obtain employment after the summer jobs program;
- Youth who participate in the US Conference of Mayors Financial Literacy program and who adhere to the other Financial Literacy goals:
 - Opening a checking and savings account
 - Create a savings plan
 - Complete financial literacy training

The WIB/SLATE will accept proposals for services under the summer jobs program with a planned period of total performance between May 1, 2015 and September 30, 2015. The services proposed by respondents to this RFP must be comprehensive, available through the entire summer, and structured to meet youth interests and needs for employment information, career guidance and vocational training. The WIB/SLATE will accept proposals no later than 5:00 PM, April 24, 2015.

Potential bidders are strongly encouraged to carefully read the entire RFP and all attachments. All responses will be evaluated by reviewers against the criteria identified in this RFP. Final review and approval by the Workforce Investment Board and the City of St. Louis/SLATE is necessary for those proposals that pass the reviewer stage. The St. Louis Youth Advisory Council will also play a part in the review process. The WIB and the City of St. Louis/SLATE will perform continuous monitoring and oversight of contracted providers, and the WIB and the

City of St. Louis/SLATE will determine performance measures, subsequent eligibility, and require corrective action when needed to ensure continuous improvement of eligible providers of services. Exclusive of attachments, the entire proposal may not be more than 10 pages.

Priority Considerations. SLATE will give priority consideration to applicants who can perform the embedded statement of work (draft version), brand the summer jobs program and STL Youth Jobs, commit to Financial Literacy, ensure every youth participant is banked, and adhere to the marketing plan for summer jobs.

Month	Social Media and Website	Community Outreach, Events, and Presentations	Youth Training Sessions, Job Clubs, and Parties
April	<ul style="list-style-type: none"> Minimum of 5 tweets using designated hash tags and focused message Logo prominently displayed on webpage 	<ul style="list-style-type: none"> Mention partnership in community presentations Partnership logo displayed on brochures and recruiting flyers 	Staff training
May	<ul style="list-style-type: none"> Minimum of 10 tweets using designated hash tags and focused message 4 Facebook Post 4 Instagram Posts (If available) Logo prominently displayed on webpage 1 youth testimony with picture in Newsletter 1 youth testimony with picture on website 	<ul style="list-style-type: none"> Partnership logo displayed on brochures and recruiting flyers 	Youth attending the financial literacy training will be made aware of the funding source
June	<ul style="list-style-type: none"> Minimum of 15 tweets using designated hash tags and focused message 4 Facebook Post 4 Instagram Posts (If available) Logo prominently displayed on webpage 1 youth testimony with picture in Newsletter 1 youth testimony with picture on website 1 local press release 	<ul style="list-style-type: none"> Partnership logo will be displayed on informational flyers 	<ul style="list-style-type: none"> Partners name will be mentioned in financial empowerment job clubs Partners name will be mentioned in peer to peer financial empowerment workshops
July	<ul style="list-style-type: none"> Minimum of 15 tweets using designated hash tags and focused message 4 Facebook Post 4 Instagram Posts (If available) Logo prominently displayed on webpage 2 youth testimony with picture in Newsletter 2 youth testimony with picture on website 1 local press release 	<ul style="list-style-type: none"> Partnership logo will be displayed on informational flyers 	<ul style="list-style-type: none"> Partners name will be mentioned in financial empowerment job clubs Partners name will be mentioned in peer to peer financial empowerment workshops
August	<ul style="list-style-type: none"> Minimum of 15 tweets using designated hash tags and focused message 4 Facebook Post 4 Instagram Posts (If available) Logo prominently displayed on webpage 1 youth testimony with picture in Newsletter 1 youth testimony with picture on website 2 youth video testimony on website and youtube channel 1 local press release 	<ul style="list-style-type: none"> Partnership logo will be displayed on informational flyers Partnership logo will be displayed on the end of the year report 	<ul style="list-style-type: none"> Partners name will be mentioned in financial empowerment job clubs Partners name will be mentioned in peer to peer financial empowerment workshops

SLATE’s Summer Jobs Program

The successful bidder will be responsible for initial intake and eligibility determination and will

be responsible for maintaining files related to this intake and eligibility determination as determined by SLATE. SLATE will not pay the contractor for incorrect eligibility assessments. Incorrect assessments count against the total number of youth to be served.

The paperwork includes, but is not limited to, completion and maintenance in a case file of the following:

- Enrollment in summer jobs program must occur prior to youth receiving any services. NO EXCEPTIONS. Any funds expended prior to eligibility determination and registration date are disallowed costs that must be repaid with non-federal funds;
- Completion of the following screens and sub-tabs in Toolbox: Seeker Entry, Initial Interview, Assessment, Eligibility, Employment Plan/Enrollment, and Case Notes - documentation shall be attached to the record that **verifies** the customer's Social Security number (using E-Verify), citizenship, selective service registration, age and income;
- Give participant Complaint and Grievance Guide and Equal Opportunity Acknowledgement; document in Toolbox with a case note;
- Completed Individual Service Strategy and Objective Assessment inside of participant's file;
- Completed verification of the participant's placement into unsubsidized employment and documented in Toolbox and file;
- Completed Worksite Agreement, Training plan and Timesheets for Youth enrolled in Summer Work experience; proof of payment can be maintained by the Sub-contractor, but must be readily available to SLATE;
- SLATE's Release of Information form should be kept inside of participant's file;
- income eligibility, and family size, Saint Louis Region residence, Social Security number (using E-Verify), citizenship, selective service registration (male over 18), and age;
- Completion and/or retrieval from the appropriate source for all outcomes achieved by the participant, (i.e., GED verification, diploma verification, post-secondary education completion, entrance into the military, attainment of literacy and numeracy functioning levels, other goal attainments, etc.)
- A completed I-9, employment eligibility verification and the E-verify printout can be maintained in the participants file or in human resource file;
- After the record is created in Toolbox a signed WIA attestation form should be kept in the participant's file;
- All forms and documents used must be signed and dated.

