

**Contract for a WIOA Program
Serving Low-Income In-School Youth Age 14 –21
in Southwest Alabama**

Contract #: 97703882

Made and Entered into **BY** and **BETWEEN**

The WIOA Administrative Entity

AND the CONTRACTOR

**Southwest Alabama Partnership for
Training and Employment, Inc. (SWAPTE)**
515 Springhill Plaza Court
Mobile, AL 36608
hereinafter referred to by name
or called **SWAPTE**

Mobile Area Education Foundation
605 Bel Air Blvd., Suite 21
Mobile, AL 36606

hereinafter referred to by name
or called the **CONTRACTOR**

This agreement is comprised of this Signature Sheet, a Table of Contents and these five (5) Sections, each an integral part of the whole:

SECTION A - General Provisions; SECTION B – Special Provisions; SECTION C – Performance Standards; SECTION D – Budget; SECTION E – Statement of Work.

By signatures below, the parties hereto agree to comply with all terms and conditions as set forth within the whole. Changes shall be incorporated behind this sheet, as needed.

Notwithstanding the rights reserved by **SWAPTE** to unilaterally modify the amount and/or duration of this agreement for cause:

- A) The duration of this agreement shall be from the effective date of: **July 1st, 2019 until June 30th, 2020.**
- B) The total number of youth served by this contract shall not exceed **40** without prior approval.
- C) The amount paid to the **CONTRACTOR** for work performed under this agreement shall be in accordance with the Budget section herein, and in no event shall exceed a total of: **\$137,267.45.**

The parties hereto agree that validation of this agreement by the respective Signatory Officials shall be considered a complete mutual assent to each and every aspect of this agreement. The Signatory Officials also hereby certify that each possesses legal authority to contractually bind their respective entities in their capacities as signatories hereto.

BY:

Carol Statter, Chair
Southwest Alabama Partnership for
Training and Employment
Signatory Official

BY:

Michelle G. Parson, Chief Business Officer
Mobile Area Education Foundation
CONTRACTOR Signatory Official

BY:

Commissioner Connie Hudson, Chair
Chief Elected Officials Council
Southwest Alabama Partnership for
Training and Employment
Signatory Official

BY:

Sydney G. Raine, President
Southwest Alabama Partnership for
Training and Employment
Signatory Official

**WIOA Service Provider Agreement
Mobile Area Education Foundation**

TABLE OF CONTENTS

SECTION A...<u>GENERAL PROVISIONS</u>	Page(s)	A1 - A10
SECTION B...<u>SPECIAL PROVISIONS</u>	Page(s)	B1
WIA Grievance Procedures		B2 – B4
Reporting Requirements		B5
 SECTION C...<u>PERFORMANCE STANDARDS</u>	 Page(s)	
Performance Schedule		C1
Performance Goals		C2
Obligation to Perform		C3
Participant Referral and Selection		C4
 SECTION D...<u>BUDGET</u>	 Page(s)	
Terms of Payment		D1 – D2
Budget Summary		D3
Attachment A		D4 – D5
Line Item Budget		D6
Program Budget with Narrative		D7
 SECTION E...<u>STATEMENT OF WORK</u>	 Page(s)	
Program Description		E1 – E12

Section A – GENERAL PROVISIONS ASSURANCES AND CERTIFICATIONS

The **CONTRACTOR** assures and certifies to the **SOUTHWEST ALABAMA PARTNERSHIP FOR TRAINING AND EMPLOYMENT** that:

#1 Compliance with Applicable Law and Regulation

It will comply with the requirements of the Workforce Innovation and Opportunity Act of 2015 and with all applicable federal regulations as these may pertain to this agreement. The Contractor further acknowledges that it will comply with all other applicable laws, orders and codes of the Federal, State and local governments as any of these may pertain to this agreement.

#2 Amendments to Applicable Law and Regulation

It will comply with any amendment to law, regulation or policy promulgated subsequent to the execution of this agreement. Any source document, law, regulation, rule or the equivalent which is referred to, attached hereto, or incorporated herein by reference shall be deemed to be amended or modified as required by any law, rule or regulation enacted subsequent to the execution of this agreement.

It further acknowledges the right of Southwest Alabama Partnership for Training and Employment to issue a change to this agreement to assure that it complies with any such amendments. If the Contractor is unable to comply with any such change issued by Southwest Alabama Partnership for Training (SWAPTE) and Employment it shall notify SWAPTE of its inability to so comply within ten (10) days of its receipt of the change.

#3 Entirety of Agreement

The Contract Signature Sheet, General Provisions, Special Provisions, Performance Standards, Budget and the Narrative Statement-of-Work sections form this agreement. This agreement represents the entire and integrated agreement between the parties hereto and supersedes all prior negotiations, representations or agreements, either written or oral; provided, however, the warranty given by the Contractor, with respect to all representations, statements, writings and proposals, which form the basis for negotiations or considerations resulting in this agreement, shall remain valid and binding.

#4 Legal Authority to Enter this Agreement

It possesses the legal authority to enter this agreement; that the Contractor's its governing body has, via a resolution, motion or similar official action, duly authorized its Signatory Official to bind the Contractor to the terms of this agreement and any subsequent changes thereto.

#5 Definitions

All terms used in this agreement shall have the meanings assigned thereto in the rules and regulations and such other Federal and State regulations, directives, policies and procedures as may be promulgated there under from time to time, or if not so defined, such terms shall have their ordinary meanings

#6 Independent Contractor

Its entry to this agreement and performance of the work authorized hereunder does not change the independent status of the Contractor. No provision herein, or act of SWAPTE pursuant to this agreement, shall be construed as making the Contractor the agent, servant or employee of SWAPTE. Employees of the Contractor are not employees of Southwest Alabama Partnership for Training and Employment and are subject to the Contractor's supervision and control. The Contractor is solely responsible for its employee payroll and any claims arising therefrom.

#7 Contingency

It acknowledges and understands that all funding for its work and services under this agreement is contingent upon the continued availability of federal dollars to SWAPTE, and the continued federal authorization of activities. It understands, therefore, that this agreement is subject to change or termination due to lack of funds or a change in WIA authorization.

8 Modifications to this Agreement

It acknowledges that Southwest Alabama Partnership for Training and Employment or the Contractor may, from time to time, request modifications to various provisions of this agreement. Such modifications, which are mutually agreed upon by SWAPTE and the Contractor, must be incorporated as written modifications to this agreement and approved by all signatory authorities prior to implementation.

SWAPTE may make unilateral modifications to this agreement at any time so long as such modifications do not terminate this agreement. The Contractor shall comply with any unilateral modifications or otherwise notify the Southwest Alabama Partnership for Training and Employment in writing if it is unable to comply.

For any modification, any necessary alterations, additions or deletions to the written documents comprising the pages of this agreement shall be undertaken only by Southwest Alabama Partnership for Training and Employment.

#9 Audits and Other Reviews

It will comply with audit requirements for programs as promulgated by the United States Department of Labor and the Governor of Alabama, as expressed through the Alabama Department of Economic and Community Affairs (ADECA) *Audit Policy*. Pursuant to Act 94-414 of the Alabama Legislature. A copy of any **audit report** issued on the Contractor as a result of this agreement shall be forwarded by the Contractor to:

Department of Examiners of Public Accounts
P. O. Box 302251
Montgomery, AL 36130-2251
ATTN: Audit Report Repository

10 Rights of Access

It will give the Southwest Alabama Partnership for Training and Employment, The Governor of Alabama, the Comptroller General of the United States, the United States Department of Labor (including its Office of the Inspector General), or any of their authorized representatives, the right of access to its records, personnel and premises for the purposes of examinations, inspections, audits, monitoring, investigations, evaluations or other reviews in connection with activities pursuant to this agreement.

Access to records shall include the right to make excerpts, transcripts and photocopies, as appropriate, of any books, documents, papers, computer records or other records pertaining to this agreement. Access to personnel shall include making available **Contractor** personnel and/or participants for interviews and discussions related to this agreement. Access to premises shall include authority to inspect facilities or observe activities or to obtain access to records or personnel located at the **Contractor's** home office, branch office(s), training/services site(s) or other location where the purposes of this agreement are being advanced.

11 Termination for Convenience

It acknowledges the right of the Southwest Alabama Partnership for Training and Employment to terminate this agreement, in whole or in part, for the convenience of SWAPTE. Southwest Alabama Partnership for Training and Employment shall provide no less than thirty (30) calendar days advance written notice to the Contractor of the effective date of such a convenience termination. In the event of such a termination SWAPTE shall be liable for payment only for work or services performed by the Contractor to the satisfaction of SWAPTE prior to the effective date of termination, provided, however, that such services were performed in accordance with the provisions and authorizations of this agreement.

The parties to this agreement may agree to a mutual termination, whole or in part, when both agree that the continuation of this agreement would not produce beneficial results commensurate with the goals and objectives of this agreement. Such termination shall be effective when agreed to in writing by both parties.

