



CAPITAL WORKFORCE PARTNERS  
ONE UNION PLACE  
HARTFORD, CT 06103

## REQUEST FOR PROPOSALS (RFP)

INITIAL PERIOD OF PERFORMANCE:  
JULY 1, 2018 – JUNE 30, 2019

WIOA Youth Programs

FUNDED UNDER  
THE FEDERAL WORKFORCE INNOVATION AND OPPORTUNITY ACT

ISSUED ON  
January 16, 2018

## TIMELINE

RFP Released	Tuesday, January 16, 2018
Letter of Intent	Monday, January 22, 2018
Bidder's Conference	Monday, January 29, 2018
Deadline for Questions	Wednesday, January 31, 2018
Q & A Published	Friday, February 2, 2018
RFP Deadline	Tuesday, February 20, 2018
Contractor Eligibility Certification	Wednesday, March 28, 2018
Funding Decision	Wednesday, May 30, 2018
Contract Start Date	Sunday, July 1, 2018

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## **PART I. BACKGROUND AND GENERAL SOLICITATION INFORMATION**

### **A. Background Information**

Capital Workforce Partners (CWP) is a private, non-profit corporation. Under the mandate of federal legislation, the Workforce Innovation and Opportunity Act of 2014 (WIOA), the Governor of Connecticut, along with the Local Elected Officials (LEOs) for the North Central Region, has designated CWP as the regional workforce development board and administrator for the North Central Region encompassing 37 central Connecticut (CT) municipalities. CWP administers WIOA programs in the North Central Region in compliance with WIOA Section 107 and 20 CFR Parts 679 through 681. CWP's mission is to leverage public and private resources to produce skilled workers for a competitive regional economy. CWP strives to implement and coordinate an effective Workforce Development System that creates economic and employment partnerships among service providers, job seekers and employers in a way that enhances the economic vitality of all.

CWP is governed by a Board of Directors and Local Elected Officials (LEOs) for the North Central Region, working through the Local Elected Official Consortium, consisting of 37 chief elected officials in the North Central Region. A majority of the CWP Board of Directors' members represent private sector businesses.

The North Central Region includes the following 37 towns and cities:

Andover	East Granby	Granby	Plymouth	Suffield
Avon	East Hartford	Hartford	Rocky Hill	Tolland
Berlin	East Windsor	Hebron	Simsbury	Vernon
Bloomfield	Ellington	Manchester	Somers	West Hartford
Bolton	Enfield	Marlborough	South Windsor	Wethersfield
Bristol	Farmington	New Britain	Southington	Windsor
Burlington	Glastonbury	Newington	Stafford	Windsor Locks
Canton	Plainville			

**B. Program Goals and Guiding Principles**

1. WIOA Goals: WIOA establishes six primary indicators of performance. Proposers should read the WIOA performance and accountability guidance published August 23, 2017 in TEGL 10-16 Change 1; the TEGL contains detailed definitions, operating parameters, and calculation methodologies for each measure. Goals for 2018-2019 will be negotiated by CWP and CTDOL; the goals for 2017-2018 are:

Performance Measure	Goal
Employment (Second Quarter after Exit)	77.3%
Employment (Fourth Quarter after Exit)	72.5%
Median Earnings	Baseline
Credential Attainment Rate	73.0%
Measurable Skill Gains	Baseline
Effectiveness in Serving Employers	Baseline

CWP establishes service provider goals designed to ensure that these goals are met at the regional level.

2. CWP WIOA – Opportunity Youth Program Goal: *The establishment of a partnership that includes employers, post-secondary institutions and youth providers that will close the middle skills gap in North Central Connecticut.*

In alignment with both WIOA law and regulations and the CWP strategic plan, Opportunity Youth programming is designed to prepare and connect youth to postsecondary education and training and employment that aims to close the middle skills gap in North Central Connecticut.

3. Guiding Principles: In order to accomplish the program goal, all CWP funded Opportunity Youth programs are guided by the following principles:
  - ❖ Opportunity Youth programs will align with CWP’s vision and mission of closing the middle skills gap through a partnership agreement between employers and providers that integrates key aspects of employment readiness and occupational training through a work-based learning model.
  - ❖ Opportunity Youth programs will be built around subsidized work experiences that provide hands-on/work-based learning.
  - ❖ Opportunity Youth programs will operate as workforce programs tailored to meet the needs of Opportunity Youth.

- ❖ Opportunity Youth programs will put youth on a career pathway that leads to credential attainment and sustainable, full-time employment in a CWP identified in-demand sector or other identified in-demand career path with a starting wage of \$13.00 an hour or higher.
- ❖ Opportunity Youth programs will address youth barriers to employment.

The primary goal of CWP's WIOA Youth programming is to close the middle skills gap by connecting local employers with the untapped talent of Opportunity Youth. In turn, this will place Opportunity Youth on a career pathway that leads to self-sustaining wages.

4. CWP Strategic Goals: In addition to the general requirements of WIOA, CWP has developed local strategic goals and priorities. Proposers should demonstrate the capacity to deliver services that align with CWP priorities and enhance the opportunity for the Region to meet the goals outlined in its Strategic Plan. For information on CWP, its mission and strategic plan, please go to [www.capitalworkforce.org](http://www.capitalworkforce.org).

### **C. Services Solicited**

CWP is soliciting proposals for the delivery of WIOA youth programming aligned with the design detailed in the Program Design Section. CWP may prioritize funding of programming that is targeted, and easily accessible to, eligible residents of Hartford, New Britain, East Hartford, and Manchester.

The specific service components are:

Function I: Recruitment, Assessment and Case Management Services

Function II: Career Readiness, Occupational Training, Paid Work-based Learning, Placement Services, and Retention

Proposers may submit a response describing their capacity and plan to deliver one or both functions within the North Central Workforce Region. Required components of each service component are listed in the Program Design Section of this RFP.

Two organizations may propose a collaboration in which one would provide the Function I service component and the other would provide the Function II service component. In the case of a collaborative proposal, CWP reserves the right to select one proposer but not the other.

**D. Planned Procurement Timeline**

RFP Released	Tuesday, January 16, 2018
Letter of Intent	Monday, January 22, 2018
Bidder's Conference	Monday, January 29, 2018
Deadline for Questions	Wednesday, January 31, 2018
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Funding Decision	Wednesday, May 30, 2018
Contract Start Date	Sunday, July 1, 2018

**E. Period of Performance**

Contracts will be awarded for a one year period, July 1, 2018 through June 30, 2019. Contracts may be renewed for up to three additional one year periods, contingent upon funding availability and satisfactory performance. Contract renewals will be at the sole discretion of CWP.

**F. Funding Levels**

CWP expects that funding levels for FY19 will become available in April 2018, and estimates that total funding awarded through this RFP will range from \$1,300,000 to \$1,800,000. Final funding levels will be determined based on the allotment of federal WIOA youth funds to the State of Connecticut and to CWP.

A minimum of 25% of funds awarded to providers must be spent for participant wages, fringe benefits, and direct work experience supports.

**G. Definitions**

For the purposes of this procurement, the following definitions will be used:

1. American Job Center (AJC): The AJC are part of the national One-Stop career center network, designed to help job-seekers build their careers, and to help employers find qualified candidates for jobs. There are four AJCs in the CWP region, in Hartford, New Britain, Manchester, and Enfield.
2. Basic Skill Deficiency: Reading and/or math skills below the Low Adult Secondary Education Functioning Level, as measured by CASAS scores below 236.
3. Career Competencies: Eight skill areas identified by CWP as necessary for employment and career advancement. The competencies are: basic skills (math, reading, and writing), computer literacy, customer service, problem-solving and decision-making, interpersonal communications, personal qualities, job-seeking skills, and financial literacy.

4. Career Pathway: Incorporating proven intervention strategies and best practices that connects systems, programs, and services to better serve and meet the needs of Opportunity Youth.
5. CASAS: Comprehensive Adult Student Assessment System, the required tool for pre- and post-testing of participants' math and reading skill levels.
6. Credential: This indicator measures attainment of two types of credentials: either a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent. A recognized postsecondary credential is defined as a credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State involved or Federal government, or an associate or baccalaureate degree, as well as graduate degrees for purposes of the VR program as required by section 103(a)(5) of the Rehabilitation Act of 1973, as amended by title IV of WIOA. A recognized postsecondary credential is awarded in recognition of an individual's attainment of measurable technical or industry/occupational skills necessary to obtain employment or advance within an industry/occupation. These technical or industry/occupational skills generally are based on standards developed or endorsed by employers or industry associations. Neither certificates awarded by workforce development boards (WDBs), nor work readiness certificates, are included in this definition because neither type of certificate documents the measurable technical or industry/occupational skills necessary to gain employment or advance within an occupation. Likewise, such certificates must recognize technology or industry/occupational skills for the specific industry/occupation rather than general skills related to safety, hygiene, etc., even if such general skills certificates are broadly required to qualify for entry-level employment or advancement in employment.
7. CTDOL: The Connecticut Department of Labor.
8. ETA: Employment & Training Administration, the unit within the U.S. Department of Labor that administers WIOA.
9. Low Income: For purposes of WIOA youth, low income is 70% of the Lower Living Standard Income Levels. Current levels can be found on the CTDOL website at: <http://www.ctdol.state.ct.us/wia/memos/policy/admin.htm>.
10. Opportunity Youth: A youth who is between the ages of 18-24 and who does not have a high school diploma, or who has a high school diploma but is not in school and not working, or who is underemployed.
11. Out-of-School Youth (OSY): A youth who is not attending any school (as defined by state law) AND is one or more of the following: 1) a school dropout; 2) has received a diploma or GED and is low income, but is basic skills deficient or an English Language Learner; 3) a homeless individual, a runaway, 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 (Chafee Foster Care Independence Program), or in an out-of-home placement; 4) an individual with a disability; 5) pregnant or parenting; 6) a low income individual who needs assistance to enter or complete an educational

program or to secure or hold employment. Youth enrolled in postsecondary education are not eligible OSY.

12. TEG: Training and Employment Guidance Letter, sub-regulatory operational guidance published by ETA
13. USDOL: The United States Department of Labor
14. WIOA: The Workforce Innovation and Opportunity Act of 2014
15. Work-based Learning: A structured work experience program that provides students with real-life work experiences where they can apply academic and technical skills and develop their employability. Work-based learning programs are targeted to bridge the gap between the learning and the doing. Examples of this may include Registered Apprenticeship and/or On the Job Training (OJT).
16. Youth: For purposes of WIOA eligibility, a youth is an individual between the ages of 18 and 24.
17. Youth Liaison: The Youth Liaisons are located in the Hartford and New Britain AJCs, where they identify job-seekers age 18 to 24, provide initial assessment, information on available WIOA Youth services, and referral to WIOA Youth providers. They review WIOA intake applications and supporting documents compiled by providers and certify WIOA Youth eligibility.