The bidder will also be responsible for input into Toolbox (the database/case management system for WIA in the State of Missouri) of the following:

- The participant's jobs.mo.gov record for participants over 18;
- The posting of outcome into Toolbox;
- The posting of weekly case notes in Toolbox;
- Proper exits and closures

- Sub-contractor is responsible for making sure the client completes/verification of selective service registrations at enrollment, and within 30 days of the client's 18th birthday;
- Sub-contractor is responsible for following the Toolbox Desk Aide page by page when entering a youth in Toolbox.
- Staff in the program will be called Job Coaches instead of Case Managers

The successful bidder will also be responsible for the completion and submission of a weekly programmatic progress report, weekly case notes, original timesheets each pay period, adherence to the marketing/branding standards, adherence to financial literacy, and adherence to all worksite safety and program procedures.

The successful bidder must have all staff that work with participants, files and related information complete a State of Missouri-approved Confidentiality Agreement before working with any confidential information, whether verbal or written.

The successful bidder must have the management capacity to administer a complicated Federal grant program and will be subject to timely completion of an extensive set of reporting requirements as developed by the City of St. Louis. These reports will be required as necessary to carry out reimbursements, monitoring and evaluation of the programs as mandated by federal regulation. Detailed reports will be expected on at least a monthly basis.

Agencies and organizations submitting a proposal to operate a youth program should be familiar with the basic requirements outlined in the regulations and should provide necessary staff support in their proposal to see that these requirements are met. The selected contractor(s) must fully comply with the requirements of the youth programs provided under the provisions of the Workforce Investment Act of 1998.

The various services provided must be based on the individual assessment of a participant's needs by performing the following:

Objective Assessment: This is an examination of the capabilities, needs and academic/vocational potential of a participant and is used to develop a service strategy and employment goal. Objective Assessment is an ongoing and client centered diagnostic evaluation of a participant's employment barriers taking into account the participant's family situation, work history, education, occupational skill interest, aptitudes and attitudes toward work, motivation, behavioral patterns affecting employment potential, financial resources and supportive services needs.

Individual Services Strategy (ISS)/Case management: This is a document that is developed as a result of an Objective Assessment. It is a plan that delineates a youth's individual goal, employment objectives and services needs. It is meant to be a "living" document inasmuch as it should be reviewed and revised to reflect the youth's progress and attainments as they move toward their goal. Generally, the ISS is written for a period of one year and is continually reviewed and revised throughout the period.

Funded proposals should assist youth in identifying harmful risk behaviors that obstruct academic success and long-term career success, including alcohol, drugs, sex, tobacco and violence. It is encouraged that proposals include and describe collaborative efforts and leverage resources that support the program elements identified previously.

General Policies & Instructions

This Request For Proposal (RFP) is being released April 2, 2015 contingent upon fund availability by the City of St. Louis and the Workforce Investment Board of St. Louis City, under the Workforce Investment Act of 1998 (WIA), Title I, Public Law 105-220. You will not be able to submit a proposal without attending the pre-bid conference. **THE CITY OF ST. LOUIS WILL NOT CONTRACT WITH ANY ORGANIZATION, SCHOOL, ETC. WITH UNRESOLVED QUESTIONED COSTS IN PAST SUBCONTRACTS WITH THE CITY OF ST. LOUIS THROUGH THEIR TRAINING AND EMPLOYMENT OFFICE.**

Response to RFP: To be considered for funding, all program applications must be submitted in **complete and accurate format**, as herein described, to Kelley Bernardi, Deputy Director, City of St. Louis, Training and Employment Office (SLATE), 1520 Market Street, Room 3050, St. Louis, Missouri 63103. Applications must be received by SLATE no later than 5:00 P.M., (local time), on April 24, 2015. No fax copies or email copies will be accepted. **Applications received after this date and time will not be considered.** One original and five copies in a sealed package must be submitted. The mandatory Pre-Bid Conference will be held on April 6, 2015 at 10:00 am. The location of the Pre-Bid Conference will be at the SLATE, 1520 Market Street, Suite 3050, Saint Louis, MO 63103.

Limitation: This RFP does not commit the City of St. Louis to award a contract, to pay any costs incurred in the preparation of a proposal in response to this request or to contract for services. The City of St. Louis and Workforce Investment Board reserve the right to accept or reject any or all proposals received as a result of this request without negotiation; to negotiate with all qualified sources; or to cancel in part or in its entirety. The City of St. Louis or Workforce Investment Board may require the agencies or companies submitting proposals to participate in presentations, in negotiations, or to submit any cost, technical or other revisions of their proposals that may result from negotiations.

Request for Interpretation: You may submit questions, in writing, to the City of St. Louis, SLATE up to 5:00 p.m., April 17, 2015. Written inquiries should be addressed to City of St. Louis, SLATE, Attn: Kelley Bernardi, Deputy Director, 1520 Market Street, Room 3050, St. Louis, Missouri 63103. You may also submit questions via e-mail to kbernardi@stlworks.com. A copy of the written inquiry and response will be posted on the website www.stlworks.com. No instruction and/or any part of this RFP, which is in violation of, or in conflict with, Federal Regulations, will be valid. Each respondent is responsible for the compliance of their application to such regulations. **Telephone inquiries regarding an interpretation of the contents of the RFP are not permitted.**

Program Proposers: Services or activities may be operated under a contract with any private, non-profit agency, governmental organization, education facility, or private-for-profit organization with certain restrictions. To be eligible to operate such a program, an agency or

organization must have the management capacity to administer a complicated Federal Grant Program and experience in operating employment and training programs

Cost Limitations and General Information: Proposers should understand that costs must be reasonable and competitive. Only costs directly related to the operation of the grant program, and properly supported with all back-up documentation and records will be allowable charges to this program. The cost of contracts awarded for the purpose of providing program services may be charged to the program category. The City of St. Louis reimburses contractors generally on a monthly basis. We will not pay for indirect costs. Required back-up documentation such as properly completed time cards, time sheets, travel reports, invoices, receipts, etc., must be maintained. Funds provided under WIA shall not be used to duplicate facilities or services available in the area from federal, state, or local sources. Proposers should make certain that in responding to this RFP that the appropriate application/budget fact sheet(s) are completed and that their narrative is responsive to the proposal format.