12 Termination for Cause/Default

Should the Contractor default in the performance of any of its obligations under this agreement, as determined by Southwest Alabama Partnership for Training and Employment, SWAPTE may at its option take any or all of the following actions:

- a) Establish a corrective action plan to be agreed to by the Contractor and complied with within the time frame(s) established within said corrective action plan;
- b) Withhold payment for invoices properly submitted to SWAPTE until such time that a determination is made by SWAPTE on the acceptability of the Contractor's corrective action plan relative to the cause/default.
- c) Seek specific performance of this agreement under any other remedy that may be available at law, in equity, or under this agreement.
- d) Terminate this agreement immediately upon receipt of written notice by the Contractor for fraud, misrepresentation, criminal acts, misappropriation of funds, compliance with law, substantial breach of contract, violation of conflict-of-interest/program integrity codes, or failure to respond to a corrective action plan.
- e) Terminate this agreement when it has determined that the Contractor has, through any cause, failed to fulfill its obligations under this agreement; failed to comply with the provisions of this agreement; or failed to comply with any law or regulations applicable to this agreement.
- f) Disqualify the Contractor from the award of contracts under future procurement actions of SWAPTE for such period and under such conditions for requalification as may be determined by SWAPTE. Southwest Alabama Partnership for Training and Employment shall provide written notice to the Contractor of any termination under this provision, specifying an effective date of termination. In the event of termination SWAPTE shall be liable for payment only for work or services performed by the

Contractor to the satisfaction of SWAPTE prior to the effective date of termination, provided, however, that such work or services were performed in accordance with the provisions and authorizations of this agreement.

Notwithstanding the above, the Contractor shall not be relieved of liability for damages sustained by Southwest Alabama Partnership for Training and Employment, including costs and expenses of suit and reasonable attorney's fees, by virtue of the Contractor's breach of this agreement. SWAPTE may withhold payment for the purpose of offset until a determination is made of the amount of damages due SWAPTE.

13 Conflict of Interest

It will comply with regulations regarding any real or apparent Conflict of Interest in its performance under this agreement. Pursuant to regulations and other applicable administrative requirements, it further assures that it will maintain a written code of standards of conduct governing the performance of all persons engaged in the administration of this agreement.

14 Establishment and Retention of Records

It shall establish and maintain records of its activities pursuant to this agreement, including records regarding financial accounting, personnel, property and participant/applicant data. Such records shall be sufficient to permit preparation of required reports and to trace funds to a level of expenditure adequate to establish that funds have not been misused or misexpended in violation of applicable requirements.

It will retain all its financial, personnel and participant/applicant records--except for records of non-consumable personal property--for a period of six (6) years from the date of Mobile Work's final annual report to USDOL showing full expenditure of the program year funding allotment applicable to this agreement. It will retain any records regarding non-consumable personal property for a period of three (3) years from the date of the final disposition of said property. If any litigation, audit, investigation, claim or other action is initiated involving its records, it shall retain the records until a final resolution is established, or the six year period has elapsed, whichever is *later*.

15 Sectarian and Political Activities

No programs conducted pursuant to this agreement shall involve religious activities and participants shall not be employed on the construction, operation or maintenance of so much of any facility as is used or to be used for sectarian instruction or as a place of religious worship. No programs conducted pursuant to this agreement shall involve political activities and the Contractor's employees shall observe the provisions of the Hatch Act regarding partisan political activities.

16 Reports

It will submit all programmatic and financial reports as required by SWAPTE. It will abide by the reporting formats and schedules SWAPTE establishes. It further acknowledges the right of SWAPTE to modify reporting requirements from time to time during the life of this agreement

17 Acceptability

It is understood by both parties that the Southwest Alabama Partnership for Training and Employment or its designee shall: 1) be the determiner of whether the performance of the Contractor is satisfactory; 2) shall interpret all reports and decide the acceptability and/or progress of the work performed; 3) decide upon the amount, classification and quality of kinds of work to be performed and the amounts to be paid

under this agreement; 4) be the sole judge of the validity of claims, if any, made by the Contractor for payment, and that SWAPTE decisions will be final, conclusive and binding on the parties concerned.

18 Program Integrity

Its performance under this agreement shall be free from incidents of fraud, abuse or other criminal activity. Persons with knowledge or suspicion of such activities shall not be impeded or obstructed by the Contractor in reporting such activities pursuant to procedures established by the Secretary of Labor, the Governor or Southwest Alabama Partnership for Training and Employment.

19 Indemnification

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless SWAPTE, Inc. the Counties of Baldwin, Choctaw, Clarke, Conecuh, Escambia, Mobile, Monroe, Washington and Wilcox, and their officers, agents employees and representatives from and against liability, claims, damages, losses, costs and expenses, including but not limited to attorney's fees, for or on account of any claims, suits, or damages of any character whatsoever, which result from injuries, actual or perceived, by or to any person or property, which are attributable in whole or in part to any negligent or willful act or omission of any officer, employee, agent or representative of the Contractor.

20 Disputes

It will attempt to resolve any disputes arising from this agreement by administrative processes or by negotiations in lieu of litigation, and further assures it will continue with diligent performance under this agreement during all disputes.

In connection with any dispute, the Contractor shall be afforded an opportunity to be heard and to present evidence in support of its position. Any dispute over a question of fact not resolved through informal means as cited in the preceding paragraph shall be decided by Southwest Alabama Partnership for Training and Employment. SWAPTE will render a written decision and furnish a copy to the Contractor, who shall then continue performance under this agreement in accordance with the decision of the Southwest Alabama Partnership for Training and Employment.

Nothing within this provision shall imply that the Contractor is prevented from pursuing an appeal of any SWAPTE decision in accordance with applicable policies and procedures.

21 Grievance Procedures

It will comply with the Grievance and Complaint procedures promulgated by the Southwest Alabama Partnership for Training and Employment pursuant to the requirements of Section 181[C] of .

22 Cost of Contract

The Contractor shall only use funds provided under this agreement for expenditures as authorized and detailed in the Budget Section of this agreement. Expenditures by the Contractor in excess of the amounts authorized in the Budget and/or Terms of Payment in this agreement will not be reimbursed by Southwest Alabama Partnership for Training and Employment. Unless otherwise specifically provided for elsewhere in this agreement, no funds provided under this agreement shall be used to pay for any costs or other obligations incurred by the Contractor outside of the beginning and ending dates of this agreement.

23 Cost Documentation

It shall submit expenditure reports and requests for reimbursement in accordance with the schedules and formats as specified by Southwest Alabama Partnership for Training and Employment. It shall submit copies of such expenditure documentation as SWAPTE may require, retaining the original documents in its records.

24 Repayment of Disallowed Payments

It shall repay any payments it may receive under this agreement when any such payments are determined by audit, or any other review, to be disallowed by reason of being unlawful, unauthorized, improper or otherwise not allowable due to misexpenditure or misapplication of funds. The Contractor shall repay any such disallowed payments in accordance with policies and procedures established by the Governor or Southwest Alabama Partnership for Training and Employment. It further acknowledges that SWAPTE has the right to withhold pending payments to the Contractor in order to recoup prior disallowed payments.

25 Reduction for Defective Cost of Pricing Data

If any price, including profit or fee, negotiated in connection with this agreement, or any cost reimbursable under this agreement was increased by any significant amount because a) the Contractor or a subcontractor furnished cost or pricing data that were not complete, accurate and current as certified in its Certification of Current Cost or Pricing Data, b) an actual or prospective subcontractor furnished the Contractor cost or pricing data that were not complete, accurate and current as certified in its Certification of Current Cost or Pricing Data, or c) any of the parties furnished data of any description that were not accurate, the price or cost shall be reduced accordingly and this agreement shall be modified to reflect the reduction.

If Southwest Alabama Partnership for Training and Employment determines that a price or cost reduction should be made, the Contractor agrees not to raise the following matters as a defense:

- a) The Contractor or subcontractor was a sole source supplier or otherwise was in a superior bargaining position and thus the cost/price would not have been modified even if complete, accurate and current cost or pricing data had been submitted.
- b) Southwest Alabama Partnership for Training and Employment should have known that the cost or pricing data at issue were defective even though the Contractor or subcontractor took no affirmative action to bring the character of the data to the attention of SWAPTE.
- c) This agreement was based upon an understanding about its total cost and there was no understanding about the cost of each item procured under this agreement.
- d) The Contractor or subcontractor did not submit a Certification of Current Cost or Pricing Data.

26 Deobligation of Funds

It acknowledges the rights of the Southwest Alabama Partnership for Training and Employment to, at any time during the life of this agreement, remove from the total funds obligated to this agreement a proportional share of such funds as SWAPTE determines will remain unexpended upon the expiration of this agreement and such funds may be reallocated to other proper purposes by Southwest Alabama Partnership for Training and Employment. Any and all funds unexpended or otherwise unearned by the Contractor at the expiration or termination of this agreement shall revert to SWAPTE.

27 Suspension of Payments

It acknowledges that payments under this agreement may be suspended or otherwise held in abeyance should there be any questioned cost, disallowed cost, audit exception or other determination of any dollar amounts owed by the Contractor to Southwest Alabama Partnership for Training and Employment or the State or Federal Government that is not resolved in a reasonable and timely fashion.

