

# Workforce Innovation and Opportunity Act (WIOA)

## National Dislocated Worker Grant 2019 Severe Storm

Programs Period of Performance  
September 18, 2019 - September 30, 2020

**Deadline: October 25, 2019**

**[REQUEST FOR PROPOSAL \(RFP\)](#)**

National Dislocated Worker Grant Unit  
1900 Kanawha Blvd. Bldg. 3, Suite 300  
Charleston, WV 25305  
Attention: Bunny Harper

## Table of Contents

	<u>Page</u>
Proposal Preparation Checklist	3
Introduction	
<b>A.</b> Overview	4-8
<b>B.</b> Program Solicitation	8-9
<b>C.</b> General Information and Requirements	9-10
<b>D.</b> Special Requirements	11-12
<b>E.</b> RFP Content	12-14
<b>F.</b> Evaluation Criteria	14-17
<b>G.</b> Timeline	18
<b>Administrative Requirements Checklist</b>	<b>22-24</b>
Transmittal Form	20-21
Certification Regarding Lobbying	25
Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions	26
Equal Opportunity Non-Discrimination Notice	27
Certification Regarding Drug-Free Workplace Requirements	28-29
Instructions for Budget Forms	30-34
Section A: Budget Summary by Categories	32, 35-38
Section B: Cost Sharing/Match Summary	32, 35-38
Category 1: Personnel	32
Category 2: Fringe Benefits	32-33
Category 3: Travel	33
Category 4: Equipment	33
Category 5: Supplies	33
Category 6: Contractual	33
Category 7: Other	33
Category 8: Indirect Costs	33-34
Category 9: Training Costs/Stipends	34
Links	40
Budget Information Summary	39
<b>Attachments</b>	
• Participant Service Schedule	41
• Worksite Agreement	42-44
• Sample Job Descriptions	45-47
• Legal Notice	48
• Sample Cost by County	49
• Sample County Worksite Activity Schedule	50
• Sample Budget Spreadsheet	51

## NDWG Disaster Proposal Preparation Checklist

It is strongly recommended that an administrative review be conducted to ensure that proposals comply with the instructions in the format specified. This checklist is not intended to be an all-inclusive repetition of the required proposal contents and associated proposal preparation guidelines. It is, however, meant to highlight certain critical items so they will not be overlooked when the proposal is prepared.

- Proposal is responsive to program solicitation and responds to the RFP Information.
- Proposal format (ensure compliance with font, margin and spacing requirements, bearing in mind that proposal readability is of utmost importance).
- Transmittal Form (ALL appropriate boxes completed)
- Table of Contents
- Proposal Certifications (completed and signed by authorized representative)
- Certification Regarding Lobbying
- Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions
- Equal Opportunity Non-Discrimination Notice
- Certification Regarding Drug-Free Workplace Requirements
- Fish and Wildlife Services- NDWG disaster projects to ensure compliance with the National Environmental Policy Act (NEPA) and Endangered Species Act (ESA)
- Program Summary
- Participant Service Schedule (PSS)
- Job Descriptions (Grant-Funded Positions See Sample Job Descriptions, Attachment C)
- Worksite Agreements (See Sample, Attachment B)
- Biographical Sketch (es) 2-page limitation (Job Duties of Personnel)
- Plan for daily oversight of temporary workers and worksites/monitoring of participants and worksites
- Proposal Budget
- Cost by County Worksite Budget (See Sample, Attachment L)
- County Worksite Activity Schedule (See Sample, Attachment M)
- Detail Budget Information (See Sample, Attachment N)
- Cost Allocation Plan (if required)
- Administrative Requirements Checklist (see pages 17-19)

**State of West Virginia  
WorkForce West Virginia  
Request for Proposal for the 2019 Severe Storm  
National Dislocated Worker Grant (NDWG)**

**A. OVERVIEW**

In accordance with National Dislocated Worker Grant (NDWG) guidelines, the State of West Virginia is seeking proposals from public or private non-profit organizations capable of employing dislocated workers as temporary workers for disaster relief clean-up activities in designated areas of West Virginia that were damaged by recent storming/flooding, etc. and declared a disaster by FEMA DR-4455. Damage included, downed trees across roads, public parks and streams; streams covered with debris; flooded streams and creeks; landslides and mudslides; in the following affected counties; Grant, Pendleton, Preston, Randolph, and Tucker.

In responding as quickly as possible to the 2019 Severe Storm disaster situation, National Dislocated Worker Grants (NDWG) are discretionary grants awarded by the U.S. Department of Labor to any state declared eligible for flood clean-up activities with the dual purpose of providing temporary employment opportunities while cleaning up the damage caused by the 2019 Severe Storm disaster. NDWG disaster funds were awarded to the State of West Virginia based upon the need identified by FEMA and is administered through WorkForce West Virginia, a Division of the WV Department of Commerce.

The overall desired outcome of this NDWG funding is the provision of effective and responsive clean-up activities and related emergency services to eligible communities in accordance with NDWG guidelines.

**ALLOWABLE NDWG DISASTER CLEAN-UP ACTIVITIES & ALLOWABLE COSTS:**

The intent of this solicitation is made pursuant to authority granted in the WIOA Public Law and in accordance with the guidelines in the Federal Register- WorkForce Innovation and Opportunity Act; Final Rule Section 687 National Dislocated Worker Grants. WorkForce West Virginia, as the administrator of NDWG funds, is seeking proposed programs that will provide assistance to the communities in need by hiring temporary workers that may assist in:

- Cleaning public buildings
- Removing debris from streams, lands, streets, highways, roads, and parks
- Assisting with the provision of food, shelter, or other humanitarian assistance (i.e. Assisting in distributing food at a food pantry).

