

**CITY OF SHREVEPORT
DEPARTMENT OF COMMUNITY DEVELOPMENT
WIA REQUEST FOR PROPOSAL**

I. PURPOSE OF THE REQUEST FOR PROPOSAL (RFP)

The City of Shreveport, Department of Community Development, and the Shreveport Workforce Investment Board are soliciting proposals for youth activities to be funded under Title I of the Workforce Investment Act (WIA) for program years 2008 and 2009 (July 01, 2008 through June 30, 2010). The City of Shreveport will retain administrative, intake, monitoring and participant payroll functions for the WIA programs. This RFP is to solicit proposals for youth services only.

The summer employment opportunities program is a component of the Year Round Youth Program and must be directly linked to academic and occupational learning. The summer component will begin each June and end each July during the contract period.

These youth services are designed to meet the needs of the economically disadvantaged youth, ages 14 to 21 residing within the City of Shreveport, Louisiana. All eligibility determinations and selections for enrollment will be the decision of the Department of Community Development, the administrative entity for the Grant Recipient. The program activities will be administered through the Workforce Development Bureau and its contracted Service Providers. Verbal agreements or instructions from any source are not authorized or binding on the City of Shreveport Department of Community Development.

Proposals funded under this solicitation must be primarily geared toward the benefit of the WIA participants to be enrolled. Programs should be aimed at ensuring that economically disadvantaged youth in-school and out of school have the opportunity and support needed to become productive members of the workforce and achieve economic self-sufficiency. Benefits to the community or other agencies should be secondary to that of the participants.

We reserve the right to award contracts to successful bidders based on satisfactory performance and availability of funds. Only programmatic activities will be considered for funding.

II LIMITATIONS

Submission of a proposal does not commit the City of Shreveport, Department of Community Development (DCD) to award a contract or to pay any costs incurred in the preparation of a proposal. The Workforce Development Bureau reserves the right to accept or reject any or all responses received as a result of this request, to negotiate with any qualified source, or to cancel, in part or whole, this RFP. The City of Shreveport also reserves the right to request additional information; to extend the submission deadlines should such extension be in the interest of the city. Proposers have the right to revise their proposals in the event the deadline is extended. DCD also reserves the right to conduct a pre-award review of any agency or organization requesting funding.

Contracts negotiated as a result of this RFP may be extended, modified or de-obligated to successfully utilize uncommitted funds.

The copying, paraphrasing or other use of substantial portions of the work product of others and submitted as original work of the proposer is not permitted. Violations of this provision will cause a proposal to be rejected.

III SERVICES SOLICITED BY THE RFP

A. The City of Shreveport, Department of Community Development, is soliciting proposals that target in and out-of-school youth. The overall goal of the program is to help the City of Shreveport's youth complete a high school diploma or equivalent (GED) or a certificate and to transition into skilled employment and/or post secondary education. At least 50% of youth funds must be expended to provide activities to out-of-school youth. Respondents may choose to apply to serve in-school youth or out-of-school youth only, or to serve both. The training provider is responsible for recruitment of eligible youth including advertising and development of related material.

An eligible youth is defined, under WIA section 101 (13) as:

- (a) Age 14 through 21;
- (b) Low income individual as defined in the WIA Section 101 (25) and
- (c) is within one or more of the following categories
 - (1) Deficient in basic literacy skills;
 - (2) School Dropout;
 - (3) Pregnant or parenting;
 - (4) Homeless, run-away, or foster child;
 - (5) Offender;
 - (6) Is an individual (including a youth with a disability) who requires additional assistance to complete an educational program, or to secure and hold employment. Requires an additional assistance means:

A client who is experiencing difficulty in passing the Louisiana Education Assessment Program (LEAP) Test or (GEE) General Exit Exam. Verification is documented by results of LEAP or GEE scores or;

A client who's Academic Performance in one or more subjects is determined to fall below his or her capabilities, ie, a student who is not basic skill deficient.

