



Request for Proposals

PARTNERS FOR REENTRY IN WORKFORCE DEVELOPMENT (PROWD) GRANT

RFP Release Date: 2/23/23

**Proposal Deadline: 3/22/23
12:00 PM**

*Equal Opportunity Employer/Program
Auxiliary Aids and Services Available upon Request to Persons with Disabilities
Language assistance services are available free of charge to individuals with
Limited English Proficiency*

**REQUEST FOR PROPOSALS
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Attachments:

- A - Proposal Cover Sheet
- B - Proposed Center Staffing – Position Descriptions and Resumes
- C - Proposed Budget and Cost Breakout *
- D - Fiscal Management Questions
- E - Administrative Management Questions
- F – Evaluation Criteria Score Sheet

*Budget forms are available in Excel format upon request

**KERR-TAR WORKFORCE DEVELOPMENT CONSORTIUM
AND KERR-TAR WORKFORCE DEVELOPMENT BOARD
PARTNERS FOR REENTRY OPPORTUNITIES IN WORKFORCE DEVELOPMENT
REQUEST FOR PROPOSAL**

Funding: The U.S. Department of Justice (USDOJ) and the U.S. Department of Labor (USDOL), collaboratively, The Partners for Reentry Opportunities in Workforce Development (PROWD)

Service Area: Kerr-Tar Workforce Development Board (KTWDB), Capital Area Workforce Development Board (CAWD) and Durham Workforce Development Board (DWDB)

KTWDB - Franklin, Granville, Person, Vance, and Warren Counties

CAWD - Chatham, Johnson, Lee, Orange and Wake Counties

DWDB - Durham County

Target Groups: Incarcerated Individuals of the Butner Federal Prison Complex and returning citizens to the 11 specified counties

RFP Release Date: Thursday, February 23, 2023

Virtual Bidder's Conference: Friday, March 3, 2023 at 10:00 a.m. via Zoom

Registration is required. To attend visit: www.bit.ly/prowdgrant2023

We will make a brief presentation about this request and take questions.

Attending the Bidder's Conference is optional.

RFP Submittal Deadline Date: Wednesday, March 22, 2023 12:00 p.m.

Award Notification Date: On or before Friday, March 31, 2023

If you have any questions about this request, please direct them in writing to Kerr-Tar Workforce Development by e-mail at info@kerrtar.org.

Part 1: BACKGROUND AND GENERAL INFORMATION

Background

A. Introduction- Partners for Reentry Opportunities in Workforce Development (PROWD) is comprised of three Local Area Workforce Development Boards, Capital Area (CAWD), Durham (DWDB) and Kerr-Tar (KTWDB).

The PROWD grant received by the three Local Area Workforce Development Boards will provide oversight, financial management, reporting, monitoring and technical assistance to the Subrecipient providing services to individuals returning to Chatham, Durham, Franklin, Granville, Johnson, Lee, Orange, Person, Vance, Wake and Warren counties.

PROWD grant program will collaborate with the regions employers, educators, and community-based organizations united for the purpose of increasing federally incarcerated individuals' work readiness at the time of release, increasing employment in sustainable wage positions after release and reducing recidivism through the initiative's three-stage program approach.

The Kerr-Tar Workforce Development Board (KTWDB) is a collaboration of the region employers, educators, policy makers, and community-based organizations united to bridge the gap between job seekers and companies in need of talent. The KTWDB oversees workforce and business services planning and policy development for Franklin, Granville, Person, Vance and Warren counties. The KTWDB is an employer-driven, policy-making entity, charged with the distribution of workforce funds that creates a network of programs designed to address critical workforce challenges. KTWDB works to ensure the efficient use of funds, maximize the system's effectiveness, and improve collaboration. The Workforce Development board administers funded programs that connect talent to jobs through training opportunities, job seeker assistance and services to employers. The KTWDB has a federal mandate to be the lead organization for workforce development planning and to arrange for a system of service delivery that meets the workforce needs of business and the public alike. The mission of the KTWDB is to assist employers meet their workforce needs, assist the job seekers to build careers, regain employment, strengthen the region's economy, and have a committed to partnerships that help our region's workforce become a competitive force in our global economy. To accomplish the mission of the KTWDB, services for employers and job seekers are provided through the NCWorks Career center. Services include individual case management, employment and vocational training, mental health and substance abuse treatment referrals, housing referrals, basic needs and transportation assistance and follow up services. Programming and service needs specific to Reentry would include transition planning, deinstitutionalization counseling, employment and vocational training, mental health and substance abuse treatment referrals, housing referrals, basic needs and transportation assistance, as well as family reunification support.

Capital Area Workforce Development Board (CAWD) is a public-private partnership that focuses on economic development by ensuring the local workforce has the skills, training and education to meet the needs of local employers. The board oversees workforce solutions in Wake, Johnston, Chatham, Orange, and Lee counties that are designed to serve businesses and individuals of all ages. We believe in economic development through workforce excellence. CAWD has worked for many years to provide workforce services to returning citizens. Over the past four years this involvement has increased markedly to include the Wake Local Reentry Council that provides a full menu of support to help recently released individuals fully reintegrate into the community from basic needs to employment. There are three major programs that CAWD has led or partnered in that impact justice-involved individuals and have increased our understanding of the needs of returning citizens and the resources they need to be successful. CAWD manages two programs directly—the Wake Local Reentry Council and U.S. Department of Labor Program, Roads to Reentry. Roads to Reentry focuses on providing career focused education/training and employment to individuals exiting Jails and Prisons in the Johnston and Wake Counties. CAWD also designed and was a partner with the Wake County Detention Center on the Wake County Detention Center Employment and Education Initiative (WCEEI) since its inception and manages a portion of the grant, Community Success Initiative (CSI). CSI supports the Wake County Detention Center Initiative and other justice-involved individuals. WCEEI provides occupational training, high school equivalency, and career skills to individuals in the Wake County Detention Center. They provide additional mentoring and career support after exit. CAWD has extensive experience in assisting justice involved individuals with initial support, connections to critical needs such as housing, medical and mental health services, and then career advising and employment that leads to long-term reentry success.

The Durham Workforce Development Board (DWDB) facilitates, plans and coordinates workforce development resources for Durham County to maximize the efforts of government, business, workforce and education partners by promoting a responsive workforce development system that provides employment and training services designed to alleviate the social, educational, and economic problems of groups or individuals, including but not limited to those with employment barriers. Our mission is to set direction for the NCWorks: Connecting Talent to Jobs system, which utilizes our NCWorks One Stop Career Center as a centralized source for businesses to find top talent. Also based in the NCWorks Career Center, DWDB staff members have operated a career counseling, occupational skills training and job placement program for justice-involved participants that has averaged 150 individuals served per year. Since 2004, the DWDB Justice Involved Program has provided robust wraparound support connecting individuals to our extensive program partnership network to promote housing and food security, address transportation challenges, and access mental and medical health services. DWDB provides other enhanced services for this specialized population, including program partnership with DEAR (Durham Expunction And Restoration) which removes barriers to employment and housing by providing free legal services to Durham residents who cannot afford attorneys to expunge charges and convictions from their criminal records and restore suspended or revoked drivers' licenses. Additionally, the DWDB program provides transition and acclimation services through its Welcome Home program, which offers returning citizens intensive peer support, along with a Welcome Box containing everything from personal essentials such as toiletries and an activated cell phone to snacks and a Welcome Home letter signed by the City of Durham Mayor.

Purpose of the Request for Proposal (RFP)

The KTWDB is issuing this Request for Proposals (RFP) on behalf of the three workforce boards (KTWDB, CAWD and DWDB) to procure competitive proposals from qualified organizations to independently manage and provide various comprehensive services and activities under the PROWD grant program in Chatham, Durham, Franklin, Granville, Johnson, Lee, Orange, Person, Vance, Wake and Warren counties. The Subrecipient(s) will deliver workforce development services to the participants as required by this RFP. Selected Subrecipient(s) will provide staffing in the regions' NCWorks Career Centers working directly with staff from the NCWorks Partners and the PROWD Workforce Development Boards. Funding awards and contracts under this solicitation are expected to begin May 1, 2023. The selected subrecipient will have an individual contract with each of the participating workforce boards (Kerr Tar, Durham, and CAWD). However, the expectation is that the program will operate collaborative across the three board areas to ensure successful outcomes for the PROWD program.

The Subrecipient(s) will use NCWorks Online and NCcareers.org to assist participants with career exploration, career readiness, and applying for jobs, as well as for reporting purposes for the respective Workforce Development Boards. As applicable, the subrecipient(s) will enroll individuals in training, motivational groups, tutorials, and technological boot camps. Bidders desiring to serve as a contracting organization should note that the following are the core components of the PROWD program delivery.

Three Board Program Delivery: Each board, Kerr-Tar, Capital Area, and Durham Workforce Development Board will be responsible for the programs within their service area. Each board will have a Local Program Manager who will work with the Subrecipient staff in their respective region to guarantee the program is being delivered base on the requirements of NC PROWD, it is following the established timeline, and performance is being met. Each board will provide a contract with the subrecipient to provide services in their region. Program delivery should be uniform across the three boards and adhere to the stages outlined below.

- Stage 1: Staffing in Stage 1 will be included in the Kerr-Tar contract. There will be **two case managers** assigned to work directly with clients at the Butner Federal Facility. These case managers will work closely with Butner Federal Prison staff to find eligible clients and times for in-person/virtual visits to clients. The case managers will lead the clients through career awareness and related training. The case managers will also connect the clients to their community-based case manager shortly before they move to Stage 2 to create a smooth transition.
- Stage 2: Staffing in Stages 2 and 3 will be included for the three Boards to provide services in their respective regions. The community-based case managers help clients make the transition from the facility to RRC or home confinement and to continue on their employment journey. The case managers use the Reentry and Individual Employment Plan to help clients continue their education, connect to employment, and prepare for Stage 3. The clients may also work with the Resource Navigator to find resources they need to prepare successful reentry. If work-ready, the client may receive assistance from the Employer Engagement Manager to connect to work-based learning or full employment.

- Stage 3: Staffing in Stages 2 and 3 will be included for the three Boards to provide services in their respective regions. In Stage 3 the individual is out of Federal custody and can fully reenter the community. The community-based case manager will continue to assist the client connect to education and employment. At this stage the client should be seeking permanent, unsubsidized employment. The Resource Navigator will continue to connect the clients to needed resources such as housing, medical and behavioral health, and others. The Employment Engagement Manager will continue to support the individual in connecting to well-paying, long-term employment.

This grant includes both Board level and subrecipient level staff that are integral to program success. Below is an outline of the expected PROWD program staff.

Kerr-Tar	Capital Area	Durham
Board Staff: Local Program Manager	Board Staff: Regional Program Manager Local Program Manager Employment Engagement Specialist	Board Staff: Local Program Manager Employment Engagement Specialist
Subrecipient Staff Case Managers at the Butner Federal Facility (2) Community-based case manager (1) Employment Engagement Specialist (1) Resource Navigator (1)	Subrecipient Staff Community-based case manager (2) Resource Navigator (2)	Subrecipient Staff Community-based case manager (1) Resource Navigator (1)

Integrated Service Delivery: The Kerr-Tar, Capital Area and Durham Workforce Development Boards Integrated One-Stop Delivery System will provide services through the PROWD grant, Workforce Innovation Opportunity Act (WIOA), Wagner-Peyser, Trade Adjustment Assistance (TAA), and Veterans Services programs at NC Works Career Centers and satellite facilities. The purpose of this RFP is to identify Subrecipient(s) that can provide operation and services through the PROWD grant funding in the context of this integrated environment. The subrecipient is meant to work within the integrated system to ensure PROWD participants have access to all the services available through the NCWorks Career Center system.

Partners/Coordination/Linkages: The PROWD grant boards require partnering and collaboration to deliver the most effective services to have the greatest possible community impact for participants and employers. Having as many partners as possible only strengthens the delivery of services. The approved PROWD grant program Subrecipient(s) must sign a Memorandum of Understanding (MOU). The MOU must document at a minimum the following information: a description of what customer services and employer services will be provided by each partner; how cost of services and operating costs of the partnership will be funded; method of referral between partners; duration of memorandum and procedures for amending the memorandum; other provisions as agreed upon by the parties of the MOU; and partnerships/collaborations with other organizations are encouraged.

Partners/coordination/linkages ensure participants receive information on the full array of services available to them and referrals to appropriate support, training and educational programs.

PROWD Adult-- Basic Eligibility Requirements

1. 18 years of age or older
2. Butner Federal Prison inmate/released returning citizen or referred pre-release from other Federal facility
3. Specified County(s) Resident
4. US citizen or eligible non-citizen
5. In compliance with Selective Service registration requirements (for male applicants)

PROWD Grant Program Specifications

The PROWD grant program will provide targeted employment services to federally incarcerated individuals as they approach community reentry. The initiative seeks to better align job training and skills development services provided to program participants to the specific labor market needs of the communities where they will live. The project will provide intensive case management; enhanced mentoring; educational interventions; referrals to community partners; occupational skills training; job placement and retention to 125 participants collectively, per year with a total 375 participants for the life of the grant; and a minimum of six months follow up services to the returning citizens. The program will be implemented in three stages that consist of various comprehensive services.

