

**TOWN OF HEMPSTEAD/CITY OF LONG BEACH
LOCAL WORKFORCE DEVELOPMENT BOARD
REQUEST FOR PROPOSALS FOR
IN-SCHOOL YOUTH PROGRAM SERVICES**

**PROGRAM YEAR 2021
JULY 1, 2021 THROUGH JUNE 30, 2022**

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I. Introduction

This solicitation of proposals is being conducted by the Town of Hempstead Department of Occupational Resources (DOOR) on behalf of the Town of Hempstead Workforce Development Board (LWDB) in its capacity as the Grant Subrecipient/Fiscal Agent for the Town of Hempstead/City of Long Beach Local Workforce under the Workforce Innovation and Opportunity Act (WIOA) of 2014 and all related statutes and regulations. DOOR is requesting proposals from qualified organizations to provide **In-School Youth Program Services**.

To be considered, the applicant must be an incorporated for-profit or non-profit organization, or a public agency, and have successfully provided workforce development services funded under federal or state legislation for a minimum of three (3) years. Priority will be given to organizations located in high-poverty areas. The period of performance is July 1, 2021 through June 30, 2022. Contractual agreements negotiated pursuant to this RFP will commence upon execution and end on June 30, 2022, with options for renewal at the discretion of the Town of Hempstead Local Board.

Completed proposals must be received by DOOR no later than 4:30 P.M. on **Friday, March 5, 2021**.

II. Background

In accordance with WIOA, the Local Board has implemented the **HempsteadWorks Workforce System**. The mission of the system is to:

- ◆ Ensure that skilled workers are available to employers;
- ◆ Help jobseekers find work;
- ◆ Foster economic development.

HempsteadWorks is designed to provide customers with workforce development services through a "One-Stop" delivery system. The One-Stop Partners of the system integrate their resources electronically and also through co-location of staff. The official Web site of the system is: www.hempsteadworks.com. Co-location of staff is accomplished by teams comprised of individuals from a variety of independent organizations. These individuals adhere to common standards and reporting formats contained in the One-Stop Operating System (OSOS) and the HempsteadWorks Quality Assurance Program (HWQAP).

III. Bidder's Conference

DOOR will be holding a Bidder's Conference for organizations interested in submitting a proposal under this RFP. At the conference, prospective bidders will have the chance to learn more about this funding opportunity. Bidders will be provided with an overview of DOOR, qualifications of bidders, scope of services, and deliverables. The Bidders' Conference will be held on **Wednesday, February 10, 2021** via Zoom. To confirm your attendance and to receive Zoom login information, please email Elizabeth Ajasin at eajasin@hempsteadworks.com by Friday, January 29, 2021.

IV. Contact Information

Elizabeth Ajasin
Town of Hempstead
Department of Occupational Resources
Hempstead Executive Plaza
50 Clinton Street, Suite 400
Hempstead, New York 11550
(516) 485-5000
eajasin@hempsteadworks.com

V. WIOA Year-Round Youth Program Summary

WIOA enacts a comprehensive employment program for serving eligible youth, ages 16-21, who are low-income and face a barrier to education, training and employment. In-school youth can participate in a year-round program that will prepare them for employment and/or post-secondary education through linkages between academic and occupational learning.

The in-school youth program has a 6-week summer component in which youth will be placed in employment as interns in various worksites. Youth and their supervisors will each attend a one-hour orientation that explains the program and their duties. In Program Year 2021, the summer program will begin on Tuesday, July 6 and end on Friday, August 13, 2021. Youth will be paid \$15 per hour for a maximum of thirty (30) hours per week. In addition to their work experience, youth will also participate in Work Readiness and Leadership Training conducted by DOOR staff. They will be paid for classroom attendance.

After the summer program has ended, youth coordinators will continue to provide program services with youth participants, who will engage in activities described under Section XI (C) of this RFP. Contractors selected under this contract will provide case management to the youth throughout the period of performance and document their activities on each youth's Individual Services Strategy (ISS) (shown addendum A).

VI. TANF Supplement

Through the Office of Temporary and Disability Assistance (OTDA), the Temporary Assistance for Needy Families (TANF) program provides Local Workforce Development areas with funding to run a Summer Youth Employment program. Unlike the WIOA year-round program, this program only has the 6-week summer component. Please refer to Section X for TANF youth eligibility.

Each applicant is required to complete the TANF Supplement (addendum E). Organizations and businesses that cannot run a year-round program but can provide youth with summer jobs, please complete the TANF Supplement in addition to Sections XV, XVI, XVII, XX, XXI of this RFP. The score will be based on Applicant Background, Pre-Program Development, Proposed Staff, and Budget.

VII. COVID-19 Consideration

Due to COVID-19, schools and worksites have experienced closures and restrictions. If restrictions persist until the period of performance, each applicant will have to conduct the summer program and all other services virtually. Extra consideration will be given to applicants that can supply youth with equipment needed to work from home (i.e. laptops, modems for internet access, etc.).

VIII. Scope of Services

The scope of work to be performed include recruitment and oversight of Hempstead/City of Long Beach residents who meet youth eligibility under WIOA (criteria listed in Section VII below). The remaining scope of services include:

- Assembling youth eligibility documents (documents presented in Addendum B)
- Developing youth worksites
- Developing jobs, including innovative jobs for youth
- Overseeing youth as they perform duties at their worksites
- Conducting year-round services to youth participants
- Completing youth Quarterly Reports/Individual Service Strategy (ISS)
- Completing Status of Active Participants form (presented in Addendum C; applies to prior contractors only)
- Conducting Participant and Worksite Supervisor Orientations
- Gathering timesheets from youth and their supervisors
- Collecting youth participants' success stories

IX. WIOA Youth Eligibility¹

Youth who participate in the program must meet WIOA eligibility. WIOA Section 129 (a)(1)(C) defines eligible youth as follows:

- (a) Resident of the Town of Hempstead/City of Long Beach
- (b) Age 16 through 21;
- (c) Low income, as defined in WIOA Sec. 129 (a)(1)(C); and
- (d) Within one or more of the following categories:
 - 1. Basic skills deficient.
 - 2. An English language learner.
 - 3. An offender.
 - 4. A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), a homeless child or youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement.
 - 5. Pregnant or parenting.
 - 6. A youth who is an individual with a disability.
 - 7. An individual who requires additional assistance to complete an educational program or to secure or hold employment.*

***Determination of an individual who requires additional assistance to complete an educational program, or to secure and hold employment will be made by the DOOR based documentation provided from the contractor on behalf of the youth in accordance with Town of Hempstead LWDB policies stated below:**

Youth Who Requires Assistance to Complete an Educational Program Policy

The term "**requires assistance to complete an educational program**" means that a youth is either a dropout or at risk of dropping out of high school, an alternative school, an alternative program, or a post-secondary program, based upon an assessment of the participant's academic records, transcript and/or teacher/ educational institution evaluation, etc. and in consideration of serious barriers faced by the participant, such as: failing a core subject; a victim of abuse; suffering from substance or medical issues; an expectant father; and/or the child of an incarcerated parent, truancy; disability; poor academic record; aged out of foster care; limited English proficiency; chronic behavioral problems; offender status, etc.

¹ In addition to meeting this list of eligibility criteria, each youth selected for the In-School Youth program will be required to complete a Town of Hempstead job application and take a physical and drug test. Expenses incurred during this process will be absorbed by the Town of Hempstead Department of Occupational Resources.

Youth Who Requires Assistance to Secure and Hold Employment Policy

The term "requires assistance to Secure and hold employment" means that a WIOA participant is unable to secure permanent unsubsidized employment that offers a reasonable expectation for long-term employment and career growth based upon an assessment of the participant's education and skills in the context of local labor market information and in consideration of serious barriers faced by the participant, such as substance abuse; disability; poor work history; aged out of foster care; limited English proficiency; chronic behavioral problems; offender status, lack of job readiness skills; etc.

Serious Barriers for Youth Policy

Serious barriers for youth include the following: truancy; substance abuse; disability; poor work history; aged out of foster care; limited English proficiency; chronic behavioral problems; offender status; lack of job readiness skills; etc. In accordance with WIOA Sec. (a)(3)(A) and (B), the enrollment of covered individuals who are not low income may not exceed five (5) percent (%) and may not be enrolled without the approval of the DOOR Commissioner/WDB Director.

Youth Who Is Deficient in Basic Literacy Skills Policy

A. Definition

The term "**basic skills deficient**" means—

(A) that the individual has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or

(B) that the individual is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society.

***Presently enrolled in school can include youth who are out-of-school, those enrolled in college but are on summer vacation (as long as a certain age) and those who graduated this year and are enrolled in college or a trade/proprietary school in the fall.**

X. TANF Youth Eligibility²

Youth eligible under the TANF program are:

- Town of Hempstead/City of Long Beach residents
- Not less than 16 nor more than age 20
- May or may not presently be enrolled in school
- Presently receiving, or is a member of a family receiving cash welfare or receives an income that does not exceed 200% of the federal income poverty guidelines

XI. Selection Process

The Town of Hempstead Local Workforce Development Board (LWDB) and Youth Standing Committee will review all proposals. Funding will be made available to applicants whose proposals represent the best overall value to the local workforce development area. The LWDB may award a contract for any and all parts of the proposal and may negotiate contract terms and conditions to meet program requirements consistent with this RFP. Applicants will be rated on a 100-point rating system, as indicated below:

Applicant Background, Qualifications and Experience	20 Points
Pre-Program Development	20 Points
Youth Program WIOA Elements Narrative	30 Points
Proposed Staff	15 Points
<u>Work Experience Coordination Budget</u>	<u>15 Points</u>
Total Budget	100 Points

To be eligible to receive an award, a proposal must be fully completed, contain all required documentation, and achieve a minimum score of 70 points.

Applicants who have contracted with DOOR in prior years to provide In-School Youth Services must complete Addendum C and provide a complete accounting of the Status of Active Participants as a condition of consideration of this RFP. The form must include the names of all youth that are on track to graduate in June 2021. In addition, all applicants must provide the names and contact information for the program Coordinator and his/her supervisor in the designated fields of the Cover Sheet of the RFP.

FAILURE TO MEET MINIMUM REQUIREMENTS WILL RESULT IN AUTOMATIC REJECTION OF THE APPLICATION.

²In addition to meeting this list of eligibility criteria, each youth selected for the In-School Youth program will be required to take a physical and take a drug test. Expenses incurred during this process will be absorbed by the Town of Hempstead Department of Occupational Resources.

XII. Applicant Information (Mandated)

A. Cover Sheet

Name of Organization: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Contact Person: _____

Title of Contact Person: _____

Name of Official Authorized to Sign Contract: _____

Title of Authorized Official: _____

Signature of Authorized Official: _____

Date of Signature: _____

School District in which Organization is Located: _____

Name and Address of the Superintendent of Schools in the District:

Please provide the name and title of additional individuals who are authorized by your organization's board of directors to sign claims for payment and/or timesheets for the district coordinator and/or teachers.

Name: _____ Title: _____

Signature: _____

Name: _____ Title: _____

Signature: _____

Please provide the names and contact information for the Program Coordinator and his/her supervisor. Proposals that do not provide this information will not be considered.