28 Procurement and Property

It shall maintain written procedures for the procurement of supplies, materials, services or equipment pursuant to the authorizations within this agreement. It assures Southwest Alabama Partnership for Training and Employment that such procedures will be consistent with requirements as established by the Department of Labor, the Governor of Alabama and Southwest Alabama Partnership for Training and Employment. It shall comply with SWAPTE specifications, as may be outlined elsewhere within this agreement, regarding any procurement of non-consumable personal property having an acquisition cost of \$500 or more per unit, and a useful life of one year or more. It shall comply with all requirements regarding all property purchased with funds with respect to property control, management, inventory, maintenance, safeguarding and disposition.

The Contractor acknowledges that title/ownership of all property purchased under this agreement with funds rests with Southwest Alabama Partnership for Training and Employment. The Contractor has custody of such property only during the life of this agreement in order to carry out the activities this agreement authorizes. Upon termination of this agreement, the Contractor shall surrender to SWAPTE all property purchased under this agreement, including unconsumed supplies and materials, in accordance with SWAPTE instructions. Southwest Alabama Partnership for Training and Employment reserves the right to take custody of any property prior to the termination of this agreement if the property is no longer needed to fulfill the purposes of this agreement, or if the Contractor has used the property for unauthorized purposes.

29 Subcontracting and Assignments

None of the work or services the Contractor is obliged to perform under this agreement shall be subcontracted to any person or entity without prior written approval from Southwest Alabama Partnership for Training and Employment. In the event of approval, the Contractor shall assure by written contract that the subcontractor is bound by the applicable terms of this agreement and assumes toward the Contractor the same obligations and responsibilities the Contractor assumes toward Southwest Alabama Partnership for Training and Employment via this agreement. No subcontract shall impair the rights of SWAPTE with respect to the work or services to be performed by the Contractor under this agreement. A copy of any subcontract shall be provided to SWAPTE.

In any approved subcontracting, the Contractor shall not subcontract beyond the life of this agreement; nor shall it make any substitution of subcontracting persons or entities without additional prior approval from Southwest Alabama Partnership for Training and Employment.

The Contractor shall not assign any rights or interests in this agreement to any other party without prior approval from SWAPTE.

30 Environmental and Energy Efficiency Standards

If this agreement budget is \$100,000 or more, then the Contractor shall comply with all applicable standards, orders or regulations issued pursuant to Section 306 of the Clean Air Act, Section 506 of the Clean Water Act and other applicable regulations of the Environmental Protection Agency (EPA). The Contractor shall comply with the mandatory standards and policies relating to energy efficiency as contained in the Energy Policy and Conservation Act, Public Law 94-163.

31 Labor Standards

In appropriate circumstances, it shall comply with all applicable standards, orders or regulations issued pursuant to the Fair Labor Standards Act, the Contract Work Hours and Safety Standards Act, the Davis-Bacon Act, the Copeland Anti-Kickback Act, the Immigration Reform and Naturalization Act and the Drug Free Workplace Act. It acknowledges that SWAPTE may include elsewhere within this agreement specific provisions with respect to the aforementioned standards, orders or regulations.

32 Conditions of Employment and Training

Conditions of employment and/or training pursuant to this agreement shall be appropriate and reasonable in the light of such factors as the type of work or training, the geographical region and the proficiency of the participants.

33 Safety and Health of Participants

It will comply with standards established by the Occupational Safety and Health Act of 1970 (OSHA), as amended, to the extent that OSHA standards applicable to the working conditions of employees shall be equally applicable to the working conditions of participants. Where participants may be engaged in activities not covered under OSHA, the Contractor assures no participant shall be required or permitted to work, be trained, or receive services in buildings, or surroundings, or under conditions which are unsanitary, hazardous or dangerous to a participant's health or safety.

34 Selection of Participants

It has final responsibility for the selection of participant to be enrolled in the program funded by this agreement from among individuals certified by the Southwest Alabama Partnership for Training and Employment, or its designee, to be eligible in accord with eligibility criteria. The Contractor acknowledges that intentional noncompliance with this provision on its part will result in disallowed costs to this agreement which shall be borne by the Contractor.

35 Patents, Copyrights and Rights to Data

It acknowledges and understands that matters regarding the rights to any inventions and materials generated under this agreement are subject to the requirements of the Office of Management and Budget, the Department of Labor and the patent and copyright laws of the United States.

Subject to the above cited requirements, the Contractor further acknowledges that any and all products or materials generated pursuant to this agreement (whether in the form of reports, analyses, interviews, raw data, records, research findings, camera products, working papers or other items) are the property of SWAPTE and shall not be used by any other entity for any other purpose(s) unless authorized in writing by SWAPTE. Upon demand by the Southwest Alabama Partnership for Training and Employment, the Contractor shall convey title and possession of all aforementioned items to SWAPTE.

Unless otherwise provided for herein, if any copyrightable material is developed pursuant to this agreement, the author or Contractor is free to copyright the material. However, it shall be understood that SWAPTE and/or the Department of Labor shall have a royalty-free, nonexclusive and irrevocable right to reproduce, publish and/or otherwise use, and authorize others to use, the material for Government purposes.

36 Debarment and Suspension

It certifies, by signing this agreement, that neither it nor its principals are presently debarred, suspended, declared ineligible, voluntarily excluded or otherwise excluded from participation in this transaction by an act of any Federal Department or Agency. It further assures that it will comply with applicable provisions of the Debarment and Suspension regulations issued pursuant to the President's Executive Order # 12549, as amended, in connection with any subcontract(s) that may be authorized under this agreement.

37 Lobbying Activities

It will comply with applicable requirements concerning lobbying activities, in that federal WIOA funds shall not be used to lobby a Federal Department or Agency or the Congress. Further, that if the Contractor uses funds other than federal WIO funds to pursue any lobbying activities in connection with this agreement it shall disclose such activities to the Southwest Alabama Partnership for Training and Employment in accordance with applicable WIOA disclosure requirements.

38 Nondiscrimination and Equal Opportunity

It will fully comply with the nondiscrimination and equal opportunity provisions applicable to this - funded agreement; including but not limited to: Title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; Title IX of the Education Amendments of 1972, as amended; the Americans With Disabilities Act of 1990, as amended; Equal Employment Opportunity requirements pursuant to the President's Executive Order 11246, as amended; and all other regulations implementing the laws cited within this paragraph. The Contractor acknowledges that the United States has the right to seek judicial enforcement of this assurance.

39 Funds Not to Supplant Other Funds

The funds authorized under this agreement shall be used only to pay for activities and services that are in addition to those which would otherwise be available in the area in the absence of funding.

40 Beneficiaries of Expenditures Under This Agreement

Funds provided under this agreement shall only be expended by the Contractor in order to provide benefits to participants being trained and/or otherwise receiving services *only during the specified life of this agreement*. No funds authorized herein shall be expended to purchase goods or services intended for consumption or delivery after the termination/completion date of this agreement.

41 Acknowledgment of Funding Source

With respect to any public statements or other publicity which may occur, it shall acknowledge that its activities pursuant to this agreement are made possible by federal funding. The Contractor further agrees that the manner and form of such acknowledgment(s) may be specified by the Department of Labor, the Governor of Alabama or SWAPTE, and it shall abide by any such specifications.

42 **Insurance**

It will follow its normal insurance procedures, except as otherwise indicated by administrative requirements promulgated pursuant to law and regulation. It acknowledges that, unless otherwise provided for elsewhere within this agreement, it will assure that participants are covered by Worker's Compensation or other equivalent medical and accident insurance.

43 **Conduct of Business**

The Contractor shall obtain and maintain in force and effect during the term of this agreement any and all licenses, accreditations and approvals required by any duly authorized regulatory authority for the conduct of the services to be provided under this agreement.

44 **Venue**

Both the Contractor and SWAPTE agree that any legal action brought as a result of alleged breach of contract shall be brought in Mobile County in the State of Alabama.

45 **Warranty**

The Contractor warrants to SWAPTE that all representations, statements, writing and proposals which form the basis for negotiations and considerations resulting in this agreement are true and correct to the Contractor's best knowledge and belief.

46 **Representation**

By executing this agreement, the Contractor represents that it has read and understood the provisions contained herein.

47 **Successors**

The Contractor and the Southwest Alabama Partnership for Training and Employment each binds itself, its successors and legal representatives to the other party hereto with respect to all covenants, provisions, agreements and obligations contained within this agreement.

Section B...SPECIAL PROVISIONS

The parties hereto agree to abide by the following SPECIAL PROVISIONS:

1. Reporting Requirements:

Pursuant to items #1, #10 & #16 of the General Provisions, the **CONTRACTOR** shall comply with administrative standards and reporting requirements as outlined within the pages of this agreement.

2. Grievance Procedures:

Pursuant to item #21 of the General Provisions, the **CONTRACTOR** shall observe and comply with the WIOA Grievance Procedures promulgated by **SOUTHWEST ALABAMA PARTNERSHIP FOR TRAINING AND EMPLOYMENT**, and included within this section.

3. Authorized Representative:

Pursuant to item #8 of the General Provisions, the **CONTRACTOR** represents that its authorized representative is: **Chandra Scott**.

