

**Contract for a WIOA Program
Serving Low-Income Out-of-School Youth Age 16 –24
in Southwest Alabama**

Contract #: 94707472

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**

Auburn University Office of Sponsored Programs
310 Samford Hall
Auburn, AL 36849

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: **\$149,655.00.**

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 Slater, Chair
Southwest Alabama Partnership for
Training and Employment
Signatory Official

BY:

John M. Mason
V.P. Research & Economic Development
Auburn University, Office of Sponsored Programs
CONTRACTOR Signatory Official

BY:

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

BY:

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

**WIOA Service Provider Agreement
Auburn Cooperative Extension System**

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 – D10
 SECTION E...<u>STATEMENT OF WORK</u>	 Page(s)	
Program Description		E1 – E26

Section A -- GENERAL PROVISIONS ASSURANCES AND CERTIFICATIONS

AUBURN UNIVERSITY 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 (SAPTE) and Employment it shall notify SAPTE 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 SAPTE pursuant to this agreement, shall be construed as making the Contractor the agent, servant or employee of SAPTE. 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 SAPTE, 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 SAPTE and the Contractor, must be incorporated as written modifications to this agreement and approved by all signatory authorities prior to implementation.

SAPTE 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 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 SAPTE. 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 SAPTE shall be liable for payment only for work or services performed by the Contractor to the satisfaction of SAPTE 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.

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 the program. 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, SAPTE 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 SAPTE until such time that a determination is made by SAPTE 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 SAPTE for such period and under such conditions for requalification as may be determined by SAPTE. 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 SAPTE shall be liable for payment only for work or services performed by the Contractor to the satisfaction of SAPTE 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.

Each party herto agrees to be responsible and assume liability for its own wrongful or negligent acts or omissions, or those of its officers, agents or employees to the full extent required by law. Each party to this Agreement must seek its own legal representative and bear its own costs, including judgments, in any litigation that may arise from performance of this Agreement.

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 SAPTEs 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 SAPTE. It will abide by the reporting formats and schedules SAPTE establishes. It further acknowledges the right of SAPTE 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 SAPTE 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

Each party hereby assumes any and all risks of personal injury and property damage attributable to the negligent acts of that party and the officers, employees, and agents thereof. Neither party shall be responsible for the personal injury and property damage attributable to the negligent acts of the other party and the officers, employees, and agents thereof.

20 Disputes

In the event of a dispute between the parties, the parties agree to negotiate a settlement in good faith. Should this fail to resolve the dispute, the parties shall be free to pursue resolution through mediation where a mutually agreed upon neutral third party assists the disputants in reaching a negotiated settlement but has not authority to bind either party to any resolution. For any financial claim against Auburn University which cannot be resolved through negotiation or mediation, the sole option is to file a claim with the Alabama State Board of Adjustment per the Code of the State of Alabama §§41-9-60 through §§41-9-74.

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 116[B] of the Workforce Innovation and Opportunity Act .

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 SAPTE 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 SAPTE 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 SAPTE.
- 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 SAPTE 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 SAPTE.

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 SAPTE 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 SAPTE all property purchased under this agreement, including unconsumed supplies and materials, in accordance with SAPTE 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 SAPTE 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 SAPTE.

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 SAPTE.

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 SAPTE 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.

All rights and title to intellectual property developed solely by AUBURN employees under this Agreement shall belong to AUBURN. All rights and title to intellectual property developed solely by employees of SAPTE under this Agreement shall belong to SAPTE.

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 SAPTE, 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**

This agreement shall be construed in accordance with and governed by the laws of the State of Alabama. If legal action is taken against the University, however, this agreement shall be construed and interpreted in accordance with the federal or state laws which, by statute, are required to govern the University.

45 **Warranty**

The Contractor warrants to SAPTE 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: **John M. Mason**

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
Hope Place Family Resource Center

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.

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

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 SWAPTE 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: HOPE PLACE FAMILY RESOURCE CENTER

Program Title: YOUTH WORKFORCE ADVANTAGE

Line Item Cost	Program Services
Staff Compensation	\$ <u>70,100</u>
Staff Fringe Benefits	\$ <u>12,470</u>
Travel/Transportation	\$ <u>4,350</u>
Facility Costs	\$ <u>9,000</u>
Communications	\$ <u>-----</u>
Supplies	\$ <u>3,000</u>
Office Supplies	\$ <u>-----</u>
Equipment	\$ <u>-----</u>
Contractual	\$ <u>14,000</u>
Other Direct Costs	\$ <u>3,600</u>
Participant Support Costs	\$ <u>4,400</u>
Indirect Costs 26%	\$ <u>28,735</u>
TOTAL COST:	\$ <u>149,655</u> [sum of 1 thru 12]

BUDGET NARRATIVE

PGS 1 Staff Compensation \$70,100

PGS1

Position Title	Pay Rate Per Hour	% of time applied to WIOA Program	Months applied to Program	Salary Cost to charged Program
Project Coordinator	\$18.00 per hour	70%	11 months	\$24,192
GED Instructor/ Case Manager	\$13.00 per hour	70%	11 months	\$17,472
Workforce Development Worker/Case Manager	\$15.00	70%	11 months	\$ 20,160
Program Support Worker	\$5,305 mthly	13%	12 months	\$ 8,276
Total Staff Salaries	\$79.15 per hour		12 months	\$70,100

PGS 2 Staff Fringe Benefits \$12,470

FICA: Benefit rate negotiated at federal level by Auburn University and not broken down by category.

