



Workforce Development Area 15
Monroe, Morgan, Noble & Washington Counties
A proud partner of the American Job Center network

REQUEST FOR PROPOSALS

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

Youth Services

Local Workforce Area 15

Monroe, Morgan, Noble and Washington Counties

RFP Milestone	Date
RFP is issued	February 7 th , 2024
Bidders Conference: Attendance Required	February 26 th , 2024 @ 9:00 AM Lori's Restaurant, Caldwell Ohio
Deadline for Receiving RFP Questions	April 12 th , 2024
Deadline for Responding to RFP Questions	April 19 th , 2024
Deadline for Proposals Received by 4:00PM	May 15th, 2024
RFP Evaluation	May 20 th , 2024 through July 19 th , 2024
Selection of Provider	August 6 th , 2024
Contract Negotiation	August 6 th , 2024 through September 13 th , 2024
Start Date of Contract	October 1 st , 2024

Email to: info@omj15.com

RFP for WIOA–Funded Youth Services

Purpose

The Area 15 Workforce Development Board (hereinafter the Board) issues this Request for Proposals (RFP) to procure a service provider of Youth Services under the provisions of the Workforce Innovation and Opportunity Act of 2014 (WIOA) and the Comprehensive Case Management and Employment Program (CCMEP) with the collaboration of the CCMEP TANF program in all Area 15 Counties. The Board intends to be as inclusive as possible in this solicitation. The goal is to receive a wide variety of high-quality, innovative proposals that meet the workforce development needs of the Area 15 youth.

Background and General Information

- A. Ohio Area 15 consists of Monroe, Morgan, Noble and Washington counties. There are full-service Ohio Means Jobs (OMJ) Centers in all four Counties. The successful bidder will provide Youth programs in collaboration with the CCMEP programs in Area 15 effective July 1, 2024.
- B. The resulting contract with the successful bidder will be for a 9-month period, from October 1, 2024, to June 30, 2025. Contract(s) may be extended up to three additional years to June 30, 2028 based on successful prior performance review and approval of the WDB annually.
- C. The proposed services must meet the specifications of this RFP. The Board anticipates contracting with an entity that is familiar with Workforce Innovation and Opportunity Act and/or other youth programs. The organization awarded the contract will be expected to quickly learn CCMEP, WIOA, and the implementing regulations and state policies. Ohio's CCMEP, with both WIOA Youth and CCMEP TANF program philosophy, provides the framework for a youth workforce preparation system that is flexible, responsive, customer-focused, and locally managed. The Board envisions a system that meets the needs of residents and businesses alike. The CCMEP program serves youth ages 14-24 by:
 - Aligning public assistance and workforce programs
 - Presenting opportunities for new partnerships
 - Creating a common client experience
 - Removing barriers to employment, and,
 - Focusing on improved employment and educational outcomes

For more information on the CCMEP program see the following CCMEP implementation website for each county: [ODJFS Comprehensive Case Management and Employment Program County Plans](#)

- D. The organization selected should demonstrate the characteristics listed below.

- Competent management with vision
- Customer service-oriented staff
- Cooperative management and staff
- Commitment to an integrated service delivery model
- Willingness to partner with others
- Flexibility and ability to adapt to change
- Expertise in the delivery of youth services
- Data Integrity
- Creativity

- E. Funds available under this Request for Proposal are TBD for the WIOA funded portion of the CCMEP program. Final funding for the contract may change, depending upon the final close-out financial reports. RFPs may be submitted for all Area 15 or specific counties.
- F. The Board reserves the right to make an award to any bidder or to make no awards if that is deemed to serve the best interests of the Board and Area 15. The proposal process is competitive and follows government procurement rules.
- G. This Request for Proposals is not in itself an offer of work nor does it commit the Board to fund any proposals submitted. The Board is not liable for any costs incurred in the preparation or research involved in the development of proposals.
- H. Successful bidders must negotiate the proposal before the Board will make any final commitment.
- I. All commitments made by the Board are contingent upon the availability of funds and the Board reserves the right to award an amount less than the total funds available for bid contained in this RFP.
- J. The Board assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Innovation and Opportunity Act of 2014; 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; and Title IX of the Education Amendments of 1972, as amended. The Board also assures that it will comply with any federal regulations implementing WIOA and the laws listed above. This assurance applies to the WIOA Title I financially assisted program or activity, and to all agreements that the Board makes to carry out the WIOA Title I financially assisted program or activity. This WIOA Title I funded program is an equal opportunity employer/program. Auxiliary aids and services will be made available upon request for individuals with disabilities.

