

Request for Proposals (RFP)
Comprehensive Case Management Employment Program
(CCMEP)



Champaign County

A proud partner of the
American Job Center network

To Operate for Ohio County- Champaign County

CCMEP YOUTH PROGRAM

Through the

Workforce Innovation & Opportunity Act (WIOA) Youth Program

And

Temporary Assistance for Needy Families (TANF) Youth Program

Program Year July 1, 2022 - June 30, 2024

To: **Potential Deliverers of Comprehensive Case Management Youth Program Services**

From: **Champaign County Department of Job & Family Services**

Date: **4/22/2022**

RE: **Request for Proposal (RFP) for Program Year 2022-2024 to provide youth services under the Comprehensive Case Management Employment Program**

This Request for Proposal seeks year-round programs for youth aged 14-24 from innovative and qualified youth service providers. Proposed program must provide access to participants of the fourteen (14) WIOA Youth Program Elements and thirty-two (32) TANF activities for eligible youth of Champaign County for the period beginning July 1, 2022 through June 30, 2024 with an option to renew successful providers for (1) one additional year.

This packet includes: Program requirements, evaluation criteria and required addendum.

All proposers are encouraged to attend the Bidder's Conference where RFP objectives, format and other questions concerning the process will be discussed. Attendance can either be in person or by TEAMS.

Bidder's Conference – May 5, 2022 at 2pm

OhioMeansJobs Champaign County 1512 S. US Hwy 68, Suite J100 Urbana, Ohio 43078

By TEAMS: Email Amy.Sherman@jfs.ohio.gov for meeting link by 5/4/22 12pm

Deadline for Submission – May 20, 2022 by 4pm

In-person: Champaign County Commissioners Office, 1512 S. US Highway 68, Suite A100
Urbana, OH 43078

By mail: Champaign County Commissioners Office, 1512 S. US Highway 68, Suite A100 Urbana,
OH 43078

Other Notable Dates

Rating of proposals by county panel	May 23, 2022
Winning bids officially notified	May 26, 2022
Greater Ohio Workforce Board Approval	June 1, 2022
Final Negotiations and Contracting	June 2, 2022
CCMEP Youth Services Begin	July 1, 2022

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PURPOSE

The goal of the CCMEP program is to assist youth in making a successful transition to employment and further education. A wide range of activities and services must be available to assist youth, especially those who are disconnected and out-of-school, in making a successful transition to adulthood. The CCMEP program is designed to provide services, employment, and training opportunities to those who can benefit from, and who need such services.

FUNDING AND ADMINISTRATION OF CCMEP

The Greater Ohio Workforce Board (GOWBI) authorizes the use of its youth workforce investment funds for CCMEP in accordance with section 129 of WIOA. TANF block grant funds are made available for CCMEP by the local counties that GOWBI serves.

The exact amount of available funds for Program Year 22-24 (July 1, 2022 through June 30, 2024) is not known at this time.

Spending requirements include:

- 20% spending minimum for youth work experiences (see p. 5(3))
- 75% spending minimum for out of school youth (see p. 7, definitions)

Scope of Work

Board seeks to fund contractor(s)/sub-grantee(s) who will develop, implement, and/or coordinate a variety of direct-service programs that will prepare and connect youth to postsecondary education, training and employment that aims to close the middle skills gap in Ohio. The program is designed to help eligible individuals gain practical work history and job skills during a period of paid employment, with the goal of one or more of the following:

1. Continuing in unsubsidized employment
2. Enrolling in post-secondary career training
3. Entering into a qualified apprenticeship program
4. Enlisting in the military following the program's employment period

Listed below are the services/elements available to program participants as described in OAC 5101:14-1-02:

1. Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies
2. Alternative secondary school services or dropout recovery
3. Work experience, paid and unpaid
4. Occupational Skills
5. Education and Training

6. Leadership skills
7. Supportive Services
8. Adult mentoring
9. Follow-up services
10. Comprehensive guidance and counseling
11. Financial literacy education
12. Entrepreneurial skills training
13. LMI Information
14. Transition to post-secondary education and training

Listed below are the six (6) CCMEP Primary Performance Measures as described in OAC 5101:14-1-07:

1. Education, training, or employment 2nd quarter after exit;
2. Education, training, or employment 4th quarter after exit;
3. Credential attainment rate;
4. Median earnings 2nd quarter after exit;
5. Measurable skills gains, and;
6. Effectiveness in serving employers (i.e. job retention)

Department will provide all pre-enrollment and framework activities. This includes eligibility determination, assessments, self-sufficiency plan, and individual opportunity plan (IOP) development, and case management.

