

ST. LOUIS CITY

St. Louis Agency on Training and Employment (SLATE)



REQUEST FOR PROPOSAL

FOR:

Sector Strategies in Healthcare

Opening Date

8:00 a.m., Central Time, January 28, 2016

Closing Date

5:00 p.m., Central Time, February 19, 2016

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NOTE: This Request For Proposal (RFP) is available for pick-up, in person, at the City of St. Louis Agency on Training and Employment Office (SLATE), 1520 Market Street, 3rd Floor, St. Louis, MO 63103, 314-589-8000, beginning **January 28, 2016**, 8:00a.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.

GENERAL POLICIES & INSTRUCTIONS

This Request For Proposal (RFP) is being released **January 28, 2016** contingent upon fund availability by the City of St. Louis and the Workforce Development Board of St. Louis City, under various sources of funding. **THE CITY OF ST. LOUIS WILL NOT CONTRACT WITH ANY ENTITY 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, St. Louis Agency on Training and Employment (SLATE), 1520 Market Street, 3rd Floor, St. Louis, Missouri 63101. Applications must be received by SLATE no later than 5:00 P.M., (local time), on **February 19, 2016**. 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.

A pre-bid conference will be held Wednesday, February 3, 2016 at 10:30 AM at SLATE-Downtown, 1520 Market Street, 3rd Floor, St. 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 SLATE 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 SLATE 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 SLATE up to 5:00 p.m., **February 12, 2016**. Written inquiries should be addressed to City of St. Louis, SLATE, Attn: Kelley Bernardi, Deputy Director, 1520 Market Street, Room 3050, St. Louis, Missouri 63101 or e-mailed 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.

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 sheets, travel reports, invoices, receipts, etc., must be maintained. Funds provided under any of these sources 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. **Proposers should be prepared to fund the program until the contract is approved through the City of St. Louis Board of Estimate and Apportionment, which could take up to three months.**

Review Criteria: All responses will be evaluated by reviewers against the criteria identified in this RFP. Final review and approval by the Workforce Development 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 Development Board's required monitoring and evaluation of programs as mandated by the regulations.

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.

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. 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.

OVERVIEW

The City of St. Louis/SLATE is seeking an agency(ies), organization(s), firm(s), or unit(s) of government to **procure the services of a qualified professional(s) to conduct a healthcare sector-focused analysis and workforce development strategy for the St. Louis region.** This Request For Proposal (RFP) incorporates the mission, requirements and objectives of the Workforce Development Board, and other workforce initiatives. Resources to be made available under this RFP are dependent upon all government and private allocations. The WDB may, at its discretion, award none or only a portion of these allocations based on its decisions as to the proposals meeting minimum program standards, quality, and appropriateness.

In implementing this and other federally supported programs under these various funding sources the City of St. Louis serves as the local grant recipient of funds for the Workforce Investment Region (WIR) with liability for said funds and has designated a Department of the City of St. Louis government, the St. Louis Agency on Training and Employment (SLATE) to perform these functions as defined in City Ordinance 57035 and as amended by Ordinances 57270 and 62209, under the leadership of the Director of SLATE, an appointee of the City of St. Louis. The City of St. Louis Workforce Development Board is the policy development body under WIOA and will make decisions regarding issues based upon recommendations from SLATE staff.

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 Development Board and the City of St. Louis/SLATE is necessary for those proposals that pass the reviewer stage. The WDB and the City of St. Louis/SLATE will perform continuous monitoring and oversight of contracted providers, and the WDB 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.

Section I: Background and General RFP Information

SLATE wishes to procure the services of a qualified professional(s) to conduct a healthcare sector-focused analysis and workforce development strategy for the St. Louis region. The analysis and strategy will support a unified public-private effort to achieve transformative change to align regional talent-development offerings with public and private incentives to address the growing talent needs of the healthcare sector in the St. Louis region. Medical doctor and comparable terminally degreed medical professional are beyond the scope of the study and strategy. The chosen consultant will work under the supervision of SLATE's private-sector partner, the St. Louis Regional Chamber, including its professional staff and Health Economy Forum comprised of the St. Louis region's leading healthcare CEOs. The sector-focused strategies resulting from this work will guide the regional talent development work for the next three to five years.

DEFINITIONS

For the purposes of this work, the healthcare sector is defined by NAICS codes that will be provided to the winning bidder during an initial meeting with the St. Louis Regional Chamber.