Primary activities under this grant will be:

- **Temporary Jobs-** Involving the placement of individuals in temporary disaster relief work related to assisting the communities to recover from the natural disaster events and working on projects that provide humanitarian assistance to the disaster victims.

- **Equipment/Uniforms/Tools-** Personal safety and other work-related equipment, such as work gloves, steel-toed boots, hard hats, uniforms, small tools, etc., required for the temporary disaster relief worker participating in clean-up activities. A more detailed list is outlined below:

Reflective vests	Rubber gloves	Round point shovels	Weed eaters
Steel-toe (hard-toe) boots	Leather gloves	Rakes	Sickles
Rubber boots	Hard hats	Picks	Sledgehammers
Chaps	Bug repellent	Chains (and/or hooks)	Axes
Life vests	First aid kits	Handheld winch	Bucksaws
	Snake bite kits	Cable	
	Safety goggles	Chainsaws	

**All clean-up activities must be related to the 2019 Severe Storm/Flooding disaster events covered under the FEMA declaration referred to above; no routine maintenance is allowable, such as mowing grass, etc.**

- As the NDWG funds are restricted to the FEMA declaration for public assistance, activities related to cleaning up private homes and dwellings damages by 2019 Severe Storm/Flooding is **not allowed**. **Where municipal governments have diverted regular work crews to work on disaster-related activities, temporary job participants can work on assignments that would normally be performed by the regular work force.**
- Those “regular” activities performed by the employer’s permanent workforce may only be performed by temporary Disaster Relief workers to the extent which the duties are **specifically related to the community’s recovery from the covered disaster**, (e.g. clean-up of damaged public facilities and projects that provide humanitarian assistance to disaster victims).

**Disaster Relief workers can be used to perform project staff functions, such as project coordinator, monitoring, accounting, and recruit temporary workers.**

- Under the supervision of an agency employee, temporary disaster workers may perform project staff functions related to a NDWG disaster grant.
- In any case, all temporary job participants, regardless of the work assignment, are subject to the 12-month participation limit.
- These participation limitations will affect **the extent to which a particular staff function can appropriately be performed by a temporary job participant.**
- The local area providers may hire additional staff for the period of grant operations to perform a variety of functions necessary to the implementation of the grant to ensure consistency.
- Administrative Staff salaries must be charged to the appropriate cost category based on the functions they perform and comply with the 10 percent WIOA Administrative cost requirement. Any Administrative Costs allocated out of the Program Funds must be approved in advance by WorkForce West Virginia.

**A work-site supervisor can be charged to project staff or such a position can be filled by a temporary job participant.**

- Either approach is acceptable under a NDWG disaster grant.  
**A safety coordinator can be hired as a project staff member or as a temporary disaster worker and safety training of temporary job participants is an allowable cost under an NDWG disaster grant.**
- A safety coordinator can be hired as a participant (subject to the 12-month limitation) or as a project staff member chargeable to the program.
- Necessary safety training is an authorized cost in either case.
- A State waiver request for specialized staff salaries over the limitations may be submitted.

### **RECRUITING POTENTIAL TEMPORARY WORKERS:**

In addition to the standard local advertising process through the local media (newspapers, radio, TV), the following agencies are recommended for assisting in recruiting potential temporary workers:

- WorkForce West Virginia One Stop Career Centers
- Local Workforce Development Boards (WDBs)
- Local government agencies
- Private non-profit agencies
- Community action agencies
- Local Department of Health and Human Resources (DHHR) offices
- Housing and Urban Development (HUD) agencies

**NOTE:** Temporary workers may be recruited from adjacent counties to the disaster (in or out-of-state).

### **PARTICIPANT ELIGIBILITY FOR NDWG DISASTER PROJECTS**

- Participant eligibility for program participation **must be** determined by one of the Local WorkForce West Virginia One Stop Career Centers in order for any individual to be referred to any appropriate service provider as a temporary disaster relief worker participating in the 2019 Severe Storm NDWG Program.

Those individuals who are the recipients of temporary employment services must meet NDWG disaster eligibility guidelines and meet the WIOA definition for:

- ***Individuals who are temporarily or permanently laid off as a consequence of the disaster***
- ***Other eligible dislocated workers as defined in WIOA Final Rule***
- ***Long-term unemployed workers as defined by the State, and***
- ***Self-employed individuals who become unemployed or significantly underemployed as a result of the emergency or disaster.***

**Veterans Priority preference applies within these eligible groups.**

### **Residency of Participants:**

- There is no eligibility or selection criteria based on workers' place of residence.
- Temporary workers may reside in adjacent counties to the disaster (in or out-of-state).

**Determining eligibility for hiring temporary disaster workers must follow the priority order required for an NDWG disaster project. Priority must be given to:**

- **First-** Those workers dislocated due to the disaster
- **Second-** WIOA dislocated workers
- **Third-** Long-term unemployed individuals

**Veteran's preference applies within each category.**

**LENGTH OF TEMPORARY UNEMPLOYMENT/WAGE LIMIT:**

- Temporary Severe Storm/Flooding disaster clean-up employment will last twelve (12) months or
- 2,080 hours

**WORKSITE SUPERVISOR/MULTIPLE WORKSITES:**

- Worksite supervisors/team leaders may be one of the temporary employees.
- Temporary workers may work at multiple job sites and/or multiple providers/employers as long as they do not exceed the 12 (twelve) month/2,080 hour