PGS 2 Benefit Rate for Temporary Employee Services (TES) Employee

Wages: Project Coordinator	\$ 34,560 x 70% time x 15.82 % Rate	\$ 3,827

PGS 2 Benefit Rate for Temporary Employee Services (TES) Employee

Wages: GED Instructor/ Case Manager	\$ 24,960 x 70% time x 15.82 % Rate	\$ 2,764

PGS 2 Benefit Rate for Temporary Employee Services (TES) Employee

Wages: Workforce Development Worker/ Case Manager	\$28,800 x 70% time x 15.82 % Rate	\$ 3,189

PGS 2 Benefit Rate for Program Support Worker

Salary: Program Support Worker	\$ 5,305 mthly x 13% time x 12 mths x 32.5 % Rate (Full-time rate benefits)	\$ 2,690

PGS 3 Travel and Transportation \$4,350

Mileage calculations include:

Mileage for recruiting in communities within Escambia County.

Mileage for staff for trips to Montgomery to attend training for WIOA.

Average of 150 miles per week x 50 weeks x \$.58 per mile = \$4,350

PGS 4 Facility Costs \$9,000

Space Rental is through a lease with the City of Brewton and space needed for the Youth Workforce Advantage Program is \$500 per month.

\$500 x 12 months = \$6,000 per year

Utilities averages \$500 monthly. Estimate for power for Youth Workforce Advantage Program space is \$250 monthly.

\$250 x 12 months = \$3,000 per year

PGS 5 Communications
NONE

PGS 6 Office Supplies
NONE

PGS 7 Books and Training/Teaching Aids \$3,000
Workshop Program Materials

Workshop Program Materials for the Youth Workforce Advantage Program include:

Paper, ink cartridges, pencils, pens, note pads, markers, flip charts, file folders, hanging file folders, note books, flash drives, printers, and other materials needed to complete classroom instruction and workshops.

\$150 per month average x 12 months = \$1,800

Curriculums, DVD's, workbooks

2 set of curriculum at \$400 each = \$800

40 workbooks X \$10 each = \$400

PGS 8 Equipment
NONE

PGS 9 Contractual \$14,000

Contractor to be determined.

**Services to include payroll for participants in a Work-Based Learning position.
Coverage to include \$7.25 hourly rate, FICA at 7.65%, Unemployment at 1.65% Workers
Compensation at a variable rate based on insurance negotiated rate for specific job.
Contractor rate of 9.5%.**

Wages for participants in Work Based Learning

Average up to/not to exceed 30 hours per week x \$7.25 per hour. Plus, FICA,
Unemployment, workers compensation, contractor rate of 9.5%

PGS 10 Other Direct Costs \$3600

GED Testing fees paid to National Testing Site \$2,700
(not paid to participants but to vendor)

Monthly average testing fees for 40 plus participants is \$225.
\$225 x 12 months = \$2,700

*Participants travel delivered through public transportation source. The following
calculations project yearly usage:*

***Participants travel costs provided by Hope Place through Escambia County
Transportation (ECATS).....\$900***
(not paid to participants but to vendor)

15 participants x \$5.00 per day x 4 days per week x 3 weeks = \$900

PGS 11 Participant Support Costs \$4,400

Participant Incentives \$4,400
(Paid to Participants)

40 participants x \$25 = \$1,000 incentive for Literacy/Numeracy/Measurable skills/ gains
36 participants x \$25 = \$ 900 incentive for passing a part of the GED exam
20 participants x \$100 = \$2,000 incentive for receiving GED/High School Diploma Option
20 participants x \$25 = \$ 500 incentive for achieving approved credentials

PGS12	Indirect Cost	\$ 28,735
--------------	----------------------	------------------

Auburn University Federally approved off campus Indirect Cost for the Alabama Cooperative Extension System ACES is 26%.

=====

WORK BASED LEARNING REQUIREMENT:

The 20% requirement for work-based learning is included in the budget in the contractual category as well as staff compensation, fringe, travel and supplies. Participant incentives and rent are not subject to Indirect cost calculation.

I. SUMMARY

HOPE PLACE Family Resource Center stands as an established strengths based service provider for Escambia County families and is recognized as an effective advocate for underserved populations. HOPE PLACE is currently in the sixth (6) year of successfully running the WIOA YOUTH WORKFORCE ADVANTAGE program serving out-of-school youth ages 16-24. Since July 1, 2017, the program has already reached our yearly project goal of enrolling 40 qualified participants. Fifteen of these forty participants have obtained their GED and several have plans to enter college. The program is intensively case managed and requires staff to work individually with high at-risk participants identifying potential needs. Education is the essential piece of building strong communities that better support at-risk youth to gain skills needed for a productive workforce. For the 2018-2019 grant period, out-of-school Youth ages 16-24 will be assisted in attaining educational goals of passing their GED, gaining employment and remaining employed. Participants will focus on reaching the performance standards of obtaining a credential and maintaining consistent employment as measured in second and fourth quarters before exiting the program. As we strive to support participants, we will challenge students to push for literacy and numeracy gains through use of all 9 WIOA elements. Our focus is to assist youth in educational attainment, successful work experiences and gaining knowledge in accessing employment opportunities. While developing for their future, students will also focus on gaining work maturity and employability skills, which enable them to secure employment leading to an advanced career.

HOPE PLACE has a productive record of accomplishment in overall youth programming serving over 200 youth each year in various educational capacities. Career development, progressive monitoring and assessment enable instructors to place youth in positive career structured tracks for optimal success. Continuing referrals to agencies and entities aide youth as they reach their goals and progress into career tracks and credentialed programming with job placement. The staff of Hope Place has extensive experience and a proven track record of

working with populations who are vulnerable and at-risk. This experience proves most beneficial in connecting to partnering entities with reliable partnership components which provide job placement and on the job training through cohesive service delivery and referral.