The St. Louis region is defined as the 15-county, bi-state region that comprises the metropolitan statistical area of St. Louis, Missouri-Illinois.

Deliverable Category One: Existing Healthcare Industry

1. Analyze the location quotient of the healthcare industries by NAICS within the St. Louis region, including any growth-oriented subsectors.
2. For any subsectors with a location quotient above a certain level (to be determined, but around 1.1 or 1.2) use an input-output model to identify linkages with other industries (suppliers and customers).
3. Map the location of firms by subsectors using a geospatial information systems database that will be available after the deliverable and using commercially available software and data sources.
4. Create a matrix showing the subsectors and their characteristics using variables that might be used to judge whether the clusters are strategic. These variables shall include, but are not limited to, employment levels; employment growth rate; projected employment; shift-share in location coefficient; wage levels such as median wage, the percent of jobs paying above some measure of a living wage, and the percent of jobs paying around the middle of the range of wages.
5. Provide a three- to five-year forecast of growth in talent needs to support the highest-growth categories of talent by commercially useful categories of talent needs.

Deliverable Category Two: Recommendations on Strategies for Healthcare Industry

1. Perform a SWOT analysis of the existing regional talent-development programs, and public and private incentives
2. Propose recommendations for achieving more alignment between the existing regional talent-development programs and incentives
3. Propose recommendations for potential new regional talent-development programs and incentives.
4. Produce a PowerPoint presentation of a draft report that is suitable for a general audience of workforce and economic development practitioners, local industry representatives, members of identified clusters, and policy-makers.
5. Produce a final report documenting the design decisions made and the results of work done under this project. The report should allow readers to understand the sources of data used, the reasons for design choices made, and the overall results of project work.

Section II: Additional Requirements

- A. This RFP is not in itself an offer of work nor does it commit the City of St. Louis/SLATE to fund any proposals submitted. The City of St. Louis/SLATE is not liable for any costs incurred in the preparation or research of proposals. The City of St. Louis/SLATE reserves the right to make an award to any bidder or to make no awards, if that is deemed to serve the best interests of City of St. Louis Region. In addition, the City of St. Louis/SLATE reserves the right to: 1) amend or withdraw this RFP at any time, 2) reject any and all proposals, and 3) re-issue this RFP.
- B. The City of St. Louis/SLATE may negotiate the proposal with the successful bidder before the City of St. Louis/SLATE will make any final commitment. All commitments made by the City of St. Louis/SLATE are contingent upon the availability of funds.
- C. Bidding organizations should note that under the requirements of the Freedom of Information Act (FOIA), the contents of your proposal or other information submitted to the City of St. Louis/SLATE is subject to public release upon request, except those items specifically exempt from disclosure. The bidder shall mark as "proprietary" those parts of its proposal that it deems proprietary. However, the bidder is alerted that this marking is advisory only and not binding on the City of St. Louis/SLATE. If there is a request from the public under FOIA to inspect any part of the proposal so marked, the City of St. Louis/SLATE will advise the bidder and request further justification in support of the "proprietary" marking. If the City of St. Louis/SLATE determines, after receipt of the justification, that the material is releasable, the bidder will be notified immediately. Under no circumstances will a proposal or any part of a proposal be released prior to the contract award decision.
- D. Affidavit and E-Verify – Please see Exhibit A. The winning bidder must subscribe to and use E-Verify to ensure all staff and potential staff working under this contract meet the illegal immigrant policies set forth by the State of Missouri.
- E. Confidentiality- 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.
- F. Contractor Status - The contractor staff shall not represent himself/herself to be an employee of the State of Missouri or City of St. Louis Region. Therefore, the contractor shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save, and hold the State of Missouri and City of St. Louis Region, its officers, agents, and employees, harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters. The contractor will be responsible for informing their staff of the above statements.
- G. Contractor will submit invoice in triplicate to Attn: Fiscal Department, SLATE, 1520 Market Street, Room 3050, St. Louis, MO 63103.
- H. Program Monitoring --The City of St. Louis will be responsible for administrative functions and program oversight of the contracts. This will include monitoring of

contracts, overall program assessment, management of information system access, and implementation of the continuous improvement process.