**PARTICIPANT COMPENSATION:**

- **Rate of Pay-** Participants must be paid the higher of the Federal, state or local minimum wage, or the comparable rates of pay for other individuals employed in similar occupation by the same employer.
- **Overtime-** Participants must be paid the higher of the Federal, state or local minimum wage, or the comparable rates of pay for other individuals employed in similar occupation by the same employer.
- **Workers' Compensation-**Where state workers' compensation law is applicable, workers' compensation benefits in accordance with such law shall be available to all participants. Where a participant is not covered under a state workers' compensation law, the participant shall be provided with adequate on-site medical and accident insurance for work-related activities. For work-related activities, income maintenance coverage is not required for the participant.
- **Health Benefits-** All participants shall be provided benefits and working conditions at the same level and to the same extent as other temporary employees working a similar length of time and doing the same type of work. If the employer has different policies for temporary employees than for full-time employees, these policies may apply to these participants since the jobs under this grant are classified as temporary.
- **Retirement-** No contributions to retirement funds shall be made on behalf of project participants from grant funds as this is temporary employment.

**ELIGIBLE WORKSITES: (Worksite Agreements Must Be Attached to RFP)**

### **Types of Worksites**

- Worksites may be established where authorized clean-up, and service (humanitarian) activities are performed related to the covered disaster.
- Applicants must prioritize the worksites targeted for clean-up activities starting with the highest priority of public facilities which have the highest impact on providing needed temporary services and/or restoring public services, etc.

### **Location of Worksites**

- The geographic location of worksites must be located in the geographic area covered by FEMA declaration #4455, eligible for public assistance, and have been identified by the State for clean-up and must be listed in the RFP with detailed activities needed along with before and after pictures for documentation to the Department of Labor.

### **Health and Safety Standards**

- State and Federal standards, otherwise applicable to working conditions of employees, shall be applicable to working conditions of participants. Where a participant is engaged in activities not covered under the Occupational Safety and Health Act of 1970, as amended, the participant shall not be required or permitted to work, be trained, or receive services in buildings, surroundings, or working conditions that are unsanitary, hazardous, or dangerous occupations, e.g., fire or police jobs, shall be assigned to work in accordance with reasonable safety practices.

### **DEADLINES FOR HIRING TEMPORARY DISASTER RELIEF WORKERS:**

- In order to meet the time limitation requirements for this NDWG Disaster Program which will end September 30, 2020, **ALL** participants must be hired by August 1, 2020.
- If some temporary workers hired cannot complete the program, then the latest replacements could be hired by August 1, 2020.

## **B. PROGRAM SOLICITATION**

The term “program solicitation” refers to the WorkForce West Virginia Legal Notice publication that encourages the submission of proposals that will address the need for disaster relief in areas declared under FEMA DR-4455. Temporary disaster jobs are limited to public and private non-profit property.

- Those individuals who are the recipients of temporary employment services must meet NDWG eligibility guidelines and meet the WIOA definition for dislocated workers temporarily or permanently laid off due to the disaster(s), dislocated workers separated from employment not

related to the 2019 Severe Storm disaster, long-term unemployed individuals defined by the State and

- Self-employed individuals who become unemployed or significantly underemployed as a result of the emergency or disaster.
- Priority must be given to workers dislocated due to the disaster, then to WIOA dislocated workers, and then to long-term unemployed, with veteran's preference within each category.
- This solicitation places a high priority on program outcomes that result in placement of projected participants to be placed in temporary jobs for clean-up activities.

**Proposals must:**

- Present a clear and specific need for the funding requested.
- Clearly identify the specified area of the state, such as county, city/town, park, etc., and **each worksite** targeted for flood/disaster clean-up.
- Activities that will take place at each worksite.
- Demonstrate applicant's knowledge of and any previous experience with WIOA, NDWG, disaster relief services, and overall grant administrative experience.

**Who may apply:**

- Any private, non-profit or public organization may apply; only one proposal will be accepted from each organization.
- Each applying entity must be registered with the Secretary of State's office to do business in the State of West Virginia and be in good standing with the State.
- Each person attending the Bidder's Conference may only represent one entity which will be designated on the sign-in sheet when registering attendance.

**NOTE: This is a competitive bidding process with proposals competing with one another for funding.**

**C. GENERAL INFORMATION**

- NDWG emergency funds may only be used to provide temporary unemployment on projects for the clean-up of destroyed public structures, facilities, and lands within the affected communities.

- Funds may be used to provide temporary employment in humanitarian assistance jobs (e.g. distribution of food, clothing, shelter, and other types of humanitarian assistance for disaster victims).
- Bidder(s) must submit proposals to serve WIOA-eligible dislocated workers temporarily or permanently laid off due to the disaster(s),
  - Dislocated workers separated from employment but not related to the 2019 Severe Storm disaster;
  - Long-term unemployed individuals defined by the State and
  - Self-employed individuals who become unemployed or significantly underemployed as a result of the emergency or disaster.
- Recruitment efforts should first target workers who lost employment as a result of the disaster. Veterans' preference applies within each of the above-mentioned eligibility categories.
- Temporary disaster jobs are limited to public and private non-profit property.
- All WIOA eligibility determinations must be performed by specialists housed in the American Job Centers (AJC).
- The selected Project Operator will be responsible for all activities and related costs beyond eligibility determination and referrals from the WIOA eligibility staff. (This will include payment and tracking of participant wages and monthly monitoring reporting of worksite progress/issues.)
- Attendance at the Bidder's Conference hosted by WorkForce West Virginia is required in order to submit a proposal for consideration.
- The detailed line item budget, participant service schedule (PSS) and Budget Information Summary (BIS) provided as part of this RFP must be completed and submitted as part of the proposal.
- All proposals must contain a biographical sketch (limited to two pages) for each individual identified as senior project personnel, as well as a listing of job duties for any grant-funded staff position(s). (See Attached Sample Job Descriptions)
- There must be a Worksite Agreement prepared for each worksite targeted for disaster clean-up activities. (See Attached Sample Worksite Agreement)
- The grant cycle Period of Performance is September 18, 2019 – September 30, 2020.
- All successful applicants must submit monthly program and fiscal reports by the 15<sup>th</sup> of each month to [WFWVMonthlyReports@wv.gov](mailto:WFWVMonthlyReports@wv.gov).