Name of Program Coordinator: _____

Title of Program Coordinator: _____

Address: _____

Telephone Number: _____

Fax Number: _____

E-Mail: _____

Name of Program Coordinator's Supervisor: _____

Title of Program Coordinator's Supervisor: _____

Address: _____

Telephone Number: _____

Fax Number: _____

E-Mail: _____

B. Category of Applicant's Organization

Please indicate the category below which best describes your organization by placing an "x" in the appropriate box. Please also provide the required Internal Revenue Service (IRS) identification information:

ITEM NUMBER	CATEGORY	IRS FEDERAL ID NUMBER
1.	Private-For-Profit	
2.	Non-Profit	
3.	Government Agency	

XIII. Applicant Background, Qualifications and Experience (20 Points)

1. Indicate the nature and mission of your business or organization. **(Mandated)**
2. Describe whether your organization has the financial resources, or has the ability to obtain them, to perform the proposed services. **(5 Points)**
3. Summarize your organization's record of fiscal integrity, business ethics, and fiscal accountability. **(5 Points)**
4. Provide evidence that your organization possesses the necessary organization, experience, accounting and operational controls, as well as technical skills to perform the work. **(5 Points)**
5. Describe the ability of your organization to perform the proposed services at a reasonable cost, as well as the ability to meet performance goals. (Note: The United States Department of Labor (USDOL)'s Primary Indicators of Performance are presented in Addendum D) **(5 Points)**

XIV. Approach, Design, Innovation and Coordination

A. Services (Mandated)

Place an "x" under "Yes" to indicate any services listed below which your organization plans to coordinate. Failure to indicate yes to items 1 through 5 of this section will result in automatic rejection of the proposal. Item 6 is optional.

#	Service	Yes	No
1.	Participant Orientation		
2.	Work Site Supervisor Orientation		
3.	Assessment/Development of Individual Service Strategy		
4.	Coordination		
5.	Quarterly Reports (See Template in Addendum D) on Provision of the "Local Program Elements and Requirements" under WIOA Section 129 (c)(1) and (2)*		

Note: In order for the proposal to be considered, Addendum C must be completed to indicate the status of any currently active participants served by the applicant.

B. Pre-Program Development (20 Points)

The WIOA youth program enables low-income youth to participate in work experiences.

1. Indicate how you will conduct outreach to notify youth of summer employment opportunities. **(4 Points)**
2. Describe the type of work positions in which youth will be engaged. Extra consideration will be given to organizations that can provide youth with innovative jobs. **(4 Points)**
3. In addition to work experience, please describe any other activities in which youth will be engaged. **(4 Points)**
4. Indicate how you will procure develop various worksites. If you intend to have only one worksite, please indicate so here. **(4 Points)**
5. Indicate how you will produce success stories for youth participants. **(4 Points)**

C. Program Design

WIOA emphasizes serving youth within a comprehensive youth development approach that focuses on long-term services that provide the education, skills, work experience, and support youth need to transition to careers. This framework is essential to develop youth programs that ultimately help youth achieve successful outcomes. Under WIOA's Program Design are the 14 Program Elements, elements youth programs must make available to all eligible youth participants. WIOA Section 129 (c) describes the Program Design and Program Elements:

LOCAL ELEMENTS AND REQUIREMENTS.—

(1) **PROGRAM DESIGN.**—Funds allocated to a local area for eligible youth under section 128(b) shall be used to carry out, for eligible youth, programs that—

(A) provide an objective assessment of the academic levels, skill levels, and service needs of each participant, which assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs of such participant, for the purpose of identifying appropriate services and career pathways for participants, except that a new assessment of a participant is not required if the provider carrying out such a program determines it is appropriate to use a recent assessment of the participant conducted pursuant to another education or training program;

(B) develop service strategies for each participant that are directly linked to 1 or more of the indicators of performance described in section 116(b)(2)(A)(ii), and that shall identify career pathways that include education and employment goals (including, in appropriate circumstances, nontraditional employment), appropriate achievement objectives, and appropriate services for the participant taking into account the assessment conducted pursuant to subparagraph (A), except that a new service strategy for a participant is not required if the provider carrying out such a program determines it is appropriate to use a recent service strategy developed for the participant under another education or training program;

(C) provide—

(i) activities leading to the attainment of a secondary school diploma or its recognized equivalent, or a recognized postsecondary credential; (ii) preparation for postsecondary educational and training opportunities;

(iii) strong linkages between academic instruction (based on State academic content and student academic achievement standards established under section 1111 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6311)) and occupational education that lead to the attainment of recognized postsecondary credentials;

(iv) preparation for unsubsidized employment opportunities, in appropriate cases; and (v) effective connections to employers, including small employers, in in-demand industry sectors and occupations of the local and regional labor markets...

(2) **PROGRAM ELEMENTS.**—In order to support the attainment of a secondary school diploma or its recognized equivalent, entry into postsecondary education, and career readiness for participants, the programs described in paragraph (1) shall provide elements consisting of—

(A) 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;

(B) alternative secondary school services, or dropout recovery services, as appropriate;

(C) paid and unpaid work experiences that have as a component academic and occupational education, which may include—

- (i) summer employment opportunities and other employment opportunities available throughout the school year;
- (ii) pre-apprenticeship programs;
- (iii) internships and job shadowing; and
- (iv) on-the-job training opportunities;
- (D) occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in demand industry sectors or occupations in the local area involved, if the local board determines that the programs meet the quality criteria described in section 123;
- (E) education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- (F) leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate;
- (G) supportive services;
- (H) adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
- (I) follow-up services for not less than 12 months after the completion of participation, as appropriate;
- (J) comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate;
- (K) financial literacy education;
- (L) entrepreneurial skills training;
- (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; and
- (N) activities that help youth prepare for and transition to postsecondary education and training.

D. Youth Program WIOA Elements Narrative (30 Points)

Please provide a narrative that explains how you will implement the WIOA elements with youth participants.

a) Tutoring, study skills training, and instruction leading to completion of secondary school, including dropout prevention strategies (5 Points)

These services should be provided in a structured setting and in a manner that responds to the needs identified in each participant's individual services strategy (ISS) (ISS listed under Addendum B). Study should address time management and organization.

b) Alternative secondary school services, as appropriate (5 Points)

Identify any alternative school(s), including a description of the structured curriculum that is provided and approved by your local education agency.

c) Adult mentoring for the period of participant and a subsequent period, for a total of not less than 12 months (5 Points)

Identify any mentoring services and organizations (i.e. Big Brother, Big Sister, PAL, etc.) available to participant that may be provided for a period of not less than 12 months, in accordance with each participant's ISS. (Note: Mentoring must consist of a one-to-one supportive relationship between a youth and an adult.)

d) Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate (5 Points)

Describe the professional comprehensive guidance and counseling services, which may include drug and alcohol abuse counseling, to which participants will be referred, as needed, in accordance with their ISS. Include licensing and credential information regarding the provider(s).

e) Follow-up services for not less than 12 months after the completion of participation, as appropriate. (Mandated)

Describe a strategy for maintaining regular communication with youth throughout the 12-month contract period.

f) Entrepreneurial Skills Training (5 Points)

Describe how the training will provide the basics of starting and operating a small business. Skills to be learned may include taking initiative, developing budgets, identifying business opportunities, and understanding options for acquiring business capital and resources.

g) Activities that help youth prepare for and transition to postsecondary education and training (5 Points)

Describe any activities that will help youth prepare for and transition to postsecondary education and training (i.e. SAT/ACT testing preparation assistance, college and financial aid assistance, scholarships and grants search and applying assistance).

XV. Worksite Agreement (Mandated)

Worksites are the locations where youth will complete their work experiences. Each services provider under this contract must read and sign the worksite agreement below. Please include the signed and dated worksite agreement with your proposal.

TOWN OF HEMPSTEAD/CITY OF LONG BEACH WORKFORCE DEVELOPMENT AREA YOUTH WORK EXPERIENCE WORK SITE AGREEMENT

The work site agreement documents the responsibilities and assurances among the Town of Hempstead Department of Occupational Resources, hereinafter "DOOR," the work site and the participants under the Workforce Innovation and Opportunity Act of 2014, Public Law Number 113-128, hereinafter "WIOA" and the New York State Office of Temporary and Disability Services General Fund Program, hereinafter "OTDA." Once signed, the agreement must be fulfilled by all involved parties.

The responsibilities of the work site to the participant detailed in the agreement include but are not limited to the following:

- The work site must provide a planned, structured learning experience for the participants. This experience must be designed to enable youth to gain exposure to the working world and its requirements.
- Work experience should help youth acquire the personal attributes, knowledge, and skills needed to obtain a job and advance in employment.
- The purpose of work experience is to provide the youth participant with the opportunities for career exploration and skills development and is not to benefit the work site, although the work site may, in fact, benefit from the activities performed by the youth.
- The work site must be maintained free of sectarian, political, union, ethnic, racial, or profit-making activities.
- The work site must be safe and sanitary and must be run in a lawful manner.
- The work site must provide fair and equitable treatment to employees and participants alike.
- The work site must distribute all relevant literature to immediate work site supervisors.
- The work site must maintain accurate attendance records and promptly deliver and pick up time sheets and paychecks at designated times and places and by authorized personnel. These records include notices of resignation and/or report of injuries.
- The work site must adhere to established working conditions and limitations on hours of work.
- The work site must provide the necessary tools and supplies to the participants.

- Supervisors at the work site must be familiar with the mechanisms, policies, and regulations disseminated by DOOR. The mechanisms, policies, and regulations must then be adhered to and obeyed by the work site.

DOOR will be responsible for the payment of wages and fringes to all participants. Work sites will be selected and approved by **DOOR**. Work site assignments will be coordinated through **DOOR** and the primary work site coordinators. **DOOR** reserves the right to reject the coordinator the contractor proposes. In this case, the applicant must select another coordinator, who will be interviewed by **DOOR** staff before approval. In early to mid-April, each coordinator must attend a meeting at DOOR where the DOOR Youth Coordinator will explain the coordinators' role in the youth program. Coordinators will have exactly 30 days after receiving their number of youth slots to submit all folders. After this time, no folders will be accepted. The complete list of documents required in each youth folder is included in Addendum A.

Each contractor will be monitored by DOOR, and the United States and New York State Departments of Labor may randomly monitor significant numbers of sites. An unsatisfactory report pursuant to any monitoring activity will result in the immediate suspension of work activities at the work site for all program participants, termination or transfer of all participants, and will seriously jeopardize future placement of other **WIOA/OTDA** participants.

The monitoring will center on the following activities:

- Timekeeping procedures;
- Safe working conditions;
- Adequate work for the participants;
- Adequate supervision of the participants;
- Proper orientation of work site procedures and personnel for the youth;
- Legitimacy of activities at the work site;
- Participant evaluations;
- Development of leadership skills.

At the end of each Program Year, each contractor will receive an evaluation report. The evaluation will address:

- Identification of all youth served and those who were eligible, not submitted for enrollment
- Achievement of WIOA program elements
- Timeliness in submitting documents to DOOR
- Assessment of the work site coordinator's involvement in the program
- If applicable, suggestions for improvement for future programs

An unsatisfactory evaluation may result in termination of the work site's eligibility as a work experience program site.