## **PART II. GENERAL CONDITIONS & TERMS**

### **A. General Conditions**

1. The release of this RFP does not constitute an acceptance of any offer, nor does its release in any way obligate CWP to execute a contract with any proposer. CWP reserves the right to accept any offers, in whole or in part, on the basis of the general conditions set forth in this RFP, and to evaluate all accepted proposals on the criteria in this RFP.
2. CWP issues this RFP with the explicit understanding that minor and major changes may be made, up to and including the option to rescind this RFP in its entirety, if such is in the best interest of CWP.
3. Before preparing proposals, proposers should note that:
  - a. CWP will not be liable for any cost incurred in the preparation of proposals or negotiation of contracts, including the costs of printing, copying, travel or staff compensation.
  - b. All proposals in their entirety will become the property of CWP upon submission.
  - c. The award of a contract for any proposed service is contingent upon:
    - 1) Adequate financial resources or the ability to obtain them;
    - 2) The ability to meet the program design specifications at a reasonable cost, as well as the ability to meet performance goals;
    - 3) A satisfactory record of past performance;

- 4) A satisfactory record of integrity, business ethics and fiscal accountability;
  - 5) The necessary organization, experience, accounting and operational controls;
  - 6) The technical skills to perform the work;
  - 7) Favorable evaluation of the proposal in relation to other proposals;
  - 8) Approval of the proposal by CWP; and
  - 9) Successful negotiation of any changes to the proposal required by CWP.
4. It is important that proposers have substantive knowledge and understanding of WIOA Youth program requirements and the related state and federal rules and regulations; accordingly, CWP will make WIOA Youth related documents available to proposers during the course of this solicitation.
  5. CWP reserves the right to negotiate the final terms of all contracts with successful bidders. Items that may be negotiated include, but are not limited to: type and scope of services, costs and prices, schedule of services, target groups, geographic goals and service levels.
  6. Likewise, CWP also reserves the right to accept any proposal as submitted for contract award without substantive negotiation of offered terms, services, or costs. Therefore, proposers are advised to propose their most favorable terms initially.
  7. CWP is responsible for final review and evaluation of proposals and selection of service providers, and reserves the right not to fund any or all proposals. Proposals must be complete and must follow the format outlined in this RFP.
  8. By submission of the proposal, the proposer certifies that in connection with this proposal:
    - a. The costs in the proposal have been arrived at independently without consultation, communication or agreement, for the purpose of restricting competition as to any matter relating to such costs with any other proposer or with any competition;
    - b. Unless otherwise required by law, the costs which have been quoted in the proposal have not been knowingly disclosed by the proposer, and will not be disclosed by the proposer, prior to award directly or indirectly to any other proposer or to any competition; and
    - c. No attempt has been made by the proposer to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.
  9. The proposer shall agree that no employee, member/partner, either paid or unpaid which shall also include immediate family members of the aforementioned, shall engage in any CWP activity relating to the participation in the selection, award or administration of contracts supported by WIOA funds.
  10. Person[s] signing the proposal, certify that person[s] in the proposer's organization who is legally responsible within that organization for the decision to offer the proposal have not participated, and will not participate, in any action contrary to Section II, A.8. as stated above.

11. Proposals will be received and maintained consistent with applicable Connecticut open records laws. Due regard will be given to the protection of proprietary information contained in all proposals received. However, bidders should be aware that all materials associated with this procurement are subject to the terms of the Freedom of Information Act, the Privacy Act and all rules, regulations and interpretations resulting there from. It will not be sufficient for bidders merely to state generally that a proposal is proprietary in nature and therefore not subject to release to third parties.
12. Any bidder awarded funds to provide services will be expected to operate services of professional quality, maintain proper programmatic and fiscal controls, submit timely reports as required, and comply with the requirements of the OMB Uniform Guidance set forth at 2 CFR Part 200, the WIOA statute, regulations and policies. Contractors must ensure that programs are administered with safeguards against fraud and abuse as set forth in the WIOA regulations; that no portion of the WIOA program will discriminate against, deny benefits to, deny employment to, or exclude from participation any person on the grounds of race, color, national origin, religion, age, sex, handicap, or political affiliation or belief. Moreover, programs must comply with the Americans with Disabilities Act [ADA], which requires, among other things, that all programs be fully accessible to persons with disabilities or be linked with programs of equal quality, which are accessible.
13. Proposers are encouraged to read this entire Request for Proposals (RFP) before preparing and submitting a proposal. Proposals that do not follow the general format, do not include all the minimum requirements specified, including the required documentation and certifications in this RFP, and/or are not submitted by the due date and time will not be considered for funding.

**B. Notification and Distribution**

The RFP is available for distribution on January 16, 2018, at 2:00 p.m. EST on the CWP website at [www.capitalworkforce.org](http://www.capitalworkforce.org). Additional reference material can be obtained from the following web sites: [www.capitalworkforce.org](http://www.capitalworkforce.org); [www.ctdol.state.ct.us/WIA/WIOA.htm](http://www.ctdol.state.ct.us/WIA/WIOA.htm), [www.doleta.gov](http://www.doleta.gov), and [www.workforceegps.org](http://www.workforceegps.org),

Information relating to the RFP, including updates, amendments, minutes of the Bidder's Conference, and responses to questions submitted by email, will be posted to [www.capitalworkforce.org](http://www.capitalworkforce.org). Interested proposers are responsible for monitoring the website for updates; CWP does not intend to send individual notification of updates directly to proposers.

**C. Mandatory Letter of Intent and Bidder's Conference**

Prospective proposers must submit a signed Letter of Intent by January 22, 2018. The letter may be submitted via email to [kfitzgerald@capitalworkforce.org](mailto:kfitzgerald@capitalworkforce.org), via fax to 860-722-2486, postal mail, or hand delivery; all letters must be received by CWP

no later than January 22, 2018. Only those organizations that submit a Letter of Intent will be permitted to register for and attend the Bidder's Conference. Only organizations that submit a Letter of Intent and attend the Bidder's Conference will be determined responsive proposers and evaluated for this RFP.

CWP reserves the right to extend the deadline for Letters of Intent should the initial response be deemed insufficient. CWP may change scheduled due dates if it is to the advantage of CWP to do so.

***Bidder's Conference:*** CWP will conduct a Bidder's Conference on Monday, January 29, 2018 from 9:00 a.m. to 11:00 a.m. Organizations that submit a Letter of Intent will be informed of the location of the Bidder's Conference. CWP staff will be present at that time to discuss the RFP and to answer questions. This session will be the only opportunity to interact with CWP staff to obtain such assistance. After the Bidder's Conference, CWP will accept written questions via email only to [kfitzgerald@capitalworkforce.org](mailto:kfitzgerald@capitalworkforce.org), through January 31, 2018; "WIOA RFP" must be written in the subject line. CWP will publish all questions and answers on its website, [www.capitalworkforce.org](http://www.capitalworkforce.org), by February 2, 2018. No information will be provided to individual proposers.

#### **D. Proposal Delivery and Specifications**

All proposals and modifications must be received no later than **Tuesday, February 20, 2018 at 5:00 p.m. EST**, One Union Place, Hartford, CT, 06103.

**The proposer is solely responsible for assuring that anything sent to CWP arrives safely and on time. Any submission to CWP, including inquiries regarding the RFP, and/or proposals not received at either the specified place and/or by the specified date and time will be rejected and returned to the proposer unopened by CWP.**

Proposals must be submitted in accordance with Part V: Solicitation Provisions of this RFP. Proposers are required to submit one (1) original proposal signed in blue ink, 10 paper copies and one electronic copy.

Issuance of this RFP is coordinated by:

Kelly Fitzgerald, Manager, Youth Services  
Capital Workforce Partners  
One Union Place  
Hartford, CT 06103  
860-899-3444  
[kfitzgerald@capitalworkforce.org](mailto:kfitzgerald@capitalworkforce.org)

**E. Non-Appropriation and Cancellation**

CWP may cancel any resulting executed agreement upon 30 days written notice and any said agreement shall be subject to Federal and/or State funding availability.

**F. Eligible Proposers and Proposal Acceptance Criteria**

All governmental and private organizations, whether for profit or nonprofit, may apply. Non-governmental proposers must submit evidence of their legal status in the form of a printout of their current business registration from the CT Secretary of State, or comparable agency from their home state, indicating the type of business (corporation, LLC, LLP, etc.).

No organization, nor its named partners or subcontractors, will be considered that:

1. Has been debarred by an action of any government agency; or
2. Has a previous contract with any governmental entity in Connecticut terminated for cause; or
3. Has not complied with an official order of any agency of the State of Connecticut or the United States Department of Labor to repay disallowed costs incurred during their conduct of projects or services; or
4. For any other good and just cause determined at the sole discretion of CWP.

These provisions include any related entities of the Proposer.

CWP reserves the right to accept or reject any or all proposals received or portions thereof. At the discretion of CWP, all or part of this procurement may be cancelled or withdrawn, or may be declared failed and all, or portions of, the RFP reissued. CWP reserves the right to waive minor technical irregularities in offers received. During the technical review period, CWP reserves the right at its sole discretion and sole judgment to contact proposers for the purpose of offering them the opportunity to clarify any minor technical points, the determination of which is within the sole judgment and discretion of CWP.

CWP may accept projects or groups of services from different proposals if separation of projects and/or services is practical and independent pricing is available, unless the proposer qualifies their proposal by specific limitation. These services and/or projects may be combined with other services and/or projects at the discretion of CWP, unless the proposer qualifies their proposal by specific limitation.

The proposer must sign the assurances at Attachment B. The submission of a proposal in response to this RFP with signed Cover Page (Attachment A) is an affirmative act of agreement and/or assurance that the proposer and its collaborators shall comply with these requirements. If unable to comply with these requirements, please do not submit a proposal.

#### **G. Award Process and Notification**

CWP is soliciting WIOA Youth proposals based on historical financial data, with the expectation that it will receive notification of its WIOA Youth funding allocation in April 2018. The number and size of contracts awarded will be dependent upon available WIOA Youth funding.

Through this solicitation, the CWP Board of Directors will approve a set of proposals eligible for WIOA funding in March 2018; proposers will be notified of the decision on or around April 1, 2018.

The CWP Board of Directors will select proposals to be funded from among the eligible proposals, and will approve funding and service levels, in May 2018; proposers will be notified of the decision on or around June 1, 2018. Contract operations will begin July 1, 2018, contingent upon successful contract negotiations. If an award is made, the contract will be cost reimbursement. Contracts may be renewed for up to three years after the initial year, contingent upon funding availability and satisfactory performance.

**As stated, prospective proposers must submit a Letter of Intent by January 22, 2018 to be considered for funding through this RFP. CWP reserves the right to extend the deadline for Letters of Intent should the initial response be deemed insufficient.**

#### **H. Appeal Procedure**

The appeal process will consist of two levels: a debriefing and an appeal. The first level, a debriefing, can be requested over the phone or in writing. A debriefing must be requested within five working days of notification of non-award. In a debriefing, the discussion will be limited to a critique of the RFP response, i.e. specific information as to factors where the proposal manifested weakness and strength. Comparisons between proposals or evaluations of the other proposals will not be considered.

An appeal must be in writing and received by CWP within five working days of the debriefing. An appeal must identify an issue of fact concerning a matter of bias, discrimination, conflict of interest, or non-compliance with procedures described in the procurement document or CWP policy. Appeals not based on those conditions will be unilaterally rejected. Appeals will be rejected as without merit if they attach such issues as evaluator's professional judgment on the quality of a proposal or CWP assessments of its own needs or requirements. The President and CEO will issue a decision within five working days of receipt of written appeal. The decision will be final and conclusive.

## **I. General Contract Requirements**

The contract awarded to the proposer selected through this procurement will include terms and conditions required to ensure compliance with WIOA statute and regulations. Proposers are encouraged to review CWP's current standard contract language to ensure that they understand and can accept the general, non-WIOA specific terms prior to award. Proposers who cannot agree to CWP's contract terms will not be awarded a contract and are advised not to submit a proposal. A copy of CWP's current standard contract is available for review at [www.capitalworkforce.org](http://www.capitalworkforce.org). The standard contract is provided for informational purposes only; contract terms will be updated for 2018-19 to reflect changes in law, regulation, and/or CWP policy.

## **J. Conflict of Interest**

CTDOL policy for conflict of interest for local Board membership:

1. No member of any Board shall cast a vote on the provision of services by that member or organization which that member directly represents, or vote on any matter, which would provide direct financial benefit to that member.
2. There will be no vendor representation on Board committees that make funding recommendations.
3. Board members who have vendor affiliations must disqualify themselves from any Board funding discussions and/or votes. This includes **direct and indirect** affiliation.

Additionally, Committee and Board members who are vendors should be excluded from the development of the RFP statement of work and the development of the evaluation and selection criteria.

