

ST. LOUIS CITY

WORKFORCE INVESTMENT BOARD



REQUEST FOR PROPOSAL

FOR:

Workforce Innovation and Opportunity Act (WIOA)

Young Adult Program

Release Date

8:00 a.m., Central Time, May 21, 2015

Closing Date

5:00 p.m., Central Time, June 19, 2015

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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 May 21, 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

WIOA was signed into law on July 22, 2014. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. WIOA supersedes the Workforce Investment Act of 2014 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. In general, the Act takes effect on July 1, 2015, the first full program year after enactment, unless otherwise noted.

The U.S. Departments of Labor and Education are working to publish a set of regulations for implementation and the proposed rules currently are anticipated to be published in the spring of 2015, with Final Rules published in early 2016. In order to continue implementation prior to the final rule, a series of WIOA Operational Guidance documents that provide the needed implementation information will be issued in the form of Training and Employment Guidance Letters (TEGLs). These Operational Guidance TEGLs will inform the system about how to begin the important planning and reorganization necessary to comply with new WIOA statutory requirements for the upcoming Program Year (PY) 2015 (beginning July 1, 2015). The Operating Guidance TEGLs will provide a framework for program activities until the regulations are finalized. This TEGL is one in the ongoing series of Guidance.

In addition, ETA is hosting year-long webinar series called “Enough is Known for Action” focused on key WIOA priorities, including In School Youth (ISY), work experience, and credentials (see Resources for additional information). The WIB/SLATE will accept proposals for Workforce Innovation and Opportunity Act of 2014 (WIOA) Title I youth programs no later than 5:00 PM, June 19, 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 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 20 pages.

WIOA Program Objectives

WIOA outlines a broader youth vision that supports an integrated service delivery system and provides a framework through which states and local areas can leverage other Federal, state, local, and philanthropic resources to support in-school youth (ISY) and OSY. WIOA affirms the Department's commitment to providing high-quality services for all youth and young adult, beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training in in-demand industries and occupations, such as pre-apprenticeships or internships, and culminating with a good job along a career pathway, enrollment in post-secondary education, or a Registered Apprenticeship. All of the Department's youth-serving programs continue to promote evidence-based strategies to assist in achieving high-levels of performance, accountability, and quality in preparing young people for the workforce.

Notably, WIOA shifts the primary program focus of Title I youth formula programs to support the educational and career success of out-of-school youth (OSY). A minimum of 75 percent of WIOA youth funds is required to be spent on OSY, which is an increase from the minimum of 30 percent under WIA. With an estimated 6 million 16-24 year olds in this country not employed or not in school, WIOA youth programs will provide a needed continuum of services to help disconnected youth navigate between the educational and workforce systems.

The Department understands the complexities that some states and local areas may have in transitioning to spending a minimum of 75 percent of Title I youth formula funds on OSY. For this reason, it is critical that states and local areas begin to incorporate strategies for recruiting and serving more OSY even prior to full implementation of the new WIOA statute on July 1, 2015. Working with the U.S. Departments of Education and Health and Human Services, the Department will provide intensive technical assistance to support efforts to identify and meet the needs of the OSY population. The Department intends to implement the OSY provision in a way that does not impact services provided to ISY currently enrolled in WIA programs.

Program Elements

WIOA section 129(c)(2) includes 14 program elements, which include the original 10 program elements under WIA (which have been consolidated to nine as the summer employment opportunities program element is now a sub-element under paid and unpaid work experiences) and 5 new program elements. The five new program elements are: financial literacy education; entrepreneurial skills training; services that provide labor market and employment information about in-demand industry sectors or occupations available in the local areas; activities that help Young Adult prepare for and transition to post-secondary education and training; and education offered concurrently with and in the same context as workforce preparation activities and training for a

specific occupation or occupational cluster. The Department will provide additional technical assistance on each of these elements.

The full list of the 14 program elements under WIOA section 129(c)(2) consists of:

(1) Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized post-secondary credential;

(2) Alternative secondary school services, or dropout recovery services, as appropriate;

(3) Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences:

(i) summer employment opportunities and other employment opportunities available throughout the school year;

(ii) pre-apprenticeship programs;

(iii) internships and job shadowing; and

(iv) on-the-job training opportunities;

(4) Occupational skill training, which includes priority consideration for training programs that lead to recognized post-secondary credentials that align with in-8

demand industry sectors or occupations in the local area involved, if the Local Board determines that the programs meet the quality criteria described in WIOA sec. 123;

(5) Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;

(6) Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors;

(7) Supportive services;

(8) Adult mentoring for a duration of at least 12 months that may occur both during and after program participation;

(9) Follow-up services for not less than 12 months after the completion of participation;

- (10) Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual Young Adult;
- (11) Financial literacy education;
- (12) Entrepreneurial skills training;
- (13) Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
- (14) Activities that help Young Adult prepare for and transition to post-secondary education and training.