Review Criteria: All responses will be evaluated by reviewers against the criteria identified in this RFP. Final review and approval by the Workforce Investment Board and the City of St. Louis/SLATE is necessary for those proposals that pass the reviewer stage.

A bidder will be notified in writing if the bid submitted failed the reviewer stage by not receiving enough points for consideration for funding. If the bid failed this reviewer stage, the bidder may request, in writing, to Kelley Bernardi (see prior address), within ten working days from the date of our letter, a copy of the written reviewer comments, if any, and the points awarded (by category and total). A response will be prepared within five working days from the receipt of the request by the bidder. If an error in totaling the points is discovered, the revised total will stand. If the revised total is enough points for consideration for funding the bidder would be so informed in writing.

Reporting: Upon approval of any program or activity for funding, the agency or organization administering that program will be subject to an extensive set of fiscal and programmatic reporting requirements. These reports will be required as necessary to carry out the City of St. Louis' and Workforce Investment Board's required monitoring and evaluation of programs as mandated by the regulations. Agencies and organizations submitting a proposal to operate a WIA program should be familiar with the basic requirements outlined in the regulations and should provide the necessary staff support in their proposal to see that these requirements are met.

Records and Audits: The contractor/contractee shall maintain records and accounts necessary for the effective operation of the program. This shall include, at a minimum, fiscal records which account for the reimbursement requests submitted, names of all persons who have received services, and the services which they received. Once a contract is issued, that organization becomes fully responsible for administration of the program or activity. Each organization will be liable for any disallowed or illegal expenditure of funds or program operations conducted under their contract.

All books, records, documents and papers of the contractor in regard to this program shall be

retained by the contractor for a minimum period of five (5) years following submission of the final expenditure report, or until such time as any litigation, audit findings or other claims have been resolved and so certified by the City of St. Louis. Participant files shall also be retained for a minimum of five (5) years from date of enrollment or until any litigation, audit findings or other claims have been resolved. You must agree to comply with all EO regulations and other applicable laws.

Indemnifications/Assurances and Certifications: Organizations or agencies submitting proposals under the RFP must be willing to sign a contract which will provide a full indemnification and hold harmless of any liability to the City of St. Louis or its governing bodies for any activities conducted by the contractor. This includes a full statement of responsibility for reimbursing the City of St. Louis for any costs or expenditures which are disallowed in an audit, or any other claims which might be made against a program operator by a WIA participant or other interested party. As a part of each contract, each organization will be required to subscribe to the assurances and certifications.

Application Procedures: All applications for funding (1 original and 5 copies) must be submitted typed on 8 1/2 x11 inch paper in the format described in the Proposal Format included herein. Exclusive of attachments, the entire proposal may not be more than 10 pages.

Veterans Priority for Participants

The Jobs for Veterans Act (Public Law 107-288) requires grantees to provide priority of service for 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 DOL. The regulations implementing this priority of service can be found at 20 CFR Part 1010. In circumstances where a grant recipient must choose between two qualified candidates for a service, one of whom is a veteran or eligible spouse, the veterans priority of service provisions require that the grant recipient give the veteran or eligible spouse priority of service by first providing him or her that service. To obtain priority of service, a veteran or spouse must meet the program's eligibility requirements. Grantees must comply with DOL guidance on veterans' priority. ETA's Training and Employment Guidance Letter (TEGL) No. 10-09 (issued November 10, 2009) provides guidance on implementing priority of service for veterans and eligible spouses in all qualified job training programs funded in whole or in part by DOL. TEGL No. 10-09 is available at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2816.

Program Narrative
PART I
Organizational History

Describe the agency's experience in providing summer jobs and youth related services, include staff experience, demographic data, and the numbers of youth by age (16-24) served within the last full fiscal year. Please include the following information:

1. Comprehensive core training services related to youth services, targeting hard-to-serve target populations, as identified in Section 101 (13) of the Workforce Investment Act and TANF.
2. If you have served this population, specific services and milestones accomplished in serving youth ages 16-24 in attainment of the GED or diploma, or increasing literacy and numeracy functioning levels.
3. If you have served this population, specific services and milestones accomplished in serving youth ages 16-24 specific to entry into unsubsidized employment, retention in unsubsidized employment, range of wages, post secondary education, advanced training, military service or eligible apprenticeships.
4. Experience in working with America's Jobs Center.
5. Experience in providing case management services.
6. Experience in providing support services.
7. Collaborative efforts with community-based and faith-based organizations with links to adult, dislocated worker and youth programs operating under the WIA such as Job Corps, SLATE, etc.
8. List any other programs or funding sources that were used to support youth related programs.
9. What is the agency's total budget for the last full fiscal year?
10. How many full-time positions are included in the agency's total budget for the last full fiscal year?
11. What is the administrative percentage for the last full fiscal year?