4. Renewal/Extension Options:

SOUTHWEST ALABAMA PARTNERSHIP FOR TRAINING AND EMPLOYMENT reserves the right to extend/renew its initial contract for services for up to 12 additional months. The **CONTRACTOR** acknowledges that the decision to extend/renew services will be based on **SOUTHWEST ALABAMA PARTNERSHIP FOR TRAINING AND EMPLOYMENT** determination of:

- The availability of WIOA funds
- The continued need for the particular service
- Satisfactory performance by the service provider during the initial period
- Negotiation of a satisfactory budget for the renewal/extension period

5. Pre-agreement Costs:

Any costs incurred by the **CONTRACTOR** associated with the planning and development of this Youth Project, which may be incurred prior to the effective date of this agreement, are hereby deemed to be unallowable.

**Southwest Alabama Partnership for Training and Employment (SWAPTE)
Workforce Innovation and Opportunity Act (WIOA)
GRIEVANCE PROCEDURES**

SCOPE and PURPOSE.....

These procedures are established for resolving complaints and grievances arising in connection with programs operated by Southwest Alabama Partnership for Training and Employment and its sub-contractors. Any Southwest Alabama Partnership for Training and Employment applicant, participant, employee, applicant for employment, subcontractor or other interested person may utilize these procedures.

These procedures are not applicable to criminal complaints or to WIOA staff complaints related to terms and conditions of employment. All information and complaints of fraud, abuse, or criminal activity (criminal complaints) shall be reported in accordance with the Governor's Incident Report Procedures. Sub-contractor staff complaints related to terms and conditions of employment shall be resolved in accordance with the sub-contractor's personnel grievance procedures.

GENERAL PROVISIONS.....

I. WHERE TO FILE

Complaints, except those alleging discrimination, must be filed with SWAPTE within one year of the alleged act at the following address:

Southwest Alabama Partnership for Training and Employment
515 Springhill Plaza Court
Mobile, AL 36608

Discrimination complaints must be filed with either the Department of Labor Civil Rights Center or the Workforce Development Division EO Officer, at the address in Section V, within 180 days of the alleged violation, unless the time for filing is extended by the Secretary of Labor for good cause shown.

Complaints by SWAPTE participants, which relate to terms and conditions of employment, shall be filed initially with the employer. The Southwest Alabama Partnership for Training and Employment upon request shall review decisions rendered by the employer regarding the Southwest Alabama Partnership for Training and Employment participant. In the absence of an employer's grievance procedures, the Southwest Alabama Partnership for Training and Employment participant may file the complaint with Southwest Alabama Partnership for Training and Employment at the address in Section I.

Complaints alleging labor standards violations may be filed with Southwest Alabama Partnership for Training and Employment at the address in Section I, or as an alternative, may be submitted to a binding arbitration procedure, if a collective bargaining agreement covering the parties to the grievance so provides.

If an election is made to have labor standards violations processed under binding arbitration provisions, the complainant shall choose binding arbitration before, and in lieu of filing the complaint with Southwest Alabama Partnership for Training and Employment. Binding arbitration may not be elected for a complaint that has been processed or is currently being processed under SWAPTE grievance procedures. Binding arbitration decisions are not review-able by the Secretary of Labor.

II. COMPLAINT FORM

Any person wishing to utilize the SWAPTE grievance procedures may do so by contacting Southwest Alabama Partnership for Training and Employment Executive Secretary at 432-0909 Extension 121. A complaint form will be made available for completion. Southwest Alabama Partnership for Training and Employment will accept written complaints which shall include the complainant's (1) name, address and telephone number; (2) name and address of the person/agency against whom/which the complaint is filed; (3) brief statement of the complaint including specific violations of WIOA if known; and (4) signature and date.

III. REVIEW PROCESS

Upon receipt by SWAPTE of a written complaint, a review will be done to ascertain the facts and attempt informal resolution. If informal resolution fails, the complainant will be provided:

- A. A hearing within sixty (60) days of the complaint;
- B. Written notice of the date, time and place of the hearing;
- C. An opportunity to present evidence;
- D. A written decision within sixty (60) days of filing the complaint; and
- E. Notice of appeal rights.

IV. APPEALS

If either party to this complaint receives an unsatisfactory decision or no decision is issued by Southwest Alabama Partnership for Training and Employment within sixty (60) days of filing the complaint either party may appeal to the Director, Workforce Development Division, Alabama Department of Economic & Community Affairs, 401 Adams Avenue, P. O. Box 5690, Montgomery, Alabama 36103-5690. The appeal for review shall be in writing and shall be filed within ten (10) days of an unsatisfactory decision or fifteen (15) days from the date a decision should have been rendered.

V. FOR COMPLAINTS OF DISCRIMINATION BASED ON RACE, COLOR, NATIONAL ORIGIN, DISABILITY, SEX, AGE, RELIGION, POLITICAL BELIEFS, AND FOR BENEFICIARIES ONLY, CITIZENSHIP, OR SOUTHWEST ALABAMA PARTNERSHIP FOR TRAINING AND EMPLOYMENT PARTICIPATION

Complainant may obtain a Complaint Form from SWAPTE and submit it within 180 days of the alleged violation or submit a letter to either of the following addresses:

Director
U.S. Department of Labor
Civil Rights Center
200 Constitution Avenue N.W.,
Room N-4123
Washington, D.C. 20210

Or

EO Officer
Alabama Department of Commerce
Workforce Development Division
401 Adams Avenue
P.O. Box 304106
Montgomery, Alabama 36130-4106

VI. RECORD KEEPING

A complaint log and files shall be maintained by SWAPTE which will include:

- A. The name and address of the aggrieved or complainant.
- B. A brief statement of the alleged violation.
- C. Date filed
- D. Brief statement of the decision with the date of the final decision.

The log and file shall be maintained for a period of not less than three (3) years. Information on complaints and all actions taken shall be kept confidential except as is necessary to ensure a fair determination.

VII. PROHIBITION AGAINST RETALIATION

It shall be the policy of SWAPTE that no person who files a complaint, institutes or causes to be instituted any proceeding, or testifies in any investigation under or related to WIOA shall be discharged, discriminated against, or denied any benefits because of such complaint. This policy is applicable to all SWAPTE sub-contractors.

XI. CORRECTIVE ACTIONS AND SANCTIONS.....

Where a monitoring review or complaint investigation results in a finding of non-compliance with the nondiscrimination and equal opportunity provisions of WIOA, SWAPTE shall require the sub-recipient to take appropriate corrective actions within a specified time frame to secure compliance. Such actions will include, but not be limited to:

- A. Actions to end and/or redress the violation;
- B. Actions to provide those benefits and/or services that were determined to be discriminatorily denied including, but not limited to, enrollment, reinstatement and/or monetary relief, as appropriate; and
- C. Actions to take any other remedial or affirmative action deemed appropriate to ensure equal opportunity.

If a sub-recipient fails to take corrective actions as directed, a hearing will be scheduled for the sub-recipient to show cause why funding should not be terminated. The hearing will be conducted in accordance with established WIOA Grievance Procedures.

REPORTING REQUIREMENTS Pursuant to Special Provision #1

The **CONTRACTOR** hereby agrees that it will comply with the following administrative standards and reporting requirements as these may pertain to this agreement:

- 1) All applicable Governor's Employment and Training Directives (GETD) that may be promulgated through the offices of the Workforce Development Division (WDD) of the Alabama Department of Commerce.
- 2) The Alabama Technical Assistance Guide for Workforce Innovation and Opportunity Act
- 3) The Statewide WIOA Fiscal Procedures Manual
- 4) The Statewide WIOA Procurement Standards
- 5) The Statewide WIOA Glossary of Terms
- 6) OTHER(S):

Further, in instances where, from time to time, any of the above cited standards may be changed during the life of this agreement by its issuing authority(ies) through revisions or supersessions, the **CONTRACTOR** agrees that it shall comply with any and all such changes as they may pertain to this agreement.

The **CONTRACTOR** agrees that it shall comply with reporting formats, policies, procedures, and schedules promulgated by the **Southwest Alabama Partnership for Training and Employment** pertaining to:

- a) WIOA Applicant/Participant Information and Reporting
- b) WIOA Financial Management Information and Reporting
- c) WIOA Program/Project Management Information and Reporting

The **CONTRACTOR** further acknowledges the right of the **Southwest Alabama Partnership for Training and Employment** to, from time to time, promulgate revised and/or additional reporting standards, and agrees to comply with any such revised or added reporting standards.

Performance Schedule – Service to Participants
Mobile Area Education Foundation

This project is designed to serve up to 40 WIOA eligible Youth participants in accordance with the *Target* and *Entry* criteria included in the Statement of Work section of this agreement.

Enrollments into this project shall not exceed 40 without explicit prior approval from the Southwest Alabama Partnership for Training and Employment.

All enrollments will be complete by March 31, 2020.

Enrollment and eligibility determination of participants will begin on or about July 1st, 2019. See the detail provided in the statement of work section of this contract for program schedule. No program activity will occur after June 30, 2020.