- K. By submitting a bid all bidders are assuring that they will comply with the above nondiscrimination and equal opportunity provisions.
- L. Bidders should note that under the requirements of the Freedom of Information Act, the contents of your proposal or other information submitted to the Board is subject to public release upon request, except those items specifically exempt from disclosure. The bidder shall mark as "proprietary" those parts of its proposal that it deems proprietary. However, the bidder is alerted that this marking is advisory only and not binding on the Board. If there is a request from the public under F.O.I.A. to inspect any part of the proposal so marked, the Board will advise the bidder and request further justification in support of the "proprietary" marking. If the Board determines, after receipt of the justification, that the material is releasable, the bidder will be notified immediately. Under no circumstances will a proposal or any part of a proposal be released before the contract award decision.
- M. By submitting a proposal, the bidder certifies to his/her knowledge and belief that there is no conflict of interest (real or apparent) inherent in the bid or in delivering the scope of work if the Board awards a contract. A conflict of interest would arise if any individual involved in the preparation of this RFP, proposal review, and rating or award decisions has a financial or other interest in or represents the bidding organization and would be likely to gain financially or personally from the award of a contract. The same would hold for any member of the individual's family, partner, or organization employing or about to employ any of the above as a direct result of the successful award of a contract under the RFP. The Board reserves the right to disqualify a bid should a conflict of interest be discovered during the solicitation process.
- N. The successful bidder will be required to coordinate with the OMJ center staff and provide staff in the OMJ Center as needed.
- O. The successful bidder may have additional performance measures, aligned with the WDB vision and mission, put in place and expected to meet or exceed; in addition to the WIOA performance measures identified by DOL.
- P. The bidder assures that it will be the service provider and will not subcontract significant programmatic functions to other entities if awarded a contract to be the service provider in Area 15. Programmatic subcontracts require prior approval of the Board.
- Q. The bidder assures that if awarded a contract by the Board, it will comply with Regional, State, and Federal programs and financial monitoring.
- R. Bidders are prohibited from contacting or discussing this RFP with the Area 15 board members.

Program Overview

Area 15 has implemented an integrated service delivery model of CCMEP WIOA and TANF program funds. Proposals should be based on youth development principles and best practices that support, motivate and prepare youth for continuing educational achievements, successful transition into adulthood, and long-term success in employment. The proposed services design and implementation strategies must be age-appropriate, provide a customized mix of services to address individual needs and goals, and lead to the attainment of the performance measures for in-school and out-of-school youth.

Under the Workforce Innovation and Opportunity Act, Youth funds contracted to the service provider for eligible youth shall be used to carry out programs that:

- Provide an objective assessment of the academic levels, skill levels, and service needs of each participant.
- Provide service strategies for each participant.
- Provide activities leading to the attainment of a secondary school diploma or its recognized equivalent, or a recognized post-secondary credential.
- Provide preparation for post-secondary education and training opportunities.
- Provide strong linkages between academic instruction and occupational education that lead to the attainment of recognized post-secondary credentials.
- Provide preparation for unsubsidized employment opportunities, in appropriate cases.
- Provide effective connections to employers in in-demand industry sectors and occupations of the regional labor market.