- I. Management Capacity -- The successful bidder must have the management capacity to administer a complicated Federal grant program, and will be subject to 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 regulations. Detailed reports will be expected on at least a monthly basis. Agencies and organizations submitting a proposal to operate an adult program should be familiar with the basic requirements outlined in typical Department of Labor regulations and should provide necessary staff support in their proposal to see that these requirements are met.
- J. Living Wage Ordinance -- Contracts for services in excess of \$50,000 may be subject to the City's Living Wage ordinance (Ordinance #65597). The Ordinance requires that, unless specific exemptions apply, all individuals performing work pursuant to a contract between the City and a contractor must be paid a minimum of the applicable wage rates set forth in the Living Wage Bulletin. If rates are adjusted during the term of the contract, then the applicable wage rates must also be adjusted by the contractor. The Living Wage Ordinance can be found at <http://www.slpl.lib.mo.us/cco/ords/data/ord5597.htm>.

Section III: Submission of Proposal

In order for the Committee to adequately compare proposals and evaluate them uniformly and objectively, all proposals will be submitted in accordance with the below format. The proposal should be prepared simply and economically, providing straight-forward and concise information as requested.

- A. To ensure a fair and open process for all interested bidders, the following time table will be used with this RFP process:

RFP Issued	<u>January 28, 2016</u>
Pre-Bid Conference	<u>February 3, 2016</u>
Questions & Answers Deadline	<u>February 12, 2016</u>
Proposals Due	<u>February 19, 2016</u>
Proposal Review Completed	<u>March 7, 2016</u>
Workforce Board Approval	<u>March 16, 2016</u>
Contractor Begins Delivering Services	<u>April 1, 2016</u>

- B. Proposals must be received by **February 19, 2016**.
- C. Attachments – All attachments must be completed, signed (where applicable) and submitted.
- D. Your response to the narrative section of the proposal is limited to no more than 10 pages. This page limitation is imposed for the sake of the reviewers of your proposal. This limitation does not include other sections of your proposal such as Attachments A-K, your audit or annual financial reports, and other attachments such as resumes and organizational charts.
- E. Proposals may be hand delivered or mailed to the following address:

Kelley Bernardi
SLATE
1520 Market Street, Room 3050
St. Louis, MO 63103

- F. Questions regarding this RFP may be submitted in writing to Kelley Bernardi at the address above or at kbernardi@stlworks.com. Questions will be addressed until **February 12, 2016**.
- G. All items in this section must be answered as part of the RFP requirements. Use this as a checklist to ensure that you have included all items required in this RFP. Failure to include all required information could result in rejection of your proposal.

Executive Summary Form (Must Use Attachment A in this RFP)

- Name of the applicant
- Purpose and mission of applicant organization
- Management capabilities
- Experience of applicant
- Total Amount Requested

Provide Narrative Description of the following:

Experience

- A. Describe any experience you have with the following:

1. Analyzing the location quotient of the healthcare industries by NAICS within the St. Louis region, including any growth-oriented subsectors.
2. For any subsectors with a location quotient above a certain level (to be determined, but around 1.1 or 1.2) using an input-output model to identify linkages with other industries (suppliers and customers).
3. Mapping the location of firms by subsectors using a geospatial information systems database that will be available after the deliverable and using commercially available software and data sources.
4. Creating a matrix showing the subsectors and their characteristics using variables that might be used to judge whether the clusters are strategic.
5. Providing a multi-year forecast of growth in talent needs to support the highest-growth categories of talent by commercially useful categories of talent needs.

Deliverable Category Two: Recommendations on Strategies for Healthcare Industry

1. Performing a SWOT analysis of the existing regional talent-development programs, and public and private incentives.
2. Proposing recommendations for achieving more alignment between the existing regional talent-development programs and incentives.
3. Proposing recommendations for potential new regional talent-development programs and incentives.
4. Producing a PowerPoint presentation of a draft report that is suitable for a general audience of workforce and economic development practitioners, local industry representatives, members of identified clusters, and policy-makers.

5. Producing a final report documenting the design decisions made and the results of work done.

Approach of Hiring Staff

- A. Describe the qualifications of your staff to administer the proposed program. Include your agency's organizational chart.
- B. Describe how you would recruit staff to provide services for this project.
- C. Describe your provision for a staffing liaison who must communicate regularly with the Project Director.
- D. Provide costs for hiring professional staff.

