A Proud Partner of the American Job Center of Nevada

Workforce Innovation and Opportunity Act

Dislocated Worker (DW) Program

(CDFA 17.278)

Request for Proposals — 2017

Submission Deadline: March 24, 2017 at 12:00 p.m. PDT

6490 South McCarran Blvd., Bldg. A, Suite 1, Reno, NV 89509-6119
775-337-8600 • fax 775-337-9589 • toll free 877-337-8261

www.nevadaworks.com
# Dislocated Worker (DW) Program

## Request for Proposals 2017

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**Background and Purpose of this Request for Proposals (RFP)**

The Workforce Innovation and Opportunity Act (WIOA) became federal law in 2014, providing a new framework for a workforce preparation and employment system designed to meet the needs of jobseekers and businesses. Starting with the U.S. Department of Labor, funding passes to Nevadaworks through the Nevada Department of Employment, Training and Rehabilitation. Nevadaworks is the administrator of WIOA funding in the thirteen Northern Nevada counties of Carson City, Churchill, Douglas, Elko, Eureka, Humboldt, Lander, Lyon, Mineral, Pershing, Storey, Washoe and White Pine.

The purpose of Nevadaworks is to facilitate advancement of a skilled and productive workforce to support and meet the needs of businesses in Northern Nevada. Nevadaworks provides funding to qualified service providers who work directly with a diverse population of individuals seeking training, employment, and skills upgrading or who are entering the workforce for the first time. A strong workforce is the key to a vibrant and diverse economy.

The Governor’s Workforce Development Board has established Industry Sector Councils to identify and promote nationally portable and industry-recognized credentials within eight industry sectors identified as being expected to have the greatest potential for economic growth and diversification in Nevada. The sectors are Aerospace and Defense; Construction; Health Care and Medical Services; Information Technology; Manufacturing and Logistics; Mining; Natural Resources; and Tourism, Gaming, and Entertainment.

Nevadaworks is soliciting proposals to fund Dislocated Worker Programs to equip residents of Northern Nevada with necessary skills to obtain employment and meet the workforce needs of businesses with emphasis on in-demand occupations in the eight sectors. Innovative program ideas are sought that will target these individuals and meet, or surpass, the minimum performance measures that have been negotiated by the State of Nevada with the U.S. Department of Labor.

**General Information**

With approximately $1,100,000 available for Dislocated Worker Programs, Nevadaworks intends to fund multiple awards. Proposals may be submitted by individuals, partnerships, governmental agencies, businesses, not-for-profit organizations, and educational agencies. More than one proposal from a single applicant will be accepted. Each proposal must be submitted separately. This RFP is a competitive bid solicitation. Applicants will be evaluated for proposed services, program performance goals, and total budgeted costs associated with implementing the program. Successful applicants will be awarded cost-reimbursement basis contracts that allow reimbursement for actual and allowable expenditures not to exceed the total approved budgets. This Request for Proposals does not obligate Nevadaworks to award a contract.
The contract award term is July 1, 2017 through June 30, 2018, with options for renewal based upon the contractor’s performance history, WIOA funding availability, and/or Nevadaworks’ defined priority of needs. Applicants are encouraged to submit proposals for quality programs at appropriate funding levels for what is being proposed. Cost sharing or matching funds are not required as a condition of application, but leveraged resources are strongly encouraged.

The use of funds awarded in this Request for Proposals is governed by the Workforce Innovation and Opportunity Act and associated federal regulations and State and local policies. Successful applicants are responsible for determining financial costs for their proposals and for understanding the law, regulations, and policies associated with WIOA Dislocated Worker Programs. The Act is found at: https://www.gpo.gov/fdsys/pkg/PLAW-113publ128/pdf/PLAW-113publ128.pdf. The WIOA Final Regulations can be found at: https://www.gpo.gov/fdsys/pkg/FR-2016-08-19/pdf/2016-15975.pdf. Two important State policies relevant to this RFP are State Compliance Policy 1.6 (Eligibility for Adult and Dislocated Worker Employment and Training Activities) and 1.8 (WIOA Adult Programs Design, Career and Training Services). These may be found at: http://detr.state.nv.us/worforce_investment_pages/WIA_Policies.htm.

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**Technical Assistance Meeting**

Nevadaworks staff will discuss the requirements of this Request for Proposals for the Dislocated Worker Program and answer questions in a technical assistance meeting at 10:00 a.m. on Friday, February 17, 2017 at Truckee Meadows Community College, Redfield Campus, Health Science Center Building, Room 166, 18600 Wedge Parkway, Reno, Nevada.