- Stage one occurs during the last twelve (12) months of incarceration at the Butner Federal Prison complex. It includes expounding on the facility's needs/risk assessments, job readiness and/or industry credentialing as well as initiating applications for vital documents, benefits, etcetera, in addition to the coordination of mental, medical and behavioral health services.

- Stage two occurs while residing in Residential Reentry Centers (RRC) and/or home confinement. Individuals will be provided with basic needs and support necessary upon release from the federal facility, including re-instatement and possession of vital documentation, mental, behavioral and medical health systems navigation, training and education, employment, support services, etc. Referrals for family restoration and legal services will also be provided.
- Stage three occurs after release from RRC/home confinement. Case managers will work with clients to continue to complete occupational skills and seek employment. Case managers will also assist clients in connecting to resources outlined in their reentry plan including housing, behavioral and physical health, and community connections that lead to successful reentry.

The PROWD grant program require specific elements that will effect connecting returning citizens to work. They include the following:

- Career Pathways – Linking credentials to career pathways is essential to the goal of making employment and training programs more job-driven. The development and adoption of career pathways models better align with the goals and funding streams of organizations that provide education, training, workforce development, and supportive services. Based on labor market information, local industry needs, and the provision of opportunities that are accessible to returning citizens.
- Case Management
 - Assistance with the development of Individual Career Plans (ICPs) for participants and career guidance and development including applying for post-secondary education and financial aid;
 - Assistance with obtaining supportive services, such as transportation stipends or emergency assistance payments;
 - Referrals to community services
- Education
 - Alternative secondary school services and career awareness classes that develop lifelong career pathways;
 - Language instruction programs and services and information in appropriate languages for participants with limited English proficiency;
 - Basic skills instruction and remedial education; and
 - Tutoring and/or preparation for state high school equivalency tests.
- Training that Leads to Industry-Recognized Credentials in State or Local Areas
 - Vocational skills training;
 - Wages in an On-the-Job Training (OJT) framework; and
 - Registered apprenticeships.

- Workforce Activities that Lead to Employment
 - Job placement;
 - Development of cognitive and soft skills that participants will need to succeed in future jobs and that support one or more workplace competency(ies);
 - Paid and unpaid work experiences including community service activities that offer the returning citizen the opportunity to work within the his/her community;
 - Assistance in securing higher-paying employment including non-traditional jobs for women.

- Follow-up Services
 - Tracking of progress made by participants in employment and training after program exit; and
 - Assisting participants in planning and implementing next steps that lead to upward mobility.

Topics to be covered during meetings with the participants should include the following list, in addition to other identified topics helpful to support a smooth transition into society and promote stable employment for the participants:

- **NCWorks Registration:** Paper registration to collect necessary participant demographics for set-up into our career database for usage upon release.

- **Careers/Job Industry:** Information sessions conducted on specific careers and job industries using the NC Careers tools as well as career-specific videos, brochures, and other printed materials.

- **Identified Career Exploration:** Further exploration and learning of participant's specific career determination through readings, videos, and virtual trainings.

- **Career Training Plan:** The creation of a career training plan that includes training that can be carried out while in the facility and trainings needed once returning to the community.

- **Life skills:** Provide life skills materials and how-to-videos on basic daily life skills needed for successful reentry and specific to how long participant has been removed from society, including:
 - How to use internet
 - How to use cell phone
 - How to use self-scan
 - How to protect your personal data

- **Community Resources:** Exploring and identifying needed resources in participant's specific community for release, including creation of plan on utilizing community resources upon return to community. This can be performed through a resource guide, video and virtual meetings with community partners.

- **Family Services and Family Reunifications:** Provide information to participants requiring family services and/or who have children and seek to regain custody and/or establish a relationship.
- **Apprenticeships:** Collaborate with community colleges to provide apprenticeship programming in prison.

Career Guide for Reentry: A printed version of the Career Guide for Reentry, created by our partner, NC Department of Commerce, LEAD Division. This guide is to be used in Stage 1 and will be included in participant's release packet for further usage after release.

G. Type of Contract, Contract Award and Funding Level

At the time of this solicitation, respondents must propose a cost reimbursement contract. A Cost Reimbursement Contract is one that establishes an estimate of total costs for the purpose of obligating funds and a ceiling that the Subrecipient(s) may not exceed (except at Subrecipient(s)'s risk) unless the awarding party agrees to amend the contract to provide additional funds. A line item budget shall be based on all legitimate costs to be incurred by the Subrecipient(s) in carrying out the services. The Subrecipient(s) is reimbursed for actual expenses according to the approved line item budget.

Proposals will be reviewed and awarded by an evaluation review criteria. The initial contract term is (12) twelve months, beginning May 1, 2023 and ending April 30, 2024. At the end of April 30, 2024, the contract may be renewed each year for up to two additional years (through March 31, 2026) depending upon an annual review of performance, availability of funds, and annual approval by the three Workforce Development Boards.

Respondents to this RFP should submit costs up to, but not greater than the anticipated funding for each workforce board for the contract period beginning May 1, 2023 and ending April 30, 2024. For planning purposes, there is approximately \$562,808 in Kerr-Tar, \$709,109 in Capital Area, and \$340,230 in Durham allocated for services annually. This amount is intended as a guideline for respondents and is subject to revision based upon final notification of PROWD grant funding availability from the NC Department of Commerce-Division of Workforce Solutions.

Respondent's proposed budgets must be within the amounts indicated and must be reasonable based on proposed staffing, service level, and service delivery plans. The amount awarded will be determined on a competitive basis, but not necessarily based on the lowest proposed cost. Subsequent revisions and negotiations of final contract budgets may be required due to funding award decisions.

Additional funds received by the Workforce Development Boards may be contracted by expanding existing programs, or by consideration of proposals not initially funded under this RFP, if such proposals were rated in the competitive range. These decisions shall be at the discretion of the Boards.

Boards may decide not to fund part or all of a proposal even though it is found to be in the competitive range if, in the opinion of the Boards, the services proposed are not needed, or the costs are higher than the Boards finds reasonable in relation to the overall funds available, or if past management concerns lead the Boards to believe that the proposed Subrecipient has undertaken more services than it can successfully handle. Any proposal approved for funding is contingent on the results of a pre-award survey that may be conducted by the Boards’ administrative staff. The survey will establish, to the Boards satisfaction, whether the proposed Subrecipient is capable of conducting and carrying out the provisions of the proposed contract. If the results of the survey indicate, in the opinion of the Boards that the proposed Subrecipient may not be able to fulfill contract expectations, the Boards reserve the right not to enter into contract with the organization, regardless of the Boards approval of the Subrecipient’s proposal.

Subrecipient(s) must accept liability for all aspects of any services conducted under contract with the WDBs. Subrecipient will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted. Reductions in the funding level of any contract resulting from this solicitation process may be considered during the contract period when a service provider fails to meet expenditure, participant, and/or outcome goals specified in the contract or when anticipated funding is not forthcoming from the federal or state governments.

Award Amounts for each Workforce Board by year

	Year 1 5/1/2023- 4/30/2024	Year 2 5/1/2024 – 4/30/2025	Year 3 5/1/2025 – 3/30/2026	Total Program Amount
Kerr-Tar	\$562,808	\$562,808	\$562,808	\$1,688,423
Capital Area	\$709,109	\$709,109	\$709,109	\$2,127,327
Durham	\$340,230	\$340,230	\$340,230	\$1,020,690

Part 2: SCOPE OF WORK AND FUNCTIONS

Returning citizens of the counties represented through this PROWD grant program are in need of career services and support to align their skills with those needed by today's employers. To address this need, the PROWD workforce boards are seeking an entity to serve as Operator for the PROWD grant program to meet the individual needs of returning citizens in the PROWD region and includes the following:

- Delivering workforce preparation services;
- Providing occupational training opportunities;
- Providing supportive service assistance;
- Providing career counseling;
- Implementing Career Pathways for returning citizens grounded in employer partnerships; and
- Maintaining administrative and program obligations associated with receipt of PROWD funds.

The Operator is expected to coordinate services with NCWorks Career Centers and other PROWD partners in the specified counties to serve those eligible through the PROWD grant program.

In order to meet the needs of our returning citizens and the employers in our community, the selected proposer responding to this RFP must demonstrate the organizational capacity to design and execute an evidence-based program that addresses the needs of the population to be served and meets all of the requirements outlined in the RFP.

NC PROWD Program Functions

Board Staff Descriptions

- **Regional Program Manager:** Will be the primary point of contact for facilities and the workforce development boards, ensuring a clear line and continuity of communication. The program manager will be responsible for submitting monthly reports to the workforce development boards, prepare reports for DWS and NC Commerce, ensure cohesion across the three workforce boards, and overall management of the program.
- **Local Program Managers:** The local program managers will manage the Boards' program staff, track services provided by the subrecipient, oversee services, local service delivery and compliance. They will ensure that there is a cohesive program that serves the workforce region for their respective board. They will also work closely with the regional program manager to provide data and support.
- **Employment Engagement Specialists:** They will serve as the main point of contact for participants on all employment related issues. The employment engagement specialists will

be included in the participant's transition team, work closely with their case managers, and ensure accountability for their career goals. The employment engagement specialists will provide both job development and job coaching services intended to connect participants with employment opportunities. They will develop relationships with employers and provide on-going support to both the employer and the participant (if and/or when issues arise). The employment engagement specialists will initiate on-the-job/apprenticeship contracts, work experience assignment/internship agreements, with an emphasis on establish relationships with businesses in the targeted career pathways.

Subrecipient (Contracted Service Provider) Staff Descriptions

- **Facility Case Managers:** These case managers will work with clients while they are in the Butner Federal Facility. This could be through in-person or virtual meetings. These case managers will assist clients in career exploration, development of an Individual Career Plan (ICP), and also connections to community supports and partners. The ICP will include their education and training plan as well as initial employment and employment goals. The case managers will interact with participants at a minimum of twice a month. The On-site Case Manager will coordinate with the Community-based Case Managers to create a smooth hand-off shortly before exit.
- **Community-based Case Managers:** These case managers will pick up where the on-site case managers leave off. They will assist the clients with their ICPs as well as assist with connecting to support services. They will also work through recruitment, selection, assessments/treatment planning, enrollment (continued refinement of the ICP) and training/employment. The role of case managers is to undertake assessment, monitoring, planning, advocacy and linking of the consumer with support services. In Stage 2 they will help the client prepare for Stage 3 by helping them secure employment as well as secure the housing, healthcare, and other supports that they will need after leaving RRC. The Community Case Managers will coordinate closely with the Employment Engagement Specialists and the Resource Navigators to connect clients to employment and support services.
- **Resource Navigators:** They will develop or connect to a network of partners that provide support to returning citizens. They will then help the clients connect to the appropriate support services, that can sometimes be confusing to navigate. The resources include housing, healthcare, transportation, behavior health services, furniture, clothing, food and others. The Navigators will help lower the barriers to accessing the services they need to be successful.

- **Employment Engagement Specialists:** They will serve as the main point of contact for participants on all employment related issues. The employment engagement specialists will be included in the participant's transition team, work closely with their case managers, and ensure accountability for their career goals. The employment engagement specialists will provide both job development and job coaching services intended to connect participants with employment opportunities. They will develop relationships with employers and provide on-going support to both the employer and the participant (if and/or when issues arise). The employment engagement specialists will initiate on-the-job/apprenticeship contracts, work experience assignment/internship agreements, with an emphasis on establish relationships with businesses in the targeted career pathways.

Training Services

Training services can be provided to participants after an interview or assessment determines the need to improve their marketable skills. Some education and training may be accessible within the Butner Facility, others will be planned for Stages 2 and 3. Participants skills will be assessed to determine the appropriate training (short or longer term) to quickly return to the labor market.

NC PROWD staff will work with participants to seriously research and discuss training programs and training providers and job opportunities in their chosen career field in order to make informed choices about education and training. Training programs that are authorized for grant funds must be registered in the NC Works MIS system, be approved by the relevant board.

Training Services may include:

- Occupational skills training, including training for non-traditional employment
- On-the-Job training
- Programs that combine workplace training with related instruction, which may include cooperative education programs.
- Training programs operated by the private sector
- Skill upgrading and retraining
- Entrepreneurial training
- Job readiness training
- Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

Services for Business Participants

The list below provides a menu of services available to employers partnering to hire PROWD participants.

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- Support in filling open positions (talent pool)
- Meeting facilities for conducting interviews
- Job postings
- Connection to business resources
- Recruitment and prescreening
- Pre-employment training
- Job profiling
- Labor market data
- Hiring Events
- Interview days
- Networking events
- Training seminars
- Industry roundtable meetings /presentations/workshops
- Referral to business services partners
- Employer workshops
- Pre-Employment Skills Testing

Business Services for Jobseekers

Once a job seeker is deemed work ready, the services available shall include, but are not limited to:

- Career workshops
- Employment assistance
- Career assessment
- Resume support and development
- Job matching support
- On-the-job training
- Work experience/internships
- Network opportunities with business professionals and peers
- Mock interviews
- Coaching and Counseling
- Targeted referral of current job openings
- Volunteer opportunities
- Using social media to find employment
- Access to employer presentations and workshops

Individual Employment Plan (IEP)

Each NC PROWD participant will have a written, individualized plan of services based on the individual's entry assessment information, career goals, and supportive service needs. The IEP is designed to be a plan of services leading to unsubsidized, gainful employment for the client. The Workforce Boards will provide a standardized form for completing the IEP. The IEP is used to record relevant personal information, both history and present circumstances, in order to create a plan of action agreed upon by the client and Staff working together. The IEP will set clear goals and timeframes for entering and completing classroom training, work experience, or OJT, identify supportive service needs, referrals; address assistance with job seeking skills such as resume preparation and interviewing practice, and an individualized job search assistance plan leading to unsubsidized employment. The IEP will need to contain planning for career pathways for clients.