Department anticipates serving 20-30 youth.

Department is seeking proposals for one (1) of the 14 service elements through this RFP.

Department youth will be referred for one (1) of the WIOA Elements as specified below:

1. **Paid and unpaid work experiences (Element #3).** Work experience helps youth understand proper workplace behavior and what is necessary in order to attain and retain employment. A work experience may take place in the private for-profit sector, the non-profit sector, or the public sector. The types of work experience include, but are not limited to summer employment, pre-apprenticeship programs, internships, or on-the-job training. Not less than 20 percent of the youth program funds shall be used to provide in-school and out-of-school youth with work experience. The employer will be responsible for all aspects of the employment relationship including but not limited to payroll, worker's compensation insurance, obtaining work permits, etc. Programs must cultivate and develop work sites as appropriate.

REQUIREMENTS FOR ELIGIBILITY, OBJECTIVE ASSESSMENT AND IOP DEVELOPMENT

The proposer shall ensure that the JFS 03002 "WIOA Youth Program Eligibility Application" is completed prior to the comprehensive assessment for each mandatory or voluntary individual. The lead agency will determine if the individual is eligible to receive funding through Workforce Innovation and Opportunity Act (WIOA) and Temporary Assistance for Needy Families (TANF).

A. Eligibility

Eligibility to receive services in CCMEP **funded by WIOA** when that individual is either an in-school youth or out-of-school youth as defined in rule 5101:14-1-01 of the Administrative Code.

a. Out-of-school youth

- aged 14-24
- not attending any school
- have a barrier to employment
 - school dropout
 - truant from high school
 - high school graduate but low-income and is basic skills deficient or an English language learner
 - subject to the juvenile or adult justice system
 - homeless, runaway, in foster care or aged out of the foster care system, or in out-of-home placement
 - pregnant or parenting
 - individual with a disability
 - low income person who requires additional assistance to enter or complete an educational program or to secure and hold employment.

b. In-school youth

- aged 14-21 and attending school
- low income
- meet one or more additional conditions, which could include:
 - Basic skills deficient
 - English language learner
 - an offender
 - homeless, runaway
 - in foster care or aged out of the foster care system
 - pregnant or parenting
 - an individual with a disability
 - person who requires additional assistance to enter or complete an educational program or to secure and hold employment.

Eligibility to receive services in CCMEP **funded by TANF** when that individual:

- Has (or has applied for) a social security number; is a US citizen or non-citizen national or qualified alien as defined in rule 5101:1-2-30 of the Administrative Code; does not owe any of the cost of fraudulent TANF assistance paid to individual; has been given opportunity to register to vote.

- Has gross income in the previous thirty calendar day period of less than two hundred percent of the federal poverty level.
- Is one of the following: A minor child; The parent, specified relative, legal guardian or legal custodian of a minor child; a non-custodial parent who lives in the state, but does not reside with his/her minor child(ren); a pregnant individual; or an individual age 18 to 24 that is part of a family that includes a minor child.

B. Comprehensive Assessment

All eligible youth shall have a comprehensive assessment as described in OAC 5101:14-1-04 using OWCMS or JFS 03006/3003.

The comprehensive assessment includes, but is not limited to, a review of the following:

- Occupational skills
- Prior work experience
- Employability
- Interests
- Aptitudes
- Supportive service needs
- Developmental needs
- Basic skills assessment that measures skill level as well as skills-related gains. Reasonable accommodations will be provided in the assessment process, if necessary, for individuals with disabilities.