HOPE PLACE FAMILY RESOURCE CENTER opened its doors in 1999 with the goal of supporting and strengthening the families of Escambia County and their children. HOPE PLACE is a part of the Alabama Cooperative Extension System (ACES) which is a part of Auburn University. Auburn University is the fiscal agent for HOPE PLACE and provides the accounting structure and reporting. HOPE PLACE is a member of the *Alabama Network of Family Resource Centers* which adheres to rigid service standards for families across the state. At HOPE PLACE, providing services to high-risk vulnerable youth populations with barriers to employment through individual instruction and case management allows individuals the opportunity to access additional necessary services to improve their opportunity for success. Escambia County's population is 37,728 with 24.2% of that population being children. Children ages 15-19 make up 23.6 % of that number. Nineteen point five percent (19.5%) of the population does not have a high school diploma (census.gov/quickfacts). The rate for vulnerable families is 10.4%, which ranks Escambia County # 53 of 67 counties. Children in poverty are at 31.8% decreasing from 36.5% in 2014. These statistics are additionally marred by recognizing that teens not attending school and not working has increased from 16% in 2013 to 24.6% as reflected in 2014 data. This data affects the need to serve out of school youth 16-24. They are rapidly becoming the newly emerging homeless population and must be saved. **The YOUTH WORKFORCE ADVANTAGE** program operates at HOPE PLACE Family Resource Center and meet off site in other locations throughout the county as needed by demand. The project is strengthened through exceptional partnerships and collaborative efforts between the Career Center and Coastal Alabama Community College. The project is available to participants from 8-4 Monday through Friday in Brewton. HOPE PLACE plans to serve 40 participants during the

new grant cycle in the active category, excluding follow-up and is requesting **\$143,795 with a \$3,595 average cost per participant.**

II. TARGET

Today our society has an extended population of youth between the ages of 16-24 that do not have a high school diploma, GED or a job. In Escambia County, the latest data shows teens not attending school and not working to be 24.6%. The Target goal is to serve 40 participants during this project year and to help change that statistic. This illusive population is almost impossible to capture and often considered "the lost population". Finding this population between adulthood and childhood is a daunting and challenging task. Providing services and stable mentoring and encouragement to them is even more daunting. With this illusive behavior, it becomes difficult for parents, law enforcement and educational support systems to connect on behalf of these youth. Rarely does this group knock on the door for services or support and when they do access service they need constant monitoring and encouragement along with forced accountability. Often parents have lost all desire to help their children and the youth float, wanting to either land or be captured. The families rely on support systems to "herd" the youth into positive programs of change. These populations are rarely high achievers therefore; the obstacles they have to overcome are large.

Thirty one point eight percent (31.8) of children under age 18 in Escambia County live below poverty. This compares to 24% in Alabama and 18% in the U.S. According to Kids Count Data for 2014, 26% of all persons in Escambia County are living in poverty compared to 18.9% in Alabama. Median income for Escambia County continues to lag behind the state and nation. Escambia County's 2015 average median income \$32,330; which is higher than the 2013 median income of \$30,687 and \$12,756 below the 2015 Alabama median income of \$43,623.

	Population	Persons living below poverty	Children in poverty	Median Income
Escambia County 2013	37,983	24.9%	36.5%	\$30,687

Escambia County 2015	(2016) 37,728	(2014) 26.0%	31.8%	\$32,330
Alabama 2015	(2016) 4,863,3000	(2014) 18.9%	27.3%	\$43,623

Source: datacenter.kidscount.org Kids Count 2015

Escambia County teens not attending school and not working is 24.6% compared to the state rate of 9.5%. When in review of 2013 and 2104 data the rate of not attending school and not working has risen drastically. Based on this data, Escambia County has the highest rate among all 67 counties with Conecuh, Wilcox, Bullock and Tallapoosa rounding out the top five. Escambia County needs intensive services with support workers who are committed to these youth and willing to work hard to change this statistic and the lives of youth. That is the staff of HOPE PLACE FAMILY RESOURCE CENTER.

Teens not attending school and not working

	2013	2014
Escambia County	16%	24.6%
Alabama	9.6%	9.5%

Source: datacenter.kidscount.org Kids Count 2015

In order to serve this targeted low income youth with barriers to employment population, HOPE PLACE Family Resource Center is partnering with the following entities: The Alabama Career Center in Brewton, local employers in Atmore, Brewton and Flomaton, Escambia County Schools, Brewton City Schools, Coastal Alabama Community College (CACC), the Cities of Brewton, Flomaton, and Atmore, to provide cohesive services for this vulnerable youth population. Identifying high school dropouts, youth seeking employment, youth needing transportation to and from GED classes and those benefiting from assessment and training to attain employment. Coastal Alabama Community College (CACC) is the primary entity, which delivers Adult Basic Education to Escambia County, CACC along with HOPE PLACE will perform the assessments and there will not be a charge for this service. Through a long standing working collaborative partnership, HOPE PLACE and CACC have served individuals and families consistently since

opening our doors in 1999. HOPE PLACE will provide workforce investment instruction for low-income youth with barriers to employment for the youth population age 16-24. In addition, case management services will be provided to insure linkage to additional services for success. Staff will use intake, assessments, and TABE scores to support goals and placement for educational support. Evaluating the status and capability of participants is essential for enrollment and support.

Targeted population for the project are OUT OF SCHOOL YOUTH ages 16-24 and not attending school and fall within one or more of the following categories:

Not attending any school

Not younger than 16 or older than 24 and

One or more of the following:

- School dropout
- Youth who is within the age of compulsory school attendance but has not attended school for at least the most recent complete school year calendar quarter
- A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is a basic skills deficient or an English language learner
- An individual who is subject to the juvenile or adult justice system
- A homeless individual, runaway, in foster care or has aged out of the foster care system or a child eligible for assistance under section 477 of the Social Security Act or in an out of home placement
- An individual who is pregnant or parenting
- A youth who is an individual with a disability
- A low income individual who requires additional assistance to enter or complete an education program or to secure or hold employment

III. DESIGN

Program design provides preparation for post-secondary educational opportunities, linkages between academic and occupational learning, preparation for employment, effective connections to intermediary organizations that provide strong links to the job market and employers and/or a direct link to employers. Each youth participant receives the following based on WIOA requirements:

- ✓ evaluation for eligibility by the Career Center staff in Brewton based on the WIOA criteria
- ✓ receive an objective assessment with review of services needed
- ✓ develop service strategies, identify career goal and review assessments

The following strategies meet the requirements of WIOA and depict program service structure and design.