To serve and hold employment is defined as meaning:

- (a) an individual who has never held a job or never held a full time job more than thirteen consecutive weeks. The Board has made this determination on the basis that factors such as having no high school diploma or GED certificate, functioning below the ninth grade level, working fewer than 13 consecutive weeks in the past 12 months, or manifesting limited English-speaking ability severely impact on a youth's capacity and motivation to effectively enter the labor market or to sustain employment.
- (b) an individual who resides in an unhealthy home life, who has a history of domestic violence, or who suffers from low self esteem. The Board has made this determination on the basis that many social service agencies tend to identify the hard to employ as individuals with these characteristics.

Information or records obtained from WIA youth service providers, school personnel, social service agencies, faith-based organizations, law enforcement or court officials, may be used in making a determination as to an individual's possession of this barrier.

An Out-of-school youth is defined, under WIA section 101 (33) as an individual who:

- (a) Is an eligible youth who is a school dropout; or
- (b) Is an eligible youth who has either graduated from high school or holds a GED, but is basic skill deficient, unemployed, or underemployed

B Elements of the Youth Program:

The following services must be made available to youth participants:

- (1) Tutoring, study skills training, and instruction leading to secondary school completion, including drop-out prevention strategies;
- (2) Alternative secondary school offerings;
- (3) Summer employment opportunities directly linked to academic and occupational learning;

- (4) Paid and unpaid work experiences, including internships and job shadowing;
- (5) Occupational skill training;
- (6) Leadership development opportunities, which include Community Services and peer-centered activities encouraging responsibility and other positive social behaviors;
- (7) Supportive services;
- (8) Adult mentoring for a duration of at least twelve (12) months, that may occur both during and after program participation;
- (9) Follow-up services;
- (10) Comprehensive guidance and counseling, including drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth; and
- (11) Attainment of a Degree or Certificate. A certificate is awarded in recognition of an individual's attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation. These technical or occupational skills are based on standards developed or endorsed by employers. Certificates awarded in recognition of the attainment of only generic pre-employment or work readiness skills are not included in this definition. A certificate is awarded in recognition of an individual's attainment of technical or occupational skills by:
 - (1) A state educational agency, or a state agency responsible for administering vocational and technical education within a state.
 - (2) An institution of higher education described in Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in the student financial assistance programs authorized by Title IV of that Act. This includes community colleges, proprietary schools, and all other institutions of higher education that are eligible to participate in Federal student financial aid programs.
 - (3) A professional, industry, or employer organization (e.g., National Institute for Automotive Service Excellence certification, National Institute for Metalworking Skills, Inc., Machining Level I credential) or a product manufacturer or developer (e.g., Microsoft Certified Database Administrator, Certified Novell Engineer, Sun Certified Java Programmer) using a valid and reliable assessment of an individual's knowledge, skills, and abilities.
 - (4) A registered apprenticeship program.

- (5) A public regulatory agency, upon an individual's fulfillment of educational, work experience, or skill requirements that are legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession (e.g., FAA aviation mechanic certification, state certified asbestos inspector).
- (6) A program that has been approved by the Department of Veterans Affairs to offer education and training to veterans and other eligible persons under provisions of the Montgomery GI Bill.
- (7) Office of Job Corps.
- (8) Institutions of higher education which is formally controlled, or has been formally sanctioned, or chartered, by the governing body of an Indian tribe or tribes.

IV PERFORMANCE MANAGEMENT

- (a) The performance measurement system goals reflect continuously improving performance over time both in terms of quantity and quality. The following Performance Measures must be achieved where applicable during each program year:
 - (1) Placement of students in unsubsidized employment or education. Definition: The number of participants who are in employment or the military or enrolled in post-secondary education in the first quarter after exit.
 - (2) Attainment of a Degree or Certificate. The number of participants who attain a Diploma, GED, or certificate by the end of the third quarter after exit.
 - (3) Literacy and Numeracy Gains. The number of out of school participants who increase one or more educational functioning levels within a year of program participation.

V RFP TIMETABLE/RESPONSE DEADLINE

- 1. Proposal Deadline: Wednesday, April 30, 2008 at 5:00 p.m.
All proposals must be received by this date and hour, or postmarked a minimum of three (3) days prior to the due date to be responsive to this RFP.