Cost—Staffing/Administration Overhead

- A. General justification on the reasonableness of costs (i.e., \$15,000 for supplies with overall budget of \$50,000 is not reasonable).
- B. Explain the proposed costs and how they support the planned services (i.e., the services are reasonable/realistic for amount requested and the amount requested is reasonable and realistic for the services the agency plans to deliver).
 - a. The budget should include all costs.
 - b. The contracting agency must maintain an accounting system which meets all current generally accepted accounting principles (GAAP) applicable to the agency.
 - c. The contracting agency shall refer to the applicable OMB Circular A-87 or A-133 for cost principles unless it is specifically indicated by WIOA, DOL, DOJ or Missouri's Division of Workforce Development, or any other funding agency. Refer to allowable cost categories as defined in Section 134 of WIOA, which will be used as a guideline for all funding sources. Note: All elements of cost are subject to negotiation.
 - d. The contracting agency will complete an annual audit under the single audit act, OMB Circular A-133, where applicable.
- C. The contracting agency shall agree to periodic monitoring on site for the program fiscal records and other related records. Describe how your agency will allow for access to records for periodic monitoring.

Completed Certification of Documentation—See Attachment

Completed and Signed Application/Budget Fact Sheet – See Attachment

Budget Sheet – See Attachment

Worksheet for Wages—See Attachment

Living Wage Ordinance—See Attachment

Copy of Last Audit (not more than 2 years old) or independent financial review

Section V: Evaluation

Responsive proposals will be evaluated based on the following criteria:

- A. Experience of bidding organization (40 points)**
- B. Approach of Hiring Staff (15 points)**
- C. Cost (40 points) – Staffing/Administrative Overhead**
- D. Other (5 points)**

Attachment A--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 of Applicant Organization	
Management Capabilities	
Experience of Applicant	
Approach in Hiring Staff	
Total Amount Requested	

Attachment B--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

ATTACHMENT C ASSURANCES

1. The Subrecipient assures that it and its subrecipients shall establish in accordance with WIOA 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 Annual Agreement.
2. The Subrecipient assures that it and its subrecipients shall comply with 2 CFR Part 200, et al., for funds made available by the Annual Agreement.
3. The Subrecipient assures that it and its subrecipients shall 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.
4. The Subrecipient assures that it and its subrecipients shall 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.
5. The Subrecipient assures that it and its subrecipients shall comply with Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112), 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.
6. The Subrecipient assures that it and its subrecipients shall 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.
7. The Subrecipient assures that it and its subrecipients shall 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.
8. The Subrecipient assures that it and its subrecipients shall comply with the Privacy Act of 1974, as amended. These funds cannot be used in contravention of 5 U.S.C. 552a or regulations implementing that section.
9. In accordance with the Departments of Labor, Health and Human Services, and Education and Related Agencies Appropriations Act, Public Law (P.L.) 101-166, Section 511, "Steven's Amendment", the Subrecipient 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.
10. The Subrecipient assures that it and its subrecipients shall 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.2), 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.
 11. The Subrecipient assures that it and its subrecipients shall 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.
 12. The Subrecipient assures that it and its subrecipients shall comply with provisions of the Hatch Act (5 U.S.C. 1501-1508 and 5 U.S.C. 7324-7326), which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
 13. The Subrecipient assures that it and its subrecipients shall comply as applicable, with the provisions of the Davis-Bacon Act, as amended (40 U.S.C. 3141-3148), as supplemented by 29 CFR Part 5, the Copeland Act (18 U.S.C. 874 and 40 U.S.C. 3145), as supplemented by 29 CFR Part 3, and the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708), regarding labor standards for federally assisted construction subagreements.
 14. The Subrecipient assures that it and its subrecipients shall 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.
 15. The Subrecipient assures that it and its subrecipients shall 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 Presidential 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).
 16. The Subrecipient assures that it and its subrecipients shall 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.