CONDITIONS OF UNDERSTANDING

The work site(s) described in the attached page(s) agree to comply with the following conditions of understanding work site(s) shall hereinafter be referred to in the singular.

1. **DOOR** will be responsible for the payment of wages and fringe benefits earned by eligible and authorized program participants. Eligible and authorized participants shall be those individuals approved in writing by **DOOR** for participation in the WIOA/TANF program.
2. The work site agrees that the approval of work assignments and the number of participants assigned to it will be made by **DOOR**. No participant may begin working at a work site until the participant presents written documentation of program enrollment from **DOOR**. Notwithstanding paragraph 3, infra, any participant who begins at a work site without presenting prior written authorization by **DOOR** shall not be eligible for payment of wages and fringe benefits.
3. The work site agrees that no youth will begin work prior to **DOOR** authorization or continue working after termination by **DOOR**. The work site will be held liable for wages, etc., incurred by any such unauthorized hiring or employment.
4. No program participant may be terminated from a work site by anyone other than a **DOOR** employee. If the work site desires to have a participant terminated or transferred, the work site supervisor should notify the **DOOR Youth Services Team at (516) 485-5000**. A transfer or termination will be affected by **DOOR** and the work site will be notified by **DOOR** of any action taken with respect to any youth assigned to the work site. If any resignations occur, a written report of resignation shall be submitted to **DOOR** within one (1) week of occurrences, together with identification of the participant's predicted career path (if known), reason for resignation (if known) and complete attendance records.
5. The work site agrees that all participants will be engaged in useful, meaningful, well-structured work and that sufficient work will be available to occupy all youth during all scheduled work hours.
6. The work site must maintain adequate and reliable supervision of program participants (no less than one supervisor to each ten participants). The work site agrees and assures that a substitute supervisor will be available for times when the regular supervisor is absent. The role of the work site supervisor is to ensure that the work experience will emphasize work disciplines and basic job skills aimed at increasing the future employability of participants. To this end, work experience program participants should be treated as regular employees and be required to show personal responsibility, to follow the work site schedule, to

arrive and depart on time, to notify the supervisor if the schedule cannot be followed and to perform assigned work duties and/or tasks, etc.

7. The work site will be responsible for furnishing any tools, equipment and supplies required by the work experience participants. All tools, equipment, and supplies shall be in a safe and usable condition and fit for the purposes for which they are intended.
8. It is the responsibility of the Work Site Coordinator to report any injury of a work experience participant to **DOOR** immediately and to submit an accident report to **DOOR** within 24 hours of the accident.
9. The Coordinator will provide an orientation to each supervisor who in turn will provide an orientation to each participant which will include at a minimum:
 - a. an overview of the work site, including its goals and objectives.
 - b. an introduction to other work site employees.
 - c. career guidance and information related to participants job descriptions and responsibilities.
10. The number of paid working hours for any work experience participant will not exceed thirty (30) hours per week. Youth who work fewer than six (6) hours per day are not entitled to a one (1) half hour unpaid break. They will be paid for all hours spent engaged in work that are properly documented on the time sheet. Youth who work six (6) or more hours per working day must be allowed a one (1) half hour unpaid break. They will be paid for one half hour less than the total hours indicate per day on the time sheet. For example:
 - If a youth signs in at 10:00 A.M. out 2:00 P.M.; he will be paid for four hours of work.
 - If a youth signs in at 9:00 A.M. out at 2:30 P.M.; he will be paid for five-and one-half hours of work.
 - If a youth signs in at 9:00 A.M. out at 3:30 P.M.; he will be paid for six hours of work.
11. The work site agrees to comply with the following standards set forth for minors in Article 4 of the New York State Labor Law:
 - a. No employment of minors is permitted while attendance in school is required.
 - b. While school is in session, minors fourteen or fifteen years of age shall be permitted to work:
 - I. No more than three hours per day preceding a school day;

- II. No more than eight hours per day on days not preceding school day;
 - III. No more than eight hours per week;
 - IV. No more than six days per week;
 - V. Not before seven A.M. or after seven P.M.
- c. While school is not in session, minors fourteen and fifteen years of age shall be permitted to work:
- I. No more than eight hours per day;
 - II. No more than six days per week;
 - III. No more than forty hours per week;
 - IV. Between June 21 and Labor Day of the same calendar year, not before seven A.M. or after nine P.M.
- d. While school is in session, minors sixteen or seventeen years of age shall be permitted to work:
- I. No more than four hours per day on any day preceding a school day except Sundays and holidays;
 - II. No more than six hours per day on any day preceding a school day if in a cooperative work experience program approved by the Department of Education;
 - III. No more than eight hours per day if on a Friday, Saturday, Sunday or holiday;
 - IV. No more than twenty-eight hours per week;
 - V. Not after ten P.M. on any day preceding a school day;
 - VI. Not before six A.M.
- e. When school is not in session, minors age sixteen or seventeen years of age shall be permitted to work:
- I. No more than eight hours per day;
 - II. No more than forty-eight hours per week;
 - III. No more than six days per week;
 - IV. Not before six A.M. or after twelve o'clock in the evening.
- 12.** The work site will maintain adequate attendance records for all assigned participants. The work site supervisor must keep accurate time sheets for each program participant. The time sheet must show daily time of arrival and departure with the appropriate date. The participant will sign in when he or she arrives and sign out when he or she leaves. No participant will sign in or out for another participant. Each participant will sign in and out only at the time of arrival and departure. Participants will not be paid for absences, unworked hours or recreational activities. Time sheets must be completed in blue or black ink. Both the participant and the supervisor must initial any corrections on the time sheets.

The time sheets must have both the authorized supervisor's and the participant's signatures. Time sheets will be delivered to the Town of Hempstead Department of Occupational Resources, Payroll Department, 50 Clinton Street, 4th Floor, Hempstead, New York, every other week, according to a schedule to be sent to the work site prior to the start of the program, by each district's authorized representative, once they have been received from the work site supervisor.

13. The local educational agency's authorized representative will pick up participant checks from **DOOR**, according to the established schedule, and will in turn distribute these checks to the work site supervisor. Each participant will sign for his or her paycheck when he or she picks it up from the work site supervisor. Checks will be released only to those persons with identification. Paychecks for which the participant cannot personally sign, for any reason whatsoever, will be returned to **DOOR** after seven to ten days of receipt of same. Returned checks will be mailed to participants by **DOOR** via registered mail. Time sheets may be picked up at **DOOR** on alternate weeks. All relevant schedules will be sent to the work site to the start of the program.
14. Each work site must submit a Quarterly Report (Addendum B) for each quarter in the program year for each youth in the program:
15. Each contractor is encouraged to provide information about and success stories of youth who have previously participated in the program.
16. The work site assures that:
 - a. Participants will not be engaged in activities of political or lobbying nature during the hours, which they are paid with **WIOA/OTDA** funds.
 - b. Participants will not be engaged in partisan or non-partisan activities in which any such participant represents himself as a spokesperson for the **WIOA/OTDA** program. Nor shall any participant engage in any partisan activities in which he or she represents himself as a participant in the **WIOA/OTDA** program without prior authorization of **DOOR**.
 - c. Neither the agency nor the participant will be engaged in religious or anti-religious activities and/or otherwise sectarian activities.
 - d. Participants will not be engaged in the construction, operation or maintenance of such part of any facility or premises as is used, or will be used, or is intended to be used for sectarian instruction or as a place of worship.
 - e. Participants will not be discriminated against on the ground of race, color, religion, sex, national origin, age, handicap, or political affiliation.

- f. Participants will not engage in work in a private for profit agency, nor will they be employed at making, creating, preparing or modifying anything for later at a profit.
 - g. Participants will not be involved in any activity designed to raise funds for the agency.
 - h. Participants will not be involved in any labor disputes, nor will they take part in any work stoppages or work slowdown activities. If such situations arise at the work site, participants will be removed from the work site for the duration of the labor dispute.
- 17.** The work site agrees to provide a contingency plan of acceptable alternative activities in the event of postponement of outdoor activities due to inclement weather.
- 18.** The work site assures that all program participants will be provided a safe and healthy work environment.
- 19.** The work site agrees to comply with Article 4d of the New York State Labor Law (Employment of Minors) as amended.
- 20.** The work site assures that no present or anticipated employees will be displaced as a result of the assignment of work experience youth participants.
- 21.** Each immediate work site supervisor will read, become familiar with and adhere to the “**Handbook for Work Site Supervisor**” to be distributed by **DOOR** prior to the start of the program.
- 22.** The agency’s signatory to this agreement assures that each work site supervisor will receive a copy of this agreement for his or her reference.
- 23.** **DOOR** may at all reasonable times, without prior notice, have access to and the right to visit all work sites and monitor the services and activities being provided and undertaken by the work site pursuant to this agreement, as well as the task performed by the work experience participant.
- 24.** Where feasible the Participant, Local Educational Agency Coordinator, and work site supervisor should formally review the participant’s performance to ensure the positive growth and development of the youngster. The participant should be evaluated on a monthly basis.
- 25.** If the work site fails to perform under this agreement, the placement of participants may be terminated by **DOOR**, at its sole discretion, without any prior notice to the work site.

- 26. The work site agrees that it is and at all times will be deemed to be an independent contractor and it shall not in any way commit the Town of Hempstead to an obligation and shall not be deemed an employee of the Town of Hempstead. No agent, servant, or employee of the contractor shall be deemed an agent, servant, or employee of the Town of Hempstead.
- 27. The work site agrees to abide by the rules and regulations governing **WIOA/OTDA** and all regulations promulgated thereunder.
- 28. The coordinating agency will monitor the activities of the work sites submitted herewith in their capacity as work experience program work sites. Such monitoring will ensure that the conditions of this agreement are being observed at all work sites. Failure to comply with the conditions of this agreement may result in termination of the work site's capacity and eligibility as a work experience program site.
- 29. The work site agrees to develop the leadership abilities of youth. The development of leadership abilities might address teamwork, decision-making, personal responsibility, and citizenship training, as well as positive social behavior training in such areas as positive attitudinal development, self-esteem building, issues of cultural diversity, and other skills and attributes that would help youth to lead effectively, responsibly, and by example.
- 30. This agreement may be updated to reflect current conditions. Any such updates shall be deemed to be a part of, and subject to the terms of this agreement.
- 31. This agreement is subject to the Workforce Development Act, the New York State General Fund, and the New York State Labor Law.
- 32. In the event that the work site described herein is selected as a work site for the Town of Hempstead work experience program, I agree to comply with the above conditions of understanding. If the work site is selected, I will receive a copy of this agreement signed by the Commissioner of the Department of Occupational Resources.

 Name and Title of Agency Representative (please print)

 Signature of Agency Representative

 Date

 Signature of DOOR Commissioner

 Date

XVI. Work Experience Coordinating Agency Application (Mandated)

Each services provider under this contract must submit the application below. As coordinating agency, you will be responsible for enforcing the terms and conditions stated in the Worksite Agreement for each worksite in which youth will complete their work experience.