CTDOL requirements adhere to 2 CFR 200.318(c)(1) general procurement standards codes of conduct:

"No employee, officer, or agent must participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a **real or apparent** conflict of interest. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated therein, **has a financial or other interest** in or a tangible personal benefit from a firm considered for a contract."

Proposers must consider the CWP and DOL Conflict of Interest policy and disclose any conflict of interest or the appearance thereof by completing the disclosure section of the Proposal Cover Sheet.

### PART III. PROGRAM DESIGN AND SPECIFICATIONS

In order to implement its guiding principles for Opportunity Youth programming, CWP is seeking innovative program designs that prepare youth for today's workforce through employer-driven career readiness training, and technical training combined with paid hands-on learning that lead to credential(s) and placement in employment and/or postsecondary education while also addressing barriers to employment.

CWP is soliciting proposals for two distinct service components:

Function I: Recruitment, Assessment and Case Management Services

Function II: Career Readiness, Occupational Training, Paid Work-based Learning, Placement Services, and Retention

Proposers may apply to provide one or both service components. Two organizations may propose a collaboration in which one would provide Function I and the other would provide Function II. In the case of a collaborative proposal, CWP reserves the right to select one proposer but not the other.

#### A. Eligible Youth (WIOA Title I B, Section 129)

To be eligible to participate in WIOA youth activities an individual shall, at the time the eligibility determination is made, be an out-of-school youth.

The term "out-of-school youth" means an individual who is:

- (i) Not attending any school (as defined under State law);
- (ii) Not younger than age 16 or older than age 24; and
- (iii) One or more of the following:
  - (I) A school **dropout**.
  - (II) 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.
  - (III) A recipient of a secondary school diploma or its recognized equivalent who is a **low-income individual and** is:
    - a. **Basic skills deficient**; or
    - b. An **English language learner**.
  - (IV) An individual who is subject to the **juvenile or adult justice system**.
  - (V) A **homeless** individual (as defined in section 41403 (6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2 (6))), a homeless child or youth (as defined in section 725 (2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a (2))), a **runaway**, 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 (42 U.S.C. 677), or in an out of- home placement.

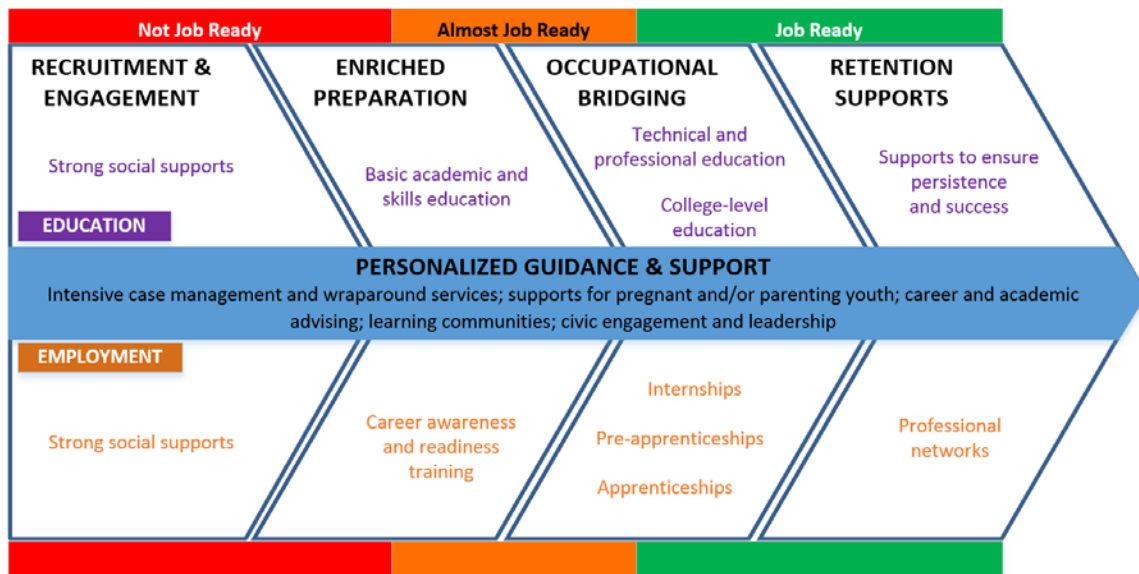
- (VI) An individual who is ***pregnant or parenting***.
- (VII) A youth who is an individual with a ***disability***.
- (VIII) A ***low-income individual who requires additional assistance*** to enter or complete an educational program or to secure or hold employment.

Proposed programs should target the populations prioritized by CWP:

- Youth with disabilities
- Justice-involved youth
- Young parents
- Youth of color
- Youth aged or aging out of foster care

## B. Career Pathways

Career Pathway programs offer job seekers a comprehensive program that will lead to self-sufficiency. CWP has endorsed an evidence-based career pathway model, incorporating proven intervention strategies and best practices that connect systems, youth, and employers to prepare and place Opportunity Youth in middle skill jobs. The adopted career pathway model integrates several systems and simultaneously addresses education and employment.



The four phases of the career pathway model are:

**Engagement:** This phase focuses on outreaching to eligible youth and engaging certified youth in programs and services to identify their short-term and long-term goals,

creating an individual service strategy and encircling them with supportive services to address barriers to their success such as basic needs (housing, health, food security) and others (child care, transportation, etc.).

Services must include the following:

- Assessment of Career Interest and Aptitude, Basic Skills, Life Domain Factors and industry specific assessments as identified by local employers
- Creation of an individual service strategy that outlines short-term and long-term goals, action steps to accomplish identified goals, referrals for barrier reduction
- Career awareness and identification of a career path in an in-demand industry
- Guidance and counseling including referrals, as needed

**Preparation:** This phase provides basic education and skill development as well as career awareness and readiness. Goals are high school diploma or GED (if needed), basic skill remediation, and building of career readiness skills.

Services must include the following:

- Connecting youth to a GED or high school equivalency program
- Tutoring
- Career exploration through employer-related activities such as industry tours, job shadowing, etc.
- Career readiness and competency training
- Paid work experience
- Continued work on barrier reduction including follow-up referrals and support services
- Continued guidance and counseling

**Bridging:** This phase provides work-based learning which includes technical, professional, and/or college-level education plus industry specific paid work experience. Goals are attainment of stackable credentials recognized by USDOL and CTDOL, entering accredited post-secondary education, and employment in a job related to training that leads to careers with sustaining wages.

Services must include the following:

- Enrollment in an in-demand occupational training
- Subsidized work-based learning through internships, on-the-job training, pre-apprenticeship, etc.
- Supports such as study skills, tutoring, access to college supports
- Credential attainment
- Placement in employment at \$13.00 per hour or higher or post-secondary education

- Continued guidance and counseling including referrals, as needed

**Retention:** This phase provides supports to ensure employment and post-secondary education persistence and success. Examples include just-in-time supports, peer and professional networks and youth leadership. Goals are retained employment, confirmed at regular intervals (i.e. 2<sup>nd</sup> quarter after exit, 4<sup>th</sup> quarter after exit, etc.)

Services must include the following:

- Job retention support
- Job clubs
- Peer and Professional networking
- Youth leadership

### **C. Employer Agreement(s) and Target Industries**

Employer participation is integral to a program that meets employer needs, from involvement in program design to job placement and retention. In order to ensure employer participation, proposals must include employer agreement(s) that establish a clearly articulated role and benefit for employers and youth.

Employer Agreements should include at a minimum:

- A clearly defined role for the employer during the program design and implementation phases.
- Contractor commitment to create assessment and screening strategies based on employer feedback.
- Strategy for work-based learning for the youth seeker including but not limited to pre-apprenticeship, internships, job shadowing, and on-the-job training.
- Employer commitment to interview youth for open positions upon completion of training.

CWP invests in training and activities in sectors of current and future growth and demand. A key strategy is to align and focus youth programming to one or more of the following:

- CWP's targeted sectors – allied health, culinary, information technology, manufacturing, and construction/energy
- Emerging sectors with occupations with a starting wage of \$13.00 per hour or higher

### **D. Work-based Learning Component**

WIOA emphasizes paid work experiences coupled with an academic and/or occupational education component. CWP requires that a minimum of 25% of budgets and expenditures be dedicated to the creation, placement in, and support of paid work

experiences. All Function II proposals must include a work-based learning component such as, but not limited to, the following:

1. Pre-apprenticeship
2. On-the-job Training
3. Paid Internship

The chosen work-based learning component must be developed in collaboration with the employer(s), and clearly defined in the employer agreement(s).

#### **E. Barrier Reduction**

Youth enrolling in a WIOA Youth program are eligible because they have barriers to education and employment. All CWP programs must demonstrate the capacity to address the barriers faced by their target population in the form of necessary support services, both on-site and through referral.

#### **F. Required WIOA Service Elements**

WIOA requires that the following service elements and activities be provided to participants. CWP contractors must will ensure that youth have access to these service elements either as a WIOA-funded activity, as an in-kind service by the contractor, or through referral.

1. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.
2. 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 postsecondary credential.
3. Alternative secondary school services, or dropout recovery services, as appropriate.
4. 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.
5. Activities that help youth prepare for and transition to postsecondary education and training.
6. Paid and unpaid work experiences that have as a component academic and occupational education, which may include:
  - Employment opportunities available throughout the school year;
  - Pre-apprenticeship programs;
  - Internships and job shadowing; and
  - On-the-job training opportunities

7. Occupational skill training, which shall include priority consideration for training programs that lead to recognized stackable credentials that are aligned with in-demand industry sectors or occupations in the North Central region, as defined by CWP.
8. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.
9. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate.
10. Supportive services.
11. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months.
12. Follow-up services for not less than 12 months after the completion of participation, as appropriate.
13. Financial literacy education.
14. Entrepreneurial skills training.

**G. Additional Required Program Elements**

In addition, the following program elements are required. Any proposal that does not demonstrate these elements will not be considered.

1. Alignment with CWP's employer engagement strategy, including coordination with CWP sector partnerships, initiatives, and employers.
2. Youth-friendly environment with extended, flexible hours of operation.
3. Work readiness training aligned to the needs of local employers and CWP's career competency framework.
4. Career interest, aptitude, and academic assessments inclusive of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests in and aptitudes for nontraditional jobs), supportive service needs, and developmental needs for the purpose of identifying appropriate services and career pathways.
5. Career-based, contextualized learning (sequential, concurrent, coordinated, or integrated) in reading, writing and math skills.
6. Occupational training and/or postsecondary education for occupations that lead to self-sustaining wages in one of CWP's high growth/high wage sectors.
7. The youth program has a connection to a high school completion option recognized by employers and the state of Connecticut for youth without high school diplomas.
8. Connection to "on ramps" – programs that serve the target population, provide stabilization and supports, and allow youth to demonstrate motivation and readiness.

9. Multiple entry and exit points to ensure access for youth with varied needs and goals, with the potential to earn stackable credentials prior to final completion.
10. Individual Service Strategies for each participant that are directly linked to WIOA performance outcomes and that identify career pathways that include education and employment goals (including, in appropriate circumstances, nontraditional employment), appropriate achievement objectives, and appropriate services for the participant taking into account the assessments (as previously mentioned).
11. Connection to the local American Job Center including but not limited to the Youth Liaisons and career and job search resources.
12. Engagement strategies to assure participant retention and ultimately participant success.

#### **H. Performance Measures**

Programs must be designed to achieve the WIOA performance goals stated in Part I of this RFP. The proposer is asked to consider these long-term performance measures in any program strategy, data collection, or management design decisions they make. All activities and performance measures are documented in both CWP and CTDOL online data systems.

CWP will also establish contract-level performance measures for each service component.

## **PART IV. SUBMISSION REQUIREMENTS**

### **A. Proposal Instructions**

Proposals should be submitted on 8½ by 11-inch paper, with one inch margins using 12-point **Calibri** font. One original proposal and ten (10) copies must be submitted; the original must be signed in blue ink. At least one copy of the proposal should be in loose-leaf form, that is, not stapled or bound and easily accessible for photocopying. Proposers must also submit an electronic copy of the proposal as a single PDF file that contains the entire proposal, in the same order as the hard copy, and a separate file containing the budget, using the Excel file provided by CWP.