## **D. SPECIAL REQUIREMENTS**

### **Fish and Wildlife Service (FWS)**

- In order to ensure compliance with the National Environmental Policy Act (NEPA) and the Endangered Species Act (ESA) and to protect valuable habitats and endangered species, all disaster projects where participants will be entering or impacting natural areas must ensure that activities are not negatively affecting endangered species or their habitats.
- NEPA and ESA require NDWG projects to either affirm to FWS that there are no endangered species or habitats within the project area, or to consult with FWS to mitigate negative impacts where there are endangered species or protected habitats before beginning any work in those areas.
- **The U.S. Department of Labor has advised that many city governments are already familiar with this requirement so any applicant should submit documentation with the RFP reflecting that they have checked into this requirement relating to any of the worksites targeted for clean-up in the proposal for compliance with NEPA and ESA. ([US Fish and Wildlife Services Website](#))**

### **Coordination with Emergency Management Agencies:**

- In an effort to ensure non-duplication of services and maintenance of effort requirements, the State must coordinate the activities funded under a disaster NDWG with those funded by and/or performed under the auspices of FEMA. Disaster NDWG grantees should also coordinate where applicable with the appropriate organizations, including state emergency management agencies and other federal response agencies, to ensure a comprehensive response and to prevent duplication of services. The website [www.disasterassistance.gov](http://www.disasterassistance.gov) provides additional resources.

### **Obtaining Equipment:**

- FEMA or other Federal, State, or local agencies provide assistance in obtaining equipment needed for temporary jobs participants to conduct clean up, renovation, restoration, and other allowable activities. In situations where the State is unable to obtain funding or equipment from another source, NDWG funds may be used to lease or buy necessary equipment for worksites where Disaster NDWG participants are employed to support clean-up and recovery activities. Purchase of equipment is subject to prior approval and disposition requirements in 2 CFR 200 and 2 CFR 2900.
- A grantee must request approval for all equipment purchases with a cost of \$5,000.00. Equipment is defined as tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000. When obtaining equipment, grantees are advised to follow the appropriate procurement procedures as defined by State procurement policies; sub recipients, unless a State Government, must follow the procurement requirements in 2 CFR 200. (see page 40 for Link to TEGL 2-15 page 17, Obtaining Equipment)

**Note: WorkForce West Virginia prefers the Project Operator to lease equipment rather than purchasing equipment, with the exception of the items listed on page 6.**

**E. RFP CONTENT (Please refer to Proposal Preparation Checklist)**

**1. Table of Contents**

**2. Administrative Ability:** Provide a summary of the organization’s administrative and management experience in administering federal grant funds and/or any previous awards of WIOA grant funds which documents successful administration of similar activities. Explain the operational structure for requesting funding, including who has fiduciary responsibility and liability for funds awarded.

**3. Statement of Need:** This section must identify, with supporting documentation, the disaster areas proposed activities are designed to address, and resources available to assist in reaching desired outcomes. ‘Before pictures,’ statements from local officials, such as county assessors, and other official testimonies will be crucial in documenting and validating need (‘after pictures’ will show the results of the clean-up efforts).

**4. Project Summary (not exceeding two pages):** Briefly state the need, the objectives, the methods, and the outcomes of the proposal. Everything that is important about the program should be clearly stated in this section. The following elements should be addressed:

- a. Identification of the applicant and a brief history
- b. The specific purpose of the proposal (identifying individual worksites)
- c. Identification of the WIOA eligible population(s) to be served- temporary workers will be selected based on the eligibility priorities listed below:
  - Workers who have been temporarily or permanently dislocated as a result of the disaster.
  - Eligible dislocated workers as defined in WIOA Sec. 170 (B)(2) who are unemployed and not receiving unemployment compensation (UI) or other types of income support; and
  - Individuals who are long-term unemployed d. The anticipated participant services and outcome to be reported
- e. The hiring of temporary workers for 2,080 hours or 12 months.
- f. Key strategies and project design for recruiting and hiring temporary workers for various clean-up activities.

**5. Goals and Objectives:** Applicants should state the goals and objectives of the proposal. This incorporates the purpose and the outcomes.

- Goals should be broad statements intended to give a general idea of the project.

- Objectives should relate directly to the need statement and must be achievable within the contractual timeframe.

**6. Program Design:** This section is to describe the sequence of activities that the proposal will undertake to accomplish its objectives. Strategies for the delivery of proposed activities should coincide with resources requested in the budget or otherwise identified. Provide a list of the facilities and equipment that will be used for the project. As safety is a critical concern for temporary workers involved in clean-up activities, the applicant agency must identify their plan for providing safety training for the temporary workers that will meet OSHA requirements. The safety training plan should include availability of first-aid kits at each worksite (some may be mobilized worksites) containing eye wash stations, snake bite kits, bandages, wraps, sterilization products, antibacterial ointments, etc.