Youth Eligibility

To be eligible to enroll in the CCMEP WIOA-funded youth program, an individual must be age 14-24, and either in-school or out-of-school at the time of eligibility determination. Due to the lack of programs available within the community for out-of-school youth, the requirement is that at least 75% of youth served are out-of-school. To qualify as an out-of-school youth, an individual must meet all of the following four criteria:

- Out-of-School – The youth must be out-of-school. They must not be attending a school as defined in State law.
- Age – Youth cannot be younger than 14 and must be under 25 years of age at the time of enrollment.
- Selective Service – Male participants 18 years or older must be registered with the Selective Service. Refer to WIOAPL No. 15-04, Selective Service Registration, for details, including the list of exceptions to this requirement.
- Barriers – Youth must also have at least one of the following barriers:
 - Be a high school dropout
 - Be of compulsory age for attending school, but have not attended school for at least the most recent complete school calendar quarter
 - Have basic skills deficiency
 - English language deficiency

- Be an individual who is or has been involved with the juvenile or adult justice systems
- Be homeless, runaway, in foster care, or aged out of the foster care system, eligible for assistance under Section 477, Social Security Act, or in out-of-home placement
- Be pregnant or parenting
- Have a disability
- Have a secondary high school diploma (or recognized equivalent) and be low income (See “Determining Low Income for Youth” Section below) and either basic skills deficient or an English language learner, or
- Be low income (See “Determining Low Income for Youth” Section below) and need additional assistance to enter or complete an educational program or to secure and hold employment.

Determining Low Income - Under WIOA there are multiple ways to determine low income for youth including:

- The family income must be below the higher of the poverty level or 70% of the lower living standard
- The youth live in an area that is identified as a high poverty area (county or census tract that has a poverty rate of 30% or higher)
- At the time of enrollment in the program or in the previous six months the family received or was eligible to receive Food Stamps, TANF, SSI assistance, or any state/local income-based assistance
- The youth is homeless as defined by the Violence Against Women Act of 1994 or the McKinney-Vento Homeless Assistance Act
- The youth or a family member is eligible for free or reduced lunches at school
- The youth is a foster care youth or has aged out of foster care
- The youth is disabled and their personal income (not family income) is below the higher of the poverty level or 70% of the lower living standards during the six months before enrollment in the program

Required Program Elements

The 14 required program elements listed below, must be available to all youth enrolled in the WIOA-funded CCMEP program. **It is not necessary for the proposer to directly provide all elements itself.** If there are elements that a proposer does not provide directly, the proposer will be required to secure such elements through another service provider. It is the responsibility of the proposer to administer and manage the delivery of all elements. Contractors will be required to document the referrals and services provided for youth. Proposals should specify how these services will be provided, which other community stakeholders will become partners in this venture, and, how these partners will assist in accomplishing program objectives. The required elements include:

1. **Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies** that lead to completion of the requirements for a secondary school

diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential;

2. **Alternative secondary school services**, or dropout recovery services, as appropriate;

3. **Paid and unpaid work experiences** that have as a component academic and occupational education, which may include--

- summer employment opportunities and other employment opportunities available throughout the school year;
- pre-apprenticeship programs;
- internships and job shadowing; and
- on-the-job training opportunities;

4. **Occupational skill training**, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area involved.

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

6. **Leadership development opportunities**, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate;

7. **Supportive services**;

8. **Adult mentoring** for the period of participation and a subsequent period, for a total of not less than 12 months;

9. **Follow-up services** for not less than 12 months after the completion of participation, as appropriate;

10. **Comprehensive guidance and counseling**, which may include drug and alcohol abuse counseling and referral, as appropriate;

11. **Financial literacy education**;

12. **Entrepreneurial skills training**;

13. **Services that provide labor market and employment information** about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and

14. Activities that help youth prepare for and **transition to post-secondary education** and training.

It may be very difficult for a single organization to make all elements available. Proposals should list all stakeholder agencies and/or organizations which may provide programming elements and how referrals and services will be implemented. **Commitment Letters are required from partners providing any of the 14 youth elements.**

Work Experience Requirement

Proposals must include work experience activities to be paid with WIOA funds in a manner and at a level that leads to a **minimum** expenditure rate of 20% of total youth allocations. This may include summer and year-round employment, pre-apprenticeship, on-the-job training, internships, and/or job shadowing. The proposer's organization will be responsible for processing payroll and providing workers' compensation coverage for youth participants or the payroll may be subcontracted to a payroll company that may serve as the employer of record.

