

North Central Wisconsin Workforce Development Board

Workforce Innovation & Opportunity Act (WIOA) Title 1B Adult Services

Program Year 2016
Request for Proposal

Application Deadline
May 3, 2016

EQUAL OPPORTUNITY - EQUAL ACCESS

North Central Wisconsin Workforce Development Board is an equal opportunity employer and service provider. Access to this information in an alternate format, translation to another language, or other reasonable accommodations available upon request.



North Central Wisconsin Workforce Development Board
(NCWWDB)
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Overview

The Workforce Innovation and Opportunity Act (WIOA), signed into law in 2014, was designed to help job seekers access employment, education, training and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the economy. WIOA brings together, in strategic coordination, the core programs of federal investment in skill development.

WIOA Title 1B is the primary source of federal workforce development funding to prepare low income youth and adults and dislocated workers for employment, and to help them continue to build skills once they are employed. Within the purpose of providing workforce activities, the primary goal of WIOA Title 1B Adult Program is to increase the employment, retention, and earnings of participants, and increase attainment of recognized postsecondary credentials by participants, and as a result, improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet the skill requirements of employers, and enhance the productivity and competitiveness of the Nation. (WIOA sec. 2)

Title 1B funds are directed to Workforce Development Boards, which in turn contract with local organizations to deliver services through local Job Centers. Job Centers are public/private ventures that combine the resources of multiple organizations into a one-stop employment and training facility for job seekers, workers, and employers. The co-location and/or integration of employment and training services are integral to effective and efficient delivery.

North Central Wisconsin Workforce Development Board remains dedicated to providing the highest quality, most effective workforce development services possible to the residents and businesses of Adams, Forest, Langlade, Lincoln, Marathon, Oneida, Portage, Vilas, and Wood Counties. The North Central Wisconsin Workforce Development Board expects to receive PY16 funding allocations for the WIOA Title 1B Adult Program. **The proposal for PY16 is competitive.** In an effort to provide quality services, NCWWDB invites interested and qualified organizations to submit a proposal for services to cover all counties in the Workforce Development Area.

To be eligible to submit a proposal for services in Workforce Development Area #6, bidders must meet the definition of a “responsible” organization submitting a “responsive” proposal resulting from this solicitation. An organization is “responsible” if it has the capacity to administer federal funds and if it does not appear on the U.S. Department of Labor’s official list of parties debarred or suspended from receiving federal funds. The proposal will be “responsive” if it effectively addresses the questions posed in this request, includes a budget with all the supporting documentation, and is received by the established due date of **May 3, 2016**. Proposals not submitted as instructed may be rejected.

At the time this competitive request for proposal was written, final regulations for WIOA Title 1B Adult were not available. The information provided and the requirements for the proposal

are based on WIOA law and proposed rules. The Department of Labor is expected to release final program regulations prior to the start of Program Year 2016, or July 1, 2016. The PY16 proposal must demonstrate the willingness and ability to adjust services accordingly.

For Program Year 2016, NCWWDB will prioritize development of public-private partnerships that support innovation and excellence in workforce development. The Board embraces collaboration, flexibility, regionalism, dual-customer focus, continuous improvement, and fiscal integrity – and expects its contracted providers to share these principles. The Board is committed to a data driven, outcome-based system which bridges the gap between job seekers and employers in need of talent. In addition, NCWWDB adopted workforce goals to serve as a guide for contracted providers:

Build A Pipeline of Future Workers to Meet Future (4+Years) Employer Demand in the Region

- Increase work experience, on-the-job training, and pre-apprenticeship opportunities for the emerging workforce
- Promote greater curriculum alignment and pathway development between the K-12 and technical colleges which deliver a skilled workforce in shorter periods of time
- Provide career exposure and exploration opportunities to Adult in at least two industry sectors critical to the region