PROGRAM COMPONENTS

1. Outreach and Recruitment

Outreach: Flyers and packets with program information are distributed to high school, CACC, Career Center, courts, doctor offices, Juvenile Probation Officers (JPO). Information targets 16-24 high school dropouts.

Recruitment Strategies:

Recruit and inform potential students from the following areas:

- Current GED students ages 16-24 in the CACC program
- Career Center Clients
- Meet with high school counselors and introduce our program as a referral for students who might possibly drop out of school
- Introduce program to local church pastors and community leaders who are integrated into communities
- Speak to the Drug Court/Family Drug Court participants Friday on court days

- Meet with New Beginning in Drug Rehab participants

2. Selection and Orientation

Selection:

After recruitment the students will all go through a screening where participants learn the benefits of the program and what they will need to do in order to be successful. At this time students are identified based on the eligibility criteria for all out-of-school youth. Once they meet the criteria and are qualified by the Career Center they are entered into the orientation phase of the project.

Orientation:

All participants go through orientation to ensure they receive information of the benefits of the program and the expectations they will have to work toward in order to succeed. Opportunities will be explained to groups and individuals enrolling in the program. During this process commitment and sign off will be solicited from each participant commitment forms will be signed and goals established for each individual.

3. Participant Certification and Orientation

All participants will complete the WIOA application with assistance from the Career Center and HOPE PLACE personnel. The Career Center is a long-standing supporter of HOPE PLACE programming and has assisted and partnered with us in many projects. The Career Center has worked diligently with us since 2012 with the first WIA Youth project. The Center pledges to continue working together to aid youth as they benefit from achieving their educational attainment of a GED and obtaining certification or a degree and employment. Participants are screened for eligibility as directed within the WIOA guidance and guidelines. WIOA funds can only be used to serve WIOA certified youth.

4. Assessment

Youth participate in a realistic assessment of their academic skills, employability skills and support needs. In order to assist participants it is essential to determine what

their assets and liabilities are. This assessment is conducted and aligned with the common measures for youth programs in order to more clearly achieve established goals set forth by the Employment and Training Administrations revised guidance policy.

Standardized tests and assessments are used. The tool that is used to track educational gains for Adult Basic Education (ABE) is the Test of Adult Basic Education (TABE); the General Educational Development (GED) test for those pursuing the high school diploma equivalency; and the Locator Test instrument which is a user friendly placement assessment of a student's current level of skill. A battery of the TABE is administered to learners to assess literacy level work-skills, which consist of testing in the areas of reading, math, and language. The TABE instruments provide assessment, placement, growth, literacy level prediction, and prescription information. Participants will receive an incentive of \$25 for a literacy or numeracy gain in reading and/or math. We have a track record that proves this to be a strong motivator for students. The TABE group of assessment instruments provides lessons needed based on TABE scores. After the initial assessment, participants are post-tested after 40 hours of instruction; students in level A may be post-tested after 30 hours of instruction and documented progress. GED Ready test or the Official Practice Test is administered and timed appropriately for all four parts of the GED test. This test will assess the learner for the official GED test. The learner must make a minimum of 145 on each part of the test and have an average of 580 on the total test battery.

5. Individual Service Strategy (ISS)

The Individual Service Strategy (ISS) is the road map to success for each youth enrolled in the program. Each participant is viewed individually and a plan is prepared with each individual for the optimum outcome. Along with employment and education, each plan focuses on the 9 WIOA program elements which ensure the needed support

and development strategy for each participant. Focusing on "The Individual" is the key to success. The personal plan is discussed each week with personal reminders of participant's individual goals and aspirations. These one-on-one discussions and review encourage participants and help to keep them focused and on track. Career Center meets monthly with Hope Place staff to document progress within the ISS entered at the Career Center. This interaction and partnership provide stability for the project and participant.

6. Case Management

Throughout this program, the case management serves as the link and connector to services and follow-up. Participant's plans are designed reviewed and revised to meet the ever changing need. The Case Manager is often the mentor and motivator to assist the participant in connecting to services and with family support. Each high risk youth needs additional focus and goal-oriented direction to achieve their outcomes.

All communication and follow-up with the participants is documented at HOPE PLACE and also at the Career Center. HOPE PLACE staff meets monthly with Career Center staff to review and compare case notes to assure that documentation is processed for each participant. This additionally assists in preparing the best strategy for participants.

Referrals to additional agencies, entities, and services are essential for participants to close gaps on their achievement goal. Not any single program has all components needed for support and success. The case manager follows up with referrals and individual participation with referrals. If there are barriers to services the case manager runs interference and assist in access to services.

The **Staffing** of the project will be with a Project Coordinator, Workforce Development Worker/Case Manager, GED instructor/Case Manager and Program Support Worker located at HOPE PLACE. One of the positions also carries some leadership responsibilities of the grant while the director of HOPE PLACE will oversee ultimate operations of the project.

The **activities and methodologies** of the class include workshops, think tanks for employment, job search strategies, career design, regular classroom educational instruction and work based learning. The creative career development classes are hands on and engaging for participants. Individuals learn their strengths and how to create job opportunities to enhance job performance. Each participant gains knowledge to sustain job performance. Serving the targeted low income youth with barriers to employment is **costly and instructionally intensive**. Much of the instruction is one-on-one and involves extensive mentoring and encouraging. Participants have struggled to achieve and need to review skills that were not totally mastered. With this in mind, the cost per participant is nearing \$3,595. Collaboration of services and resources from partners are used to maximize the best use of funding dollars.