CWP will NOT pay for any expenses incurred prior to the execution of a contract or issuance of a formal Letter of Intent. Please be advised that CWP monitors all programs at least once during a contract period. Contractors may be required to provide documentation of expenses as related to the negotiated budget. Proposals may be withdrawn by written notice. Withdrawals will be accepted at any time up to execution of a contract.

### **B. Format/Required Attachments**

Proposals must be assembled in the following order. Items that are **not** a form provided with the RFP are underlined.

1. Attachment A – Cover Page. This should be the cover page of the proposal and must be filled out completely.
2. Table of Contents
3. Attachment B – Assurances.
4. Attachment C – Submission Checklist Form must be completed and signed.
5. Attachment D – Organizational Status and Capacity Checklist Part I & II
6. Copies of documents listed on Attachment D
7. Attachment E – High Level Organization Chart – proposer’s entire organization including CWP program
8. Attachment F – Program Level Organization Chart – proposed staffing structure for CWP contract including all levels of management and front-line staff
9. Attachment G – Program Staff Job Descriptions labeled with employee name, when known, paired with Program Staff Resumes labeled with job title
10. Attachment H – Proposal Narrative
11. Attachment I – Work Plan
12. Attachment J – Budget Narrative
13. Attachment K – Budget Forms (5 worksheets)
14. Attachment L – Reference and Performance History Report – to be submitted directly by the referring organization
15. Attachment M – Employer Agreements (Function II proposals only)

### **C. Proposal Evaluation Criteria**

Primary consideration in the selection of service providers takes into account whether the organization has:

1. Adequate financial resources or the ability to obtain them;
2. The ability to meet the program design specifications at a reasonable cost, as well as the ability to meet performance goals;
3. A satisfactory record of past performance;
4. A satisfactory record of integrity, business ethics and fiscal accountability;
5. The necessary organization, experience, accounting and operational controls; and
6. The technical skills to perform the work.

Evaluation on the above criteria is intended primarily to determine whether proposers meet the basic requirements for delivery of service, and selection of service providers.

Proposals from organizations that meet the standards outlined above will be rated based on the following evaluation factors:

Organizational Capacity	Point Value
1. Overall organizational, administrative and financial capacity	25 points

#### Function I Component

1. Experience with target population	15
2. Staff qualifications, credentials, experience	15
3. Plan to deliver youth engagement services	15
4. Plan to address youth barriers	15
5. Prior performance	15
6. Budget – Competitive/Reasonable Cost	15
TOTAL	90 points

#### Function II Component

1. Employer involvement in program design	20
2. Staff qualifications: target sector experience, credentials	15
3. Representation of target sector(s) by employer partner(s)	10
4. Plan for occupational training and credentialing	15
5. Prior performance, \$13/hour job placement experience	15
6. Budget – Competitive/Reasonable Cost	15
TOTAL	90 points

Maximum points

Function I Proposal: 115 points

Function II Proposal: 115 points

Combined Function I & II Proposal: 205 points

## Part V. STATEMENT OF WORK

### **A. Attachments E, F, G: Organizational Chart and Staffing**

Attach the following documents to the proposal; the same documents must be submitted for subcontractor(s) if proposed:

1. High level organizational chart for the proposer's organization
2. Organizational chart for the proposed program
3. Job Description for each proposed position, labeled with proposed employee name or "to be hired"
4. Resume of each identified staff member, labeled with the proposed job title

Please pair the job descriptions with the resumes of the proposed staff.

### **B. Attachment H: Proposal Narrative**

The Narrative is the body of the proposal and should give reviewers a clear picture of the organization's capacity to operate the proposed program, the design and cost of the project, activity or service, the anticipated outcomes, and the provider's capability of delivering the services being proposed. Details must be clearly described in narrative and included in organizational charts, staff resumes, work plan, and budget. **It must be typed in 12 point Calibri font on standard size paper (8 ½ x 11), single spaced, with 1-inch margins, include page numbers, and adhere to the page limitations for sections 1, 2, and 3.**

The Narrative should clearly state which service function(s) is being proposed. All proposers must respond to the Organizational Capacity section, and then to the corresponding questions for the proposed service function(s). The questions below must be answered in the Narrative; proposals are required to include the headers and questions in the body of the narrative. Also, proposers should use affirmative language (will, shall) to demonstrate commitment.

1. **Organizational Capacity – up to 5 pages**
  - a. What is your organization's mission and how does it align with this funding opportunity and its goals? Why is your organization in the best position to deliver an innovative career pathway program?
  - b. Describe your organization's knowledge, expertise, and experience working with youth facing challenges, or your work within the workforce development industry.
  - c. Describe your organization's previous experience administering federal grants and previous funding received from CWP.

- 1) Do you have experience in managing subcontracts for services including monitoring of subcontractors?
- 2) How do you ensure proper fiscal oversight and accountability of subcontractors?
- 3) Describe your experience with cost reimbursement contracts. How will you provide start-up activities and fund the start-up costs of the program? How will you manage the upfront financial costs of the work experience activities (i.e. meeting internship payroll prior to reimbursement, etc.)?
- d. Describe your organization's previous experience using technology-based tools to track activities and performance. Give examples of how you have used data to guide midcourse corrections in order to ensure successful outcomes.
- e. What is your proposed staff to participant ratio? Calculate the ratio as the total number of participants to be served divided by the number of FTE (from the staff chart).
- f. How will you provide professional development in business engagement, workforce and youth development practices to ensure that staff members improve their skills and capacity, and continuously improve services to WIOA youth? Include competencies to be developed and certifications to be attained by position, time frames and anticipated costs.
- g. Describe your overall management plan for delivering services in terms of systems, procedures and controls that will ensure contract compliance, delivery of high quality services, and achievement of program objectives.
- h. Describe your plan for staffing the proposed program, including the timeline for recruiting, hiring, and training.

*Organizational capacity will also be evaluated based on Attachment D, Parts I and II, Organizational, Administrative, and Financial Capacity Checklists and the related documents, and on the organizational and staffing plan demonstrated by Attachments E, F, and G.*

2. Recruitment, Assessment and Case Management Services – up to 6 pages

*Respond only if Function I is proposed.*

- a. Which targeted subpopulation(s) are you proposing to serve and why? What is your experience in serving this targeted subpopulation? State the number of participants that you intend to serve.
- b. Describe your plan to outreach to, recruit, and retain youth. Where will your staff be located, and where will you target recruitment efforts? How will your plans differ if you are proposing to serve more than one targeted subpopulation?

- c. How will you coordinate recruitment with the Youth Liaison at the American Job Center?
- d. Describe your plan to address the specific barriers faced by the proposed target population.
- e. What is your approach to youth engagement?
- f. Define case management and how and when you will provide it to participants. What strategies and supports will you incorporate to ensure that youth remain engaged in your program until they achieve program outcomes?
- g. How will you assess participants' preparedness level and ability to take advantage of the career pathway program? Identify the tools that you will use to assess career interests, aptitudes, fit, and suitability.
- h. How will you assess for basic skill deficiencies?
- i. How will you help participants overcome non-education and non-employment barriers?
- j. How do you propose to track and measure the success of this work?
- k. How and when will you assess participants' readiness to successfully transition to education and training?
- l. How will you coordinate and collaborate with the Function II provider or unit?

3. Career Readiness, Occupational Training, Paid Work Based Learning, Placement Services, and Retention – up to 9 pages

*Respond only if Function II is proposed.*

**a. Employer Engagement**

- 1) Describe your organization's approach to employer engagement. How many FTEs are assigned employer engagement?
- 2) Identify employer partners(s) by name. Describe how each employer will partner with your program, and the type of work based learning component the employer will offer. State your rationale for the duration and timing of the work experience activities. State the anticipated job titles and wages. Proposer must attach all Employer Agreements to the proposal.
- 3) Demonstrate your organization's track record for successfully placing out-of-school youth ages 18 to 24 in employment with private sector employers with a starting wage of \$13.00 per hour or higher, and for placement in post-secondary education.
- 4) Describe your plan to achieve job placement for participants who successfully complete training. Include anticipated job titles and wages.

***b. Career Pathway Programming***

- 1) Describe your overall career pathway program including program components on all the required phases and the fourteen WIOA elements as detailed in the Program Design Section of RFP. Describe the key steps and milestones eligible participants will experience from outreach to program exit. Visuals such as a flow chart are strongly encouraged to illustrate the program design. If subcontracting, identify the roles and responsibilities of each organization.
- 2) Where will your services be located, and how will you ensure that the program is accessible to the target population, including residents of Hartford, New Britain, East Hartford, and Manchester?
- 3) Describe specific partners' roles and, if applicable, how the proposed partnerships will leverage additional funding to serve program participants.
- 4) What in-demand occupations and industries are you targeting and why?
- 5) How will you incorporate exposure to these occupations and industries?
- 6) How will the targeted credentials and work experience activities relate to these proposed occupations and industries?
- 7) Describe the paid work-based learning model that you will implement including but not limited to internships, work experience, pre-apprenticeship, and job shadowing.
- 8) Describe how you will partner and collaborate with your local American Job Center(s).
- 9) How and when will basic skills instruction be provided? Detail how you will use career-based, contextualized learning (sequential, concurrent, coordinated, or integrated) instructional methods to improve reading, math and language skills.
- 10) Describe your innovative approach to provide CWP Career Competencies development to youth in a hands-on setting.
- 11) Identify education and training partner institution(s) by name. Is there an existing partnership between your organization and an accredited postsecondary education institution or registered apprenticeship provider? If so, please describe. If not, how will you develop the partnership? Identify the key staff at the college or apprenticeship provider and at your organization, and describe your plan to expand or create relationships between program staff and educators.
- 12) Identify the specific postsecondary programs that will be targeted. Will participants earn college credits relevant to the targeted sector or occupation during the program? Describe where the activities will take place.

- 13) How will the program provide postsecondary preparation skills (test taking, time management, study skills, etc.)?
- 14) How will you ensure that participants access all available financial aid resources? Do you anticipate that participants will enroll in programs for which financial aid is not available? If so, how will tuition costs be paid?
- 15) Identify the recognized stackable credential(s) that youth will earn through the program, including the name of the credential and the issuing entity.
- 16) Describe retention services that will be offered to program completers.
- 17) How will you coordinate and collaborate with the Function I provider or unit?

**C. Attachment I: Work Plan**

The proposal must include a work plan for implementation that details all of the activities necessary to implement and operate the program, from start-up through completion, including time frames for each activity, identification of the partner (if applicable) and key staff positions responsible for each activity, and strategies to achieve performance goals.

**PART VI. BUDGET**

A separate budget is required for each Function proposed.

The budget package includes five parts, which should be assembled in the following order:

1. Narrative Justification (no form provided)
2. Budget Detail
3. Staff Chart
4. Staff Allocations
5. Facilities Worksheet
6. Participant Wage Worksheet

**A. Attachment J: Budget Narrative**

Provide a budget narrative to describe how your organization arrived at the program costs being proposed. For each cost within each line item, specify the quantity and unit cost as well as the total cost. For services purchased from a third-party vendor, identify the vendor and basis for selection, i.e., competitive bid, request for quotes, etc.

The budget will be evaluated based on cost-effectiveness, accuracy and completeness. The method of cost calculation must be provided for each budget line item. Proposers are encouraged to provide as much detail as possible to demonstrate that all costs are necessary, reasonable and allocable.

## **B. Attachment K: Budget Forms**

**Line Item Budget:** When preparing your budget, please be sure to include only those costs that are necessary, allowable, and reasonable, consistent with OMB Uniform Guidance at 2 CFR part 200 and the State of Connecticut Office of Policy Management Cost Standards. Use the budget forms provided as Attachment K. The cost data in the budget forms must be consistent with, and supported by, the budget narrative.