Case (Career) Management

The staff will provide case (career) management services to support and assist participants in completing WIOA-funded activities and in attaining meaningful outcomes to include work-based training, career pathway development, re-employment and credential attainment. Staff is expected to work closely with each customer to provide support and guidance, address needs and barriers, resolve problems that may arise, and assist in the attainment of the goals agreed upon in the IEP. The IEP will be reviewed periodically to arrange for needed services, address changes if needed, and document progress made during participation. Regular personal contact between staff and client is expected. Based on the case management relationship, the customer should be aware that he/she has support and accountability in working to achieve his/her workforce development goals. Primary case management functions are services coordination, advising and counseling, advocacy, accurate record-keeping, and follow-up.

All staff members are expected to be informed of, and adhere to, professional standards of client confidentiality. Staff with access to, or control over customer records or other confidential information is expected to safeguard such information. No staff member, volunteer, or other person associated with the program shall release or disclose information concerning a client without securing a signed release of information authorization prior to releasing the records. This includes information sharing that is verbal, written or electronic. Exchange of information is generally to be used for eligibility verification, coordination of services and activities, tracking progress and participation, securing additional services, and for follow-up purposes.

Information and Referrals to other Staff/Agencies

PROWD staff will ensure that clients will be provided information on services and opportunities that are available from local agencies, the NCWorks Career Center, and other appropriate community-based organizations that provide workforce development, social services, and/or education and training opportunities in the community. PROWD Staff will refer participants to other employment, training, and/or human service organizations that may be a benefit to them. Records of these referrals and the outcome of the referral must be recorded in case management records.

Job Search and Job Readiness

Once classroom training or work-related services are completed, PROWD staff will continue to work closely with the customer in a targeted and extensive job search effort. Some participants may need assistance with resume preparation, interviewing skills, researching the local job market, Internet job search, etc. Job Search and Job Readiness services may include one-on-one or group activities such as workshops, job clubs, and staff assisted computer labs, etc. Some participants may successfully obtain employment on their own through contacts made while in training. In either case, staff members are required to document employment data as an outcome of the NC PROWD program. For this reason, it is important that staff maintain regular contact with participants. This allows the staff to document employment and to prepare for the customer's transition into Post-Employment Follow-up Services.

Adult Work Experience

Work experience, a transitional employment activity, is a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid. A work experience may be in the private for profit, non-profit, or public sector. Work experience services are designed to promote the development of good work habits and basic work skills for individuals who have never worked, those who have very limited work history, and individuals who have been out of the labor force for an extended period of time. As part of a customer's Individual Employment Plan (IEP), work experience can be a benefit in acquiring personal attributes, knowledge, and skills needed to retain a job and advance in employment. Participation in a NC PROWD subsidized work experience must be based on the initial/entry assessment of the customer's work history, job skills, financial needs, supportive service needs, employment goals, and other factors affecting the likelihood of success.

A subsidized work experience must be for a reasonable length of time, generally up to three months in duration, based on the customer need and the worksite. The PROWD Subrecipient(s) will serve as the employer of record for work experience activities, and will be responsible for required employment records and for payroll. Generally, the minimum hourly rate for subsidized work experience positions is determined by the Prevailing wage of the employer. Fair labor standards apply in any work experience where an employee/employer relationship, as defined in the Fair Labor Standards Act, exists. Health and safety standards under Federal and State law otherwise applicable to working conditions of employees are equally applicable to working conditions of PROWD participants. **Workers compensation insurance coverage must be secured by the PROWD Subrecipient(s) for participants engaged in subsidized work experience.** A written work experience agreement between the PROWD staff and the work site must be executed for each subsidized work experience. The participating boards will require proof of Workmen's Compensation insurance during routine monitoring.

In some cases, it may be appropriate to provide a client a combination of classroom training and subsidized work experience in order to enhance their skills and make them more competitive in the job market.

Post-Employment Follow-Up and Customer Satisfaction Surveys

Follow-up services must be made available to NC PROWD participants for a minimum of 12 months following entry into unsubsidized employment. During this period, the customer and/or employer will be contacted periodically to assist in employment retention and to make certain that the customer's employment situation is going well. During follow-up, PROWD staff may assist the customer to work toward future goals such as career pathways planning, additional training, and/or other job-related issues.

Data Validation and Record Keeping

The US Department of Labor has issued a data validation policy that establishes record keeping requirements to ensure the accuracy and integrity of information collected and reported on program activities and program outcomes. This requirement applies to WIOA services and outcomes as well. The federal policy mandates that states demonstrate the validity of reported data, and conduct data validation annually. North Carolina has set statewide policy for data validation, and the KTWDB has developed guidelines and instructions for participant records/files that include file content and structure, data validation labeling requirements, and file maintenance. The Workforce Board staff will provide training and technical assistance on data validation to Subrecipient staff.

Specialized Services for NC PROWD Participants

Training

Eligible PROWD participants who will benefit from occupational skills training programs or courses of study and who possess the requisite skills and abilities to successfully complete the program, may be enrolled in an grant-funded program at the community college or at other approved local training providers. Program funding may cover classroom training costs for registration, tuition, textbooks, instructional materials, required fees, and required supplies.

On-the-Job Training (OJT)

On-the-Job Training is designed to provide occupational/professional skills and job-specific knowledge that is essential to the full and adequate performance of a job. A regular (not temporary) job opening must exist where the OJT customer can be retained in a full-time unsubsidized job upon successful completion of the subsidized training. OJT is limited in duration, based on the occupation for which the PROWD participant is being trained, the content of the OJT training, and taking into account the skills gap of the customer. OJT trainees must be certified as WIOA-eligible and OJT-eligible (eligibility and initial assessment records completed) prior to final hire decision by an employer. Training content for the OJT period must go beyond general orientation content that may be given to all employees to include job-specific learning objectives and skills training.

Under an OJT contract and a training plan between the PROWD Subrecipient(s) and the employer, the employer may be reimbursed for up to 50% of the base wage rate (converted to an hourly rate) of the OJT trainee for the extraordinary costs of providing the training and the additional supervision related to the training. OJT requires written documentation by the employer of the OJT trainee's progress during training. Staff access to observe the actual training, and access to and/or copies of the OJT trainee time and payroll

records prior to reimbursement to the employer for OJT training is expected. The employer must have appropriate workman's compensation and/or other forms of workplace insurance to cover OJT trainees.

Supportive Services

PROWD funds may be used to provide participants with needed supportive services to both assist participants with successful reentry and enable the participant to participate in training and work activities.

Allowable types of supportive services include the following: transportation assistance; child or dependent care assistance; emergency housing, utilities, or car repairs; records required for employment such as a background check; appropriate work attire; safety equipment; or work-related tools for OJT or Work Experience; special services/supplies for persons with a disability; and uniforms and other required items for specialized or health occupations training.

PROWD staff is responsible for obtaining written verification of the actual costs for any of the above expenses prior to authorizing PROWD funds for supportive services. All such payments must be authorized in writing by staff and must be issued as payment directly to a vendor or as reimbursement to a participant who has valid receipts for purchases or payments. Written authorization by staff must precede payment or reimbursement. Payment or reimbursement of costs for penalties, court costs, and other related criminal fees are not allowable supportive service costs.

Staff is responsible for ensuring that transportation and childcare supportive services are paid only for actual days in school, at work, and/or days of participation in a PROWD activity. Licensed daycare providers that have a policy requiring continued payment of the regular weekly or daily daycare charge during school breaks/holidays is an allowable exception. The use of a timesheet or other attendance record is required to document attendance and authorize supportive service payments.

Funds for supportive services are limited and may only be provided as needed.

H. North Carolina Integrated Management Information System (MIS)

Accountability is an essential aspect of the administration of NC PROWD. All services and outcomes must be tracked and federal and state reporting requirements must be met. The North Carolina Department of Commerce-Division of Workforce Solutions has developed an automated Integrated Management Information System (NC Works Online) to provide for the storage and maintenance of data that is necessary to comply with federal and state requirements. This system was developed to provide an automated customer intake, tracking and reporting system for WIOA and Wagner-Peyser. The system is built around a concept of workflow that is intended to match the reality of case management in the field. The system is internet-based, provides security for customer records, and features standard reports that are accessible to the workforce boards and PROWD staff. An individual customer record is created in the state's MIS System for each person served in NC PROWD. PROWD staff members are required to use the state's MIS System and any other required tracking system to track all participants from initial contact through intake/application, eligibility certification, registration, and enrollment into selected activities, case management/case notes, activity status updates, outcomes reporting, exit, and post-employment follow-up.

I. Performance Measures for NC PROWD

The Workforce Innovation Opportunity Act (WIOA) establishes a comprehensive performance accountability system in order to optimize the return on investment of Federal funds and to assess the effectiveness of local boards in achieving continuous improvement of Workforce Innovation Opportunity Activities funded under Title I. The U. S. Department of Labor has approved accountability requirements for WIOA, including core measures and numerical goals for each measure. Many of the WIOA performance measures will be utilized to track performance for NC PROWD

All adults who receive PROWD-funded services will be measured against KTWDB, collaborative the three WDBs performance measures. Measures are calculated throughout the adult workers PROWD-funded services and continue through the first, second, and third quarter after exit. Staff members are expected to meet or exceed the Program Year (PY) goals for formerly incarnated adult workers.

The PROWD Performance Measures are:

- Employment Q2
- Employment Q4
- Median Earnings
- Credential Attainment
- Measurable Skill Gains
- Recidivism Rate

The WDBs will provide detailed performance goals and calculation information concerning the performance measures. The PROWD Subrecipient(s) will be required to collect data pertaining to the performance measures.

J. Subrecipient(s) Training, Policies and Procedures

The WDBs and the NC Department of Commerce - Division of Workforce Solutions will provide training as necessary and required and will provide all Subrecipient(s) with WDB updates, policies and procedures.

K. Staff Development

Each WDB will provide a schedule of Subrecipient(s) mandatory. At the meetings, Subrecipient(s) will be updated on program issues and policy updates by WDB staff. Subrecipient(s) will be asked to provide timely reports to include upcoming events, success stories and program highlights.

Program staff is expected to attend training, which will enhance their career development skills. Local area training will be held according to staff training needs. It is strongly encouraged that each staff member completes the Career Development Facilitator Training and become certified. In addition, Subrecipient(s) are expected to attend conferences and trainings sponsored and/or endorsed by the N.C. Division of Workforce Solutions.

L. Staff/Customer Ratio

A realistic staff to customer ratio can mean the success of a program. Too many or too little participants per staff member can be disruptive to the customer and have an effect on the program. Based on your program services, determine a staff to customer ratio that will reflect the purpose of your program and expected success rate.

M. Continuous Improvement

The NC PROWD Subrecipient must ensure continuous improvement of the program services. Improvement should focus on, but is not limited to, program operation, performance outcomes, customer satisfaction, and cost effectiveness. Implement processes and schedules for reviewing and analyzing performance data for the program and with partners, identifying areas to target for improvement, ensure that means are developed to improve performance, implementing changes and monitoring the results; and develop solutions to address any identified problems in day-to-day operations and continue to apply corrective actions until performance meets standards.

Part 3: FISCAL AND ADMINISTRATIVE REQUIREMENTS

A. Office of Management and Budget Circulars (OMB) - State and local government organizations that receive PROWD funds must comply with the Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments

(29 CFR Part 97), Office of Management and Budget (OMB) Circulars A-87 and A-133, and the Single Audit Act Amendments of 1996. Institutions of higher education and non-profit organizations must comply with the Uniform Administrative Requirements codified at 29 CFR Part 95 and OMB Circulars A-21, A-110, A-122 and A-133 or 48 as appropriate.

All contracts between the Kerr-Tar Workforce Development Consortium/Board and the approved provider of PROWD services will be conducted on a cost reimbursement basis only.

B. Internal Financial Management

All PROWD Subrecipient(s) are required to conduct internal financial management reviews. The purpose is to provide adequate internal controls and ensure compliance with the following areas related to PROWD funds and services:

Provisions of the PROWD grant program policies and its regulations;

Provisions of the PROWD Contract;

Applicable State and Workforce Development Board Policies;

Accepted financial management and accounting practices; and

Compliance with OMB Circulars A-133 (revised), A-110, A-87 and others as appropriate.

Internal financial Management -- procedures shall be sufficient to prevent fraud and abuse. All reports of information creating suspicion of or instances of criminal misconduct must be reported immediately to the KTWDB, to the North Carolina Department of Commerce-Division of Workforce Solutions and to the U.S. Department of Labor. Internal financial management procedures must also ensure that auditable and otherwise adequate records are maintained which support all expenditures of PROWD funds and confirm adherence to policies regarding allowable costs and allocations of cost to proper cost categories. The PROWD Subrecipient(s) shall document all internal financial compliance reviews.