Proposals will not be accepted after 5:00 p.m. deadline on the due date. Any modifications to the original proposal must be received prior to the closing date deadline. Proposals may be hand delivered to:

Jackie S. Brown
Department of Community Development
1237 Murphy Street
City Hall Annex, Room 210
Shreveport, Louisiana 71101

Or mailed to:

Jackie S. Brown
Department of Community Development
P. O. Box 31109
Shreveport, Louisiana 71130

2. Funds available under this RFP will primarily be for program training costs. Actual funding levels may vary, based on allocation levels administered by the U. S. Department of Labor and the Louisiana Department of Labor
3. Pre-Bidder's Conference: **Wednesday, April 9, 2008 @ 10:00 a.m.**
Department of Community Development
Basement Conference Room
1237 Murphy Street
City Hall Annex
Shreveport, Louisiana 71101

VI PROPOSAL SUBMITTAL INSTRUCTIONS

1. Proposals
 - (a) Three (3) copies of each proposal are to be submitted, with at least one original signature. Xerox copies with original signatures are acceptable. All copies must be legible and complete to be considered responsive or for review. **You must follow the attached proposal response format.**
 - (b) Proposals must be typed and submitted on 8 1/2 by 11 inch paper, following the attached Proposal Response Format. **Please do not utilize fancy bindings, colored displays and promotional material.** Emphasis must be placed on addressing all the requirements of the RFP in a clear, consistent, and concise manner. A completed copy of the Proposal Fact Sheet must be attached. (See Proposal Response Format.)
2. Required Information

All respondents to this RFP must complete the attached Proposal Response Format. In addition, the proposer must submit one set of the following documents:

- (a) IRS Employer Identification Number, or copy of the application;

- (b) Charter for the organization (registry number is required) and bylaws, if applicable;
- (c) List of current governing body and terms of office, principles of incorporation and current officers, if different from those listed in the charter;
- (d) Certification of accountability by an independent accountant, or latest audited financial statement prepared by an independent accountant with applicable footnotes;
- (e) Job descriptions, resumes, and staffing chart for all persons performing contract services.
- (f) A signed copy of the attached form for "Department Certification.@"
- (g) For proposals which request funds for equipment, materials or supplies, a copy of the purchasing procedures utilized for all such purchases.
- (h) Must address handicap accessibility.
- (i) Must include the following EEO statement:

WIA is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. For further information on WIA's equal opportunity and nondiscrimination policy, contact 673-7500 (TTY 673-7582).
- (j) Each service provider must have General Liability Insurance in the amount of \$500,000.00 General Aggregate; \$300,000.00 in Auto Liability; and \$100,000.00 in Workman Compensation provided by the program. Certificate of Insurance will be required during the contract negotiating process. The City of Shreveport must be listed as a Certificate Holder. There must be a waiver of Subrogation in favor of the City of Shreveport with respect to Workers Compensation. The City of Shreveport must be added as an additional insurer.

VII EVALUATION CRITERIA

The following criteria will be used to evaluate and approve proposals:

- A. Youth program elements. (33 points)
- B. Statement of Work (31 points)
 - 1. Program design (e.g. appropriateness of training, content, curriculum, sequence and schedule of activities, linkages, target groups, etc.);
 - 2. Qualification of Personnel and Personnel Policies.
 - 3. Fiscal accountability and overall management capacity;
 - 4. Quality of training; materials to be utilized, training outline, and timetable.
 - 5. Methods used to measure progress.
 - 6. Potential for job placement and/or participant achievement of a degree or certificate.
 - 7. Strategy (or plan) for providing post-exit follow up services for youth participants.
- C. Required attachments / Budgets (26 points)
- D. Bonus Points (10 points)

Priority is given to proposals seeking to serve high risk groups, such as drop-outs, potential drop-outs, welfare recipients, teen parents; and to those agencies who have demonstrated experience, past or likelihood, in meeting performance standards and contract goals and objectives.