**Limitation on General Overhead & Administrative Costs or Indirect Costs:** General Overhead and Administrative or Indirect costs will be reimbursed on a monthly basis at a rate of no more than 10% of direct personnel expenditures (salary and fringe benefits) only.

Administrative costs include those costs associated with performing the following administrative functions: 1) accounting, budgeting, financial and cash management functions; 2) procurement and purchasing functions; 3) property management functions; 4) personnel management functions; 5) payroll functions; 6) coordinating the resolution of findings arising from audits, reviews, investigations and incident reports; 7) audit functions; 8) general legal services functions; and 9) developing systems and procedures, including information systems, required for those administrative functions. These costs may not be included in the direct cost line items.

**Limitation on Profit:** For-profit providers may earn profit in an amount of no more than 5% of direct personnel expenditures (salary and fringe benefits) only.

**Minimum Expenditure for Paid Work Experience:** The combined costs of participant wages, fringe benefits, and supports required for participation in work experience must comprise at least 25% of the budget. A separate budget narrative must be included to state the calculation and rationale for reporting personnel, travel, and support costs as allocable to paid work experience.

**Facilities:** The costs for space, including rent, utilities, and technology costs, should be calculated on the facilities worksheet. Facilities costs should be calculated based on proportionate use of the space, utilities, and technology in accordance with the proposer's cost allocation plan.

**Subcontractors:** If a subcontract with a subrecipient is proposed, a complete budget for the subcontract must be provided, including all of the required budget forms. The proposer will be responsible for holding its subrecipient accountable for all of the requirements, terms, and conditions contained in its contract with CWP.

**Use of Vendors:** Any services to be provided by third-party vendors must be identified, and the narrative must describe how the vendor was selected. CWP contractors must demonstrate compliance with state and federal procurement regulations in their own

purchasing of goods and services. Vendor contracts between related parties may not include profit.

**Personnel Costs:** Costs for each staff position should be presented on the Staff Chart included in the budget package. When the individual who will fill the position has been identified, please list the name. Fringe benefits must be itemized and calculated on the Staff Chart.

**Staff Travel:** CWP reserves the right to approve contractor's travel expenses. Local travel reimbursement may not exceed the IRS approved rate of \$0.545 per mile for 2018. All out of state travel expenses, including air fare and accommodations, must be purchased at the lowest available cost.

### **Line Items and Calculation**

The Budget Narrative should clearly detail all costs within each line item, including the quantity and method of calculating the cost.

Staff Salaries: complete the Staff Chart provided.

*Note: complete the Staff Allocations Chart for any staff who will be charged partially to the proposed contract and partially to other CWP contracts and/or to non-CWP sources.*

Fringe Benefits: list each fringe benefit item and calculation on the staff charts.

#### Staff Travel:

- Local travel: indicate number of employees x number of miles x mileage rate. In the narrative specify the positions that will travel.
- Out of state travel: indicate the positions that will travel and the purpose and destination of travel, and show the calculations for transportation, accommodations, and meals.

Consumable Supplies: Consumable supplies are all tangible property items with a per-unit cost below \$1,000, including computing devices. List the type of supplies and cost calculation per participant or per month for each item. Differentiate between supplies for staff use and participant use.

Equipment Maintenance & Leasing: Equipment is defined as tangible property with a purchase price of \$1,000 per unit or more and a projected useful life of one year or more. List the equipment to be leased and/or maintained by type and number x monthly cost x portion to be used by the proposed program. Equipment may be purchased only with prior written approval by CWP; such equipment will be owned by CWP and added to its inventory. Inclusion of equipment in the budget does not constitute written approval.

Participant Training: List the costs of training, including curriculum materials, tuition payments, proposed subcontracts, online learning subscriptions, and related books, supplies and fees.

Participant Support: Include costs of direct supports to participants, such as transportation, short-term child care, and basic needs necessary to enable program participation, and licensing fees, equipment, and clothing needed for job search and employment.

Work Experience Support: Include costs of direct supports necessary to enable participation in work experience activities, such as transportation to worksites, work attire or uniforms required by the worksite, and equipment required by the worksite.

Participant Wage & Fringe: Complete the participant wage worksheet.

Miscellaneous: All other costs must be detailed and justified in the budget narrative.

General and Administrative or Indirect Costs: Up to 10% of salary and fringe benefit costs may be budgeted.

Profit: Up to 5% of salary and fringe benefit costs may be budgeted by for-profit proposers only. Payment of profit may be contingent upon achievement of negotiated performance benchmarks.

### **C. Attachment L: Reference and Performance History Report**

Each proposer must provide at least two references from organizations other than CWP to demonstrate the organization's prior experience serving the target population(s) and delivering the proposed services. The reference and performance history report must be submitted directly to CWP by the referring organization, and the individuals providing the references should be advised that they may be contacted by CWP staff to discuss the report.

The Reference and Performance History Reports must be received by CWP no later than February 16, 2018, and should be submitted via email to Kelly Fitzgerald at [kfitzgerald@capitalworkforce.org](mailto:kfitzgerald@capitalworkforce.org).

**ATTACHMENT A**  
**Capital Workforce Partners**  
**2018 – 2019 WIOA Youth Programs Request for Proposal**  
**Due Date: February 20, 2018 5:00 pm**



**PROPOSAL COVER SHEET**

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

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

**Contact Person Information**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Agency Status

☐ Public Non-Profit Corporation    ☐ Private Non-Profit Corporation    ☐ Private For-Profit Corporation  
☐ Government    Other: (specify) \_\_\_\_\_    Years in Operation: \_\_\_\_\_

Service Component(s) Proposed:    ☐ Function I    ☐ Function II

Budget Summary	Function I Proposed Cost	% of Total	Function II Proposed Cost	% of Total
Personnel Costs				
Facilities Costs				
Participant Supports				
Work Experience Supports	N/A	N/A		
Participant Wage & Fringe	N/A	N/A		
All Other Direct Costs				
General & Administrative or Indirect Costs				
Profit (if proposer is a for-profit entity)				
Total				

\*Disclosure of Financial or Other Relationship with the CWP Board Members or Staff: Please Identify Names and Title Below (add an additional sheet if necessary). Check here if none: ☐

Name(s) & Title(s) of individual(s) with relationship with CWP Board/Staff Member:

\_\_\_\_\_

To the best of my knowledge and belief, all information in this proposal is true and correct, the document has been duly authorized by the governing body of the proposer, and the proposer will comply with the attached assurances if a contract is awarded.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Name and Title of Authorized Representative:

## ATTACHMENT B: ASSURANCES

I recognize that I must give assurance for each item below. If I cannot, this proposal will be automatically rejected. The assurances are:

1. I am authorized by my Board of Directors, Trustees, other legally qualified officer, or as the owner of this agency or business, to submit this proposal.
2. We are not currently on any Federal, State of Connecticut, or local Debarment List.
3. We will provide records to show that we are fiscally solvent, if needed.
4. We have all of the fiscal controls and accounting procedures needed to ensure that public/private funds will be used as required by law and contract.
5. **We will meet all applicable Federal, State, and local compliance requirements.** These include, but are not limited to:
  - Records accurately reflect actual performance.
  - Maintain confidentiality of records and protecting Personally Identifiable Information, as required.
  - Report financial, participant, and performance data, as required.
  - Comply with federal OMB Uniform Guidance at 2 CFR, Chapter I, Chapter II, Part 200, et al.
  - Comply with Federal and State non-discrimination provisions.
  - Meet requirements of Section 504 of the *Rehabilitation Act of 1973*.
  - Meet requirements of the *Americans with Disabilities Act of 1990*.
  - Meet all applicable labor law, including Child Labor Law standards.
  - Ensure organization is a Drug Free Workplace.
  - Ensure that contract funds will not be used to lobby.
  - Enforce zero tolerance for violence in the workplace.
  - Ensure that all staff with direct contact with minors under 18 undergo a criminal background check and only those individuals with a satisfactory result are employed in a program serving minors.

### **We will not:**

- Place a participant in a position that will displace a current employee.
- Use public/private money to assist, promote, or deter union organizing.
- Use funds to employ or train persons in sectarian activities.
- Use funds for adults or youth in the construction, operation, or maintenance of any part of a facility to be used for sectarian instruction or religious worship.
- Use public/private funds for activities that would interfere with or replace regular academic requirements for eligible youth that are not dropouts.

**I hereby assure that all of the above are true.**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ATTACHMENT C****PROPOSER SUBMISSION CHECKLIST: 2018-19 WIOA Youth RFP**

Proposer: \_\_\_\_\_

Item	Submitted
1. Proposal including one original and ten (10) additional copies	<input type="checkbox"/>
2. Completed Cover Page Form/Signature Sheet –Attachment A	<input type="checkbox"/>
Proposal Budget Summary	<input type="checkbox"/>
Disclosure of Financial Relationship with CWP	<input type="checkbox"/>
Signature on Cover Sheet	<input type="checkbox"/>
3. Table of Contents	<input type="checkbox"/>
4. Attachment B, Assurances, Completed and Signed	<input type="checkbox"/>
5. Attachment C, Submission Checklist Completed	<input type="checkbox"/>
6. Attachment D, Part I: Organizational Status Checklist	<input type="checkbox"/>
7. Business Registration Printout	<input type="checkbox"/>
8. Proof of insurance coverage (1 copy)	<input type="checkbox"/>
9. Attachment D, Part II: Administrative and Financial Capabilities Checklist	<input type="checkbox"/>
10. Audit or Financial Report or Revenue Report(1 copy)	<input type="checkbox"/>
11. Cost Allocation Plan (1 copy)	<input type="checkbox"/>
12. Attachment E: High level organization chart	<input type="checkbox"/>
13. Attachment F: Program level organization chart	<input type="checkbox"/>
14. Attachment G: Job descriptions and staff resumes	<input type="checkbox"/>
15. Attachment H: Narrative	<input type="checkbox"/>
16. Attachment I: Work Plan	<input type="checkbox"/>
17. Attachments J, K: Budget package, including narrative justification	<input type="checkbox"/>
18. Attachment M: Employer Agreement(s) <i>Function II proposals only</i>	<input type="checkbox"/>
19. Electronic copy of proposal	<input type="checkbox"/>

*Attachment L Note: Reference and Performance History Reports must be submitted directly to CWP by the referring organization.*

Please provide an explanation of any materials not submitted with the proposal.

\_\_\_\_\_

Completed by:

Date:

Telephone Number:

Address:

**ATTACHMENT D: Part I****ORGANIZATIONAL STATUS CHECKLIST**

A copy of each of the applicable documents listed below must be submitted with the original proposal. Proposers who have submitted certain documents to CWP on or after July 1, 2017 are not required to include the document with the proposal. The date of the submission should be noted as applicable.

**1. Current Organization Status**

Document	Attached	Date of submission
Printout of current business registration from CT Secretary of State, or comparable agency from organization's home state, indicating type of business (corporation, LLC, LLP, etc.)	<input type="checkbox"/>	
Non-Profit Organization: Proof of 501(c) 3 status.	<input type="checkbox"/>	

**2. Proof of Current Insurance (must be submitted with original proposal)**

Document	Attached	Date of submission
Workers Compensation	<input type="checkbox"/>	
General Liability	<input type="checkbox"/>	
Fidelity Bonding	<input type="checkbox"/>	
Automobile	<input type="checkbox"/>	

**3. Proof of Current Financial Status (must be submitted with proposal)**

Document	Attached	Not Applicable
Most recent state and/or federal single audit (non-profit proposer)	<input type="checkbox"/>	<input type="checkbox"/>
- OR -		
Most recent financial audit and summary of revenue by source for past two fiscal years (non-profit proposer)	<input type="checkbox"/>	<input type="checkbox"/>
- OR -		
Most recent financial audit, financial review, or financial compilation (for-profit proposer)	<input type="checkbox"/>	<input type="checkbox"/>

**ATTACHMENT D: Part II****ADMINISTRATIVE AND FINANCIAL CAPABILITIES CHECKLIST**

Please respond to each statement or question with a "yes" or "no" answer.