Supportive Services

The proposal should provide options for comprehensive supportive services, either directly, or by referral to other providers. To bring about successful retention, education, and employment outcomes, the program must address a variety of needs that may include food, medical care, emergency shelter, substance abuse counseling, transportation assistance, child care, or therapy. To the greatest extent possible, programs should address support service needs by leveraging existing resources and private/'public partnerships.

Reporting

Pursuant to rule 5101:9-30-04 of the Ohio Administrative Code, information regarding WIOA participants and their activities and performance, must be entered into Ohio's workforce case management system accurately and timely. The current case management system may be used to assist in the determination of eligibility. However, the current case management system cannot be used for the verification of youth eligibility. WIOAPL No. 15-07.2, Source Documentation for WIOA Eligibility, lists the type of acceptable documentation to verify eligibility for the WIOA youth program.

Proposal Format Requirements

- I. Proposals must be received **by 4:00 P.M. EST May 15th, 2024** emailed to info@omj15.com ,
Proposals received after that time and date will be rejected.

- II. Submit your proposal in the following order:
All Proposals need to be in either Times New Roman or Arial, 11 or 12 pt font, page numbers to be on all pages except cover sheet.
 - Attachment A –Proposal Cover Sheet (to be completed and used as the cover page for the proposal).
 - Executive Summary
 - Proposal Narrative - Your response to the narrative section of the proposal is limited to no more than 30 pages. This page limitation is imposed for the sake of the reviewers of your proposal. This limitation does not include other sections of your proposal such as Attachments A, B, C, and D, the one-page budget narrative, and organizational charts. The Executive Summary will count toward the 30-page narrative limit.
 - Commitment Letters from Area partners providing any of the 14 elements will not count towards the 30page limit.
 - Attachment B Budget Form needs to be completed with a one-page budget narrative
 - Attachment C Non-Collusion Affidavit needs to be signed and submitted.
 - Attachment D Assurances and Certifications need to be signed and submitted.
 - Submit one copy of your audit report (separate from the proposal)
 - If your organization has operated WIA-funded programs, please submit one copy of your monitoring report for the past two program years with resolution letters. The audit report and monitoring reports are not part of the proposal.

Use this as a checklist to ensure the proper order. Failure to follow RFP instructions could result in the rejection of your proposal.

- III. Written questions regarding this RFP may be submitted in writing by email. All questions will be responded to, compiled, and shared with all bidders. Questions will be accepted up to **4:00 PM on April 12th, 2024**. The questions and answers will be researched, compiled, and emailed on or before **April 19th, 2024**, to all bidders.

- IV. The Area 15 Workforce Board will review proposals. An award decision is expected by; August 6th, 2024, with the contract beginning October 1, 2024.

- V. The proposal evaluation weights are specified in each section of the RFP. These weights are also listed below.

All proposers will be notified of the status and the selection. The final selection will initiate the contract development process.

30 Points – Demonstrated Ability – This category will evaluate the proposer's most recent 12 months of experience in providing similar services to those being sought, including the ability to attain, track, and report performance as required. This will include experience in collaboration, targeting of services, outcomes, staffing issues, and administration.

40 points – Program Design – This category will evaluate how well the proposed program has been designed to provide the delivery of all required services, the extent of collaboration, service integration, plans for meeting the work experience 20 % minimum expenditure rate, plans for the development of employer relations, the feasibility of implementation, innovativeness, accessibility, access for persons with disabilities, hours of operation, plans for outreach/recruitment, relationship with schools, availability of technology, and its likelihood of obtaining the desired outcomes for youth.

30 Points – Cost Reasonableness – This category will evaluate the cost of the proposed program to determine if it is fair and reasonable. Factors included are such issues as the length and intensity of the program, staff-to-youth ratio, and support services.

- VI. Appeals/Complaints: Bidders have the right to appeal any action or decision related to this RFP. Appeals will be reviewed and investigated by the Area 15 Workforce Board. The decision of the Board in such situations shall be final.

Proposal Narrative

The narrative of your proposal is limited to 30 pages. Please include a brief Executive Summary that allows the reader to understand key aspects of the bidding entity and the approach to providing the requested WIOA and business consultant services. It should highlight such details as the estimated number to be served, planned outcomes, and the basic program approach.

