



MERRIMACK VALLEY WORKFORCE BOARD

REQUEST FOR PROPOSALS FOR YOUTH SERVICES

U.S. Department of Labor

Workforce Innovation & Opportunity Act (WIOA)

IN-SCHOOL AND OUT-OF-SCHOOL YOUTH

**FOR FISCAL YEAR 2025 (7/1/2024 – 6/30/2025 With Potential Renewal for
FY'26)**

**This Project is funded 100% with WIOA Youth Grant Funds
from USDOL.**

RFP Timeline:

Request for Proposals Released
Tuesday, March 26, 2024
Bidder's Conference (virtual)
Wednesday, April 24, 2024, at 1:00PM EST
Deadline for Submission of Written Questions
Wednesday, May 15, 2024, by 11:00AM EST
Proposal Submission Deadline
Tuesday, May 28, 2024, by 11:00AM EST

**MassHire Merrimack Valley Workforce Board
One Union Street – Suite 202
Lawrence, MA 01840**

Table of Contents

I. Background and General Information.....	3
Services Solicited by this Procurement	3
WIOA Overview.....	3
About the MassHire Merrimack Valley Workforce Board	3
Target Populations	4
II. General Conditions & Terms	4
Available Funding.....	4
Eligible Applicants	4
WIOA Eligibility and Low-Income Requirements.....	4
III. Program Specifications	8
Program Design.....	8
Program Components & Sequence of Service.....	10
MMVWB WIOA Specific & Administrative Roles.....	12
Program Performance Measures/Indicators	12
IV. Proposal Provisions & Requirements.....	14
RFP Timeline	14
Submission Date & Requirements.....	14
Notification & Distribution.....	15
Bidders Conference/RFP Questions & Answers.....	15
Notification of Awards.....	15
MMVWB & Proposer’s Rights/Appeal Procedures.....	15
Contract Terms.....	16
MMVWB Proposal Review	17
V. Attachments List	19
Attachment A: Merrimack Valley Workforce Development Area Map	20
Attachment B: WIOA Youth Eligibility Documentation	21
Attachment C: Individual Service Strategy (ISS).....	25
Attachment D: WIOA 14 Elements.....	32
PROGRAM PROPOSAL.....	33
Attachment E: Program Proposal Checklist	33
Attachment F: Program Proposal Cover Sheet.....	34
Attachment G1: MMVWB WIOA Out-of-School Youth Program Proposal Narrative Questions.....	35
Attachment G2: MMVWB WIOA In-School Youth Program Proposal Narrative Questions	39
Attachment G3: Training Timeline Form.....	43
PRICE PROPOSAL	44
Attachment H: Price Proposal Contents Checklist	44
Attachment I: Price Proposal Cover Sheet	45
Attachment J: Minimum Qualifying Criteria	46
Attachment K: Signatory Authorization for Corporate Providers.....	47
Attachment L: Signatory Authorization for Non-Corporate Providers	48
Attachment M: Certification Regarding Debarment, Suspension and Other Responsibility Matters	49
Attachment N: Drug Free Workplace Certification	50
Attachment O: Certificate of Non-Collusion	51
Attachment P: Audit Certification	52
Attachment Q: Commitment to Equal Employment Opportunity/Affirmative Action/Non-Discrimination	53
Attachment R: Certificate of Good Standing.....	54
Attachment S: Budget & Budget Narrative Instructions	55
OTHER ATTACHMENTS	60
Attachment T: MMVWB/City of Lawrence Terms, Conditions & Assurances	60
Attachment U: Contract Negotiation – Policies required upon Award	72
Attachment V: MMVWB Formal Grievance/Complaint Policy	73

I. Background and General Information

Services Solicited by this Procurement

The MassHire Merrimack Valley Workforce Board (MMVWB) is seeking providers who will singularly or collaboratively provide comprehensive services for WIOA eligible youth between the ages of 16-24; priority will be given to youth who reside within the following cities and towns: Andover, Amesbury, Boxford, Georgetown, Groveland, Haverhill, Lawrence, Merrimac, Methuen, Newbury, Newburyport, North Andover, Rowley, Salisbury, and West Newbury. This area is collectively known as the Merrimack Valley Workforce Development Area. However, youth who reside outside of this area can also be served.

The MMVWB is seeking innovative proposals for programs that will perform recruitment and outreach, intense case management, paid and unpaid work experiences, career readiness activities, career pathway activities, educational activities assisting with the attainment of a High School Diploma, High School Equivalency (HiSET/GED), occupational skills training leading to an industry recognized credential, financial literacy activities, self and career assessments, follow-up services for one year after program exit. Successful bidders will offer programs that directly address the barriers facing our youth.

Workforce Innovation and Opportunity Act Overview (WIOA)

The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014, and is 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 global economy. WIOA emphasizes servicing youth within a year-round comprehensive workforce development system that is outcome based and is built on services around a set of fourteen required program elements.

Successful proposals will be funded through WIOA Youth. Performance and full compliance with federal, state, and local statutes, including all terms of the contract will be monitored and executed by the MMVWB. For more information and a copy of the WIOA regulations go to <http://www.doleta.gov/wioa/>.

About the MassHire Merrimack Valley Workforce Board (MMVWB)

The MMVWB is one of 16 Workforce Boards throughout Massachusetts, servicing the communities of Andover, Amesbury, Boxford, Georgetown, Groveland, Haverhill, Lawrence, Merrimac, Methuen, Newbury, Newburyport, North Andover, Rowley, Salisbury, and West Newbury. The MMVWB is composed of knowledgeable and influential business and community leaders who are appointed by the Mayor of Lawrence on behalf of the fifteen communities that make up the region. As a regional entity, we work closely with our local municipalities to bolster economic development and employment and to provide businesses in our region with the best trained workforce possible. The board serves as the oversight and policy-making body for federally funded employment and training services in the region. The board also has the broader role of addressing critical labor market issues and developing strategic partnerships with local leaders in economic development, the K-12 and higher education system, government agencies, chambers of commerce, community-based and labor organizations.

Target Populations

The Workforce Innovation and Opportunity Act (WIOA) serves two youth participant populations: In-School and Out-of-School youth.

For the purposes of this RFP, the target population, **In-School Youth (ISY)**, is defined as youth between the ages of 16-21 enrolled in secondary education, including alternative and vocational schools, low income and has at least one barrier (reference attachment B) to educational and/or employment barriers.

The target population, **Out-of-School Youth (OSY)**, is defined as a youth who is not enrolled in any school, between the ages of 16-24, and has at least one significant barrier (reference attachment B) to educational and employment outcomes.

II. General Conditions & Terms

Available Funding

For the purpose of this request for proposal, there is **\$550,000.00 in WIOA Youth funds available.**

We anticipate up to six (6) programs may be funded between In-School Youth & Out-of-School Youth. No more than two (2) In-School Youth programs will be funded. The Period of Performance is August 2024 – June 30, 2025, with potential renewal for FY26.

Terms, conditions, and specifications of this RFP are subject to change. Contracts are awarded for a one-year period, with the possibility of a second year, based on performance and funding availability.

Eligible Applicants (Entities that can apply for program funding)

Applicants eligible to submit a proposal(s) are public or private agencies, public school systems, units of government, non-profit, faith based and community-based organizations, labor groups, private businesses and employers, proprietary schools, community and state colleges, post-secondary accredited schools and other qualified educational and training institutions who have demonstrated successful performance in serving youth, especially low-income youth. Proposals that demonstrate sustainable partnerships between employers, youth serving agencies, school districts and workforce/economic development partners in the provision of youth services will be given priority for funding. Facilities providing services should be accessible to persons with disabilities, and programs selected for funding must operate in full compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973.

WIOA Eligibility and Low-Income Requirements

At a minimum, youth must meet the following eligibility criteria which consist of providing documentation for each applicable category:

In-School Youth

1. Attending secondary school leading to the attainment of a high school diploma
2. Citizenship/Work Eligible*
3. Selective Service compliant **
4. Between 16 and 21 at the time of enrollment
5. **Low income*****
 - includes youth who receive or is eligible to receive a free or reduced-price lunch under the Richard B. Russell National School Lunch Act
 - includes youth who reside in a designated high poverty area **AND**
6. Have one or more of the following barriers:
 - a. Basic skills deficient;
 - at or below the 8.9th grade level in reading, writing, or computing skills on a generally accepted standardized test; or
 - unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family or in society
 - b. An English language learner;
 - c. An offender;
 - d. A homeless youth or a runaway, in foster care or has aged out of the foster care system;
 - e. An individual who is pregnant or parenting;
 - f. A youth who is an individual with a disability;
 - g. A low-income***individual who **requires additional assistance** to enter or complete an educational program or to secure or hold employment. (WIOA sections 3(46) and 129(a)(1)(B).
 - Local definitions of this barrier include
 - (i) A limited work history (less than 4 months in the past year) or no work experience;
 - (ii) Involvement with any State agency providing special services, support or oversight to the youth or to the youth's immediate family;
 - (iii) Residency in a Designated Census Tract Poverty Area;
 - (iv) A non-traditional household member i.e.: a single parent household, or with an unofficial guardian, or with a grandparent, or with a maternal or paternal domestic partners, etc.;
 - (v) Residency in public housing or Section 8 subsidized housing;
 - (vi) Less than a 2.0 GPA while in school.

Out-of-School Youth

1. Not attending any school (as defined under State law)
2. Citizenship/Work Eligible*
3. Selective Service compliant **
4. Are age 16 through 24 at time of enrollment, **AND**
5. Are one or more of the following:
 - a. School dropout;
 - b. Youth within the age of compulsory school attendance, but has not attended for at least the most recent complete school year calendar quarter;
 - c. An individual subject to the juvenile or adult justice system;
 - d. A homeless individual, child, or youth, a runaway, in foster care or aged out of foster care, eligible for assistance under SSA section 477, or in an out-of-home placement;
 - e. An individual who is pregnant or parenting;
 - f. A youth who is an individual with a disability;
 - g. Recipient of secondary school diploma or its equivalent who is a low-income* individual and is:
 - (i) Basic skills deficient:
 - at or below the 8.9 grade level in reading, writing, or computing skills on a generally accepted standardized test; or
 - Unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family or in society.
 - (ii) An English language learner
 - h. A low-income***individual who **requires additional assistance** to enter or complete an educational program or to secure or hold employment. (WIOA sections 3(46) and 129(a)(1)(B).
 - Local definitions of this barrier include:
 - (vii) A limited work history (less than 4 months in the past year) or no work experience;
 - (viii) Involvement with any State agency providing special services, support or oversight to the youth or to the youth's immediate family;
 - (ix) Residency in a Designated Census Tract Poverty Area;
 - (x) A non-traditional household member i.e.: a single parent household, or with an unofficial guardian, or with a grandparent, or with a maternal or paternal domestic partners, etc.;
 - (xi) Residency in public housing or Section 8 subsidized housing;
 - (xii) Less than a 2.0 GPA while in school.

***U.S. Citizenship or Authorization to Work in the United States if a Non-U.S. Citizen**

Eligible youth must be a citizen or national of the United States, lawfully admitted permanent resident alien, refugee, asylee, and parolee, and other immigrant authorized by the Attorney General to work in the U.S.

****Selective Service**

Individuals participating in any WIOA funded program or activity must be in compliance with the Military Selective Service Act. All born males who are between the age of 18 and 26 at enrollment must register for Selective Service (50 U.S.C. App. 453). Males who are enrolled in WIOA funded programs prior to turning 18 years of age must register for Selective Service when they turn 18 to continue in WIOA activities.

Individuals can visit the Selective Service website or call 1-888-655-1825 to register or to request a Status Information Letter (SIL) to prove exemption from registering: <https://www.sss.gov/verify/>

***** A low-income individual is an individual who:**

- Receives, or in past 6 months received, or is a member of a family that is receiving or in past 6 months received, assistance through the supplemental nutrition assistance program (SNAP), or the supplemental security income program established under Title XVI of the Social Security Act, or State or local income-based public assistance;
- A homeless individual;
- Receives or is eligible to receive free or reduced-price lunch (ISY only);
- A foster child on behalf of whom State or local government payments are made;
- An individual with a disability whose own income meets the low-income level for eligibility purposes;
- A youth who resides in a High Poverty Area. The Census Bureau defines a “poverty area” as a census tract where at least 25% of the residents are economically disadvantaged
- Income is at/below 70% of the Lower Living Standard (LLS), or below poverty line for a family of one
- They are dependent on the income of their parent/guardian and total family income is at or below 70% of the Lower Living Standard (LLS)

WIOA Low-income eligibility is determined by the U.S. Department of Labor ([MDCS Workforce Issuance 100DCS18.114](#)).

[HHS Poverty Income Guidelines](#) and the [ETA Lower Living Standard Income Levels for 2023](#), the higher of either the Poverty Income Guidelines or 70% of the Lower Living Standard Income Level (LLSIL) shall be used for eligibility determination for WIOA Title I and other programs using economically disadvantaged/low-income status criteria.

WIOA YOUTH INCOME GUIDELINES – updated May 2023		
FAMILY SIZE	INCOME	GUIDELINE USED
1	\$14,580	HHS
2	\$22,473	LLSIL
3	\$30,855	LLSIL
4	\$38,082	LLSIL

5	\$44,944	LLSIL
6	\$52,556	LLSIL
Over 6 increment*	\$ 7,612	LLSIL

*LLSIL: For family sizes greater than 6 subtract the LLSIL of a family of five from a family of six. Use the difference of a family of five and six as the income you will add to each income after a family of six.

III. Program Specifications

Program Design

WIOA places an emphasis on the development of Career Pathways designed to transition youth from education to the workforce. Career Pathways are an integrated collection of programs and services intended to develop a youth’s core academic, technical, and employability skills, provide them with continuous education, training, and placement into high-demand jobs.

The term “Career Pathway” means a combination of rigorous and high-quality education, training, and other services that:

- Align with the skill needs of industries in the economy of the state or regional economy involved;
- Prepare individuals to be successful in any of a full range of secondary or postsecondary education options, including apprenticeships;
- Include counseling to support an individual in achieving education and career goals;
- Include, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- Organize education, training, and other services to meet the needs of an individual in a manner that accelerates their educational and career advancement to the extent practicable;
- Enable an individual to attain a secondary school diploma or its recognized equivalent, and at least 1 recognized postsecondary credential; and
- Help an individual enter or advance within a specific occupation or occupational cluster.

As WIOA emphasizes Career Pathways, the MMVWB is also prioritizing the development of regionally focused Career Pathways for all job seekers (regardless of age/education level). The priority industries are advanced manufacturing, professional/technical, healthcare, and social services. For the purposes of this RFP, preference will be given to applicants who develop innovative Career Pathway focused program designs using the 14 WIOA elements described below.

Additionally, WIOA aims to maximize opportunities for competitive, integrated employment for individuals with disabilities. Pre-employment transition services must be made available to youth with disabilities who need such services. Pre-employment transition services for youth include job exploration, work-based learning experiences, workplace readiness training, counseling on opportunities for enrollment in comprehensive transition or postsecondary education programs and instruction in self-advocacy. All applicants must include components in their program design to develop Career Pathways.

WIOA ELEMENTS

The Workforce Innovation and Opportunity Act (WIOA Sec. 123) lists **14 program elements** that must be made available to eligible youth in order to support the attainment of a secondary school diploma or its recognized equivalent, entry into postsecondary education, occupational skills training, employment, and career readiness for participants. Applicants are encouraged to but are not required to provide all 14 elements on-site, however, all elements must be available locally, if a youth is assessed and requires those services.

The MMVWB requires that WIOA Youth Tile I Vendor's **provide all the mandatory (M) elements (6) highlighted below, in your program design.**

1. **(M)** Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential;
2. Alternative secondary school services, or dropout recovery services, as appropriate
3. **(M)** Paid and unpaid **work experiences*** that have as a component academic and occupational education
4. Occupational skills training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupation in the local area involved
5. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate
6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate
7. Supportive services - examples may include: Linkages to community services; Assistance with transportation; Assistance with childcare and dependent care; Assistance with housing; Referrals to medical services; and Assistance with uniforms or other appropriate work attire and work-related tools. Provision of additional services that will support youth with disabilities
8. Adult mentoring for the period of participation and a subsequent period, for a total of 12 months
9. **(M)** Follow-up services for 12 months after the completion of participation, as appropriate;
10. **(M)** Financial Literacy Education
11. Entrepreneurial Skills Training
12. **(M)** Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services;
13. **(M)** Activities that help youth prepare for and transition to postsecondary education and training
14. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.

***Paid and Unpaid Work Experiences**

Work Experience/Internship Parameters: WIOA section 129(c)(4) prioritizes work experiences. The MMVWB requires that the prospective bidder must spend a **minimum of 30 percent** of their budget on

work experience activities listed below.

Wage payments for internship/externship: Youth participants will be paid \$15.00 per hour (current Mass minimum wage) for program internship/externship. Wages to youth in subsidized work experiences will be paid by the prospective bidder through the cost reimbursement contract with the MMVWB/City of Lawrence. **Under WIOA, subsidized structured work experiences or internships are limited to a maximum of 100 hours at an hourly rate equal to Massachusetts designated hourly minimum wage.**

Incentive payments (ONLY for training related activities): The MMVWB will require incentive payments of up to \$350 per youth for training-related activities. In the budget section you will be asked to provide five (5) training-related benchmarks, goals, achievements of milestones, and criteria to evaluate and calculate the incentive payments. Each training-related benchmark will be paid as follows: benchmarks 1 through 4 \$75.00 each and benchmark 5 at \$50.00. Incentive payments to youth will be paid by the prospective bidder through the cost reimbursement contract with the MMVWB/City of Lawrence.