<b>Administrative Requirements</b>	<b>Yes</b>	<b>No</b>
1. Resumes for identified staff are attached, and job descriptions specifying minimum qualifications have been provided for positions not yet filled.	<input type="checkbox"/>	<input type="checkbox"/>
2. Proposer agrees that all staff and participants involved with the proposed program or will be covered by its insurance and bonding policies.	<input type="checkbox"/>	<input type="checkbox"/>
3. The books of account are auditable.	<input type="checkbox"/>	<input type="checkbox"/>
4. Administrative and internal accounting controls are adequate to safeguard program assets.	<input type="checkbox"/>	<input type="checkbox"/>
5. The accounting system adequately accounts for program funds.	<input type="checkbox"/>	<input type="checkbox"/>
6. Proposer has a written accounting procedures manual and the procedures in the accounting manual are being followed.	<input type="checkbox"/>	<input type="checkbox"/>
7. Proposer has written human resources policies and procedures, including non-discrimination, and zero tolerance for drugs and violence in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>
8. The organization has sufficient internal controls and procedures for the following:	<input type="checkbox"/>	<input type="checkbox"/>
a) cash receipts	<input type="checkbox"/>	<input type="checkbox"/>
b) checks reconciliation	<input type="checkbox"/>	<input type="checkbox"/>
c) cash disbursements	<input type="checkbox"/>	<input type="checkbox"/>
d) bank reconciliation	<input type="checkbox"/>	<input type="checkbox"/>
e) payroll and time allocation	<input type="checkbox"/>	<input type="checkbox"/>
f) purchasing	<input type="checkbox"/>	<input type="checkbox"/>
9. Proposer has a written cost allocation plan approved by its governing body. A copy of the approved plan is attached.	<input type="checkbox"/>	<input type="checkbox"/>
10. Proposer has attached its audit or financial reports as specified at Part I, #3 of this Checklist.	<input type="checkbox"/>	<input type="checkbox"/>

For any "NO" responses, attach an explanation, including the number from the checklist.

I hereby certify that I have completed this Administrative and Financial Capabilities Checklist accurately and to the best of my knowledge. I, the financial officer or C.E.O. of the proposing organization, accept responsibility for providing financial services adequate to ensure the establishment and maintenance of an accounting system with internal controls adequate to safeguard CWP program funds. I further understand that if CWP awards a contract to this organization, that these administrative and financial procedures and controls will be monitored to ensure compliance with all State and Federal requirements.

Typed Name, Title: \_\_\_\_\_

Signature

Date

Attachment E:

High Level Organizational Chart – not a CWP form

Attachment F:

Program Level Organizational Chart – not a CWP form

Attachment G:

Job Descriptions and Staff Resumes – not a CWP form

Attachment H:

Narrative – not a CWP form

Attachment I:

Work Plan – not a CWP form

Attachment J:

Budget Narrative – not a CWP form

Proposer Name:

July 1, 2017 - June 30, 2018

Select Function Proposed Below:

LINE ITEM	Total Amount	Work Experience Costs
<b>Personnel</b>		
Staff Salaries: from staff chart	\$ -	\$ -
Fringe Benefits: from staff chart	\$ -	\$ -
<b>Total Personnel Costs</b>	\$ -	\$ -
<b>Staff Travel - provide detail and cost calculation in budget narrative</b>		
Local Mileage/Parking	\$ -	\$ -
Other Travel	\$ -	\$ -
<b>Total Staff Travel</b>	\$ -	\$ -
<b>Total Facilities</b>	\$ -	N/A
Provide detail and cost calculation in facilities worksheet		
<b>Consumable Supplies</b>	\$ -	\$ -
Provide itemized list and cost calculation in budget narrative		
<b>Equipment Maintenance and Leasing</b>	\$ -	\$ -
Provide detail and cost calculation in budget narrative		
<b>Participant Training</b>	\$ -	N/A
Provide detail and cost calculation in budget narrative		
<b>Participant Support</b>	\$ -	\$ -
Provide detail and cost calculation in budget narrative		
<b>Work Experience Supports</b>	\$ -	\$ -
Provide detail and cost calculation in budget narrative		
<b>Participant Wages &amp; Fringe Benefits - work experience, internship, pre-apprenticeship, OJT</b>		
Wages from participant wage worksheet	\$ -	\$ -
Fringe from participant wage worksheet	\$ -	\$ -
<b>Total Participant Wage &amp; Fringe</b>	\$ -	\$ -
<b>Miscellaneous</b>		
List each cost not included in other lines; provide details and cost calculations in budget narrative.		
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
<b>Total Miscellaneous</b>	\$ -	\$ -
<b>General Overhead/Administration or Indirect</b>	\$ -	\$ -
Calculation (maximum 10% of personnel costs):		
<b>Profit</b>	\$ -	\$ -
Calculation (maximum 5% of personnel costs):		
<b>TOTAL</b>	\$ -	\$ -

**Staff Chart**

Proposer: 0  
Function: 0

Full time weekly hours:

Staff Salaries		Total Weeks	Hours per Week	Hourly Rate	Total Cost wks x hrs x rate	Work Experience	
Position Title	Incumbent Name					% of Time	Amount
					\$ -		\$ -
					\$ -		\$ -
					\$ -		\$ -
					\$ -		\$ -
					\$ -		\$ -
					\$ -		\$ -
					\$ -		\$ -
Total Hours/Dollars					\$ -		\$ -

Insert additional rows if needed

**FRINGE BENEFITS DETAIL**

List each fringe benefit separately. Multiply the fringe rate by the amount of salary subject to the rate. Where a fringe benefit cost is not based

Benefit	Rate	Base	Total Cost	Comment	Work Experience
FICA	0.0765	\$ -	\$ -		
Workers Compensation		\$ -	\$ -		
Unemployment			\$ -		
Medical Benefits			\$ -		
Other Insurance			\$ -		
Retirement			\$ -		
Other (Life insurance)			\$ -		
Other (specify)			\$ -		
Other (specify)			\$ -		
Other (specify)			\$ -		
TOTAL	7.65%		\$ -		\$ -

**Staff Allocations****Proposer:** 0**Function:** 0

Position	Incumbent Name	Total Budget Period Salary	% charged to this contract	% charged to other CWP contracts	% charged to other sources	Amount charged to this contract
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Total		\$ -				\$ -

*How to use this form:*

*Column A: List each position that will NOT be 100% charged to this contract; do not list other positions.*

*Column B: List incumbent staff members names.*

*Column C: List staff position salaries for the budget period.*

*Column D: Provide the percentage of time each staff position is charged to this contract.*

*Column E: Provide the percentage of time each staff position is charged to other CWP contracts.*

*Column F: Provide the percentage of time each staff position is charged to non-CWP sources.*

*NOTE: Columns D, E, & F must add to 100% of time for each staff position.*

*Column G: Provide the amount of each allocated staff salary being charged to this contract (Column C x Column D)*

Attach additional pages if needed

**Budget: Facilities Worksheet**

Proposer: 0

Function: 0

Budget period in months:

Budget period in years: -

**Space Costs**

Facility Address	Rented (Yes/No)	Owned (Yes/No)	Total square feet of facility	Cost per square foot per year	Square feet used by proposed program	Total Cost to program	Percent of facility used by program
						\$ -	0.00%
						\$ -	0.00%
						\$ -	0.00%
Total Facility Costs						\$0.00	

**Utilities and Related Costs - for each facility**

Facility Address	Monthly Electricity	Monthly Heat	Monthly Cleaning/ Maintenance	Other Monthly Cost/describe in budget narrative	Total	Percent used by proposed program	Total Cost to program
0					\$ -		\$ -
0					\$ -		\$ -
0					\$ -		\$ -
Total Utilities Costs					\$ -		\$ -

Technology Costs (list phone/fax lines, cell phones <sup>1</sup> , internet <sup>2</sup> )	# of devices or users	Monthly cost per device	Percent used by proposed program	Total Cost to program
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total				\$ -

<sup>1</sup> Staff with cell phones must be listed by name.

<sup>2</sup> Calculation of program's share of internet charges may be based on users, including participants.

Summary:	
Total Space	\$ -
Total Utilities	\$ -
Total Communications	\$ -
Total Facilities	\$ -

**Budget: Participant Wages / Fringes Worksheet**
**Proposer: 0**

WAGES	# of positions	# of weeks per position	# of hours per week	wage/hour	Total Wages	Fringe Rate	Total Fringe	Total Participant Costs
Participants					\$ -	7.65%	\$ -	\$ -
Participants					\$ -	7.65%	\$ -	\$ -
Participants					\$ -	7.65%	\$ -	\$ -
Participants					\$ -	7.65%	\$ -	\$ -
Total Participants	0			TOTAL WAGES:	\$ -	TOTAL FRINGE	\$ -	\$ -

FRINGE BENEFITS	Rate
FICA	7.65%
Workers Compensation	
UI (where applicable)*	
Total Fringe Rate	7.65%

Apply to total wages.

\* See the Employers Guide to Unemployment Compensation at <http://www.ctdol.state.ct.us/uitax/empl-guide.pdf> for guidance regarding excluded employment

Attachment M:

Employer Agreement – not a CWP form



WIOA Youth Request for Proposal  
Reference and Performance History Report

Instructions: A copy of this report form should be provided to each reference by the proposer. The report should be completed only for the most recent contract period since July 1, 2016, and submitted no later than February 16, 2018.

The organization providing the reference should complete, sign and submit the report. The signed report may be scanned and sent to [kfitzgerald@capitalworkforce.org](mailto:kfitzgerald@capitalworkforce.org). The report may be submitted by mail to:

Kelly Fitzgerald, Manager of Youth Services  
Capital Workforce Partners  
One Union Place  
Hartford, CT 06103

Proposer Name: \_\_\_\_\_

Name and address of organization providing reference: \_\_\_\_\_

Name of individual completing report: \_\_\_\_\_

Email address: \_\_\_\_\_

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

**Contract Information:** If proposer has had multiple contracts during the most recent contract period, reference may complete a single combined report or a separate report for each contract.

Contract/Program name(s): \_\_\_\_\_

Contract number(s): \_\_\_\_\_

Contract amount: \_\_\_\_\_

Contract period: \_\_\_\_\_

Please indicate service levels and outcomes for each target population

Target Population – out-of-school youth, age 18 - 24	# served	# placed	# placed at/above \$13/hour
Youth with disabilities			
Justice-involved youth			
Young parents			
Youth of color			
Youth in/aging out of foster care			
Other:			
Other:			

Comments on contractor's experience and performance with target populations:

Please rate and comment on the contractor's performance in each area, using the ratings listed below.