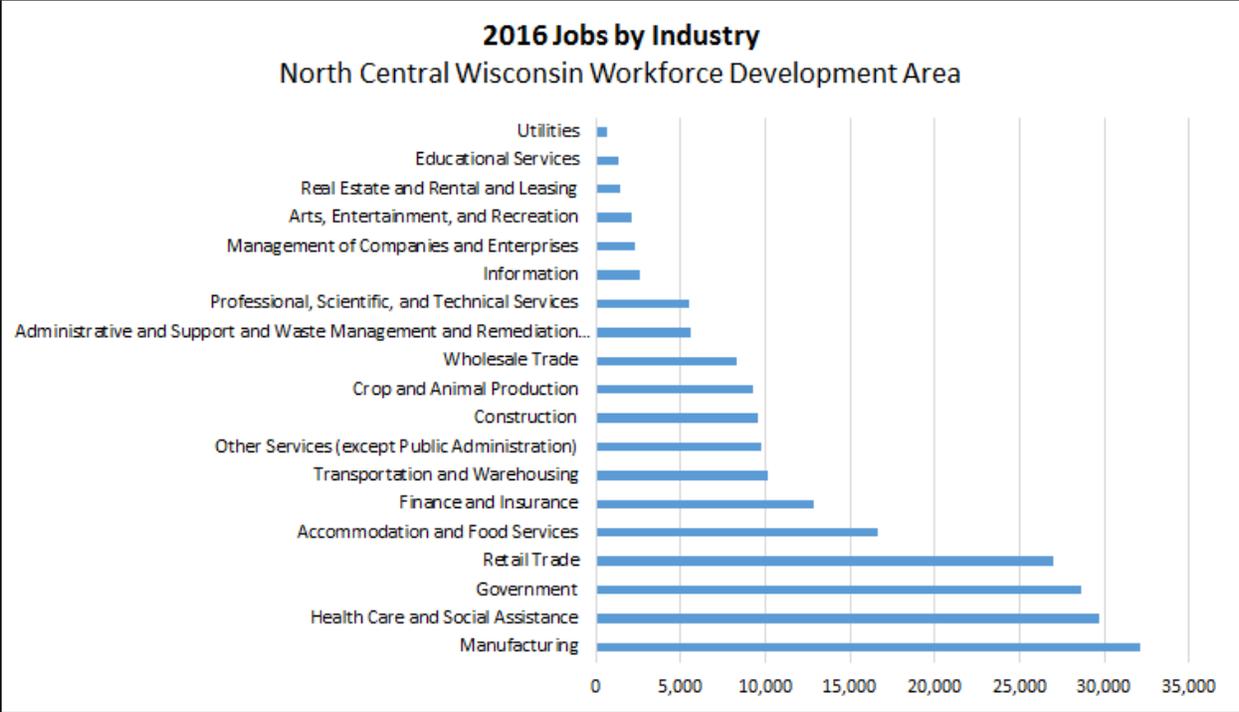
Align Employers, Workforce, Education, Economic Development and Other Partners to Increase Business Competitiveness

- Facilitate design and implementation of sector strategies in at least three of the four targeted industries: manufacturing, healthcare, information technology, and transportation

North Central Wisconsin Labor Market

The Board strongly encourages the development and delivery of innovative programs which embraces a myriad of training tools. Further, programs and services must respond to the current and emerging demands of the workforce in North Central Wisconsin. The program must strive to develop a talent pool which approximates regional employer demand for skilled workers. Clearly, the industry economic drivers in North Central Wisconsin are manufacturing, healthcare, information technology, and transportation. Other industry sectors also provide the region with abundant workforce opportunities. More specific labor market data for the nine Counties in WDA #6 should be used as a guide for program outcomes.

Employment by Largest Industry Sectors



High growth occupations in WDA 6 (Short term occupation projections)

<i>Description</i>	<i>2016 Jobs</i>	<i>2019 Jobs</i>	<i>2016 - 2019 Change</i>	<i>2016 - 2019 % Change</i>
Manufacturing	32,134	31,586	(548)	(2%)
Health Care and Social Assistance	29,700	31,099	1,399	5%
Government	28,597	28,444	(153)	(1%)
Retail Trade	26,963	27,107	144	1%
Accommodation and Food Services	16,624	17,217	593	4%
Finance and Insurance	12,903	13,304	401	3%
Transportation and Warehousing	10,118	10,477	359	4%
Other Services (except Public Administration)	9,782	9,913	131	1%
Construction	9,548	9,455	(93)	(1%)