Expanded Work Experience Focus

WIOA section 129(c)(4) prioritizes work experiences with the requirement that local areas must spend a minimum of 20 percent of non-administrative local area funds on work experience. Under WIOA, paid and unpaid work experiences that have as a component academic and occupational education may include the following four categories: summer employment opportunities and other employment opportunities available throughout the school year; pre-apprenticeship programs; internships and job shadowing; and on-the-job training opportunities. The Department encourages local programs to coordinate work experiences, particularly summer employment, with other young adult serving organizations and agencies. As was encouraged through joint letters in past years with the Departments of Health and Human Services and Housing and Urban Development, coordinating with Temporary Assistance for Needy Families, Community Services Block Grant, and Community Development Block Grant programs can strengthen local summer jobs efforts.

Work experience is a critical WIOA youth program element. For PY 2015 WIOA youth funds, local areas must implement the 20 percent minimum work experience expenditure rate. Program expenditures on the work experience program element include wages as well as staffing costs for the development and management of work experiences. Similar to the 75 percent OSY expenditure requirement, administrative costs are not subject to the 20 percent minimum work experience expenditure requirement. The work experience expenditure rate is calculated for after subtracting funds spent on administrative costs. The 20 percent minimum is calculated based on non-administrative local area Young Adult funds and is not applied separately for ISY and OSY.

New Eligibility Criteria

OSY Eligibility

WIOA increases the minimum OSY expenditure rate for the youth formula-funded program from 30 percent under WIA to 75 percent under WIOA.

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

- (a) Not attending any school (as defined under State law);
- (b) Not younger than 16 or older than age 24 at time of enrollment. Because age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 24 once they are enrolled in the program; and
- (c) One or more of the following:
 - (1) A school dropout;
 - (2) A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter. School year calendar quarter is based on how a local school district defines its school year quarters;
 - (3) A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner;
 - (4) An individual who is subject to the juvenile or adult justice system;
 - (5) A homeless individual, a runaway, an individual who is in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or an individual who is in an out-of-home placement;
 - (6) An individual who is pregnant or parenting;
 - (7) An individual with a disability;
 - (8) A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment. (WIOA sections 3(46) and 129(a)(1)(B).)

This change represents a significant shift in the focus of the WIOA youth program, and the Department will provide additional technical assistance and guidance on recruiting and serving OSY, who have substantial unmet needs and would benefit from the services provided under this program. Fortunately, as highlighted later in this TEG, some states and local areas around the country already are well positioned to meet the new expenditure requirement because under WIA, they designed their services to reach and serve this population.

ISY Eligibility

WIOA section 129(a)(1) provides new eligibility criteria for the WIOA youth program. To be eligible to participate in the WIOA youth program, an individual must be an OSY or an ISY. An ISY must be attending school, not younger than 14 or older than 21, low income, and have one or more of a list of barriers provided in WIOA section 129(a)(1)(C)(iv):

- (I) Basic skills deficient.
- (II) An English language learner.
- (III) An offender.

(IV) A homeless Young Adult or a runaway, in foster care or has aged out of the foster care system.

(V) Pregnant or parenting.

(VI) A Young Adult who is an individual with a disability.

(VII) An individual who requires additional assistance to complete an educational program or to secure or hold employment.

Young Adult enrolled beginning July 1, 2015 must meet the new eligibility criteria provided in WIOA. On July 1, 2015, all WIA youth participants who are still enrolled in the WIA youth program must be grandfathered into the WIOA youth program, even if the participant would not otherwise be eligible for WIOA. Local Young Adult programs are not required to complete an eligibility re-determination if the participant has been determined eligible and enrolled under WIA. Furthermore, these participants must be allowed to complete the WIA services specified in their individual service strategy. Additional guidance will be issued to provide more detail on the new eligibility criteria.

Performance Measures - More guidance will be given as soon as it becomes available by the Department of Labor.