Stipend payments: The MMVWB will require stipend payments to youth participants at a rate of \$15.00 per hour (current Mass minimum wage) for **in-person** classroom participation and program activities. These stipends will be paid by the MMVWB/City of Lawrence, but the prospective bidder should include these costs in their budget.

Youth Work Experience can include the following paid/unpaid activities:

- ❖ Wages/stipends paid to youth in the work experience;
- ❖ Incentive payments directly tied to the completion of work experience;
- ❖ Employability skill/job readiness training to prepare youth for work experience;
- ❖ Participant work experience orientation sessions;
- ❖ Classroom training or the required academic component directly related to the work experience;
- ❖ Orientations for employers
- ❖ Staff time working to identify and develop a work experience opportunity, including staff time spent work with employers to identify and develop the work experience;
- ❖ Staff time working with employers to ensure a successful work experience, including staff time spent managing the work experience;
- ❖ Staff time spent evaluating the work experience;

Program Components and Sequence of Service

Programs funded through this RFP are required to document the sequence of services consistent with the WIOA system to guarantee all participants receive comprehensive and individualized services in adherence with the Workforce Innovation and Opportunity Act. In order to operate an efficient WIOA program, it is important that the roles and responsibilities of both the MMVWB and the vendor are clearly defined.

Sequence of Services

- **Outreach and Recruitment:** The MMVWB will include information about WIOA funded programs

on our website and in literature promoting services available to eligible youth. However, vendors should be prepared to bear the primary responsibility for ensuring that their outreach and recruitment efforts result in meeting the enrollment goals established in their contract.

- **Referrals:** Vendors will accept referrals made to them by the MMVWB and other local agencies serving youth.
- **Initial Assessment:** An initial assessment is conducted on the first visit and is considered the “Application Orientation”. The applicant will receive the application and an explanation of the documentation required to determine WIOA eligibility. Also, information on services and programs are provided to the applicant.
- **Point of Entry/Eligibility Determination:** *Eligibility determination is the sole responsibility of the MMVWB.* As such the point of entry into the WIOA system should be the MMVWB. This includes the completion of a WIOA application, and the verification of the information provided by the applicant. The collection of required documents is the responsibility of the applicant and vendor. All documents must be submitted to MMVWB staff, and a paper file is maintained. No youth is permitted to receive WIOA services until vendors are notified in writing by the MMVWB of youth’s eligibility.
- **Comprehensive/Objective Assessment:** During this meeting, the application is reviewed along with the documentation to determine WIOA eligibility. An overview of their educational background, employment history, and barrier(s) to employment are discussed and assessment testing is scheduled. The information is then entered into the Massachusetts One Stop Employment System (MOSES) database. A determination of what WIOA or non-WIOA services are most appropriate for the youth is also completed.
- **Assessment Testing:** Out-of-school youth are **required** to take reading and math assessments using TABE 11/12 or ACT WorkKeys. MMVWB staff will coordinate testing at the MMVCC office weekly. *Vendors must be TABE and/or ACT WorkKeys certified to perform testing and must provide copy of tests to MMVWB.*
- **Program Enrollment and Commencement of Services:** Education, skills, and career readiness services, on-site, are offered during a designated daily schedule to all enrolled participants including but not limited to: assessments, labor market research, financial literacy, paid and unpaid work experiences, HiSET/GED preparation, occupational skills training, career pathway development and career readiness activities.
- **Development of an Individualized Service Strategy (ISS):** An ISS will be developed for each youth participant outlining their objective assessment results employment, educational and social-personal goals, appropriate achievement objectives and the combination of needed services based on the WIOA 14 Required Elements. WIOA places a strong emphasis on Career Pathways, therefore, a connection to a career pathway must be included as part of a youth’s Individual Service Strategy. The ISS is initiated and maintained by the WIOA program vendor and the MMVWB. The development of service strategies and goals within the ISS should be directly linked to WIOA performance indicators.
- **Counseling:** This includes education and career and, if requested, personal counseling.
- **Case Management:** Strategic case management will be necessary in order to connect youth to multiple programs and services, as well as to help youth achieve short-term attainable goals and support youth in long-term positive outcomes. The Program Vendor Case Managers must create and maintain positive relationships with youth. Case management is a tandem effort between the vendor and MMVWB staff, to ensure goals of the ISS are achieved and positive outcomes are

attained for common measures.

- **Monthly Reporting:** Reports must be submitted to the MMVWB during the first week of each month. Details on credential attainment, progress toward goals, activities completed, and detailed case management must be communicated to assigned MMVWB staff through the monthly report.
- **Retention after Exit and Follow-up Activities:** Follow-up services are required under WIOA funding. Vendors will provide follow up services which are intended to enhance youth outcomes. All WIOA youth participants who have been placed in employment, or entered the military, post-secondary education/advanced training will receive follow-up services for a minimum of 12 months after exit.

MMVWB WIOA Specific and Administrative Roles

- **Provide official WIOA eligibility determination of all targeted youth** (*see Attachment B for a listing of required eligibility documentation*).
- **Maintain hard copy files of each enrolled participant with required documentation.**
- **Information Systems MOSES:** MMVWB maintains an electronic record of an individual, including enrollment information, services received, and case management notes provided by the vendor once they have been determined eligible to participate in the program and is receiving services under WIOA.
- **Coordinate a schedule with each approved youth vendor:** MMVWB Youth Staff will visit the program on a regular basis to provide any requested programmatic assistance, observe the program and meet with staff as needed.
- **Conduct oversight and evaluation of program activities of funded youth service providers:**
MMVWB staff will communicate regularly with WIOA funded vendors to ensure programs are offering services listed in proposal and are meeting benchmarks and goals.
- **Technical Assistance:** MMVWB staff are available to assist Vendors in any matter relating to the administration of their WIOA program.
- **Vendor Meetings:** Vendors are required to attend meetings with the MMVWB staff. The purpose of these meetings is to sustain clear communication between the vendor and the MMVWB. Meetings may be held on site or at the MMVWB offices.
- **Program and Fiscal Monitoring:** Each vendor is formally monitored at least once during the contract year by the MMVWB staff. Regular programmatic reviews are done based on MOSES reports and vendor reports as well as invoices submitted on a monthly basis.

Program Performance Measures/Indicators

Bidders responding to this RFP must meet Performance Measures; Applicants must consider strategies for meeting the WIOA Performance Indicators:

MEASURABLE OUTCOME (exited participants)	OUTCOME DESCRIPTION
Placement in Employment/Education/Military 2 nd Quarter After Exit	% of all exited youth participants who are in in post-secondary education or training or employed during 2nd Quarter after exit.
Placement in Employment/Education/Military	% of all exited youth participants who are in post-secondary education or training or employed during 4th Quarter after

4 th Quarter After Exit	exit
Median Earnings 2 nd Quarter after exit	Median wages for exited participants who are employed during the 2 nd quarter after exit
Credential Attainment (up to 1 year after exit)	% of youth who obtain a post-secondary credential, license, or industry recognized credential during program or within 1 year of exit OR % of youth who obtain diploma/equivalency AND have obtained or retained a job OR are in an education or training program that leads to a license or industry recognized credential within 1 year of exit
Measurable Skills Gain	% of youth in an education or training program that leads to a credential or employment and who are achieving “measurable skills gains” Meeting one or more “Measurable skill gains” include: 1.) Attainment of a high school diploma 2.) Achievement of an educational function level 3.) Transcript / Report Card achievement 4.) Achievement of a milestone (completion of OJT, apprenticeship program, any training achievement) 5.) Achievement of a trade-related benchmark /skill progression (knowledge-based exams)
Effectiveness in Serving Employers	% of youth employed with the same employer in the 2nd and 4 th quarters after exit.

Program Performance Goals (based on FY24 WIOA Performance Measures*)

MEASURABLE OUTCOME (exited participants)	Goal*
Placement in Employment/Education/Military 2 nd Quarter After Exit	75%
Placement in Employment/Education/Military 4 th Quarter After Exit	72%
Median Earnings 2 nd Quarter after exit	\$3,700
Credential Attainment (up to 1 year after exit)	65%
Measurable Skills Gain	45%
Effectiveness in Serving Employers	TBD

IV. Proposal Provisions and Requirements

RFP Timeline

DATE	ACTIVITY
Tuesday, March 26, 2024	Request for Proposals Released
Wednesday, April 24, 2024	Bidder's Conference (virtual) @ 1:00 PM EST
Wednesday, May 15, 2024	Deadline for Submission of Written Questions by 11:00AM EST
Tuesday, May 28, 2024	Proposals Submission Deadline by 11:00AM EST
Thursday, June 20, 2024	Bidders Notified of Outcome after Board Approval
Monday August 5, 2024	Contract State Date

Proposals must be completed and submitted in accordance with the Proposal Provisions & Requirements section.

The applicant is solely responsible for ensuring that their proposals are received by the specified date and time, otherwise, the proposal will be rejected.

Submission Date and Requirements

All proposals and modifications must be submitted by email to procurement@masshiremvwb.org no later than **Tuesday, May 28, 2024, at 11:00AM EST.**

Please note that for any prospective bidders applying to both an In-School and Out-of-School Program, proposals must be completed and submitted separately, with the narrative and budget sections filled out for each.

In the subject of your email, clearly mark as MMVWB In-School Youth Services RFP Proposal OR Out-of-School MMVWB Youth Services RFP Proposal.

In the body of your email, attach the following two files:

- 1) Youth RFP Program Proposal 5.28.2024 – Attachments E thru G3
- 2) Youth RFP Price Proposal 5.28.2024 – Attachments H thru S

Please make sure that your total of both files does not exceed 24MB, as the email will bounce back. If your files are over 24MB, please split them up into separate files and send it in separate emails.

When you submit the proposals, you will receive an automated reply acknowledging receipt. If you don't receive an automated reply, please contact Varsha Gandhi at (978) 770-7325 during regular business hours, Monday to Friday between 8:30 AM to 4:00 PM.

Please note that we will not accept hand delivered or mailed proposals.

Proposals must be completed and submitted in accordance with the Proposal Provisions & Requirements section of this RFP. The applicant is solely responsible for assuring that anything sent to MMVWB arrives by the specified date and time, otherwise, the proposal will be rejected.

Notification and Distribution

The RFP will be released on Tuesday, March 26, 2024, on the MassHire Merrimack Valley Workforce Board's website, www.MassHireMVWB.org. Information relating to the RFP, including updates, amendments, minutes of the Bidders' Conference, and responses to questions submitted by email, will be posted on the website. Prospective bidders are responsible for monitoring the website for updates; MMVWB will not send individual notification of updates directly to applicants.

Bidders' Conference/ RFP Questions and Answers

A Bidders' Conference will be held on **Wednesday, April 24, 2024, via Zoom at 1:00 PM**. All interested parties are strongly encouraged to participate.

Zoom Meeting Link:

<https://us02web.zoom.us/j/8462116073?pwd=WxVxL3pvamY0SHA2RIINVIZIUXRadz09&omn=89339305772>

Meeting ID: 846 211 6073

Passcode: 082661

To maintain a competitive bidding process, substantive questions related to this RFP will be addressed. Questions must be submitted via email to ygandhi@masshiremvwb.org beginning March 26th and no later than May 15th, 2024, by 11:00AM EST. All questions and answers will be posted to the MMVWB website by 4:00PM EST on Monday, May 20, 2024.

Notification of Awards

The MMVWB Proposal Review sub-committee will score and rank the proposals. The sub-committee will consist of Board Directors, Youth Committee members and MMVWB staff. Those recommendations shall then be made to the Planning/Career Center Committee and subsequently to the full Board for final approval. MMVWB staff will then notify the approved vendors with a letter indicating award of grant. Please note, vendors that submit proposals for both In-School and Out-of-School Youth funding could be approved for both, one, or neither.

Vendors who have not been selected for funding will also be notified at this time. It is anticipated that award notifications will be made by Thursday, June 20, 2024, with contract operations beginning on Monday, August 5, 2024, contingent upon successful contract negotiation.

MMVWB and Proposer's Rights/Appeal Procedures

- A.** The release of this RFP does not constitute an acceptance of any offer, nor does its release in any way obligate the MMVWB to execute a contract with any bidder. The MMVWB reserves the right to accept or reject any offers on the basis of the general conditions set forth in this RFP,

and to evaluate all accepted proposals on the criteria in this RFP.

- B. The MMVWB issues this RFP with the explicit understanding that minor and major changes may be made, up to and including the option to rescind this RFP in its entirety, if in the best interest of the MMVWB.
- C. The MMVWB reserves the right to negotiate the final terms of all contracts with successful vendors. Items that may be negotiated include but are not limited to type and scope of services, costs and prices, schedule of services, target groups, geographic goals, and service levels.
- D. Following the competitive procurement process, all proposals become public records.

The contract awarded to each vendor selected through this procurement will include terms and conditions required to ensure compliance with WIOA statute and regulations. The terms be subject to periodic changes and/or revisions as deemed necessary by MMVWB staff and/or the City of Lawrence Attorney’s Office.

Contract Terms

Successful bidders will be awarded a cost reimbursement contract, which will consist of the following sections:

<p>Cost Reimbursement Contract Cover Page Certification for Signature Fiscal Contact Information Direct Deposit Form Work Statement Scope of Services Programmatic Performance Standards Time of Performance</p>	<p>Reporting Program Program Monitoring/Corrective Action Budget-Payment Schedule & Reporting Requirements Contractor’s Closeout MMVWB Terms, Conditions, and Assurances Formal Grievance Complaint Policy</p>
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In case of inclement weather or any unforeseen circumstances, the new submission date will be posted on the MMVWB website: <https://www.masshiremvwb.org/>.

Minimum Qualifying Criteria

In order to be considered for funding, the following must be completed and submitted with your **original price proposal only. Failure to complete these certifications and affidavits will result in your proposal not being considered for funding.**

- Content Check List (Price Proposal) – Attachment H
- Signed Price Proposal Cover Sheet – Attachment I
- Minimum Qualifying Document – Attachment J
- Signatory Authorization for Corporate Providers (If Applicable) – Attachment K
- Signatory Authorization for Non-Corporate Providers (If Applicable) – Attachment L
- Certification Regarding Debarment, Suspension and Other Responsibility Matters – Attachment M

- Drug Free Workplace Certification – Attachment N
- Certificate of Non-Collusion – Attachment O
- Audit Assurance Certification – Attachment P
- Commitment to Equal Opportunity/Affirmative Action/Non-Discrimination – Attachment Q
- Certificate of Good Standing – Attachment R
- Completed Budget & Budget Narrative – Attachment S

Rule for Award

The MMVWB will select the most advantageous proposal(s) from a responsive and responsible bidder(s), taking into consideration all evaluation and price criteria. The MMVWB anticipates sending award/ non-award notifications by **Thursday, June 20, 2024**.

MMVWB Proposal Review

A. Program and Price Proposal

MMVWB Fiscal Administrator will first review all proposals to determine if the minimum qualifying criteria has been met. Proposals that do not meet the Minimum Qualifying Criteria will not be considered for funding. If minimum-qualifying criteria have been met, proposals will then be reviewed for program costs. Proposed costs will be compared with similar costs proposed by other bidders, as well as historical data available (i.e., current, or previously funded contracts). Results will be documented.

Program proposals will be reviewed and rated by a sub-committee of MMVWB Board Directors, Youth Committee members and MMVWB Staff. The program proposal narrative has five (5) parts, and the price proposal has one (1). Proposals will be rated according to a point system. The maximum total any proposal may receive is 100 points. Each part is awarded points as follows:

Program Design	30 points
Customer Identification (Outreach and Recruitment)	20 points
Past Performance (incumbent Vendors)/Ability to achieve WIOA Youth Program Outcomes	20 points
Administration	5 points
Program Operations	5 points
Budget and Budget Narrative	20 points

Complete proposals received by the submission deadline and that meet all requirements will be reviewed by the Proposal Review subcommittee. The sub-committee shall utilize the evaluation criteria noted in the Program Proposal section and identified in the MMVWB WIOA Youth Proposal Rating Criteria. Proposals will be given an overall rating of Highly Advantageous, Advantageous, Not Advantageous, or Unacceptable based on the points awarded. The overall scoring and overall rating break down as follows:

85 to 100 points	Highly Advantageous
70 to 84 points	Advantageous
50 to 69 points	Not Advantageous
Less than 50 points	Unacceptable

Proposals with an overall rating of Highly Advantageous or Advantageous will be considered for funding. Proposals receiving a rating of Not Advantageous or Unacceptable will not be considered.

B. Final Funding

Final funding decisions will take into consideration the results of the program and price proposal reviews, an adequate mix of the various types of services to be made available and an equitable distribution of funds and services to youth. The MMVWB reserves the right to reject any and all proposals, to not fund any or all proposals, and/or to partially fund any and all proposals as submitted in response to this RFP. All proposals become the property of the MMVWB/City of Lawrence.