1. Coordinating agency

Name: _____

Address: _____

School district: _____

Director: _____

Contact person: _____

Telephone number: _____

2. Agency status

a. Type of organization (check one)

community based organization _____

local educational agency _____

local government _____

B. Total number of sites proposed which will be administered by your agency. This is the total number of applications for participation as a work experience work site that you are submitting. _____

XVII. Work Experience Worksite Application (Mandated)

Each worksite must have a designated supervisor. There may be more than one worksite at one location. Coordinators selected from each service provider under this contract must complete one worksite summary for each worksite. Submit as many as are necessary. The application must be signed by the worksite supervisor and preferably alternate supervisor, as well. Only these signatures may appear on youth participants' timesheets. **No worksite will be approved unless all information requested in the worksite summary is supplied and is signed by the worksite supervisor incomplete applications will be automatically disapproved.**

WORKSITE #: _____

NAME OF WORKSITE: _____

ADDRESS OF WORKSITE: _____

WORKSITE PHONE: _____

NAME OF CONTACT PERSON: _____

COORDINATING AGENCY: _____

NUMBER OF YOUTH REQUESTED: _____

JOB TITLE (S): _____

PROVDE A COMPREHENSIVE DESCRIPTION OF EACH JOB:

WORK SCHEDULE (HOURS):

FROM: _____ TO: _____ # OF DAYS PER WEEK: _____

WORKSITE SUPERVISOR NAME: _____

WORKSITE SUPERVISOR TITLE: _____

SIGNATURE OF WORKSITE SUPERVISOR: _____

ALTERNATE WORKSITE SUPERVISOR NAME: _____

ALTERNATIVE WORKSITE SUPERVISOR TITLE: _____

SIGNATURE OF ALTERNATE WORKSITE SUPERVISOR: _____

XVIII. Proposed Staff (15 Points)

Include as "**Attachment "A"** a resume or summary of the qualifications of the staff person(s) to be assigned to perform the services proposed.

XIX. Work Experience Coordination Budget (WIOA) (15 Points)

The following guidelines are required in order to complete the Coordination Budget of the In-School Youth Services Request for Proposals. Please use the formulas below to construct your budget on the three-tab excel spreadsheet. (Note: The budget reflects only one pay period (two weeks)).

Budget: Management and Development of Work Experience³

- (a) Participant Orientation: 1 Hour x Number of Youth in Orientation x Coordinator's Hourly Salary = Subtotal
- (b) Worksite Supervisor Orientation: 1 Hour x Number of Worksites x Coordinator's Hourly Salary = Subtotal
- (c) Coordination: 1 Hour x Number of Participant Timesheets x Coordinator's Hourly Salary = Subtotal
- (d) Program Elements Quarterly Reports/ISS Updates⁴: 1 Hour x Number of Youth Participants x 4 Quarters in the Year x Coordinator's Hourly Salary = Subtotal

Applicant's Budgeting Example:

The applicant proposes 3 worksites for the program. The assigned coordinator will be paid \$25 an hour for the 20 youth in their program. The budget would go as follows:

Spreadsheet Tab #1:

- *1 Hour Youth Participant Orientation x 20 Youth in Orientation x \$25 Coordinator Hourly Salary = \$500*
- *1 Hour Supervisor Orientation x 3 Worksites x \$25 Coordinator Hourly Salary = \$75*

Spreadsheet Tab #2:

- *1 Hour x 20 Participant Timesheets x \$25 Coordinator Hourly Salary = \$500*

Spreadsheet Tab #3:

- *1 Hour x 20 Youth Participants x 4 Quarters x \$25 Hourly Salary = \$2,000*

³This refers to implementing the youth's pre-employment orientation and the worksite supervisor orientation.

⁴This refers to completing each youth participant's Quarterly ISS.

WIOA IN-SCHOOL YOUTH CONTRACTOR BUDGET

	(A) Hours	(B) Number of Youth	(C) Number of Work Sites	(D) Number of Quarters	(E) Number of Timesheets	(F) Coordinator's Hourly Salary	(G) In-Kind Contribution	Subtotals
Youth Follow-Up								
Program Elements Quarterly Reports: (A) x (B) x (D) x (F)	1.00			4.00				0.00
Subtotal								0.00
TOTALS		0.00				0.00	0.00	0.00

NOTE: ONLY MAKE ENTRIES IN THE HIGHLIGHTED SPACES

IMPORTANT!

PLEASE BE ADVISED THAT THE COORDINATOR'S HOURLY SALARY
CANNOT EXCEED \$50.00 PER HOUR.

WIOA IN-SCHOOL YOUTH CONTRACTOR BUDGET

	(A) Hours	(B) Number of Youth	(C) Number of Work Sites	(D) Number of Quarters	(E) Number of Timesheets	(F) Coordinator's Hourly Salary	(E) In-Kind Contribution	Subtotals
Coordination of Work Experiences								
Coordination: (A) x (E) x (F)	1.00							0.00
Subtotal								0.00
TOTALS					0.00	0.00		0.00

NOTE: ONLY MAKE ENTRIES IN THE HIGHLIGHTED SPACES

IMPORTANT!
PLEASE BE ADVISED THAT THE COORDINATOR'S HOURLY SALARY
CANNOT EXCEED \$50.00 PER HOUR.

Coordination
Approved participant time sheets (not-to-exceed two per participant per pay period).

WIOA IN-SCHOOL YOUTH CONTRACTOR BUDGET

	(A)	(B)	(C)	(D)	(E)	(F)	(G)	Subtotals
	Hours	Number of Youth	Number of Work Sites	Number of Quarters	Number of Timesheets	Coordinator's Hourly Salary	In-Kind Contribution	
Development of Work Experiences								
1) Participant Orientation: (A) x (B) x (F)	1.00							0.00
2) Work Site Supervisor Orientation: (A) x (C) x (F)	1.00							0.00
Subtotal								0.00
TOTALS		0.00	0.00			0.00	0.00	0.00

NOTE: ONLY MAKE ENTRIES IN THE HIGHLIGHTED SPACES

IMPORTANT!
PLEASE BE ADVISED THAT THE COORDINATOR'S HOURLY SALARY
CANNOT EXCEED \$50.00 PER HOUR.

1) Participant Orientation

Participant signatures on meeting attendance sheet.

2) Work Site Supervisor Orientation

Supervisor(s)' signature(s) on meeting attendance sheet.

XX. Request for Proposals Documents Checklist (Mandated)

Please place a check mark next to each required document to indicate that it is included with your application.

Attachment	
Completed accounting of the status of active participants (Addendum C) (school districts only)	✓
Signed Work Experience Work Site Agreement	
Work Experience Coordinating Agreement Application	
Work Experience Work Site Application(s)	
Coordination Budget	
Signed Assurances	

XXI. Assurances

Include the following forms signed by the appropriate official of your organization:

1. Equal Employment Opportunity and Non-Discrimination Policy Statement
2. Grievance Procedure
3. Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace
4. Responsibility Questionnaire
5. Federal Certifications
6. Certification (Only required if contractor's chief executive officer does not sign contract)
7. Worker's Compensation insurance and Disability Benefits
8. Certificate of Insurance

**TOWN OF HEMPSTEAD WORKFORCE DEVELOPMENT BOARD (WDB)/
DEPARTMENT OF OCCUPATIONAL RESOURCES (DOOR)
EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND
NON-DISCRIMINATION POLICY**

- I. No person will be discriminated against on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief. Furthermore, no person will be excluded from participation in, denied the benefits of, or subject to discrimination under a Workforce Innovation and Opportunity Act (WIOA), Balanced Budget Act Welfare-to-Work (WtW) or Temporary Assistance to Needy Families (TANF) funded program, on the grounds of their citizenship, participation in WIOA, WtW, TANF, race, color, religion, sex, national origin, age, disability, political affiliation, or belief.
- II. The WDB and DOOR will not discriminate in the award of contracts on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, or citizenship.
- III. The WDB and DOOR will not discriminate on any prohibited grounds to: registrants, applicants, and eligible applicants/registrants; participants; applicants for employment and employees; unions or professional organizations that hold collective bargaining or professional agreements with the recipient; subrecipients that receive WIOA, WtW or TANF funds from the recipient; and members of the public including those with impaired vision or hearing.
- IV. WIOA, WtW and TANF financially assisted programs are equal opportunity programs and auxiliary aids and services are available upon request to individuals with disabilities.
- V. Services and information will be provided in languages other than English when there is a significant number or proportion of the population eligible to be served or likely to be directly affected by a WIOA, WtW or TANF financially assisted program or activity, that may need services or information in a language other than English.
- VI. The Town of Hempstead/City of Long Beach Local Workforce Development Area (LWIOA) Equal Opportunity (EO) Officer who will be responsible for transmitting complaints of discrimination to the Director of Civil Rights Center is listed below:

Name: Sal Scibetta
Address: Town of Hempstead
Department of Occupational Resources
50 Clinton Street
Suite 400
Hempstead, New York 11550
Telephone Number: (516) 485-5000
- VII. DOOR will monitor the EO compliance status of its subrecipients and annually. Periodic on-site reviews of subrecipients will be conducted to assess their EO compliance posture, the results of which are communicated to the subrecipient in writing.

Received by _____
(sign name)

(print name)

Date _____
Rev. 05/23/05

WIOA Title I Complaint/Grievance Procedure and Discrimination/Criminal Complaint Procedure
Local Workforce Development Area Name: Town of Hempstead/City of Long Beach

Designated Grievance Officer: Kurt Rockensies

Phone: 516-485-5000, ext. 1152

Email: krockensies@hempsteadworks.com

Designated Hearing Officer: Sal Scibetta

Phone: 516-485-5000, ext. 1205

Email: Scibetta@hempsteadworks.com

1. The process starts when a complaint/grievance is filed with the Grievance Officer. The officer must log the complaint, and review it to seek a resolution.
 - a. Note, while not required, customers are encouraged to file complaints using the Customer Complaint Information Form (Attachment C). This same form can be utilized to file complaints under the Title III Wagner-Peyser program and/or for discrimination complaints filed under Section 188 of the Workforce Innovation and Opportunity. Appropriate procedure should be followed when filing a complaint in those cases.
2. A hearing will be scheduled at least thirty (30) calendar days, but no more than forty-five (45) calendar days, from the filing of the complaint/grievance to provide the person or entity (Complainant) with an opportunity to present witnesses and other evidence.
 - a. Notice of the grievance hearing shall be in writing and include: the date, the time, and place of hearing; a statement of the law and regulations under which the hearing is to be held, and a short and clear statement of the complaint/grievance.
 - b. Note that if the Grievance Officer is successful in reaching an informal resolution with the Complainant prior to the date of the scheduled hearing, the scheduled hearing will be adjourned.
3. At the Local Area level, a written Decision must be issued to the Complainant by the Hearing Officer within sixty (60) calendar days of the filing of the complaint/grievance.
4. Complainants not in receipt of a written decision within sixty (60) calendar days of filing the complaint/grievance have the right to request a State Level review. Such a request must be filed within fifteen (15) calendar days from the date on which the Complainant should have received a written decision. The request for State Level Review must be filed with the State Level Grievance Officer. State level appeals must be submitted by certified mail, return receipt requested to:

State Level Grievance Officer
New York State Department of Labor
W. Averell Harriman State Office Building Campus
Building 12, Room 440,
Albany, New York 12240-0001

5. The Complainant also has the right to request a State Level review of an adverse decision issued by the Local Level Hearing Officer. Such request must be filed with the State Level Grievance Officer within ten (10) calendar days of receipt of the adverse decision.
6. State Level Review shall only proceed to the extent that a Local level hearing has been held, findings of fact made, and a decision rendered. If not, the State Level Grievance Officer shall return the complaint/grievance to the Local Level Grievance Officer with instructions on how to complete the review and hearing process.
7. To the extent that Local Level Hearing is complete, requests to review the Local Level Hearing decision shall be limited to any allegations of procedural errors or errors in interpreting or applying the law. Findings of Fact must occur at the Local Level. Any finding at the State Level indicating that errors were made at the Local Level in making Findings of Fact will be returned to the Local Level for further review.
8. If a State Level Review is requested, the State Level Grievance Officer shall investigate the complaint/grievance, seek resolution, and issue a written decision within sixty (60) calendar days of receipt of a request for a review by a Complainant.