EVALUATION CRITERIA: (used by five (5) proposal reviewers)

I. EXPERIENCE (0 – 10 Points)

1. Please provide a one page narrative on the experience your agency has with running a summer jobs program.
2. Please provide 3 references from 3 agencies that you have worked with in the past 5 years running a summer jobs program or youth program.
 - a. Contact Name
 - b. Physical Address
 - c. Email Address
 - d. Phone Number
 - e. Nature of relationship and program
 - f. Did your organization fulfill its contractual obligations
3. Please list any programs or contracts you have with SLATE or have had with SLATE in the past 6 years. Please list program outcome and/or current program data? Did the program meet the contractual obligations? Is the program on track to meet contractual obligations? Where there challenges? Where the challenge overcome?

II. PROGRAM DESIGN: This section is worth 63 points.

1. Explain how your organization will integrate the US Conference of Mayors financial literacy self directed computer modules (July and June) into your program? (3 points)
2. Explain how your program will implement the 10 hours (minimum) of Job Readiness Training and 3 hours of Financial Literacy into the training? (5 points)
3. Explain how you will ensure original timesheets are turned in on-time with minimum to no errors? (10 points)
4. Activities codes must be opened on the first day of activity participation. Explain how your program will ensure activity codes in toolbox are opened on-time? (10 points)
5. How will your organization ensure every participant meets eligibility requirements and maintain the documents in the file? (10 points)
6. How will your organization communicate with SLATE? How soon will you respond to emails, calls, and information requested for audits or reviews?(5 points)
7. How quickly can your organization train staff to work in the summer jobs program? How will you train your job coaches to write **good** case notes and ensure **good** case notes are completed weekly on each active participant? Will you allow your staff to participate and or lead staff development one time during the summer? (10 points)
8. Explain how your organization will do at minimum the following activities to brand the summer jobs program as STL YOUTH JOBS: website placement, media coverage, data collection for statistic reporting, news letter placement, and social media placement. (10 points)

III. GENERAL COST OVERVIEW (0-20 points)

1. Acceptable past audit or acceptable independent financial review.
2. General justification (the back-up supporting requested costs) & reasonableness of

costs (i.e., \$15,000 for supplies with overall budget of \$50,000 is not reasonable) by program category.

3. Consistency in budget and narrative (amounts and positions the same in both).
4. Verify line items for all projected costs.
5. Review unallowable costs sheet against proposed budget to ensure budget meets guidelines.
6. Overall, the proposed costs support the planned services (the services are reasonable/realistic for amount requested and the amount requested is reasonable and realistic for the services the agency plans to deliver).

IV. INNOVATION and Leverage Resources (0-7 points)

The degree to which the bidder exhibits innovation, originality, exemplary features in the design of the project, and leveraged resources with special emphasis on employer connections.

Total Points Possible: 100

Reviewers of the bids perform a general review to determine if proposed costs are reasonable and the detailed cost analysis is performed by the City of St. Louis after the reviews are completed and on those bids receiving the minimum number of points for consideration for funding. Proposals must receive a minimum of 70 points of the total possible in order to be considered for funding by the Workforce Investment Board of St. Louis City and the City of St. Louis/SLATE.

Support services and summer work experience are part of SLATE's in-house budget. Please do not put food and snacks in your budget.

MANDATORY INCLUSIONS TO ALL PROPOSALS (to be included in the original and all five copies):

1. A narrative description of the program that follows the proposal format (i.e., Executive Summary Form, Part I, Organizational History, and Part II, Program Design).
2. A completed Part III, Activity Summary.
3. A completed Certification of Documentation Checklist.
4. A completed and signed Resolution on Assurances and Certification.
5. A completed Application/Budget Fact Sheet and Budget for Youth Programs with attachments.
6. Copy of last audit (not more than 2 years old) or if an audit is not available, a copy of an independent financial review (include as an attachment).

Executive Summary Form

Please use form below to summarize your proposal. Use the space allotted in order to keep essence of proposal concise and specific for reviewers. You may attach up to two additional budget sheets only to explain Funding of Program Components (see below).

Name and Contact Information of Applicant	
Purpose and Mission	
Explain how quickly your organization can recruit and train staff for summer jobs program?	
Explain how your organization will brand the summer jobs program as STL YOUTH JOBS?	

Funding Explanation of Program Components How many participants does your organization plan to serve? (May attach form)	
Internal quality assurance	
Management Capabilities	

Total Amount Requested	
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Certification of Documentation Checklist

DO NOT SUBMIT ANY DOCUMENTS THAT RELATE TO ANY OF THE ITEMS BELOW WITH YOUR PROPOSAL SUBMISSION. Applicable documentation will have to be provided during the contract negotiation phase if approved for funding. For bid submission, please circle “YES”, “NO” or “N/A”.