<i>Crop and Animal Production</i>	9,266	9,577	311	3%
<i>Wholesale Trade</i>	8,299	8,560	261	3%
<i>Administrative and Support and Waste Management and Remediation Services</i>	5,617	5,964	347	6%
<i>Professional, Scientific, and Technical Services</i>	5,456	5,728	272	5%
<i>Information</i>	2,614	2,556	(58)	(2%)
<i>Management of Companies and Enterprises</i>	2,298	2,426	128	6%
<i>Arts, Entertainment, and Recreation</i>	2,116	2,146	30	1%
<i>Real Estate and Rental and Leasing</i>	1,469	1,453	(16)	(1%)
<i>Educational Services</i>	1,325	1,463	138	10%
<i>Utilities</i>	643	646	3	0%
<i>Mining, Quarrying, and Oil and Gas Extraction</i>	203	233	30	15%
Total	215,679	219,354	3,675	2%

WIOA Adult Program Overview and Expectations

Activities allowed under the WIOA Title 1B Adult Program include Career and Training services as defined in the Act. Basic career services are intended for any member of the general public entering or otherwise using the services of the Wisconsin Job Center/One-Stop system. Individualized career services and training services are targeted to persons who are unable to obtain or retain employment through career services. Training services are offered once it has been determined to be appropriate as documented in an Employability Plan (EP) by means of on-the-job training contract, customized training, Registered Apprenticeship or through an Individual Training Account (ITA).

Section 134 (1) (2) of the Act requires that program funds be used to:

- Establish a one-stop delivery system;
- Provide Career Services through the one-stop delivery system; and
- Provide Training Services

WIOA services must be implemented to:

- Establish and develop relationships and networks with large and small employers; and
- Provide an objective assessment of the academic levels and skill levels, and service needs of each participant;
- Develop service strategies for each participant that are directly linked to one or more indicators of performance, and identify career pathways that include education and employment goals;
- Provide activities in preparation for postsecondary educational and training opportunities;
- Establish strong linkages between academic instruction and occupational education that lead to the attainment of recognized postsecondary credentials; and
- Develop effective connections to employers, including small employers, in in-demand industry sectors and occupations of the local and regional labor markets.

In addition to the requirements of Section 134 (1) (2) of the Act listed above, the PY16 Adult proposal must demonstrate organization and management capacity to adjust program design to ensure that outcomes are achieved. In North Central Wisconsin, workforce activity outcomes will be measured in the following manner as prescribed by the Department of Labor (DOL) and Wisconsin Department of Workforce Development (DWD):

Adult Performance	PY16 *
Unsubsidized employment in the 2nd quarter after exit	
Unsubsidized employment in the 4th quarter after exit	
Median Earnings	
Credential Attainment Rate	
Measurable Skills Gain	
Employer Measure	

**The performance measure standards listed here are the new WIOA Primary Indicators. The negotiated levels for PY16 are not yet confirmed.*

Sub-granting of services is allowed, but discouraged. If the contracted provider sub-grants any services to another agency, the contracted provider is responsible for monitoring those services and performance of each sub-grantee, and must include that information in applicable reporting tools.

One-Stop Job Centers Overview & Expectations

Workforce Development Boards and its' contracted providers are expected to focus delivery of WIOA services through local Job Centers. Job Centers are public/private ventures that combine the resources of multiple organizations into a one-stop employment and training facility for job seekers, workers, and employers. The co-location and/or integration of employment and training services are integral to effective and efficient delivery.

The contracted provider is expected to:

- maximize teamwork with other Job Center partners to support and represent the workforce system
- maintain a coordinated menu of services with Job Center partners to increase basic career services for individuals to increase work preparedness

Business Solutions Overview & Expectations

In response to WIOA guidelines and NCWWDB's dual-customer strategy, the Business Solutions Team actively engages business and industry in the region. By doing so, a connection is made to help identify and/or create workplace opportunities for WIOA participants. This connection also serves to provide those employers with a skilled workforce which helps meet their current and future workforce needs. The mutual goal is to help regional businesses thrive by meeting immediate labor market needs, thereby creating more economic opportunities for job seekers in North Central Wisconsin.