9. A hearing will be scheduled at least thirty (30) calendar days, but no more than forty-five (45) calendar days, from the filing of the complaint/grievance.
 - a. Note that if the State Level Grievance Officer is successful in reaching an informal resolution with the Complainant prior to the date of the scheduled hearing, the scheduled hearing will be adjourned.
10. Complainants either not given a hearing or who did not receive a hearing decision within sixty (60) calendar days of requesting State Level Review, and which were not remanded back to the Local Level, have the right to request a Federal Level Review. Such a request must be filed within fifteen (15) calendar days from the date on which the Complainant should have received a written decision.
11. Complainants in receipt of a written State Level hearing decision, have the right to request a Federal Level Review. Such a request must be filed within ten (10) calendar days from the date on which Complainant received the written hearing decision. Such requests must allege either procedural violations or errors in interpreting or applying the law at the lower level hearing. Federal Level 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 (address below) and the opposing party.

U.S. Department of Labor Employment and Training Administration
 25 New Sudbury St,
 John F. Kennedy Federal Building, Room E-350
 Boston, MA 02203

Discrimination Complaints

Applicants, participants, and staff alleging discrimination based upon race, national origin, citizenship, sex, age, color, political affiliation, religious belief, or retaliation must file their complaints directly with the United States Department of Labor, Office of Civil Rights, within 180 days of the occurrence of the allegedly discriminatory action. A complaint may be filed by official form, letter, telephone call, or visit to: Director, Office of Civil Rights, U.S. Department of Labor, 200 Constitution Avenue, N.W., Room N4123, Washington, DC, 20210. Complaints alleging discrimination on the grounds of handicap will be received and processed on the local level as part of the regular Workforce Development Area grievance process outlined above as "General Procedures."

Criminal Complaints

All information and complaints involving fraud, abuse, or other criminal activity shall be reported immediately to the United States Department of Labor, 200 Constitution Avenue, NW., Washington D.C. 20210. A duplicate notice should also be sent at the same time to the New York State Department of Labor, in care of State Representative, New York State Department of Labor, State of New York Department of Labor, Division of Employment and Workforce Solutions, 75 Varick Street, New York, New York 10003.

WIOA/TANF Program Complaint Resolution Officer

The WIOA/TANF Program Complaint Resolution Officer may be reached at the Department of Occupational Resources, 50 Clinton Street, 4th Floor, Hempstead, New York 11550, (516) 485-5000. The Grievance Officer will provide you with any forms or technical assistance which you may require in order to file or process a grievance or complaint. The WIOA Program Complaint Resolution Officer is also responsible for the receipt and resolution of complaints. If your complaint is not WIOA/TANF-related, it will be referred to the appropriate agency or agencies. Your complaint may also involve or entitle you to recourse from other state or federal agencies pursuant to other state and federal laws. To the maximum extent possible, the identity of a complainant will be kept confidential consistent with applicable law and a fair determination of the complaint. The making of a complaint will in no way affect your status or participation in or with the WIOA/TANF program. If you have any questions concerning this procedure or wish to file a complaint or grievance, please contact the WIOA/TANF Complaint Resolution Officer.

Date: _____
 (sign name)

Received by: _____

CERTIFICATION REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Non-Procurement) and Government-wide Requirements for Drug-free Workplace (Grants)." The certification shall be treated as a material representation of fact upon which reliance will be placed with the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal Grant or cooperative agreement;
- (b) If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 84, Sections 85.105 and 85.110 -

A. The applicant certifies 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 application and/or contract, had one or more public transactions, whether Federal, State or Local, terminated for cause or default; and 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 records, making false statements, or receiving stolen property;
- (c) Are not presently indicted or otherwise criminally or civilly charged by a Government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph A(b) of this certification, and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE
(GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 --

A. The applicant that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about--

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance program; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after having received notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 312A, GSA Regional Office Building No. 3), Washington, D.C. 20202-4571. Notice shall include the identification number of each affected grant.

Check here if there are any workplace on file that are not identified here.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certification.

NAME OF APPLICANT PROJECT NAME	PREAWARD NUMBER and/or
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE

RESPONSIBILITY QUESTIONNAIRE 7/13/06

Instructions:

Please complete this form answering every question. A "Yes" answer to questions 1-22 requires a written explanation attached to the questionnaire and submitted on company letterhead signed by an officer of the company.

Questions:

Within the past five years, has your firm, any affiliate, any principal, owner or officer or major stockholder (10% or more shares) or any person involved in the bidding or contracting process been the subject of any of the following:

(1) a judgment or conviction for any business-related conduct constituting a crime under local, state or federal law including, but not limited to, fraud, extortion, bribery, racketeering, price-fixing, or bid collusion or any crime related to truthfulness and/or business conduct?

Yes ___ No ___

(2) a criminal investigation or indictment for any business-related conduct constituting a crime under local, state or federal law including, but not limited to, fraud, extortion, bribery, racketeering, price-fixing, or bid collusion or any crime related to truthfulness and/or business conduct?

Yes ___ No ___

(3) an unsatisfied judgment, injunction or lien obtained by a government agency including, but not limited to, judgments based on taxes owed and fines and penalties assessed by any local, state or federal government agency?

Yes ___ No ___

(4) an investigation for a civil violation for any business-related conduct by any local, state or federal agency?

Yes ___ No ___

(5) a grant of immunity for any business-related conduct constituting a crime under local, state or federal law including, but not limited to fraud, extortion, bribery, racketeering, price-fixing, or bid collusion or any crime related to truthfulness and/or business conduct?

Yes ___ No ___

(6) a local, state or federal suspension, debarment or termination from the contracting process?

Yes ___ No ___

(7) a local, state or federal contract suspension or termination for cause prior to the completion of the term of a contract?

Yes ___ No ___

(8) a local, state or federal denial of a lease or contract award for non-responsibility?

Yes ___ No ___

(9) an agreement to voluntary exclusion from bidding/contracting?

Yes ___ No ___

(10) an administrative proceeding or civil action seeking specific performance or restitution in connection with any local, state or federal contract or lease?

Yes ___ No ___

(11) a local, state or federal determination of a willful violation of any prevailing wage law or a violation of any other labor law or regulation?

Yes ___ No ___

(12) a sanction imposed as a result of judicial or administrative proceedings relative to any business or professional license?

Yes ___ No ___

(13) a denial, decertification, revocation or forfeiture of Women's Business Enterprise, Minority Business Enterprise or Disadvantaged Business Enterprise status?

Yes ___ No ___

(14) a rejection of a low bid on a local, state or federal contract for failure to meet statutory affirmative action or MWBE requirements on a previously held contract?

Yes ___ No ___

(15) a consent order with the New York State Department of Environmental Conservation, or a federal, state or local government enforcement determination involving a violation of federal, state or local government laws?

Yes ___ No ___

(16) an Occupational Safety and Health Act citation and Notification of Penalty containing a violation classified as serious or willful?

Yes ___ No ___

(17) a rejection of a bid on a New York contract or lease for failure to comply with the MacBride Fair Employment Principles?

Yes ___ No ___

(18) a citation, notice, violation order, pending administrative hearing or proceeding or determination for violations of

- federal, state or local health laws, rules or regulations
- unemployment insurance or workers' compensation coverage or claim requirements
- ERISA (Employee Requirement Income Security Act)
- federal, state or local human rights laws
- federal or state security laws
- federal INS and Alienage laws
- Sherman Act or other federal anti-trust laws?

Yes No

(19) a finding of non-responsibility by an agency or authority due to the failure to comply with the requirements of Tax Law Section 5-a?

Yes ___ No ___

ADDITIONAL QUESTIONS

(20) Has the vendor been the subject of agency complaints or reports of contract deviation received within the past two years for contract performance issues arising out of a contract with any federal, state or local agency? If yes, provide details regarding the agency complaints or reports of contract deviation received for contract performance issues.

Yes ___ No ___

(21) Does the vendor use, or has it used in the past five (5) years, an Employee Identification No., Social Security No., Name, DBA, trade name or abbreviation different from that listed on your mailing list application form? If yes, provide the name(s), FEIN(s) and d/b/a(s) and the address for each such company and d/b/a on a separate piece of paper and attach to this response.

Yes ___ No ___

(22) During the past three years, has the vendor failed to:

(a) File returns or pay any applicable local, state or federal government taxes?

Yes ___

No ___

If yes, identify the taxing jurisdiction, type of tax, liability year(s) and tax liability amount the company failed to file/pay and the current status of the liability: _____

(a) File returns or pay New York State Unemployment Insurance?

Yes ___ No ___

If yes, indicate the years the company failed to file/pay the insurance and the current status of the liability:

(23) Have any bankruptcy proceedings been initiated by or against the vendor or its affiliates within the past seven years (whether or not closed) or is any bankruptcy proceeding pending by or against the vendor or its affiliates, regardless of the date of filing?

Yes ___ No ___

If yes, indicate if this is applicable to the submitting vendor or one of its affiliates: _____

If it is an affiliate, include the affiliate's name and FEIN: _____

Provide the court name, address and docket number: _____

Indicate if the proceedings have been initiated, remain pending or have been closed: _____

If closed, provide the date closed: _____

CERTIFICATION:

The undersigned: recognizes that this questionnaire is submitted for the express purpose of assisting the State of New York or its agencies or political subdivisions to make a determination regarding the award of a contract or approval of a subcontract; acknowledges that the State or its agencies and political subdivisions may in its discretion, by means which it may choose, verify the truth and accuracy of all statements made herein; acknowledges that intentional submission of false or misleading information may constitute a felony under Penal Law Section 210.40 or a misdemeanor under Penal Law Section 210.35 or Section 210.45, and may also be punishable by a fine of up to \$10,000 or imprisonment of up to five years under 18 USC Section 1001 and may result in contract termination; and states that the information submitted in this questionnaire and

The undersigned certifies that he/she:

- Has not altered the content of the questions in the questionnaire in any manner;
- Has read and understands all of the items contained in the questionnaire and any pages attached by the submitting vendor;
- Has supplied full and complete responses to each item therein to the best of his/her knowledge, information and belief;
- Is knowledgeable about the submitting vendor's business and operations;
- Understands that New York State will rely on the information supplied in this questionnaire when entering into a contract with the vendor; and
- Is under a duty to notify the procuring State Agency of any material changes to the vendor's responses herein prior to the State Comptroller's approval of the contract.