V. Attachments List

- A. Map of Region
- B. WIOA Participant Eligibility Documentation Chart
- C. ISS – Individual Service Strategy
- D. WIOA 14 Elements

Program Proposal

- E. Contents Checklist (Program Proposal)
- F. Program Proposal Cover Sheet
 - OSY Program Proposal Narrative Questions G1
 - ISY Program Proposal Narrative Questions G2
 - Program Timeline G3

Price Proposal

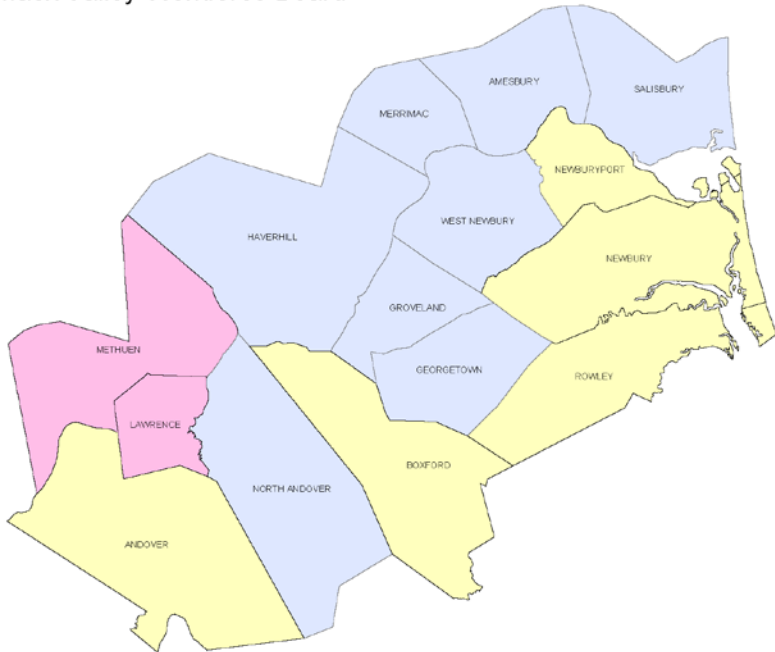
- H. Contents Checklist (Price Proposal ISY and OSY – must complete one for each OSY and ISY if applying to both)
- I. Price Proposal Cover Sheet (must complete one for each OSY and ISY if applying to both)
- J. Minimum Qualifying Criteria
- K. Signatory Authorization for Corporate Providers/ Affidavit of Compliance
- L. Signatory Authorization for Non-Corporate Providers
- M. Certification Regarding Debarment, Suspension, and other Responsibility Matters Primary Covered Transactions
- N. Drug Free Workplace Certification
- O. Certificate of Non-Collusion
- P. Audit Certification
- Q. Commitment to Equal Opportunity/Affirmative Action/Non-Discrimination
- R. Certificate of Good Standing
- S. Budget & Budget Narrative Instructions
 - Budget Completed
 - Budget Narrative Completed
 - Indirect Rate included (if applicable)

Other Attachments

- T. MMVWB Terms, Conditions, Assurances
- U. Contract Negotiation – Policies required upon Award
- V. MMVWB Formal Grievance/Complaint Policy

MassHire Merrimack Valley Workforce Development Area

MassHire Merrimack Valley Workforce Board
Service Area



- Boston-Cambridge-Quincy, MA NECTA Div.
- Haverhill-No. Andover-Amesbury, MA-NH NECTA Div.
- Lawrence-Methuen-Salem, MA-NH NECTA Div.

NECTA - New England City and Town Areas

Prepared by Massachusetts Department of Workforce Development
Economic Analysis Office

**WIOA TITLE I YOUTH ELIGIBILITY
SOURCE DOCUMENTATION**

YOUTH ELIGIBILITY REQUIREMENTS	
CRITERIA	DOCUMENTATION
In-School Youth	<input type="checkbox"/> School Records/Identification Card <input type="checkbox"/> Letter from School Official <input type="checkbox"/> Report Card/Transcript
Out-of-School Youth	<input type="checkbox"/> Copy of HS Diploma/HiSet <input type="checkbox"/> Verification of Enrollment in HSE program (not funded by the K-12 Public School System) <input type="checkbox"/> Verification of Enrollment in Dropout Re-engagement Program <input type="checkbox"/> Verification of Enrollment in the YouthBuild Program <input type="checkbox"/> Verification of Enrollment in the Job Corps Program <input type="checkbox"/> Verification of Enrollment in Adult Education Programs funded by Title II
Birth Date/Age <i>* Must be documented for all youth</i>	<input type="checkbox"/> Baptismal Record <input type="checkbox"/> Birth Certificate <input type="checkbox"/> DD-214, Report of Transfer or Discharge Paper <input type="checkbox"/> Driver's License (with photo and date of birth) <input type="checkbox"/> Federal, State or Local Government Identification Card with date of birth <input type="checkbox"/> Selective Service Card <input type="checkbox"/> Hospital Record of Birth <input type="checkbox"/> Passport (as long as the passport includes the date of birth) <input type="checkbox"/> Public Assistance /Social Service Records <input type="checkbox"/> School Records/Identification Card <input type="checkbox"/> Unexpired Alien Registration Card/Documents indicating authorization to work in the United States (INS Forms I-179, I-197, I-551, I-688, I-688A, I-688B, I-766, Certificate of Naturalization (Form N-550 or N-570), I-94 Arrival/Departure Form
Citizenship/Authorization to Work in the United States <i>* Must be documented for all youth</i>	<input type="checkbox"/> U.S. Baptismal Certificate (If place of birth is shown) <input type="checkbox"/> U.S. Birth Certificate <input type="checkbox"/> U.S. Hospital Record of Birth <input type="checkbox"/> U.S. Passport (either current or expired) <input type="checkbox"/> U.S. Passport Card (either current or expired) <input type="checkbox"/> Certificate of Naturalization (Form N-550 or N-570) <input type="checkbox"/> Unexpired Alien Registration Card/Documents indicating authorization to work in the United States (INS Forms I-179, I-197, I-327, I-551, I-571, I-688, I-688A, I-688B, I-766, an unexpired I-94 Arrival/Departure from that includes an endorsement (stamped) of the individual's status as authorized to work in the United States when accompanied with an unexpired temporary foreign passport that has the same name as the I-94, an

	<p>unexpired temporary foreign passport stamped with an I-155 Work Authorization stamp.</p> <p><input type="checkbox"/> Native American Tribal Document</p>
<p>Selective Service Registrant</p> <p><i>* Only applicable for males 18 or older (refer to MassHire MVCC Selective Service Verification Policy for additional clarification)</i></p>	<p><input type="checkbox"/> DD-214, Report of Transfer or Discharge</p> <p><input type="checkbox"/> Selective Service Online Verification at http://www/sss/gov (Printout)</p> <p><input type="checkbox"/> Selective Service Registration Acknowledgement Card</p> <p><input type="checkbox"/> Selective Service Status Information Letter</p> <p><input type="checkbox"/> Selective Service Registration Record (Form 3A)</p> <p><input type="checkbox"/> Stamped Post Office Receipt of Registration</p> <p><input type="checkbox"/> Certificate of Naturalization (indicates compliance with all Selective Service requirements)</p> <p><input type="checkbox"/> U.S. Passport (for non- U.S. born customers only)</p>
YOUTH ECONOMIC ELIGIBILITY	
<p>Individual/Family Income</p>	<p><input type="checkbox"/> Alimony Agreement</p> <p><input type="checkbox"/> Award letter from Veterans Administration</p> <p><input type="checkbox"/> Bank Statements (Direct Deposits)</p> <p><input type="checkbox"/> Compensation Award Letter</p> <p><input type="checkbox"/> Court Award Letter</p> <p><input type="checkbox"/> Employer Statement/Contact</p> <p><input type="checkbox"/> Business Financial Records</p> <p><input type="checkbox"/> Housing Authority Verification</p> <p><input type="checkbox"/> Pay Stubs</p> <p><input type="checkbox"/> Pension Statement</p> <p><input type="checkbox"/> Quarterly Estimated Tax for the Self-Employed Persons</p> <p><input type="checkbox"/> Social Security Benefits</p> <p><input type="checkbox"/> Unemployment Insurance Documents</p> <p><input type="checkbox"/> Written statement from other Federal, State, or Local agency</p> <p><input type="checkbox"/> Applicant Statement if no other forms of documentation are available (must be supported with corroborative contact or reliable witness)</p> <p><input type="checkbox"/> Telephone verification if other forms of documentation are not readily available</p> <p><input type="checkbox"/> Document Inspection verification if provided document cannot be legally photocopied</p>
<p>Individual Status/Family Size [must be documented for all youth]</p>	<p><input type="checkbox"/> Birth Certificate</p> <p><input type="checkbox"/> Decree of Court</p> <p><input type="checkbox"/> Disabled (See "Individuals with Disabilities" below)</p> <p><input type="checkbox"/> Divorce Decree</p> <p><input type="checkbox"/> Lease or Landlord Statement</p> <p><input type="checkbox"/> Marriage Certificate</p> <p><input type="checkbox"/> Medical Card</p> <p><input type="checkbox"/> Public Assistance/Social Service/Public Housing Agency Records</p>

	<input type="checkbox"/> Applicant Statement if no other forms of documentation are available (must be supported with corroborative contact or reliable witness) <input type="checkbox"/> Telephone verification if other forms of documentation are not readily available <input type="checkbox"/> Document Inspection verification if provided document cannot be legally photocopied
Cash Public Assistance [TAFDC]	<input type="checkbox"/> Copy of Authorization to Receive Cash Public Assistance <input type="checkbox"/> Copy of Public Assistance check <input type="checkbox"/> Medical Card showing Cash Grant Status <input type="checkbox"/> Public Assistance Identification Card showing Cash Grant Status <input type="checkbox"/> Public Assistance Records/Printout/Master File
Supplemental Nutrition Assistance Program (SNAP)	<input type="checkbox"/> Current Authorization to obtain SNAP <input type="checkbox"/> SNAP Card with Current Date <input type="checkbox"/> Public Assistance Records/Printout
Free or Reduced School Lunch * <i>*Needs to be specific to family if provided to all individuals in a community</i>	<input type="checkbox"/> Verification from School (as defined by the Richard B. Russell National School Lunch Act)
High Poverty Area	<input type="checkbox"/> Poverty Threshold Census Tract Database Print Out
Homeless	<input type="checkbox"/> Written Statement from an Individual Providing Temporary Residence <input type="checkbox"/> Written Statement from Shelter/Social Service Agency <input type="checkbox"/> McKinney-Vento Homeless Act Authorization Form <input type="checkbox"/> Applicant Statement if no other forms of documentation are available (must be supported with corroborative contact or reliable witness) <input type="checkbox"/> Telephone verification if other forms of documentation are not readily available <input type="checkbox"/> Document Inspection verification if provided document cannot be legally photocopied
Foster Child – <i>Department of Children and Family Services (Income verification not required)</i>	<input type="checkbox"/> Documentation of Court Contact <input type="checkbox"/> Court Documentation <input type="checkbox"/> Medical Card <input type="checkbox"/> Verification of Payments made on Behalf of the Child <input type="checkbox"/> Written Statement from State/Local Agency <input type="checkbox"/> Telephone verification if other forms of documentation are not readily available <input type="checkbox"/> Document Inspection verification if provided document cannot be legally photocopied
YOUTH ADDITIONAL CONDITIONS FOR ELIGIBILITY	
Basic Skills Deficient	<input type="checkbox"/> Assessed by a Generally Accepted Standardized Test <input type="checkbox"/> School Records
School Dropout	<input type="checkbox"/> Attendance Letter from school <input type="checkbox"/> Dropout Letter from school

	<input type="checkbox"/> Eligibility Verification Letter from a recognized community or youth organization (if other documents are unavailable) <input type="checkbox"/> Applicant Statement if no other forms of documentation are available (must be supported with corroborative contact or reliable witness) <input type="checkbox"/> Telephone verification if other forms of documentation are not readily available <input type="checkbox"/> Document Inspection verification if provided document cannot be legally photocopied
Within Compulsory School Age and has Not Attended School in the Most Recent Complete School Year Calendar Quarter <i>* Compulsory school age in Massachusetts is 6-16 years of age.</i>	<input type="checkbox"/> Attendance Letter from school <input type="checkbox"/> Letter from school official stating youth school status <input type="checkbox"/> Applicant Statement if no other forms of documentation are available (must be supported with corroborative contact or reliable witness) <input type="checkbox"/> Telephone verification if other forms of documentation are not readily available <input type="checkbox"/> Document Inspection verification if provided document cannot be legally photocopied
Recipient of Secondary School Diploma or its Recognized Equivalent who is Low Income and Basic Skills Deficient or an English Language Learner	<input type="checkbox"/> Copy of Secondary School Diploma or equivalent and provide proof of either: <input type="checkbox"/> Basic Skills Deficiency or <input type="checkbox"/> English Language Learner
Department of Youth Services/Subject to the Juvenile or Adult Justice System (ISY's Own Income Must Be Considered)	<input type="checkbox"/> Documentation of Court Contact <input type="checkbox"/> Court Documentation <input type="checkbox"/> Verification of Payments made on Behalf of the Child <input type="checkbox"/> Written Statement from State/Local Agency <input type="checkbox"/> Agency telephone verification if other forms of documentation are not readily available <input type="checkbox"/> Document Inspection verification if provided document cannot be legally photocopied
Homeless or Run-away	<input type="checkbox"/> See "Homeless" in Economic Eligibility above
Foster Child	<input type="checkbox"/> See "Foster Child" in Economic Eligibility above
Pregnant or Parenting	<input type="checkbox"/> Birth Certificate <input type="checkbox"/> Hospital Record of Birth <input type="checkbox"/> Medical Card <input type="checkbox"/> Physician's Note <input type="checkbox"/> Referrals from Official Agencies <input type="checkbox"/> School Program for Pregnant Teens <input type="checkbox"/> School Records <input type="checkbox"/> Statement from Social Services Agency <input type="checkbox"/> Applicant Statement if no other forms of documentation are available (must be supported with corroborative contact or reliable witness) <input type="checkbox"/> Telephone verification if other forms of documentation are not readily available <input type="checkbox"/> Document Inspection verification if provided document cannot be legally photocopied

<p>Individual with Disabilities <i>(ISY's Own Income Must Be Considered)</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Letter from Drug or Alcohol Rehabilitation Agency <input type="checkbox"/> Letter from Child Study Team Stating Specific Eligibility <input type="checkbox"/> Medical Records <input type="checkbox"/> Observable Condition <input type="checkbox"/> Physician Statement <input type="checkbox"/> Psychiatrist's/Psychologist's Diagnosis <input type="checkbox"/> Rehabilitation Evaluation <input type="checkbox"/> School Records <input type="checkbox"/> Sheltered Workshop Certification <input type="checkbox"/> Social Service Records/Referral <input type="checkbox"/> Social Security Administration Disability or Veterans Admin. Records <input type="checkbox"/> Vocational Rehabilitation Letter <input type="checkbox"/> Worker's Compensation Record <input type="checkbox"/> Applicant Statement if no other forms of documentation are available (must be supported with corroborative contact or reliable witness) <input type="checkbox"/> Telephone verification if other forms of documentation are not readily available <input type="checkbox"/> Document Inspection verification if provided document cannot be legally photocopied
<p>Subject to the Juvenile or Adult Justice System (formerly Offender) <i>(ISY's Own Income Must Be Considered)</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Court Documents <input type="checkbox"/> Halfway House Resident <input type="checkbox"/> Letter of Parole <input type="checkbox"/> Letter from Probation Officer <input type="checkbox"/> Police Records <input type="checkbox"/> Applicant Statement if no other forms of documentation are available (must be supported with corroborative contact or reliable witness) <input type="checkbox"/> Telephone verification if other forms of documentation are not readily available <input type="checkbox"/> Document Inspection verification if provided document cannot be legally photocopied
<p>Low Income Individual who Requires Additional Assistance</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Proof of low income status and meets the local definition of Requires Additional Assistance
<p>English Language Learner</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Letter from school official <input type="checkbox"/> Statement from recognized community youth organization <input type="checkbox"/> School assessment

LOCAL DEFINITIONS FOR YOUTH REQUIRING ADDITIONAL ASSISTANCE

** For youth who meet the minimum income criteria*

<p>Youth with limited work history (less than 4 months in the past year) or who has no work experience</p>	<p><input type="checkbox"/> Applicant Statement (must be supported with corroborative contact or reliable witness)</p> <p>Completion of the work experience fields in the Case Plan and the signature of the Youth on the Case Plan as true are required.</p>
<p>“State involved youth” - involvement with any State agency providing special services, support or oversight to the youth or the youth’s immediate family</p>	<p><input type="checkbox"/> DTA verification</p> <p><input type="checkbox"/> Letter from DCF or DYS signed by caseworker</p> <p><input type="checkbox"/> Document (letter, referral, etc.) from the state agency confirming the provision of services.</p> <p>AGENCIES: DCF, DYS, DMH, DTA , DMR, MRC, Veteran’ s Affairs</p>
<p>Youth’s residency is in a Designated Census Tract Poverty Area</p>	<p><input type="checkbox"/> As documented by city, state or federal documentation of high poverty designation for applicant’s residence address</p>
<p>Youth live in a non-traditional household i.e., a single parent household, or with an unofficial guardian, or with a grandparent, or with a maternal or paternal domestic partners, etc.</p>	<p><input type="checkbox"/> Birth Certificate</p> <p><input type="checkbox"/> Decree of Court</p> <p><input type="checkbox"/> Medical Card</p> <p><input type="checkbox"/> Divorce Decree</p> <p><input type="checkbox"/> Lease or Landlord Statement</p> <p><input type="checkbox"/> Most Recent Tax Return supported by IRS Documents (e.g. Letter 1722)</p> <p><input type="checkbox"/> Public Assistance/Social Service/Public Housing Agency Records</p> <p><input type="checkbox"/> Applicant Statement (must be supported with corroborative contact or reliable witness)</p>
<p>Youth live in Public Housing or Section 8 Subsidized Housing</p>	<p><input type="checkbox"/> As documented by an authorized public housing authority on their letterhead</p> <p><input type="checkbox"/> Public Housing Agency Records</p> <p><input type="checkbox"/> Lease or landlord statement</p>
<p>In-school youth with less than a 2.0 GPA</p>	<p><input type="checkbox"/> Official school report or transcript</p>

YOUTH 5% EXCEPTION

**For youth who do not meet the minimum income criteria*

**Not more than 5% of “Covered Individuals” in each local area may be individuals who meet the income criteria.*

<p>Covered Individuals</p>	<p><input type="checkbox"/> In School Youth who is not low income.</p> <p><input type="checkbox"/> Out of School Youth who meets one of the following conditions:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Recipient of a secondary school diploma or its recognized equivalent who is basic skills deficient or an English language learner who is not low income. <input type="checkbox"/> Individual who requires additional assistance to enter or complete an educational program or to secure or hold employment who is not low income.
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Youth Individual Service Strategy (ISS) for WIOA Youth Services

T E M P L A T E

Youth Name:	Date:
DOB:	ID#:
Address:	Phone:
Email:	Staff:

*Do not use social security number for participant I.D.