Placement in Employment/Education/Training	Qtr2 – post exit
Placement in Employment/Education/Training	Qtr4 – post exit
Placement in Employment	Median Earnings
Attain Degree/Certificate	Credential Rate
Measurable Skills Gain	Measurable Skills Gain
Employer Measure (TBD)	Employer Measure (TBD)

Amending and Modifying Contract Requirements

WIOA requirements must be incorporated by amending or modifying the option years of current contracts is permissible under this contract if matters need to conform to new legislation, regulations, or requirements. Further, the contracts and program designs may be modified or terminated with a 30-day written notice if the contract is not meeting performance measures, breach in ethical behavior with organization, employees, or close affiliates, and financial misconduct.

Proposal Submission Information

In your bid response, you must identify the numbers of young adults to be served, identify if they are in-school or out-of-school, project their ages, and project the percent of young adults to be included that will attain each of the performance indicators listed above.

The bidder is also responsible for follow-up services to participants on a monthly basis until the young adult is no longer counted in performance a measure which is 12 months after exit.

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, and implementation of the continuous improvement process.

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 young adults to be served.

There will be a mandatory session scheduled with the winning bidders to discuss new WIOA requirements and Toolbox 2.0 enrollments.

The successful bidder will also be responsible for the completion and submission of a monthly programmatic progress report and a monthly performance report. The successful bidder is also responsible for the provision of additional placement services (at no additional cost to SLATE) to those customers who become unemployed during the follow-up period of 12 months in order to meet the performance measure/indicators previously identified in this RFP.

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

If the successful bidder has a training program that leads to a certificate or credential, they must work with the Department of Labor Employment and Training Administration Office of Apprenticeship to assist in making the training courses a certified apprenticeship.

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 regulation. Detailed reports will be expected on at least a monthly basis.

Agencies and organizations submitting a proposal to operate a Young Adult 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 Young Adult programs provided under the provisions of the Workforce Innovation and Opportunity Act of 2014, the State of Missouri, City of Saint Louis, and SLATE.

General Policies & Instructions

This Request For Proposal (RFP) is being released **May 21, 2015** contingent upon fund availability by the City of St. Louis and the Workforce Investment Board of St. Louis City, under the Workforce Innovation and Opportunity Act of 2014 (WIOA), Title I, Public Law 105-220. There will be a **pre-bid conference on Friday, May 29, 2015, at 10:00 a.m.** at SLATE Missouri Career Center, 1520 Market Street, 3rd Floor, St. Louis, MO 63103. **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 June 19, 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.

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., **June 9, 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 WIOA 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 WIOA 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 three (3) 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 three (3) 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 by a WIOA 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 20 pages.

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

I. EXPERIENCE (0 – 10 Points)

1. Experience of bidder to perform the work required (staff experience, experience in providing young adult-related, employment and training services).

2. Capability of bidder to perform the program described (bidder's experience with providing case management, support services, collaborative efforts with other agencies).

3. Agency's total budget for the last full fiscal year; other funding sources available to agency; agency's administrative percentage for the last full fiscal year.

Program Narrative
PART I
Organizational History

Describe the agency's experience in providing job training and employment services to young adults, include staff experience, demographic data, and the numbers of Young Adult by age (16-24) served within the last full fiscal year. Please include the following information:

1. Comprehensive core training services related to Young Adult services, targeting hard-to-serve target populations, as identified in the Workforce Innovation and Opportunity Act.
2. If you have served this population, specific services and milestones accomplished in serving Young Adult ages 16-24 in attainment of the HISET/GED or diploma, or increasing literacy and numeracy functioning levels.
3. If you have served this population, specific services and milestones accomplished in serving Young Adult 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 the American's Job Center.
5. Experience in providing case management services.
6. Experience in providing support services.
7. Collaborative efforts with community-based and faith-based organizations.
8. What is the agency's total budget for the last full fiscal year?
9. How many full-time positions are included in the agency's total budget for the last full fiscal year?
10. What is the administrative percentage for the last full fiscal year?

II. PROGRAM DESIGN (each section (A-G) should be scored from 0-9 points; total points possible for Program Design is 63)

A. Target Population (8 points)

Please describe how you will provide holistic services to the young adult population. This

includes but not limited to education services, intense employment services, mental health, behavioral health, financial literacy, drug counseling, mentoring, and entrepreneurial education.

B. Outreach and Recruitment (2 points)

Please describe how your organization plans to recruit.