The Business Solutions Team, led by NCWWDB's Business Services Director, identifies, schedules, and implements targeted sector employer visits. Employer visit data and other labor market analyses are collected in a focused, non-duplicative, collaborative manner. The data is ultimately used to increase the "skills match" between job seekers and job openings in WDA #6. All NCWWDB contracted providers are expected to identify at least one staff person to attend and engage with the Business Solutions Team. In addition, the contracted provider is expected to:

- Operate as a collaborative team to provide effective participant and business services, based on information provided by and to the NCWWDB Business Services Director;
- Participate in all business services activities prescribed by the Business Services Director, including attendance at the annual State Business Services Summit, Collabor8;
- Promote the WorkKeys assessment tool to Employers and Job Seekers in collaboration with NCWWDB. Contracted staff will assist in proctoring WorkKeys. Contracted staff will attend trainings offered by NCWWDB and/or ACT (i.e. webinars) to ensure the most up-to-date information;

- Conduct business contacts/visits as a member of the Business Solutions Team, representing and supporting the collaborative workforce system. All marketing materials will be provided by the Business Services Director;
- Enter thorough and detailed data collected from business contacts/visits into the common CRM platform, Salesforce, within 24 hours of the contact; and
- Meet with the Business Services Director, as necessary.

Fiscal Overview and Expectations

The funds for this Request for Proposal (RFP) are made available through the Federal Workforce Innovation and Opportunity Act (WIOA) Title 1B Adult. Program Year 2016 funds for the Adult Program must be expended no sooner than 07/01/2016 and no later than 06/30/2017.

Estimated PY16 Total Adult Allocation	\$650,000
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** The allocation shown above is based on PY15 funding levels. The NCWWDB reserves the right to modify the allocations based on funds appropriated by DWD for PY16.*

NCWWDB’s contracted providers must employ fiscal practices based on accrual accounting using General Accepted Accounting Principles (GAAP). In addition, contracted providers are expected to:

- Report financial information that conforms to the manner prescribed by DWD and NCWWDB. The grantee must track any applicable leveraged funds via monthly invoices. Grant invoices should be submitted to NCWWDB Finance Director by the 10th of each month (e.g. April expenses should be invoiced to NCWWDB by May 10th). NCWWDB reserves the right to refuse late invoices. Invoices may not exceed the total grant amount. All financial reporting is expected to be accurate and timely;
- Sub-granting is allowed, but discouraged. If the contracted provider sub-grants any services to another agency, the contracted provider is responsible for monitoring the budget and performance of each sub-grantee and must include that information in applicable reporting tools;
- As required by the Department of Workforce Development, all WIOA Case Managers will be required to complete the Civil Rights Compliance Training and have the certificate on file;
- Provide NCWWDB with a copy of its annual audit (if applicable) in a timely manner. They will cooperate fully in on-site monitoring of financial activities no less than once per year;

- Uphold 29 CFR 37.1 and must not discriminate against any employee, applicant, or participant on the basis of: race, religion, color, national origin, age, disability, sex, marital status, political affiliation, sexual preference or genetic information; and
- Purchase and maintain worker compensation and comprehensive general liability insurance for the duration of the grant period

PROPOSAL GUIDELINES

The PY16 Adult proposal will be worth a total of 100 points, and will be evaluated on clear, concise responses to the specific elements in the Program and Fiscal areas.

Criterion	Points (maximum)
Program -design, quality of participant services, job center partnership, outreach and recruitment plans, expected performance outcomes, and services to employers	80
Budget and budget justification	20
Total	100

Program (80 points)

The proposal narrative must include an overview of the organization submitting this proposal, including the experience designing and delivering services to Adults. The proposal must include the general program model and how the program will operate within WIOA and NCWWDB's vision and shared principles. The organization submitting this proposal must explain how it will address each element listed below, while striving for continuous improvement in the quality and effectiveness of services provided in the workforce development area and the population this program is intended to serve. All proposals must include how the program model will effectively deliver participant services, and maintain active participation in the job centers.