Framework of an ISS:

- ▶ Directly linked to one or more indicators of performance
- ▶ Based on the objective assessment
- ▶ Identifies a career pathway that includes education and employment goals

Brief Assessment Overview		
<i>Identify personal, educational, occupational, financial, medical, childcare, transportation, housing, food/nutrition</i>		
Assessment Area	Assessment Tool Used Including Dates	Description of Results
Academic Levels		
Basic Skills		
Service Needs		
Interests and Aptitudes		
Work Experience		

Strengths	Challenges (Barriers)	Service/Resource/Partner Agency Referral

Goals

Identify personal, educational, and occupational short- and long-term goals

Goal Type	Short-Term Goal	Long-Term Goal	Performance Indicator(s) Goal is Linked To
Educational Goal			
Occupational/Employment Goal			
Personal/Social Goal			

Program Elements Needed to Achieve Goal

Youth are required to have access to all fourteen WIOA Youth program elements. Please select elements based on needs identified on the participant's objective assessment.

Improving Educational Achievement	Date Opened	Projected End Date	Actual End Date	Successful Completion
<input type="checkbox"/> Tutoring: study skills training, and instruction leading to secondary school completion, including dropout prevention strategies <i>Action Steps/Referrals:</i> <i>Comments:</i>				<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Explain:</i>
<input type="checkbox"/> Alternative secondary school offerings <i>Action Steps/Referrals:</i> <i>Comments:</i>				<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Explain:</i>
<input type="checkbox"/> Activities that help youth prepare for transition to postsecondary education and training <i>Action Steps/Referrals:</i> <i>Comments:</i>				<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Explain:</i>
Preparing for and Succeeding in Employment	Date Opened	Projected End Date	Actual End Date	Successful Completion
<input type="checkbox"/> Paid & unpaid work experience (summer employment, pre-apprenticeship programs, internships, job shadowing, OJT) with Academic & occupational education <i>Action Steps/Referrals:</i> <i>Comments:</i>				<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Explain:</i>

<input type="checkbox"/> Labor market & employment information including career awareness, career counseling, and career exploration services <i>Action Steps/Referrals:</i> <i>Comments:</i>				<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Explain:</i>
<input type="checkbox"/> Education offered concurrently with workforce preparation and training for a specific occupation <i>Action Steps/Referrals:</i> <i>Comments:</i>				<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Explain:</i>
Supporting Youth	Date Opened	Projected End Date	Actual End Date	Successful Completion
<input type="checkbox"/> Supportive services <i>Action Steps/Referrals:</i> <i>Comments:</i>				<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Explain:</i>
<input type="checkbox"/> Adult mentoring <i>Action Steps/Referrals:</i> <i>Comments:</i>				<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Explain:</i>
<input type="checkbox"/> Comprehensive guidance & counseling (may include drug & alcohol abuse counseling & referral) <i>Action Steps/Referrals:</i> <i>Comments:</i>				<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Explain:</i>
<input type="checkbox"/> Follow-up <i>Action Steps/Referrals:</i> <i>Comments:</i>				<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Explain:</i>

Developing the Potential of Young People as Citizens & Leaders	Date Opened	Projected End Date	Actual End Date	Successful Completion
<input type="checkbox"/> Leadership development opportunities/ Opportunities to develop social behaviors, other soft skills, and leadership opportunities <i>Action Steps/Referrals:</i> <i>Comments:</i>				<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Explain:</i>
<input type="checkbox"/> Financial literacy <i>Action Steps/Referrals:</i> <i>Comments:</i>				<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Explain:</i>

Potential Barriers to Goal Achievement:

Case Notes/ISS Review Updates:

Include any progress, such as but not limited to measurable skill gains, other goal completions

Individual Service Strategy Updates

Date	Case Note Update	Youth and Case Manager Initials

ISS for WIOA Youth Services - Youth and Case Manager Agreement Form

Youth Name: _____ Date: _____
DOB: _____ ID*: _____

Youth and Case Manager Agreements:

For Youth - I agree to:

- ▶ Contact my Case Manager monthly or as often as necessary to update my progress on this plan. I understand that my case can be closed if I go 90 days without participating in a service.
- ▶ Let my Case Manager know of any problems which would cause changes to any activities or interfere with completing the plan.
- ▶ Seek, accept, and maintain employment that meets my planned goal(s) as stated above.
- ▶ Contact my Case Manager when I become employed and provide all necessary information pertaining to the job.
- ▶ Stay in contact with my Case Manager for up to a year after exiting the program to maintain and support meeting my goals.

For the Case Manager – I agree to:

- ▶ Assist with the appropriate career guidance, training, and supportive services.
- ▶ Coordinate with other agencies and programs to help you obtain needed services.
- ▶ Monitor your participation and progress in the activities above.
- ▶ Assist you in your search for employment.
- ▶ Maintain contact with you for up to one year after you obtain employment for employment retention and career advancement purposes.

Youth Signature

Case Manager Signature

Date of 1st Review

Date of 1st Review

Youth Signature

Case Manager Signature

Date of 2nd Review

Date of 2nd Review

Attachment D

REQUIRED 14 ELEMENTS (Definitions/Examples below)

1. (M) Tutoring, Study Skills, and Dropout Prevention Strategies

Tutoring: Actual instruction; individualized instruction; drop-in sessions; **Study Skills:** Time management training; test taking strategies; note taking; **Dropout Prevention Strategies:** Family engagement; individualized services.

2. (M) Paid and Unpaid Work Experience With academic and occupational education components

- Paid Work Site placements available throughout the program cycle
- Employability skills or job readiness training to prepare youth for a work experience/placement
- Pre-apprenticeship programs
- Internships and job shadowing
- On-the-job training opportunities
- Career panels/guest speakers/Company tours

3. (M) Financial Literacy Education: Financial literacy workshops provided by business representatives at worksites or community agencies; work readiness workshops that include financial literacy lessons.

4. (M) Services that provide Labor Market Information (LMI) about in-demand industry sectors and occupations: Career exploration services; Labor market research; online LMI sites (i.e.: *Massachusetts Career Information Systems*)

5. (M) Activities that help youth prepare for and transition to postsecondary education and training:

College/Training Program visits & fairs; Financial Aid assistance; program applications; dual enrollment.

6. (M) Follow-up Services - Provided by vendor, supported by MMVWB as necessary, for 12 months:

Regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise; regular contact with youth; assistance in securing better paying jobs; career development.

7. Alternative Secondary School: Enrolled in HiSET/GED classes; Alternative secondary school services.

8. Occupational Skills Training leading to attainment of recognized credentials for in-demand occupations:

Short term skills training for a specific occupation that lead to the attainment of a certificate and that provide training for skills necessary to enter or advance in a specific occupation; apprenticeship programs.

9. Comprehensive guidance and counseling: Drug/alcohol/mental health counseling; in-depth career counseling.

10. Leadership Development: Community volunteering and service-learning projects; peer mentoring; tutoring.

11. Supportive Services: Linkages to community services; Assistance with transportation, child/dependent care; housing; Referrals to medical services; assistance with uniforms/work attire/ work-related tools.

12. Adult Mentoring: Participation in programs such as Big Brothers Big Sisters; Virtual adult mentoring via e-mail or other electronic communication; structured programs that provide training and support to mentors.

13. Entrepreneurial Skills Training: Entrepreneurial workshops, sessions and programs offered by a community agency.

14. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster: School-based & postsecondary Career Pathway programs with integrated career awareness, exploration, and immersion activities; Vocational Programs; Partnered business-education training.

Attachment E
Program Proposal Checklist

MassHire Merrimack Valley Workforce Board
WIOA Title I Youth Services Programs - FY 2024

ISY _____ OSY _____

Place a check mark to indicate that each area has been addressed. Write N/A if not applicable.

Cover Sheet

- _____ Each section fully completed
- _____ Signed by authorized signatory

Proposal Narrative

- _____ Program Design
- _____ Outreach & Recruitment
- _____ Program Outcomes
- _____ Administration
- _____ Program Operation

**Attachment F
Program Proposal Cover Sheet**

**MassHire Merrimack Valley Workforce Board
WIOA Title I Youth Services Programs - FY 2024**

ISY _____ OSY _____

Organization: _____

Mailing Address: _____

Contact Person: _____

Telephone: _____

Email Address: _____

City/Towns
to Be Served: _____

Project Performance Goals: (must complete – fill in all yellow)

1. Total Participants – includes carry-in from FY23 and new enrollees (1A+1B)	
1A. Carry-in Participants (New Vendors – Carry-in = "0")	
1B. New Enrollees	
2. Total Participants attaining a Credential (HiSET or GED/HS Diploma/Industry Recognized Credential/occupational skills license or PSE Degree	
3. Total Participants Entering employment/PSE/Advanced Training/Military at exit	
4. Total Participants in employment/PSE/Advanced Training/Military 2nd quarter after	
5. Total Participants in employment/PSE/Advanced Training/Military 4th quarter after exit	
6. Instructor: Participants Ratio	

Signature of Authorized Representative for Your Organization:

Submitted By: _____
Signature Date

Attachment G-1

MMVWB WIOA Out-of-School Youth Program Proposal Narrative Questions

A. Program Design (30 points)

1. Summarize the design of your program. Clearly list your organization's projected enrollment goals and outcome goals.
2. Describe where and when the school year program services will take place (i.e., days, evenings, days per week, hours).
3. Describe the timeline for program implementation, indicating when all phases of the program will begin and end (include 12-month follow-up).
4. Describe the credentials the participants in your program will be working toward achieving and what activities they will take part in to reach that goal (attain a HiSET/GED and/or an industry recognized credential).
5. Describe your proposed career pathway(s).
 - a. Describe the labor market information that supports the selected career pathway(s).
 - b. Identify the occupation(s) within the proposed career pathway. Include contextualized education or occupational training.
6. Describe career and self-assessments to be utilized, labor market research techniques, and modes of exposure to targeted industries.
7. Describe your case management strategies.
8. Describe the characteristics of the out-of-school youth population you propose to serve (examples: age, youth with disabilities, school drop-out, pregnant/parenting teens, DYS or DCF involved foster child, youth aging out of foster care, juvenile offenders, etc.). Explain how this cohort was identified.
9. Describe your experience working with WIOA Out-of-School youth or a similar population.
10. Describe the components of your program design that meet the needs of individuals with disabilities.
11. Describe any partnerships/collaborations you have established for the proposed program. What are the roles and responsibilities of each?
12. Utilizing the descriptions of the 14 required Elements on Attachment D:
 - a. Describe your plan for ensuring all 14 WIOA Elements are available locally.

- b. Describe in detail how your program will provide the *mandatory (M) six (6) elements*.
- c. Describe your process for referring youth to other service providers who offer WIOA service elements locally for the other eight (8) elements you are not providing.

❖ *Please ensure that your plan includes offering **Work Experiences to all participants** (including paid and unpaid).*

B. Outreach and Recruitment (20 points)

1. Please provide a timeline of your organization's plan to recruit youth to meet proposed enrollment goals to participate in this program.
2. Describe your organization's outreach strategy to meet WIOA performance measures/outcomes.
3. Describe your intake and assessment process for newly recruited youth and how enrollment into programming is determined after this process.
4. **For vendors who provided services in the last 24 months** - If your organization failed to meet enrollment goals, please provide a description of new strategies your organization may take to ensure success.

For new applicants - Explain a situation in the past when your organization has failed to meet enrollment or other goals and the strategies undertaken to resolve the issue (if applicable).

5. Describe any referral agreements you will enter into with other organizations to refer target group members to your program.

C. Program Outcomes (20 points)

1. Provide a description of how a youth will progress from point of entry to exit achieving the WIOA performance outcomes as a goal.
2. **For vendors who provided services in the last 24 months only (if not applicable, move to question 3):**
 - a. Describe past/current performance in achieving WIOA performance measures or similar program measures. Define results. For example, total number of youth enrolled, total number of HiSET or diplomas received, total number entered into and retention at 2nd and 4th quarter after exit: employment, post-secondary education, military, and advanced training.

- b. Describe your organization’s strategy for how each participant will meet program performance goals* as defined for Out-of-School youth. (*see performance measures/indicators*)
- c. Clearly list your organization’s enrollment goals and actual results for the past 24 months.
- d. Clearly list your organization’s outcome goals and actual results through the same period.
- e. If your agency did not achieve outcome performance goals, explain why and discuss strategies that will be undertaken to successfully meet goals.
- f. Describe follow-up activities include in this how monthly contact will be performed and what actions will be taken to help youth re-enter the workforce if they have lost their employment or if they left or never started post-secondary education, advanced training, or military service.

3. FOR NEW VENDORS:

- a. Describe the past three years of programming resulting in performance outcomes similar to the requested performance measures in this RFP. Define results. For example, total number of youth enrolled, total number of Hi-SET attainments, diplomas, total number of entered employment, entry into post-secondary, military, and advanced training, etc. (If your organization has no prior experience working with this population please be clear in explaining how your program design is built using an evidenced-based program model(s))

- b. Clearly list your organization’s projected enrollment goals if awarded funding*

* Please note: FY’24 Goals

Attainment of Hi-SET/Industry Recognized Credential:	65%
Entered Employment/Education/Military 2 nd Qtr.:	75%
Entered Employment/Education/Military 4 th Qtr.:	72%

- c. Describe your organization’s strategy for meeting performance outcomes outlined in this RFP.
- d. Describe how program activities and services will result in outcomes that are appropriate for Out-of-School youth (*see descriptions of performance measures/indicators*).
- e. Please provide an example of a time when your organization did not achieve contract performance goals and discuss the strategies undertaken to successfully meet the goals in the following year (if applicable).

- f. Describe your follow-up activities, including how monthly contact will be performed and what actions will be taken to help youth re-enter the workforce if they have lost their employment or if they left or never started post-secondary education, advanced training, or military service.

D. Administration (5 points)

1. Provide an overview and mission statement of the organization.
2. Describe organizational staffing as it relates to this program.
3. Provide a job description for each position to be funded by this proposal. Include resumes of existing staff or job descriptions of staff to be hired.

E. Program Operations (5 points)

1. Facilities providing services should be in full compliance of American with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1974, as well as other applicable Federal and State laws.
 - a. Describe the facilities to be used for activities and services. Include location and if they comply with the above statement.

Attachment G-2

MMVWB WIOA In- School Youth Program Proposal Narrative Questions

A. Program Design (30 points)

1. Summarize the design of your program. Clearly list your organization's projected enrollment goals and outcome goals.
2. Describe where and when the school year program services will take place (i.e., days, evenings, during or after school, days per week, hours).
3. Describe the timeline for program implementation, indicating when all phases of the program will begin and end (include 12-month follow-up).
4. Describe how your program will be working with participants to obtain a high school diploma and if offered, an industry recognized credential. Identify what activities they will take part in to reach these goals.
5. Explain how your program design develops career pathways for each participant.
6. Describe career and self-assessments to be utilized, labor market research techniques, and modes of exposure to targeted industries.
7. Describe your case management strategies.
8. Identify the characteristics of the in-school youth population you propose to serve (examples: age, youth with disabilities, pregnant/parenting teens, DYS or DCF involved foster child, youth aging out of foster care, juvenile offenders, etc.). Explain why/how this cohort was identified.
9. Describe your experience working with WIOA In-School youth or a similar population.
10. Describe the components of your program design that meet the needs of individuals with disabilities.
11. Describe any partnerships/collaborations you have established for the proposed program. What are the roles and responsibilities of each?
12. Utilizing the descriptions of the 14 required Elements on Attachment D:
 - a. Describe your plan for ensuring all 14 WIOA Elements are available locally.
 - b. Describe in detail how your program will provide the *mandatory (M) six (6) elements*.
 - c. Describe your process for referring youth to other service providers who offer WIOA service elements locally for the other eight (8) elements you are not providing.