Maps/Directions: https://maps.google.com/maps?f=q&hl=en&q=18600+Wedge+Pkwy+Reno,+NV&om=1

Nevadaworks strongly encourages attendance at the technical assistance meeting by persons responsible for the proposed program implementation. Questions and answers from the meeting will be posted on the Nevadaworks website at: www.nevadaworks.com/service-providers/requests-for-proposals. The staff of Nevadaworks will not provide information on programs or costs associated with current contracts.
Public Notification and Distribution of RFP

On Monday, January 30, 2017, a notice of the Request for Proposals for the Dislocated Worker Program was made available at the Nevadaworks office and posted on the Nevadaworks website: www.nevadaworks.com/service-providers/requests-for-proposals. The RFP was posted in rural and urban newspapers throughout Northern Nevada and was emailed to interested parties.

Scope of WIOA Dislocated Worker Services

Eligibility

Eligible individuals must be at least 18 years of age, have a qualifying dislocation date less than 60 months prior to the date of enrollment, and meet the criteria for one of the eligibility categories listed below. Additionally, priority of service is given to veterans and their eligible spouses.

Eligibility Categories:

**DW-1** - Layoff, Termination - Terminated, laid off or received a notice of termination or layoff from employment; or, eligible for or has exhausted unemployment compensation (includes separation from active duty with the Armed Forces); or has been employed but not eligible for unemployment due to insufficient earnings, or performed services for an employer not covered under state unemployment law; and is unlikely to return to a previous occupation.

**DW-2** - Permanent Closure/ Substantial Layoff - Terminated, laid off or has received notice of termination of employment as a result of any permanent closure of or any substantial layoff at a plant, facility, or enterprise; or is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or, for purposes of eligibility to receive services other than training services or supportive services, is employed at a facility at which the employer has made an announcement that such facility will close.

**DW-3** - Self-Employed/Out of Business - Is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters.
DW-4 — Displaced Homemaker — Is an individual who has been providing unpaid services to family members in the home and who:

(A) (i) has been dependent on the income of another family member but is no longer supported by that income; or
   (ii) is the dependent spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced because of a deployment, a call or order to active duty, a permanent change of station or the service-connected death or disability of the member; and
(B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Program Design

Required Elements

All funded Dislocated Worker Programs must include the following elements:

A. Individual Employment Plan

An Individual Employment Plan (IEP) must be developed with and for each program participant after determination of eligibility, after enrollment into the management information system and prior to provision of training and/or supportive services. The IEP is developed based upon the results of assessed vocational interests, aptitudes, barriers, skills, skill deficiencies, and supportive services and training needs of the participant. It must include, but is not limited to, goals pertaining to services such as training activities, job search and retention skills, and supportive services and must include a clear employment objective, with a focus on at least one of the industry sectors identified above on page 1 above.

Based on individual needs, an IEP may also include a plan for the provision of mental health services, drug and alcohol rehabilitation, financial counseling, referrals to housing services, legal aid, and other necessary social services that are employment-focused.

B. Sector Training and Training-related Supportive Services

40% Rule: At least 40% of the total amount requested per proposal must be spent on Sector Training and Training-related Supportive Services.
Training services include Occupational Skills Training, Registered Apprenticeship Programs, On-the-Job Training, and Customized Training. These training services must focus on in-demand industry sectors or occupations in at least one of the eight identified industry sectors. As a resource, refer to the list of 2017 in-demand occupations prepared by the Governor’s Office of Workforce Innovation for a New Nevada, at: http://www.nevadaworks.com/nevada-in-demand-occupations/.

Successful applicants that incorporate Occupational Skills Training and/or Registered Apprenticeships into their program design must use approved training services listed on the most current Eligible Training Provider List (ETPL) only. The ETPL is found at: http://etpl.ajcnevada.com/public/TrainingSearch.aspx.

1. **Occupational Skills Training (OST)** is defined as an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced level. Such training must:
   - Be outcome-oriented and focused on an occupational goal specified in the participant’s Individualized Employment Plan (IEP);
   - Be of sufficient duration to impart the skills needed to meet the occupational goal (e.g., not short-term vocational skills training); and
   - Lead to the attainment of a recognized postsecondary credential that aligns with Northern Nevada’s in-demand industry occupations.