**7. Biographical Sketch(es):** All proposals must contain a biographical sketch (limited two pages) for all senior project personnel, as well as a listing of job duties for any grant-funded staff position(s). (See Attached Sample Job Descriptions)

**8. All** worksites must be identified in the proposal. There must be a Worksite Agreement prepared for each worksite targeted for disaster clean-up activities. (See Attached Sample Worksite Agreement)

**9.** All proposals must include a plan for daily oversight of each worksite and all temporary disaster workers as well as a plan for monthly monitoring reporting of worksites and participants and the follow-up monitoring reports.

**10. Collaboration:** Describe how participant data and eligibility will be implemented, completed, tracked, and reported. NDWG regulations require coordination with Federal Emergency Management Agency (FEMA) to prevent duplication of efforts and services.

**11. Fish and Wildlife Service (FWS):** NEPA and ESA require NDWG projects to either affirm to FWS that there are no endangered species or habitats within the project area, or to consult with FWS to mitigate negative impacts where there are endangered species or protected habitats before beginning any work in those areas. (reference page 12 Section D (FWS).

**12. Program Process Evaluation:** Describe how data on participant eligibility and services provided will be tracked and reported. WorkForce West Virginia's MACC (Mid-Atlantic Career Consortium) system will be the primary reporting system for tracking participant services provided under this grant.

- The program process evaluation must include narrative information with timelines for starting and completing participant eligibility and tracking temporary employment including data on participant wages, fringe benefits, and worksite status of clean-up activities.
- All worksites must be identified and documented with pictures, official testimony, maps, etc. to show the worksite status before clean-up and the comparison after clean-up of the worksites.

- Another program process evaluation is worksite monitoring which is required to be conducted monthly by the applicant agency documenting status of participants, and status of clean-up efforts at each worksite. Applicant agency will need to describe monitoring plan, schedule and send these reports monthly to the State program staff.

**13. Budget:** Applicant should provide a detailed budget narrative itemizing all grant budget line items with budget summary of project expenses. All budget information should be included on the budget forms provided by WorkForce West Virginia.

## **F. Evaluation Criteria**

All proposals submitted in accordance with the requirements of this solicitation will be evaluated. Factors evaluated will include the following:

- Identify NDWG-eligible target population(s) to be served (workers dislocated due to the flooding, WIOA dislocated worker, long term unemployed) **AND** NDWG-Eligible worksites that were directly impacted by the flooding.
- Effective documentation of an internal monitoring and reporting system. Applicants should document the condition and location of worksites before and after the project as well as show how they will track participant wages, fringe benefits, time worked, and all other required reporting criteria.

The Evaluation Criteria has three parts: The Minimum Requirements; the Program Design; and the Program Cost. Each is described below.

### **1. Minimum Requirements**

Failure to attest to and document Minimum Requirements will result in an automatic rejection of the proposal and scoring will not proceed. No points will be awarded for Minimum Requirements. Applicants must attest to each of the following:

1. The applicant must be a private non-profit or public organization. Each applying entity must be registered with the Secretary of State's office to do business in the State of WV and be in good standing.
2. The program design must include services to;
  - A Dislocated Worker
  - An Individual temporarily or permanently laid off as a consequence of the disaster or emergency;
  - A long-term unemployed individual; or
  - A self-employed individual who became unemployed or significantly underemployed as a result of the emergency or disaster.

3. Temporary employment must occur only in the WV counties declared a disaster according to FEMA declaration #DR-4455.
4. Applicant will not charge participants a fee for participation in the program;
5. Successful applicants will ensure that participants are tracked in the West Virginia Management Information System (MACC); by corresponding all of the participants information to the Central Office staff to record.
  - a. Registrations, enrollments, acquired skill certificates, exits and completions.

## 2. Program Design – 80 Points

The Review Committee will evaluate proposals based on the following programmatic criteria:

### ***Ability to engage target population in the program:***

Up to 10 points will be awarded to an applicant that describe

1. The geographic area to be served;
2. How targeted population will be identified and recruited for the disaster relief employment.

### ***Demonstrate capacity to develop and deliver a plan to empower the participants with the temporary employment activities that will lead the individual to permanent employment.***

Up to 25 points will be awarded to an applicant that:

1. Provides a thorough description of how the temporary employment is aligned with the skills and content needed to gain permanent employment.
2. Demonstrates that the number of participants to be served may be supported by the program design;
3. Proposes criteria for successful placement once the participants have completed the allowable number of hours under this grant. Such as; skill set certificates, Safety and Osha training, Job Fair participation, Job Search Assistance, resume building, and mock interviewing.

### ***Programs history and past experience:***

Up to 15 points will be awarded to an applicant that:

1. Describes their history of operating federal programs, including past performance and outcomes;
2. Describes their history of operating federal grant funds and/or any previous awards of WIOA grant funds;
3. Describes the qualifications of the organization and its instructors;

4. Demonstrates its commitment to achieve program outcomes.

**Overall strength of proposal:**

Up to 30 points will be awarded to an applicant that gives a detailed narrative of the following:

Description of activities for accomplishing objectives including sequence of activities, tasks in chronological order, timelines for starting and completing participant services; subcontractor’s services outlined with an accompanying memorandum of understanding (MOU) listing the MOU deliverables; lists of the facilities and equipment to be used for the project; narrative includes applicant’s plan for evaluation and monitoring of program activities, collection and analysis of data, and how evaluation results will be implemented to improve program activity during the grant period.

**3. Program Cost – 20 Points**

An applicant may receive up to 20 points for the program cost as follows:

- Reasonable and allocable program costs for personnel wages, fringe benefits, travel, supplies and other cost associated with the activities cost listed within the budget.
- All budget lines items in budget match the written proposal.
- All projected costs follow the state and federal guidelines under WIOA Law.