I. Organization Background, Qualifications, Performance History (Demonstrated Ability) - Proposal Evaluation 30 Points

A. Profile the Proposing Organization

1. What is the legal status of your organization?
2. Describe your organization, the governance structure, length of existence, vision, mission, goals, and major programs currently offered.

B. History of Similar Programs

1. Proposals must include information to demonstrate that the provider has a record of success in operating similar workforce programs or projects. Describe your experience serving youth. Please outline all workforce programs operated during the last two years. Provide brief program descriptions, funding sources, and performance information.

2. Provide two references of individuals outside of your organization familiar with the quality of prior programs you have operated.
3. If the organization has not provided past Workforce Investment Act programs, please outline programs that provided similar services in which your organization has been involved over the last two years.

II. Plan of Service - Proposal Evaluation 40 Points

A. General Information

1. Describe your plan to ensure that your staff members are well-trained and ready to implement WIOA services in Area 15 or specific Counties in Area 15 on July 1, 2024. Staff and service provider management must learn WIOA and CCMEP rules, regulations, and policies quickly.
2. Describe your organization's commitment to an integrated service delivery model in the OMJ Center. Explain how you will work with the Workforce Development Board and One Stop Operators to continuously improve the integrated system.
3. Describe how your organization envisions its role and relationship with the One Stop Operator, the CCMEP lead agency, and the Area 15 Workforce Board.
4. Describe how funds available to be spent directly on youth customers (i.e., supportive services, training costs, work experience wages, etc.) will be managed in an integrated system to ensure that targeted expenditure levels are met but not exceeded and to ensure that these services remain available to clients throughout the program year.
5. Describe your organizational philosophy on community involvement of service delivery staff with local organizations, agencies, schools, Chambers of Commerce, etc., and participation of staff on boards and committees throughout the region.
6. Describe how and when monitoring and evaluation of program operations and staff will be done.
7. Describe your current methods for capturing and reporting information on youth. Provide an assurance that data will be tracked and reported in accordance with all applicable requirements utilizing the state-required case management reporting system. Additionally, provide an assurance that participant files will be maintained in accordance with Area 15 requirements and maintained in a secure location.

B. Youth Services

1. Describe the customer flow. Describe the eligibility, objective assessment (including basic skills and academic level), individual service strategy development, case management, counseling, and follow-up services that will be provided to youth. Indicate

- how youth will be prepared for post-secondary education opportunities, as appropriate, and how strong linkages will be developed between academic and occupational training. Also describe how youth will be prepared for unsubsidized employment opportunities and how youth will access information about the local labor market, in-demand occupations, and employment opportunities within the region. Please provide an estimate of caseload numbers expected to serve during the year, ISY and OSY
2. Describe how all services will be provided in accordance with the 14 Program Elements required by WIOA. All 14 required elements must be provided. The WIOA legislation mandates that 14 specific program elements must be included in the WIOA Youth program design (these can be available by direct service provision, through partnerships with other organizations, or by referral to other organizations as appropriate). **If provided by partnerships, Commitment letters are required from area partners providing the services.**
 3. Describe how the availability of services will be marketed to youth in Area 15 or specific Counties. Also, describe how recruitment of these populations will be conducted.
 4. Describe your understanding of how career pathways can be used to enhance youth services.
 5. Describe all services that will result in direct client expenditures (i.e., supportive services, classroom training, work experience, OJT, etc.) For each type of service, describe how it will be decided which customers receive that particular type of service and how the amount of financial assistance received will be determined for each customer.
 6. Describe how you plan to utilize work related experiences and activities with the youth. How will you market youth work experience activities (Summer Youth, OJT, Work Experience, Pre apprenticeships, Internships, etc) to employers?
 7. Demonstrate knowledge of performance requirements for the CCMEP WIOA and TANF Youth programs by describing how the program will be managed to meet or exceed each of the applicable performance standards. Although this first year is just a baseline year, the Area 15 WDB is interested in setting up a program model that will exceed performance each future year.