The respondent will provide a copy of the organization's Cost Allocation Plan.

Internal Program Management—PROWD Subrecipient(s) are required to establish internal program management procedures to assure compliance with contract requirements, delivery of high quality services to eligible participants, and achievement of planned outcomes. Internal program management procedures must also ensure that auditable and otherwise adequate records are maintained to support the eligibility of all PROWD participants and confirm adherence to specific requirements and time limitations.

C. Submission of Most Recent Audit and Monitoring Procedures

Audit Submission - As a recipient of PROWD funds, Subrecipient(s) must have an annual financial and compliance audit performed. The audits must be conducted in accordance with auditing standards set forth under the Single Audit Act Amendment of 1996 and revised OMB (Office of Management and Budget) Circular A-133 at 29 CFR 95.26 for institutions of higher education, hospitals and other non-profit organizations and at 29 CFR 97.26 for units of state and local government. This requirement will be met by providing the KTWDB with a copy of the annual audit according to OMB Circular A-133. For all for profit businesses, PROWD Subrecipient(s) must have an annual financial and compliance audit performed under Generally Accepted Accounting Standards by an independent auditor. A copy of the audit will be forwarded to the KTWDB. The audit should be submitted within 30 days after the completion of the audit, but no later than six months after the end of the audit period.

Monitoring Procedures- In accordance with PROWD Contract Monitoring and Audit Procedures and the PROWD, WIOA regulations (20 CFR, Part 652, et al and 20 CFR 667.410), WIOA contracted staff must cooperate with any monitoring, inspection, audit, or investigation of activities related to PROWD contracts. These activities may be conducted by the North Carolina Department of Commerce-Division of Workforce Solutions, the U.S. Department of Labor, the WDB or their designated representatives. This cooperation includes access to, examination of, and/or photocopying of books, records, files, documents, property or equipment related to all aspects of PROWD -funded activities under this contractual agreement.

The WDB has developed a systematic monitoring system for evaluating the quality and effectiveness of services. Monitoring is the quality control system which gathers and analyzes information to detect problems, identify strengths and weaknesses, and propose improvements to the services. Monitoring activities are conducted periodically to determine whether services are in compliance with contractual agreements, WDB policies, PROWD regulations, and other requirements. The WDB monitors performance, programmatic, and fiscal activities. In many instances, the different types of monitoring are interrelated, and conducted simultaneously.

D. Records Retention

The following records and documents must be maintained for PROWD funded participants and employees. They must be available for monitoring and review by the WDB and must be retained, subject to audit, for three years following the final audit of the contract. If any aspect of the program is under investigation or in the process of audit resolution and/or debt collection, the PROWD Staff is required to retain records after the three (3) year period and until the final audit resolution of all disallowed and/or questioned costs are paid or accepted as allowable. Please see below:

1. General ledger or equivalent;
2. Cash receipts and cash disbursements journals/reports or equivalent;
3. Bank statement, reconciliation, deposit slips and canceled checks for each bank account through which PROWD funds were received or disbursed;
4. All contracts with the Workforce Development Consortium/Board including all amendments;

5. All financial reports and documentation supporting requests for reimbursement;
6. Payroll records including Individual Earnings Record, Employee Withholding Authorization (W-4), FICA reporting forms, Federal and State withholding, Unemployment taxes, Employee Personnel Files, Time Records and Employee Time/Salary Allocation plans;
7. Invoices and/or supporting data for non-payroll disbursements; and
8. Participants records including participant data forms, verification/documentation items, assessments tests and results, the Individualized Employment Strategy and documentation of outcomes.
9. Any other financial records or documents requested by the WDB.

E. Insurance Requirements

Insurance - **The PROWD Subrecipient(s) shall provide adequate on-site medical and accident insurance for all enrollees not covered by North Carolina's Workers' Compensation law.** This coverage shall not include income maintenance. Contributions to a self-insurance plan, to the extent that they are comparable in costs and extent of coverage had insurance been purchased, are allowable upon prior approval by the North Carolina Department of Commerce-Division of Workforce Solutions through the WDB. Requests for such approval are to be submitted in writing to the WDB. OJT employers must provide proof of workers' compensation or comparable coverage prior to execution of the OJT contract.

No PROWD participant will be required or permitted to work, or receive services or training in a building or surroundings or under working conditions which are unsanitary, hazardous, or dangerous to the participant's health or safety.

Bonding Insurance Requirements PROWD Subrecipient(s) must meet bonding requirements as required through the Office of Management and Budget Circulars or other applicable regulations. Public agencies are required by the North Carolina General Statute to be bonded. Non-governmental agencies shall procure a blanket fidelity bond, position bond, or name schedule fidelity bond for all persons or positions authorized to receive or disburse PROWD funds. The Subrecipient(s) must maintain all bonding in force for the period of the contractual agreement. The proposed Subrecipient(s) must submit a written notice to the WDB within fifteen (15) calendar days prior to any reduction in the limits stated on the bonding document. Similarly, the Subrecipient(s) must provide written notice of any cancellation of the bonding policy to the WDB immediately upon receipt of the cancellation notices. The bond coverage limit shall be for the total contracted amount or \$50,000.00, whichever is less.

Subrecipient must meet the insurance requirements of the respective local area workforce board. An example of the insurance requirements are as follows.

Capital Area Workforce Development Board Requirements:

CAWD is part of Wake County and have the following insurance requirements for all workforce contracts. Proof of insurance is not a requirement for the submission of a proposal; however, successful respondents shall obtain, at their sole expense, all insurance in the following paragraphs and shall not commence work until such insurance is in effect and certification thereof has been received by Wake County

Finance Department.

Workers' Compensation Insurance, with limits for Coverage A: Statutory for State of North Carolina, and Coverage B - Employers Liability: \$500,000 each accident/disease each employee/disease policy limit.

Commercial General Liability, with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.

Commercial Automobile Liability, with limits not less than \$1,000,000 per accident for bodily injury and property damage applicable to any vehicle used during performance of services, including coverage for owned, hired, and non- owned vehicles. Evidence of commercial automobile coverage is only required if vehicles are used in the provision of services under this Agreement.

Professional Liability (Errors and Omissions), applicable to any professional services provided with limits not less than \$1,000,000 per claim and \$2,000,000 aggregate.

Cyber Liability Insurance, with limits not less than \$3,000,000 per claim. Coverage shall be sufficiently broad to respond to the duties and obligations undertaken by Provider in this Agreement regarding sensitive information in any form in Provider's care, custody, or control, or for which Provider is legally responsible, and shall include but not be limited to third party liability coverage for loss resulting from denial of service, unauthorized access, security failure, system failure, extortion, or any failure to prevent disclosure of sensitive information, including but not limited to personal identifying information or protected health information. Breach/crisis response cost coverage must include actions required by federal and/or state statutes, and include but not be limited to notification, call center costs, regulatory fines and penalties, investigation, and identity theft and credit monitoring services, with limits sufficient to respond to these obligations

Abuse/Molestation, including sexual as well as other abuse, with limits not less than \$1,000,000 per claim.

F. Program Income Requirements

The U.S. Department of Labor requires that all income generated under any PROWD contract shall be reported and used to further program objectives.

G. Property Management Requirements

The PROWD Subrecipient(s) agrees to maintain careful accountability of all PROWD purchased non-expendable property (property with a life expectancy of one year or more and a unit cost of \$500.00 or more) and to maintain an inventory of all properties issued by the WDB.

The relevant workforce board or subsequently acquired with PROWD funds. Acquisition of non-expendable property with a unit cost of \$1,000.00 (including taxes, shipping and handling costs) or more must be approved by the WDB, prior to the purchase. Any disposal of PROWD property must be according to applicable Federal, State and local disposal procedures. Any revenues derived from the sale of property purchased with PROWD funds must revert to a WIOA service.

Any purchases made for \$5,000 or more with PROWD funds must be approved by the relevant workforce board and the NC Department of Commerce-Division of Workforce Solutions, depending on cost. The NC Department of Commerce-Division of Workforce Solutions will monitor the inventory of all items purchased or leased with a value of \$500 or more if applicable.

The PROWD Subrecipient(s) will be responsible for maintaining an accurate inventory of all PROWD property in their possession. A copy of the updated annual inventory shall be submitted by the PROWD Subrecipient(s) to the relevant workforce board with the contract closeout document. The KTWDB will maintain a fixed-asset listing to be verified for physical location and serviceability at the PROWD Subrecipient(s) facility at least annually.

In the event property purchased with PROWD funds is stolen or destroyed by criminal act, the PROWD Subrecipient(s) will notify appropriate law enforcement officials immediately. The relevant workforce board must be notified within three (3) working days of discovering the loss or damage. A copy of the police report will be maintained as documentation of loss, and a copy forwarded to the KTWDB.

The PROWD Subrecipient(s) agrees to pay for or replace any property purchased with PROWD funds that is lost, damaged or destroyed. Federal funds may be used to pay for, or replace, the missing property.

H. Equal Opportunity and Nondiscrimination

The respondent assures, with respect to operation of the PROWD0-funded services or activity and all agreements or arrangements to carry out the PROWD funded project or activity, that it will comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Innovation and Opportunity Act, Section 188, and its implementing regulations. From WIOA Section 188, "No individual shall be excluded from participating 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 (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or

Against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.” The United States has the right to seek judicial enforcement of this assurance.

Programs and activities funded in whole or in part under WIOA must comply with provisions under the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990.

The KTWDB has additional policies in place to ensure equal opportunity and nondiscrimination with respect to the operation of PROWD and WIOA-funded services and activities. Individuals who are enrolled into PROWD and WIOA programs shall be informed of their rights and protections under federal law using the *Equal Opportunity is the Law* participant notice. The respondent assures that it will provide any necessary auxiliary aids or accommodations to comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Innovation and Opportunity Act, Section 188 and the KTWDB.

I. Wage and Labor and Health and Safety Standards

Individuals employed in work-related activities under PROWD must be compensated in accordance with applicable law, but not less than the higher of the rate specified in the Fair Labor Standards Act of 1938 or the applicable State minimum wage law.

Health and safety standards under Federal and State law otherwise applicable to working conditions of employees are equally applicable to working conditions of PROWD participants engaged in work experience activities under WIOA. Workers compensation insurance coverage must be secured for PROWD participants in work experience.

J. Option to Extend Contract

Based upon fund availability, the workforce boards may extend a contract if it appears to be in the best interest of the individuals to be served and is agreeable with the Subrecipient(s) . Similarly, the customer levels and/or associated costs may be modified at any time during a contract period by executing a modification agreement as described in the contract and signed by both parties.

Part 4: INSTRUCTIONS AND GUIDELINES FOR SUBMISSION OF PROPOSALS

A. Consideration

To be considered, proposals submitted in response to this RFP must be received by the KTWDB before 12:00 p.m. on Wednesday, March 22, 2023. Late proposals, regardless of delivery will not be considered. One original, three copies and one electronic version should be submitted in a sealed envelope, clearly marked on the outside to the:

Kerr-Tar Workforce Development Board

1724 Graham Avenue

P.O. Box 709

Henderson, N.C. 27536

B. Questions Concerning the RFP

Questions must be submitted by e-mail to: info@kerrtarco.org

Questions must be received by Friday, March 10, 2023. No phone inquiries will be accepted.

C. Eligible Subrecipient(s)

Any governmental, educational, for profit, or not for profit organization or agency engaged in a public service may apply. Private for profit organizations engaged in providing employment and training and educational opportunities for eligible adults may apply.

Entities that are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency are not eligible to respond to this RFP or to receive a contract.

Outstanding Monitoring, Audit or Legal Concerns--Respondents must disclose and rectify any and all outstanding monitoring and/or audit concerns from any of the respondent's other contracts prior to receiving a contract resulting from this RFP. Additionally, respondents must disclose any legal judgments, claims, arbitration proceedings, lawsuits or other legal proceedings pending or outstanding (unresolved) against the organization, its owners, officers, or principals.

Competency --Respondents are expected to have the technical competence, knowledge and expertise in management and administration, the professional staff, and the administrative and fiscal management systems to accomplish the scope of work and the goals and objectives stated in this RFP, and must meet high standards of public service and fiduciary responsibility. Respondents are responsible for being knowledgeable of all laws, regulations, rules, and policies of the specific funding sources involved and applying them in developing the RFP response.

D. Submission of Proposals

In order to accomplish fair and uniform review, respondents are to submit **one** (1) original (clearly marked) with original signatures, three (3) copies, and one electronic copy in a PDF format. All proposals must be signed and dated by a representative authorized to commit to proposal provisions. Unsigned proposals may be rejected or deemed non responsive.

The original shall be submitted in a three ring binder with tab dividers by section. Font size should be no less than 12 point, single-spaced, single sided page, with 1 inch margins. All pages are to be numbered sequentially. Respondents are to type or write Kerr-Tar WDB - Proposal for Partners for Reentry in Workforce Development on the outside of the sealed proposal package. Faxed proposals will not be accepted.

E. Proposal Format and Required Documents

Respondents must complete all sections indicated in the Proposal Format, Specifications, and Qualifying Conditions section (Part 6) and submit all required documents and forms. Proposals are to be prepared to provide a clear and straightforward presentation of the respondent's capability to satisfy the requirements of this RFP. See additional information and details in Part 6.