Rating	Description
Excellent	The contractor's performance clearly exceeds contractual requirements.
Satisfactory	No problems exist or only minor problems for which solutions are in hand.
Marginal	Problems exist for which the identified solution may be adequate, but the problem appears to be within the contractor's ability to solve.
Unsatisfactory	Serious problems exist which may be outside the contractor's ability to solve. The contractor is in danger of not being able to satisfy contractual requirements and timely recovery is not likely.
N/A	Not applicable or unable to provide information

Service	Excellent	Satisfactory	Marginal	Unsatisfactory	N/A
Recruitment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Case Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Career Readiness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Occupational Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paid Work-Based Learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Placement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retention	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Would you contract with this organization again? \_\_\_\_\_

General Comments: \_\_\_\_\_

Signature and Date Signed: \_\_\_\_\_

Attachment N:  
WIOA Specific Terms

**WORKFORCE INNOVATION AND OPPORTUNITY ACT [WIOA]  
(PUBLIC LAW 113-128)**

**FEDERAL ASSURANCES AND CERTIFICATIONS:**

- A. The Contractor assures and certifies that it will comply with the requirements of the Workforce Innovation and Opportunity Act (Public Law 113-128) and all regulations and policies promulgated thereunder including but not limited to those referenced here.
- B. Specifically the Contractor assures and certifies that:
- (1) It will follow the “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” which are codified at 2 CFR Part 200 and 2 CFR Part 2900.
  - (2) It possesses and will maintain adequate safeguards for the protection of Federal funds.
  - (3) No excess cash will be kept on hand and that procedures exist for maintaining and monitoring the minimum amount of cash on hand necessary to efficiently improve the timing and control of disbursements.
  - (4) It possesses the legal authority to apply for the grant as required by Title I of WIOA.
  - (5) All procurement contracts and other transactions between Local Workforce Development Boards and units of State or local governments are conducted only on a cost reimbursement basis. No provision for profit is allowed. (WIOA Sec. 184(a)(3)(B))
  - (6) In addition to the requirements at 29 CFR 95.42 or 29 CFR 97.36(b)(3) (as appropriate), which address codes of conduct and conflict of interest issues related to employees:
    - (i) A Local Board member or member of a standing committee may not vote on a matter under consideration by the Local Board regarding the provision of services by such member (or by an entity that such member represents), or that would provide direct financial benefit to such member or the immediate family of such member, or engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State plan.
    - (ii) Neither membership on the Local Board or a standing committee nor the receipt of WIOA funds to provide training and related services, by itself, violates these conflict of interest provisions.
  - (7) The addition method described at 29 CFR 95.24 or 29 CFR 97.25(g)(2), and 2 CFR 200.307 (b) (as appropriate) must be used for all the program income earned under WIOA Title I grants or contracts. When the cost of generating program income has been charged to the program, the gross amount earned must be added to the WIOA program. However, the cost of generating program income must be subtracted from the amount earned to establish the net amount of program income available for use under the grants or contracts when these costs have not been charged to the WIOA program.
  - (8) Any excess of revenue over costs incurred for services provided by a governmental or non-profit entity must be included in program income (WIOA Sec. 194(7)(A) and (B).)
  - (9) On a fee-for-service basis, employers may use local area services, facilities, or equipment funded under Title I of WIOA to provide employment and training activities to incumbent workers:
    - (i) When the services, facilities, or equipment are not being used by eligible participants;
    - (ii) If their use does not affect the ability of eligible participants to use the services, facilities, or equipment; and
    - (iii) If the income generated from such fees is used to carry out programs authorized under Title I of WIOA.
  - (10) All recipients of WIOA Title I funds that expend more than the minimum amounts specified in 2 CFR 200, Subpart F (\$750,000) in Federal awards during their fiscal year must have a program specific or single audit conducted in accordance with 2 CFR 200, Subpart F.
  - (11) For programs funded under Sections 127 or 132 of WIOA, for those selected items of cost that require prior approval, the Contractor shall request such approval from the Connecticut Department of Labor.
  - (12) It will comply with the government-wide requirements for debarment and suspension in accordance with Executive Orders 12549 and 12689, and the government-wide requirements for a drug-free workplace codified at 29 CFR Part 98.
  - (13) It will comply with the restrictions on lobbying, which are codified at 31 U.S.C. 1352.

- (14) It will comply with the nondiscrimination and equal opportunity provisions of WIOA Sec. 188, as amended, and implementing regulations including but not limited to 29 CFR part 38, for applicants of financial assistance under Title I of WIOA. As a condition to the award of financial assistance from the Department of Labor under Title I of WIOA, the Contractor assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws as amended from time to time:
- (i.) Section 188 of the Workforce Innovation and Opportunity Act (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 citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the United States;
  - (ii.) Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin;
  - (iii.) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
  - (iv.) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;
  - (v.) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in education programs and activities; and
  - (vi.) Title II of the Genetic Information Nondiscrimination Act of 2008, which prohibits discrimination against employees or applicants because of genetic information.
- The Contractor also assures that it will comply with all other regulations implementing the laws listed above. This assurance applies to the Contractor's operation of the WIOA Title I-financially assisted program or activity, and to all agreements the Contractor makes to carry out the WIOA Title I-financially assisted program or activity. The Contractor understands that the United States has the right to seek judicial enforcement of this assurance.
- (15) Title VI of the Civil Rights Act of 1964, as amended, prohibits recipients and sub-recipients from discriminating on the basis of race, color, or national origin. Discrimination on the basis of national origin can occur if a recipient or sub-recipient does not provide appropriate language assistance to LEP (Limited English Proficient) individuals because these individuals, whose language is usually tied to their national origin, will not have access to the same benefits, services, information, or rights that the recipient provides to everyone else. Thus, in certain circumstances, failure to ensure that LEP persons can effectively participate in or benefit from federally assisted programs and activities may violate Title VI and its regulations prohibiting national origin discrimination.
- (16) No individual may be placed in a WIOA employment activity if a member of that person's immediate family is directly supervised by or directly supervises that individual. To the extent that an applicable local legal requirement regarding nepotism is more restrictive than this provision, such local requirement must be followed.
- (17) Of the amount allocated to a local area for a fiscal year under Sections 128(b) and 133(b) of the WIOA, not more than 10 percent of the amount may be used by the local board involved for the administrative costs of carrying out local workforce investment activities under Chapter 2 or Chapter 3 of the WIOA. Administrative funds from the three formula funding streams awarded under WIOA Subtitle B may be pooled and used together for administrative costs for any of the three programs, at the locals' discretion. (WIOA Section 128(b)(4)).
- (18) A Contractor that has not previously established an indirect cost rate with a federal agency must submit an initial indirect cost proposal immediately after the Contractor is advised that a federal award will be made and, in no event, later than three months after the effective date of the federal award. If the Contractor has never received a federally negotiated indirect cost rate, it may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC). If the Contractor has a current federally negotiated indirect cost rate, it may apply for a one-time extension of the rates in that agreement for a period of up to four years subject to the review and approval of the cognizant agency for indirect costs. (2 CFR 2900)
- (19) It will comply with the requirements relating to the enforcement of the Military Selective Service Act found at WIOA Section 189(h).

- (20) WIOA Title I funds must not be spent on construction or purchase of facilities or buildings except to meet the Contractor's obligation to provide physical and programmatic accessibility and reasonable accommodation, as required by Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended.
- (21) WIOA Title I funds shall not be spent on employment generating activities, economic development, and other similar activities, unless they are directly related to training for eligible individuals.
- (22) WIOA Title I funds shall not be spent on:
  - (i.) The wages of incumbent employees during their participation in economic development activities provided through a statewide workforce investment system (WIOA Sec. 181(b)(1));
  - (ii.) Public services employment, except to provide disaster relief employment, as specifically authorized in Section 170(d) of WIOA (WIOA Sec. 194(10)); or
  - (iii.) Expenses prohibited under any other Federal, State, or local law or regulation.
- (23) WIOA formula funds under subtitle B, Title I of WIOA shall not be used for foreign travel (WIOA Sec. 181(e)).
- (24) WIOA Title I funds shall not be spent on the employment or training of participants in sectarian activities.
- (25) Participants shall not be employed under Title I of WIOA to carry out the construction, operation, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as a place of religious worship. However, WIOA funds may be used for the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship if the organization operating the facility is part of a program or activity providing services to WIOA participants (WIOA Sec. 188(a)(3)).
- (26) (i.) WIOA funds shall not be used or proposed to be used for:
  - (1) The encouragement or inducement of a business, or part of a business, to relocate from any location in the United States, if the relocation results in any employee losing his or her job at the original location; or
  - (2) Customized training, skill training, or on-the-job training or company specific assessments of job applicants or employees of a business or a part of a business that has relocated from any location in the United States, until the company has operated at that location for 120 days, if the relocation has resulted in any employee losing his or her job at the original location.
  - (ii.) To verify that an establishment, which is new or expanding, is not, in fact, relocating employment from another area, the establishment must complete and document a pre-award review as a prerequisite to WIOA assistance. The review must include names under which the establishment does business, including predecessors and successors in interest; the name, title, and address of the company official certifying the information; and whether WIOA assistance is sought in connection with past or impending job losses at other facilities, including a review of whether WARN notices relating to the employer have been filed (WIOA Sec. 181(d)).
- (27) A participant in a program or activity authorized under Title I of WIOA must not displace (including a partial displacement, such as a reduction in the hours of non-overtime work, wages or employment benefits) any currently employed employee (as of the date of the participation).
- (28) A program or activity authorized under Title I of WIOA must not impair existing contracts for services or collective bargaining agreements. When a program or activity authorized under Title I of WIOA would be inconsistent with a collective bargaining agreement, the appropriate labor organization and employer must provide written concurrence before the program or activity begins.
- (29) A participant in a program or activity under Title I of WIOA may not be employed in or assigned to a job if:
  - (i.) Any other individual is on layoff from the same or any substantially equivalent job;
  - (ii.) The employer has terminated the employment of any regular, unsubsidized employee or otherwise caused an involuntary reduction in its workforce with the intention of filling the vacancy so created with the WIOA participant; or
  - (iii.) The job is created in a promotional line that infringes in any way on the promotional opportunities of currently employed workers.
- (30) Regular employees and program participants alleging displacement may file a complaint under the applicable grievance procedures found at Section 667.600 of the WIA Regulations (WIOA Sec. 181).

- (31) Individuals in on-the-job training or individuals employed in activities under Title I of WIOA must be compensated at the same rates, including periodic increases, as trainees or employees who are similarly situated in similar occupations by the same employer and who have similar training, experience, and skills. Such rates must be in accordance with applicable law, but may not be less than the higher of the rate specified in Section 6(a)(1) of the Fair Labor Standards Act of 1938 (29 U.S.C. 206(a)(1)) or the applicable State or local minimum wage law.
- (32) Individuals in on-the-job training or individuals employed in programs and activities under Title I of WIOA must be provided benefits and working conditions at the same level and to the same extent as other trainees or employees working a similar length of time and doing the same type of work.
- (33) Allowances, earnings, and payments to individuals participating in programs under Title I of WIOA are not considered as income for purposes of determining eligibility for and the amount of income transfer and in-kind aid furnished under any Federal or Federally-assisted program based on need other than as provided under the Social Security Act (42 USC 301 et seq.). (WIOA Sec. 181(a)(2))
- (34) Health and safety standards established under Federal and State law otherwise applicable to working conditions of employees are equally applicable to working conditions of participants engaged in programs and activities under Title I of WIOA.
- (35) To the extent that a State workers' compensation law applies, workers' compensation must be provided to participants in programs and activities under Title I of WIOA on the same basis as the compensation is provided to other individuals in the State in similar employment.
- (36) If a State workers' compensation law applies to a participant in work experience, workers' compensation benefits must be available with respect to injuries suffered by the participant in such work experience. If a State workers' compensation law does not apply to a participant in work experience, insurance coverage must be secured for injuries suffered by the participant in the course of such work experience.
- (37) It will continuously monitor grant-supported activities in accordance with the "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," which are codified at 2 CFR Part 200 and 2 CFR Part 2900, for all entities receiving WIOA Title I funds.
- (38) It will conduct regular oversight and monitoring of its WIOA activities and those of its subcontractors in order to:
  - (i.) Determine that expenditures have been made against cost categories and within cost limitations specified in WIOA and the WIOA regulations;
  - (ii.) Determine whether or not there is compliance with other provisions of the WIOA and WIOA regulations and other applicable laws and regulations; and
  - (iii.) Provide technical assistance to subcontractors as necessary and appropriate.
- (39) All audit and/or monitoring findings that impact the Title I WIOA program will be addressed and resolved by appeal or corrective action in accordance with and within the timeframes prescribed by the Connecticut Department of Labor's audit resolution procedures.
- (40) It will maintain an audit resolution file documenting the disposition of reported questioned costs and corrective actions taken for all findings.
- (41) It will comply with Executive Order 11246 of September 24, 1965 entitled "Equal Employment Opportunity," as amended and as supplemented in Department of Labor regulations (41 CFR Part 60). (All construction contracts awarded in excess of \$ 10,000 by Contractors and their subcontractors)
- (42) It will comply with the Copeland "Anti-Kickback" Act (40 U.S.C. 4135) as supplemented by Department of Labor regulations (29 CFR Part 3, as amended 1-9-17). (All contracts and subcontracts for construction or repair)
- (43) It will comply with the Davis-Bacon Act, as amended (40 U.S.C. 3141-3148) as supplemented by Department of Labor regulations (29 CFR Part 5). (Construction contracts in excess of \$ 2,000 awarded by Contractors and subcontractors when required by Federal grant program legislation)
- (44) It will comply with Sections 103 and 107 of The Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3808) as supplemented by Department of Labor regulations (29 CFR Part 5). (All contracts awarded by Contractors and subcontractors in excess of \$ 100,000 that involve the employment of mechanics or laborers)