- | | |
|--|------------|
| 1. Articles of Incorporation/By-laws | YES NO N/A |
| 2. Board members, positions on board, and their terms of office. | YES NO N/A |
| 3. Certificate of Corporate Good Standing (Must be issued within 6 months prior to anticipated contract start date). If organization is a sole proprietorship or partnership, then a Registration of Fictitious Name should be obtained from the State of Missouri. | YES NO N/A |
| 4. Federal Identification Number | YES NO N/A |
| 5. Personnel Policy and Grievance Procedures Policy | YES NO N/A |
| 6. Affirmative Action Plan | YES NO N/A |
| 7. Contractee must have the following clearances through the City before any contract can be executed.
City Business License (License Collector’s Office)
Taxes Paid & Current (Collector of Revenue) | YES NO N/A |
| 8. Job Descriptions for each position to be paid under the City contract with Appropriate percentage allocation between Administration and Training and Other sources if position is not 100% funded by the City. | YES NO N/A |
| 9. Fidelity Bond (only required if Contractee is to receive an advance). | YES NO N/A |
| 10. Documentation for all items to be paid under the contract must be submitted. Following are those items which can be included in a contract with a brief description of the documentation needed to be submitted to the City for support of the cost requested. | |
| a. Workmen’s Compensation – documentation shall include a current copy of the policy and a copy of the most recent invoice with the rate quotation attached. | YES NO N/A |
| b. Unemployment Compensation – documentation must be a copy of the official State notification of the rate. If the Contractee is on a reimbursable basis, a copy of the State notification acknowledging such along with a letter from the organization giving details on the policy computation for setting aside funds for this purpose must be submitted. | YES NO N/A |
| c. General Liability Insurance – documentation should include a copy of the current policy along with a copy of the most recent invoice or rate quotation. | YES NO N/A |
| d. Health Insurance – documentation must include a copy of the current invoice along with rate quotations detailing premiums per employee. The City will only approve payment for individual coverage. | YES NO N/A |
| e. Life Insurance – documentation must be a copy of the most recent invoice along with rate questions. | YES NO N/A |
| f. Retirement – This will only be approved by the City if it is a company wide policy where every employee is automatically covered and the company’s policy is to pay a standard amount into a fund for each employee with a specific policy for payment of said retirement. Documentation shall include a copy of the rate paid and the most recent invoice. | YES NO N/A |
| g. Building Rental – documentation shall include a copy of the lease along | |

with a copy of the most recent invoice. If the Contractee owns the building, a portion of the electricity and/or gas usage of the building may be payable under the contract. The portion of the amount payable must be based on the total square footage of the building rationed against the space utilized by the City-funded program. YES NO N/A

h. Travel – Local travel will be approved at the currently allowable St. Louis City rates and specific positions that will be traveling must be designated under the contract with a specific mileage allotment given for each position. Out of Town travel for contract related activity only may be approved and paid in accordance with the current St. Louis City polices. YES NO N/A

i. Telecommunications – This includes payment for telephone service only (possible long distance service and internet lines) Documentation shall include a copy of the most current invoice (summary as well as detail pages). YES NO N/A

j. Supplies – documentation shall include a listing of the supplies needed separated by the Office Supplies and the actual supplies needed for the training of participants along with a computation basis for the cost assigned to each. YES NO N/A

k. Postage – documentation shall include a description of usage and a computation basis for assigning an amount. YES NO N/A

l. Printing Reproduction – documentation shall include an explanation of services to be provided along with a copy of the most recent invoice and/or a computation basis for the charge. YES NO N/A

m. Professional Services – documentation shall include a copy of the services with a copy of the most recent invoice. Such items to be included under this item are ADP services and accounting services. YES NO N/A

Assurances

As a Contractee under the auspices of the City of St. Louis
and the Workforce Investment Board of St. Louis City,

(Organization Name)

Hereby assures and certifies that:

1. The Contracting Agency assures that it and its subrecipients will establish in accordance with WIA Section 184, fiscal control and fund accounting procedures that may be necessary to ensure the proper disbursement of and accounting for funds made available by the Contract Agreement.
2. The Contracting Agency assures that it and its subrecipients will comply with the requirements of the common rule Uniform Administrative Requirements (or as amended) applicable to the type entity receiving WIA Title I funding under this agreement.
 - 29 CFR, Part 97 – Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments; or
 - 29 CFR, Part 95 – Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations, and with Commercial Organizations, Foreign Governments, Organizations Under the Jurisdiction of Foreign Governments, and International Organizations.
3. The Contracting Agency assures that it and its subrecipients will comply with the federal allowable costs/cost principles that apply to the type entity receiving WIA Title I funding under this Contract Agreement. The regulations at 29 CFR 95.27 and 29 CFR 97.22 (and 20 CFR 667.200(c)(1-5) identify the federal principles for determining allowable costs.
4. The Contracting Agency assures that it and its subrecipients will comply with restrictions regarding Lobbying codified at 29 CFR Part 93.
5. The Contracting Agency assures that it and its subrecipients will comply with requirements for a Drug Free Workplace codified at 29 CFR Part 98.
6. The Contracting Agency assures that it and its subrecipients will comply with requirements for Debarment and Suspension as codified at 29 CFR Part 98.
7. The Contracting Agency assures that it and its subrecipients will comply with requirements of the Americans with Disabilities Act of 1990 (or as amended) and associated Code of Federal Regulations as applicable to the entity directly or indirectly as recipients of contracted funds from the state of Missouri.
8. The Contracting Agency assures that it and its subrecipients will comply with Title VI of the Civil Rights Act of 1964, as amended, and implementing regulations at 29 CFR part 31, which prohibit discrimination and require provision of equal opportunity on the basis of race, color, or national origin.