IV. SERVICES

The chart below illustrates program elements, activities and provider of the service. Each identified youth will pursue a career pathway that has captured his interest and one which has been identified through assessment. Participants can grow to understand the occupational demand and growth potential after studying the occupational cluster. Services for the participants are provided by many sectors to allow continuity and strength in the learning experience. Therefore exposing participants to a broad spectrum of education with hands on learning experience. Students also benefit from the work based learning opportunity during this time.

9 WIOA PROGRAM ELEMENTS

Program Elements	Program Activities	Service Provider
1. Tutoring, study Skills Training and Instruction	<ul style="list-style-type: none"> > Administer ASSESSMENTS > Development of study needs and plan > Assist student in developing study skills > Goal setting and rating for achievement > Facilitation of meetings between student and 	<ul style="list-style-type: none"> > HOPE PLACE (WIOA funds) > Coastal Alabama Community College (CACC) > After-School Learning Center within the county

	<ul style="list-style-type: none"> parents when necessary > Parent Education > Communication Skills Development 	
Program Element	Program Activities	Service Provider
2. Alternative Secondary School Offerings	<ul style="list-style-type: none"> > Administer ASSESSMENTS > Enroll in Adult Basic Ed > Direct toward obtaining GED > Research other educational interests > Interest inventory Assessment > Career exploration – AIDT's Ready to Work core curriculum > Assist student in developing study skills > Goal setting and rating for achievement 	<ul style="list-style-type: none"> > HOPE PLACE (WIOA funds) > Coastal Alabama Community College (CACC) > Ed Reid State Technical College
Program Element	Program Activities	Service Provider
3. Paid and unpaid Work Experience	<ul style="list-style-type: none"> > Administer ASSESSMENTS > Job shadowing > Goal Setting > Internships > Job Coaching > Volunteering at local business where you would like to work > WORK BASED LEARNING > Explore Occupational career paths > Monitor and list interactions and reactions > Volunteer in occupational career track sites > Participate in hands on training in occupational fields 	<ul style="list-style-type: none"> > City of Brewton, Atmore and Flomaton > HOPE PLACE (WIOA funds) > New Beginnings > Various local businesses the county > Southern Alabama Area Health Education Center (AHEC) > HOPE PLACE develops resource for this element w/ (WIOA funds) > WORK BASED Learning activities developed by HOPE PLACE with WIOA funds > On the job shadowing > Coastal Alabama Community College (CACC) > Career Technical Education Program at the Brewton and Atmore Career Technical Centers

Program Elements	Program Activities	Service Provider
4. Leadership Development Opportunities	<ul style="list-style-type: none"> > Administer ASSESSMENTS > Serve as group leaders of projects > Evaluate experience > Attend Adult Leadership Atmore and Brewton Meetings > Participate in Leadership role model units > Visit with elected officials in leadership capacities > Work with a volunteer Organization > Placing participant w/mentor 	<ul style="list-style-type: none"> > HOPE PLACE establishes the connection/partnership for this element (WIOA funds) > YMCA > City of Brewton and Atmore > Red Cross > Relay for Life > Brewton Blueberry Festival – Chamber of Commerce > Atmore William Station Days – Chamber of Commerce > Southern Alabama Area Health Education Center (AHEC)
Program Element 5. Support Services	Program Activities <ul style="list-style-type: none"> > Administer ASSESSMENTS > Development of a safety plan > Transportation > Health care > Housing > Child care > Assist participant in researching other educational interests > Connect to college support services 	Service Provider <ul style="list-style-type: none"> > HOPE PLACE (WIOA funds) > Escambia Trust > Escambia Transit Authority > Red Cross > DHR > Coastal Alabama Community College (CACC) > Mental Health > Housing Authority (HUD) > YMCA childcare
Program Element 6. Adult mentoring	Program Activities <ul style="list-style-type: none"> > Administer ASSESSMENTS > Shadowing adult in job > Community Sports Activities > Volunteer opportunities > Building Ramps Project > Food Bank > City Luminary Project in December 	Service Provider <ul style="list-style-type: none"> > HOPE PLACE (WIOA funds) > Local Churches food banks > YMCA > Civic Leagues > 1st Methodist Men's Group > Southern Alabama Area Health Education Center (AHEC) > City of Brewton
Program Element 7. Comprehensive guidance and counseling	Program Activities <ul style="list-style-type: none"> > Administer ASSESSMENTS > Participate in individual sessions with case manager > Instructors deliver one- 	Service Provider <ul style="list-style-type: none"> > HOPE PLACE (WIOA funds) > Mental Health > Coastal Alabama Community College (CACC) > Pathways Counseling

	<ul style="list-style-type: none"> on-one program instruction > Explore assessments from interest inventory > Provide services to understand labor market and employment info > Mental Health Counseling > Meetings with school Counselor 	<ul style="list-style-type: none"> > Local faith based counseling if requested
Program Elements	Program Activities	Service Provider
8. Financial Literacy	<ul style="list-style-type: none"> > Administer ASSESSMENTS > Explore consequences for taking financial risks > Identify benefits of taking responsibility for financial decisions > Development plan for spending and saving based on goals > Discuss how saving and investment contribute to financial well-being > Set financial goals > Explain purpose/ importance of health, disability and life insurance > Parent Education 	<ul style="list-style-type: none"> > HOPE PLACE (WIOA funds) > Trustmark Bank financial one-on-one support > Jump\$tart Coalition > Money Habitudes --Alabama Healthy Marriage Initiative > Money Magic > CIRCLES group which provides intense support for financial recovery through programming.
Program Element	Program Activities	Service Provider
9. Activities to prepare youth for transition into post-secondary and training	<ul style="list-style-type: none"> > Administer ASSESSMENTS > Identify correlation of career track to educational requirements > Find and evaluate careers and educational requirements > Career days when students job shadow local employers > Health career exploration > Job shadowing > Provide instruction in curriculums: <i>Why Try, Money</i> 	<ul style="list-style-type: none"> > HOPE PLACE (WIOA funds) > Coastal Alabama Community College (CACC) > Ed Reid State Technical College > Southern Alabama Area Health Education Center (AHEC)