WorkForce West Virginia reserves the right to request additional information from applicants during the cost scoring process if the budget information is unclear.

During the cost review process, WorkForce West Virginia will not remove any potentially disallowed costs included in the proposal. However, during the award process and contract negotiations, if it is determined disallowed costs were included in the proposal, those costs will not be included in the contract.

**G. Method of Selection**

The method of selection will be based on a point system with the technical portion of the rating criteria weighted at 80% of the total program cost is 20% of the total. WorkForce West Virginia will select the bidders that provide the best value taking into consideration the most beneficial combination of factors including qualifications, experience, and cost as described herein.

WorkForce West Virginia staff will recommend applicant(s) with the highest combined cost scores and program design scores.

A complete response to each question is crucial to ensure full points are awarded.

In the case of tied scores, preference will be given to proposals with the highest program evaluation score. If the program evaluation scores are also tied, the award will be decided by the WorkForce West Virginia Executive Director.

WorkForce West Virginia may award a contract for any or all parts of a proposal and may negotiate contract terms and conditions to meet agency program requirements consistent with the RFP. Any disallowed costs will be costs not permitted under the requirements of this RFP. Proposals must first meet all minimum eligibility requirements.

Please note:

1. Ineligible applicants will be disqualified before completing a review;
2. Incomplete proposals will be disqualified;
3. All applicants that are determined not to be responsive or responsible will be disqualified after completing a review;
4. Proposals that fail to meet requirements may be disqualified after completing a full review.

## Timeline

September 27, 2019	RFP Released
October 16, 2019	Bidder's Conference
October 25, 2019	Full Application Due

### **Bidders' Conference**

The Bidders' Conference will be held on October 16, 2019, from 1:00 PM **at the Administrative Offices of WorkForce West Virginia, 1900 Kanawha Boulevard East, Building 3, Room 300, Charleston, West Virginia.** Attendance is a requirement to apply; all bidders must be present (at least one designated representative per organization). One individual cannot represent multiple agencies. Please RSVP your attendance to [Bunny.L.Harper@wv.gov](mailto:Bunny.L.Harper@wv.gov) and [Linda.C.Sansom@wv.gov](mailto:Linda.C.Sansom@wv.gov). **Note: After the close of the Bidders' Conference and up to the final application deadline, no technical assistance will be provided to potential bidders. A copy of the Request for Proposal can be found on our website, [www.workforcewv.org](http://www.workforcewv.org) under Announcements and Events.**

### **Final Application**

#### **DUE: October 25, 2019**

Original and two copies of your proposal must be **received** no later than deadline. Applications may be hand delivered or mailed to:

WorkForce West Virginia  
Attention: Bunny Harper  
1900 Kanawha Boulevard East, Building 3 Room 300  
Charleston, WV 25305

Please refer to the attached Proposal Checklist to ensure your application is complete prior to submission.

## **BLACK-OUT PERIOD**

**After the close of the Bidder's Conference and up to the start of contract negotiations, no technical assistance will be provided to potential bidders.**

# Administrative Requirements and Forms

## TRANSMITTAL FORM

I. Proposing Agency: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
City State Zip  
Authorized Representative: \_\_\_\_\_

An agency of the Department of Commerce  
An equal opportunity employer/program and auxiliary aids are available upon request to individuals with disabilities.

[www.workforcewv.org](http://www.workforcewv.org)

A proud partner of the AmericanJobCenter® network



XIV. Signature: \_\_\_\_\_

XV. E-mail address of Signatory: \_\_\_\_\_

## ADMINISTRATIVE REQUIREMENTS CHECKLIST

For All Applicants of Workforce Innovation and Opportunity Act of 2014 Funds

AGENCY: \_\_\_\_\_

### AGENCY INFORMATION

The following requests information relating to applicant's status, experience, qualifications, etc. Please check appropriate responses.

1.  Corporation;  Partnership;  Individual Ownership or Sole proprietorship;
2.  Profit Making;  Non-Profit
3.  Number of years in business (existence)
4.  Number of year in TRAINING business
5.  Number of permanent employees (salaried & hourly)
6. Have any of the applicant's Federal, State, or City contracts or grants ever been terminated or suspended (either totally or partially) for any reason?  Yes;  No. (IF YES, briefly explain on an attached sheet of paper.)
7. Is applicant in receivership or bankruptcy, or are any such proceedings pending?  
 Yes;  No. (IF YES, briefly explain on an attached sheet of paper.)
8. Has the applicant's organization ever been cited, fined, or reprimanded for any law or code violation within the last three years, or has any business license been suspended or revoked?  
 Yes;  No (IF YES, briefly explain on an attached sheet of paper.)
9. Are all of the applicant's required permits current?  Yes;  No

### **LIST BELOW ALL OF YOUR REQUIRED PERMITS AND EXPIRATION DATES**

10. SUBCONTRACTING:

10a. Will applicant subcontract any of the training or work efforts?

Yes;  No. (IF YES, include page number(s) where the subcontracting is described in the proposal.) Page(s): \_\_\_\_\_.

10b. Will the applicant utilize the services of a consultant for the operation of this program?

Yes;  No. (If YES, include page number(s) where the consultant services are described in the proposal.) Page number(s): \_\_\_\_\_.

11. UNION CONCURRENCE:

11a. List any and all unions that may be associated with this training:

---

11b. Does your agency have union approval of the proposed training?

Yes;  No. (IF YES, please attach written proof of union concurrence.)