17. The Subrecipient assures that it and its subrecipients shall 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.).
18. The Subrecipient assures that it and its subrecipients shall comply with The National Research Service Award Act of 1974 (P.L. 93-348) regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
19. The Subrecipient assures that it and its subrecipients shall 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.
20. The Subrecipient assures that it and its subrecipients shall annually monitor and resolve monitoring findings of subrecipients receiving funds under WIOA. Such monitoring shall be done in accordance with WIOA Section 184(a)(4), 2 CFR Part 200.328, 200.331 and additional requirements as issued by the Contractor.
21. The Subrecipient assures that it and its subrecipients shall not use funds received under WIOA to displace any currently employed employee or previously laid off employee from the same or substantially equivalent job in accordance with WIOA Section 181(b)(2)(A).
22. The Subrecipient assures that it and its subrecipients shall comply with the confidentiality requirements of WIOA Section 116(i)(3) and 2 CFR Part 200.303(e).
23. The Subrecipient assures that it and its subrecipients shall not use funds received under WIOA to assist, promote, or deter union organizing in accordance with WIOA Section 181(b)(7).
24. The Subrecipient assures that it and its subrecipients shall not expend funds provided under WIOA for those activities identified as being prohibited.
25. The Subrecipient assures that it and its subrecipients receiving WIOA funds shall provide services through the Local Workforce Development Area Plan that are consistent with the state of Missouri Workforce Investment Plan (or as modified).
26. The Subrecipient assures that it and its subrecipients shall comply with Consolidated Appropriations Act of 2014 (P.L. 113-235 (Division H, 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 2 CFR Part 200.330. 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.

27. The Subrecipient assures that it and its subrecipients shall comply with the Jobs for Veterans Act (JVA), (P.L. 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 shall comply with the Veterans' Priority of Service Provisions established by the Jobs for Veterans Act (P.L. 107-288 (38 USC 4215)) and TEGL 10-09.
28. The Subrecipient assures that it and its subrecipients shall comply with 285.530 RSMo.
- Pursuant to section 285.530.2, RSMo, the Subrecipient 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 Subrecipient 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.
 - The Exhibit II E-Verify documents shall be completed and returned to the Contractor.
29. The Subrecipient assures that it and its subrecipients shall comply with Missouri Governor 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 Order 04-09 is met.
30. The Subrecipient assures that it and its subrecipients shall expend funds provided by the Annual Agreement in accordance with WIOA regulations, USDOL, DWD guidance, and all other applicable federal, state, or local laws.
31. By signature of the Annual Agreement, the Subrecipient provides the following Certification regarding Lobbying in accordance with 2 CFR Part 200.450 and 29 CFR 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 31 U.S.C. 1352. 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.
32. By signature of the Annual Agreement, the Subrecipient provides the following Certification regarding a Drug Free Workplace in accordance with the Drug Free Workplace Act of 1988, 41 U.S.C. 8101 et seq., 2 CFR Part 182, and 29 CFR Part 94 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).

33. By signature of the Annual Agreement, the Subrecipient provides the following Certification regarding Debarment and Suspension in accordance with 2 CFR Part 180 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 Annual 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 Annual 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.

34. **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 WIOA, the Subrecipient assures that it and its subrecipients shall comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- (1) Section 188 of the Workforce Innovation and Opportunity Act of 2014 (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 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, religion, or 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 Subrecipient and its subrecipients also assure that it shall comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the Subrecipient's operation of WIOA financially assisted program or activity, and to all agreements the Subrecipient makes to carry out the WIOA financially assisted program or activity. The Subrecipient understands that the United States has the right to seek judicial enforcement of this assurance.

35. The Subrecipient assures that it will register in the System for Award Management (SAM) database at www.sam.gov, and maintain current registration at all times during the pendency of this Annual Agreement. In order to register in SAM, a valid Dun and Bradstreet Data Universal Numbering System (DUNS) Number is required. See www.dnb.com.
36. The Subrecipient assures that it and its subrecipients shall 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 WIOA, 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 8301-8303). See WIOA Section 502—Buy American Requirements.
37. The Subrecipient assures that it and its subrecipients shall comply with EO 13333. This agreement may be terminated without penalty, if the grantee or any subgrantee, or the Subrecipient or any subrecipient engages in: “(i) severe forms of trafficking in persons; (ii) the procurement of a commercial sex act during the period of time that the grant, contract, or cooperative agreement is in effect; (iii) the use of forced labor in the performance of the grant,

contract, or cooperative agreement; or (iv) acts that directly support or advance trafficking in persons.” (22 U.S.C. § 7104(g))