C. Individual Opportunity Plan (IOP)

The IOP documents the assessment and is mutually developed, implemented, and revised with the youth to include: employment, education, and personal development goals; service objectives and service plan of action needed to achieve the identified goals; and to document services provided and desired results.

Information included in the IOP, but is not limited to:

- (1) Dates or timeframes the IOP will be reviewed and/or revised;
- (2) Strengths and barriers to employment identified through the assessment;
- (3) Youth's plan to overcome barriers and achieve the goal of self-sufficiency, including:
 - (a) Employment and education goals, including identifying career pathways;
 - (b) Appropriate achievement objectives;
 - (c) Appropriate services necessary to overcome barriers, capitalize on strengths, and to achieve self-sufficiency;
 - (d) Support to obtain high school diploma or high school equivalence;
 - (e) Job placement;
 - (f) Job retention support;
 - (g) Other services that aid the individual in achieving the plan's goals; and
 - (h) Incentives.

(4) A requirement that the youth must register with the OhioMeansJobs website (www.ohiomeansjobs.com) unless the program participant is legally prohibited from using a computer, has a physical or visual impairment that makes the program participant unable to use a computer, or has a limited ability to read, write, speak, or understand a language in which OhioMeansJobs is available;

(5) Detailed information on the services (including supportive services) the program participant will receive and how the lead agency will provide those services.

(6) Activities in which the youth will engage. If the youth discloses, has, or appears to have a physical or mental condition that substantially limits one or more major life activities, the IOP shall include a description of each reasonable modification requested and made for the participant (if any) and the necessary referrals made to assist in obtaining additional services; and

(7) Number of months youth has participated in OWF that were subject to the time-limit described in rule 5101:1-23-01 of the Administrative Code.

PRIMARY OUTCOME MEASURES

All proposers selected for contract awards must meet applicable minimum performance outcomes as required by the US Department of Labor and the Ohio Department of Job & Family Services.

<i>Placement in Employment/Education/Military 2nd quarter after exit</i>	72%
<i>Retention in Employment/Education/Military 4th quarter after exit</i>	71%
<i>Median Earnings 2nd quarter after exit</i>	\$2800
<i>Credential Attainment</i>	50%
<i>Measurable Skills Gain</i>	37%

INSTRUCTIONS FOR APPLYING AND PROPOSAL COMPONENTS

Only proposals which adhere to the enclosed instructions and criteria will be reviewed. A successful bid does not commit Champaign County, Greater Ohio Workforce Board Inc, or Chief Elected Officials to award a contract, pay for costs incurred in the preparation of the RFP, or to otherwise procure services or supplies.

Proposals will be reviewed for accuracy. Champaign County and GOWBI reserve the right to accept or reject any or all proposals in full or in part. All requested amounts are subject to negotiations based on final approval by Champaign County. All contracts must be approved by the member county's Board of County Commissioners.

The selected provider(s) will offer comprehensive year-round programs of services and activities. Program design must include a year-round program model during which services are available to youth all twelve months of the year. Summer youth employment must be

incorporated as part of the year-round program. Relevant information is available at <https://www.doleta.gov/WIOA> and <https://jfs.ohio.gov/owd/CCMEP/index.stm>

A. Q&A Session

Questions and answers will be submitted utilizing the google document on DJFS website at <https://www.champaigndjfs.org/news/category/rfp>

B. Proposal Submission

Proposals must be submitted, in a clearly marked sealed envelope to:

Champaign County Commissioners
1512 S. US Highway 68 Suite A100, Urbana, OH 43078
Attn: RFP Youth Services DJFS

PROPOSALS MUST BE RECEIVED BY 5/20/22 BY 4PM. Late proposals will not be accepted.

C. Proposal Format

Each proposal must be submitted in the following format:

- In a Sealed Envelope, clearly marked RFP Youth Services DJFS
- Typewritten, single-spaced on 8.5" x 11" plain white paper.
- No longer than 30 pages including attachments.
- 5 copies submitted, each stapled in the upper left-hand corner. No binders, covers or coils permitted.