F. Right of Non-Commitment or Rejection

This solicitation does not commit the KTWDB to award a grant, to pay any cost incurred in the preparation of a proposal, or to procure or contract for services. The Board reserves the right to select proposals it deems most responsive and appropriate and is not bound to accept any proposal based on price alone. The Board also reserves the right to request additional information, documentation, or oral discussion in support of written proposals. The KTWDB reserves the right to accept or reject any or all proposals received as a result of this request, or to cancel in part or in its entirety, this RFP if it is in the best interest of the KTWDB to do so.

Ownership of all data, material and documentation originated and prepared by the respondent pursuant to the contract shall belong exclusively to the KTWDB.

G. Appeal Process

Appeals by proposing organizations denied funding are limited to procedural appeals only; such appeals shall be based solely on allegations of irregularities in the solicitation and awards procedure and not on the relative merit of the offers submitted. If a respondent believes to have been harmed by the violation or misapplication of procedure or regulation of this program, the respondent has the right to file a grievance. This grievance should be filed according to the written procedures established by the KTWDB and may be obtained by contacting the Kerr-Tar Workforce Development Board Director at 1724 Graham Avenue, Henderson, N.C. 27536

H. Confidential Information

No documents relating to this procurement will be presented or made otherwise available to any other person, agency or organization until after the funding awards. Commercial or financial information obtained

in response to this RFP is privileged and confidential and is clearly worded as such and will not be disclosed at any time so long as all requirements of North Carolina General Statutes 132-1.2 have been met. Respondents must visibly mark as “Confidential” each part of their funding application that is considered proprietary information.

I. Selection of Subrecipient(s), Contract Negotiation and Administration

The three Workforce Development Consortium and Boards will administer contracts awarded through this RFP. The WDBs may require successful respondents to participate in cost negotiations, technical revision, or other revisions to their proposal prior to final contract award. Successful contract negotiation is viewed as a step in the overall selection process. In addition, contract amounts may be adjusted by the WDB based on final PROWD allocations and/or subsequent contract negotiations. **There will be three separate contracts, one for each WDB. Contract negotiations will take place separately with each WDB.**

The primary consideration in selecting PROWD Subrecipient(s) to deliver services will be the effectiveness of the subrecipient(s) delivering comparable or related services based on demonstrated performance, in terms of the likelihood of meeting performance goals, cost; quality of services, training, and characteristics of participants. Selection in considering agencies or organizations shall also include time management of customer files and use of the automated case management system.

Determinations will take into consideration such matters as whether the PROWD Subrecipient(s) has:

- Adequate financial resources or the ability to attain them;
- The ability to meet the service design specifications at a reasonable cost, as well as the ability to meet performance goals;
- A satisfactory record of past performance (in employment and training related services), including demonstrated quality of training, the ability to provide or arrange for appropriate supportive services, retention in employment at follow-up and earning rates of participants;
- The ability to provide services that can lead to long-term unsubsidized employment for participants with identified deficiencies;
- A satisfactory record of integrity, business ethics and fiscal accountability;
- The necessary organization, experience, accounting and operational controls;
- The technical skills, the technology and time to perform the work; and
- An adequate plan to provide services and all related aspects of providing services as described in the bidder’s proposal.

J. Administrative and Fiscal Capabilities

As part of the proposal review process under this solicitation, the WDB staff will conduct a pre-award review of the respondent organization’s administrative and fiscal capabilities. Any concerns or discrepancies will be brought to the attention of the WDB prior to final contract approval. Respondents who have outstanding audit or monitoring exceptions may not receive a contract unless the Board is satisfied with the current or proposed resolution of the findings, and the corrected measures are immediately forthcoming.

K. Time Frame

The initial contract term will be for a 12-month period beginning May 1, 2023 and ending April 30, 2024. All budgets submitted for activities under this Request for Proposal are to be for costs incurred between May 2023 and April 2024. Activities are to begin on or after May 1, 2023 and end on or before April 30, 2024. At the end of April 30, 2024, the contract may be renewed each year for up to two additional years (through March 31, 2026) depending upon an annual review of performance, availability of funds, and annual approval by the respective Workforce Development Board.

L. Subcontracts

Subcontracting is permissible. If any part of the work covered by this RFP is to be subcontracted, the respondent shall identify the subcontracting organization(s) in the proposal indicating the PROWD services to be subcontracted and the rationale for using a subrecipient(s) rather than providing the services directly. All subcontracts are subject to applicable federal, state and local laws, rules, regulations, and policies governing procurement. No more than 25% of funds awarded under any contract may be subcontracted. This does not include OJT contracts developed for training PROWD participants. The respondent must also describe how subrecipient(s) were (or will be) procured and selected, their qualifications, and the basis for payments. Subrecipient(s) shall be subject to the same requirements as the respondent under this RFP and any resulting contract. The applicable workforce board must approve all subcontracts prior to the final execution of a contract. Subcontract agreements shall include the minimum provisions required in the applicable workforce boards contracts. A copy of subcontract agreements must be submitted to the KTWDB prior to entering into any agreement. Subrecipient(s) will be held accountable for any and all work done by its subrecipient(s).

Part 5: PROPOSAL REVIEW AND EVALUATION CRITERIA

A. Proposal Evaluation Criteria Process - The intent of the evaluation review process is to certify that each proposal received meets the basic qualifying conditions and to determine the overall quality of each proposal. Proposals must satisfy the requirements of the complete and responsive initial review for further consideration in the review process. A Proposal Review Panel either consisting of the workforce board members or an independent Subrecipient(s) review staff shall review competitive proposals.

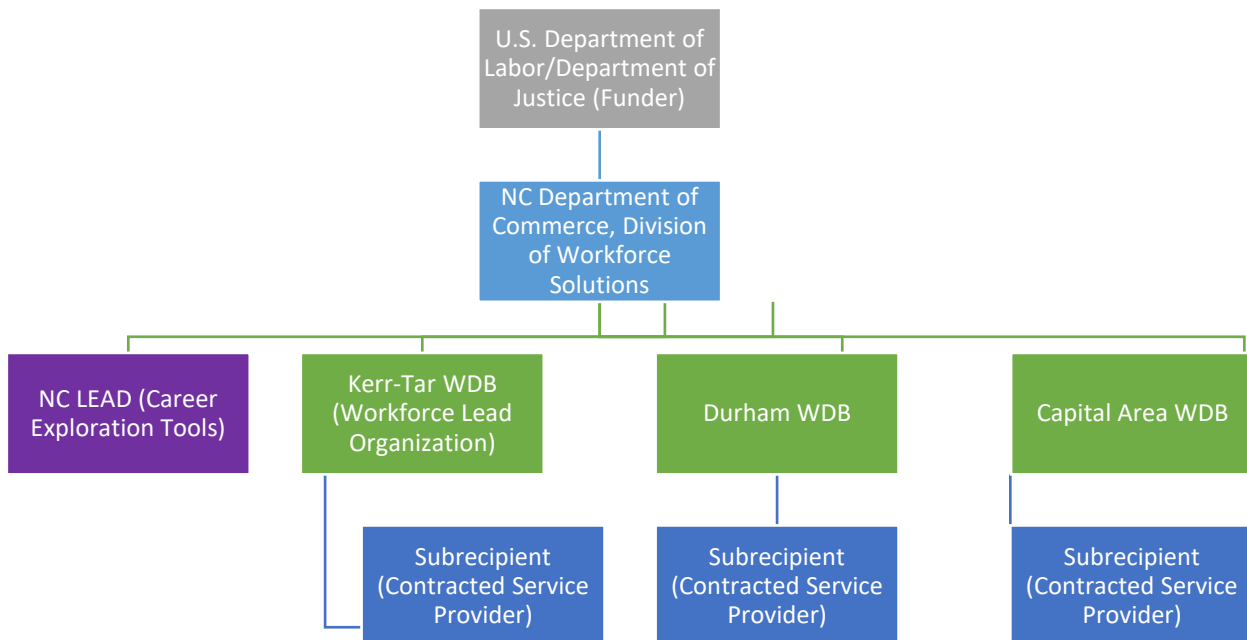
B. Evaluation Criteria - In selecting one or more respondent's as the PROWD Subrecipient(s) working in the local/regions Workforce Centers, primary consideration shall be given to the demonstrated effectiveness of the respondent's delivery of comparable services, overall quality of proposed plan of services, the likelihood of meeting or exceeding federal Common Measures, and cost. Consideration shall be given to: a strong record of integrity, business ethics, and fiscal management and accountability; staff qualifications and technical skills to perform the work; and the ability of the respondent to meet service delivery requirements at a reasonable cost.

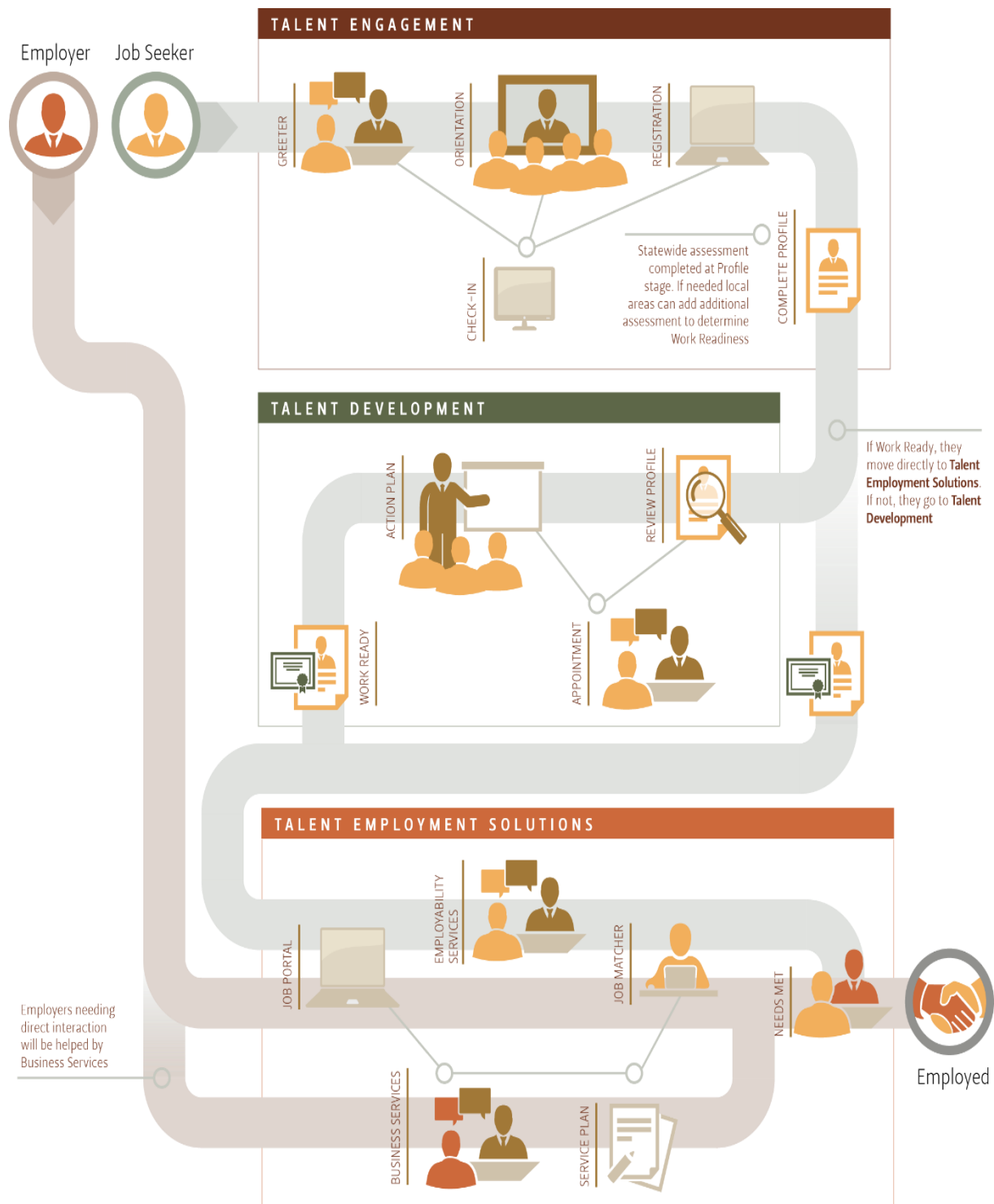
The following criteria will be used to conduct the technical evaluations of each proposal and to make a determination of overall quality and cost effectiveness.

C. Criteria

- Respondent Qualifications and Past Performance
- Respondent's Organizational Capability
- Quality of Proposed Plans to PROWD Services
- Quality of Proposed Plans to Achieve Service Levels and Outcomes
- Reasonableness and Competitiveness of Proposed Costs

Figure 1: High Level View of PROWD Administrative Structure





Part 6: PROPOSAL FORMAT AND SPECIFICATIONS

PROPOSAL EXECUTIVE SUMMARY

Instructions: Provide a concise summary (not to exceed 2 pages) highlighting each of the following areas from the Statement of Work and other sections of the proposal. Provide concise and substantive responses to each item.