12. INSURANCE COVERAGES:

12a. Are persons authorized to handle and disburse government funds fidelity bonded?

Yes;  No. (IF YES, attach proof of fidelity bonding. **PLEASE NOTE: IF PROOF OF FIDELITY BONDING IS NOT PROVIDED, WORKFORCE WEST VIRGINIA CANNOT CONTRACT WITH YOUR AGENCY, AND YOUR PROPOSAL WILL BE DENIED.**)

12b. Does the applicant agency carry General Liability Insurance?

Yes;  No. (IF YES, attach proof of General Liability Insurance. **PLEASE NOTE: IF PROOF OF GENERAL LIABILITY INSURANCE IS NOT PROVIDED, WORKFORCE WEST VIRGINIA CANNOT CONTRACT WITH YOUR AGENCY, AND YOUR PROPOSAL WILL BE DENIED.**)

12c. Does applicant carry Workers' Compensation Insurance?

Yes;  No. (IF YES, attach proof of Workers' Compensation Insurance. **PLEASE NOTE: IF PROOF OF WORKERS' COMPENSATION INSURANCE IS NOT PROVIDED, WORKFORCE WEST VIRGINIA CANNOT CONTRACT WITH YOUR AGENCY, AND YOUR PROPOSAL WILL BE DENIED.**)

12d. Is the applicant current with Unemployment Insurance?

Yes;  No. **PLEASE NOTE: IF PROOF OF UNEMPLOYMENT INSURANCE IS NOT PROVIDED, WORKFORCE WEST VIRGINIA CANNOT CONTRACT WITH YOUR AGENCY AND YOUR PROPOSAL WILL BE DENIED.**

13. FISCAL RESPONSIBILITIES

13a. Does the applicant organization presently have any outstanding unresolved Audit deficiencies with any other Federal, State, or local agencies?

Yes;  No. (IF YES, please explain on an attached sheet of paper.)

13b. List the date of the most recently completed independent audit and by whom

---

**PLEASE NOTE: YOU MUST ATTACH A COPY OF THE AUDIT REPORT**

13c. You must attach our Agency's AUDITED financial statement for prior fiscal year, which identifies all sources of revenue, donations, and income as well as the offsetting expenses? **PLEASE NOTE: IF NO AUDITED**

**FINANCIAL STATEMENTS ARE ATTACHED, WORKFORCE WEST VIRGINIA WILL NOT BE ABLE TO CONTRACT WITH YOUR AGENCY, AND YOUR PROPOSAL WILL BE DENIED.**

14. Are the training programs and/or worksites accessible to individuals with disabilities?

Yes;  No. (IF NO, please explain on an attached sheet of paper.)

15. CERTIFICATION AND COMPLIANCE

15a. Does the applicant certify and agree to provide assurances of Equal Opportunity and nondiscrimination, and to develop appropriate mechanisms to ensure that affirmative action will be taken in all practices and program activities?

Yes;  No. (IF NO, please explain on an attached sheet of paper.)

15b. Does the applicant agree to comply with all applicable Federal, State, and local laws and directives relating to equal opportunity and affirmative action in services and program operations?

Yes;  No. (IF NO, please explain on an attached sheet of paper.)

15c. Has the applicant completed and included in the contract a signed Drug-Free Workplace statement?

Yes;  No.

16. A copy of the organizations' Cost Allocation Plan or Indirect Cost Rate must be included to support all costs budgeted for this program that are not directly related to the project. These items are usually rent, utilities, insurance, and other overhead items. If the agency does not have a Cost Allocation Plan or an Indirect Cost Rate and has not been awarded Federal funds prior to this proposal, a Cost Allocation Plan or an Indirect Cost Rate will need to be provided to WorkForce West Virginia's Director of Fiscal and Administrative Management within thirty (30) days of the start date of the awarded Grant Agreement.

\_\_\_\_\_  
Typed Name of Authorized Representative

\_\_\_\_\_  
Original Signature of Authorized Representative

\_\_\_\_\_  
Date

**CERTIFICATION REGARDING LOBBYING**  
**CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND**  
**COOPERATIVE AGREEMENTS**

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

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress. In connection with the awarding of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instruction.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of no less than \$10,000 and no more than \$100,000 for each such failure.

---

**Applicant Organization**

---

**Typed Name of Certifying Official**

---

**Signature**

---

**Date**

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND  
OTHER RESPONSIBILITY MATTERS PRIMARY COVERED  
TRANSACTIONS**

**Applicant Organization:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' Responsibilities.

The regulations were published as part VII of the May 26, 1988 Federal Register (Pages 19160-19211).

- (1) The prospective primary participant, (i.e. grantee) certifies to the best of its knowledge and belief, that it and its' principals:
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded from covered transactions by any Federal department or agency;
  - (b) Have not within a three-year period preceding this proposal been convicted of, or had a civil judgement rendered against them for commission of fraud of 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 for or otherwise criminally or civilly charged by a government entity (Federal, State, or Local) with commission of the offenses enumerated in paragraph (1) (b) of this certification; and
  - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or Local) terminated for cause of default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this contract package.

---

**Typed Name of Certifying Official**

---

**Signature**

---

**Date**

## EQUAL OPPORTUNITY NON-DISCRIMINATION NOTICE

\_\_\_\_\_ (name of agency), as a recipient of Workforce Innovation and Opportunity Act of 2014 (WIOA) funds, shall provide initial and continuing notice that it does not discriminate on any prohibited ground, to: applicants, eligible applicants, participants, applicants for employment, employees, and members of the public, including those with impaired vision or hearing, and unions or professional organizations holding collective bargaining or professional agreements with the recipient.