	<p><i>Habitudes, Preparing for Work</i></p> <ul style="list-style-type: none"> > Placing participant w/ mentor > Assist participant in researching other educational interests > Connecting participant to college student support services > Providing tutorial connections > Goal setting and rating > AIDT's Ready to Work: Technology Basics, FDIC, Communication, Workplace Behaviors, Problem Solving, Job Prep.
--	--

WORK BASED LEARNING – Special Interest in Program Design

During this grant cycle Hope Place will include the work based learning component for participants who qualify and are commitment to the learning experience. Youth will have the opportunity to have a workforce Development Worker actually coach and walk them through the entire Job prep and employment experience. The participants will have a hands on resume' building, application process and interview. During this period participants will earn wages for their work while building a reputation and track record of work experience for future employment.

V. OUTCOMES

CORE PERFORMANCE INDICATORS with Common Measures Outcomes

The following first three indicators are mandated WIOA performance outcomes for Youth programs and the target standards that SWAPTE has set for its Youth programs.

Outcome 1:

To maintain participant employment at 53% or above as measured at 2nd quarter after exit.

Indicator measurement:

Employment Rate at the 2nd Quarter after Exit will be 53% or above.

53% or more of targeted participants will be employed at the 2nd quarter after Exit.

Activities to achievement:

- 100% of participants will have the opportunity to learn employment skills
- 90% of participants will prepare a resume for job application
- 90% of participants will undergo interviews for job placement
- 95% of participants will further develop soft skills for workforce development

Outcome 2:

To maintain participant employment at 64% or above as measured 4th quarter after exit.

Indicator measurement:

Employment Rate at the 4th Quarter after Exit will be 64% or above.

64% or more of targeted participants will be employed at the 4th quarter after Exit.

Activities to achievement:

- 80% of targeted participants will receive career skills information for job performance
- 90% of targeted participants will receive information on soft skills value for job stability
- 65% of targeted participants will continue communication with HOPE PLACE support staff to maintain career development and coaching

Outcome 3:

To achieve credential attainment within 4 quarters after exit.

Indicator measurement:

Credential Attainment within 4 quarters after exit.

52.8% or more of targeted participants will attain a credential within 4 quarters after Exit.

Activities to achievement:

- 100% of targeted participants will enroll in a degree or certificate program
- 90% of targeted participants regularly attend class at least 2 times weekly
- 85% of targeted participants participate in classroom discussions

Outcome 4:

To achieve literacy and numeracy gains

Indicator measurement:

53.5% of screened participants will increase in one or more Educational Functioning levels

Activities to achievement:

- 100% of targeted participants will enroll in ABE classes
- 90% of targeted participants regularly attend class at least 2 times weekly
- 85% of targeted participants participate in classroom discussions

ADDITIONAL SUPPORT

Tracking retention of employment:

- Monthly calls and communication with participant at home and visit on the job if possible/accepted by employer.
- Continual follow up with the Career Center for monitoring linked employer reporting

Achievement of diploma/GED:

- Student progress is measured daily and posted to case notes
- TABE testing posted/monitored
- GED testing posted/monitored/paid for
- Individualized case management provided by HOPE PLACE and relationship building is what creates a successful program
- Occupational competencies are measured and documented through successful attainment of certificate or employment

Entry into post-secondary education, apprenticeships and other trainings:

- Program staff develop a strong relationship with participants and help them enroll in additional education, apprenticeships and trainings.
- Participants are continually exposed to additional career options.

- Case notes document participant's activity and progression

Further Explanation to Outcomes, Indicators, and Activities:

Additional considerations and measurement of success are essential for this targeted population. Normal expectations have to be reevaluated to appropriately align with a high at-risk population. A major portion of this project is to expose participants to areas of development that they find deficient. Many participants do not possess soft skills and do not realize what soft skills are or the need for them. Classroom instruction provides hands on learning experiences to develop the following soft skills:

Soft Skills

Able to Listen	Takes criticism	Self-directed
Accept feedback	Punctual	Energetic
Courteous	Reliable	Good attitude
Dependable	Respectful	Persistent
Effective communicator	Friendly	Motivated
Follows rules		

These soft skills help participants take on a newly developed skill set to enhance the potential for employment. Simple attendance for class is an important accomplishment for this targeted audience. This population has often avoided classroom participation so to regularly attend class is a crucial benchmark. Below are additional examples of benchmarks that are measured for each participant in order to acknowledge the potential success of each person. These activities are essential components of the **YOUTH WORKFORCE ADVANTAGE** Program:

Benchmarks of Success

- ✓ Class attendance
- ✓ Timely testing
- ✓ Asking for assistance
- ✓ Participating in workforce training components

- ✓ Preparing a resume
- ✓ Participating in a job interview
- ✓ Asking questions
- ✓ Becoming engaged in classroom discussions
- ✓ Voicing opinion concerning job placement
- ✓ Dressing appropriately for class
- ✓ Dressing appropriately for job interviews
- ✓ Calling on job openings
- ✓ Being drug and alcohol free during class
- ✓ Brining others to class that would benefit
- ✓ Taking ownership in achieving during educational components

These benchmarks will each be measure through case management documentation to chart individual potential and achievement. This data will be included in reporting and in helping participants set and reach their determined goals. Encouraging individuals to reach goals and constantly reevaluated their target is motivational and serves as an internal measurement which becomes a behavioral attitude toward achievement; translating into future success and stability.