In addition, how will the proposing agency:

1. Acquire, train and retain quality employees to lead and deliver high quality services in the designated Job Centers. The current structure includes three Job Center locations with full-time WIOA-funded staff in Wisconsin Rapids, Wausau, and Rhinelander. Access sites are located in Adams, Marshfield and Crandon. Include the agency's credentialing requirements of the employees to be delivering services. If the proposing agency is new to the system, include a startup plan as an attachment;

2. Maintain a coordinated menu of services with Job Center partners to assist individuals with increasing their work preparedness, i.e. Job Club, NorthStar, Financial Literacy, and other employability skills workshops. Include how the proposed program will integrate the workforce system resources into the daily work with enrolled participants. Provide a one month sample calendar of workshops the agency will provide in Program Year 2016. This attachment impacts scoring of the proposal;
3. Provide services to eligible participants while operating in accordance with WIOA, including:
 - Recruitment and outreach plans for Adult enrollments
 - An overview and progression of the Adult services and activities
 - Plans to ensure participant success from enrollment to follow-upInclude the agency's recruitment and outreach plan, and a client flow chart as an attachment. Demonstrate how participants will move from entry to exit, and what assessment and service strategies will be used in the process. The flow chart should also include how follow up services will be provided. Both attachments impact scoring of the proposal;
4. Strive to exceed the WIOA primary indicators of performance listed above;
5. Describe how the proposing agency will embrace and promote the workforce development initiatives championed by NCWWDB involving special training projects and on-the-job training opportunities to assist participants in obtaining living wage employment. Explain how the proposing agency will promote and increase Registered Apprenticeship opportunities ;
6. Ensure that all data entry (i.e. ASSET, WIOA activity reports, Salesforce) requirements and reporting deadlines for the NCWWDB and DWD will be met. Specifically state who will be monitoring data entry, and how this requirement will be carried out. Include any additional monitoring activities to be accomplished, and state the job title(s) of the staff responsible for the monitoring functions;
7. Cooperate with requests for information relating to financial and/or programmatic inquiries during monitoring conducted by NCWWDB staff and the State Department of Workforce Development;
8. Operate as a collaborative team to provide effective participant and business services, based on information provided by and to the NCWWDB Business Services Director;
9. Ensure that at least one contracted staff member from each job center will be designated as a member of the Business Solutions Team. Attendance is mandatory at Business Solutions Team meetings. This person will be the point of contact for all

business solutions referrals and follow-up pertaining to Adults;

10. Participate and promote the WorkKeys assessment tool to Employers in collaboration with NCWWDB. Contracted staff are expected to assist in proctoring WorkKeys; and
11. Ensure participation in all business services activities prescribed by the Business Services Director.

**WIOA Title 1B Adult Program and Performance Measure responsibilities listed above will be monitored by the Deputy Director & Workforce Services Coordinator of the NCWWDB. Business services and responsibilities listed above will be directed and monitored by the Business Services Director of NCWWDB.*

Fiscal (20 points)

The funds for this Request for Proposal (RFP) are made available through the Federal Workforce Innovation and Opportunity Act (WIOA) Title 1B Adult Program on a cost reimbursement basis. Program Year 2016 funds for the Adult Program must be expended no sooner than 07/01/2016 and no later than 06/30/2017. Use the estimated Adult allocation below to submit a proposal with supporting documentation. A revised budget will be negotiated and submitted after actual allocation amount is received by NCWWDB from DWD. The estimated amount is:

Estimated PY16 Total Adult Allocation	\$650,000
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** The allocation shown above is based on PY15 funding levels. The NCWWDB reserves the right to modify the allocations based on funds appropriated by DWD for PY16.*

Please note that the funding has been split into Quarter 1 (Base) and Quarter 2-4 (Advance) funding. The Quarter 1 amount is the only amount able to be expended, accrued or obligated prior to October 1, 2016. The base funding shown below has been supplemented with anticipated PY15 carryover money.