VIII ENROLLMENTS

Providers must enroll at least 50% of the number of participants in the proposal by the end of the second quarter of the contract period; 75% of the participants stated in the proposal by the end of the third quarter of the contract period and 100% of the participants stated in the proposal by the end date of the contract. Failure to meet the required enrollment levels may necessitate a reduction in the contract award amount, require the contract to be terminated, or result in the service provider not receiving a WIA funded contract for the next program year.

Carry-over participants from a previous contract must be actively participating in and attending the Subrecipient's program in order to be counted toward the enrollment levels.

Funds recaptured through any of the above provisions may be directed to programs that have exceeded their enrollment goals and exhibit need for additional funds to serve additional youth.

IX APPEAL PROCEDURE

Program applicants who are denied funding and wish to protest funding decisions may appeal by requesting a hearing with the WIB Executive Committee. Such appeals must be lodged within 30 days of notification of the decision not to fund the proposal. Proposal review documents and scoring of the complainant's proposal will be made available. The Executive Committee will render a decision within ten (10) days following the hearing. Appeals of the determination of the WIB Executive Committee shall be made to the Mayor of the City of Shreveport. The decision of the Mayor shall be final.

X CONTRACTOR RESPONSIBILITY

- A Subcontractors shall notify the LWIA and receive prior approval when:
- (1) Training Staff differ from the individuals named or qualifications given in the original proposal
 - (2) Supply or equipment costs vary in cost from the original proposal.
 - (1) The training outline/statement of work is altered.
 - (2) The subcontractor wishes to subcontract any part of the activity funded.
(Prior LWIA approval **must** be obtained.)
 - (3) The method of evaluating participant progress is changed.
- B Upon submission of monthly invoices or invoices for benchmark payments, the subcontractor must:
- (1) Provide participant progress reports, including grades, test scores, or other measures outlined in the Statement of Work.
 - (2) Provide supporting documentation for placements, including place of employment (with address and phone number), job title, wage rate, date of hire, hours per week, and name and phone number of the participant's immediate supervisor.

- C Subcontractors must also ensure compliance with the attached Assurances and Certifications which constitute a part of each training contract. These assurances include compliance with civil rights legislation, child labor laws, prohibitions against nepotism, political and sectarian activity, and conflict of interest.

- D Subcontractors must also agree to comply with the Office of Management and Budget Circular A-128, which establishes audit requirements for state and local governments, and subrecipients of state and local government that receive at least \$300,000 a year in federal aid. Federal Assistance means assistance provided by the federal agency in the form of grants, contract, cooperative agreements, loans, etc. pursuant to OMB Circular A-128, A-133 and other applicable city requirements. The Subrecipient shall submit a copy of the completed audit to the LWIA for review and approval.

- E All records must be maintained for a period of three years following final payment and closure of all pending matters.

PROPOSAL RESPONSE FORMAT

TABLE OF CONTENTS

- I Proposal Fact Sheet (form)
- II Statement of Work
 - A. Training Description
 - B. Qualifications of Personnel
 - C. Materials to be Utilized
 - D. Methods Used to Measure Progress
 - E. Personnel Policies
 - F. Training Outline and Timetables
 - G. Additional Information
 - H. Subcontractor Assurances
- III Line Item Budget (see form)
- IV Required Attachments (one set per proposal)
 - A. IRS employer I.D. Number
 - B. Charter and bylaws, resolution of Board of Directors
 - C. List of governing body, officers, terms, principals
 - D. Certification of accountability
 - E. Job Descriptions, resumes, staffing chart
 - F. Debarment certification (form)
 - G. Purchasing procedures (if requesting supplies or equipment)
 - H. Non-Discrimination Assurance
 - I. Right to Review and Audit

**Department of Community Development
P. O. Box 31109
Shreveport, LA 71130
WIA
PROPOSAL FACT SHEET**

Legal Name of Training Provider:	Type of Training Activity
Address (Office):	Address of Training Site:
Contact Person:	Phone #
Executive Director:	Phone #
Fiscal Contact Person:	Phone #
Total Funds Requested	
Project Number of Participants to be served	
Dates for Proposed Training Activity: From	To