C. Staffing Plan/Partnerships

1. Please describe your proposed staffing plan and identify the qualifications of the staff that will be involved in delivering the services, and those supervising the activities, and administering the program. Include brief position descriptions with the position title(s) and minimum qualifications required for the selection of staff. If staff will be hired specifically for this project, please describe the process for recruitment and selection. Include an organizational chart(s) that illustrates the structure of the staff to be used in support of the proposed programs.
2. Describe past success in developing effective working relationships with partner organizations. Describe experience with an integrated service delivery model, functional supervision, information sharing, case management of co-enrolled clients, cross training of staff.
3. ****If bidder is not the local Department of Jobs and Family Services:*** Describe how key management staff will work in cooperation with the One Stop Operator and the CCMEP

- TANF funds delivery staff to ensure coordinated management and integration of OMJ staff and services.
4. Describe how service delivery staff will work with CCMEP service delivery staff and OMJ partner staff to achieve an integrated system where customer service and performance are high priorities.
 5. List partners and their relationship to the program and the expertise they bring to the program.

Financial Management and Budget - Proposal Evaluation 30 Points

1. The bidder should complete the budget on the included Attachment B. A one-page budget narrative should be attached that describes the allocation of funds amongst overhead, management, and direct client costs and the philosophy of the bidder concerning minimizing overhead costs while maximizing client costs. The budget narrative should be used to clarify and annotate the budget.
2. Bidders must maintain a financial management system that is auditable and in compliance with generally accepted accounting principles. Financial records must be available for audit and monitoring purposes. Bidders should provide a brief description of the accountability of the organization in this section and provide one copy of their most recent audit report with the bid package. The audit is not part of your proposal.
3. Please attach monitoring reports for the past two years and include resolution letters.

Attachment A

PROPOSAL COVER SHEET

Organization's Legal Name		
Contact Person		
Address		
Telephone		
Cell		
Email		
Unique Identifier #		
Federal ID Number		
Number of years the potential bidder has been in business under the corporate / business structure submitting the response to this request for proposals		
Total number of clients to be served		

Check All Applicable Items Below:

For-Profit Corporation	
Not-for-profit Corporation	
Faith-Based Organization	
Partnership	
Educational Institution	
Business Association	
State Agency	
Other Public Agency (Specify)	
Labor Organization	
Community-Based Organization	
Other (Specify)	

Signature

Print Name-Title

Date

Attachment B

Youth Budget

Please see attached Spreadsheet

Attachment C

Non-Collusion Affidavit

State of Ohio

County of _____

The respondent is hereby giving oath that it has not, in any way, directly or indirectly, entered into any arrangement or agreement with any other respondent or with any officer or employee of the Area 15 Workforce Board whereby it has paid or will pay to such other respondent or officer or employee any sum of money or anything of real value whatever; and has not, directly or indirectly, entered into any arrangement or agreement with any other respondent or respondents which tends to or does lessen or destroy free competition in the letting of the agreement sought for by the attached response; that no inducement of any form or character other than that which appears on the face of the response will be suggested, offered, paid, or delivered to any person whomsoever to influence the acceptance of the said response or awarding of the agreement, nor has this respondent any agreement or understanding of any kind whatsoever, with any person whomsoever, to pay, deliver to, or share with any other person in any way or manner any of the proceeds of the agreement sought by this response.

Signature of Authorized Representative

Print or Type Name

Subscribed and sworn to me this day ____ day of _____

Notary Public

County of

Commission Expiration Date

Assurances and Certifications

The authorized representative agrees to comply with all applicable State and Federal laws and regulations governing the Workforce Innovation and Opportunity Act, Workforce Investment Boards, and any other applicable laws and regulations. The authorized representative certifies that the proposing organization possesses the legal authority to offer the attached proposal. A resolution, motion, or similar action has been duly adopted or passed as an official act of the organization's governing body authorizing the submission of this proposal.

In addition, the authorized representative assures, certifies, and understands that:

Workforce Innovation and Opportunity Act (WIOA) recipients are obligated to maintain the following assurance for the period during which WIOA Title I financial assistance is extended. Each request for proposal, proposal, and application for financial assistance under WIOA Title I shall contain the following assurances.