1. Highlight responding organization's qualifications (capability and demonstrated performance) for delivering workforce development funded services for justice involved participants.
2. Briefly discuss your overall service delivery approach for managing and implementing services to reentry participants. three stage delivery model—Stage 1: Career Awareness and Planning in the Federal Facility, Stage 2: Continued Career Awareness, education and occupational skills, connection to employment, and reentry planning, Stage 2: Full Reentry—final career guidance, successful reentry implementation, unsubsidized employment, and follow-up
3. Give specific information on product box offerings at the Federal Facility, during RRC/Home Confinement, and post-release that will be used by staff to prepare participants for successful employment. . (Include the names of the workshops, short and long-term training opportunities, etc., frequency, duration, and how they will be delivered at the center, virtually, and throughout the region).
4. Briefly discuss relationships with businesses that will be key to placing participants into gainful employment after completing PROWD training services.
5. Give an overview of plans and strategies to achieve the following performance measures:
 - Employment Outcomes
 - Median Earnings
 - Credential Attainment
 - Measurable Skill Gains
 - Recidivism Rate

STATEMENT OF WORK

Instructions: Proposals will include a Statement of Work narrative detailing all aspects of the proposed service delivery plans. The purpose of the Statement of Work is to provide an in-depth description of the One-Stop Center design of services.

Providing this information in a clear and concise manner will enable the Review Panel to determine if proposed services are consistent with the RFP. Maximum length of Statement of Work: 15 pages.

1. The first sixty (60) days following contract award (beginning May 1, 2023) will be very important to implementing an effective and timely plan of services. Briefly discuss how the start-up of the PROWD services will occur in a timely manner. Provide a schedule or timeline for start-up activities including, but not limited to implementing staffing, staff training, establishing relationships with the partner agencies and other activities.
2. Describe how your proposal can meet the goals and objective of the NC PROWD Grant. The expectation is that all proposals will include all activities and services to be offered in each stage of the program.

Describe how you will engage with community agencies to meet the reentry needs of justice-involved participants.

Share examples of past experience connecting justice-involved or others with employment barriers to successful employment. What strategies did you employ to engage, encourage, and support individuals with barriers to employment? Share examples of success.

3. List and describe all services that will be in the PROWD Product Box for participants at all three stages.
4. Describe referral processes between Community Colleges and other training providers for credentialing that is relevant to the region's labor market.
5. Employer Services
 - Describe how you will gather and analyze labor market information about ongoing and emerging needs of regional employers that are back-ground friendly.
 - Describe the services you plan to provide to area employers, including the services listed in this RFP.
 - Describe how you will track and document services provided to employers, as well as track employer satisfaction.

6. Program Operation

- Describe how you will administer PROWD funds to ensure the maximum use of the funding allocation for PROWD participants.
- Describe how you will implement each PROWD requirement (Career Services, Career Pathway Planning, Support Services, Work-Based Learning, Credentialing, and Employment).

7. Assessment

- Describe your process for assessing participants. Indicate assessment tools, timeframes, and any planned adjustments for targeted populations.

8. Follow-Up

- Explain how you will provide follow-up services and activities to PROWD clients who require the services.

9. Training

- Explain how you will help participants select training that meets their interests and skills and develops skills for high demand occupations.

10. Case Management

- Describe your end- to- end process for providing case management and maintaining case records for PROWD services. How will you track and report on customer progress and outcomes.

BUDGET AND BUDGET NARRATIVE

Applicants are required to use the Budget Template attachment. The budget template includes a three-year budget for each Workforce Board. Accompanying the budget should be a budget narrative that provides descriptions and details for each budget line item including individuals staff members, salaries, fringe, amount per participant, and number served for each category, etc. Each board has a recommended level of staffing listed above in the program description. Each board also has a required number to provide program services. The submitted budgets for each board should reflect those requirements. The enrollment and services requirements are listed below.

The total number served in the grant is 375 over three years across the three boards.

Durham Workforce Development Board

- Education and Training, including training materials for 90 participants
- Support Services for 90 participants
- Training incentives at an average of \$1,000 for 90 participants
- On the Job Learning for 30 participants

Capital Area Workforce Development Board

- Education and Training including training materials for 195 participants
- Support Services for 195 participants
- Training incentives at an average of \$1,000 for 195 participants
- On the Job Learning for 65 participants

Kerr Tar Workforce Development Board

- Education and Training including training materials for 90 participants
- Support Services for 90 participants
- Training incentives at an average of \$1,000 for 90 participants
- On the Job Learning for 30 participants

PROGRAM AND FINANCIAL MANAGEMENT

Instructions: Please complete the following section. Areas that address compliance issues must **identify the appropriate member of the agency’s staff who will be responsible for compliance. Add any comments you find necessary for clarification.**

A. Equal Employment Opportunity (EEO)

The Program Applicant (hereinafter referred to as the “Subrecipient(s)” assures compliance with the Section 188 of the Workforce Innovation Opportunity Act; Age Discrimination Act of 1975; Section 504 of the Rehabilitation Act of 1973; the American with Disabilities Act of 1990; and Title VI of the Civil Rights Act of 1964 which govern the Subrecipient(s)’s responsibilities in upholding laws pertaining to equal opportunity employment.

(Name of EEO Officer)

(Position Title)

Phone #

All participants and staff will be informed of EEO policies and guidelines and the name of the EEO Officer during a formal orientation prior to participating in any WIOA activity funded by WIOA.

The Subrecipient(s) is required to develop and adhere to affirmative action policies. **ATTACH a copy of agency grievance procedures.**

All grievances and complaints submitted by participants involving allegations of discrimination, violations of the WIOA, or criminal fraud, abuse or misconduct must be processed according to the Kerr Tar Local Area Grievance/Complaint Procedures.

B. Internal Program Management

All PROWD Subrecipient(s) are required to establish internal program management procedures to assure compliance and to review program progress. The Subrecipient(s) agrees to monitor and review the following major areas of operation.

1. Compliance with the provisions of the PROWD grant.
2. Compliance with the provisions of the PROWD contract;
3. Compliance with all applicable State and KTWDB policies, including EEO; and
4. Compliance with PROWD regulations regarding records maintenance.

The internal program management procedures must be sufficient to prevent fraud and abuse. All reports of information creating suspicion of or instances of criminal misconduct, fraud or willful and gross misconduct, in connection with any PROWD program shall be reported immediately to the relevant workforce board, the North Carolina Division of Workforce Solutions, and the U.S. Department of Labor. Internal program management procedures must also ensure that auditable and otherwise adequate records are maintained to support the eligibility of all PROWD participants and confirm adherence to specific program requirements and limitations. The workforce boards will require that PROWD Subrecipient(s) adhere to the established monitoring procedures for ensuring program compliance with federal regulations.

Indicate how this will be accomplished by your agency:

Identify the staff person(s) responsible for internal program management, compliance monitoring and performance reviews.

Staff Assigned	Job Title	Phone #
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C. Monitoring Procedures

The workforce boards have developed a systematic monitoring system for evaluating the quality and effectiveness of PROWD funded programs. Monitoring is the quality control system whereby the workforce boards gather and analyze information to detect problems, identify strengths and weaknesses, and propose improvements to the program. Monitoring activities are conducted periodically to determine whether programs are in compliance with contractual agreements, the relevant workforce board policies, PROWD regulations, and workforce board requirements. The workforce boards monitor performance, programmatic, and fiscal activities. In many instances, the different types of monitoring are interrelated, and conducted simultaneously.

Oversight and monitoring is required by 20 CFR 667.410. Subrecipient(s) must cooperate with any monitoring, inspection, audit or investigation of activities related to PROWD contracts. These activities may be conducted by the North Carolina Division of Workforce Solutions, the State of North Carolina, the U.S. Department of Labor and the relevant workforce board, or their designated representatives. This cooperation includes access to the premises for the purpose of interviewing employees or participants and permitting the examination of, and/or photocopying of books, records, files, or other documents related to the contractual agreement.

D. Records Retention

The following records and documents must be maintained for PROWD participants and employees. The proposed Subrecipient(s) agrees to make these records available for monitoring and review by the relevant workforce board and agrees to retain these records, subject to audit, for three years from completion of services. Release of responsibility to retain records after the three (3) year period will not be authorized until final resolution of all audit findings. In the event the Subrecipient(s) goes out of business or ceases to be an organization prior to the expiration of record retention responsibility, the Subrecipient(s) will deliver all records required to be retained hereunder to the relevant workforce board. The following records shall be transmitted to the relevant workforce board for acceptance in an orderly fashion, with documents properly labeled and filed and in an acceptable condition for storage:

1. General ledger or equivalent;
2. Cash receipts and cash disbursement journals/reports or equivalent;
3. Bank statements, reconciliation, deposit slips, and canceled checks for each bank account through which PROWD funds were received or disbursed;
4. Contract with the relevant workforce board, including all amendments;
5. All financial reports and requests for reimbursement;
6. Payroll records including Individual Earning Record, Employee Withholding Authorization (W-4), FICA reporting forms, Federal and State Withholding, Unemployment taxes, Employee Personnel Files, Time Records and Employee Time/Salary Allocation plan;
7. Invoices and/or supporting data for non-payroll disbursements;

8. Participant records including data forms, verification/documentation items, assessment tests and results and the Employment Plan (or Individualized Service Strategy); and
9. Monthly Participant and Financial Reports and Monthly Program Performance reports.
10. Any other financial records requested by the workforce boards.

E. Internal Financial Management

The Subrecipient(s) agrees to conduct internal financial management reviews of the following major areas:

- 1) Compliance with the provisions of the PROWD grant program and its regulations;
- 2) Compliance with the provisions of the PROWD Contract;
- 3) Compliance with the applicable State and KTWDB Policies;
- 4) Compliance with the PROWD contract regarding record maintenance;
- 5) Compliance with accepted financial management and accounting practices as appropriate(20 CFR Part 652);
- 6) Compliance with applicable OMB Circulars and CFRs.

Internal financial management procedures shall be sufficient to prevent fraud and abuse. All suspicion of, or instances of criminal misconduct, fraud or willful and gross misconduct, in connection with any PROWD program shall be reported immediately to the relevant workforce board, the North Carolina Division of Workforce Solutions and to the U.S. Department of Labor. Internal financial management procedures must also ensure that auditable and otherwise adequate records are maintained which support all expenditures of PROWD funds and confirm adherence to policies regarding allowable costs and allocations of costs to proper cost categories. The Subrecipient(s) shall document all internal financial compliance reviews.

***List the name and title of the person(s) responsible for maintaining financial records, monitoring fiscal activities for contractual compliance and assisting monitors/auditors during on-site visits.**

Staff Assigned	Job Title	Phone #
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*If you will have a different person for this activity for each workforce board contract, please list all three names.

F. Invoicing, Reporting and Subrecipient(s) Close-out

The KTRCOG or relevant workforce board will reimburse the Subrecipient(s) for total allowable costs incurred as agreed upon between the workforce boards and the PROWD Subrecipient(s). The Subrecipient(s) will submit a Monthly Invoice and Financial Statement form (invoice) for reimbursement of incurred allowable costs. The invoice must be submitted to the KTRCOG or relevant workforce board in accordance with their financial policies for any given month and should cover all allowable costs disbursed for the pay period ending during the previous month.

In order to assure that the KTRCOG or relevant workforce board reimbursements are used in accordance with the provisions of the contract, the Subrecipient(s) shall: (a) use such fiscal, audit, and accounting procedures as may be necessary to assure proper accounting for reimbursements received; and (b) provide the KTRCOG or relevant workforce board and authorized representatives of the U.S. Department of Labor or the Comptroller General of the United States access to and the right to examine any books, documents, papers, records, property and equipment pertaining to funds provided or activities undertaken concerning the program.

All Subrecipient(s) invoices and other reports must contain information required by the relevant workforce board. The final contract closeout report must be furnished to the relevant workforce board in accordance with their financial policies after the ending date of the contract. Quarterly participant and financial reports are to be furnished by the Local Area staff. These forms will be provided and explained upon actual award of a contract.

G. Submission of Most Recent Audit

As a recipient of PROWD funds, PROWD Subrecipient(s) will comply with the audit requirements of OMB Circular A-133 at 29 CFR 95.26 for institutions of higher education, hospitals, and other non-profit organizations and at 29 CFR 97.26 for governmental organizations. For-profit PROWD Subrecipient(s) must have an annual financial and compliance audit performed as required by the relevant workforce board. The audit shall be performed by an independent Certified Public Accountant selected by methods recommended by the NC Local Government Commission.

This requirement will be met by providing relevant workforce board a copy of the annual audit. The audit shall be submitted within 30 days after the completion and acceptance by the Subrecipient(s)'s Board, but not later than nine (9) months after the end of the audit period.

ATTACH a copy of the organization's most recent annual financial and compliance audit. If a copy of the most recent audit has previously been submitted, please indicate below.

Audit Firm	Audit Period	Date Submitted to KTWDB
<p>Note: If the Subrecipient(s) is not required to have an annual audit and has not had an annual audit, the Subrecipient(s) must submit copies of the three most recent financial statements including balance sheets, income statements, summary of aging reports for payables and receivables, and statements of cash flow. [Subrecipient(s) may be required to complete an Internal Control Questionnaire if not subject to audit].</p>		

H. Bonding Insurance Requirements

Agencies must meet bonding requirements as required through the Office of Management and Budget Circulars or other applicable regulations. Public agencies are required by the North Carolina General Statute to be bonded. Non-governmental agencies shall procure a blanket fidelity bond, position bond, or name schedule fidelity bond for **all** persons or positions authorized to receive or disburse PROWD funds. The Subrecipient(s) must maintain all bonding in force for the period of the contractual agreement. The proposed Subrecipient(s) must submit a written notice to the relevant workforce board within fifteen (15) calendar days prior to any reduction in the limits stated on the bonding document. Similarly, the Subrecipient(s) must provide written notice of any cancellation of the bonding policy to the relevant workforce board immediately upon receipt of the cancellation notices. The bond coverage limit shall be for the total contracted amount or \$50,000.00, whichever is less.