D. Review of Proposals

Each proposal shall be reviewed and evaluated based on quality of services proposed, demonstrated effectiveness with the target population, cost effectiveness of the program, expected and past performance and organizational capabilities. Successful bidders must achieve at least 50 points to be considered.

The weighted value of each section of the proposal shall be as follows:

<i>Organization's Experience and Qualifications</i>	<i>20 points</i>
<i>Program Elements/Implementation Plan</i>	<i>30 points</i>
<i>Program Outcomes & Deliverables</i>	<i>20 points</i>
<i>Fiscal Accountability</i>	<i>30 points</i>
<i>Total Possible Points</i>	<i>100 points</i>

Once the reviewing of the proposals has begun, Champaign County staff members or GOWBI staff or board member will answer questions from proposers relative to the RFP. Programs that best meet the needs of the targeted population are the ones most likely to be funded.

E. Selection Announcement and Subsequent Contracting

Selection of approved proposals will be within 1 week after the RFP submission date. Proposers will be notified in writing of their results. Tabulated rating results are available by written request to Amy Sherman, Workforce Supervisor, 1512 S. US Highway 68 Suite J100, Urbana, OH 43078. Proposals selected for possible contracts will be available for perusal at Champaign County DJFS by appointment only.

All contracts awarded as a result of this solicitation will be cost reimbursement where only the actual costs of completing the contract are covered. However, per OMB Uniform Guidance, proposers may budget for indirect costs by use of the de minimus rate of 10% (2 CFR 200.414(f)).

Proposers with complaints or recommendations about the RFP process may submit a request to address of Champaign County DJFS. The request must be in writing, within 30 days of the selection announcement and mailed to: Amy Sherman, Workforce Supervisor, 1512 S. US Highway 68 Suite J100, Urbana, OH 43078.

FINANCIAL REQUIREMENTS

A. Capabilities

Proposers must be able to demonstrate the administrative and financial capability to effectively and efficiently deliver the services proposed. Administrative capability includes the ability to design and implement the proposed services, manage the delivery system, conduct self-monitoring for contract compliance, measure customer satisfaction, implement a continuous improvement model, achieve the contract objectives, provide quality service delivery, keep appropriate, auditable records, and meet performance standards. Proposers must also meet fiscal reporting requirements in accordance with the Generally Accepted Accounting Practices (GAAP) and show evidence of continued financial stability.

B. Staff

The county will only reimburse personnel cost for time actually worked, reasonable vacation, sick leave and holiday as provided for in the proposing organization's personnel policies. No other paid leaves of absence will be reimbursed.

C. Cost and Price Analysis

All proposals will be evaluated on the basis of obtaining the most cost-effective prices possible while achieving the highest quality service delivery. To accomplish this, county panel will conduct a cost/price analysis on proposed cost during the review process. Agencies are

encouraged to submit their best offer for providing the services solicited and to thoroughly describe and justify costs.

The cost/price analysis shall be conducted to ensure that the proposed costs are necessary, and reasonable; to determine if the proposed costs are allowable and allocable; to determine if there is duplication of costs with other programs; to ensure that the costs are directly associated with carrying out only the proposed services; and to ensure that the proposed costs will benefit the program.

D. Purchasing

Agencies awarded a contract under this RFP shall be required to follow the county's purchasing procedures or obtain approval to follow their own written procedures. If the proposer intends to procure equipment, materials, etc., for itself, it must be identified as such in the budget narrative and any purchases with a life span greater than one year will remain the property of the county where the funds originated.

E. Funding Period

The funding period for contracts awarded under this grant will be July 1, 2022 and continue through June 30, 2024. Contracts may be extended one year at a time, if performance of the provider(s) so warrants. Renewals will be the option of the contracting county.