“As a condition to the award of financial assistance from the Department of Labor under Title I of WIOA, the recipient assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

Section 188 of the WIOA, prohibits discrimination against all individuals in the United States based on race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries based on either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I-financially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color or national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; the Age Discrimination Act of 1975, as amended, which prohibits discrimination on the bases of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination based on sex in educational programs.”

The recipient also assures that it will comply with WIOA implementing regulations and all other regulations implementing the laws listed above. This assurance applies to the recipient's operation of the WIOA Title I-financially assisted program or activity, and to all agreements the recipient makes to carry out the WIOA Title I-financially assisted program or activity. The recipient understands that the United States has the right to seek judicial enforcement of this assurance.

Debarment, Suspension, and Other Responsibility Matters: This certification is required by the Federal Regulations, implementing Executive Order 12549, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85), Department of Health and Human Services (45 CFR Part 76).

The undersigned applicant certifies that neither it nor its principals:

- (1)** Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
- (2)** Have not within three years preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (3)** Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with the commission of any of the offenses enumerated in Paragraph (2) of this section; and
- (4)** Have not within three years preceding this application had one or more public transactions terminated for cause or default.

<p>Nondiscrimination: The undersigned applicant certifies that it shall comply with the nondiscrimination provisions outlined in the WIOA of 2014 including Title I, Sec. 188.</p>

Conflict of Interest: The undersigned applicant certifies that:

- (1) No manager, employee or paid consultant of the Proposer is a member of the Board of Directors or an employee of the Board;
- (2) No manager or paid consultant of the Proposer is married to a member of the Board of Directors, or an employee of the Board;
- (3) No member of the Board of Directors, or an employee of the Board, owns or has any control in the Proposer's organization;
- (4) No spouse of a member of the Board of Directors, or employee of the Board receives compensation from Proposer for lobbying activities;
- (5) Proposer has disclosed within the proposal response any interest, fact, or circumstance which does or may present a potential conflict of interest;
- (6) Should Proposer fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Proposer shall not be entitled to the recovery of any costs or expenses incurred concerning any contract with the Board and shall immediately refund the Board any fees or expenses that may have been paid under the contract and shall further be liable for any other costs incurred or damages sustained by the Board relating to that contract.

Lobbying: This certification is required by the Federal Regulations, Implementing Section 1352 of the Program Fraud and Civil Remedies Act, Title 31 U.S. Code for the Department of Agriculture (7 CFR Part 3018), Department of Labor (29 CFR Part 93), Department of Education (34 CFR Part 82), Department of Health and Human Services (45 CFR Part 93).

The undersigned applicant certifies 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 any officer or employee of Congress, or an employee of a Member of Congress, or locally elected officials.

(2) In connection with the awarding of any Federal grant, the making of any Federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(3) 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, any officer or employee of Congress, an employee of a Member of Congress, or locally elected officials in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit "Disclosure Form to Report Lobbying", in accordance with its instructions.

(4) The undersigned shall require that the language of this certification is included in the award for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and provide disclosure accordingly.

Drug-Free Workplace: This certification is required by the Federal Regulations, Implementing Section 5150-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701; for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Part 85, 668 and 682), Department of Health and Human Services (45 CFR Part 76).

The undersigned applicant certifies that it shall provide a drug-free workplace by:

(a) Publishing a policy statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;

(b) Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the Contractor's policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed on employees for drug abuse violations in the workplace;

(c) Providing each employee with a copy of the Contractor's policy statement;

(d) Notifying the employees in the Contractor's policy states that as a condition of employment under this contract, employees shall abide by the terms of the policy statement and notify the

Contractor in writing within five (5) days after any conviction for a violation by the employee of a criminal drug statute in the workplace;

(e) Notifying the Commission within ten (10) days of Contractor's receipt of a notice of a conviction of an employee; and,

(f) Taking appropriate personnel action against an employee for violating a criminal drug statute or requiring the such employee to participate in drug abuse assistance or a rehabilitation program.

These certifications are material representations 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.