		<i>Total</i>	<i>Quarter 1 (Base)</i>	<i>Quarter 2-4 (Advance)</i>
Estimated PY16 Adult Allocation*	=	\$650,000	\$185,000	\$465,000

** The allocation shown above is based on PY15 funding levels. The NCWWDB reserves the right to modify the allocations based on funds appropriated by DWD for PY16.*

Training funds will not be released to the contracted provider; instead it will be reserved at, and paid directly by NCWWDB. Training must be equal to, or greater than 40% of the total proposed budget. Based on employer demand, NCWWDB will continue to promote special training projects, customized training, or on-the-job trainings when warranted. The selected program provider is expected to consider a portion of training funds for such projects. The remaining 60% of the proposed budget will be used for Career Services per WIOA Section 134(1)(2).

NCWWDB requires the selected program provider to employ fiscal practices based on accrual accounting using General Accepted Accounting Principles (GAAP) and comply with OMB Uniform Guidance 2 CFR 200 and 2 CFR 2900. Budget outlines must include itemized costs, direct or indirect. The selected program providers must also track any applicable leveraged funds via monthly invoices submitted to NCWWDB.

The PY16 Adult proposal will be evaluated on the clear, concise responses to the following elements. How will the proposing agency:

1. Track expenditures to ensure Career Services correlate with Training expenditures (e.g. the Career Services portion of the grant should not be 80% expended while the Training portion is only 25% expended);
2. Report all financial information in the manner prescribed by DWD and the NCWWDB. Any services sub-contracted to another service provider become the responsibility of the selected program provider. The proposal must include a clear plan of any services to be sub-contracted, and a plan for monitoring the budget and performance of each. All financial information must be reported in applicable reporting tools;
3. Ensure that program invoices are submitted to the NCWWDB Finance Director in a timely and accurate manner. The selected program provider cannot submit invoices which exceed the total amount allocated. NCWWDB reserves the right to refuse processing late invoices;
4. Track and report leveraged community and partner resources used to benefit the proposed program, if applicable. The budget narrative must identify partner and estimated resources;
5. Meet DWD's requirement that all WIOA case managers complete the Civil Rights Compliance Training;
6. Cooperate fully with on-site monitoring of financial activities as requested. The selected program provider will provide NCWWDB with a copy of its annual audit in a timely manner. An independent audit is required of contracted providers receiving \$750,000 or more in federal funds during the fiscal year (2 CFR 200.501(a));
7. Ensure to uphold 29 CFR 37 and not discriminate against any employee, applicant, or participant on the basis of: race, religion, color, national origin, age, disability, sex, marital status, political affiliation, sexual preference or genetic information;
8. Maintain worker compensation and comprehensive general liability insurance for the duration of the grant period;

9. Complete and include all necessary forms included in the Appendix (form C & D). Include the actual salaries and bonuses of any employee earning more than \$100,000 per year (from grant funding) to ensure compliance with the provisions of P.L. 109-234; and
10. Ensure all other program expectations and requirements of NCWWDB are met.

**All fiscal activities and responsibilities will be monitored by the Finance Director of NCWWDB*

Provision of services specified in this RFP requires substantial knowledge & understanding of:

- Workforce Innovation and Opportunity Act Title I – Overview
www.doleta.gov/WIOA/Overview.cfm
- WIOA Performance
<http://www.doleta.gov/performance>
- Uniform Guidance
<http://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1>
- DWD/DET WIOA Programs Guides
<http://dwd.wisconsin.gov/wioa/>
- ASSET Users Guide
<http://dwd.wisconsin.gov/asset/manual/default.htm>
- Department of Workforce Development Combined State Plan-draft
http://dwd.wisconsin.gov/wioa/pdf/draft_wioa_wis_combined_plan.pdf
- NCWWDB's WIOA Local Plan-draft
www.ncwwdb.org

Proposals will be accepted from any private for profit agency, state or local unit of government, private non-profit organizations, or educational agency that can demonstrate the administrative capability to successfully provide the services identified in this RFP. Proposing agencies will be required to prove successful experience in providing WIA/WIOA services. Successful experience from similar workforce-related programs will be considered if the proposing agencies have not had the experience with the WIA/WIOA programs. All proposals, in their entirety, will become the property of the NCWWDB upon submission.