PROPOSAL CONTENT AND SUBMISSION

The proposal must include but be no longer than 30 pages:

A-1	Proposal Cover Sheet
A-2	Proposal Narrative
A-3	Executive Summary
B-1	Performance Outcomes
C-1	Program Budget
D-1	Certification Regarding Debarment, Suspension, Ineligibility & Voluntary Exclusion
D-2	Certification Regarding Drug-Free Workplace Requirements
D-3	Certification Regarding Lobbying
D-4	Nondiscrimination & Equal Opportunity Assurances
D-5	Assurance of Compliance with Americans with Disabilities Act (ADA)
D-6	Management and Fiscal Assurances

Proposer Name:

Address:

FEIN:

Organizational Status: Public, non-profit Private, non-profit Private, for profit
 Government Other

Number years in operation:

Person (Name and Title) authorized to represent the Proposer:

Ph # Email

Desired county to provide services: Champaign

	Champaign
Total Funds Requested	
Estimated number of youths served	
Partial Provision of 14 Core Elements	<input type="checkbox"/>

I certify that as the official representative for the organization, I have read the Request for Proposals (RFP) and our attached proposal and certify that the information given herein is complete, true, and an accurate representation of my organization and the activities and/or service we are willing to provide to the county.

I have reviewed the budget included with our proposal and attest that the line items and fees in the budget have been arrived at independently, without consultation, communication, or agreement with any other proposer or any competitor for the purpose of restricting competition and no attempt has been made or will be made by me or my organization to induce another person, firm, or organization to submit a proposal (or not to submit a proposal) for the purpose of limiting or restricting competition.

Signature:

Typed name and title:

Date:

Answer the following questions, numbering your answers for clarity.

Organizational Experience and Qualifications (20 points)

1. Describe the organization's experience in dealing with youth and demonstrated performance (be sure and include WIOA performance if applicable).
2. Describe organization's ability to measure performance outcomes.
3. Briefly explain your organization's' mission and vision.
4. Explain your organizational capacity and staff qualifications.
5. Describe the organization's ability to collaborate and coordinate with other agencies in providing services. Provide examples.

Program Elements/ Implementation Plan (30 Points)

1. How will you recruit, engage, and retain youth in the program? Describe the target youth and their eligibility.
2. What assessments and tools will be used to identify academic, employment and occupational interests, aptitudes and skill levels?
3. Describe the process you will put in place to complete the objective assessment and develop the Individual Opportunity Plan based on each youth's needs and goals.
4. List services to be delivered, including the youth integration into www.ohiomeansjobs.com, then describe how they will be delivered to the youth?
5. What strategies will the agency use to meet the reporting requirements in OWCMS for assessment, IOP development, services provided and program outcomes?

Program Outcomes and Deliverables (20 Points)

1. Show the relationship between the required services you will provide and successful attainment of the CCMEP performance measures.
2. Describe the strategies to be implemented to insure federal and state performance standards will be achieved; show how your agency will measure and track success.

Fiscal Accountability (30 Points)

1. Provide a budget narrative detailing the program budget and line-item amounts.
2. Provide a cost per participant and explain the reasonableness of that CPP.
3. Explain how the budget reflects fiscal guidelines of CCMEP.
 - a. 10% de minimus for overhead costs
 - b. 75% budgeted for out of school youth
 - c. 20% budgeted for work experience (if you provide that service)
 - d. # of services provided is reasonable to amount of funds requested
 - e. Budget reflects understanding of cost reimbursement not fixed price

COUNTY: Champaign

Complete a one-page summary for Champaign County, you are proposing to serve describing the program you will provide.

Be sure to discuss the following points:

- Type of youth enrolled (in-school, out of school, TANF/WIOA or co-enrolled)
- Which of the 14 services you will provide in this county?
- How referrals will be made to providers for services you don't directly provide
- Maintaining contact with youth
- Achievement and reporting of outcomes