Name of Business Signature of Officer

Address Typed Copy of Signature

City, State, Zip Title

Principal place of business if different from address listed above (include complete address):

FEDERAL CERTIFICATIONS

The funding for the awards granted under this contract is provided by the United States Department of Labor which requires the following certifications:

A. NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE

As a condition to the award of financial assistance from the Department of Labor under Title I of WIOA, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- (1) Section 188 of the Workforce Innovation and Opportunity Act of 2014 (WIOA) which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age disability, 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;

- (2) Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the basis of race, color, and national origin;
- (3) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- (4) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
- (5) 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 has the right to seek judicial enforcement of this assurance.

B. BUY AMERICAN NOTICE REQUIREMENT

The grant applicant assures that, to the greatest extent practicable, all equipment and products purchased with funds made available under the Workforce Innovation and Opportunity Act will be American made. See WIOA Section 505 – Buy American Requirements.

C. SALARY AND BONUS LIMITATIONS

In compliance with Public Laws 110-161, none of the federal funds appropriated in the Act under the heading ‘Employment and Training’ shall be used by a subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. This limitation shall not apply to vendors providing goods and services as defined in OMB Circular A-133. See Training and Employment Guidance Letter number 5-06 for further clarification. Where applicable, the grant applicant agrees to comply with the Salary and Bonus Limitations.

D. VETERANS’ PRIORITY PROVISIONS

Federal grants for qualified job training programs funded, in whole or in part, by the U.S. Department of Labor are subject to the provisions of the “Jobs for Veterans Act” (JVA), Public Law 107-288 (38 USC 4215). The JVA provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services. Please note that to obtain priority service, a person must meet the program’s eligibility requirements. Training and Employment Guidance Letter (TEGL) No. 5-03 (September 16, 2003) and Section 20 of the Code of Federal Regulations (CFR) Part 1010 (effective January 19, 2009) provide general guidance on the scope of the veterans’ priority statute and its effect on current employment and training programs. Where applicable, the grant applicant agrees to comply with the Veteran’s Priority Provisions.

STATE CERTIFICATIONS

E. CERTIFICATION REGARDING "NONDISCRIMINATION IN EMPLOYMENT IN NORTHERN IRELAND: MacBRIDE FAIR EMPLOYMENT PRINCIPLES"

In accordance with Chapter 807 of the Laws of 1992 the bidder, by submission of this bid, certifies that it or any individual or legal entity in which the bidder holds a 10% or greater ownership interest, or any individual or legal entity that holds a 10% or greater ownership interest in the bidder, either: (answer Yes or No to one or both of the following, as applicable.)

1. Has business operations in Northern Ireland:
 _____ Yes _____ No

If Yes:

2. Shall take lawful steps in good faith to conduct any business operations they have in Northern

Ireland in accordance with the MacBride Fair Employment Principles relating to nondiscrimination in employment and freedom of workplace opportunity regarding such operations in Northern Ireland, and shall permit independent monitoring of its compliance with such Principles.

_____ Yes _____ No

F. NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his or her knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit to bid for the purpose of restricting competition.

I, the undersigned, attest under penalty of perjury that I am an authorized representative of the Bidder/Contractor and that the foregoing statements are true and accurate.

Signature of Authorized Representative _____

Title _____

Date _____

Page 1 June, 2006

STANDARD CLAUSES FOR NYS CONTRACTS

The parties to the attached contract, license, lease, amendment or other agreement of any kind (hereinafter, "the contract" or "this contract") agree to be bound by the following clauses which are hereby made a part of the contract (the word "Contractor" herein refers to any party other than the State, whether a contractor, licensor, licensee, lessor, lessee or any other party):

1. EXECUTORY CLAUSE.

In accordance with Section 41 of the State Finance Law, the State shall have no liability under this contract to the Contractor or to anyone else beyond funds appropriated and available for this contract.

2. NON-ASSIGNMENT CLAUSE.

In accordance with Section 138 of the State Finance Law, this contract may not be assigned by the Contractor or its right, title or interest therein assigned, transferred, conveyed, sublet or otherwise disposed of without the previous consent, in writing, of the State and any attempts to assign the contract without the State's written consent are null and void. The Contractor may, however, assign its right to receive payment without the State's prior written consent unless this contract concerns Certificates of Participation pursuant to Article 5-A of the State Finance Law.

3. COMPTROLLER'S APPROVAL.

In accordance with Section 112 of the State Finance Law (or, if this contract is with the State University or City University of New York, Section 355 or Section 6218 of the Education Law), if this contract exceeds \$50,000 (or the minimum thresholds agreed to by the Office of the State Comptroller for certain S.U.N.Y. and C.U.N.Y.

contracts), or if this is an amendment for any amount to a contract which, as so amended, exceeds said statutory amount, or if, by this contract, the State agrees to give something other than money when the value or reasonably estimated value of such consideration exceeds \$10,000, it shall not be valid, effective or binding upon the State until it has been approved by the State Comptroller and filed in his office. Comptroller's approval of contracts let by the Office of General Services is required when such contracts exceed \$85,000 (State Finance Law Section 163.6.a).

4. WORKERS' COMPENSATION BENEFITS.

In accordance with Section 142 of the State Finance Law, this contract shall be void and of no force and effect unless the Contractor shall provide and maintain coverage during the life of this contract for the benefit of such employees as are required to be covered by the provisions of the Workers' Compensation Law.

5. NON-DISCRIMINATION REQUIREMENTS.

To the extent required by Article 15 of the Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, sexual orientation, age, disability, genetic predisposition or carrier status, or marital status. Furthermore, in accordance with Section 220-e of the Labor Law, if this is a contract for the construction, alteration or repair of any public building or public work or for the manufacture, sale or distribution of materials, equipment or supplies, and to the extent that this contract shall be performed within the State of New York, Contractor agrees that neither it nor its subcontractors shall, by reason of race, creed, color, disability, sex, or national origin: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. If this is a building service contract as defined in Section 230 of the Labor Law, then, in accordance with Section 239 thereof, Contractor agrees that neither it nor its subcontractors shall by reason of race, creed, color, national origin, age, sex or disability: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. Contractor is subject to fines of \$50.00 per person per day for any violation of Section 220-e or Section 239 as well as possible termination of this contract and forfeiture of all moneys due hereunder for a second or subsequent violation.

6. WAGE AND HOURS PROVISIONS.

If this is a public work contract covered by Article 8 of the Labor Law or a building service contract covered by Article 9 thereof, neither Contractor's employees nor the employees of its subcontractors may be required or permitted to work more than the number of hours or days stated in said statutes, except as otherwise provided in the Labor Law and as set forth in prevailing wage and supplement schedules issued by the State Labor Department. Furthermore, Contractor and its subcontractors must pay at least the prevailing wage rate and pay or provide the prevailing supplements, including the premium rates for overtime pay, as determined by the State Labor Department in accordance with the Labor Law.

7. NON-COLLUSIVE BIDDING CERTIFICATION.

In accordance with Section 139-d of the State Finance Law, if this contract was awarded based upon the submission of bids, Contractor affirms, under penalty of perjury, that its bid was arrived at independently and without collusion aimed at restricting competition. Contractor further affirms that, at the time Contractor submitted its bid, an authorized and responsible person executed and delivered to the State a non-collusive bidding certification on Contractor's behalf.

8. INTERNATIONAL BOYCOTT PROHIBITION.

In accordance with Section 220-f of the Labor Law and Section 139-h of the State Finance Law, if this contract exceeds \$5,000, the Contractor agrees, as a material condition of the contract, that neither the Contractor nor any substantially owned or affiliated person, firm, partnership or corporation has participated, is participating, or shall

participate in an international boycott in violation of the federal Export Administration Act of 1979 (50 USC App. Sections 2401 et seq.) or regulations thereunder. If such Contractor, or any of the aforesaid affiliates of Contractor, is convicted or is otherwise found to have violated said laws or regulations upon the final determination of the United States Commerce Department or any other appropriate agency of the United States subsequent to the contract's execution, such contract, amendment or modification thereto shall be rendered forfeit and void. The Contractor shall so notify the State Comptroller within five (5) business days of such conviction, determination or disposition of appeal (2NYCRR 105.4).

9. SET-OFF RIGHTS.

The State shall have all of its common law, equitable and statutory rights of set-off. These rights shall include, but not be limited to, the State's option to withhold for the purposes of setoff any moneys due to the Contractor under this contract up to any amounts due and owing to the State with regard to this contract, any other contract with any State department or agency, including any contract for a term commencing prior to the term of this contract, plus any amounts due and owing to the State for any other reason including, without limitation, tax delinquencies, fee delinquencies or monetary penalties relative thereto. The State shall exercise its set-off rights in accordance with normal State practices including, in cases of set-off pursuant to an audit, the finalization of such audit by the State agency, its representatives, or the State Comptroller.

10. RECORDS.

The Contractor shall establish and maintain complete and accurate books, records, documents, accounts and other evidence directly pertinent to performance under this contract (hereinafter, collectively, "the Records"). The Records must be kept for the balance of the calendar year in which they were made and for six (6) additional years thereafter. The State Comptroller, the Attorney General and any other person or entity authorized to conduct an examination, as well as the agency or agencies involved in this contract, shall have access to the Records during normal business hours at an office of the Contractor within the State of New York or, if no such office is available, at a mutually agreeable and reasonable venue within the State, for the term Page 2 June, 2006 specified above for the purposes of inspection, auditing and copying. The State shall take reasonable steps to protect from public disclosure any of the Records which are exempt from disclosure under Section 87 of the Public Officers Law (the "Statute") provided that: (i) the Contractor shall timely inform an appropriate State official, in writing, that said records should not be disclosed; and (ii) said records shall be sufficiently identified; and (iii) designation of said records as exempt under the Statute is reasonable. Nothing contained herein shall diminish, or in any way adversely affect, the State's right to discovery in any pending or future litigation.

11. IDENTIFYING INFORMATION AND PRIVACY NOTIFICATION.

(a) **FEDERAL EMPLOYER IDENTIFICATION NUMBER and/or FEDERAL SOCIAL SECURITY NUMBER.** All invoices or New York State standard vouchers submitted for payment for the sale of goods or services or the lease of real or personal property to a New York State agency must include the payee's identification number, i.e., the seller's or lessor's identification number. The number is either the payee's Federal employer identification number or Federal social security number, or both such numbers when the payee has both such numbers. Failure to include this number or numbers may delay payment. Where the payee does not have such number or numbers, the payee, on its invoice or New York State standard voucher, must give the reason or reasons why the payee does not have such number or numbers.

(b) **PRIVACY NOTIFICATION.** (1) The authority to request the above personal information from a seller of goods or services or a lessor of real or personal property, and the authority to maintain such information, is found in Section 5 of the State Tax Law. Disclosure of this information by the seller or lessor to the State is mandatory. The principal purpose for which the information is collected is to enable the State to identify individuals, businesses and others who have been delinquent in filing tax returns or may have understated their tax liabilities and to generally identify persons affected by the taxes administered by the Commissioner of Taxation and Finance. The information will be used for tax administration purposes and for any other purpose authorized by law.

