

**Crater Regional Workforce Investment Group (LWIA XV)  
Crater Regional Workforce Investment Board Youth Council**

**REQUEST FOR PROPOSALS**

**ATTACHMENTS**

**FOR THE SELECTION OF SERVICE PROVIDERS  
FOR  
IN-SCHOOL AND OUT-OF-SCHOOL YOUTH YEAR-ROUND YOUTH SERVICES**

**FUNDED BY THE WORKFORCE INVESTMENT ACT (WIA)**

ISSUE DATE: 03.22.2010

DEADLINE DATE: 04.22.2010

Crater Regional Workforce Investment Group  
114 North Union Street  
Petersburg, Virginia 23803  
804.732.7053

## CRATER REGIONAL WORKFORCE INVESTMENT BOARD PROPOSAL COVER SHEET

<b>ORGANIZATION:</b>	<b>FEDERAL ID#</b>
<b>PROJECT NAME:</b>	
<b>CONTACT PERSON AND TITLE</b>	<b>PHONE NUMBER:</b>
<b>E-MAIL:</b>	
<b>ADDRESS:</b>	
<b>MAILING ADDRESS(IF DIFFERENT)</b>	
<b>WEBSITE:</b>	<b>FAX NUMBER:</b>
<b>PROGRAM TYPE: (CHECK ONE)</b> <input type="checkbox"/> In-school Youth <input type="checkbox"/> Out-of-school Youth	
<b>REQUESTED FUNDING AMOUNT:</b>	
<b>NUMBER OF YOUTH TO BE SERVED PER LOCALITY</b>	<b>LOCALITY</b>
	Petersburg
	Colonial Height
	Hopewell
	Emporia
	Dinwiddie
	Greensville
	Prince George
	Surry
	Sussex
<b>TOTAL NUMBER TO BE SERVED:</b>	

I hereby declare that the information provided in this RFP response is accurate, valid and a full disclosure of requested information. I am fully authorized to represent the organization listed above, to act on behalf of it, and to legally bind it in all matters related to the RFP.

<b>NAME/TITLE:</b>	<b>DATE:</b>

## CRATER REGIONAL WORKFORCE INVESTMENT GROUP REQUEST FOR PROPOSALS BUDGET FORM

1. Organization: \_\_\_\_\_
2. Program Name: \_\_\_\_\_
3.  In-school Youth                       Out-of-school Youth
4. Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Description of Services	WIA Proposal Amount	In-Kind Services	Total Budget
5. Personnel			
6. Fringe Benefits			
7. Travel			
8. Communications			
9. Utilities			
10. Materials & Supplies			
11. Insurance (liability)			
12. Contractual Services			
13. Leases and Rentals			
14. Equipment			
15. Youth Supportive Services			
15a. Childcare			
15b. Transportation			
15c. Work Tools/Clothing			
15d. Housing			
16. Occupational Skills Training			
17. Participant Incentives:			
18a. Participation			
18b. Work Experience			
19. Follow-up Activities			
<b>TOTAL</b>			

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**Use a separate sheet of paper for the Budget Narrative. It is Attachment 3.**

**CERTIFICATION REGARDING COMPLIANCE WITH NONDISCRIMINATION AND EQUAL OPPORTUNITY LAWS AND REGULATIONS**

**Certification of Contracts, Grants, Loans, and Cooperative Agreements**

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

As a condition to the award of financial assistance under the Workforce Investment Act (WIA) from the Department of Labor, the grant Applicant assures, with respect to operation of the WIA-funded program or activity and all agreements or arrangements to carry out the WIA-funded program or activity, that it will comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Investment Act of 1998, the Nontraditional Employment of Women Act of 1982, as amended; title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29CFR part 34. The United States has the right to seek judicial enforcement of this assurance.

This certification is a material representation of fact upon which reliance was placed when this agreement was made or entered into. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the nondiscrimination and equal opportunity laws and regulations, the agency in addition to any other remedies available to the Federal Government, may take action authorized under the nondiscrimination and equal opportunity laws and regulations.

<b>Signature of Authorized Certifying Official</b>	<b>Title</b>
<b>Organization</b>	<b>Date</b>

**CERTIFICATION REGARDING  
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION  
LOWER TIER COVERED TRANSACTIONS**

Sub-Grantee/Contractor Organization:

This certification is required by the regulations implementing Executive Order 12543, 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 THE INSTRUCTIONS ON THE BELOW 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 were presently debarred, suspended, proposed for debarment, declared ineligible, or voluntary excluded from participation in this transaction by an Federal department or agency.
2. Where the prospective recipient of Federal assistance funds is unavailable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

<b>Signature of Authorized Certifying Official</b>	<b>Title</b>
<b>Organization</b>	<b>Date</b>

**CERTIFICATION REGARDING  
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION  
LOWER TIER COVERED TRANSACTIONS**

**Instructions for Certification**

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
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 lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant 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 lower tier participant agrees by submitting this form 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 department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
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 participating in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**  
**Instructions for Certification**

1. By signing the accompanying document, the grantee is providing the assurance that it will fulfill the requirements set forth by the Drug-Free Workplace Act of 1988 and its implementing regulations at 29 CFR 98 Subpart F.
2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violated the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.

**Certification Regarding Drug-Free Workplace Requirements**

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

- A.** Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- B.** Establishing a drug-free awareness program to inform employees about:
  - 1) The dangers of drugs in the workplace,
  - 2) The grantee's policy of maintaining a drug-free workplace;
  - 3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - 4) The penalties that may be imposed upon employees, for drug abuse violations occurring in the workplace;
- C.** Making it a requirement that each employee to be engaged in the performance of the contract be given a copy of the statement required by paragraph (A.);
- D.** Notifying the employee in the statement required by paragraph (A.) that, as a condition of employment under the grant, the employee will:
  - 1) Abide by the terms of the statement; and
  - 2) Notify the employer of 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.** Notify the agency within ten days after receiving notice under subparagraph (D)(2) from an employee or otherwise receiving actual notice of such conviction.
- F.** Taking one of the following actions, within 30 days of receiving notice under subparagraph (D)(2), with respect to any employee who is so convicted:
  - 1) Taking appropriate personnel action against, such an employee, up to and including termination; or
  - 2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or 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>Signature of Authorized Certifying Official</b>	<b>Title</b>
<b>Organization</b>	<b>Date</b>

**CERTIFICATION REGARDING LOBBYING**

**Certification of 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 office 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 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 subcontracts, 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.

<b>Signature of Authorized Certifying Official</b>	<b>Title</b>
<b>Organization</b>	<b>Date</b>

INSERT ALL OTHER ATTACMENTS AFTER ATTACHMENT 7 ABOVE. NUMBER THEM CONSECUTIVELY.