Attach a copy of the current bonding document, issued by the vendor’s insurance company, clearly indicating the staff/job titles covered.

I. Requirements for Depository Accounts Holding PROWD funds

Provide the name of the depository with whom the proposed program funds will be deposited.

Name/Address of Depository

Will the depository account for PROWD funds be an interest bearing account?

Yes_____No_____

The Subrecipient(s) must assure the U.S. Treasury restrictions on excess cash will be observed and that interest will be properly tracked and used for WIOA operations as program income.

J. Program Income Requirements

The Subrecipient(s) assures that it will comply with the addition method, described at 29 CFR 95.24 or 29 CFR 97.25 (g)(2), as appropriate, for all program income earned under the WIOA. **Indicate how program income will be tracked by the Subrecipient(s) and recorded on financial reports to the relevant workforce board:**

K. Property Management Requirements

The Subrecipient(s) agrees to maintain careful accountability of all WIOA purchased non-expendable property (property with a life expectancy of one year or more and a unit cost of \$1,000.00 or more and to maintain an inventory of all properties Issued by the workforce board or subsequently acquired with PROWD funds. Acquisition of non-expendable property with a unit cost of \$500.00 (including taxes, shipping and handling costs) or more must be approved by the relevant workforce board Administrator, **prior to the purchase**. The relevant workforce board will maintain a fixed-asset listing to be verified for physical location and serviceability at your agency at least annually.

1. Any purchases made for \$5,000 or more with PROWD funds must be approved by the relevant workforce board and the State. The State will monitor the inventory of all items purchased or leased with a value of \$500 or more.
2. The Subrecipient(s) agrees not to dispose of or transfer any non-expendable property purchased with PROWD funds which has a unit cost of \$500 or more and/or a life expectancy of one year or more until written authorization is received from the relevant workforce board. Any disposal of PROWD property must be according to applicable Federal, State and local disposal procedures. Any revenues derived from the sale of property purchased with PROWD funds must revert to a PROWD activity.
3. The Subrecipient(s) will be responsible for maintaining an accurate inventory of all PROWD property in their possession.
4. In the event property purchased with PROWD funds is stolen or destroyed by criminal act, the Subrecipient(s) will notify appropriate law enforcement officials immediately. The relevant workforce board Administrator must be notified within three (3) working days of discovering the loss or damage. A copy of the police report will be maintained as documentation of loss, and a copy forwarded to the relevant workforce board.
5. The Subrecipient(s) agrees to pay for or replace (from non-Federal funds) any property purchased with PROWD funds that is lost, damaged, destroyed, or misplaced through negligence of the Subrecipient(s) , its staff or representatives.
6. The Subrecipient(s) will identify the staff specifically assigned to maintain property inventory records and serve as a liaison with the relevant workforce board Administrator (or designee) regarding matters of non-expendable property, inventory and accountability.

Staff Assigned

Job Title

Phone #

L. Medical/Accident Insurance

The Subrecipient(s) shall provide adequate on-site medical and accident insurance for all enrollees not covered by the North Carolina Workers' Compensation law. This coverage shall not include income maintenance. Contributions to a self-insurance plan, to the extent that they are comparable in cost and extent of coverage had insurance been purchased, are allowable upon prior approval by the State (NC Division of Workforce Solutions), through the relevant workforce board. Requests for such approval are to be submitted in writing to the relevant workforce board.

M. General Liability Insurance

General public liability insurance coverage in the amount of \$500,000 single limit coverage is required of all PROWD proposed contracts operators except where a lesser amount maybe agreed to by the Consortium. NOTE: Subrecipient(s) that are state agencies or political subdivisions of the State of North Carolina are exempt from the public liability insurance requirement referenced above. Provide information about your organization's General Liability Insurance Carrier as specified below:

Name/Address of Liability Insurance Carrier

Policy #

Amount

ASSURANCES AND CERTIFICATION

- A. The Program Applicant (hereinafter referred to as the “Subrecipient(s)”) assures that it will fully comply with the requirements of the PROWD and Workforce Innovation Opportunity Act (Public Law 105-220) and its regulations, the PROWD Local Area Plan approved by the relevant workforce board, the Chief Elected Official for the Workforce Development Consortium, and the North Carolina Division of Workforce Solutions.
- B. The Subrecipient(s) assures that it will administer its services under the PROWD grant in full compliance with safeguards against fraud and abuse as set forth in PROWD and WIOA and the appropriate Regulations; that no portion of its PROWD service will in any way discriminate against, deny benefits to, deny employment to, or exclude from participation any person on the grounds of race, color, national origin, religion, age, sex, disability, or political affiliation or belief; that it will target employment and training services to those most in need of them.
- C. The Subrecipient(s) assures that it will administer its services funded under the PROWD in accordance with these provisions: (1) a trainee will receive no payments for training activities in which the trainee fails to participate without good cause; (2) on-the-job training participants will be compensated by the employer at the same rate, including periodic increases, as similarly situated employees or trainees and in accordance with applicable law, but in no event less than the higher of the rate specified in Section 6(a)(1) of the Fair Labor Standards Act of 1938 of the applicable State Minimum Wage Law; and (3) participants employed in activities authorized under the Act must be paid wages which will not be less than the highest of (a) the minimum wage under Section 6(a)(1) of the Fair Labor Standards Act of 1938, (b) the minimum wage under the applicable State Minimum Wage Law, or the prevailing rates of pay for individuals employed in similar occupations by the same employer.
- D. The Subrecipient(s) assures that it will administer its services under the PROWD grant in full compliance with health and safety standards established under State and Federal law and that conditions of employment and training be appropriate and reasonable in light of such factors as the type of work, geographical area and proficiency of the participant.
- E. The Subrecipient(s) assures that all staff and participants/enrollees paid from the grant funds and employed in any service will be covered by workers compensation benefits in accordance with State law; that enrollees in PROWD grant program work-related training will be provided accident or medical insurance to cover any injury resulting from participation in the program; and that enrollees employed in subsidized jobs will be provided benefits and working conditions at the same level and to the same extent as other employees working a similar length of time and doing the same type of work.
- F. The Subrecipient(s) assures that no funds available under the PROWD grant will be used for contributions on behalf of any enrollee to retirement systems or plans; to impair existing conditions for services or collective bargaining agreements; to assist, promote, or deter union organization; and to displace any currently employed worker.

- G. The Subrecipient(s) assures that no enrollee will be employed or fill a job opening when any other individual is on layoff from the same or substantially equivalent job, or when the employer terminates the employment of any regular employee or otherwise reduces its work force with the intention of filling vacancies so created by hiring participants subsidized under the Act; and no funds may be used to create promotional lines that infringe upon any current promotional opportunities.
- H. The Subrecipient(s) assures compliance with all federal rules and regulations which prohibit the use of PROWD funds to lobby the Executive or Legislative Branches of the Federal Government in connection with a specific contract, grant or loan. If lobbying has occurred utilizing other than Federal appropriated funds, the Subrecipient(s) agrees to file a disclosure report if applicable.
- I. The Subrecipient(s) assures and certifies that it is in compliance with federal rules and regulations, Debarment and Suspension, 29 CFR Part 98 and is not presently debarred, suspended, for debarment, declared ineligible, or involuntarily excluded from participation in this transaction by any Federal department or agency.
- J. The Subrecipient(s) assures and certifies that the Subrecipient(s) has in place an established grievance procedure to be utilized for grievances or complaints about its program and activities from participants/enrollees, sub-grantees, and Subrecipient(s) and other interested parties.
- K. The Subrecipient(s) will comply with the provisions of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (Public Law 91-646) which requires fair and equitable treatment of persons displaced as a result of Federal and federally assisted programs.
- L. The Subrecipient(s) will comply with the provisions of the Hatch Act, which limits the political activity of certain State and local government employees and enrollees in federally funded programs.
- M. The Subrecipient(s) will comply with NC-GS-234, which prohibits public officials and employees from having a personal interest in any contract to which s/he is also a party in an official capacity.
- N. The Subrecipient(s) assures and certifies that it will comply with restrictions regarding conducting business with businesses on the Environmental Protection Agency's List of Violating Facilities. Contracts and subcontracts in excess of \$100,000, or circumstances where the Division of Workforce Solutions has determined that orders under an 'indefinite quantity financial agreement' in any year will not exceed \$100,000, or if a facility to be used has been the subject of a conviction under the Clean Air Act [42 U.S.C. 1319 (c)] and is listed by the Environmental Protection Agency (PA) or is not otherwise exempt, the Subrecipient(s) assures that: (1) no facility to be utilized in the performance of the grant has been listed on the EPA List of Violating Facilities; and (2) it will notify the KTWDB, prior to award of the receipt of any communication from the Director of Federal Activities, U.S.E.P.A., indicating that a facility to be utilized for a contract is under consideration to be listed on the EPA List of Violating Facilities.
- O. The Subrecipient(s) will comply with the provisions of nepotism related to federally funded programs.
- P. The Subrecipient(s) assures and certifies that enrollees will 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 for religious worship.

Q. The Subrecipient(s) assures and certifies that it, and all of its Subrecipient(s), will comply with applicable provisions of the following laws as they relate to employment and training procedures:

- The Drug Free Workplace Act
- The Immigration Reform Act
- The American's with Disabilities Act
- The Davis-Bacon Act
- Child Labor Laws
- The Fair Labor Standards Act

CERTIFICATION:

This is to certify that all specifications contained in the KTWDB's Request for Proposal have been read, understood, and addressed in the proposal; that the required format has been followed; that all of the information contained in this proposal is true and correct; that the Subrecipient(s) organization will comply with all of the above assurances; and that this proposal has been duly authorized by the governing body of the Subrecipient(s) organization.

Signature of Authorized Representative

Date

Name

Title

STATEMENT OF COMPLIANCE

As the authorized signatory official for: _____

Submitted Firm/Organization

I hereby certify:

that the above-named proposer is duly approved to submit this application requesting funding under the PROWD grant;

that the above-named proposer does hereby agree to execute all work related to this application in accordance with the PROWD Grant, the North Carolina Division of Workforce Solutions policies, relevant Workforce Development Board policies and guidelines, and other administrative requirements issued by the Governor of North Carolina. The vendor shall notify the relevant workforce board within 30 calendar days after issuance of any amended directives if it cannot so comply with the amendments; and

that the above-named proposer will ensure special efforts to prevent fraud and other program abuses, such as but not limited to, deceitful practices, intentional misconduct, willful misrepresentation and improper conduct which may or may not be fraudulent in nature; and

that the contents of the application are truthful and accurate and the above named vendor agrees to comply with the policies stated in this application; and

that this application represents a firm request subject only to mutually agreeable negotiations; and

that the above-named proposer is in agreement that the KTWDB reserves the right to accept or reject any proposal for funding; and

that the above-named proposer has not been debarred or suspended from receiving federal grants, contracts, or assistance; and that if awarded a contract for the service, assures that no subcontracts, grants or assistance will be made, or permitted to any debarred or suspended organization as provided under Executive Order 12549; and

that the above-named proposer waives any right to claims against the members and staff of the Kerr Tar Council of Governments, Kerr Tar Workforce Development Board, or Kerr Tar Workforce Development Consortium in their individual capacities.

Authorized Representative Signature

Typed Name/Title

Notary Name/Date

Affix Notary Seal

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

Subrecipient(s) Organization:

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 May 26, 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 and Title of Authorized Representative

Signature

Date

INSTRUCTIONS FOR CERTIFICATION-LOWER TIER TRANSACTIONS

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 which this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its 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 the 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 it is not debarred, suspended, 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.

**Certification Regarding Drug-Free
Workplace Requirements**

- A. The proposer certifies that it will or will continue to 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 proposer's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing an ongoing drug-free awareness program to inform employees about - -
 - (1) The dangers of drug abuse in the workplace;
 - (2) The proposer'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 to 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 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;
 - (e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
 - (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (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, consistent with the requirements of the Rehabilitation Act of 1973, as amended; 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 other 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).

B. The proposer may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (street address, city, county, state, zip code):

Check [] if there are workplaces on file that are not identified here.

Name and Title of Authorized Representative

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 discuss 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.