(2) The personal information is requested by the purchasing unit of the agency contracting to purchase the goods or services or lease the real or personal property covered by this contract or lease. The information is maintained in

New York State's Central Accounting System by the Director of Accounting Operations, Office of the State Comptroller, 110 State Street, Albany, New York 12236.

12. EQUAL EMPLOYMENT OPPORTUNITIES FOR MINORITIES AND WOMEN.

In accordance with Section 312 of the Executive Law, if this contract is: (i) a written agreement or purchase order instrument, providing for a total expenditure in excess of \$25,000.00, whereby a contracting agency is committed to expend or does expend funds in return for labor, services, supplies, equipment, materials or any combination of the foregoing, to be performed for, or rendered or furnished to the contracting agency; or (ii) a written agreement in excess of \$100,000.00 whereby a contracting agency is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon; or (iii) a written agreement in excess of \$100,000.00 whereby the owner of a State assisted housing project is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon for such project, then:

(a) The Contractor will not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability or marital status, and will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination. Affirmative action shall mean recruitment, employment, job assignment, promotion, upgradings, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation;

(b) at the request of the contracting agency, the Contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union or representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of the contractor's obligations herein; and

(c) the Contractor shall state, in all solicitations or advertisements for employees, that, in the performance of the State contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. Contractor will include the provisions of "a", "b", and "c" above, in every subcontract over \$25,000.00 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work") except where the

Work is for the beneficial use of the Contractor. Section 312 does not apply to: (i) work, goods or services unrelated to this contract; or (ii) employment outside New York State; or (iii) banking services, insurance policies or the sale of securities. The State shall consider compliance by a contractor or subcontractor with the requirements of any federal law concerning equal employment opportunity which effectuates the purpose of this section. The contracting agency shall determine whether the imposition of the requirements of the provisions hereof duplicate or conflict with any such federal law and if such duplication or conflict exists, the contracting agency shall waive the applicability of Section 312 to the extent of such duplication or conflict. Contractor will comply with all duly promulgated and lawful rules and regulations of the Governor's Office of Minority and Women's Business Development pertaining hereto.

13. CONFLICTING TERMS.

In the event of a conflict between the terms of the contract (including any and all attachments thereto and amendments thereof) and the terms of this Appendix A, the terms of this Appendix A shall control.

14. GOVERNING LAW.

This contract shall be governed by the laws of the State of New York except where the Federal supremacy clause requires otherwise.

15. LATE PAYMENT.

Timeliness of payment and any interest to be paid to Contractor for late payment shall be governed by Article 11-A of the State Finance Law to the extent required by law.

16. NO ARBITRATION.

Disputes involving this contract, including the breach or alleged breach thereof, may not be submitted to binding arbitration (except where statutorily authorized), but must, instead, be heard in a court of competent jurisdiction of the State of New York.

17. SERVICE OF PROCESS.

In addition to the methods of service allowed by the State Civil Practice Law & Rules ("CPLR"), Contractor hereby consents to service of process upon it by registered or certified mail, return receipt requested. Service hereunder shall be complete upon Contractor's actual receipt of process or upon the State's receipt of the return thereof by the United States Postal Service as refused or undeliverable. Contractor must promptly notify the State, in writing, of each and every change of address to which service of process can be made. Service by the State to the last known address shall be sufficient. Contractor will have thirty (30) calendar days after service hereunder is complete in which to respond.

18. PROHIBITION ON PURCHASE OF TROPICAL HARDWOODS.

The Contractor certifies and warrants that all wood products to be used under this contract award will be in accordance with, but not limited to, the specifications and provisions of State Finance Law §165. (Use of Tropical Hardwoods) which prohibits purchase and Page 3 June, 2006 use of tropical hardwoods, unless specifically exempted, by the State or any governmental agency or political subdivision or public benefit corporation. Qualification for an exemption under this law will be the responsibility of the contractor to establish to meet with the approval of the State. In addition, when any portion of this contract involving the use of woods, whether supply or installation, is to be performed by any subcontractor, the prime Contractor will indicate and certify in the submitted bid proposal that the subcontractor has been informed and is in compliance with specifications and provisions regarding use of tropical hardwoods as detailed in §165 State Finance Law. Any such use must meet with the approval of the State; otherwise, the bid may not be considered responsive. Under bidder certifications, proof of qualification for exemption will be the responsibility of the Contractor to meet with the approval of the State.

19. MACBRIDE FAIR EMPLOYMENT PRINCIPLES.

In accordance with the MacBride Fair Employment Principles (Chapter 807 of the Laws of 1992), the Contractor hereby stipulates that the Contractor either (a) has no business operations in Northern Ireland, or (b) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Fair Employment Principles (as described in Section 165 of the New York State Finance Law), and shall permit independent monitoring of compliance with such principles.

20. OMNIBUS PROCUREMENT ACT OF 1992.

It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority and women-owned business enterprises as bidders, subcontractors and suppliers on its procurement contracts. Information on the availability of New York State subcontractors and suppliers is available from:

NYS Department of Economic Development Division for Small Business
30 South Pearl St -- 7th Floor
Albany, New York 12245
Telephone: 518-292-5220
Fax: 518-292-5884
<http://www.empire.state.ny.us>

A directory of certified minority and women-owned business enterprises is available from:
NYS Department of Economic Development
Division of Minority and Women's Business Development
30 South Pearl St -- 2nd Floor
Albany, New York 12245
Telephone: 518-292-5250
Fax: 518-292-5803
<http://www.empire.state.ny.us>

The Omnibus Procurement Act of 1992 requires that by signing this bid proposal or contract, as applicable, Contractors certify that whenever the total bid amount is greater than \$1 million:

- (a) The Contractor has made reasonable efforts to encourage the participation of New York State Business Enterprises as suppliers and subcontractors, including certified minority and women-owned business enterprises, on this project, and has retained the documentation of these efforts to be provided upon request to the State;
- (b) The Contractor has complied with the Federal Equal Opportunity Act of 1972 (P.L. 92-261), as amended;
- (c) The Contractor agrees to make reasonable efforts to provide notification to New York State residents of employment opportunities on this project through listing any such positions with the Job Service Division of the New York State Department of Labor, or providing such notification in such manner as is consistent with existing collective bargaining contracts or agreements. The Contractor agrees to document these efforts and to provide said documentation to the State upon request; and
- (d) The Contractor acknowledges notice that the State may seek to obtain offset credits from foreign countries as a result of this contract and agrees to cooperate with the State in these efforts.

21. RECIPROcity AND SANCTIONS PROVISIONS.

Bidders are hereby notified that if their principal place of business is located in a country, nation, province, state or political subdivision that penalizes New York State vendors, and if the goods or services they offer will be substantially produced or performed outside New York State, the Omnibus Procurement Act 1994 and 2000 amendments (Chapter 684 and Chapter 383, respectively) require that they be denied contracts which they would otherwise obtain. NOTE: As of May 15, 2002, the list of discriminatory jurisdictions subject to this provision includes the states of South Carolina, Alaska, West Virginia, Wyoming, Louisiana and Hawaii. Contact NYS Department of Economic Development for a current list of jurisdictions subject to this provision.

22. PURCHASES OF APPAREL.

In accordance with State Finance Law 162 (4-a), the State shall not purchase any apparel from any vendor unable or unwilling to certify that: (i) such apparel was manufactured in compliance with all applicable labor and occupational safety laws, including, but not limited to, child labor laws, wage and hours laws and workplace safety laws, and (ii) vendor will supply, with its bid (or, if not a bid situation, prior to or at the time of signing a contract with the State), if known, the names and addresses of each subcontractor and a list of all manufacturing plants to be utilized by the bidder.

CERTIFICATION

I hereby certify that the following is a true copy of resolution duly adopted by the Board of Directors of _____, a domestic corporation, at a meeting held on _____ 20____, at which a quorum was present, that said resolution has not been rescinded or modified, and it still in full force and effect, that said resolution is not contrary to any provision in the Certificate of Incorporation or By-Laws of said corporation, and that said certification is made knowing that the Town of Hempstead Department of Occupational Resources at 50 Clinton St., Suite 400, Hempstead, New York, will rely upon this certification incident to the execution of any documents by _____ with respect to Contract No. _____ pertaining to _____

RESOLVED, that _____ is hereby elected as _____ of _____ with full authority to enter into any agreement or transaction on behalf of the corporation.

WITNESS my hand and seal this _____ day of _____, 20____.

(Secretary)

(Seal)

Note. This form must be completed for all agreements that will be executed by an officer other than President or Superintendent.

Workers' Compensation Insurance and Disability Benefits

Contracts awarded pursuant to this RFP will require the CONTRACTOR to secure and maintain Workers' Compensation Insurance and Disability Benefits as required by the State of New York for the life of this contract. In accordance with Workers' Compensation Law Sections 57 and 220(8), the contractor must be legally exempt from obtaining workers' compensation insurance coverage; or obtain such coverage from an insurance carrier; or be a Workers' Compensation Board approved self-insured employer or participate in an authorized group self-insurance plan. Proposals submitted in response to this RFP must include one of the following forms:

- (a) WC/DB-100, Affidavit for New York Entities with No Employees and Certain Out of State Entities, That New York State Workers' Compensation and/or Disability Insurance Coverage Is Not Required (Must be stamped as "received" by New York State Workers' Compensation Board); or
- (b) C-105.2 – Certificate of Workers' Compensation; or
- (c) SI-12 – Certificate of Workers' Compensation Self-Insurance.

In addition, proposals must include one of the following forms to DOOR:

- (a) DB-120.1 – Certificate of Disability Benefits Insurance; or
- (b) DB-155 - Certificate of Disability Benefits Self-Insurance.

**PROPOSAL REVIEW FORM – In-School Youth Program Services (WIOA)
(For DOOR use only)**

Vendor: _____

SECTION TO BE EVALUATED	TOTAL POINTS	POINTS AWARDED
Applicant Background, Qualifications and Experience	20	
Pre-Program Development	20	
Youth Program WIOA Elements Narrative	30	
Proposed Staff	15	
Work Experience Coordination Budget	15	
Documents Checklist	Mandated	
Amount Proposed: _____		

POINTS ACCUMULATED

To be eligible to receive an award, a proposal must achieve a minimum score of 70 points.