STATEMENT OF WORK

A. Training Description:

- (1) Define and describe the overall concept of the proposed training. Identify unique or innovative aspects. If designed for a particular target group, identify and describe. Describe the facilities and equipment available for the training.
- (2) Describe the qualifications of the proposing agency to deliver the services proposed. Discuss past experience in serving the targeted population. Identify any other funding sources which have funded your organization to serve the targeted population and how the WIA funds will supplement and be linked with other activities.
- (3) If the proposal is for supplemental funding for a summer component of a Title I project, address how the two activities will interface.

B. Qualifications of Personnel:

- (1) Identify the training personnel to be funded under this proposal. Give job descriptions and minimum qualifications for each position. If existing staff will perform these functions, identify them and supply a copy of their resume.
- (2) Identify other personnel not funded under this proposal who will provide ancillary support to the project.

C. Materials to be Utilized:

- (1) Identify the training materials to be utilized, books, workbooks, etc.) Include a description of the material (new, used, copies, etc.)
- (2) List any equipment or supplies to be purchased with WIA funds. Project the unit cost for each, and whether the item is to be leased or purchased. (All equipment and supply purchases must have prior LWIA approval). Any items with a unit cost of \$5,000 or more must also have prior approval from the Louisiana Department of Labor. All equipment and training supplies with a unit cost of \$500 or more remain the property of the Louisiana Department of Labor. Proposals requesting funds for equipment and/or supplies must include a copy of the purchasing procedures used to govern such transactions for review by the City of Shreveport's purchasing agent. (See item VI(2)(g) page 6).

D. Methods Used to Measure Progress:

- (1) If applicable, list the entry qualifications used to select participants for training. Identify and describe tests or screening devices used to admit participants to training.
- (2) Describe the methods to be used to measure participant progress. Measurable outcomes shall include any tests used, time or frequency of testing, acceptable scores, re-testing policy, tutoring, grades, evaluations, or other methodologies used to measure the learning objectives and outcomes as a result of training. The types of measurable outcomes for youth should be consistent with the LWIA's performance requirement.
- (3) The same assessment tool is administered to the participant for pre-testing and post-testing; The assessment tool and its scores must crosswalk directly to the educational functioning levels so that educational gains can reported in terms of increase in one or more ABE or ESL levels; and tests must be administered in a standardized manner throughout the jurisdiction (i.e., used consistently and reliably across programs and produces observable results). Tests must be administered to individuals with disabilities (as defined in 29 CFR 37.4) with reasonable accommodations, as appropriate.

The NRS provides test benchmarks for educational functioning levels. The tests which have been benchmarked include the following:

- Comprehensive Adult Student Assessment System (CASAS, Life Skills)
- Test of Adult Basic Education (TABE, Forms 7-8, and 9-10)
- Adult Basic Learning Examination (ABLE, Forms E - F)
- Adult Measure of Educational Skills(AMES, Forms 1 and 2)
- WorkKeys (for the following ABE levels: High Intermediate Basic Education, Low Adult Secondary Education, and High Adult Secondary Education)
- Student Performance Levels (SPL) for ESL
- Basic English Skills Test (BEST) for ESL

E. Personnel Policies:

Describe the agency's personnel policies in brief form. Such description shall include holiday, sick leave, any substitute teachers used to cover instructor absences, and instructor replacement procedures. The LWIA will require training contractors to seek LWIA prior approval of instructor replacements to assure that qualifications promised by the contractor are maintained.

F. Training Outline Timetable:

- (1) Provide a timetable and training outline for the project. For classroom instruction, give topics of daily lesson plans by week of training, inclusive of beginning and ending dates for each module of training.
- (2) How many total students/participants are requested? What is the anticipated class size? What will be the ratio of students to instructors, and/or work experience participants to supervisors? Be sure to distinguish between classroom training components and work experience activities.
- (3) Identify what instructional methodologies will be utilized, (i.e. traditional classroom, computer assisted, "hands-on" or combination).