   Expenses for prerequisites such as a Nevada Certificate of High School Equivalency may be included in Sector Training if they are required (stackable) to achieve the final certification and included in participants’ IEPs. Documentation of the calculation used to determine the Occupational Skills Training budget must be evident in the proposal and include the number of participants, cost per participant, and total Occupational Skills Training requested.

2. **Registered Apprenticeship Programs** integrate OJT with concurrent vocational skills training.

3. **On-the-Job Training (OJT)** is considered Occupational Skills Training. There are specific requirements involved for OJT, which can be found in the Nevadaworks OJT policy at: www.nevadaworks.com/service-providers/requests-for-proposals. Unlike providers of Occupational Skills Training, however, OJT providers do not need to be listed on the ETPL.

4. **Customized Training** is defined as training that is:
   a. designed to meet the special requirements of an employer (including a group of employers);
   b. conducted with a commitment by the employer to employ an individual (or individuals) on successful completion of the training; and,
c. for the employer who pays a significant cost of the training, as determined by the Nevadaworks Board.

Documentation of the calculation used to determine the Customized Training budget must be evident in the proposal and must include the number of participants, rate of pay, estimated hours, and total Customized Training budget requested. Customized Training providers do not need to be listed on the ETPL.

5. **Training-related Supportive Services** are those that a participant needs to begin and remain in training. They include, but are not limited to, referrals and limited payments for: transportation, dependent care, housing, application/testing/certification fees, reasonable accommodations for individuals with disabilities, legal aid, health care (including immunizations), books/supplies and training materials such as uniforms/work attire and tools. Before approving supportive services, program staff must take and document efforts to find other sources of payment through, or referrals to, community resources.

C. **Follow-up Services**

Follow-up Services must be made available to participants for 12 months after the actual end date of the last service provided. Follow-up services are categorized as Supportive Services Not Related to Training and include, but are not limited to: additional career planning and counseling; job search and placement, contact with the participant’s employer, including assistance with work-related problems that may arise; peer support groups; information about additional educational opportunities; and/or referral to community services.

**Optional Elements**

In addition to the required program elements discussed above, WIOA Dislocated Worker Programs also may offer other services to active participants based on their IEPs. These other services include, but are not limited to, short-term pre-vocational skills training, entrepreneurial skill training, ABE/ESL combined with training, financial literacy, career planning, and work experience.

**Dislocated Worker Program Performance Measures**

Program design must be designed to aim for, track, and document the following minimum negotiated performance measures and levels for Program Year 2017:

- Employment 2nd Quarter after Exit: 70.9%
- Employment 4th Quarter after Exit: 70.9%
- Median Earnings in the 2nd Quarter after Exit: $6,500
- Credential Attainment Rate: 61.3%
- Measurable Skill Gains: To be determined
Data Collection

Successful applicants will be required to obtain information on everyone enrolled at the time of program registration (including but not limited to): program participant’s name, address, birthdate, ethnicity/race, veteran status, disability status, and qualified dislocation date. Participants must be asked to provide their Social Security numbers. All information will be kept confidential and used only for reports to the Nevada Department of Employment, Training and Rehabilitation and the U.S. Department of Labor.

Data collection and entry into a secured statewide management information system (MIS) is required of successful applicants. Nevadaworks will provide mandatory initial training on this system for all program managers and case managers working with program participants. This training will be held in Reno and may require up to two days of travel and meeting time. Additional required training will be provided as determined necessary by Nevadaworks staff. Contractors must ensure the accuracy, timeliness and integrity of data collection, entry, and reporting.

NOTE: The job title(s) of staff members who will be collecting data for and entering data into the MIS must be provided in the Budget Narrative section of the application.

Proposal Format and Content Requirements

The application form for WIOA Dislocated Worker Programs must be used and followed as instructed herein. Maximum proposal length, excluding exhibits, is to be no more than 14 pages and must include:

A. Cover Sheet

B. Assurances (signature required)

C. Organizational Information

1. Entity Type: State the type of legal entity, date of incorporation and 501(c)(3), if applicable.

2. Brief History: Provide a brief history of the applicant including names of principals, key personnel, and number of employees, as applicable.

3. Recording: Describe applicant’s procedure for recording separately by contract all Nevadaworks funds received and expended.
4. **Reporting:** Describe applicant’s procedure for identifying, segregating, summarizing, and reporting actual and accrued expenditures by specific Nevadaworks contract using a coding or classification system.