Name and Title of Authorized Representative

Signature

Date

Attachment A

**KERR-TAR WORKFORCE DEVELOPMENT BOARD
PARTNERS FOR REENTRY IN WORKFORCE DEVELOPMENT
(PROWD) GRANT
PROPOSAL COVER SHEET**

PROPOSAL IDENTIFICATION/CERTIFICATION

County(ies) to be Served: _____

Name of Responding Organization: _____

Business Address: _____

Contact Person: _____ Telephone: _____

Fax: _____ E-mail: _____

Proposed Kerr-Tar WDB Budget: \$ _____

Proposed Capital Area WDB Budget: \$ _____

Proposed Durham WDB Budget: \$ _____

Proposed Combined Budget Total: \$ _____

CERTIFICATION: The information contained in this proposal fairly represents the organization and its proposed operating plans and budget necessary to conduct the proposed PROWD Grant Activities described herein. I acknowledge that I have read and understand the requirements of the Request for Proposal (RFP) and that the organization is prepared to implement the proposed activities as described. I certify that I am authorized to sign this proposal on behalf of the organization submitting the proposal, and further certify that the responding entity named above waives any right to claims against Kerr-Tar Regional COG, Kerr-Tar WDB, Capital Area WDB and Durham WDB members in their individual capacities. The PROPOSAL is firm for a period of at least ninety (90) days from the closing date for submission.

Printed/Typed Name of Signatory Official

Title

Signature of Signatory Official

Date

**PROWD GRANT
SERVICE PROVIDER BUDGET
FOR THE PERIOD: 6/01/23-6/30/24**

Attachment C

Organization's Complete Name:

Total Request: \$ -
Should not exceed: \$4,836,440

PROGRAM: Durham Workforce Development Board (Should not exceed \$1,020,691)

DESCRIPTION	Year 1	Year 2	Year 3	LINE ITEM TOTALS*	CATEGORY TOTALS
PROGRAM COSTS:					
Staff Salaries				\$ -	
Staff Fringe Benefits				\$ -	
Staff Travel				\$ -	
Occupancy Cost				\$ -	
Equipment Purchases	\$ -			\$ -	
Equipment Lease Cost				\$ -	
On-the-Job Training				\$ -	
Work Experience - Participant Wages				\$ -	
Work Experience - Participant Fringe Benefits				\$ -	
Education and Training				\$ -	
Supportive Services				\$ -	
Other Program Costs				\$ -	
I. SUBTOTAL PROGRAM COSTS					\$ -
II. ADMINISTRATIVE COSTS					
Staff Salaries				\$ -	
Staff Fringe Benefits				\$ -	
Staff Travel				\$ -	
Other Administrative Costs				\$ -	
II. SUBTOTAL ADMINISTRATIVE COSTS					\$ -
TOTAL ADMINISTRATIVE & PROGRAM COSTS					\$ -
Indirect Costs:				\$ -	
Profit (if applicable):				\$ -	
TOTAL CONTRACT COST					\$ -

Please describe each item in detail in the budget narrative

PROGRAM: Capital Area Workforce Development Board (Should not exceed \$2,127,327)

DESCRIPTION	Year 1	Year 2	Year 3	LINE ITEM TOTALS*	CATEGORY TOTALS
PROGRAM COSTS:					
Staff Salaries				\$ -	
Staff Fringe Benefits				\$ -	
Staff Travel				\$ -	
Occupancy Cost				\$ -	
Equipment Purchases				\$ -	
Equipment Lease Cost				\$ -	
On-the-Job Training				\$ -	
Work Experience - Participant Wages				\$ -	
Work Experience - Participant Fringe Benefits				\$ -	
Education and Training		\$ -		\$ -	
Supportive Services				\$ -	
Other Program Costs				\$ -	
I. SUBTOTAL PROGRAM COSTS					\$ -
II. ADMINISTRATIVE COSTS					
Staff Salaries				\$ -	
Staff Fringe Benefits				\$ -	
Staff Travel				\$ -	
Other Administrative Costs				\$ -	
II. SUBTOTAL ADMINISTRATIVE COSTS					\$ -

**PROWD GRANT
SERVICE PROVIDER BUDGET
FOR THE PERIOD: 6/01/23-6/30/24**

TOTAL ADMINISTRATIVE & PROGRAM COSTS	\$	-	\$ -
Indirect Costs:	\$	-	
Profit (if applicable):	\$	-	
TOTAL CONTRACT COST	\$	-	\$ -
Please describe each item in detail in the budget narrative			

PROGRAM: Kerr-Tar Workforce Development Board (Should not exceed \$1,688,423)						
<u>DESCRIPTION</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>LINE ITEM TOTALS*</u>		<u>CATEGORY TOTALS</u>
PROGRAM COSTS:						
Staff Salaries				\$ -		
Staff Fringe Benefits				\$ -		
Staff Travel				\$ -		
Occupancy Cost				\$ -		
Equipment Purchases				\$ -		
Equipment Lease Cost				\$ -		
On-the-Job Training	\$	-		\$ -		
Work Experience - Participant Wages				\$ -		
Work Experience - Participant Fringe Benefits				\$ -		
Education and Training				\$ -		
Supportive Services				\$ -		
Other Program Costs				\$ -		
<u>I. SUBTOTAL PROGRAM COSTS</u>						\$ -
II. ADMINISTRATIVE COSTS						
Staff Salaries				\$ -		
Staff Fringe Benefits				\$ -		
Staff Travel				\$ -		
Other Administrative Costs				\$ -		
<u>II. SUBTOTAL ADMINISTRATIVE COSTS</u>						\$ -
TOTAL ADMINISTRATIVE & PROGRAM COSTS						
				\$	-	\$ -
Indirect Costs:				\$	-	
Profit (if applicable):				\$	-	
TOTAL CONTRACT COST				\$	-	\$ -
Please describe each item in detail in the budget narrative						

Attachment D

FISCAL MANAGEMENT QUESTIONS

Answer the following questions regarding your fiscal management system. If selected for award of a contract, some items listed below may be required during the pre-award review prior to entering into a contract with the respective Workforce Development Board.

Yes, No or N/A

1. Do you have a copy of/access to the WIOA Law, Federal Regulations and subsequent amendments? _____
2. Does your accounting system provide you with adequate information to prepare a monthly financial report? (Such report must be derived from a balance sheet and income and expense statements). _____
3. Does your accounting system provide control and accountability over all funds received, property and other assets? _____
4. Can your accounting system provide for financial reports on an accrual basis? _____
5. Does your accounting system provide for identification of receipt and expenditure of funds separately for each funding source? _____
6. Are your accounting records maintained in such a manner as to facilitate the tracking of funds to source documentation of the unit transaction? _____
7. Does your accounting system have the capability to develop procedures for determining the allowability of costs in accordance with the provisions of WIOA regulations? _____
8. Are State and Federal funds which are advanced to you deposited in a bank with federal insurance coverage? _____
9. Has the bank in which you deposit State and Federal funds insured the account(s) or put up collateral or both, which is equal to the largest sum of money which would be in such bank account(s) at any one point in time during the contract period? _____
10. Do you make monthly reconciliation of your bank accounts? _____
11. Are these reconciliations made by the same person who performs the record keeping for receipts, deposits and disbursement and transactions? _____
12. Do you record daily your cash receipts and disbursement transactions? _____
13. Are there individuals or positions in your organization which have, as one of their duties, the receipt, distribution or handling of money covered under bond? _____

14. Is there a person who is responsible for the recording of all financial transactions? _____
15. Is there a person who is responsible for the receipt of all purchased goods? _____
 - a. Does this person immediately assign, upon receipt, an inventory number to the required items? _____
 - b. Does this person perform an inventory audit at least once a year? _____
 - c. Do you maintain records on all property acquisition, disposition and transfer? _____
16. Do you have written procedures and internal controls established for the procurement of goods and services? _____
17. Is a competitive bid process incorporated in your purchasing procedures for acquisition of subcontractors, major goods and services, equipment and office space? _____
18. Is documentation (i.e. timesheets, etc.) properly kept in support of each payroll disbursement? _____
19. Are records maintained to support authorized leave (i.e. sick, etc.)? _____
20. Is proper documentation maintained to support travel disbursement? (Please provide a copy of travel disbursement policy) _____
21. Has a formal audit of your organization's financial records been conducted within the past year? _____
22. Is your accounting system bound by any outside agency (city, county, etc.)? _____
23. Do you have an indirect cost plan with current approval by a cognizant agency? _____
24. Is your organization funded by more than one source? _____
25. Does your organization have a written lease for all rented or leased properties? _____
26. Does your organization have written accounting procedures? (If yes, please provide a copy.) _____
27. Does your organization follow Generally Accepted Accounting Principles? _____

I certify that the information provided on this form is an accurate and true representation of the fiscal management systems of this organization.

Organization Name

Type/Printed Name and Title of Authorized Representative

Signature of Authorized Representative

Date

Attachment E

ADMINISTRATIVE MANAGEMENT QUESTIONS

Answer the following questions regarding your administrative management system. If selected for award of a contract, some items listed below may be required during the pre-award review prior to entering into a contract with the respective Workforce Development Board.

Yes, No or N/A

1. Does your organization have current Articles of Incorporation? _____
2. Does your organization have written personnel policies? _____
3. Do your written personnel policies contain procedures for:
 - a. Open employee recruitment, selection and promotional opportunities based on ability, knowledge and skills; _____
 - b. Providing equitable and adequate compensation; _____
 - c. Training of employees to assure high-quality performance; _____
 - d. retaining employees based on the adequacy of their performance, and for making adequate efforts for correcting inadequate performance; _____
 - e. assuring fair treatment of applicants and employers in all aspects of personnel without regard to political affiliation, race, color, national origin, sex, age, disability, religion or creed, with proper regard for their privacy and constitutional rights as a citizen; and _____
 - f. assuring that employees are protected against coercion for partisan political purposes and are prohibited from using their official authority for the purpose of interfering with or affecting the result of an election or nomination for office? _____
4. Can your organization revise its present written personnel policies to include the above procedures? _____
5. Do your written personnel policies contain a prohibition against nepotism? _____
6. Do your written personnel policies contain a prohibition against employees using their positions for private gain for themselves or other parties? _____
7. Does your organization have an authorized, written travel policy for employees and authorized agents that provides for reimbursement for mileage and per diem at a specified rate? _____
8. Does your organization have a written employee grievance procedure to resolve employment complaints? _____

9. Does your organization have the capacity or staff to produce and maintain participant records, reports, and other information as needed/required by all 3 WDBs? _____
10. If any costs are determined to be disallowed, does your organization have a procedure and source for reimbursing such costs to the WDBs? _____
11. Is your organization governed by a Board/Council? _____
12. Does your organization operate under local rules or by-laws? _____
13. Has your Board/Council reviewed and approved this proposal? _____
14. Does your organization have a current approved Fidelity Bond? _____
15. Does your organization have an Equal Opportunity (EO) Policy? _____
16. Does your organization have a Complaint or Grievance process? _____
17. Does your organization have any legal judgments, claims, arbitration proceedings, lawsuits, or other legal proceedings pending against the organization, its owners, or principles? _____

I certify that the information provided on this form is an accurate and true representation of the administrative management systems of this organization.

Organization Name

Type/Printed Name and Title of Authorized Representative

Signature of Authorized Representative

Date

PROWD GRANT SERVICE PROVIDER EVALUATION CRITERIA

Proposal Submitted By: _____

Reviewer: _____

Total Score: _____

The evaluation criteria which will be used to score service provider proposals is listed below along with point values. A proposal must achieve a minimum score of 75 points in order to be considered for funding.

POINT VALUE PROPOSAL SPECIFICATIONS

20

A. Executive Summary/Organization Qualifications

1. Executive Summary concisely describes an innovative reentry program with high level goals, strategies, planned interactions, service delivery concepts, and expected outcomes, along with a vision for improving workforce preparedness and employment outcomes for returning citizens.
2. Proposal shows experience and past performance in reentry programs and services.
3. Proposal specifically describes financial management and capacity.
4. Proposal identifies strong internal monitoring systems and clearly describes equipment to be used for program and service delivery activities.
5. Proposal is assembled according to RFP format and specifications, responds to all appropriate sections, and includes professional writing.

25

B. Statement of Work - Program

1. Program and service delivery highlights opportunities, resources, tools, and/or partnerships for the achievement of goals and performance measures.
2. Career readiness aspect of service delivery highlights Career Pathways, diverse training, integrated services, partnerships, and other unique features.
3. Statement of Work describes program service delivery for each stage of the PROWD Gant program.
4. Statement of Work describes best practices and skills that will be used in the development and deployment of programs and services supporting returning citizens.
5. Statement of Work addresses individual participant supportive service needs and barriers to employment.

25 C. Statement of Work - Participant Support

1. Statement of Work highlights delivery of individualized case management and guidance, including development, use, and evaluation of service plans and assessments.
2. Statement of Work concisely describes strategies to be used for service delivery, referral procedures, engagement and retention strategies, performance expectations, and partnerships/collaborations.
3. Proposal concisely describes plans of exposing and connecting returning citizens to services offered through local area NCWorks Career Centers and other community resources and services.
4. Statement of Work describes a comprehensive plan to understand, recruit, and connect regional employers to justice-involved participants.
5. Statement of Work describes a comprehensive follow-up process to be provided to returning citizens, including frequency, methods, and supportive services, which ensure performance indicators will be achieved. Statement of Work describes strategies to obtain feedback to create effective services.

30 D. Budget and Costs Breakout

1. Budget documents offer sound and reasonable costs in respect to staff and operating costs.
2. Proposal appropriately and accurately details costs per participant with numbers that match throughout each section and provide reasonable totals.
3. Budget Narrative offers concise descriptions to appropriately explain proposed costs from Proposed Budget and Costs Breakout spreadsheets.
4. Proposal contains additional supportive documents and information.