- ❖ Please ensure that your plan includes offering **Work Experiences to all participants** (including paid and unpaid).

B. Outreach and Recruitment (20 points)

1. Please provide a timeline of your organization's plan to recruit youth to meet proposed enrollment goals to participate in this program.
2. Describe your organization's outreach strategy to meet WIOA performance measures/outcomes.
3. Describe your intake and assessment process for newly recruited youth and how enrollment into programming is determined after this process.
4. **For vendors who provided services in the last 24 months** - If your organization failed to meet enrollment goals in FY23, please provide a description of new strategies your organization may take to ensure success in FY 24.

For new applicants - Explain a situation in the past when your organization has failed to meet enrollment or other goals and the strategies undertaken to resolve the issue (if applicable).

5. Describe any referral agreements you will enter into with other organizations to refer target group members to your program.

C. Program Outcomes (20 points)

1. Provide a description of how a youth will progress from point of entry to exit achieving the WIOA performance outcomes as a goal.
2. **For vendors who provided services in the last 24 months only (if not applicable, move to question 3):**
 - a. Describe past/current performance in achieving WIOA performance measures or similar program measures. Define results. For example, total number of youth enrolled, total number diplomas or credentials received, total number entered into and retention at 2nd and 4th quarter after exit: employment, post-secondary education, military, and advanced training
 - b. Describe your organizations strategy for how each participant will meet program performance goals* as defined for In-School youth. (*see descriptions of performance measures/indicators*).
 - c. Clearly list your organization's enrollment goals and actual results services provided in the last 24 months.
 - d. Clearly list your organization's outcome goals and actual results through the same period.

- e. If your agency did not achieve outcome performance goals, explain why and discuss strategies that will be undertaken to successfully meet goals.
- f. Describe follow-up activities include in this how monthly contact will be performed and what actions will be taken to help youth re-enter the workforce if they have lost their employment or if they left or never started post-secondary education, advanced training, or military service.

3. FOR NEW VENDORS:

- a. Describe the past three years of programming resulting in performance outcomes similar to the requested performance measures in this RFP. Define results. For example, total number of youth enrolled, total number of Hi-SET attainments, diplomas, total number of entered employment, entry into post-secondary, military, and advanced training, etc. (If your organization has no prior experience working with this population please be clear in explaining how your program design is built using an evidenced-based program model(s)).
- b. Clearly list your organization’s projected enrollment goals if awarded funding*

* Please note: FY’24 Goals

Attainment of Hi-SET/Industry Recognized Credential:	65%
Entered Employment/Education/Military 2 nd Qtr.:	75%
Entered Employment/Education/Military 4 th Qtr.:	72%

- c. Describe your organization’s strategy for meeting performance outcomes outlined in this RFP. Describe how program activities and services will result in outcomes that are appropriate for Out-of-School youth (*see descriptions of performance measures/indicators*).
- d. Please provide an example of a time when your organization did not achieve contract performance goals and discuss the strategies undertaken to successfully meet the goals in the following year (if applicable).
- e. Describe your follow-up activities, including how monthly contact will be performed and what actions will be taken to help youth re-enter the workforce if they have lost their employment or if they left or never started post-secondary education, advanced training, or military service.

D. Administration (5 points)

1. Provide an overview and mission statement of the organization.
2. Describe organizational staffing as it relates to this program.

3. Provide a job description for each position to be funded by this proposal. Include resumes of existing staff or job descriptions of staff to be hired.

E. Program Operations (5 points)

1. Facilities providing services should be in full compliance of American with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1974, as well as other applicable Federal and State laws.
 - a. Describe the facilities to be used for activities and services. Include location and if they comply with the above statement.

Attachment G-3

Program Timeline Form (complete one for each proposed program)

Please list each training cycle that will be offered, in chronological order.

Cycle #	Start Date (Month/Year)	End Date (Month/Year)	Planned # of Participants	Placement in Employment/Apprenticeship/Military 2 nd Quarter After Exit	Median Earnings 2 nd Quarter after exit	Placement in Employment/Apprenticeship/Military 4 th Quarter After Exit	Credential Attainment (up to 1 year after exit)	Measurable Skills Gain	Effectiveness in Serving Employers
1									
2									
3									
4									

MEASURABLE OUTCOME (exited participants)	Outcome Description
Placement in Employment/Apprenticeship/Military 2 nd Quarter After Exit	% of all exited participants who are employed, in an apprenticeship, or in the military during 2nd Quarter after exit.
Placement in Employment/Apprenticeship/Military 4 th Quarter After Exit	% of all exited participants who are employed, in an apprenticeship, or in the military during 4th Quarter after exit
Median Earnings 2 nd Quarter after exit	Median wages for exited participants who are employed during the 2 nd quarter after exit
Credential Attainment (up to 1 year after exit)	% of participants who obtain a post-secondary credential, license or industry recognized credential during program or within 1 year of exit
Measurable Skills Gain	% of participants in an education or training program that leads to a credential or employment and who are achieving “measurable skills gains” Meeting one or more “Measurable skill gains” include: 1.) Attainment of a high school diploma 2.) Achievement of an educational function level 3.) Transcript / Report Card achievement 4.) Achievement of a milestone (completion of OJT, apprenticeship program, any training achievement) 5.) Achievement of a trade-related benchmark /skill progression (knowledge-based exams)
Effectiveness in Serving Employers	% of youth employed with the same employer in the 2nd and 4th quarters after exit.

Attachment H
Price Proposal Contents Checklist

MassHire Merrimack Valley Workforce Board
FY24 WIOA Title I Youth Services

ISY _____ OSY _____

Place a check mark to indicate that each area has been addressed. Write N/A if not applicable.

Cover Sheet

- _____ Each section fully completed Attachment H
- _____ Signed by authorized signatory Attachment I

Minimum Qualifying Criteria

- _____ Minimum Qualifying Document Attachment J
- _____ Signatory Authorization for Corporate Providers (If Applicable) Attachment K
- _____ Signatory Authorization for Non-Corporate Providers (If Applicable) Attachment L
- _____ Certification Regarding Debarment, Suspension and Other Responsibility Matters Attachment M
- _____ Statement of Commitment to a Drug-Free Workplace Attachment N
- _____ Certificate of Non-Collusion Attachment O
- _____ Audit Assurance Certification Attachment P
- _____ Evidence of Commitment to Equal Opportunity, Nondiscrimination, and Affirmative Action Attachment Q
- _____ Certificate of Good Standing Attachment R

Budget & Budget Narrative

- _____ Budget Completed Attachment S
- _____ Budget Narrative Completed Attachment S
- _____ Indirect Rate Included (if applicable)

Attachment I
Price Proposal Cover Sheet

MassHire Merrimack Valley Workforce Board
WIOA Title I Youth Services

ISY _____ OSY _____

Organization: _____

Mailing Address: _____

Contact Person: _____

Telephone: _____

Email Address: _____

City/Towns
to Be Served: _____

Total Amount of Funding Request:

Project Performance Goals: (must complete all cells in yellow)

1. Total Participants – includes carry-in from FY24 and new enrollees (1A+1B)	
1A. Carry-in Participants (New Vendors – Carry-in = “0”)	
1B. New Enrollees	
2. Total Participants attaining a Credential (HiSET or GED/Industry Recognized Credential/occupational skills license or PSE Degree	
3. Total Participants Entering employment/PSE/Advanced Training/Military at exit	
4. Total Participants in employment/PSE/Advanced Training/Military 2nd quarter after exit	
5. Total Participants in employment/PSE/Advanced Training/Military 4th quarter after exit	
6. Instructor: Participants Ratio	

Signature of Authorized Representative for Your Organization:

Submitted By: _____
Signature Date

Attachment J

Minimum Qualifying Criteria Checklist

**MassHire Merrimack Valley Workforce Board
WIOA Title I Youth Services**

In order to be considered for funding, the following must be completed and submitted with your **original price proposal only**. Failure to complete these certifications and affidavits will result in your proposal not being considered for funding.

_____ Signatory Authorization for Corporate Providers (If Applicable)

_____ Signatory Authorization for Non-Corporate Providers (If Applicable)

_____ Certification Regarding Debarment, Suspension and Other Responsibility Matters

_____ Statement of Commitment to a Drug-Free Workplace

_____ Certificate of Non-Collusion

_____ Audit Assurance Certification

_____ Evidence of Commitment to Equal Opportunity, Nondiscrimination, and Affirmative Action

_____ Certificate of Good Standing

Signature of Authorized Representative for your Organization:

Submitted by: _____
Signature Date

Attachment K

Signatory Authorization for Corporate Providers

PROVIDER: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

COMPLETE ALL SECTIONS

MASSACHUSETTS OR FOREIGN CORPORATION

Massachusetts Corporation Non-Massachusetts Corporation

A Non-Massachusetts Corporation is required to register with the Massachusetts Secretary of State to obtain an authorization to do business within Massachusetts. Attach a copy of such authorization to this form.

CORPORATE TAX STATUS

For-Profit Corporation Corporation exempt from taxation under 501 [C] [3] of the Internal Revenue Code Corporation exempt from taxation under _____ of the Internal Revenue Code.

CERTIFICATE OF VOTE

The following statement must be completed and signed by the Clerk(s) of the corporation, or a Certificate of Vote authorizing a signatory to execute contracts on behalf of the corporation must be attached.

At a duly authorized meeting of the Board of Directors of [Name of Corporation] held on [Date], in accordance with the by-laws of said corporation, it was voted that:

NAME TITLE and/or

NAME TITLE

of the corporation be hereby authorized to execute contracts and bonds on behalf of the corporation and that such execution of any contract or obligation in this corporation's name on its behalf by the person so authorized shall be valid and binding on this corporation.

SIGNATURE OF CLERK _____ DATE _____

AFFIDAVIT OF COMPLIANCE

I _____, authorized signatory of _____ name of corporation] do hereby certify that the above-named corporation has filed with the Secretary of State all certificates and reports required by MGL c.1563 s. 109 and MGL c. 180 s. 26A.

Attachment L

Signatory Authorization for Non-Corporate Providers

Name of entity: _____

Address: _____

Designate type of entity (e.g., sole proprietorship, partnership, local education agency, municipality, etc.): _____

Title of the staff position with authority to sign contracts: _____

Name of the person currently filling this position: _____

Signature of authorized party: _____ Date: _____

Attachment M

Certification Regarding Debarment, Suspension and Other Responsibility Matters Primary 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].

BEFORE SIGNING THE CERTIFICATION, PLEASE READ THE INSTRUCTIONS WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION

1. The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public [Federal, State or local] transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of record, making false statements, or receiving stolen property.
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity [Federal, State, or local] with the commission of any of the offenses enumerated in paragraph [1] [b] of this certification; and
 - d. Have not within a three-year period preceding this application/ proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NAME AND TITLE OF AUTHORIZED SIGNATORY

SIGNATURE

DATE

Attachment N
Drug Free Workplace Certification

I, _____, in representation of
(Print Name)

_____, do hereby certify that
(Agency/Organization)

_____, has taken all
(Agency/Organization)

Necessary measures to ensure a drug free workplace consistent with the **Drug Free Workplace Act of 1988**, as well as all applicable state laws.

Signature

Date

Attachment O

Certificate of Non-Collusion

The undersigned certifies under penalties of perjury that this bid, or proposal has been made or submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

(Printed name of individual submitting bid or proposal)

(Signature of individual submitting bid or proposal)

(Name of Organization)

(Date)

Attachment P
Audit Certification

Check whichever is applicable.

_____ A copy of my organization's most recent Audited Financial Statements or Single Audit (if applicable) is attached.

_____ A copy of my organization's most recent Audited Financial Statements or Single Audit (if applicable) has already been submitted to MMVWB Staff.

_____ As an entity of the Commonwealth of Massachusetts, a copy of my organization's most recent Single Audit is available online at [INDICATE WEBSITE]

(Printed name of individual submitting bid or proposal)

(Signature of individual submitting bid or proposal)

(Name of Organization)

(Date)

Attachment Q

Commitment to Equal Employment Opportunity/Affirmative Action/Non-Discrimination

I have attached my organization's Equal Opportunity/Affirmative Action/Non-Discrimination Policy.

(Printed name of individual submitting bid or proposal)

(Signature of individual submitting bid or proposal)

(Name of Organization)

(Date)

Attachment R

Certificate of Good Standing

Please apply at Commonwealth of Massachusetts /Department of Revenue to receive current Certificate for your organization.

Attachment S

Budget & Budget Instructions

There are two worksheets to this budget. They are as follows:

- Program Budget Sheet
- Program Budget Narrative- Program & Work Experience Budget

The instructions listed below apply to both the Program and the Work Experience Component. (**A minimum of 30% of total proposal must go to the Work Experience component**).

IMPORTANT: There are formulas in the budget templates. These formulas are set up to calculate each section of the budget, as well as the grand total. Manipulating these formulas will cause the budget spreadsheet to not calculate properly. **Please do not alter the formulas.**

Please fill only in the white cells.

It is strongly recommended that the person completing this budget document understands Microsoft Excel. If not, please engage the assistance of someone who does.

Program Budget Sheet: Please fill this out by Expense Type of Personnel, Premises, Non-Personnel, Training and Indirect Costs. Please see instructions below for each expense type.

A.	Personnel: This expense type includes the Staff Salaries and Fringe Benefits.
B.	Premises: This expense type includes the Rent, Utilities & Insurance and Bonding.
C.	Non-Personnel: This expense type includes such items as the Expendable Supplies, Printing, Advertising, Registration & Fees, Travel & Transportation, Equipment Rental & Maintenance, Telephone & Communications, Postage, etc.
D.	Participants Costs: This expense type includes the Participants Wages, Incentives, and any direct participant related costs, etc.
E.	Indirect Costs: This category can only be used for an agency with an approved indirect cost rate from their cognizant agency.

Program Budget Narrative: Please fill out in detail for each expense type of Personnel, Premises, Non-Personnel, Participants Costs and Indirect Costs. Please break down the costs by Program (non-Work Experience) and Work Experience.

Personnel Expenses

Staff Salaries & Wages: Provide an explanation for each staff position to be included in this program. Detail the number of positions, weekly wage, number of weeks and percentage of time spent on the program.

Staff Fringe Benefits: Provide an explanation of each component of the fringe benefit package, such as payroll taxes, medical insurance, unemployment insurance, workers compensation, retirement, etc. Other benefits, such as incentives, are unallowable.

Premises

Premises: Identify the address of the program, the monthly rent, number of months and percentage of time used for the program.

Utilities & Insurance: Identify the address of the program, the estimated monthly utilities & Insurance, number of months and percentage of time used for the program.

Non-Personnel

Materials or Supplies: identify any supplies and materials to be purchased (i.e.: books, software, pens, notepads, etc.)

Equipment Rental & Maintenance: provide a description of equipment and usage for the program.

Travel & Transportation: Identify the type of travel expense made for the program. The cost per mile cannot exceed the rates established by the Internal Revenue Service.

Telephone & Communication: Identify an estimated monthly cost of the telephone, fax and internet lines needed.

Advertising & Printing: Identify the items of advertising (i.e.: newspaper, radio, etc.) and of printing & reproduction (i.e.: flyers, film development, etc.)

Participants Costs

Participant Wages: Provide an explanation for each participant to be included in this program. Detail the number of participants, hourly rate (cannot exceed Massachusetts minimum wage rate), hours per week and number of weeks in the program.

Participants Taxes: Provide an explanation of each component of the payroll related taxes.

Incentive payments (ONLY for training related activities): The MMVWB will require incentive payments of up to \$350 per youth for training-related activities. In the budget section you will be asked to provide five (5) training-related benchmarks, goals, achievements of milestones, and criteria to evaluate and calculate the incentive payments. Each training-related benchmark will be paid as follows: benchmarks 1 through 4 \$75.00 each and benchmark 5 at \$50.00. Incentive payments to youth will be paid by the prospective bidder through the cost reimbursement contract with the MMVWB/City of Lawrence.

Stipend payments: The MMVWB will require stipend payments to youth participants at a rate of \$15.00 per hour (current Mass minimum wage) for **in-person** classroom participation and program activities. Detail the number of participants, hourly rate, hours per week and number of weeks in the program.

These stipends will be paid by the MMVWB/City of Lawrence, but the prospective bidder should include these costs in their budget.

Direct Participants related costs: Provide an explanation for each participants related costs to be included in this program. Detail the type of costs such as Books, Supplies etc.

Indirect Costs

Indirect Costs: This category can only be used for an agency with an approved indirect cost rate from their cognizant agency.

Work Experience Budget Specifics:

A minimum of 30 percent of non-administrative funds must be used to provide In-School and Out-Of-School Youth with work experience. The 30% expenditure requirement includes wages and staffing costs for the development and management of work experiences. **Allowable work experience expenditures include:**

- ❖ Wages/stipends paid to youth in the work experience;
- ❖ Incentive payments directly tied to the completion of work experience;
- ❖ Employability skill/job readiness training to prepare youth for work experience;
- ❖ Participant work experience orientation sessions;
- ❖ Classroom training or the required academic component directly related to the work experience;
- ❖ Orientations for employers
- ❖ Staff time working to identify and develop a work experience opportunity, including staff time spent work with employers to identify and develop the work experience;
- ❖ Staff time working with employers to ensure a successful work experience, including staff time spent managing the work experience;
- ❖ Staff time spent evaluating the work experience;

The 30% work expenditure can also be spent on job placement assistance activities leading to the obtainment of job placement and identification of possible employment opportunities.