Performance Goals 2019-2020

The **CONTRACTOR** and **Southwest Alabama Partnership for Training and Employment** agree that the following goals and objectives for WIOA Youth outcomes constitute the minimum acceptable performance standards for the success of this activity:

WIOA YOUTH COMMON MEASURES:

Employment Rate 2 nd Qtr. after Exit	58.7%
Employment Rate 4th Qtr. after Exit	67%
Credential Attainment within 4 Quarters after exit	39.3%

The **CONTRACTOR** agrees to comply with guidelines provided for outcome measurement and data collection relating to these Performance Levels in compliance with the Performance Accountability System, and to provide documentation consistent with these guidelines to **Southwest Alabama Partnership for Training and Employment** as requested.

The **CONTRACTOR** acknowledges that changes to these outcomes may occur during the contract period. In the event such changes are required, Southwest Alabama Partnership for Training and Employment will provide the revised goals to the **CONTRACTOR** via a contract modification. At that time the **CONTRACTOR** will be allowed to revise their implementation plan if needed to enhance the probability for success.

OBLIGATION TO PERFORM

The parties hereto agree that this SECTION C establishes certain Performance Standards for the **CONTRACTOR's** activities pursuant to its work to be performed under this agreement. Specifically, this section contains schedules, goals and objectives related to the **CONTRACTOR's** provision of services(s) to Applicants/Participants in this WIOA program/project, and the **CONTRACTOR's** achievement of certain expected outcomes, at specified levels, with regard to WIOA Applicant/Participants it shall serve pursuant to this agreement.

Pursuant to item #17 of the General Provisions, the **CONTRACTOR** acknowledges and agrees that its performance in a manner satisfactory to the **Southwest Alabama Partnership for Training and Employment (SWAPTE)** is essential to the continued life of this agreement. The **CONTRACTOR** assures that it shall perform with due diligence to uphold and adhere to the expressed terms and conditions within this agreement.

The **CONTRACTOR** acknowledges and understands that, during the life of this agreement, **SWAPTE** may at some point(s) in time deem the **CONTRACTOR's** performance to be unsatisfactory due to circumstances, which include, but may not be limited to:

- a) **CONTRACTOR's** failure to adhere to performance schedules within established parameters or to achieve established performance outcomes, goals, and objectives.
- b) **CONTRACTOR's** failure to perform according to the terms and conditions as expressed within this agreement, either technical or financial or both.

In the event of a determination of unsatisfactory performance by the **Southwest Alabama Partnership for Training and Employment**, the parties hereto acknowledge that **SWAPTE** may act in its own best interests to seek corrective actions(s) from the **CONTRACTOR** and/or limit the damages that may be sustained by the **Southwest Alabama Partnership for Training and Employment** as a result of the **CONTRACTOR's** unsatisfactory performance. Such acts by **SWAPTE** include, but may not be limited to:

- 1) Requiring the **CONTRACTOR** to develop and implement specific corrective action(s) within specified time frames.
- 2) Withholding of payments to the **CONTRACTOR** until progress toward satisfactory performance is evident.
- 3) Requiring additional reporting, prior approvals, or designating the **CONTRACTOR** as "high risk".
- 4) Disallowing inappropriate and/or unauthorized claims for payment from the **CONTRACTOR**.
- 5) Deobligation of funds from the budget of this agreement.
- 6) Issuing a unilateral change order(s) to this agreement.
- 7) Issuing a Stop Work order.
- 8) Terminating this agreement.

PARTICIPANT REFERRAL AND SELECTION

The **CONTRACTOR** acknowledges that the WIOA participants it is to serve will come into this project in accordance with these guidelines.

- A. The **CONTRACTOR** is responsible for outreach and recruitment to identify WIOA Youth Program eligible individuals appropriate for this project in accordance with its Target and Entry criteria in the manner explained in the statement of work. It will work closely with **Southwest Alabama Partnership for Training and Employment** staff in this endeavor.
- B. The **CONTRACTOR** acknowledges that **Southwest Alabama Partnership for Training and Employment** is the eligibility determination services provider for this program. The **CONTRACTOR** assures that it will cooperate in good faith with **Southwest Alabama Partnership for Training and Employment** staff with regard to the scheduling of eligibility determination and certification appointments for the individuals the **CONTRACTOR** selects for this project.
- C. The **CONTRACTOR** is responsible for the conduct of an appropriate Assessment of each project participant and the development of an appropriate Individual Service Strategy for each project Participant. Assessments and Service Strategies must be conducted and formatted in accordance with applicable WIOA requirements.
- D. The **CONTRACTOR** has the final responsibility for providing the training and services authorized in this agreement's Statement on Work and for assuring successful participant outcomes pursuant to the Performance Standards in this agreement.

TERMS OF PAYMENT

The parties agree to the following:

A. Pursuant to the Payment Methodology on the Budget Summary page, in consideration for the work to be performed by the **Contractor, Southwest Alabama Partnership for Training and Employment** will reimburse the **Contractor** the lesser of:

- 1) The actual cost of delivering this program in accordance with the expenditure authorizations in each line item and cost category within this Budget; ...OR...
- 2) The maximum dollar amount that has been authorized for the delivery of this budget program in accordance with the line items and cost categories within this Budget.

The **Contractor** understands and acknowledges that it may receive the full amount authorized within this budget only if it reports fully expending all funds authorized under every line item and cost category for the delivery of this program.

The **Contractor** shall only be reimbursed for expenditures that are:

- authorized under the terms of this agreement;
- necessary and reasonable to carry out the program;
- allowable costs in accord with WIOA guidelines
- allocated to the appropriate WIOA cost category based upon benefits received, and;
- established in accordance with Generally Accepted Accounting Principles.

The expenditures and activities of the **Contractor** pursuant to this agreement shall be subject to detailed financial and compliance audit and /or other review or oversight as provided for in the General and Special Provisions. Accordingly, the **Contractor** acknowledges and agrees that it shall repay to the **Southwest Alabama Partnership for Training and Employment** any reimbursement(s) that it receives hereunder that may subsequently be cited as disallowed costs by an audit and or other review or oversight.

During the life of this agreement the **Contractor** shall adhere to the individual budget line item maximums authorized within this section. Expenditure reports and requests for reimbursement from the **Contractor** that indicate any over expenditure(s) of any line item will not be processed by the **Southwest Alabama Partnership for Training and Employment** but instead will be returned to the **Contractor** with instructions that the **Contractor** must request a budget amendment in accordance with the *Changes to Contract* clause in the General Provisions. Over expenditures of up to 10% total during a contract period in non-salary line items will be allowed without prior approval. In the event such an overage is incurred, a letter should be sent to the **Southwest Alabama Partnership for Training and Employment** indicating the line item that the **Contractor** is reducing to offset such an overage.

To allow for some budget flexibility following the termination/completion of this agreement, the **Contractor's** final Expenditure Report and Request for Reimbursement may indicate expenditures in excess of authorized maximums of some individual budget line items within a given cost category *provided* these excesses are *offset* by corresponding under expenditures in other individual budget line items *within the same cost category*.

This flexibility is limited to an allowable over expenditure of **no more than ten (10%) percent** of the amount authorized in any line item. Cost Category maximums may only be waived with written approval by Southwest Alabama Partnership for Training and Employment. Unexpended funds in one WIOA cost category must be available within the original budget to offset over expenditure in any other WIOA cost category.

The **Contractor** shall establish and maintain documentary evidence of costs incurred under this agreement in accordance with applicable WIOA administrative and financial standards as referenced in the General and Special Provisions. Such evidence includes but may not be limited to: canceled checks, bank statements, purchase orders, material receipts, invoices, vouchers, leases, subcontracts, payroll records, records of accounts payable and receivable, ledgers, journals, other books of accounts and other evidence of costs incurred.

The **Contractor**, is required to submit facsimile copies of its documentary evidence of costs incurred to the **Southwest Alabama Partnership for Training and Employment** as an attachment to its expenditure Reports and Requests for Reimbursement. The **Contractor** should refer to Section D, Attachment A for further details regarding documentation of costs.

The **Contractor** shall submit Expenditure Reports and Requests for Reimbursement on at least a monthly basis in accordance with schedules and report/request formats as stipulated by the **Southwest Alabama Partnership for Training and Employment** pursuant to applicable WIOA administrative and financial standards.

Unless otherwise authorized in writing by the **Southwest Alabama Partnership for Training and Employment** the **Contractor** shall submit its FINAL Expenditure Report and Request for Reimbursement, along with any other required contract closeout documents to the **Southwest Alabama Partnership for Training and Employment** no later than thirty (30) calendar days following the termination/completion date of this agreement. The final submission must be accompanied by a check payable to the **Southwest Alabama Partnership for Training and Employment** for the full amount of any WIOA funds that may have been received by the **Contractor** but for which there have been no authorized expenditures reported.

SECTION D – ATTACHMENT A

Personnel

1. Salaries must be accompanied by a signed time sheet. Allocated expenses for staff members must include a signed timesheet indicating the hours worked. We also must be provided with the individual's total salary, not just the amount charged under WIOA. We will not approve wage reimbursement requests unless accompanied by a signed time sheet indicating the number of hours spent on WIOA activities, regardless of whether or not the position is funded 100% by WIOA.
2. Payroll services - space utilization is not appropriate method for applying cost of the payroll, fringes or fees.