5. **Expenditure Detail Procedure:** Describe applicant’s procedure for maintaining, locating, and identifying the details to back up expenditures reported for reimbursement, such as bills, invoices, statements, and receipts for materials, supplies, equipment, payroll time sheets, and leave requests. Such detail should include vendor name and address, date of purchases, description of items purchased, amount of order, and person placing the order.

6. **Compliance with Fiscal Requirements:** Describe how the organization will comply with the following fiscal requirements: The accounting system must be capable of complying with federal and state requirements stipulated in 20 CFR 683 of the Workforce Innovation and Opportunity Act regulations pertaining to uniform fiscal and administrative standards, utilization of federal funds, the operation of programs and the maintenance of records, books, accounting, and other documents and must be capable of providing for the control of cash and other resources to ensure that obligation and expenditure of funds and the use of property will be in accordance with the terms of the contract.

7. **Additional organizational information**

D. **Program Narrative**

Clearly explain the program design within the following sections. Responses must demonstrate the applicant’s knowledge of and capacity to successfully work with the targeted adults to help meet their employment goals.

1. **Target Population Recruitment and Assessment:** Clearly describe the program’s target population and provide the number of dislocated workers to be served. Present a detailed strategy for recruiting the target population, based on the applicant’s experience with this specific group. Discuss proposed methods/tools to be used in assessing the educational, training, and/or supportive services needs of participants. Outline how the program will ensure priority of service to veterans and their spouses.

2. **Training Strategy:** Describe how program staff will work with participants to select the best fit of training services and supportive services, as needed, to enhance the likelihood of participant achievement. Demonstrate program staff’s knowledge of local community resources such as food banks, housing assistance, free and low-cost medical care, counseling, childcare, and so on that can be utilized as supportive services before WIOA funds are spent. Discuss how staff will communicate with participants before, during, and after their training dates to ensure progress toward achievement objectives is being made. Provide the credentials, certificates, or degrees to be obtained.
3. **Outcomes and Follow-up Services:** Discuss how program staff will ensure that reporting into the MIS of all participant outcomes is timely and that proper follow-up is given to participants who have exited the program. Follow-up includes monthly contacts, referrals, and limited supportive services.

4. **Program Implementation Timeline:** Provide a detailed timeline identifying program activities by month, including recruitment, employer engagement, participant enrollment and assessment, case management, follow-up activities, outcome documentation, etc.

5. **Contractual Partnership:** If the proposed program involves a partnership, include a letter of agreement outlining the partner’s activities/services as an exhibit.

E. **Budget Detail Narrative**

The program narrative and the budget detail narrative must be internally consistent. For each line item, give a concise explanation of the request. Include the method and/or formula for calculating each line item amount. Additional budget lines may be added to Personnel Costs, Operating Costs, and Non-Training Participant Costs, as needed, on the line for **Other (List).**

1. **Personnel Costs.** These must be identified by:
   - Job titles,
   - Rate of pay,
   - Fringe benefit rates, and
   - Percentage of time to be spent in program activities.

   NOTE: The narrative must also identify the job title(s) of the staff who will be performing data collection and staff who will be entering data into the statewide MIS.

2. **Operating Costs.** These are expenses that can be traced to the specific program proposed. These items must be listed and justified, such as:
   - Staff Travel — Identify miles and rate for reimbursement.
   - Office Expenses — Identify supplies that are directly used for the program.
   - Equipment — The cost for each item must be less than $5,000.
   - Other (List) — Items may include staff development, audit fees, and so on.

3. **Sector Training Participant Costs.** The percentage of Sector Training expenditures for Occupational Skills Training, Registered Apprenticeship Programs, On-the-Job Training, Customized Training, and Training-related Supportive Services **must equal 40% or more** of the total proposal budget. Please note that:
   - OJT expenses are reimbursements to employers up to 50 percent (or up to 75 percent with approval) of participant wage rates for the extraordinary costs of providing the training.
• Training-related Supportive Service enable participants to participate in WIOA training services when all other community resources for supportive services have been utilized first. List the types of supportive services to be provided.

4. **Non-Training Participant Costs.** These include, but are not limited to:

  • Assessment expenses.
  • Instruction for soft skills such as resume writing, dress for success, interviewing skills, etc.
  • Supportive Services Not Related to Training. These include support that enables participants to continue searching for employment after training ends. List the types of supportive services to be provided.