MASSHIRE MERRIMACK VALLEY WORKFORCE BOARD (MMVWB)
WIOA OUT-OF SCHOOL & IN-SCHOOL YOUTH PROGRAMS
BUDGET SHEET 2025

NAME OF ORGANIZATION	
ADDRESS:	
PROGRAM NAME:	

	EXPENSE TYPE	BUDGET PROGRAM NON WORK EXPERIENCE	BUDGET WORK EXPERIENCE MINIMUM 30%	TOTAL BUDGET
A	PERSONNEL	\$0.00	\$0.00	\$0.00
	Staff Salaries			\$0.00
	Staff Fringe Benefits			\$0.00
B	PREMISES	\$0.00	\$0.00	\$0.00
	Premises			\$0.00
	Utilities			\$0.00
	Insurance & Bonding			\$0.00
C	NON-PERSONNEL	\$0.00	\$0.00	\$0.00
	Materials or Supplies			\$0.00
	Equipment Rental			\$0.00
	Travel & Transportation			\$0.00
	Telephone			\$0.00
	Advertising & Printing			\$0.00
	Other Costs (Please identify)			\$0.00
	Other Costs (Please identify)			\$0.00
D	PARTICIPANTS COSTS	\$0.00	\$0.00	\$0.00
	Participant Wages/Taxes			\$0.00
	Incentive Payments			\$0.00
	Stipends Payments			\$0.00
	Participants Costs (Please identify)			\$0.00
	Participants Costs (Please identify)			\$0.00
	Participants Costs (Please identify)			\$0.00
E	INDIRECT COSTS	\$0.00	\$0.00	\$0.00
	Indirect Costs			\$0.00
	TOTAL	\$0.00	\$0.00	\$0.00
				#DIV/0!

Indirect Cost can be used for an agency with an approved indirect cost rate from their cognizant agency.

MASSHIRE MERRIMACK VALLEY WORKFORCE BOARD (MMVWB)

WIOA OUT-OF SCHOOL & IN-SCHOOL YOUTH PROGRAMS

Program Budget Narrative

Name of Organization			
Program Name:			
PERSONNEL	PROGRAM (NON- WORK EXPERIENCE)	WORK EXPERIENCE MINIMUM 30%	
	\$0.00	\$0.00	
PREMISES			
	\$0.00	\$0.00	
NON-PERSONNEL			
	\$0.00	\$0.00	
PARTICIPANTS COSTS			
	\$0.00	\$0.00	
INDIRECT COSTS			
	\$0.00	\$0.00	
	TOTAL BY CATEGORY	\$0.00	\$0.00
	TOTAL BUDGET		\$0.00
	WORK EXPERIENCE %		#DIV/0!

Attachment T

MMVWB/City of Lawrence Terms, Conditions, Assurances

1. DEFINITIONS:

As used through this Contract, the following terms shall have the meaning set forth below:

- a. **"Agreement" or "Contract"** This document, including all attachments, addenda, and, by reference, applicable Department of Labor (DOL) and Commonwealth of Massachusetts Regulations.
- b. **"Authorized Representatives"** Any person or persons on board or chief elected official (other than the Contracting Officer) authorized to act for the head of the agency.
- c. **"Contracting Officer"** The person executing this contract on behalf of the funding agency, and any other individual who is properly designated Contracting Officer; and the term includes, except as otherwise provided in this contract, the authorized representative of a Contracting Officer within the limits of his authority. The Contracting Officer will be the only individual who can legally commit the MassHire Merrimack Valley Workforce Board (MMVWB) to the expenditure of funds in connection with this contract or accomplish any contract changes.
- d. **"Contractor"** Party engaged to render services or complete tasks for amounts specified in this contract document.
- e. **"CommCorp" (Commonwealth Corporation)** - Which has statewide responsibility for oversight of select local DOL programs for the Governor.
- f. **"DESE" (Department of Elementary & Secondary Education)** - Which has statewide responsibility for oversight of local DESE programs.
- g. **"MDCS" (MassHire Department of Career Services)** - Which has statewide responsibility for oversight of select local DOL programs for the Governor.
- h. **"EOLWD" (Executive Office of Labor Workforce Development)** - An agency operating under the Executive branch of the Commonwealth of Massachusetts that oversees and helps to coordinate labor and workforce development activities among the Department of Career Services and the state Workforce Investment Board.
- i. **"DTA" – (Department of Transitional Assistance)** - Which has statewide responsibility for oversight of local DTA programs.
- j. **"Lower Merrimack Valley Workforce Area" (LMVWA)** - The region served by the local Workforce Investment Board (MMVWB), and the ValleyWorks Career Center, consisting of the following fifteen (15) communities: Amesbury; Andover; Boxford; Georgetown; Groveland; Haverhill; Lawrence; Merrimac; Methuen; Newbury; Newburyport; North Andover; Rowley; Salisbury; and West Newbury.
- k. **MassHire Merrimack Valley Workforce Board (MMVWB)** - Regional workforce investment board designated by the Governor and appointed by the Chief Elected Official (CEO) of the region charged with policy development, planning and oversight of the workforce system within the LMVWA.
- l. **"Modifications"** - Any changes, amendments, or emendations to this contract which affect the intent, cost, quality or length of contracted services.
- m. **"Participant"** - An individual who has been determined to be eligible to participate in and who is receiving services (except for follow-up services) under a program authorized by WIOA Title I. Participation commences on the first day following determination of eligibility on which the individual begins receiving core, intensive training or other services provided under WIOA Title I.

- n. **"Subcontract"** - Includes all contracts, agreements or purchases, including purchase orders entered into by the Contractor with a third party to procure property or services under this contract.
- o. **Stand-in Costs** - Costs paid from non-Federal sources which a recipient proposes to substitute for Federal costs which have been disallowed as a result of an audit or other review.
- p. **"WIOA" or Workforce Innovation & Opportunity Act** - Which authorized the Secretary of Labor to prescribe such rules, regulations, and guidelines as necessary to provide workforce investment activities that increase the employment, retention and earnings of participants.

2. MERRIMACK VALLEY WORKFORCE BOARD AND CITY OF LAWRENCE FISCAL AGENT

The MMVWB and the Fiscal Agent for the City of Lawrence, designated by the CEO, have legal authority to commit expenditures of funds in connection with this Contract or to approve or disapprove any Contract changes. The MMVWB or Mayor of the City of Lawrence may designate employees to act as authorized representatives for certain specific purposes.

3. STATEMENT OF TAX COMPLIANCE

Pursuant to M.G.L., Chapter 62C, Section 49A, the Contractor certifies that it has filed all state tax returns and paid all taxes as required by law. The Contractor also certifies that it has filed all federal tax returns and paid taxes as required by federal law.

4. NON-DISCRIMINATION EMPLOYMENT & EQUAL OPPORTUNITY

As a condition to this award of financial assistance from the U.S. Department of Labor or Massachusetts Executive Office of Labor and Workforce Development, under Title I of WIOA or for any other funds for which the City of Lawrence or MMVWB have liability the Contractor assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Innovation & Opportunity Act of 1998 (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including sexual harassment, gender identity, pregnancy and gender based wage discrimination), national origin, age, disability (physical or mental, including failure to accommodate), genetic information, sexual orientation, parental status or retaliation for prior EEO protected activity, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I--financially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin; Section 504 of the Rehabilitation Act of 1973, as amended, as amended, the Americans with Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008 (P.L. 110-325), which became effective on January 1, 2009 that provides, "a clear and comprehensive national mandate for the elimination of discrimination" and "clear, strong, consistent, enforceable standards addressing discrimination" by reinstating a broad scope of protection to be available under the ADA; which prohibits discrimination against qualified individuals with disabilities; The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs. The grant applicant also assures that it will comply with 29 CFR part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I-financially assisted program or activity. The grant applicant understands that the United States and Massachusetts have the right to seek judicial enforcement of this assurance.

5. POLITICAL ACTIVITIES, LOBBYING PROHIBITION & ANTI-BOYCOTT WARRANTY

The Contractor may not use any Contract funds and none of the services to be provided by the Contractor may be used for any partisan or non-partisan political activity or to further the election or defeat of any candidate for public office. The Contractor will comply, where applicable, with the provisions of the Hatch Act, which limit the political activity of certain State and local government employees, along with contractors, subcontractors and participants funded through the use of WIOA funds. The Contractor shall comply with 2 CFR 200.450 regarding the restrictions on lobbying and the Certification and Disclosure requirements pursuant to Section 319 of Public Law 101-121. Pursuant to Executive Order 130, or as amended, neither the Contractor nor any affiliated company of the Contractor shall participate in or cooperate with any international boycott, as defined in Section 999(b)(3) and (4) of the Internal Revenue Code of 1954, or as amended; nor shall engage in conduct declared to be unlawful by MGL c.151E sec.2. As used herein, an affiliated company shall be any business entity of which at least 51% of the ownership interests are directly or indirectly owned by the Contractor or by a person or

persons, or a business entity or entities, which owns at least 51% of the ownership interest of the Contractor or any business entity which directly or indirectly owns 51% ownership interest in the Contractor.

6. DRUG FREE WORKPLACE

The Drug-Free Workplace Act of 1988, 41 U.S.C. 702 et seq., and 2 CFR 182 require that all organizations receiving grants from any Federal agency maintain a drug-free workplace. The award recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for suspension or debarment.

7. EPA ASSURANCE

For grants, sub-grants, contracts and subcontracts in excess of \$100,000, or where the grant officer has determined that orders under an indefinite quantity contract or subcontract in any year will exceed \$100,000, or if a facility to be used has been subject of conviction under the Clean Air Act (42 U.S.C. 1857C08 (c)-9(c)(1)) or the Federal Water Pollution Control Act (33 U.S.C. 1319(C)) and is listed by the Environmental Protection Agency (EPA) or is not otherwise exempt, the grantee assures that:

No facility to be utilized in the performance of the proposed grant has been listed on the EPA list of Violating Facilities.

It will notify the MassHire Merrimack Valley Workforce Board prior to award, of the receipt of any communication from the Director, Office of Federal Activities, U.S. Environmental Protection Agency, including that a facility to be utilized for the grant is under consideration to be listed on the EPA list of Violating Facilities.

It will include substantially this assurance, including this third part, in every non-exempt sub-grant, contract or subcontract, where applicable.

8. CERTIFICATION REGARDING DEBARMENT

The Contractor certifies, by execution of this Agreement, 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 or State department or agency.

9. SECTARIAN ACTIVITY PROHIBITED

No funds received under this Contract will be used for the promotion of religious worship, instruction, other religious activity or anti-religious activity. Participants in the program will not be employed in the construction, operation, or maintenance of that part of any facility which is used for religious instruction or worship. WIOA funds may be used for maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship if the organization operating the facility is part of a program or activity providing services to WIOA participants.

10. HEALTH AND SAFETY

Appropriate standards for health and safety in work and training situations will be maintained. All training and/or instruction provided to participants under this agreement will take place in an environment where appropriate standards for health, safety and comfort are maintained. Participants in employment activities in on-the-job training operated with WIOA funds as defined in 20 CFR Part 680, are subject to the same health and safety standards established under State and Federal law which are applicable to similarly employed employees, of the same employer, who are not participants in programs under WIOA. Facilities will be adequately heated and ventilated; with adequate toilet, rest and lunch areas; easy access to potable water; and separate and clearly delineated non-smoking areas.

11. CHILD LABOR

No participant under 18 years of age will be employed in any occupation which the U.S. Secretary of Labor has found to be particularly hazardous for persons between 16 and 18 years of age (a list of such occupations is published in 29 PL Part 1500, Subpart E). Any eligible trainees under 16 years of age will be employed only in accordance with limitations imposed by 29 CFR Part 1500 Subpart C.

12. NEPOTISM

No Contractor will hire a person in an On-The-Job Training position, administrative capacity or consultant position funded under WIOA or any other funds provided through the MMVWB or City of Lawrence if the individual or a member of his/her immediate family is employed in the administrative capacity of DOL, EOLWD, DCS, Commonwealth Corporation, the Contractor, the MassHire Merrimack Valley Workforce Board, or the City of Lawrence. . The Contractor agrees to inform the MMVWB of any potential violation of the nepotism restriction.

13. UNIONIZATION AND ANTI-UNIONIZATION

No WIOA or any other funds provided through this Contract shall in any way be used to either promote or oppose unionization. No participants may be placed into or remain working in any position which is affected by labor disputes involving a work stoppage. Where such an employment activity would violate a collective bargaining agreement, authorized individuals of the appropriate labor organization and employer shall provide written concurrence before the employment activity is undertaken. Nothing in this section shall prevent an employer from checking off union dues or service fees pursuant to applicable collective bargaining agreements or state law.

14. FUNDING AND FISCAL YEAR APPROPRIATION

Appropriations for expenditures by the MMVWB and COL and authorizations to spend for particular purposes are made on a fiscal year basis. The fiscal year of the MMVWB is the twelve-month period ending June 30 of each year. The obligation of the MMVWB/COL under this Contract for any subsequent fiscal year following the fiscal year in which this contract is executed is subject to the appropriation to the MMVWB/COL of funds sufficient to discharge the MMVWB/COL obligation which accrues in such subsequent fiscal year, and to the authorization to spend such funds for the purposes of this Contract. In the absence of such appropriation or authorization, this Contract shall be terminated immediately without liability for damages, penalties or other charges.

15. USE OF FUNDS, COST LIMITATIONS & EXPENDITURE REQUIREMENTS

Funds shall be used for those costs which are applicable to this Contract, consistent with the approved budget and subject to the applicable WIOA or other funding source Cost Limitations and Expenditure Requirements as described in 2 CFR Part 200 Expenditures of WIOA funds totaling less than the maximum grant obligation, will have cost limitations based on actual expenditures utilizing the percent limitations specified in MMVWB Policy or, when applicable, the Contractor's individual grant sub-agreement. Funds shall not be used for the Contractor's general administration except those expenses applicable to the administration of this Contract. No program funds shall be obligated for payment of costs incurred for the program prior to the effective date of this Contract or costs' requiring specific MMVWB/COL approval until the Contractor is advised by the MMVWB in writing that there is no objection to so proceeding. The Contractor agrees to refund to the MMVWB/COL any payment or portions of payment determined not properly due to the Contractor under the terms and conditions of this Contract. WIOA or other contract funds may not be used to substitute for funding of any other activities or programs not covered in this contract agreement. Disallowed costs will be repaid to the MMVWB/COL by the Contractor from funds other than those granted to the Contractor by the MMVWB/COL or other federal funding sources.

Revenues earned by a governmental or private non-profit contractor that are in excess of the actual costs incurred in providing services shall be treated as program income. As such, the Contractor may retain any program income earned by the Contractor only if such income is added to the funds committed to the contract under which it was earned, that such income is used for contract purposes and under the terms and conditions applicable to the use of the grant funds, and such income is reported to the MMVWB/COL WIOA or other grant required classification of costs and administrative cost limitations, where applicable, shall apply to such funds. Program income not used in accordance with the requirements of this section, 2 CFR Part 200.307 shall be returned... The MMVWB/COL shall not be obligated to reimburse the Contractor for costs incurred in excess of the approved costs, and the Contractor shall not be obligated to incur expenses in excess of the approved costs.

16. MAINTENANCE OF EFFORT

Funds provided under this Contract shall only be used for activities that are in addition to those which would otherwise be available in the area in the absence of such funds. Funds provided under WIOA shall not be used to duplicate facilities or services available in the area (with or without reimbursement from Federal, State or local services) unless it is demonstrated that the alternative services or facilities would be more effective or more likely to achieve the program's performance goals.

17. COMPLIANCE

The Contractor will comply with all Federal, State, County and local, statutes, laws, and regulations, and with MMVWB policies. The Contractor will comply with the Workforce Innovation & Opportunity Act as Amended and its implementing Regulations found at 20 CFR Part 652, et al, No provision of this Agreement is intended to relieve the Contractor from the responsibility and liability for complying with applicable laws, regulations, and policies.

18. CORRECTIVE ACTION

If a contractor's performance is found not to comply with program performance as outlined in the terms and conditions of this Contract, the Contractor will be required to implement corrective action. Corrective action may be required of the Contractor under, but not limited to, the following circumstances: The Contractor has failed to deliver services or products in the Contract; the Contractor failed to deliver these services or products according to the Contract schedule; or that the Contractor has failed to deliver at the quality and outcomes called for in the Contract.

19. SANCTIONS

The MassHire Merrimack Valley Workforce Board (MMVWB), or the City of Lawrence shall reserve the right to place sanctions on the Contractor for deficiencies concerning program performance or for noncompliance with the WIOA Final Rules, 20 CFR Part 652, et al or the stated policies of MMVWB, the City of Lawrence and/or Commonwealth Corporation or the Massachusetts Executive Office of Labor and Workforce Development Department of Career Services. Wherever feasible, the MMVWB, or COL shall give the Contractor an opportunity to prepare and carry out a corrective action plan. However, failure to provide the Contractor with an opportunity for corrective action shall not prevent the MMVWB or COL from imposing sanctions. Such sanctions may include, but are not limited to: termination or reduction of contract funding; withholding of payment; debarment of particular contractor(s) or sub-contractor(s); repayment from non-federal funds for violations of laws and regulations.