VI. FORMAT

Participants enter the program through referral and recruitment. They are identified to benefit from classroom educational instruction (GED) and support services to enhance their educational achievement and employment. Participants are ready to begin class instruction once they have enrolled through the Career Center and received their assessment. Participants attend class daily if they are not currently employed or they choose to enroll in a night class to work around their schedule. Students take the TABE to see where they should begin their studies for the GED. Instructors follow each participant's individual progress and monitor where they need additional help before testing. Each participant has a plan of action to guide them during the

study process. This plan keeps the participant on course and engaged with the GED goal in sight. During this time, participants are also receiving job skills training through a wide array of options. Instructors integrate these trainings and skills development to prepare participants for the workforce. Many students do not possess work maturity or employability skills upon entry into the program.

Each student's progress is different. Each plan for success is individual to meet the particular students' goals. Some students enter in the program and move quickly through the process and others seem to stall in action. This is when staff are keenly aware to engage students to redirect their interest and get them back on course.

Instruction in life skills, soft skills and employability is primarily one to three participants in the class and happens daily to three times weekly. Job readiness skills training specific to a career path is very similar but much of that instruction is individualized based on occupation.

Entry and exit into the program fluctuates throughout the year. There are usually two to three new participants each month entering the program with one to two exiting into follow-up. Participants remain in follow-up for one year.

Participants use "**Success Guides**" found online at **ALABAMA WORKS** as a tool of exploration. This guide is part of a series created to help students in Alabama learn more about high-demand careers, salaries, the steps they need to take to reach their goals, and the resources that can help them get there. These guides were developed in partnership with Workforce Development and the Alabama Department of Education and are interactive and informative of the many jobs available with in Alabama and the training it requires to secure these jobs.

"Preparing for Work" is a workforce curriculum also used to help students transfer work readiness skills, learn new skills, and to apply these skills. Focusing on **work readiness and employability skills** enables students to develop a higher level of thinking and performing.

These skills prepare students for the workforce and provide stability for decision and critical thinking skills to further themselves in the job market.

Curriculums, assessments, and online educational programs used by the staff are:

- ✓ Job Link – Career Center assigns user name, which allows participant to view employment opportunities.
- ✓ My Next Move – interest inventory assessment.
- ✓ Key Train – self-directed computer guided tutorial preparations for WorkKeys.
- ✓ WorkKeys – credential that verifies skills most essential across industries and occupations
- ✓ Kaplan Review - skills remediation found as easy link on My GED.
- ✓ GED Academy
- ✓ ITTS – wgcontemporary
- ✓ AIDT's Ready To Work

VII. PERSONNEL

The project at HOPE PLACE is fortunate to have been in operation for over 6 years therefore providing a staff that are committed to the project and participants. If funded, current staff will continue with the program and a new Workforce Development Worker/Case Manager will be added to assist with work based learning and job development. The project supports a Program Coordinator, GED Instructor/Case Manager, Workforce Development Worker/Case Manager and a Program Support Worker who have been in place for two to five years. Personnel in the Case manager roles have experience for three to 15 years in these roles with HOPE PLACE. The Coordinator is a retired educator who is well connected to the school systems and community college. She has worked with learning disabled students for over 25 years and additionally served as a school counselor with a counseling degree. The GED instructor has 5 years of experience

as a tutor and specializes in serving those with social and emotional needs. One new staff member is to be hired at this time. No subcontractors will be attached to the project.

VIII. LOCATION

The YOUTH WORKFORCE ADVANTAGE program operates at HOPE PLACE Family Resource Center and meet off site in other locations throughout the county as needed by demand. Classroom instruction is available to participants from 8-12 Monday through Friday in Brewton with individual help sessions and lab assistance available until 4 p.m. HOPE PLACE is centrally located in Brewton and provides easy accessibility for participants. It is handicap accessible and allows for easy community use. The project also serves participants in Flomaton at Flomaton High School and in Atmore at Coastal Alabama Community College where staff meet with them at offsite locations. In addition, the staff meet with participants at the Escambia County Courthouse Annex in Atmore that serves as another convenient Atmore location on the south side of the city. This allows for less travel for participants. Transportation provided for participants when needed. The Escambia County Transportation System has worked with HOPE PLACE over the years to help our student's access our locations. The sites are users friendly and not intimidating to participants. The welcoming, friendly atmosphere of HOPE PLACE and its locations serve participants to meet their needs.

IX. Non-duplication

In 2012 when the first WIA Grant was written, the only workforce development services being provided in Escambia County were at the Career Center and Jefferson Davis Community College, which is now Coastal Alabama Community College. The services were good but with HOPE PLACE collaborating with these entities and receiving additional funding support we were able to elevate those services to a new level. HOPE PLACE stepped in with support from the

ADCEA WIA grant and we were able to provide workforce training and support services to participants that no one else had in place. Our goal in the beginning was not to duplicate services but to enhance services and take them to a new level. The partnership has been strong and cohesive, providing wrap around support, not duplicating services. Students have benefited and many have received their GED and employment. The support services such as paying for pre-tests and testing fees, \$25 incentive for literacy and numeracy gains, \$25 for passing a part of the GED, \$100 incentive for passing the GED, and transportation in addition to support and instruction have been provided by HOPE PLACE. Additionally, staff support participants in jobs training, interviewing, resume building and searching for job placement. Over the years, other entities have begun to provide some of these services but HOPE PLACE has remained consistent and reliable for our participants and the communities we serve. We are local and deep in the trenches of service. We go to participants. We meet them where they are. We provide services like no one else. We are determined to support our students for their success! One of our greatest assets is that this community knows how to share and to partner.

X. EXPERIENCE

HOPE PLACE Family Resource Center has a long-standing service record in Escambia County and is recognized as a strong service provider for underserved populations. Although Hope Place opened as a Family Resource Center in 1999 it has grown out of a well-developed home visitation program serving families since 1991. Hope Place emerged from a grass roots initiative and naturally developed into a larger program serving additional families and individuals who have a wide array of needs. HOPE PLACE Family Resource Center, a member of the Alabama Network of Family Resource Centers, works hand-in-hand with other programs to provide additional services and referrals. These programs include fiscal and human resource collaboration provided through leadership of the Alabama Cooperative Extension System and Auburn University. This organizational partnership enhances and provides support for a

successful and productive outcome of service delivery. Hope Place currently has 1 director, 2 full-time family support workers, and 9 part-time tutors/parent/youth educators. The director has supervision of the program with workforce development and family support workers facilitating service delivery.