C. Employees (5 points)

How do you plan to ensure your staff models professionalism at all times as it relates to the young adults? How will you ensure your staff is knowledgeable about current labor market information and provides programming that supports the data? How will you ensure your staff communicates with the Young Adult Division promptly and follow through on all request? How will you ensure your staff attends trainings and professional development workshops and retains the information? Please describe how your organization feels about transitioning from the job title “case manager” to “Young Adult Employment Specialist”?

D. Program Design (13 points)

Please describe your program design in detail. Please highlight how your new components meet the new vision of WIOA.

E. Program Outcomes (10 points)

Please discuss in detail how your program plans to aggressively meet the outcomes and conduct the follow up after program exit. Please discuss measures that will be taken to ensure participant’s information stay current in your database. Please provide strategies that are over and beyond simple things such as “case manager will double check numbers to ensure they are current.” Lastly, please discuss actions that will be taken if the program is underperforming.

F. Financial literacy education – (5 points)

Describe how your organization plans to implement this component into your program design.

G. Entrepreneurial skills training - (5 points)

Describe how your organization plans to implement this component into your program design.

H. Provision of LMI on in-demand industries, including career awareness and counseling – (5 points)

Describe how your organization plans to implement this component into your program design.

I. Education offered concurrently with workforce preparation for a specific occupation – (5 points)

Describe how your organization plans to implement this component into your program

design.

- J. Activities to prepare for transition to post-secondary education and training - (5 points)
Describe how your organization plans to implement this component into your program design.

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 (0-7 points)

The degree to which the bidder has leverage funds, resources, and other programs that can help enhance program components or has an 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.

PERIOD OF PERFORMANCE: The period of performance is 7/1/15 through 6/30/16. The City of St. Louis/SLATE reserves the right to renew programs for an additional two contractual periods for those programs that become operational as a result of this RFP. Such renewal of contracts will be based on performance and on determination of needed services, activities, and delivery methods to be used by the City of St. Louis and the Workforce Investment Board of St. Louis City.

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 Young Adult 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	
Population to be Served	
Documentation of Need	
Major Proposed Activities	

Intended Outcomes	
Funding Explanation of Program Components (May attach form)	
Evaluation Tools	
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

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 Law 113-76 (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 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 System for Award Management (SAM) database at www.sam.gov, and maintain current registration at all times during the pendency of this Contract Agreement. In order to register in SAM, 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 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))
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

Young Adult 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 WIOA 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 WIOA 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 fiscal year (July 1– June 30).
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 Young Adult program will be made by line item. No advance payments will be provided. Plan your budget for the entire period (July 1– June 30).
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 WIOA 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 YOUNG ADULT 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	

Illegal Immigrant Employees

Any “business entity”, as defined by Section 285.525 of the Revised Statutes of Missouri 2000, as amended, shall, pursuant to the provisions of Sections 285.530 through 285.555 of the Revised Statutes of Missouri 2000, as amended, by **sworn affidavit** (attached hereto as Exhibit A) **and provision of documentation**, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with this Agreement. The “business entity” shall also sign an affidavit (attached hereto as Exhibit A) affirming that it does not knowingly employ any person who is an unauthorized alien in connection with this Agreement pursuant to the above-stated Statutes. The term "business entity" shall include but not be limited to self-employed individuals, partnerships, corporations, contractors, and subcontractors.

STATE OF MISSOURI)
)SS.
COUNTY OF SAINT LOUIS CITY)
AFFIDAVIT

Before me, the undersigned Notary Public, personally appeared _____ (Name) who, by me being duly sworn, deposed as follows:

My name is _____ (Name), I am of sound mind, capable of making this Affidavit, and personally acquainted with the facts herein stated:

I am the _____ (Position/Title) of _____. (Business Entity)

I have the legal authority to make the following assertions:

1. _____ (Business Entity) is currently enrolled in and actively participates in a federal work authorization program with respect to the employees working in connection with this Agreement, as required pursuant to Sections 285.525 through 285.555 of the Revised Statutes of Missouri 2000, as amended.
2. Pursuant to Sections 285.525 through 285.555 of the Revised Statutes of Missouri 2000, as amended, _____ (Business Entity) does not knowingly employ any person who is an unauthorized alien in connection with this Agreement.

Affiant

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal this ____ day of _____, 20__.

Notary Public

My Commission Expires:

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 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 Young Adult 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 copy of Assurances 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.