38. The Subrecipient assures that it and its subrecipients shall comply with Special Requirements for Conferences and Conference Space. The Subrecipient 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 Subrecipient about any conference that is funded in whole or in part with contracted funds.
39. Pursuant to EO 13043 (April 16, 1997), Increasing the Use of Seat Belts in the United States, the Subrecipient 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.
40. Pursuant to EO 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.
41. The Subrecipient assures that it and its subrecipients shall comply with TEGL 37-14, which prohibits discrimination based on gender identity, gender expression, and sex stereotyping.
42. The Subrecipient assures that it and its subrecipients shall comply with 2 CFR Part 200.322 regarding Procurement of recovered materials.
43. The Subrecipient assures that it and its subrecipients shall comply with Appendix II to 2 CFR Part 200, “Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.”
44. Pursuant to EO 12928, the Subrecipient and its subrecipients are strongly encouraged to provide subcontracting/subgranting opportunities to Historically Black Colleges and Universities and other Minority Institutions such as Hispanic-Serving Institutions and Tribal Colleges and Universities; and to Small Businesses Owned and Controlled by Socially and Economically Disadvantaged Individuals.
45. As clarified by EO 13166, Improving Access to Services for Persons with Limited English Proficiency, dated August 11, 2000, and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, Subrecipients and their subrecipients must take reasonable steps to ensure that

LEP persons have meaningful access to programs in accordance with DOL's Policy Guidance on the Prohibition of National Origin Discrimination as it Affects Persons with Limited English Proficiency Volume 68, Number 103, Pages 32289-32305. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Subrecipients and their subrecipients are encouraged to consider the need for language services for LEP persons served or encountered both in developing budgets and in conducting programs and activities.

46. Conferences sponsored in whole or in part by Subrecipients or their subrecipients are allowable if the conference is necessary and reasonable for the successful performance of the Federal Award. Subrecipients and their subrecipients are urged to use discretion and judgment to ensure that all conference costs charged to the grant are appropriate and allowable. For more information on the requirements and allowability of costs associated with conferences, refer to 2 CFR 200.432.
47. The Subrecipient and its subrecipients must ensure that the use of these funds for health benefits coverage complies with 50 and 507 of Division G of P.L. 113-235, the Consolidated and Further Continuing Appropriations Act, 2015.
48. The Subrecipient and its subrecipients shall comply with The Architectural Barriers Act of 1968, 42 U.S.C. 4151 et seq., as amended, the Federal Property Management Regulations (41 CFR 102-76), and the Uniform Federal Accessibility Standards issued by GSA (see 36 CFR 1191, Appendixes C and D) set forth requirements to make facilities accessible to, and usable by, the physically handicapped and include minimum design standards. All new facilities designed or constricted with grant support must comply with these requirements.
49. Pursuant to 15 U.S.C. 2225a, the Subrecipient and its subrecipients must ensure that all space for conferences, meetings, conventions or training seminars funded in whole or in part with federal funds complies with the protection and control guidelines of the Hotel and Motel Fire Safety Act (P.L. 101-391, as amended). Subrecipients and their recipients may search the Hotel Motel National Master List at <http://www.usfa.dhs.gov/applications/hotel> to see if a property is in compliance, or to find other information about the Act.
50. Subrecipients and their subrecipients are prohibited from entering into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless a Federal agency has considered suspension or debarment of the corporation and has made a determination that this further action is not necessary to protect the interest of the Government.
51. The Subrecipient and its subrecipients must ensure that no funds made available under a Federal Act may be used for any contract with any foreign incorporated entity which is treated as an inverted domestic corporation under section 835(b) of the Homeland Security Act of 2002 (6 U.S.C. 395(b)) or any subsidiary of such an entity. Waivers to this regulation may be granted by the Secretary of Labor if the Secretary determines that the waiver is required in the interest of national security.

52. The Subrecipient and its subrecipients may not enter a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporations that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless a Federal agency has considered suspension or debarment of the corporation and has made a determination that this further action is not necessary to protect the interests of the Government.
53. The Subrecipient and its subrecipients must ensure that these funds are not provided to the Association of Community Organizations for Reform now (ACORN), or any of its affiliates, subsidiaries, allied organizations or successors.
54. Pursuant to 2 CFR 200.400(g), non-Federal entities may not earn or keep any profit resulting from Federal financial assistance, except as authorized by WIOA Section 121(d) for One-Stop operators (American Job Centers) or service providers which are for-profit entities.