WIOA Sec. 184 (f): Discrimination Against Participants: -- If the Secretary determines that any recipient under WIOA Title I has discharged or in any other manner discriminate against a participant or any individual in connection with the administration of the program involved, or against any individual because such individual has filed any complaint or instituted or caused to be instituted any proceeding under or related to WIOA Title I, or has testified or is about to testify in any such proceeding or investigation under or related to WIOA Title I, or otherwise unlawfully denied to any individual a benefit to which that individual is entitled under the provision of WIOA Title I or the Secretary's regulations, the Secretary shall, within 30 days, take such action or order such corrective measures, as necessary, concerning the recipient or the aggrieved individual, or both.

WIOA Sec. 188 (a):

(1) Federal financial assistance. -- For the purpose of applying the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), on the basis of disability under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), on the basis of sex under Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), or based on race, color, or national origin under Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), programs and activities funded or otherwise financially assisted in whole or in part under this Act are considered to be programs and activities receiving Federal financial assistance.

(2) Prohibition of discrimination regarding participation, benefits, and employment. -- No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such program or activity because of race, color, religion, sex (except as otherwise permitted under Title IX of the Education Amendments of 1972), national origin, age, disability, or political affiliation or belief.

(3) Prohibition on assistance for facilities for sectarian instruction or religious worship. -- Participants shall not be employed under WIOA Title I to carry out the construction, operation, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as a place for religious worship (except concerning the maintenance of a facility that is not primarily or

inherently devoted to sectarian instruction or religious worship, in a case in which the organization operating the facility is part of a program or activity providing service to participants).

(4) Prohibition on discrimination on basis of participant status. -- No person may discriminate against an individual who is a participant in a program or activity that receives funds under WIOA Title I, concerning the terms and conditions affecting, or rights provided to, the individual, solely because of the status of the individual as a participant.

(5) Prohibition on discrimination against certain non-citizens. -- Participation in programs and activities or receiving funds under WIOA Title I shall be available to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, and parolees, and other immigrants authorized by the Attorney General to work in the United States.

Section 188 (3) WIOA Title I funds may not be spent on the employment or training of participants in sectarian activities.

Further, the undersigned applicant certifies that it shall comply with the provisions outlined by the U.S. Department of Health and Human Services (45 CFR 80 and 84).

With regard to Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the provider agrees to comply with the implementing regulations that require that each program of training services, when funded in all or part with federal funds, shall be accessible to qualified individuals with disabilities. The provider further agrees to meet all applicable requirements regarding facility access.

By signing, the applicant certifies that it will comply with all other regulations implementing the laws cited above. This assurance applies to the applicant's operation of the WIOA Title I - financially assisted program or activity, and all agreements, the applicant makes to carry out the WIOA Title I - financially assisted program or activity. The applicant understands that the United States, Ohio Department of Job and Family Services, and the Board have the right to seek judicial enforcement of this assurance.

Documentation of Financial Stability: The undersigned applicant certifies that it shall comply with the Ohio Department of Job and Family Services concerning providing documentation of financial stability. As part of their local application requirements, the Board is to specify its local protocol for documentation and submission requirements.

Reporting Requirements: The undersigned applicant certifies that it shall comply with the provisions of Sec. 122 of the Workforce Innovation Act of 2014 and the reporting and procedural requirements issued by the Ohio Department of Jobs and Family Services. Where the prospective recipient of federal assistance funds is unable to certify any of the statements in this certification, the prospective recipient shall attach an explanation to this certification. The undersigned Authorized Representative of the applicant herein certifies that the statements above pertaining to Debarment, Suspension, and Other Responsibility Matters; Nondiscrimination; Conflict of Interest; Education Standards and Procedures; Documentation of Financial Stability and Reporting

Requirements are true and correct as of the date of submission. This does not preclude the Board from requiring additional assurances as part of the local application requirements. Further, the Authorized Representative acknowledges that if the information given to the Board by the applicant causes harm to a third party, then the applicant will be held liable for any Board action resulting from reliance on that information.

The applicant must notify the Board in writing if the authorized signatory changes.

Certified by:

Signature of Authorized Official	Title	Date
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Typed/Printed Name and Title of Signatory

Name of Organization