RFP Timeline

March 16, 2016 – RFPs posted on www.ncwwdb.org

March 31, 2016 – Questions due to jspencer@ncwwdb.org before 4:00 p.m.

April 8, 2016 – Answers to questions posted on www.ncwwdb.org

May 3, 2016 – Proposals due to dvang@ncwwdb.org **before 4:00 p.m.**

May 9 – 13, 2016 – Presentations for the evaluation team (to be scheduled)

June 16, 2016 – Formal approval by North Central Wisconsin Workforce Development Board

Per NCWWDB policy, the proposing agencies will be required to provide a presentation on the proposed services to the evaluation team. The purpose of the presentations is to allow the evaluation team to ask clarifying questions before developing a recommendation of award.

Agency presentations will be scheduled May 9 – 13, 2016. NCWWDB will not be liable for any costs associated with the preparation of proposals, proposal presentations or negotiation of contracts incurred by the proposing agencies.

Instructions for Response

1. Complete the Service Provider Identification form (*Appendix A*) and use as the cover page to your proposal.
2. Address all areas as a narrative in a Word document using 12 point font.
3. Complete the Certification form (*Appendix B*).
4. The Certification form must be signed and dated by an individual authorized by the agency to enter into binding financial agreements.
5. Utilize *Appendix C* to complete the Budget Summary Worksheet (*Appendix D*). Along with a narrative to clearly explain each budget line item.
6. Using the instructions on *Appendix E*, review and sign the Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion form (*Appendix F*) and The Certification Regarding Lobbying form (*Appendix G*).
7. Attach additional appendices as required in the RFP.
8. Submit the proposal electronically to dvang@ncwwdb.org by **4:00 p.m. on May 3, 2016**

If you have any questions about this RFP or process, email Jane Spencer at jspencer@ncwwdb.org before 4:00 p.m. on March 31, 2016. Answers to all questions will be posted on the NCWWDB website www.ncwwdb.org by April 8, 2016.

This RFP does not commit the NCWWDB to award a contract, to pay any costs incurred in the preparation of a proposal, or to procure or contract for services or supplies prior to issuance of a written agreement. The NCWWDB retains the right to:

- Accept or reject any or all proposals received. (NCWWDB may request that bidders participate in negotiations and rewrite their applications as agreed upon during the negotiations.)
- Discuss a proposed program with anyone potentially involved in the program.
- Review the bidder's administrative and fiscal procedures relating to the potential award as part of the proposal review process. Proprietary rights to all data, materials, and documentation originated and prepared for the NCWWDB pursuant to a sub-award shall belong exclusively to the NCWWDB.
- Any such terms negotiated as a result of this RFP may need to be amended in order to successfully meet the needs of the local Board plan and impose additional requirements and refinements in the terms and conditions, scope of work, performance measures, and funding amounts during the course of any contract. All changes will be negotiated prior to implementation.

Three-year awards (one competitive year followed by two years of non-competitive renewal) are the common practice of NCWWDB contingent upon satisfactory performance, both program and fiscal, during the prior year. Monitoring of the contract is ongoing. A formal mid-year review and assessment of contracted provider performance will be conducted by the NCWWDB staff.

Service Provider Identification

Agency Name: _____

Address: _____
 (Street, route, or box#) (City) (State) (Zip)

Contact Person: _____
 (Name) (Title) (Phone#)

Proposal Category: WIOA Title 1B Adult Program

Program Duration: July 1, 2016 – June 30, 2017

Proposed # of Participants enrolled* in this PY16 sub-grant: _____

**A participant is an individual who is determined eligible to participate in the Adult Program and receives an individualized career service funded by WIOA. The proposed number of participants will be expected to be those enrolled in the Adult Program and subject to the performance measures.*

		<i>Total</i>	<i>Quarter 1 (Base)</i>	<i>Quarter 2-4 (Advance)</i>
Estimated PY16 Adult Allocation*	=	\$650,000	\$185,000	\$465,000

**The NCWWDB reserves the right to modify the PY16 allocations based on appropriations from DWD.*

Cost per participant (Allocation ÷ Proposed # of Participants): _____

Proposed # of Staff to be funded by this request: _____

Supervisory Staff _____ / _____ FTE
 # Direct Service staff _____ / _____ FTE
 # Other Staff _____ / _____ FTE

Please provide an explanation of “Other” staff to be funded by this request.