Attachment E

INSTRUCTIONS FOR COMPLETING THE BUDGET SHEET

1. Project costs for one fiscal year.
2. Payments for the program will be made by line item. No advance payments will be provided. Plan your budget for the entire period.
3. 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.
4. 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 the 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.).
5. For purposes of this budget calculate your follow-up costs through the end of one fiscal year, only.
6. If this application is a collaboration with one or more partners a separate Application/Budget Fact Sheet and a separate Budget for Programs must be completed and each partner's name must be indicated on the appropriate forms. If you are the fiscal agent for the proposed program, the words "FISCAL AGENT" must be typed in the top right-hand corner of the Application/Budget Fact Sheet. An additional Budget Programs must also be completed and identified as the COMBINED budget totaling the dollars requested from all the partners.

ATTACHMENT F

AGENCY NAME _____

BUDGET FOR PROPOSALS

BUDGET ITEM	AMOUNT
Staff Salaries	
Staff Fringe Benefits	
Staff Travel	
Other	
Other	
Other	
TOTAL BUDGET	

Attachment G

EXPLANATION OF WORKSHEET FOR STAFF WAGES

Attachment B is designed to give specific information about the contractor's staff necessary to staff the Centers. It is to be submitted with the original application and not with subsequent modifications unless there is a change in the number of staff required or in staff position titles, duties, or wage. The worksheet also identifies the percentage of staff time assigned to this program.

Salaries and wages paid to employees of the contractor for full and part-time work, including overtime, is to be considered when computing staff wages. Also include payment for time not worked, including sick leave, vacation, holidays and other paid absences (jury duty, military duty, etc.). Consideration should be given to anticipated increases or decreases in the number of employees, deductions and withholdings, and fringe benefits that are the contractor's responsibility.

1. **POSITION TITLE** – enter the title of each staff position whose salary is being paid out of this contract.
2. **SALARY PER PAY PERIOD** – enter the total amount of salary earned for this position
Example: Total salary of instructor is \$400 per week with 10% of the salary paid from the contract. A figure of \$400 should be entered. Indicate the hourly rate x number of hours worked per week for each position, such as, \$10 x 40 = \$400.
3. **# OF PAY PERIODS** – enter the number of pay periods for each title position that will be paid out of this proposed program period.
4. **TOTAL** – Salary per pay period x number of pay periods.
5. **% OF COST TO PROGRAM** – enter the percent of time that the position will devote to this program.
6. **ACTUAL PROGRAM COST** – Total salary x Percent of cost to program.

Attachment J—(Info Only—Actual will be submitted with contract)

ST. LOUIS LIVING WAGE ORDINANCE

**LIVING WAGE ACKNOWLEDGMENT AND ACCEPTANCE
DECLARATION**

(To be completed by each respondent to a bid/proposal solicitation
when that solicitation has included Living Wage Advertisement/Solicitation Language.)

CONTRACTING AGENCY: _____

AGENCY CONTRACT NUMBER: _____

BIDDER'S/PROPONENT'S NAME: _____

DATE PREPARED: _____ **PREPARED BY:** _____

PREPARER'S TELEPHONE NUMBER: _____

PREPARER'S E-MAIL ADDRESS: _____

PREPARER'S CELL PHONE NUMBER: _____

PREPARER'S ADDRESS AND ZIP CODE: _____

As the authorized representative of the above-referenced bidder or proponent, I hereby acknowledge that the bidder/proponent understands that the contract or agreement that will be executed with a successful bidder/proponent pursuant to this solicitation is subject to the St. Louis Living Wage #65597 and the Regulations associated therewith. The bidder/proponent hereby agrees to comply with the Ordinance and the associated Regulations if awarded a contract pursuant to this solicitation. I am authorized to make the above representations on behalf of the bidder or proponent.

**AUTHORIZED REPRESENTATIVE
CERTIFICATION:**

_____ (Signature)

NAME: _____

TITLE: _____

DATE: _____

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 8 ½" x 11" sheets and does not exceed 10 pages, exclusive of attachments.

___ 2. You have one original and five copies in your sealed packet(s).

___ 3. The Executive Summary is completed and attached.

___ 4. A completed Certification of Documentation Checklist is included in the original and each of the five copies.

___ 5. A signed and completed Application/Budget Fact Sheet, Budget for Adult Proposals, and Worksheet for Wages, with any attachments explaining the costs requested, are included in the original and each of the five copies.

___ 6. 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.