9. The Contracting Agency assures that it and its subrecipients will comply with Section 504 of the Rehabilitation Act of 1973, as amended (including amendments made by the Americans with Disabilities Act Amendments Act of 2008), and U.S. Department of Labor's implementing regulations at 29 CFR part 32, which prohibit discrimination and require provision of equal opportunity on the basis of disability.
10. The Contracting Agency assures that it and its subrecipients will comply with Title IX of the Education Amendments of 1972, as amended, and implementing regulations at 29 CFR part 36, which prohibit discrimination and require provision of equal opportunity on the basis of sex in education and training programs.
11. The Contracting Agency assures that it and its subrecipients will comply with Age Discrimination Act of 1975, as amended, and implementing regulations at 29 CFR part 35, which prohibit discrimination and require provision of equal opportunity on the basis of age, but permit certain distinctions based on or related to age.
12. The Contracting Agency assures that it and its subrecipients will comply with the Privacy Act of 1975, as amended.
13. The Contracting Agency assures that it and its subrecipients will comply with Nondiscrimination and Equal Opportunity provisions codified at 29 CFR Part 37.
14. In accordance with the Departments of Labor, Health and Human Services, and Education and Related Agencies Appropriations Act, Public Law 101-166, Section 511, "Steven's Amendment", the Contracting Agency and its subrecipients shall not issue any statements, press releases, and other documents describing projects or programs funded in whole or in part with Federal money unless the prior approval of the state agency is obtained and unless they clearly state the following as provided by the state agency:
 - the percentage of the total costs of the program or project which will be financed with Federal money;
 - the dollar amount of Federal funds for the project or program; and
 - percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources.
15. The Contracting Agency assures that it and its subrecipients will comply with the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255) as amended, relating to nondiscrimination on the basis of drug abuse; the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616) as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd.3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.) as amended, relating to nondiscrimination in the sale, rental or financing of housing; any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and the requirements of any other non-discrimination statute(s) which may apply to the application.
16. The Contracting Agency assures that it and its subrecipients will comply with the Requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
17. The Contracting Agency assures that it and its subrecipients will comply with provisions of the Hatch Act (U.S.C. 1501-1508 and 7324-7328), which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
18. The Contracting Agency assures that it and its subrecipients will comply as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a 7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874, and the Contract Work Hours and Safety Standards Act (40.327-333), regarding labor

standards for federally assisted construction subagreements.

19. The Contracting Agency assures that it and its subrecipients will comply as applicable, with the Flood Insurance Purchase Requirements of Section 102(A) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
20. The Contracting Agency assures that it and its subrecipients will comply with Environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P. L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et. seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
21. The Contracting Agency assures that it and its subrecipients will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
22. The Contracting Agency assures that it and its subrecipients will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a.1 et seq.).
23. The Contracting Agency assures that it and its subrecipients will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
24. The Contracting Agency assures that it and its subrecipients will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
25. The Contracting Agency assures that it and its subrecipients will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
26. The Contracting Agency assures that it and its subrecipients will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, Audits of States, Local Governments and Non-Profit Organizations.”
27. The Contracting Agency assures that it and its subrecipients will annually monitor and resolve monitoring findings of subrecipients receiving funds under WIA Title I. Such monitoring shall be done in accordance with WIA Section

184(a)(4), 20 CFR 667.400, 20 CFR 667.410, 20 CFR 667.500 and additional requirements as issued by the Contractor.

28. The Contracting Agency assures that it and its subrecipients will establish and maintain a procedure for grievances and complaints according to the requirements of 20 CFR 667.600 and additional requirements as issued by the Contractor.
29. The Contracting Agency assures that it and its subrecipients shall not use funds received under WIA to displace any currently employed employee or previously laid off employee from the same or substantially equivalent job in accordance with WIA Section 667.270.
30. The Contracting Agency assures that it and its subrecipients shall comply with the confidentiality requirements of WIA Section 136(f)(3).
31. The Contracting Agency assures that it and its subrecipients will not use funds received under WIA to assist, promote, or deter union organizing in accordance with WIA Section 181 (b)(7).
32. The Contracting Agency assures that it and its subrecipients shall comply with 20 CFR 667.200(g)(1)(2) regarding nepotism.
33. The Contracting Agency assures that it and its subrecipients will not expend funds provided under WIA Title I for those activities identified and prohibited in 20 CFR 667.260, 667.262, 667.264, 667.266, 667.268, and 667.270.
34. The Contracting Agency assures that it and its subrecipients receiving WIA Title I funds will provide services through the Local Workforce Investment Area Plan that are consistent with the state of Missouri Workforce Investment Plan (or as modified).
35. The Contracting Agency assures that it and its subrecipients will comply with Public Laws 113-6 (Division F, Title I, Section 1101(a)(4)) and 112-74 (Division F, Title I, Section 105), none of the funds appropriated under the heading 'Employment and Training' in the appropriation statute(s) may be used by a recipient or subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. This limitation shall not apply to vendors providing goods and services as defined in OMB Circular A-133 (codified at 29 CFR Parts 96 and 99). Where States are recipients of such funds, States may establish a lower limit for salaries and bonuses of those receiving salaries and bonuses from subrecipients of such funds, taking into account factors including the relative cost-of-living in the State, the compensation levels for comparable State or local government employees, and the size of the organizations that administer Federal programs involved including Employment & Training Administration programs. See Training and Employment Guidance Letter number 5-06 for further clarification.
36. The Contracting Agency assures that it and its subrecipients will comply with the "Jobs for Veterans Act" (JVA), Public Law 107-288 (38 USC 4215), as implemented by 20 CFR Part 1010. The JVA provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services. Agreement by a program operator to implement priority of service is a condition of receipt of DOL funds. The Planning Guidance (either the Stand-Alone Planning Guidance at 73 FR 72853 (December 1, 2008) or the Unified Planning Guidance at 73 FR 73730 (December 3, 2008)) and TEGL 10-09 requires states to describe the policies and strategies in place to ensure, pursuant to the Jobs for Veterans Act and the regulations, that priority of service is provided to veterans (and certain spouses) who otherwise meet the eligibility requirements for all employment and training programs funded in whole or in part by the USDOL. In addition, the states are required to provide assurances that they will comply with the Veterans' Priority of Service Provisions established by the Jobs for Veterans Act (38 USC 4215) and TEGL 10-09.
37. The Contracting Agency assures that it and its subrecipients will comply with 285.530 RSMo.