- (45) It will comply with the requirements of the federal government pertaining to patent rights, copyrights and rights in data.
- (46) It will comply with the programmatic and financial reporting requirements issued by the Connecticut Department of Labor for programs funded under Title I of WIOA.
- (47) It will comply with the request for payment requirements of the Connecticut Department of Labor for programs funded under Title I of WIOA.
- (48) It will comply with all applicable standards, orders, or requirements issued under the Clean Air Act (42 U.S.C. 7401-7671q), the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended.
- (49) It will comply with the mandatory standards and policies relating to energy efficiency, which are contained in the State's energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163).
- (50) Every subcontract shall include provisions for compliance with these "Specific Terms," applicable uniform administrative requirements, and any clause(s) required by Federal statute and executive orders and their implementing regulations, and ensure that subcontractors are aware of requirements imposed upon them by Federal statutes and regulation.
- (51) It will operate the WIOA Title I program in accordance with the State approved local area four (4) year WIOA plans, as applicable.
- (52) Funds provided under the Workforce Innovation and Opportunity Act (WIOA) shall only be used for activities that are in addition to those that would otherwise be available in the local area in the absence of such funds.
- (53) No person or organization may charge an individual a fee for the placement in or referral to a workforce investment activity under the Workforce Innovation and Opportunity Act Title I.
- (54) Funds provided under the Workforce Innovation and Opportunity Act shall not be used to assist, promote, or deter union organizing.
- (55) The U.S. Department of Labor shall be credited for its funding, in whole or in part, for projects supported by WIOA grant funds. The Federal Government reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use for federal purposes: i) the copyright in all products developed under the grant, including a subgrant or contract under the grant or subgrant; and ii) any rights of copyright to which the recipient, subrecipient or a contractor purchases ownership under an award (including but not limited to curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise. Federal funds may not be used to pay any royalty or license fee for use of a copyrighted work, or the cost of acquiring by purchase a copyright in a work, where the Department has a license or rights of free use in such work, although they may be used to pay costs for obtaining a copy which is limited to the developer/seller costs of copying and shipping. If revenues are generated through selling products developed with grant funds, including intellectual property, these revenues are program income.

If applicable, the following needs to be on all products developed in whole or in part with WIOA funds:

"This workforce product was funded through a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the recipient and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it."

- (56) When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all recipients receiving Federal funds shall clearly state:

(a) The percentage of the total costs of the program or project which will be financed with Federal money;

- (ii) The dollar amount of Federal funds for the project or program; and
- (iii) The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

The requirements of this part are separate from those in the 2 CFR 200 and, when appropriate, both must be complied with.

- (57) Salary and Bonus Limitations: In compliance with Public L.113-235, Division G. Title I. Section 105. No funds under the header "Employment and Training Administration" shall be used by a recipient or sub-recipient to pay the salary and/or bonus of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II, currently \$187,000.
- (58) This limitation shall not apply to vendors providing goods and services as defined in the "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," which are codified at 2 CFR Part 200 and 2 CFR Part 2900.
- (59) Veterans' Priority Provisions: This program, funded by the U.S. Department of Labor is subject to the provisions of the "Jobs for Veterans Act" (JVA), Public Law 107-288 (38 USC 4215). The JVA provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services. Please note that to obtain priority service, a veteran must meet the program's eligibility requirements.
- (60) No entity receiving federal funds may require employees or contractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.
- (61) The recipient may not knowingly enter 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 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, 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.
- (62) The recipient may not knowingly enter 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, 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.
- (63) No funds may be obligated or expended for the procurement of goods mined, produced, manufactured, or harvested or services rendered, in whole or in part, by forced or indentured child labor in industries and host countries identified by DOL prior to December 18, 2015. DOL has identified these goods and services here: <http://www.dol.gov/ilab/reports/child-labor/list-of-products/index-country.htm>.
- (64) WIOA funds must only be used:
  - (i) for training individuals and for the related activities necessary to support such training,
  - (ii) for training individuals in the occupations and industries for which employers are using H-1B visas to hire foreign workers, and
  - (iii) to serve individuals who are older than 16 years of age and who are not currently enrolled in a school with a local educational agency.
- (65) Federal funds may not be expended for health benefits coverage that includes coverage of abortions, except when the abortion due to a pregnancy that is the result of rape or incest, or in the case where a woman suffers from a physical disorder, physical injury, including life-endangering physical conditions caused by or arising from the pregnancy itself that would, as certified by a physician, place the women in danger of death unless and abortion is performed. This restriction does not prohibit any non-Federal entity from providing health benefits coverage for abortions when all funds for that specific benefit do not come from a Federal source. Additionally, no funds made available through this award may be provided to a State or local

- government if such government subjects any institutional or individual health care entity to discrimination on the basis that the health care entity does not provide, pay for, provide coverage of, or refer for abortions.
- (66) No Federal funds shall be used for any activity that promotes the legalization of any drug or other substance included in schedule I of the schedules of controlled substances established under section 202 of the Controlled Substances Act except for normal recognized executive-congressional communications or where the grant agreement provides for such use because there is significant medical evidence of a therapeutic advantage to the use of such drug or other substance.
- (67) No Federal funds shall be used to purchase sterile needles or syringes for the hypodermic injection of any illegal drug.
- (68) No Federal funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography.
- (69) Where authorized in the Workforce Innovation and Opportunity Act, Title I, Subtitle B for Adult and Dislocated Workers, in Subtitle D Sections 167 and 171, or as otherwise allowed in WIOA regulations, funds may be used for supportive services. Participant support costs listed at 2 CFR 200.75 are also approved. Costs must meet the basic considerations at 2 CFR 200.402 – 200.411.
- (70) The Flood Disaster Protection Act of 1973, as amended, 42 U.S.C. 4001 *et seq.*, provides that no Federal financial assistance to acquire, modernize, or construct property may be provided in identified flood-prone communities in the United States, unless the community participates in the National Flood Insurance Program and flood insurance is purchased within 1 year of the identification. The flood insurance purchase requirement applies to both public and private applicants for DOL support. Lists of flood-prone areas that are eligible for flood insurance are published in the Federal Register by FEMA.
- (71) The Architectural Barriers Act of 1968, 42 U.S.C. 4151 *et seq.*, as amended, the Federal Property Management Regulations (see 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 constructed with grant support must comply with these requirements.
- (72) Pursuant to 15 U.S.C. 2225a, the recipient 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). 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.
- (73) Trafficking in persons
- a. *Provisions applicable to a recipient that is a private entity.*
    1. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not—
      - i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
      - ii. Procure a commercial sex act during the period of time that the award is in effect; or
      - iii. Use forced labor in the performance of the award or subawards under the award.
  - b. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
    2. The contract may be terminated unilaterally in addition to all other remedies for noncompliance that are available to us under this award.
  - c. Definitions
    1. "Employee" means either:
      - i. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
      - ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.

2. “Forced labor” means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
3. “Private entity”:
  - i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.
  - ii. Includes:
    - A. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).
    - B. A for-profit organization.
4. “Severe forms of trafficking in persons,” “commercial sex act,” and “coercion” have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

- (74) None of the funds made available under this act may be expended by an entity unless the entity agrees that in expending the funds it will comply with sections 8301 through 8303 of title 41, United States Code (commonly known as the “Buy American Act”).
- (75) These funds cannot be used in contravention of the 5 USC 552a or regulations implementing that section.
- (76) **Executive Orders: The following orders apply:**

**12928:** Pursuant to Executive Order 12928, the recipient is 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.

**13043:** Pursuant to Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, recipients are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented, or personally owned vehicles.

**13513:** Pursuant to Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, dated October 1, 2009, recipients and subrecipients are encouraged to adopt and enforce policies that ban text messaging while driving company-owned or -rented vehicles or GOV, or while driving POV when on official Government business or when performing any work for or on behalf of the Government. Recipients and subrecipients are also encouraged to conduct initiatives of the type described in section 3(a) of this order.

**13166:** As clarified by Executive Order 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, recipients 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 [05/29/2003] Volume 68, Number 103, Page 32289-32305. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Recipients 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. For assistance and information regarding your LEP obligations, go to <http://www.lep.gov>.

- C. The incurrence of costs and receiving reimbursement for these costs under this contract certifies that your organization has read the above WIOA Specific Terms and is in compliance.

Attachment O:

CWP Insurance Requirements

Proposers must submit proof of insurance coverage with the proposal. The current insurance requirements for CWP contracts are as follows:

1. INSURANCE

- (a) Contractor and each Sub-recipient shall maintain the following insurance coverage throughout the Term. All such insurance shall be of the “coverage” type and issued by insurers authorized to do business in the State of Connecticut, shall name Capital Workforce Partners, Inc. (CWP) as an additional insured on the General Liability and Commercial Automobile Liability policies and not on the Worker’s Compensation policy, shall contain appropriate endorsements for all such policies denying Contractor, its Sub-recipients and its insurers the right of subrogation against CWP, and shall contain a provision whereby each insurer agrees not to cancel such insurance without thirty (30) days prior written notice to CWP. Contractor and its Sub-recipients shall furnish CWP with a certificate evidencing the aforesaid insurance coverage and endorsements, and renewal certificates shall be furnished to CWP at least thirty (30) days prior to the expiration date of such insurance. The following insurance policies and policy limits are required:
- (i) Statutory Workers’ Compensation coverage with minimum limits for Employers Liability as follows:
    - Bodily injury by Accident                \$500,000 each accident
    - Bodily injury by Disease \$500,000 policy limit
    - Bodily injury by Disease \$500,000 each employee
  - (ii) Commercial General Liability coverage with the following limits:
    - \$1,000,000 Each Occurrence;
    - \$1,000,000 Person and Advertising Injury Limit
    - \$2,000,000 General Aggregate Limit;
    - \$2,000,000 Products - Completed Operations Aggregate Limit
  - (iii) Commercial Automobile Liability coverage including Hired and Non-Owned Auto coverage with a Combined Single Limit of \$1,000,000
- (b) Contractor and its Sub-recipients shall carry and continuously maintain a Fidelity Bond or Employee Dishonesty Insurance that provides coverage for Contractor and any Sub-recipients who render services connected with the performance of this Contract. The bond/policy shall include coverage for any “dishonest act” of Contractor’s or Sub-recipient’s Employees including but not limited to larceny, theft, embezzlement, transfer of funds (electronic or otherwise)

forgery, misappropriation, wrongful abstraction, or willful misapplication, whether Contractor's Employees acted alone or in collusion with others. Such insurance must cover (i) property of Contractor and (ii) property of others, including the State of Connecticut, CWP and all funds provided by CWP to the Contractor pursuant to this Contract, which property Contractor or any Sub-recipient holds in its care, custody and control.

The bond/policy limit shall be equal to the 20% of the Contract Amount of this Contract and shall include an endorsement designating CWP as an Additional Insured. In addition, the coverage shall contain no requirement for arrest and convictions, and shall provide notice to CWP of any cancellation or reduction in coverage.

- (c) Contractor shall receive Certificates of Insurance from each Sub-recipient before it commences program activities.