5. **Indirect Costs.** These normally are distributed across all the organization’s programs based upon benefit received and include administrative costs, indirect support staff, and general operating costs of the organization. Provide a documented allocation methodology or a federally approved indirect cost rate for all costs that are distributed over multiple funding sources.

6. **Cost Sharing.** Include a brief and concise explanation of any cost sharing or matching funds applicable to the program.

**F. Budget Detail Worksheet**

List all costs requested within the proposal. Number formatting and calculations are embedded into the Excel document. Before submitting, verify that the Request Amount column totals correctly.

**G. Required Exhibits** *(not counted in the 14-page limit):*

1. Organizational chart.
2. Job descriptions or résumés of key and budgeted personnel.
3. Additional information pertinent to this request.
4. For programs working with a partner(s), include signed letter(s) of agreement from partner(s) outlining activities and services to be provided by the partner(s).
Proposal Delivery

One printed original proposal and one PDF version of the proposal on a DVD, CD or flash drive (not to exceed 16 MB) must be delivered in a sealed envelope or mailed to:

Nevadaworks
6490 South McCarran Blvd., Bldg. A, Suite 1
Reno, Nevada 89509-6119

The deadline for receipt of proposals is no later than 12:00 p.m. PDT on Friday, March 24, 2017. All proposals will be date- and time-stamped upon receipt at Nevadaworks. It is the responsibility of each applicant to verify that Nevadaworks has received its proposal(s). A formal proposal opening will be held the same day at 12:15 p.m. PDT. Only sealed envelopes that have been stamped as meeting the 12:00 p.m. deadline will be opened. Proposals not submitted by the stated due date and time will not be considered for funding.

Directions to the Nevadaworks office: Traveling west on South McCarran Blvd., there is a left turn lane approximately .2 miles from the intersection of South McCarran and Kietzke Lane. Turn left into the McCarran Quail Park Professional Office Complex. Nevadaworks’ office is the first building on the left as you enter the parking lot. For a map, go to: https://goo.gl/maps/75fsLtKDMQ52.

Nevadaworks will respond in writing to all proposals received within 60 calendar days of the proposal due date.

Evaluation Process

Technical Review

A technical review will be performed to determine if proposals:

- Were delivered by the deadline;
- Did not exceed the 14-page maximum limit for proposal sections A.-F.; and
- Included one printed original and one PDF version on DVD, CD, or flash drive.

Only proposals containing these elements will move forward into the proposal evaluation process.
Proposal Evaluation

The Nevadaworks Evaluation Workgroup will conduct a detailed review of accepted proposals. This workgroup may request on-site reviews, oral presentations, and/or telephone presentations from applicants to obtain further clarification before making its funding recommendations to the full Nevadaworks Board.

Appeal Process

Applicants have the right to protest an award decision. An appeal must be based upon at least one of the four appeal criteria listed below:

1. Clear and substantial error or misstated fact, which decision was relied upon by Nevadaworks.
2. Unfair competition or conflict of interest in the decision-making process.
3. An illegal or improper act or violation of the law.
4. Other legal basis or grounds that may substantially alter the Nevadaworks decision.

To appeal an award decision, an applicant must provide written notice within 10 calendar days of notification to the Chief Executive Officer of Nevadaworks. Nevadaworks will acknowledge receipt of any appeal.

The Executive Committee of the Nevadaworks Board will review any appeal(s) at a special meeting. This meeting will occur within 45 calendar days after receipt of the written notice for appeal. The Executive Committee’s decision will be final, and appealing applicants will be notified. Nevadaworks reserves the right to refuse to consider an appeal that does not identify specific procedural defects.

Dislocated Worker Program Proposal Process Timeline

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Public Posting of Notice of Request for Proposals</td>
<td>Monday, January 30, 2017</td>
</tr>
<tr>
<td>Request for Proposals Technical Assistance Meeting</td>
<td>Friday, February 17, 2017 @ 10 a.m. PST</td>
</tr>
<tr>
<td>DISLOCATED WORKER PROGRAM PROPOSALS DUE</td>
<td>Friday, March 24, 2017 @ 12 p.m. PDT</td>
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<tr>
<td>Formal Opening of Proposals</td>
<td>Friday, March 24, 2017 @ 12:15 p.m. PDT</td>
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<tr>
<td>APPLICANTS NOTIFIED ON OR BEFORE</td>
<td>Tuesday, May 23, 2017</td>
</tr>
<tr>
<td>Contracts Commence</td>
<td>Saturday, July 1, 2017</td>
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Dislocated Worker Program Request for Proposals

Application Format

Complete in accordance with the Proposal Requirements as outlined in the Request for Proposals.