- (1) Employment 2nd quarter after exit:** The percentage of program participants that are in unsubsidized employment during the second quarter after exit.
- (2) Employment 4th quarter after exit:** The percentage of program participants that are in unsubsidized employment during the fourth quarter after exit.
- (3) Education, training or employment 2nd quarter after exit:** The percentage of program participants that are in unsubsidized employment, education, or occupational skills training during the second quarter after exit.
- (4) Education, training or employment 4th quarter after exit:** The percentage of program participants that are in unsubsidized employment, education, or occupational skills training during the fourth quarter after exit.
- (5) Credential attainment rate:** The percentage of program participants that were in an education or training program while enrolled in CCMEP who obtain a recognized post-secondary credential, or a secondary school diploma or its recognized equivalent during participation in or within one year after exit from CCMEP. CCMEP program participants who obtain a secondary school diploma or its recognized equivalent shall be included in the percentage counted as meeting the criterion if such participants, in addition to obtaining such diploma or its recognized equivalent, have obtained or retained employment or are in an education or training program leading to a recognized post-secondary credential within one year after exit from CCMEP.
- (6) Median earnings 2nd quarter after exit:** The median earnings of program participants who are in unsubsidized employment during the second quarter after exit.
- (7) Effectiveness in serving employers (i.e., job retention):** The percentage of program participants who were in unsubsidized employment during the second quarter after exit who during the fourth quarter after exit are employed with the same employer.

Prepare a budget for county you are proposing to serve. COUNTY: Champaign

PROGRAM MANAGEMENT COSTS				
I.	STAFF COSTS			
	A. Salaries	\$ 1.00		
	B. Payroll-related Expenses	\$ 1.00		
	C. Fringes (list)	\$ 1.00		
		Total Staff Costs	\$ 3.00	
II.	OPERATIONAL COSTS			
	A. Travel	\$ 1.00		
	B. Office/ Program Supplies	\$ 1.00		
	C. Occupancy	\$ 1.00		
	D. Indirect Direct Costs (de minimus 10%)	\$ 1.00		
	E. Insurance	\$ 1.00		
	F. Other _____	\$ 1.00		
		Total Operational Costs	\$ 6.00	
III.	EQUIPMENT COSTS			
	A. Leased Equipment	\$ 2.00		
	B. Purchased Equipment	\$ 2.00		
		Total Equipment Costs	\$ 4.00	
DIRECT PARTICIPANT COSTS				
	A. Training Materials/ Assessments	\$ 1.00		
	B. Education/ Tuition	\$ 1.00		
	C. Work Experience Wages	\$ 1.00		
	D. Work Experience Staff	\$ 1.00		
	E. Supportive Services	\$ 1.00		
	F. Other _____	\$ 1.00		
		Total Direct Participant Costs	\$ 6.00	
TOTAL PROPOSED BUDGET			\$ 19.00	

As the potential awarded vendor on this contract, you are required to provide debarment/suspension certification indicating that you are in compliance with the below Federal Executive Order. Certification can be done by completing and signing this form.

Debarment:

Federal Executive Order (E.O.) 12549 "Debarment" requires that all contractors receiving individual awards, using federal funds, and all subrecipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal assistance funds. By signing this document, you certify that your organization and its principals are not debarred. Failure to comply or attempts to edit this language may disqualify your bid. Information on debarment is available at the following websites: www.sam.gov and <https://acquisition.gov/far/index.html> see section 52.209-6.

Your signature certifies that neither you or your principal is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

(Name) _____

(Company) _____

(Signature) _____

(Date) _____

The grantee certifies that it will provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee’s workplace and specifying the actions that will be taken against employees for violation of such prohibition.

(b) Establishing a drug-free awareness program to inform employees about— (1) The dangers of drug abuse in the workplace; (2) The grantee’s policy of maintaining a drug-free workplace; (3) Any available drug counseling, rehabilitation and employee assistance programs, and (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

(c) Making it a requirement that each employee be engaged in the performance of the grant be given a copy of the statement required by paragraph (a).

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will— (1) Abide by the terms of the statement; and (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after each conviction.

(e) Notifying the agency within ten days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction.

(f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted— (1) Taking appropriate personnel action against such an employee, up to and including termination; or (2) 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 another appropriate agency.

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

Typed Name and Title of Certification Official

Signature

Date

CERTIFICATION REGARDING LOBBYING

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, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(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, 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.