The goal of Hope Place Family Resource Center is to provide service and outreach support for families enabling them to reach self-sufficiency. The best way to prevent abuse and neglect is to support families and provide them with needed skills and resources. Needs range from acquiring job skills and employment to understanding the appropriate development of children. The objective to service is to teach individuals to be proactive and not only reactive. Enabling individuals to care for themselves prepares them for the greatest opportunity for success. The Center provides on-site services and off site support. These services are parent education, workforce development, job readiness, youth at-risk, relationship development classes for youth, childcare provider training, home visitation, parent support and after-school Learning Centers. HOPE PLACE currently serves over 200 youth yearly through multiple educational units in a variety of domains. During the past 15 years, we have directed afterschool learning centers for over 10 years and conducted a countywide abstinence program for 5 years serving 500 youth yearly. Many of the programs have been reaching into the communities for the past 20 years. ***HOPE PLACE is currently in the sixth (6) year of successfully running a WIOA YOUTH WORKFORCE ADVANTAGE program serving the out-of-school 16-24 population. The program has consistently served over 30 participants yearly with several entering college and passing their GED. During this current grant year we have already serve our target of 40 participants with 15 passing their GED. The program is case intensive and requires staff to work diligently with highly at-risk participants identifying needs potential.*** The philosophy of Hope Place is to serve families and individuals in Escambia County by first identifying their needs and then empowering them to develop strategies to meet those needs. Believing that power "with" rather than power "over" is the most successful approach.

HOPE PLACE provides services that are offered to all citizens of Escambia County. Families and individuals crossing all socio-economic barriers are served although over 90% of all individuals served are low income. Participants are referred and recruited through courts, physicians, agencies, schools and walk-ins. During intake and assessment all participants complete consent forms which are pertinent to service delivery. The completed assessment aids staff in determining an appropriate course of action for individuals. The total overall well-being of an individual is assessed and all areas of development are evaluated for service prescription plan. Individuals also receive additional communication and follow-up after services are rendered to ensure the opportunity for additional service access and retention. Individuals accessing services are:

- o Parents of children pre-natal-age 19
- o Youth high-school drop outs ages 16-24
- o Parents mandated by the courts to receive parenting classes
- o Children grade 1-12 needing after-school tutoring
- o Individuals of all ages seeking employment or support
- o Court referrals with specific needs addressed by the court
- o Youth and adults seeking relationship, marital and pre-marital education

Our goal is to serve the family. If you have one member or ten.

XI. MANAGEMENT

This WIOA program directed by HOPE PLACE FAMILY RESOURCE CENTER will be administered and supervised by staff of HOPE PLACE. For the past six years, our management structure for this project has remained much the same except for adaptations, which evolved to provide a more efficient, and effective management flow. The project supports a Program Coordinator, GED instructor/Case Manager, Workforce Development Worker/Case Manager and

Program Support Worker who have been in place serving this population for two to five years. A new Workforce Development Worker needs to be hired to support the project in addition to the work based learning component. This project will continue under the supervision of the Center Director who has over 25 years of experience in family support.

Record keeping - All records will be managed by the Program Coordinator and HOPE PLACE Director in conjunction with the Brewton Career Center. HOPE PLACE has a strong on-going relationship with the Career Center and works to maintain up to date current records.

Financial - HOPE PLACE FAMILY RESOURCE CENTER is a part of the Alabama Cooperative Extension System (ACES) which is a division of Auburn University. Auburn University serves as the fiscal agent for HOPE PLACE. This organizational structure provides great stability through the accounting structure, which provides both internal and external auditors. Financial reporting and invoicing come directly from Auburn University to SWAPTE.

HOPE PLACE Family Resource Center has remained a stable and sustained program because of the strong base staff and incredible infrastructure of the system. The foundation of consistent staff at HOPE PLACE have allowed the program to grow in number of participants served. The organizational structure of the Alabama Cooperative Extension System and Auburn University serve as a viable foundation of support.

HOPE PLACE FAMILY RESOURCE CENTER

TIMELINE

ACTIVITY	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
1. Meeting with grant partners	X	X		X		X		X		X		X
2. Update referral coordination between Hope Place, CACC and Career Cent.	X	X	X	X	X	X	X	X	X	X	X	X
3. Coordinate referrals to programs	X	X	X	X	X	X	X	X	X	X	X	X
4. Enter data in systems to count participants	X	X	X	X	X	X	X	X	X	X	X	X
5. Oversee all accounting measure monthly	X	X	X	X	X	X	X	X	X	X	X	X
6. Send financial invoice reporting monthly	X	X	X	X	X	X	X	X	X	X	X	X
7. Send required program reporting monthly	X	X	X	X	X	X	X	X	X	X	X	X
8. Meet with community partners and solicit new business partners for project	X	X	X	X	X	X	X	X	X	X	X	X
9. Recruit and enroll new participants	X	X	X	X	X	X	X	X	X	X	X	X
10. Develop Work based learning sites	X	X	X	X	X	X	X	X	X	X	X	X
11. Meet with Mrs. Moore @ Career Center to ensure accurate and timely enrollment of youth participants	X	X	X	X	X	X	X	X	X	X	X	X
12. Coordinate project efforts and service delivery	X	X	X	X	X	X	X	X	X	X	X	X
13. Update/review case management files	X	X	X	X	X	X	X	X	X	X	X	X
14. Participant interviews and updates	X	X	X	X	X	X	X	X	X	X	X	X
15. Report quarterly youth enrollment			X			X			X			X

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 an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the 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

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.

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

**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