A. Cover Sheet

Indicate industry sector(s) targeted by the program:

☐ Aerospace & Defense
☐ Construction
☐ Health Care & Medical Services
☐ Information Technology
☐ Manufacturing & Logistics
☐ Mining
☐ Natural Resources
☐ Tourism, Gaming & Entertainment

Applicant Name:

Program Name:

Number of Program Participants:

Amount Requested: $  

Contact Person:

Phone Number:       Fax Number: 

Physical Location of Program:

Mailing Address (if different):

E-mail Address:     Website Address:
B. Assurances

1. I am authorized by my Board of Directors, Trustees, other legally qualified officer, or as the owner of this agency or business to submit this proposal for a Dislocated Worker Program.

2. We are not currently on any Federal, State of Nevada, or local Debarment List.

3. We have, or will have, the fiscal control and accounting procedures to ensure that Workforce Innovation and Opportunity Act funds will be used as required by law and contract.

4. We will meet all applicable federal, state, and local compliance requirements. These include, but are not limited to:
   - Maintaining records to accurately reflect actual performance;
   - Providing record confidentiality, as required;
   - Reporting financial, participant, and performance data, as required;
   - Complying with federal and state non-discrimination provisions; and,
   - Meeting all applicable labor laws.

As an authorized representative of the organization listed above, I hereby certify that the information listed above and attached to this application is true and accurate, and I am aware that any false information or intended omissions may subject me to civil or criminal penalties for filing of false public records and/or forfeiture of any training award approved through this program.

__________________________  ____________________________  __________
Name                        Title                          Date
C. Organizational Information

1. Entity Type:

2. Brief History:

3. Recording:

4. Reporting:

5. Expenditure Detail Procedure:

6. Compliance with Fiscal Requirements:

7. Additional Organizational Information:
D. Program Narrative

1. Target Population Recruitment and Assessment:

2. Training Strategy:

3. Outcomes and Follow-up Services:

4. Program Implementation Timeline:

5. Contractual Partnership, if applicable:
E. Budget Detail Narrative

1. Personnel Costs:

2. Operating Costs:

3. Sector Training Participant Costs (40% or more of the total proposal budget):
   - Occupational Skills Training
   - Registered Apprenticeship Program
   - On-the-Job Training (OJT)
   - Customized Training
   - Supportive Services Related to Training

4. Non-Training Participant Costs (Examples: assessments, instruction for soft skills, supportive services not related to training)

5. Indirect Costs:

6. Cost Sharing:
WIOA DW Program Budget Details

<table>
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<tr>
<th>Description</th>
<th>Requested Amount</th>
<th>% of Budget</th>
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<td><strong>Personnel Costs:</strong></td>
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<td>Staff Salaries and Benefits</td>
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<td><strong>Total Sector Training Participant Costs</strong></td>
<td>$</td>
<td>- #DIV/0!</td>
</tr>
<tr>
<td><strong>Non-Training Participant Costs:</strong></td>
<td>$</td>
<td>-</td>
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<tr>
<td>Assessment</td>
<td>$</td>
<td>-</td>
</tr>
<tr>
<td>Instruction for Soft Skills</td>
<td>$</td>
<td>-</td>
</tr>
<tr>
<td>Supportive Services Not Related to Training</td>
<td></td>
<td>-</td>
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<tr>
<td>Other (List)</td>
<td>$</td>
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</tr>
<tr>
<td><strong>Total Non-Training Participant Costs</strong></td>
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<tr>
<td><strong>Indirect Costs:</strong></td>
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<tr>
<td>Indirect Cost Allocations/Overhead</td>
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<td>-</td>
</tr>
<tr>
<td><strong>Total Indirect Costs</strong></td>
<td>$</td>
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<tr>
<td><strong>Total Proposal Budget (must match cover sheet)</strong></td>
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<td>- #DIV/0!</td>
</tr>
</tbody>
</table>
G. **Required Exhibits** *(not counted in the 14-page limit)*

1. Organizational chart.

2. Job descriptions or résumés of key and budgeted personnel.

3. Additional information pertinent to this request.

4. For programs working with a partner(s), include signed letter(s) of agreement from partner(s) outlining activities and services to be provided by the partner(s).