G. Additional Information:

Please indicate the type of organization/agency proposing this project, (e.g. private non-profit, private for profit, public educational institution, governmental agency, etc.). If you are a minority or women owned business, please indicate so here. Should you wish to make any comments about the information requested, or if you wish to submit additional information not included in the proposal format, please do so here.

H. Subcontractor Assurances:

The proposing agency hereby assures that, should this proposal be funded that;

- (1) All records generated shall be the records of the LWIA, and the subcontractor shall provide access to such records for ease of monitoring and evaluating of performance outcomes;
- (2) No productive work for sale by the subcontractor shall be performed in the proposed training project;
- (3) The proposing agency/subcontractor is not de-barred from doing business with the U.S. Government and/or the State of Louisiana.
- (4) The subcontractor shall not participate in any union or anti-union activity;
- (5) WIA funds will not be used on the employment or training of participants in sectarian activities, or to carry out the construction, operation, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as a place for religious work.

- (6) The subcontractor is not in conflict by virtue of any board relationship with the LWIA, and that no employee of the subcontractor is in the employ of the LWIA, nor immediate family member of the subcontractor in the employ of the LWIA.
- (7) No fee or promise of fee or anything of value (U.S. Criminal Code Title 18) has been promised to the LWIA, or any employee of the LWIA, for the award of this contract;
- (8) The attached line item budget and the cost upon which the price charged for all training and/or services proposed is accurate, current, reasonable and necessary for the provision of such training and/or services to the LWIA; and
- (9) That if funded, the proposing agency will adhere to the items under Section IX Contractor Responsibility, page 8 of this Request for Proposal.

Signature of Authorized Agent	Date	Time
-------------------------------	------	------

Agency Submitting Proposal	Date	Time
----------------------------	------	------

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

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29CFRPart98, Section 98.510, Participants' Responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

(BEFORE COMPLETING THIS CERTIFICATION, READ THE 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 State or Federal department or agency.
- (2.) Where the prospective recipient of Federal assistance is unable to certify 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

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 transaction 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, 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, not be 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 debarred, suspended, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the LDOL may pursue available remedies, including suspension and/or debarment.

NONDISCRIMINATION ASSURANCE

As a condition to the award of financial assistance under WIA from the City of Shreveport, the grant applicant assures, with respect to operation of 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, as amended (WIA), including the Nontraditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; Title IX of the Education Amendments of 1978, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws; including but not limited to 29 CFR Part 37. The United States has the right to seek judicial enforcement of this assurance.

This Assurance shall be deemed incorporated by operation of law in the grant, cooperative agreement, contract or other arrangements whereby Federal Assistance is made available, whether or not it is physically incorporated in such document and whether or not there is written agreement between the City of Shreveport and the subrecipient. This Assurance may also be incorporated by reference in such grants, cooperative agreements, contract or other arrangements.

WIA is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. For further information on WIA's equal opportunity and nondiscrimination policy, contact 673-7500 (TTY: 673-7582).

WIA Grant Applicant

Date

Signature of Grant Applicant Representative

Handicapped Accessibility and Reasonable Accommodation Requirement for WIA Service Providers

Regulations issued by the United States Department of Labor state that WIA service providers can not deny a qualified (or eligible) individual with a disability an opportunity to participate in or benefit from any WIA funded training activity.

The requirements for providing WIA services to applicants and participants with disabilities are very similar to those under the Americans with Disabilities Act.

Auxiliary aids and services must be provided to individuals with vision or hearing impairments or other individuals with disabilities so that they can have an equal opportunity to participate or benefit, unless an undue burden would result.

Physical barriers in existing facilities must be removed if removal is readily achievable (i.e. easily accomplishable and able to be carried out without much difficulty or expense). If not, alternative methods of providing services must be offered, if those methods are readily achievable.

If the exact regulatory requirements of the Americans with Disabilities Act can not be met, it is important to remember that you must make good faith effort to provide alternative methods of eliminating any barriers that might prevent individuals with disabilities from participating in your WIA funded training activities.