Travel

1. This category should be reserved for staff travel line item reporting. Participant travel costs should be budgeted with "Other direct costs" and listed as "Participant Supportive Services."
2. Requisition for travel reimbursement must show destination and purpose of the trip. It should indicate locations of start and end location. (Some individuals may be leaving from their homes and that could potentially add 40-50 miles to the trip - remember, we are documenting for the purpose of explaining to someone what occurred in the past. When an auditor or monitor picks this up a year from now, they should be able to see the story of what occurred - "paper trail" - should not be relying on individual's to remember this at a later date or expect the auditor to guess).

Facility Costs

1. Copy of Lease must be provided
2. Cost allocation plan must be provided if you do not have an indirect cost rate.

Other Direct Costs

1. For childcare, a sign in/out log must be provided if requesting reimbursement for childcare expenses.
2. Bus Passes should be billed as "Other Direct Costs- Participant Support"; you will need to provide a log with the signatures of participants who were issued passes.
3. GED tests cannot be billed in advance. You must submit documentation that substantiates that the individual took the test in order for the expense to be submitted for reimbursement.

SECTION D – ATTACHMENT A

4. If a field trip is taken, the trip details must be provided. Movie costs are viewed as entertainment costs by DOL and deemed unallowable.
5. If it is an incentive, you must provide an incentive log that shows what the individual accomplished to earn the incentive. Internships should not be billed under “Staff Salaries”. They should be billed as “Internships” under “Other Direct Costs” (include wage and tax data cumulative).

Contractual

1. What Procurement process used? Is there anything to document? I.e. copy of surveys or responses or evaluation report? Should have something to substantiate activity.
2. For all consultant or contractors being reimbursed under WIOA, we must have a copy of the consultant’s contract, reports, etc. An invoice from the consultant will no longer be sufficient

Office Supplies

1. If calendars, computers, tablets, printers are ordered, we must know to whom the items were assigned.
2. Office supplies utilized for participants must be separated from operation supplies when cash requests are submitted. All participant cost should be listed under “Other Direct Costs”.
3. We will no longer be approving the reimbursement of supply invoices dated after April 30.

Internal Procedures

1. All invoice receipts should be approved for payment by the supervisor and the date paid, check number and amount paid should be visible on the documentation.
2. We will not reimburse for late fees. If you submit an invoice with a “past” due notice including a prior amount being unpaid, we must be provided with documentation that the invoice has been paid.
3. Requests for reimbursements must be received on a monthly basis.
4. Audit reports must be provided to Mobile Works on an annual basis.

SECTION D – ATTACHMENT A

The following methods should be utilized when charging costs to WIOA:

Elements of Cost	Valuation Method
Salaries and wages	Actual hours worked
Fringes	Actual amount applicable to employee
Contractual	Actual usage
Other Direct Costs	Actual usage
Incentives, Stipends	Actual usage
GED Tests	Actual usage
Bus Passes/Gas Vouchers	Actual usage
Travel	Actual usage-separate staff travel from participants
Contracts-program related	Actual usage-must provide contract and deliverables
Supplies	Actual usage-Separate operations from participants
Communications	Actual usage
Equipment rental	Actual usage
Copy Use	Actual usage
Computer repairs and maintenance	Actual Usage-Only applicable to computers used by WIOA activities
Phone	Actual usage
Facility Costs	Allocated-WIOA Program space square footage divided by total building square footage
Rent	Allocated, however; You cannot charge rent to the WIOA program if you own the building. You are only allowed to charge allocated depreciation expense based on square footage. If you are in a rent free building, you cannot charge rent to WIOA. We must have a current copy of the lease on file.
Pest Control	Actual Usage-Only applicable to space utilized by WIOA
Security	Actual Usage-Only applicable to space used by WIOA activities
Utilities	Allocated based on square footage

NOTE: Types of costs mentioned in this attachment can only be charged if they were part of your approved budget.

Proposed LINE ITEM Budget for Youth Programs

Service Provider: Mobile Area Education Foundation

Program Title: Graduate Ready Career Development Program

Line Item Cost	Program Services
Staff Compensation	\$ <u>37,500.00</u>
Staff Fringe Benefits	\$ <u>4,875.00</u>
Travel/Transportation	\$ <u>1,000.00</u>
Facility Costs	\$ <u>0.00</u>
Communications	\$ <u>0.00</u>
Supplies	\$ <u>0.00</u>
Equipment	\$ <u>2,188.00</u>
Contractual	\$ <u>0.00</u>
Other Direct Costs	\$ <u>73,800.00</u>
<u>Indirect</u> Costs	\$ <u>17,904.45</u>
TOTAL COST:	\$<u>137,267.45</u> [sum of 1 thru 10]

Budget Narrative
Graduate Ready Career Development Program

Category	Description	Total Budget
Staff Compensation	Internship Coordinator (IC) (75% of time). The IC will plan, direct, and coordinate the activities of the Internship program to ensure that goals or objectives are accomplished within in the prescribed time frame and funding parameters. The IC will review status reports prepared by project personnel and modify schedules of plans as required.	Total cost personnel for: \$37,500.00
Staff Fringe Benefits	Fringe benefits amount to 13% of salary	Total Cost of Fringe: \$4,875.00
Travel & Transportation:	In State Travel	Total cost of Travel: \$1,000.00
Facility cost		\$0.00
Communications	Communication strategies/materials: in-kind	\$0.00
Supplies:	Instructional Training materials: In Kind	\$0.00
Equipment:	iPhone Services for Internship Coordinator: \$85.00 per month for 12 months Portable Tablet-for internship coordinator: \$1,168.00	iPhone Service: \$1,020.00 Tablet: \$1,168.00 Total cost of all equipment: \$2,188.00
Contractual		\$0.00
Other Costs	Student Support Services: 40 Students ❖ Leadership Development-\$4,000.00 ❖ Paid Internships-\$67,800.00 ➤ \$10/hr. x 15hrs/week x 10 weeks ➤ Fringe is calculated at 13% ❖ Student Support Services-\$ 2,000.00 ➤ Transportation, apparel etc.	Total other cost: \$73,800.00
Indirect Cost:	Direct Costs \$119,363.00 x 15%	\$17,904.45
Total cost	\$119,363 (direct) + \$17,904.45 (indirect)	\$137,267.45

I) Summary

The Mobile Area Education Foundation (MAEF) through its Graduate Ready Career Development Program, in partnership with MAEF Public Charter Schools, Inc, will provide career development services and paid internships to WIOA eligible students enrolled at ACCEL Day and Evening Academy (ACCEL). ACCEL is Alabama's first public charter high school serving students who are on-track to graduation, have dropped out or considering dropping out because they are behind or because they have adult responsibilities that make attending school in the daytime difficult. Career development and planning will lead to paid internships that provide students work-based experiences for 15hrs/week over 10 weeks. Students will be provided intensive internships preparation services including career exploration and workplace skills training before and during the internships experience. Students will be placed in internships based upon their career interests. Following internship experiences, ACCEL students will be counseled into post-secondary pathways- training and/or career placement. Internship students will have a 90% graduation rate and an 85% post-secondary enrollment or job placement rate. Ultimately, these internships will prepare ACCEL students for the workforce while helping students graduate with a high school diploma.

II) Target

ACCEL serves 300 students (rolling enrolling) per year in both day and evening classes. The Graduate Ready Career Development Program will serve at least 40 WIOA eligible junior and senior students at ACCEL. Potential WIOA eligible participating students will be identified from ACCEL's enrolled population. During school enrollment, ACCEL Advocate Counselors (case managers) will conduct WIOA pre-screening to identify potential WIOA eligible students. Once students reach junior or senior status (15 credits or more), students will be recommended to participate in the career development process by their advocate counselor. Advocate Counselors will take special care to ensure potential WIOA eligible students are recruited into the Graduate Ready CDP by advertising the program at school orientations, highlighting student internship participants throughout the school year, and providing opportunities for students to meet adult mentors in careers of their interest.

III) Design

Scantron Testing: ACCEL will assess students using the Scantron Test at entrance, each subsequent year, and at exit in the program. The Scantron test will be used to identify skill deficiencies and target students for tutoring in Math and Reading. Students will receive pull-out, one-to-one, and small group tutoring on a daily basis based on proficiency needs. Students receiving tutoring services will take the Scantron quarterly until they are scoring at least at 9th Grade proficiency level, the qualifying Educational Functional Level (EFL).

Counseling Assessment: Upon enrollment in ACCEL, students will undergo a detailed assessment by the student's advocate counselor to determine academic, social, and emotional barriers. Students will also set preliminary career goals with the post-secondary specialist. These assessments will be redone every quarter and will provide the basis for post-secondary/career planning conducted by the advocate counselor and post-secondary specialist.

IV) Services

Educational Elements: ACCEL serves students during day hours from 8:00AM to 3:00PM Monday through Thursday; 8:00AM to 12:00PM Friday; and evening hours from 4:00PM to 8:00PM Monday through Thursday. Both day and evening academy provide students the opportunity to earn high school credit in an accelerated fashion while still meeting a rigorous graduation requirement to receive a high school diploma. The academic components of the school including but not limited to curriculum, instruction, and teacher hiring will be developed and led by the administration of ACCEL. The curriculum is based upon **APEX**, computer-based instruction, and teacher-led instruction. Additionally, students have the opportunity to take a variety of career technical courses for credit towards graduation and preparation for career readiness. (Elements 1 & 2 Covered)

Employment Elements: SWAPTE WIOA funds will be used to support the training, placement, and follow-up services for ACCEL WIOA eligible participants. Graduate Ready CDP internships will include the following five components (1) preparation for internships, (2) internship placement and monitoring, (3) continuous workforce skill development, (4) summative evaluations, (5) follow-up support and placement.