- Pursuant to section 285.530.2, RSMo, the Contracting Agency shall maintain enrollment and participation in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the contracted services included herein.
 - Pursuant to section 285.530.5, RSMo, neither the Contracting Agency nor any subcontractor shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri. In accordance with sections 285.525 to 285.550, RSMo a general contractor or subcontractor of any tier shall not be liable when such contractor or subcontractor contracts with its direct subcontractor who violates subsection 1 of section 285.530, RSMo if the contract binding the contractor and subcontractor affirmatively states that:
 - a. the direct subcontractor is not knowingly in violation of subsection 1 of section 285.530, RSMo and
 - b. shall not henceforth be in such violation and
 - c. the contractor or subcontractor receives a sworn affidavit under the penalty of perjury attesting to the fact that the direct subcontractor's employees are lawfully present in the United States.
38. The Contracting Agency assures that it and its subrecipients will comply with Executive Order 04-09. No award of a contract shall be made to a vendor who contemplates performing work pursuant to the contract at a site outside the United States, unless one of the conditions of Executive 04-09 is met. Reference Department Procurement Authority Delegation and Procedures located at <http://oa.mo.gov/purch/governance.html>.
39. The Contracting Agency assures that it and its subrecipients will expend funds provided by the Contract Agreement in accordance with WIA, WIA regulations, USDOL, DWD guidance, and all other applicable federal, state, or local laws.
40. By signature of the Contract Agreement, the Contracting Agency provides the following Certification regarding Lobbying in accordance with 29 CFR Part 93 and certifies that to the best of his or her knowledge and belief:
- No federal appropriated funds have been paid or will be paid, by or on behalf of the signatory, 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.
 - 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 signatory shall complete and submit Standard Form –LLL “Disclosure of Lobbying Activities”, in accordance with its instructions.
 - The signatory shall require that the language of this Certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
 - This Certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this Certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required Certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
41. By signature of the Contract Agreement, the Contracting Agency provides the following Certification regarding a Drug Free Workplace in accordance with 29 CFR Part 98 and certifies that it will or will continue to provide a drug free workplace by:

(1.) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(2.) Establishing an ongoing drug-free awareness program to inform employees about:

- A. The dangers of drug abuse in the workplace;
- B. The grantee's policy of maintaining a drug-free workplace;
- C. Any available drug counseling, rehabilitation, and employee assistance programs;
- D. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(3.) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (1);

(4.) Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the grant, the employee will:

- A. Abide by the terms of the statement;
- B. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(5.) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (4) (B) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number (s) of each affected grant;

(6.) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (4) (B), with respect to any employee who is so convicted:

- A. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- B. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(7.) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (1), (2), (3), (4), (5) and (6).

42. By signature of the Contract Agreement, the Contracting Agency provides the following Certification regarding Debarment and Suspension in accordance with 29 CFR Part 98 and certifies that to the best of his or her knowledge and belief that it and its principals:

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- Have not within a three-year period preceding this Contract Agreement been convicted

- or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- Are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in this certification; and,
 - Have not within a three-year period preceding this Contract Agreement had one or more public transactions (Federal, State, or local) terminated for cause or default.
 - Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall submit an explanation to the Contractor.

43. NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE:

Note: This particular assurance (portions which are duplicated elsewhere in other assurances) is applicable to the extent that the program activities are conducted as part of the One Stop delivery system (See 29 CFR 37.2).

As a condition to the award of financial assistance from the Department of Labor under Title I of WIA, the Contracting Agency assures that it and its subrecipients will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- (1) Section 188 of the Workforce Investment Act of 1998 (WIA), 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 WIA Title I B financially assisted program or activity;
- (2) Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;
- (3) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- (4) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
- (5) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The Contracting Agency and its subrecipients also assure that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the Contracting Agency's operation of the WIA Title I B financially assisted program or activity, and to all agreements the Contracting Agency makes to carry out the WIA Title IB financially assisted program or activity. The Contracting Agency understands that the United States has the right to seek judicial enforcement of this assurance.

44. The Contracting Agency assures that it will register in the Central Contractor Registration (CCR) database at www.ccr.gov, and maintain current registration at all times during the pendency of this Contract Agreement. In order to register in CCR, a valid Dun and Bradstreet Data Universal Numbering System (DUNS) Number is required. See www.dnb.com.
45. The Contracting Agency assures that it and its subrecipients will comply with the Buy American Notice Requirement. In the case of any equipment or product that may be authorized to be purchased with financial assistance provided using funds available under the Workforce Investment Act, it is the sense of the Congress that entities receiving the assistance should, in expending the assistance, purchase only American-made equipment and products, as required by the Buy American Act (41 USC 10a et seq.). See WIA Section 505—Buy American Requirements.
46. The Contracting Agency assures that it and its subrecipients will comply with Executive Order 13333. This agreement may be terminated without penalty, if the grantee or any subgrantee, or the contracting agency or any subrecipient (i) engages in severe forms of trafficking in persons or has procured a commercial sex act during the period of time that the grant, contract, or cooperative agreement is in effect, or (ii) uses forced labor in the performance of the grant, contract, or cooperative agreement.” (22 U.S.C. § 7104(g))
47. The Contracting Agency assures that it and its subrecipients will comply with Special Requirements for Conferences and Conference Space. The Contracting Agency must obtain prior approval from the Contractor before holding any conference (which includes meeting, retreat, seminar, symposium, training activity or similar event held in either Federal or non-Federal space), or any activity related to holding a conference, including, but not limited to, obligating or expending contracted funds, signing contracts for space or services, announcing Grantor’s or Contractor’s involvement in any conference, and using Grantor or Contractor official’s name or Grantor’s or Contractor’s name or logo. The Grantor or Contractor retains the right to obtain information from the Contracting Agency about any conference that is funded in whole or in part with contracted funds.
48. Pursuant to Executive Order 13043 (April 16, 1997), Increasing the Use of Seat Belts in the United States, the Contracting Agency and its subrecipients are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating vehicles, whether organizationally owned or rented or personally owned.
49. Pursuant to Executive Order 13513: Sec. 4. Text Messaging While Driving by Government Contractors, Subcontractors, and Recipients and Subrecipients. Contractors, subcontractors, and recipients and subrecipients are encouraged to adopt and enforce policies that ban text messaging while driving company-owned or -rented vehicles or Government-owned, Government-leased, or Government-rented vehicles, or while driving privately-owned vehicles when on official Government business or when performing any work for or on behalf of the Government, and to conduct initiatives of the type described in section 3(a) of the Executive Order.