Good sources for information on how to provide suitable accommodations for individuals with disabilities are the Louisiana Rehabilitation Services Office in Shreveport (676-7155), The Disabilities Information Access Line (1-800-922-3425), or the Job Accommodation Network (1-800-526-7234).

EQUAL OPPORTUNITY AND NONDISCRIMINATION UNDER THE WORKFORCE INVESTMENT ACT

Section 188 of the Workforce Investment Act states:

No, individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any such program because of race, color, religion, sex, national origin, age disability, or political affiliation or belief.

The United States Department of Labor has issued regulations that the City of Shreveport must comply with to assure that WIA Services will be provided in an equitable and nondiscriminatory manner. To carry out this responsibility the City of Shreveport is required to make all organizations that it contracts with to provide WIA services aware of the nondiscrimination and equal opportunity requirements of the Workforce Investment Act. The contents of these regulations, known as 29 CFR Part 37 within the Federal Register, can be summarized into the following topics:

1. Prohibitions against discrimination on the basis of race, sex, age, disability, citizenship status, and religious or political beliefs in the provision of WIA funded services.
2. Providing auxiliary aids and reasonable accommodations to individuals with disabilities so that they may apply for and participate in WIA funded training activities.
3. The designation of Equal Opportunity Officers for local WIA programs who are to assist organizations in complying with the nondiscrimination and equal opportunity requirements of WIA.
4. The existence of a discrimination complaint procedure that allows individuals who believe they have been discriminated against in having access to WIA services to file a complaint with the United States Department of Labor's Civil Rights Center.

Mr. Craig Sheppert is the designated Equal Opportunity Officer for the City of Shreveport's WIA program. If you have any questions concerning the nondiscrimination and equal opportunity requirements of WIA, and your obligations as a WIA service provider, contact Mr. Sheppert at 673-7500. Detailed information on the non discrimination and equal opportunity requirements of WIA, as contained in 29 CFR Part 37, can be obtained from Mr. Sheppert or the following agency:

United States Department of Labor
Civil Rights Center
200 Constitution Avenue, NW
Washington, D.C. 20210
Telephone: 202-219-8927
TDD: 1-800-326-2577

FOR CONSULTANT CONTRACTS

Right of Review and Audit

CITY may review any and all of the services performed by CONSULTANT under this Contract. CITY is hereby granted the right to audit, at CITY's election, all of CONSULTANT's records and billings relating to the performance of this Contract. CONSULTANT agrees to retain such records for a minimum of three (3) years following completion of this Contract, except that records that are subject to audit findings shall be retained for three years after such findings have been resolved.

Name and Title of Authorized Representative

Signature

Date

RESOLUTION OF BOARD OF DIRECTORS

(Name of Corporation)

**Be it resolved by the Board of Directors of
a corporation organized and existing under the laws of the State of
_____ and domiciled in _____,
that _____ is hereby authorized to sign any and all
contracts and/or agreements with the City of Shreveport and to do any and
all things necessary to execute the contracts and/or agreements on behalf of
this corporation.**

**That I, _____, _____,
(Name) (Position of Authority)**

**hereby certify that the above and foregoing resolution is a true and correct
copy of a resolution of the Board of Directors of this corporation which was
passed at a meeting, duly call on _____ at which a
quorum was present. The foregoing resolution has been entered into the
records of this corporation, has been rescinded or modified, and remains in
full force and effect on this date.**

Dated this _____ day of _____, 20____.

WITNESSES:

BUDGET

A budget summary is required and will be used during the proposal rating process to determine the reasonableness of cost in delivering proposed services. The budget may be made a part of the contract. Cost identified in the budget may require negotiation.

ITEMS	AMOUNT
Personnel (Complete Personnel Service Distribution Form Attached)	
Fringe Benefits (Identify)	
Communications: Telephone	
Postage	
Materials and Supplies:	
Office Supplies (Identify item and cost)	
Training Supplies (Identify item and cost)	
Equipment (Identify Leased or Purchased Equipment):	
Miscellaneous:	
TOTAL WIA BUDGET	