Statement for Loan Guarantees and Loan Insurance

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

If any 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 commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Typed Name and Title of Certification Official

Signature

Date

During the performance of an awarded contract, the contractor agrees as follows in 29 US Code 794:

(a) Promulgation of rules and regulations

No otherwise qualified individual with a disability in the United States, as defined in section 705(20) of this title, shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or under any program or activity conducted by any Executive agency or by the United States Postal Service. The head of each such agency shall promulgate such regulations as may be necessary to carry out the amendments to this section made by the Rehabilitation, Comprehensive Services, and Developmental Disabilities Act of 1978. Copies of any proposed regulation shall be submitted to appropriate authorizing committees of the Congress; such regulation may take effect no earlier than the thirtieth day after date on which such regulation is submitted to committees.

(b) “Program or activity” defined For the purposes of this section, the term “program or activity” means all of the operations of—

(1) (A) a department, agency, special purpose district, or other instrumentality of a State or local government; or
(B) the entity of such State or local government that distributes such assistance and each such department or agency (and each other State or local government entity) to which the assistance is extended, in the case of assistance to a State or local government;

(2) (A) a college, university, or other postsecondary institution, or a public system of higher education; or
(B) a local educational agency (as defined in section 7801 of title 20), system of career and technical education, or other school system;

(3) (A) an entire corporation, partnership, or other private organization, or entire sole proprietorship—

(i) if assistance is extended to such corporation, partnership, private organization, or sole proprietorship as a whole; or

(ii) which is principally engaged in the business of providing education, health care, housing, social services, or parks and recreation; or

(B) the entire plant or other comparable, geographically separate facility to which Federal financial assistance is extended, in the case of any other corporation, partnership, private organization, or sole proprietorship; or

(4) any other entity which is established by two or more of the entities described in paragraph (1), (2), or (3); any part of which is extended Federal financial assistance.

(c) Significant structural alterations by small providers- Small providers are not required by subsection (a) to make significant structural alterations to their existing facilities for the purpose of assuring program accessibility, if alternative means of providing the services are available. Terms used in this subsection shall be construed with reference to the regulations existing on 3/22/88.

(d) Standards used in determining violation of section- The standards used to determine whether this section has been violated in a complaint alleging employment discrimination under this section shall be the standards applied under title I of the Americans with Disabilities Act of 1990 (42 U.S.C. 12111 et seq.) and the provisions of sections 501 through 504, and 510,^[1] of the Americans with Disabilities Act of 1990 (42 U.S.C. 12201–12204 and 12210), as such sections relate to employment.

Typed Name and Title of Certification Official

Signature

Date

This Workforce System and its member counties will only enter into contracts with organizations which provide reasonable assurances in their proposals that they are capable of managing, operating, monitoring, and reporting according to federal and state guidelines, and standards of usual and customary business practices. Please respond to each statement or question with a “yes” or “no” answer, explaining any “no” on another page or in the limited space provided.

1. Yes No The organization has sufficient management and fiscal ability to operate the CCMEP youth program.
2. Yes No All positions with the agency have up-to-date job descriptions.
3. Yes No All employees meet the minimum qualifications specified in their job descriptions and complete a yearly background check that contains no offenses on the state’s list of absolute bars for teacher licensure.
4. Yes No The organization will full comply with the following:
 - A. Debarment and Suspension Certification (29 CFR Part 98)
 - B. Certification Regarding Lobbying (29 CFR Part 93)
 - C. Drug-free Workplace Certification (29 CFR Part 98)
 - D. Nondiscrimination & Equal Opportunity Assurance (29 CFR Part 38)
 - E. Americans with Disabilities Act (ADA) (29 CFR Part 32)
5. Yes No Assurance that there is no information available showing substantial non-compliance with CCMEP regulations, or if there is, that there is an acceptable Corrective Action Plan in place.
6. Yes No Insurance and bonding policies are current, and all appropriate staff are covered.
7. Yes No The organization has an accounting system that adequately accounts for program funds and presents accrued program expenditure by established cost categories.
8. Yes No There are written accounting procedures which are followed and provide internal controls for cash receipts, checks, cash disbursements, bank reconciliations, payroll, and purchases.
9. Yes No The organization accepts responsibility for providing financial services adequate to ensure the establishment and maintenance of an accounting system with internal controls adequate to safeguard program funds.

Typed Name and Title of Certification Official

Signature

Date