Preparation for Internships (Elements 5 & 6 Covered)

- MAEF staff will conduct workplace skills workshops twice a month from September-April on the second (2) and the fourth (4) Thursday of each month from 1PM-2PM for day academy students and 4:00PM until 5:00PM for evening academy students to teach pre-internship students workplace essential skills such as timeliness, business dress, effective communication, and collaboration.
- The Post-Secondary Specialist will assist students in determining career interest.
- The Internship Coordinator will identify internship opportunities that best meet students' needs/career interest.

Internships Placement and Monitoring (Elements 3 & 4 Covered)

- The Internship Coordinator will be responsible for recruiting businesses to participate in the internship program and will seek a variety of large and small private, public, and non-profit organizations to participate in the program. Students will be placed in internships base upon interest, skills, maturity and qualification.
- The Internship Coordinator will monitor internships through weekly telephone conversations and random on-site visitations with the intern's immediate supervisor.
- During the internship experience, the students attend weekly seminars that will include a specific segment devoted to the internship and maximizing the student's capacity to use the internship as a learning experience. Seminars should be a place for students to bring problems, ask questions, and share successes with peers. For students who arrive at the program already employed, a similar class or seminar can help develop stronger employed skills and engage in further career exploration and development.

Continuous Workforce Skill Development (Elements 5 & 6 Covered)

- Students will be assessed on their workplace skill needs via the tools in **Kuder**.
- Through workforce Seminars held at ACCEL, the staff will provide continued development of Key Workplace Competencies for each student based upon his/her needs. Competencies could include basic skills, thinking skills, personal

qualities/acting professionally, interpersonal skills/interacting with others, using technology, managing information/resources, understanding and working within systems, understanding the world of work and career opportunities.

- Students will be equipped to effectively utilize Workplace Competencies to include but are not limited to:
 - Community Building, Group Cohesion, and Group Maintenance
 - Personal Goal-Setting, Reflection, and Self-Assessment
 - Tools for Continuation of School and Learning
 - Life Skills, Healthy Development, and Self-Care
 - Moving on From High School to College/Training, or Career
 - Real-World Connections and Service Learning
 - Personal Passions, Hobbies, and Interests
 - Celebration and Recognition of Success

Support Elements: Follow-up Support (Elements 7, 8, 9 Covered)

- The Mobile Area Education Foundation (MAEF) will develop and implement the Graduate Ready Career Development Program (CDP), which will provide student support services to complement the academic components of ACCEL Day and Evening Academy. A staff of five including a Career Development Program Director, Post-Secondary/Job Placement Coordinator, Internship Coordinator, and two (2) Advocate Counselors will afford students at ACCEL a variety of services including but not limited to: outreach and student recruitment, orientation and engagement individual and group counseling and referrals, case management for alcohol and substance abuse, transportation accommodations, extracurricular activities, youth leadership development, academic support and tutoring, college exploration and advisement, preparation for employment, employment placement, and support and guidance for planning for post-secondary experiences.
- The Post-Secondary Coordinator will assist each student in the development of an individual post-internship exit plan. The exit plan shall be derived from the student surveys and evaluations aligning with individual expressed interests, capabilities and options. Each student will be equipped with a post-internship exit

plan having both primary and secondary options. These options exist to increase the potential for obtaining individual success. Each plan shall define basic established education/training requirements for entry into a given career field and a realistic timeline shall be set for obtaining these goals.

- The Post-secondary Coordinator will assist each student in completing the personalized post-internship exit plan. This implementation shall include connecting with post-secondary training, education and skill counselors/advisors at our partnering institutions- Bishop State Community College, Coastal Alabama Community College and University of South Alabama, and monitoring for at-least 12 months post-exit.
- Documentation and analysis of follow-up and placement data shall be maintained to establish best practices, forecast trends and adjust program elements to ensure effective assistance is provided for a better quality of life and a productive citizen.

Evaluations

- The Internship Coordinator will collect internship satisfaction surveys from both the businesses and students throughout the internship process. Specific evaluations will include student self-assessments and satisfaction surveys, worksite mentor student feedback evaluations and, employer satisfaction surveys. These various assessments will help determine the effectiveness of the program. ACCEL staff will provide continued support to the students based upon these evaluations and specifically help them create an exit plan post-internship.

V) Outcomes

Graduate Ready CDP Outcomes/Evaluation

Yearly Goals

- At least 40 students participating in WIOA funded paid internships
- 90% on internship seniors graduating from high school
- 95% of internship students gaining literacy of numeracy skills as measured by Scantron pre-test and exit-test scores

- 95% of internship students gaining employability skills as measured by student participation in Career seminars using Kuder
- 85% of internship graduates enrolled in post-secondary or employed after successful completion of the program.

Students who are unsuccessful in the internship will receive counseling and support from the internship coordinator their advocate counselor, and/or outside referral agency on the skill deficiency areas that made them unsuccessful in the internship program (e.g. job attendance, maturity, drug abuse, etc.). Students may reapply for the internship experiences if they can demonstrate they have overcome these deficiencies in the future. Students can demonstrate their acquired skills by participating in a month-long workplace volunteer experience that will be closely monitored by the internship coordinator. If the student successfully completes this voluntary experience, he/she may be eligible for a new paid internship experience.

VI) Format

Graduate Ready CDP Services will be delivered through small group individualized counseling sessions on a cohort basis. Students will be trained using Kuder. Cohorts will be begin at the beginning of the school district quarter and extend through the end of the ten week internship cycle. Once students complete their ten-week internship, the student may be eligible to extend his/her experience based upon available funds.

Graduate Ready CDP Timeline

July 2019	<ul style="list-style-type: none"> - Funding awarded - Securing of training materials and supplies
August 2019	<ul style="list-style-type: none"> - Staff professional development - Identification of 1st cohort of interns
September 2019	<ul style="list-style-type: none"> - Required Training Begins - Scantron testing - Workplace skills workshops (x2)
October 2019	<ul style="list-style-type: none"> - 1st Cohort Interns Placed - Identification of 2nd cohort of interns - Workplace skills workshops (x2)
November 2019	<ul style="list-style-type: none"> - Required Training for 2nd cohort begins - Scantron testing - Workplace skills workshops (x2)
December 2019	<ul style="list-style-type: none"> - 2nd Cohort Interns Placed - 1st Cohort Internship Ended (exit plans begin) - Workplace skills workshops (x2)
January 2020	<ul style="list-style-type: none"> - Identification of 3rd cohort interns - Scantron testing - Workplace skills workshops (x2)
February 2020	<ul style="list-style-type: none"> - Training Begins for 3rd Cohort - 2nd Cohort Internship Ended (exit plans begin) - Workplace skills workshop (x2)
March 2020	<ul style="list-style-type: none"> - 3rd Cohort Placed - Identification of 4th Cohort of Interns - Required Training for 4th Cohort Begins - Scantron testing - Workplace skills workshops (x2)
April 2020	<ul style="list-style-type: none"> - 4th Cohort Placed - Workplace skills workshops (x2)
May 2020	<ul style="list-style-type: none"> - 3rd Cohort Internship Ended (exit plans begin) - Scantron testing
June 2020	<ul style="list-style-type: none"> - 4th Cohort Internship Ended (exit plans begin)

VII) Personnel

Staff for Graduate Ready CDP already exist and will be assigned to the program.

Chandra C. Scott, Director (In-Kind Support)

- Current Director of Strategic Outcomes/ 75,000 Degrees Initiative
- Over 17 years of strategic planning and program administration experience

LaTasha Pippins, Advocate Counselor (In-Kind Support)

- Current ACCEL advocate counselor
- Over 10 years of counseling experience

Lenora Wilder, Advocate Counselor (In-Kind Support)

- Current ACCEL advocate counselor
- Over 10 years of counseling experience

Jabaria Dent, Post-Secondary Coordinator (In-kind support)

- Current Post-secondary specialist at ACCEL
- Over 6 years of corporate business experience

Lee Williams, Internship Coordinator (75% time to Internship Program)

- MAEF Coordinator of Community Development/Internships
- Experienced Fund Developer

Michelle Parson, Chief Business Officer (In-kind support)

- Over 20 years in Human Resources and Finance management
- Currently manages a \$2.5 million yearly portfolio of federal funds
- Experience in federal and state audit and compliance requirements

VIII) Location

All training and support services will be delivered at ACCEL located at 3100 Cottage Hill Rd, Bldg. 3, Mobile, Alabama 36606. Internship business sites will be identified across Mobile County using MAEF's list of long-standing business/industry partners and past internship placement sites to include but not limited to Mobile Infirmary, Joe Bullard, Springhill Medical Center, Information Transport Systems, Camille's Sidewalk Café, and Cumulus Broadcasting.