20. TERMINATIONS

This Contract shall terminate as indicated on the contract cover page unless terminated prior thereto as follows:

- a. **"Without Cause"** - Either party may terminate this Contract, without cause and without penalty, by giving written notice to the other party at least thirty (30) calendar days prior to the effective date of termination as stated in the notice, or such other period as is mutually agreed in advance by the parties.
- b. **"For Cause"** - If the Contractor fails to perform under this Contract, or fails to make sufficient progress so as to endanger Contract performance, or fails in any way to comply with the terms and conditions of this Contract, the MMVWB/COL may terminate this Contract, in whole or in part, by giving written notice to the Contractor at least ten (10) calendar days before the effective date of termination stated in the notice. The notice shall state the reason(s) for termination and will state a reasonable period, not less than (10) calendar days, during which the reason(s) for termination must be remedied, subject to the approval of the MMVWB/COL. The MMVWB/COL reserves the right to terminate this Contract immediately in the event of the Contractor's criminal indictment, participation in fraudulent activities or in the event the Contractor files for bankruptcy.
- c. **"Emergency"** – The MMVWB/COL may terminate or suspend this Contract by providing written notice to the Contractor stating the grounds for action, in the form of telegram, mailgram, hand carried letter or other appropriate written means, if the MMVWB/ determines that immediate action is necessary to protect state and/or federal funds or property or to protect individuals from injury. Such termination or suspension action shall be effective upon receipt by the Contractor of notice of either suspension or termination. In the case of a suspension under this paragraph, the notice of suspension shall be accompanied by instructions from MMVWB, or COL specifying requisite action(s) by the Contractor to remove the suspension, a proposed timetable for meeting those requirements and a description of the allowable activities and costs, if any, during the suspension period. Failure by the Contractor to remedy any identified deficiencies according to the timetable prescribed by the MMVWB, or COL shall be cause for immediate termination.
- d. **"Availability of Funds"** - This Agreement is contingent upon the receipt of funds and continued authorization for program activities. In the event that such funds become unavailable for any reason or authorization for program activities is withdrawn or otherwise modified, The MMVWB and COL have the unilateral right and absolute discretion to modify or terminate this Agreement at any time.

e. **“Force Majeure”** - Neither party shall be liable to the other nor be deemed to be in breach of this Contract for failure or delay in rendering performance arising out of causes factually beyond its control and without its fault or negligence. Such causes may include, but are not limited to: Acts of God or the public enemy, wars, fires, floods, epidemics, quarantine restrictions, strikes, unforeseen freight embargoes or unusually severe weather. Dates or times of performance shall be extended to the extent of delays excused by this section, provided that the party whose performance is affected notifies the other promptly of the existence and nature of this delay. It is agreed that since the performance dates of this Contract are of the essence and important to the implementation of essential MMVWB work, continued failure to perform for periods aggregating forty five (45) or more calendar days during the contract performance period, even for causes beyond the control of the Contractor, shall afford MMVWB the right to terminate this Contract without termination costs or penalties.

21. OBLIGATION IN EVENT OF TERMINATION

In the event of any termination, the Contractor shall not be relieved of liability to the MMVWB/COL for injury or damages sustained by the MMVWB/COL by virtue of any breach of this Contract by the Contractor. The MMVWB/COL shall promptly pay Contractor for all services performed to the effective date of termination provided Contractor is not in default of the terms of this Contract and submits to the MMVWB/COL a properly completed invoice, with supporting documentation covering such services, no later than thirty (30) days after the effective date of termination. In the event of termination pursuant to Section 21(b), the MMVWB/COL will withhold any payments to the Contractor for the purpose of offset until such time as the exact amount of damages due to the MMVWB/COL from the Contractor is determined. Upon termination, all documents, finished or unfinished, data, studies and reports prepared by Contractor pursuant to this Contract shall become the property of the MMVWB/COL.

22. AUDITS

Organization-wide or program-specific audits shall be performed in accordance with Subpart F, the Audit Requirements of the Uniform Guidance which apply to audits for fiscal years beginning on or after December 26, 2014. DOL awards recipients including for-profit and foreign entities that expend \$ 750,000 or more in a year from any Federal awards must have an audit conducted for that year in accordance with the requirements contained in 2 CFR 200.501. OMB’s approved exception at 2 CFR 2900.2 expands the definitions of ‘non-Federal entity’ to include for-profit entities and foreign entities. For-profit and foreign entities that are recipients or subrecipients of a DOL award must adhere to the Uniform Guidance at 2 CFR 200. Where applicable, the Contractor shall submit to the MMVWB/COL fiscal agent their audit no later than 30 days after the audit of a program funded under this contract is complete, but not later than 9 months after the end of the fiscal year of the contractor.

23. INDEMNIFICATION

Unless otherwise exempted by law, the Contractor shall indemnify and hold harmless the Commonwealth of Massachusetts and them MMVWB and City of Lawrence, including its agents, officers and employees against any and all liability and damages the Commonwealth and the MMVWB/COL may sustain or incur in connection with the performance of this Contract by reason of acts, inaction, omissions, negligence or reckless or intentional conduct of the Contractor, its agent(s), officers, employees or subcontractors; provided that the Contractor is notified by the Commonwealth and MMVWB/ COL of any claim within a reasonable time after the Commonwealth and the MMVWB/COL become aware of it, and the Contractor is afforded an opportunity to participate in the defense of such claim and any negotiated settlement agreement or final judgment.

24. WORKERS COMPENSATION AND OTHER INSURANCE

The Contractor shall procure and thereafter maintain Workers Compensation, employer's liability, comprehensive general liability (bodily injury), and comprehensive automobile liability (bodily injury and property damage) insurance, with respect to insurance, under this Contract. If the Contractor receives advance payments, the Contractor shall obtain a personal fidelity bond for a minimum of \$50,000 for each of its employees who are permitted to engage in financial transactions involving WIOA or other funds. Bonding should include but not be limited to Contractor employees who handle payroll.

In lieu of Worker's Compensation insurance, the Contractor must maintain a self-insurance program. Such insurance shall be fully funded by the Contractor. The Contractor shall be reimbursed for that portion allowable to the Contract for the reasonable cost of insurance as required or approved pursuant to the provisions of this clause. Upon written request, Contractor will submit to the MMVWB Certificates of Insurance for the above mentioned areas.

25. ADVERTISING

All materials related to this program including, but not limited to, press releases, newspaper articles, pamphlets and fliers concerning the Contractor's relationship with the MMVWB, or COL or DTD/Merrimack Valley Career Center must refer to the MMVWB, as funding source. Such materials shall clearly state the percentage of the total costs of the program or project which will be financed with federal money; the dollar amount of the federal funds for the project or program; and the percentage and dollar amount of the total cost of the project or program that will be financed by non governmental sources. Copies of materials intended for public consumption are to be sent to MMVWB.

26. DISCLOSURE OF CONFIDENTIAL INFORMATION

a. The Contractor shall maintain the confidentiality of any information regarding trainees, project participants and their immediate families that may be obtained through application forms, interviews, tests, reports from public agencies or counselors, or any other source. Without the permission of the trainees or participants, such information shall be divulged only as necessary for purposes related to the performance or evaluation of the Contract and to persons having responsibilities under the Contract. The Contractor shall comply with the provisions of the Fair Information Practices Act. Ch. 776 of the Acts of 1975, and with MMVWB policy.

b. The Contractor agrees to take reasonable steps to insure the physical security of such data under its control, including, but not limited to fire, protection against smoke and water damage; alarm systems; locked files, guards, or other devices reasonably expected to prevent loss or unauthorized access to electronically or mechanically held data; limited terminal access, access to input documents and output documents, and design provisions to limit use of personal data.

c. The Contractor agrees that it will inform each of its employees, having any involvement with personal data or other confidential information, of the laws and regulations relating to confidentiality. The MMVWB or its agents shall have access to any data maintained pursuant to the Contract without the consent of the data subject. The Contractor shall use personal data and materials derived from such data only as necessary in the performance of this Contract.

27. ACCOUNTING RECORDKEEPING

The Contractor shall maintain its own accounting system which, at a minimum, must include Books of Original Entry, a General Ledger or other mechanism for summarizing the result of transactions, and all supporting documentation in accordance with Generally Accepted Accounting Principles (GAAP). The Contractor shall adequately safeguard funds to ensure that they are used for the purposes authorized. Necessary accounting records must be maintained to document the proper use of these funds for the intended purposes and to identify individual contract cash balances.

28. RECORDS, RECORD RETENTION

The Contractor will keep full and detailed accounts and records as may be necessary for proper financial management under this Contract. The Contractor shall comply with any programmatic and fiscal recordkeeping and reporting requirements identified by the MMVWB/ COL, including format, contents, details and submission requirements.

At a minimum, records/files concerning MMVWB-funded trainees will include the following: Copies of weekly timesheets and any related attendance documentation; Any material concerning the trainee which may be transmitted from the MMVWB, or the Career Center to the Contractor, such as any enrollment documents, intake/assessment testing documents, Individual Service Strategy (ISS), MMVWB Grievance Policy, etc; Any materials normally utilized by the Contractor to record and assess the trainee's progress such as copies of tests, projects, etc, including progress notes composed by Contractor staff regarding the MMVWB, funded trainee's participation and progress; Any other documentation or records not otherwise identified in this section which the MMVWB, or its agents may subsequently request of the Contractor should be maintained for a period of seven (7) years from the contract end date.

29. EXAMINATION OF RECORDS

The Contractor agrees that the Governor, the Executive Office of Labor & Workforce Development (EOLWD), the President of Commonwealth Corporation, the State Auditor, the U.S. Department of Labor, the Department of Career Services or the MMVWB or any of their duly authorized representatives shall, until the expiration of the retention period under this Contract, have access to and the right to examine and copy, at reasonable times and upon reasonable notice, any directly pertinent books, documents, papers, and

records of the Contractor involving transactions related to the Contract; the right to interview employees of the Contractor with respect to transactions related to this Contract; and the right to enter onto the premises of the Contractor at all reasonable times in order to have access to such books, documents, papers, records and employees. The Contractor further agrees to include in all its subcontracts hereunder a provision to the effect that the subcontractor agrees that the MMVWB and its authorized agents,, its funding sources and any of their duly authorized representatives shall, until the expiration of the retention period under the subcontract, have access to and the right to examine any directly pertinent books, documents, papers, and records of such subcontractor involving transactions related to the subcontract.

Without limiting the MMVWB/COL's other legal remedies, in the event that the Contractor fails to comply with this provision, the parties agree that the MMVWB/COL may obtain specific performance of the clause through the courts.

30. **MONITORING ACCESS**

At any time during the term of this Agreement, Contractor shall permit the Governor, the Executive Office of Labor and Workforce Development, the State Auditor, the President of Commonwealth Corporation, the U.S. Department of Labor or their designated representatives, MDCS and the MMVWB and its fiscal agent to conduct on site evaluations and monitor program performance to ensure compliance with the terms of this Agreement. At any time during normal business hours and as frequently as deemed necessary, there shall be made available, for examination and audit, all contracts, invoices, payroll records, general ledger and supporting accounting records, personnel files, attendance records and any other data relating to all matters covered by this Agreement. Monitoring visits may include examination of participant case files, observation of program activities and interviews with staff and participants. Records may be copied at a reasonable expense, if necessary.

31. **NON-ASSIGNABILITY**

This agreement is between the MMVWB, the City of Lawrence and the Contractor. The Contractor may not assign or otherwise transfer total liability, responsibility, obligation, duty or interest under this Contract. All monetary recompense for Contracted services shall be paid by the MMVWB /COL as outlined in the Budget and invoicing instructions subject to the Contractor's compliance with appropriate cost limitations and expenditure requirements. The Contract total represents the maximum total costs that may be incurred under this agreement.

32. **SUBCONTRACTS**

Pursuant to this Contract, the Contractor may not subcontract any of the services to be provided or delegate in part or, with respect to WIOA funded Programs delegate in whole to any organization, association, individual, corporation, partnership or other such entity without the written consent of the MMVWB prior to placing any subcontract. The Contractor shall give the MMVWB immediate notice of any claim made against the Contractor by any subcontractor or Contractor which, in the opinion of the Contractor, may result in litigation, related in any way to this Contract, with respect to which the Contractor may be entitled to reimbursement from the MMVWB/COL. The consent, approval, or ratification of a subcontract or any terms thereof shall not put the MMVWB/COL in contractual agreement privately with the subcontractor; shall not, unless otherwise stated, constitute an endorsement or approval of any provision of the subcontract; and shall not relieve the Contractor of its responsibility for the performance and provision of services or its obligation, duty or interest under this Contract. Contractor shall not subcontract with nor delegate to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 "Debarment and Suspension".

33. **UTILIZATION OF MINORITY OR WOMEN-OWNED BUSINESS ENTERPRISES**

It is the policy of the government that minority or women-owned business enterprises shall have the maximum practicable opportunity to participate in the performance of government contracts. The Contractor agrees to use its best efforts to carry out the policy in the award of subcontracts to the fullest extent consistent with the efficient performance of this Contract.

34. **GRIEVANCE PROCEDURE POLICY**

Pursuant to the procedures set forth below, any individual or organization may file a grievance alleging a violation of the Workforce Innovation & Opportunity Act, rules, regulations, grants or other agreements made under the programs by the Commonwealth of

Massachusetts, the Executive office of Labor and Workforce Development, the MassHire Department of Career Services, Commonwealth Corporation, MMVWB or contractors. Grievances that do not involve a violation of the regulations, grant terms or other agreements under the programs are not subject to this procedure. With the exception of complaints alleging fraud, criminal activity or discrimination, the filing of a grievance under WIOA or other funds for which the City of Lawrence has liability must be made within one year of the date of the alleged violation. Grievances under WIOA alleging discrimination, including those alleging gender discrimination and any other protected class as described in #4 Non-Discrimination Employment & Equal Opportunity, must be filed within one hundred eighty (180) days of the date of the alleged violation.

Where the alleged violation of program regulations is also an alleged violation of another law, regulation or agreement, nothing in this procedure precludes an individual or organization from filing a complaint or grievance under such other law or agreement with respect to the separate cause of action, at the same time that a grievance under this procedure is pending.

Any Contractor who is the recipient of WIOA funds or other funds provided through the MMVWB and City of Lawrence shall continue to operate or shall establish and maintain for WIOA participants and others a grievance or complaint procedure relating to the terms and conditions of employment. Any Contractor who does not have a grievance procedure may use this procedure by submitting a letter requesting inclusion in MMVWB's Grievance Procedure.

As the WIOA administrative entity the MMVWB/COL (and its Contractors) must inform participants of the MMVWB grievance or complaint procedure they are to follow. The Contractor's procedures must provide, upon request by the complainant, a review of the Contractor's decision by MMVWB, the Commonwealth Corporation, DCS or its designee and by the Governor or his/her designee, if necessary, in accordance with 20 CFR Parts 683.600 - 683.650, 658.411, 679.290.

a. The Contractor agrees to implement and maintain an Equal Employment Opportunity Program and a related Affirmative Action Plan. Such a program shall include (but is not limited to):

1. Formulation and maintenance of a grievance resolution system for participants and staff.
2. Notification to all participants and staff, in writing, at enrollment or hire, of the Program's Grievance Resolution System, as well as the EEO and Affirmative Action compliance and other related activities.
3. Designation of staff within the Contractor as responsible for EEO and Affirmative Action compliance and other related activities and designation of a Grievance Officer.

b. Any Contractor that does not maintain an Equal Employment Opportunity Program and a related Affirmative Action Plan agrees to fully participate in the Equal Employment and Affirmative Action Programs and activities established by MMVWB, including procedures to be established for monitoring EEO/AA activities.

c. This grievance procedure shall be used in all protests, disputes and claims causes in reference to this Agreement.

35. DISPUTES

Except as otherwise provided in this Contract, any dispute concerning a question of fact arising under this Contract which is not disposed of by agreement shall be decided by the MMVWB Executive Director and COL Fiscal Agent who shall present a decision in writing and mail or otherwise furnish a copy thereof to the Contractor. The decision of the duly authorized representatives shall be final and conclusive unless, within 30 days from the date of receipt of such copy, the Contractor mails or other-wise furnishes to the MMVWB or the COL Fiscal Agent a written appeal addressed to the Executive Committee of the MMVWB the duly authorized representatives for the determination of such appeals. This decision shall be final and conclusive unless determined by the court of competent jurisdiction to have been fraudulent or capricious or arbitrary, or so grossly erroneous as necessarily to imply bad faith, or not supported by substantial evidence. In connection with any appeal proceeding under this clause, the Contractor shall be afforded an opportunity to be heard and to offer evidence in support of its appeal. Pending final decision of a dispute hereunder, the Contractor shall proceed efficiently with the performance of this Contract and in accordance with the decision of the MMVWB Executive Director and COL Fiscal Agent.

b. This "Dispute" clause does not preclude consideration of law questions in connection with decisions provided for in paragraph (a) above, provided that nothing in this Contract shall be construed as making final the decision of any administrative official, representative, or board on a question of law.