Reviewer: _____

Date: _____

Addenda

Addendum A – Youth Required Eligibility Documents

To determine eligibility and to enroll each youth as a participant in the Summer Youth Employment program, the following documents must be included in each youth's folder:

ADDENDUM B – HEMPSTEADWORKS IN-SCHOOL YOUTH COORDINATOR QUARTERLY REPORT/INDIVIDUAL SERVICE STRATEGY UPDATES

School District/Organization Name: _____
 Participant Last Name _____ First Name _____
 SS# _____ Age _____ Services Provided From: _____ To: _____

Service	Yes/No	Provider (If Yes)	Date (If Yes)
Outreach			
Assessment			
Development of Individual Service Strategy			
Tutoring, study skills training, and instruction, leading to completion of secondary school, including dropout prevention strategies			
Summer employment opportunities that are directly linked to academic and occupational learning;			
Paid and unpaid work experiences that have as a component academic and occupational education, including internships and job shadowing			
Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours, as appropriate			
Supportive services			
Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;			
Follow-up services for not less than 12 months after the completion of participation, as appropriate			
Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate			
Financial literacy education			
Entrepreneurial skills training			
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			
Activities that help youth prepare for and transition to postsecondary education and training.			
Bus Transportation to Winthrop Classes			

H.S. Diploma/Planned Graduation Date: _____ Actual Graduation Date: _____
 Did Participant Enroll in College? Yes _____ No _____ Date Enrolled: _____
 Name of College _____
 Did Student Enter Employment? Yes _____ No _____
 Name of Company _____
 Address _____
 Job Title _____ Start Date _____ Salary _____
 Coordinator's Name: _____ Signature _____ Date _____
 Participant's Name: _____ Signature _____ Date _____

ADDENDUM C – STATUS OF ACTIVE PARTICIPANTS

Reporting Period: _____

School District: _____

(1) Participant Name	(2) High School Status (i.e. Attending H.S. /On Track to Graduate H.S./ Graduated H.S./ No Longer Attending H.S./ Hold (Due to Health, etc.)	(3) Date of H.S. Graduation (if graduated)	(4) Reason No Longer Attending H.S. (if applicable)	(5) Post- Secondary Education Status (Indicate if attending post- secondary education, advanced or occupational training, enlisted in the military, and/or entered employment)	(6) Describe the Documentation Attached (i.e. Letter, Copy of Diploma, pay stubs, etc.) to verify the information in columns 2, 3 4 and 5

School District Coordinator Name: _____
 School District Coordinator Signature: _____
 Date: _____

ADDENDUM D – WORKFORCE INNOVATION AND OPPORTUNITY ACT **PRIMARY INDICATORS OF PERFORMANCE FOR IN-SCHOOL YOUTH**

WIOA establishes performance accountability indicators and performance reporting requirements to assess the effectiveness of local areas in achieving positive outcomes for individuals, namely youth, served by the workforce development system's programs. Below are the indicators:

I. Second Quarter Employment Rate

The percentage of program participants who are in unsubsidized employment during the second quarter after exit from the program (for Title I Youth, the indicator is the percentage of participants in education or training activities, or in unsubsidized employment during the second quarter after exit);

II. Fourth Quarter Employment Rate

The percentage of program participants who are in unsubsidized employment during the fourth quarter after exit from the program (for Title I Youth, the indicator is the percentage of participants in education or training activities, or in unsubsidized employment during the fourth quarter after exit);

III. Median Earnings

The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program.

IV. Credential Attainment

The percentage of participants enrolled in an education or training program (excluding those in on-the-job training and customized training) who attained an industry recognized postsecondary credential, certificate of completion or certificate approved by the NYS Education Department (SED) or another State agency, or a secondary school diploma. A participant who has attained a secondary school diploma or its recognized equivalent is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent only if the participant also is employed or is enrolled in an education or training program leading to a postsecondary credential approved by the NYS Education Department (SED) or another State agency within one year after exit from the program.

V. Measurable Skill Gains

The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary

credential or employment and who are achieving measurable skill gains toward such a credential or employment. Measurable skill gains are defined as documented academic, technical, occupational, or other forms of progress toward a postsecondary credential or employment.

VI. Business Indicators

- a. Repeat Business Customers (percentage of repeat businesses using services within the previous three years); and
- b. Business Penetration Rate (percentage of businesses using services out of all businesses in the State).

ADDENDUM E – TANF Supplement

**Town of Hempstead/City of Long Beach
Workforce Development Area
In-School Youth Services Proposal
New York State Office of Temporary and
Disability Assistance (OTDA)**

**Summer Youth Employment Program
July 1, 2021 through September 30, 2021**

I. Cover Sheet

Please complete the information requested below:

Name of Organization: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Contact Person: _____

Title of Contact Person: _____

Name of Official Authorized to Sign Contract:

Title of Authorized Official: _____

Signature of Authorized Official: _____

Date of Signature: _____

School District in which Organization is Located:

Name and Address of the Superintendent of Schools in the District:

Please complete the information requested below:

Name of Organization: _____

Please provide the name and title of additional individuals who are authorized by your organization's board of directors to sign claims for payment and/or timesheets for the district coordinator and/or teachers.

Name: _____ Title: _____

Signature: _____

Name: _____ Title: _____

Signature: _____

Name: _____ Title: _____

Signature: _____

II. Applicant Background, Qualifications and Experience (25 Points)

1. Indicate the nature and mission of your business or organization. **(5 Points)**
2. Describe whether your organization has the financial resources, or has the ability to obtain them, to perform the proposed services. **(5 Points)**
3. Summarize your organization's record of fiscal integrity, business ethics, and fiscal accountability. **(5 Points)**
4. Provide evidence that your organization possesses the necessary organization, experience, accounting and operational controls, as well as technical skills to perform the work. **(5 Points)**
5. Describe the ability of your organization to perform the proposed services at a reasonable cost, as well as the ability to meet performance goals. (Note: The United States Department of Labor (USDOL)'s Primary Indicators of Performance are presented in Addendum D) **(5 Points)**

III. Pre-Program Development (25 Points)

The summer youth employment program enables low-income youth to participate in work experiences.

1. Indicate how you will conduct outreach to notify youth of summer employment opportunities. **(5 Points)**

2. Describe the type of work positions in which youth will be engaged. Extra consideration will be given to organizations that can provide youth with innovative jobs. **(5 Points)**
3. In addition to work experience, please describe any other activities in which youth will be engaged. **(5 Points)**
4. Indicate how you will develop various worksites. If you intend to have only one worksite, please indicate so here. **(5 Points)**
5. Indicate how you will produce success stories for youth participants. **(5 Points)**

IV. Proposed Staff (25 Points)

Provide a resume or summary of the qualifications of the staff person(s) to be assigned to perform the services proposed.

V. Work Experience Coordination Budget (OTDA) (25 Points)

The following guidelines are required in order to complete the OTDA Coordination Budget of the TANF Supplement. The summer component of the program will run from July 6, 2021 through August 13, 2021. Please use the formulas below to construct your budget on the three-tab excel spreadsheet. (Note: The budget reflects only one pay period (two weeks)).

Budget: Management and Development of Work Experience

Coordination: 1 Hour x Number of Participant Timesheets x Coordinator's Hourly Salary
= Subtotal

Applicant's Budgeting Example:

The applicant proposes 3 worksites for the TANF summer youth employment program. The assigned coordinator will be paid \$25 an hour for the 20 youth in their program. The budget would go as follows:

- *1 Hour x 20 Participant Timesheets x \$25 Coordinator Hourly Salary = \$500*

OTDA COORIDNATION BUDGET

	(A)	(B)	(C)	(D)	(E)	(F)	(E)	Subtotals
Coordination of Work Experiences	Hours	Number of Youth	Number of Work Sites	Number of Quarters	Number of Timesheets	Coordinator's Hourly Salary	In-Kind Contribution	
Coordination: (A) x (E) x (F)	1.00							0.00
Subtotal								0.00
TOTALS					0.00	0.00	0.00	0.00

NOTE: ONLY MAKE ENTRIES IN THE HIGHLIGHTED SPACES

IMPORTANT!
PLEASE BE ADVISED THAT THE COORDINATOR'S HOURLY SALARY
CANNOT EXCEED \$50.00 PER HOUR.

Coordination

Approved participant time sheets (not-to-exceed two per participant per pay period).

**PROPOSAL REVIEW FORM – TANF Supplement
(For DOOR use only)**

Vendor: _____

SECTION TO BE EVALUATED	TOTAL POINTS	POINTS AWARDED
Applicant Background, Qualifications and Experience	25	
Pre-Program Development	25	
Proposed Staff	25	
Work Experience Coordination Budget	25	
Documents Checklist	Mandated	
Amount Proposed: _____		

POINTS ACCUMULATED

To be eligible to receive an award, a proposal must achieve a minimum score of 70 points.

Reviewer: _____

Date: _____

ADDENDUM F – PUBLIC NOTICE

NOTICE OF REQUEST FOR PROPOSALS FOR IN-SCHOOL YOUTH PROGRAM SERVICES UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT AND THE PERSONAL RESPONSIBILITY WORK OPPORTUNITY AND RECONCILIATION ACT TEMPORARY ASSISTANCE FOR NEEDY FAMILIES PROGRAM FOR THE TOWN OF HEMPSTEAD/CITY OF LONG BEACH LOCAL WORKFORCE DEVELOPMENT AREA.

I. Purpose and Requirements

This solicitation of proposals is being conducted by the Town of Hempstead Department of Occupational Resources (DOOR) on behalf of the Town of Hempstead Workforce Development Board (LWDB) and the Town of Hempstead Youth Standing Committee in its capacity as the Grant Subrecipient/Fiscal Agent for the Town of Hempstead/City of Long Beach Local Workforce Area, under the Workforce Innovation and Opportunity Act (WIOA) of 2014 and all related regulations. The scope of work to be provided include assembling youth eligibility documents; procuring youth worksites; developing innovative jobs for youth; overseeing youth as they perform duties at their worksites; developing jobs for youth; conducting year-round services to youth participants; completing youth Quarterly Reports/Individual Service Strategy (ISS); completing Status of Active Participants form; conducting Participant and Worksite Supervisor Orientations; gathering timesheets from youth and their supervisors; and collecting youth participants' success stories. Applicants must submit a narrative and budget arranged to respond to the format provided in connection with this RFP, which can be accessed online at www.hempsteadworks.com.

II. Submission Deadline

Completed proposals must be received by DOOR no later than 4:30 P.M. on Friday, March 5, 2021. Except for good cause shown, proposals that are received after that date will be reviewed and kept on file for future funding consideration only should conditions warrant. Proposals should be submitted in sealed envelopes and addressed to: Elizabeth Ajasin, Planner, Town of Hempstead, Department of Occupational Resources, 50 Clinton Street, Suite 400, Hempstead, New York 11550. Applicants are advised that changes in the Local Workforce Area's Workforce System, both in terms of content and funding levels, may be required prior to or during its operation due to new or revised legislation. All parties to contracts are expected to adhere to any necessary changes. This RFP does not commit the LWDB or DOOR to award a contract to pay costs incurred in the preparation of a proposal in response to this request, or to procure or contract for services or supplies. The LWDB and DOOR reserve the right to accept or reject any or all qualified sources, or to cancel in part or in its entirety this RFP if it is in their best interests to do so. Any questions concerning this RFP should be directed to Elizabeth Ajasin by e-mail to eajasin@hempsteadworks.com.

In order to be considered, the applicant's organization must be an incorporated for-profit or non-profit organization, or a public agency, and have successfully provided workforce development services funded under federal or state legislation for a minimum of three (3) years. Priority will be given to organizations located in high-poverty areas. The period of performance is July 1, 2021 through June 30, 2022. Contractual agreements negotiated pursuant to this RFP will commence upon execution and end on June 30, 2022, with options for renewal at the discretion of the Town of Hempstead Local Board.