Certification

I certify that all information contained in this proposal is true and correct to the best of my knowledge. I understand the NCWWDB retains the right to a price adjustment to exclude any significant sum by which the price was increased because the awardees had knowingly submitted data that was not accurate, complete and current as certified.

WIOA Title I Adult Program Grantee/Contractor Organization

Typed Name and Title

Authorized Signature

Date

Budget Summary Categories

Personnel: Show salaries to be paid for all personnel.

Fringe Benefits: Indicate the rate and amount of fringe benefits.

Travel: Indicate the amount requested for staff travel.

Equipment: Indicate the cost of non-expendable personal property that has a useful life of more than one year with per unit cost of \$1,000 or more. Purchase of equipment with a per unit cost exceeding \$5,000 must be pre-approved by NCWWDB.

Supplies: Include the costs for general office supplies such as: copy paper, pens, etc.

Rent or Rents: Show the amount to be used for rent and utilities.

Communication: Costs for telephone, cellular phone, and internet services.

Staff Development: Training for staff development related to the job.

Other: Indicate all direct costs, including consultants, not clearly covered by lines one through nine on Appendix D – Budget Summary Worksheet.

Total, Direct Costs: Add lines one through nine.

Indirect Costs: Indicate the rate and amount of indirect costs, and the base to which the rate is applied. If the agency has a federal indirect cost rate, please include a copy of the negotiated indirect cost rate agreement.

Training Costs or Stipends: In Wisconsin, this includes costs such as participant work experience wage and fringe, and various forms of training or support service costs paid directly to or on behalf of participants. (Must be equal to, or greater than 40% of total proposed budget)

Total Federal Funds Requested: Show total of lines 10 through 12.

Budget Summary Worksheet

	1 Career Services	2 Training Services*	3 Total
1. <i>Personnel</i>			
2. <i>Fringe Benefits</i> (Rate = _____ %)			
3. <i>Travel</i>			
4. <i>Equipment</i>			
5. <i>Supplies</i>			
6. <i>Rent or Rents</i>			
7. <i>Communication</i>			
8. <i>Staff Development</i>			
9. <i>Other</i> (List major items as Sub-categories)			
10. <i>Total, Direct Cost</i> (Subtotal of Lines 1 thru 9)			
11. <i>Indirect Costs</i> (Rate = _____ %)			
12. <i>Training Costs or Stipends</i> <i>Or Intensive funds held at</i> <i>NCWWDB for reservation*</i>			
13. <i>TOTAL Funds Requested</i> (Subtotal of Lines 10 thru 12)			

***The training allocation must be equal to, or greater than 40% of the total allocation**

Budget Summary Worksheet (OPTIONAL)

Enter the amounts you propose to spend on Career Services; and Training/Support in Quarter 1 (Base) and Quarters 2-4 (Advance). The total of Base and Advance must equal the amount listed in the Total column.

*Keep in mind that Base funds are the only funds available for expenditure, accrual **or obligation** prior to October 1, 2016.*

Completion of this worksheet is optional when submitting the proposal. However, this worksheet is required during contract negotiations.

	Base	Advance	Total
Total Estimated Allocation			
Career Services			
Training/Support			

Instructions for Certification

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that 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 Transaction,” 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 certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Nonprocurement 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 the 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 entered 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 Debarment, Suspension, Ineligibility & Voluntary Exclusion

Lower Tier Covered Transactions

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

NOTE: Before completing certification, please read the attached instructions:

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.

WIOA Title 1B Adult Program Grantee/Contractor Organization

Typed Name and Title

Authorized 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* sub-awards at all tiers (including sub-contracts, sub-grants and contracts under grants, loans, and cooperative agreements) and that all* sub-recipients shall certify and disclose accordingly.

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

WIOA Title 1B Adult Program Grantee/Contractor Organization

Typed Name and Title

Authorized Signature Date