APPLICATION/BUDGET FACT SHEET

Youth Programs

NAME OF ORGANIZATION OR AGENCY: _____

TYPE OF ORGANIZATION OR AGENCY:

Community Based Organization Private for Profit

Local Educational Agency Other _____
(Specify)

BUSINESS ADDRESS: _____
(Street)(City/State)(Zip Code)

TELEPHONE: _____
(Area Code) (Number) (Ext)

CONTACT PERSON: _____
(Name) (Title)

You must complete the attached Budget sheets and attach your cost breakouts as requested.

CERTIFICATION: This proposal is being submitted under the authority of the governing board of the above organization. It has been developed according to policies and procedures governing WIA and a Request for Proposal Application issued by the City of St. Louis and the Workforce Investment Board of St. Louis City. We understand that this RFP Response is subject to revision, in consultation with us, in order to make it compatible with the overall City WIA plan. It is fully understood that acceptance of this application for review in no way assures its approval for consideration for funding. If approved for funding, the above organization will accept full responsibility for all operation, management and financial expenditures and will later reimburse the City of St. Louis for all costs found to be disallowed in an official audit.

Date Submitted Signature of Authorized Official

Title of Authorized Official Typed Name of Above Official

**SLATE
SUB-CONTRACTOR
UNALLOWABLE COSTS**

- **AUDITS**
- **TAXES (real estate, personal property, etc.)**
- **SEWER**
- **WATER**
- **LATE PAYMENT FEES OR PENALTIES**
- **PEST CONTROL**
- **SECURITY**
- **TRASH COLLECTION**
- **SNOW REMOVAL**
- **EQUIPMENT PURCHASES**
- **EQUIPMENT RENTAL/LEASE**
- **MAINTENANCE ON OFFICE EQUIPMENT (includes supplies associated with same)**
- **PURCHASE OF A BUILDING**
- **BUILDING MAINTENANCE (including custodial services)**
- **TELEPHONE EQUIPMENT**
- **CELL PHONES**
- **PAGERS**
- **RECRUITMENT/MARKETING/OUTREACH (this includes staff time, printing, job fair costs or advertising associated with same)**
- **STAFF INCENTIVES**
- **FEES FOR RECRUITING NEW EMPLOYEES**
- **STAFF PARKING**
- **PAY PHONE CHARGES**
- **STAFF TUITION REIMBURSEMENT**
- **CLEANING SUPPLIES**
- **DEPRECIATION ON EQUIPMENT OR BUILDINGS**

This list is not all inclusive. If at any time you are in doubt as to whether a cost is allowable or not please contact the fiscal office before submission of your reimbursement.

INSTRUCTIONS FOR COMPLETING THE BUDGET SHEET

1. Project costs for one year.
2. Include contractor (your) costs, only. Do not include any costs to be paid for by the City of St. Louis or from some other funding source.
3. Payments for the youth program will be made by line item. No advance payments will be provided. Plan your budget for the entire period.
4. Breakout line item costs by activity/services categories. For example, if a staff person will be working on all activities/services, then project what percent of his/her salary is applicable to each category, and then record under the appropriate categories.
5. Attach a list of staff positions and identify them by working title. Indicate the full salary paid by YOUR AGENCY and the percent of time devoted to WIA program. If less than 100 percent, identify the other source(s) of funds. Provide a cost breakout for fringe benefits (i.e., FICA, health & life insurance, etc.).
6. Provide cost breakouts and indicate items, where applicable, for travel, telecommunications, rent, utilities, office supplies, testing and instructional supplies, postage, printing and reproduction, and other direct costs. Make certain to identify any profit or program income under the "Other" item.

AGENCY NAME

BUDGET FOR YOUTH PROPOSALS

(Page 1 of 1)

BUDGET ITEM	AMOUNT
Staff Salaries	
Staff Fringe Benefits	
Staff Travel	
Telecommunications	
Rent	
Utilities	
Consumable Office Supplies	
Cons. Testing/ Instructional Supplies	
Professional Services	
Postage	
Printing / Reproduction	
Other Direct Costs (Please Identify)	
TOTAL BUDGET	

RFP SUMMARY CHECKLIST

No applicant will be contacted to inform them that their application packet is incomplete and that additional information should be submitted. Therefore, we have developed this RFP Summary Checklist in order for you to double check your proposal before submitting it.

- 1. Application is typed on 8½” x 11” sheets and does not exceed 20 pages, exclusive of attachments.
- 2. The narrative description includes the Executive Summary Form, Part I, Organizational History, and Part II, Program Design, and a completed Part III, Activity Summary and these are all included in the original and each of the five copies.
- 3. You have one original and five copies in your sealed packet(s).
- 4. A signed and completed Application/Budget Fact Sheet and Budget for Youth Proposals with attachments explaining the costs requested are included in the original and each of the five copies.
- 5. A completed Certification of Documentation Checklist is included in the original and each of the five copies.
- 6. A signed and completed Resolution on Assurances and Certification is included in the original and each of the five copies.
- 7. Copy of last audit (not more than two years old) or independent financial review is attached to the original and each of the five copies.