IX) Non-duplication

Career Development and internship services at ACCEL are currently provided by external partners whose academic/transportation requirements exclude many students who are WIOA eligible. This proposal will allow WIOA funds to support the Graduation Ready CDP for ACCEL youth who are faced with many barriers which define WIOA eligible youth. Failure to provide these funds will result in high-need youth not being afforded the opportunity to receive meaningful career development and internship experiences.

X) Experience

The Mobile Area Education Foundation (MAEF) was founded in 1992 as a unique, central voice representing the entire community around the issues of public education. For over 27 years, MAEF continues to serve as Mobile's lead agency on many education-focused reform strategies/initiatives. The message is clear in Mobile County- 'the finish line has moved'- graduating with a high school diploma is no longer the finish line, but the starting line. This defined issue made it clear a comprehensive education blueprint was needed for our citizens to fully realize the benefits of our county's projected job growth. Through 75,000 Degrees, the sense of awareness and urgency to increase Mobile's attainment rate (credentials/degrees) has been established as the *first* attainment goal in the state of Alabama. This collaborative initiative, led by MAEF, has earned Mobile the Talent Hub designation by Lumina Foundation; one of 24 sites and the only one across seven southern states.

MAEF's experienced staff has managed major federal grants, including a \$3.6 million National Science Foundation grant, \$9 million US Department of Education Grant, a \$500,000 US Department of Labor Grant, a \$1 million Annenberg award for public engagement, a \$207,000 Workforce Investment Act stimulus award from Mobile Works, as well serves as the fiduciary agent for the MAEF Public Charter Schools, Inc. For the past 27 years, MAEF has worked to improve public education through innovative programming that serve some of the most at-risk youth in Mobile County including the No Child Left Behind After-School Tutoring, Engaging Youth in Engineering, Vital Link, and RAMP Up. Through these programs, MAEF has had the experience of bringing national best-practices, quality teaching and high expectations to struggling youth who face challenges in Mobile County and to develop strategies to keep students in school and recover those who might have left school. It is this experience that made MAEF the ideal partner to develop the Evening Educational Options Program (EEOP) in partnership with the MCPSS Division of Academic Affairs in 2009. The success and lessons learned from EEOP positioned MAEF to be the first agency approved in Alabama to open the state's first public charter high school, ACCEL Day and Evening Academy. ACCEL incorporates accelerated course offerings, trained support staff, and career and college development to serve high school students who are over-aged and under-credited and for whom the traditional high school clearly has not worked.

In 2017 MAEF Public Charter Schools, Inc. launched ACCEL Day and Evening Academy with 250 students from Mobile and Baldwin counties. Juniors who enrolled during the 2017-2018 school year had an average proficiency level of 35.09% on the ACT with 80.85% qualifying as high poverty. With individualized academic and counseling supports, 44 students graduated from ACCEL by May 2018, a 62% graduation rate. In 2018-19 ACCEL's enrollment increased to 300 with 80% entering with below average skills in reading and math. ACCEL is expecting a 2019 graduating class of 70 students and will increase enrollment to 325 for the 2019-20 school year.

ACCEL has offered internships since opening in 2017. 21 students had internship experiences and are currently working/enrolled in a post-secondary program. Students have participated in internships at Mobile Infirmary, Local TV 15, Great Oaks Veterinary

Hospital, for example. These internships provide real-world work experiences designed to provide students with the exposure necessary to develop realistic career plans. MAEF is continuing to seek internship partners who are willing to invest in the community through individual internship opportunities.

XI) Management

MAEF has implemented the necessary protocols to comply with SWAPTE's requirements for the WIOA funds since 2012. These same protocols will continue in place for the 2019-20 WIOA allocation. The Graduate Ready Career Development Program compliance and reporting will be overseen by Mobile Area Education Foundation staff: Chandra Scott will manage the program; Lee Williams, Internship Coordinator, will manage and maintain participant records in accordance with SWAPTE; Michelle Parson will maintain necessary financial reporting for these funds.

Graduate Ready Career Development Program Detailed Timeline

July 2019	<ul style="list-style-type: none"> • Funding awarded • Securing of training materials and supplies • Monthly Invoice (end of month)
August 2019	<ul style="list-style-type: none"> • Staff professional development • Identification of 1st Cohort of interns • Monthly Invoice (end of month)
September 2019	<ul style="list-style-type: none"> • Required Training Begins • Monthly Invoice (end of month) • At least 10 students enrolled by end of quarter • Quarterly report to SWAPTE of activities
October 2019	<ul style="list-style-type: none"> • 1st Cohort Interns Placed • Identification of 2nd Cohort of interns • Monthly Invoice (end of month)
November 2019	<ul style="list-style-type: none"> • Required Training for 2nd Cohort begins • Monthly Invoice (end of month)
December 2019	<ul style="list-style-type: none"> • 2nd Cohort Interns Placed • 1st Cohort Internship Ended (exit plans begin) • Monthly Invoice (end of month) • At least 11 students enrolled by end of the quarter • Quarterly report to SWAPTE of activities
January 2020	<ul style="list-style-type: none"> • Identification of 3rd Cohort of interns • Monthly Invoice (end of month)
February 2020	<ul style="list-style-type: none"> • Training Begins for 3rd Cohort • 2nd Cohort Internship Ended (exit plans begins) • Monthly Invoice (end of month)
March 2020	<ul style="list-style-type: none"> • 3rd Cohort Placed
April 2020	<ul style="list-style-type: none"> • Identification of 4th Cohort of Interns • Required Training for Cohort Begins • At least 11 students enrolled by the end of quarter • Monthly Invoice (end of month) • Quarterly report to Mobile Works of activities
May 2020	<ul style="list-style-type: none"> • 3rd Cohort Internship Ended (exit plans begin) • Monthly Invoice (end of month)
June 2020	<ul style="list-style-type: none"> • 4th Cohort Internship Ended (exit plans begin) • Monthly Invoice (end of month) • At least 8 students enrolled by the end of the quarter • Monthly Invoice (end of month) • Final report for year due by June 30, 2020

Certification Regarding a Drug Free Workplace

Pursuant to the Drug-Free Workplace Act of 1988 the Proposer/Contractor does hereby certify to Southwest Alabama Partnership for Training and Employment that it will or will continue to provide a drug-free workplace by:

- 1) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the proposer's/contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- 2) Establishing an ongoing drug-free awareness program to inform employees about--
 - a. The dangers of drug abuse in the workplace;
 - b. The proposer's/contractor's policy on maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- 3) Making it a requirement that each employee to be engaged in the performance of work under its proposal/contract with Southwest Alabama Partnership for Training and Employment be given a copy of the statement required by paragraph 1);
- 4) Notifying the employee in the statement required by paragraph 1) that, as a condition of employment under the proposal/contract, the employee will--
 - a. Abide by the terms of the statement; and
 - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- 5) Notifying the Southwest Alabama Partnership for Training and Employment in writing, within ten calendar days after receiving notice under paragraph 4 b., above, from an employee or otherwise receiving actual notice of such conviction;
- 6) Taking one of the following actions, within thirty calendar days of receiving notice under paragraph 4 b., above, with respect to any employee who is so convicted--
 - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with applicable law; or
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health law enforcement or other appropriate agency;
- 7) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1) though 6), above, at the site(s) for performance of work in connection with the applicable proposal/contract.

Name/Title of Authorized Representative

Organization

Signature

Date

CERTIFICATION REGARDING LOBBYING ACTIVITIES
Certification for Contracts, Grants, Loans and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence and officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, and U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$ 10,000 and not more than \$100,000 for each such failure.

Name/Title of Authorized Representative

Organization

Signature

Date

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective recipient of Federal Assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by DOL.

6. The prospective recipient of Federal Assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Non-procurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

End of Instructions

Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' Responsibilities. The regulations were published as Part VII of the 26 May 1988 Federal Register (pages 19160 -- 19211).

BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTIONS, WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION.

- (1) The prospective recipient of Federal Assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal Assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name/Title of Authorized Representative	Organization
Signature	Date

Instructions for Certification
Items One (1) through Nine (9)

1. By signing and submitting this proposal, the prospective recipient of Federal Assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal Assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal Assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal Assistance funds learns that this certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

**REQUEST FOR Dun & Bradstreet (D&B)
D-U-N-S Number**

When awarding subcontracts to area providers, we are required to obtain the "DUNS Number" for any agreements funded with WIOA funds. The number has to also be registered with Central Contractor Registration on their web site at <http://www.ccr.gov>.

Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine digit number, for each physical location of your business.

D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants.

You may request your D-U-N-S Number via the Web. If one does not exist for your business location, it can be created within 1 business day.

You may also request your D-U-N-S Number by phone. U.S. and U.S. Virgin Islands: 1-866-705-5711 and Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)

If you do not have a DUNS Number for your business location, please go to <http://www.ccr.gov>, which includes a link to D&B in order to secure the number, which will then need to be registered by you as noted above.

Contractor Name / Address:

DUNS Number:

Certification: I hereby certify that the above DUNS Number is for our business location and it has been registered at <http://www.ccr.gov> and will remain current during the term of this award (2 CFR Part 176.50 (c)).

Signature

Title

Name (print)

Date