36. CONFLICTS OF INTEREST/CODE OF CONDUCT

The Contractor shall comply with the requirements of 20 CFR Part 667.200(4) (i) and 2 CFR 200.112 & 200.318 which address codes of conduct and real or apparent conflict of interest issues. No officer, member or employee of the Contractor shall cast a vote on, or participate in, any decision making capacity (including discussions to which all proposers are not afforded equal opportunity) on the provision of services by such officer, member or employee (or any organization which that officer, member or employee directly represents), or on any matter which would provide any direct financial benefit to that officer, member or employee, or a member of their immediate family. The Contractor warrants that it has not employed or retained any company or person other than a bona fide employee working solely for the Contractor to solicit or secure this Contract, and that it has not paid or agreed to pay any company or person any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of this Contract. No officer, member, or employee of the MMVWB or City of Lawrence, and no member of its governing body who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this project shall (a) participate in any decision relating to this agreement which affects his/her personal interest in any corporation, partnership or association in which he/she is, directly or indirectly, interested; or (b) have any interest, direct or indirect, in this agreement or the proceeds hereof.

37. INTELLECTUAL PROPERTY RIGHTS, OWNERSHIP OF MATERIALS

All reports, data, and material prepared by the Contractor under its agreement or furnished to the Contractor by the MMVWB, or its representatives, or otherwise obtained or prepared under the terms of this agreement, shall remain the property of the MMVWB. Upon the termination of this Contract, the originals of all finished and unfinished, documents, data, studies, reports, manuals, materials or other "deliverable", identified in the approved plan or work statement, prepared or delivered by the Contractor specifically pursuant to this Contract, or paid for with Contract funds, shall become the property of the MMVWB and the Commonwealth shall have title and own the copyright in such "deliverable". The Contractor shall have a royalty-free non-exclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use these "deliverables" whether published or unpublished, unless such use is restricted in this Contract. The Contractor shall not make any application for patent or copyright of any "deliverable" without the prior written consent of the MMVWB. *Unless other procedures are specified by the parties in this Contract, the Contractor shall not make any press statement or issue any material for publication, derived from the "deliverable" under this Contract without the prior written approval of the MMVWB.* The originals of finished and unfinished documents, data, studies, reports, manuals, materials or programs provided by the Contractor which are not copyrightable by the MMVWB or COL or which are already owned or copyrighted by the Contractor shall be specifically identified as a "non-deliverable" in this Contract. The MMVWB shall have a royalty-free non-exclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use any "non-deliverable" identified in this Contract, unless restrictions on such use are specified.

38. PROPERTY

No WIOA funds may be expended for the acquisition of real property without the prior written consent of the MMVWB. Real property means land and structures thereto, excluding movable machinery and equipment. The Contractor shall keep an adequate inventory of any and all equipment, supplies and materials purchased with funds pursuant to the approved budget. The Contractor shall follow applicable WIOA regulations and Mass Workforce Issuance 07-69 regarding the disposition of property at the end of the contract period, unless the Contractor receives different instructions in writing from MMVWB or City of Lawrence.

39. UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION

Parties to this Agreement will comply with the provisions of the Uniform Relocation Assistance and Real Property Acquisition Act of 1979 (P.L. 91-646) which requires fair and equitable treatment of persons displaced as a result of Federal and Federally assisted programs.

40. RENTAL AND LEASING OF PREMISES

All rental and leasing of premises must be reasonable, necessary, and properly procured.

41. PELL GRANTS

Contractor shall be responsible for ensuring the filing of applications for Pell Grant or Supplemental Education Opportunity Grant (SEOG)

assistance or any other assistance available for each Participant enrolled in a Pell Grant or SEOG approved course. The Contractor shall reduce the amount due to the Contractor from the MMVWB/COL, or remit to the MMVWB/COL the portion of the Pell Grant to be applied to the cost of tuition, fees and books, if received after the termination of this Contract. Notwithstanding any provision of this Agreement to the contrary, no compensation shall be earned or deemed payable for services provided for under this Agreement to the extent that any such services are paid for, directly or indirectly, through a Pell Grant (or Supplemental Education Opportunity Grant (SEOG)) or by any other source. The Contractor shall take sufficient actions to assure that services paid for through such grants are not paid for under this Agreement (including the reduction of invoices to the extent of such grant payments, the return of any funds paid hereunder for services paid for through such grants, and any other actions as may be required by the MMVWB/COL).

42. MODIFICATIONS

The MMVWB Executive Director and/or the COL Fiscal Agent or other duly authorized representatives, will at any time, by written order, and without notice to the sureties, make changes within the general scope of this Contract. If any such changes cause an increase or decrease in the cost of, or time required for performance of any part of the work under this Contract, whether changed or not by any such order, an equitable adjustment shall be made in the Contract price and related profit and shall be modified in writing accordingly. Any claim by the Contractor for adjustment under this clause must be asserted within 30 days from date of receipt by the Contractor of the notification of changes; provided, however, that the duly authorized representative decides that the facts justify such action, will receive and act upon any such claim asserted at any time prior to final payment under this Contract. All cost items subject to variation beyond the control of the Contractor shall be subject to re-negotiation between MMVWB, or COL and the Contractor. Failure to agree to any adjustment shall be a dispute concerning a question of facts within the meaning of the clause of this Contract entitled "Disputes". However, nothing in this clause shall excuse the Contractor from proceeding with the Contract as changed. Both parties shall approve all Contract modifications in writing. Contract and modifications shall be accomplished on an authorized Contract Modification Sheet. In situations where cost increases are the direct result of legislation or collective bargaining agreements, this Contract may be modified to reflect those changes.

43. FORUM AND CHOICE OF LAW

Any actions arising out of this Contract shall be governed by the laws of the Commonwealth of Massachusetts, and shall be brought and maintained in a state or federal court within the Commonwealth, which shall have exclusive jurisdiction thereof.

44. WAIVERS

Forbearance or indulgence in any form or manner by a party shall not be construed as a waiver, nor in any way limit the legal or equitable remedies available to that party. No waiver by either party of any default or breach shall constitute a waiver of any subsequent default or breach.

45. SEVERABILITY, HEADINGS AND INTERPRETATION, INTEGRATION

If any Article or provision of this Agreement is declared or found to be illegal, unenforceable, or void, then both the MMVWB/COL and the Contractor shall be relieved of all obligations under that provision. The remainder of the Agreement shall be enforced to the fullest extent permitted by law. The headings used herein are for reference and convenience only and shall not be a factor in the interpretation of this Contract. This Agreement shall supersede all other oral negotiations and written agreements relating to the performance of this Contract, including contracts provided by the Contractor.

46. OFFICIAL ENROLLMENT

In the case that this contract is for the provision of training services, official enrollment of participants occurs on the first day of program activity.

47. TERMINATION OF ELIGIBILITY DUE TO INACCURACY OR NONCOMPLIANCE

- (a) Eligible Providers determined to have intentionally supplied inaccurate information on their Contract, performance information, program description or cost information shall have their eligibility to receive WIOA funds terminated for a period not less than 2 years.
- (b) Eligible Providers determined to have substantially violated any requirement of the Workforce Innovation & Opportunity Act may have their eligibility to receive WIOA funds terminated for the program involved.

(c) Eligible Providers who are terminated under paragraph (a) or (b) above, shall be liable for repayment of all funds received for the program during any period of noncompliance described in such paragraph.

48. SUBSEQUENT ELIGIBILITY, PERFORMANCE AND COST INFORMATION TRACKING

The Contractor hereby agrees that it will collect and track the following program specific information:

- (a) The program completion rates for all individuals participating in the Contracted program, including individuals who are not receiving assistance under WIOA section 134 and individuals who are receiving such assistance.
- (b) The percentage of all individuals participating in the applicable program who obtain unsubsidized employment, which may also include information specifying the percentage of the individuals who obtain unsubsidized employment in an occupation related to the program conducted, including individuals who are not receiving assistance under WIOA section 134 and individuals who are receiving such assistance.
- (c) The wages at placement in employment for all individuals participating in the applicable training, including individuals who are not receiving assistance under WIOA section 134 and individuals who are receiving such assistance.
- (d) For individuals who received assistance under WIOA section 134, the retention rates in unsubsidized employment of participants who have completed the applicable program, 6 months after the first day of employment.
- (e) For individuals who received assistance under WIOA section 134, the wages received by participants who have completed the applicable program, 6 months after the first day of the employment involved.
- (f) For individuals who received assistance under WIOA section 134, where appropriate, the rates of licensure or certification, attainment of academic degrees or equivalents, or attainment of other measures of skills, of the graduates of the applicable program.
- (g) Information on program costs (such as tuition and fees). All information shall be collected in a manner that shall facilitate verification of the data. In order to retain eligibility to receive WIOA Title I funds for training services under section 134, the Contractor shall submit, at least annually, under procedures established by the Governor the information outlined above.

All information shall be collected in a manner that shall facilitate verification of the data. In order to retain eligibility to receive WIOA Title I funds for training services under section 134, the Contractor shall submit, at least annually, under procedures established by the Governor the information outlined above.

Attachment U

Contract Negotiation

During Contract negotiations the Awarded Provider will need to submit following Policies, Procedures, and Documentation including but not limited to:

- American Disability Act
- Chart of Accounts - Accounting Manual
- Code of Professional Ethics and Conduct Policy
- Cost Allocation Plan
- Criminal Waste, Fraud & Abuse Policy
- Emergency Management Plan
- Fiscal Related Policies & Procedures
- Formal Grievance /Complaint Policy
- Hours and Days of Work Policy
- Lease Agreements for Space & Equipment
- MIS/IT Computer Internal Controls
- Personally Identifiable Information (PII) Policy
- Personnel, Payroll & Benefits
- Purchasing of Office Supplies, Equipment and Furniture
- Records Retention and Disposal Policy
- Safeguarding of Federal Funds in the Bank
- Staff Bonding, Liability Insurance & Workers Compensation
- Travel & Business Policy
- Union Contract, if applicable
- Workplace Environment – Harassment Policy

Attachment V

MMVWB Formal Grievance/ Complaint Policy

Who May File:

Equal Opportunity Is the Law

Any person who believes he or she or any specific class of individuals has been or is being subjected to discrimination on the basis of race, color, religion, sex (including sexual harassment, gender identity, pregnancy and gender based wage discrimination), national original, age, disability (physical or mental including failure to accommodate), genetic information, sexual orientation, familial status, citizenship, military service/veteran's status, or retaliation for prior EEO protected activity, political affiliation or belief, and for beneficiaries only, citizenship, in admission or access to opportunities or treatment in, or employment in the administration of or in connection with, any Workforce Innovation and Opportunity Act funded program or activity. On all complaints that include discrimination, and all complaints alleging disability discrimination, the following procedure shall be used:

Complaints Lodged and Time Frames:

- A customer may lodge a complaint related to services provided under the Wagner-Peyser Act within two years of the alleged violation.
- There is no time limit for filing a complaint related to services provided under Title I of the Workforce Innovation and Opportunity Act (WIOA).
- Complaints alleging discrimination must be filed within 180 days of the alleged violation. The 180-day filing deadline is extended to 300 days if the charge also is covered by a state or local anti-discrimination law. For ADEA charges, only state laws extend the filing limit to 300 days.
- All complaints must be filed in written form:
 - Submission of a written letter signed by the complainant or authorized representative or;
 - Through an email account as this will be deemed an electronic signature.
 - Submission of the official Unified Workforce System Complaint Referral Record Form (available at front desk).

A written complaint must include the complainant's full name, telephone number and address and the date of filing. Written complaints must also provide a clear, brief statement of the facts and alleged violation, relevant dates, and other information to assist the investigation and resolution of the complaint. If the complainant needs assistance one of the MassHire Merrimack Valley Workforce Board staff will assist the customer seeking to file the complaint including assistance with completing all associated forms.

Procedure to File:

Type of Complaint:

Violation of the Wagner-Peyser Act, rules, regulations, grants or other agreements made under the Act by the Commonwealth.

OR

Violation of the Title I of the Workforce Innovation and Opportunity Act, rules, regulations, grants, or other agreements made under the Act by the Commonwealth.

Where to file the complaint/grievance:

Complaints against the MassHire Merrimack Valley Workforce Board, subrecipient, or contractor:

Local Complaint Officer

Primary Contact:

Lynda Buote*
Grievance Officer
MassHire Merrimack Valley Workforce Board
One Union Street, Suite 202
Lawrence, MA 01840
978-551-7286
Email: lbuote@MassHireMVWB.org

Back-up Contact:

Corina Ossers*
Deputy Director
MassHire Merrimack Valley Workforce Board
One Union Street, Suite 202
Lawrence, MA 01840
978-701-8176
Email: cossers@MassHireMVWB.org

* Names Subject to Change

When to file the complaint:

For violations of the Wagner-Peyser Act, rules regulations, grants or other agreements made under the Act by the Commonwealth: Within two (2) years of the alleged occurrence. For violations of the Title I the Workforce Innovation and Opportunity Act, rules, regulations, grants or other agreements made under the Act by the Commonwealth: There is no time limit.

Resolution of the complaint:

The local Complaint Officer has 15 days from the date a written complaint is received to resolve the complaint.

If the complaint was initiated by a Migrant and Seasonal Farm Worker (MSFW) – the local Complaint Officer has within 5 days from the date a written complaint is received.

The 15-day period (or in the case of an MSFW initiated complaint, the 5-day period) does not begin until the requested information is received.

If the MassHire Merrimack Valley Workforce Board has made a written request to the complainant (or the complainant's authorized representative) for additional information, the 15-day period (or in the case of an MSFW initiated complaint, the 5-day period) does not begin until the requested information has been received by the local MassHire Merrimack Valley Workforce Board.

If the local MassHire Merrimack Valley Workforce Board has requested additional information from the complainant or the complainant's authorized representative and does not receive a response within 20 days from the date the request was made (or, in the case of an MSFW initiated complaint, within 40 days), the complaint is considered resolved.

Appeal of the complaint if resolution is not reached at the local MassHire Merrimack Valley Workforce Board:

If the MassHire Merrimack Valley Workforce Board does not resolve the complaint to the satisfaction of the complainant within 15 days period (or in the case of an MSFW initiated complaint, the 5-day period), the complainant may request a hearing at the Local and/or State level for resolution or further action.

Local Hearings:

If a complainant requests or the local Complaint Officer deems that a formal hearing is necessary, the local Complaint Officer will notify the parties (in writing) that the matter has been scheduled for a formal hearing. The notice must inform the parties of the following elements of the hearing process:

- The date, time, and location of the hearing.

- That the Local Complaint/Hearings Officer, will rule on the introduction of evidence* and afford the parties the opportunity to present, examine, and cross-examine witnesses.

*For clarity it must be noted that an administrative hearing is not the same as a Court of Law. Technical rules of evidence *do not apply*. It is up to the Local Complaint/Hearings Officer to follow principles and procedures that are designed to assure credible evidence that can be tested through cross-examination.

- That a copy of the case record and related documents will be made available to all interested parties before the hearing, upon request.

In conjunction with the hearing process the Hearing Official:

- May decide to make a determination based on the information included in the case file or investigate further prior to the formal hearing.
- May permit (at his/her discretion) the participation of interested parties with respect to specific legal or factual issues relevant to the complaint/appeal.
- May choose to conduct the hearing at a single location convenient to all parties or, if that would represent a hardship for one or more parties, the Hearing Official may elect to conduct the hearing by a telephone conference call.
- Must ensure that hearings be recorded or transcribed. All records are to be preserved and/or made available upon completion of the hearing to the complainant or interested parties.
- Must conduct the hearing *and* issue a written determination to the complainant, the respondent, and any other participating interested parties within the **20 (twenty) days** from the date the hearing was requested.

If complainant disagrees with the local MassHire Merrimack Valley Workforce Board determination, the complainant may bi-pass the local hearings process and may appeal the local determination to the State Level (State Complaint Officer) within 20 days of the receipt of the determination.

After 30 days (or in the case of an MSFW initiated complaint, within 20 days), if resolution has not been accomplished at the State level, the State Complaint Officer will issue to the complainant and respondent, by certified mail, a written determination regarding the complaint.

Where to file the appeal:
To State Complaint Officer

State Complaint Officer
Jose V. Ocasio, Complaint Officer
Department of Career Services
Leverett Saltonstall Building
100 Cambridge Street, 5th Floor,
Boston, MA 02114
Email: dscsunifiedcomplaint@mass.gov
Telephone: 617-626-5587

NOTE: *If the State Complaint Officer has made a written request for information to the complainant or the complainant's authorized representative, the 30- or 20-day time frame (whichever is appropriate) will not commence until the requested information has been received.*

Hearings shall be held by State hearings officials. A State hearings official may be any State official authorized to hold hearings under State law.

Appeals to the Secretary can be made (1) if a decision of a grievance or complaint has not been reached within 60 days of the receipt of the grievance or complaint or within 60 days of receipt of the request for appeal of a local level grievance or (2) for a decision on a grievance or complaint that has been reached and the party to which such decision is adverse appeals to the Secretary. Appeals for situation (2) must be filed within 60 days of the receipt of the decision being appealed. Appeals for situation (1) must be filed within 120 days of the filing of the grievance with the State, or the filing of the appeal of a local grievance with the State. All appeals must be submitted by certified mail, return receipt requested, to the Secretary, U.S. Department of Labor, Washington, DC 20210, Attention: ASET. A copy of the appeal must be simultaneously provided to the appropriate ETA Regional Administrator and the opposing party.

Type of Complaint:

All information and complaints alleging criminal fraud, waste, abuse, or other criminal activity under WIOA must be reported immediately to the Department of Labor's Office of Inspector General (20 CFR § 667.630)

Office of Inspector General
200 Constitution Ave. NW Room S-5506
Washington, DC 20210
Toll Free: 1-800-347-3756
FAX: 202-693-5210