### ASSURANCE

As a condition to the award of financial assistance under WIOA from the Department of Labor, the grant applicant assures, with respect to operation of the WIOA-funded program or activity and all agreements or arrangements to carry out the WIOA-funded program or activity, that it will comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Innovation and Opportunity Act of 2014; the Nontraditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; Title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR part 34. The United States has the right to seek judicial enforcement of this assurance.

AGENCY OFFICIAL: \_\_\_\_\_

TITLE: \_\_\_\_\_

TYPED NAME OF E.O. OFFICER: \_\_\_\_\_

E.O. OFFICER SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## **CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**

- A. The contractor certifies that it will continue to provide a drug-free workplace by:**
- 1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition;**
  - 2. Establishing an on-going drug-free awareness program to inform employees about:**
    - a. The dangers of drug abuse in the workplace;**
    - b. The grantee's policy of maintaining a drug-free workplace;**
    - c. Any available drug counseling, rehabilitation, and employee assistance programs, and**
    - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.**
  - 3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement in paragraph A.1 above;**
  - 4. Notifying the employee in the statement required by paragraph A.1 that, as a condition of employment under the grant, the employee will:**
    - a. Abide by the terms of the statement; and**
    - b. 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 (5) calendar days after such conviction;**
  - 5. Notify the agency in writing, within ten (10) calendar days after receiving notice under subparagraph 4.b from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose contract activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the Identification number(s) of each affected grant.**
  - 6. Taking one of the following actions, within thirty (30) calendar days of receiving notice under subparagraph 4.b, with respect to any employee who is convicted:**
    - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended;**  
**or**

- b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by a Federal, State, or local health, law enforcement, or other appropriate agency.
- 7. Making good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5, and 6.

---

**Applicant Organization**

---

**Typed Name of Certifying Official**

---

**Signature**

---

**Date**

## Instructions for Budget Forms:

The budget form is your plan of financial operation including an estimate of proposed expenditures for the duration of the grant. The budget form is an Excel Workbook that consists of ten (10) categories: Budget Summary; Personnel; Fringe Benefits; Travel; Equipment; Supplies; Contractual; Other; Indirect Costs; and Training. The budget forms should be completed based on allowable costs and activities as found in the Workforce Innovation and Opportunity Act Public Law 170 rules and regulations and the appropriate OMB Circulars or codified law for your type of agency.

## Allowable Costs:

Guidance on allowable WIOA costs is provided in a series of Federal guidelines issued by the Office of Management and Budget (OMB Circulars). For commercial organizations, the cost principles detailed in the FEDERAL ACQUISITION REGULATIONS, 48 CFR Part 31, apply.

The Office of Management and Budgets (OMBs) final guidance on Administrative Requirements, Cost Principles, and Audit Requirements, 2 Code of Federal Regulations Part 200, including the Department of Labor's exceptions codified at 2 CFR Part 2900, which supersede the requirements from OMB Circulars A-21, A-87, A-110 and A-122; Circulars A-89, A-103 and A-133; 29 CFR Parts 95, 96, 97 and 99, and the guidance in Circular A-50 on Single Audit Act follow-up, unless different provisions are required by statute or approved by OMB.

## Basic guidelines for Allowable Costs:

The following general cost principles are specified in the stated OMB Circulars, and must be adhered to in determining the allowability of WIOA costs:

- Any costs charged to a WIOA grant must be necessary and reasonable for the proper and efficient performance and administration of the grant. A grantee is required to exercise sound business practices and to comply with their procedures for charging costs. A grantee is expected to exercise the same prudence with WIOA funds as a person would with his or her own funds.
- A grantee can charge costs to the grant if the costs are clearly identifiable as only benefiting the WIOA program. If a grantee conducts other programs in addition to WIOA, allocation methods must be used to determine what share of costs should be charged to the WIOA program.
- Costs incurred should not be prohibited by any Federal, State, or local laws. For example, entertainment and alcoholic beverages are prohibited from being charged to any Federal grant program.
- A grantee must treat a cost uniformly across program elements or from year to year. Costs which are indirect for some programs cannot be considered a direct WIOA cost.
- Costs must be adequately documented in a manner consistent with GAAP.

Grantees should be aware that the OMB Circulars are designed to offer guidance on determining the allowability of costs and should be used as the first source of reference. The circulars do not address every possible cost; however, they are the groundwork for all grant financial management. If a cost is not mentioned it should be treated consistently with the standards provided for similar or related costs.

#### Cost Allocation:

Cost allocation is a procedure to ensure that costs are properly and equitably distributed to the benefiting cost objective. The total cost of a grant program is comprised of the allowable direct cost's incident to its performance, plus the allocable portion of allowable indirect costs. Allocability is a measure of whether the cost benefits the WIOA program and its cost objectives. If the cost does not benefit the program the cost cannot be charged to WIOA. Each program must assume its fair share of costs.

Direct costs are readily identified with and directly charged to a specific cost objective. Costs that are not readily chargeable to a final cost objective are often aggregated into intermediate cost objectives called cost pools and are periodically allocated to final cost objectives using an appropriate allocation methodology.

Indirect costs are costs incurred for a common or joint purpose benefiting more than one cost objective, and are not readily assignable to the cost objectives specifically benefited without effort disproportionate to the results achieved. These costs are shared indirect costs and general indirect (overhead/G&A) costs.

Shared Indirect Costs are costs that cannot be readily assigned to a final cost objective, but which are directly charged to an intermediate cost objective or cost pool and subsequently allocated to final objectives. These costs are incurred for common or joint purpose benefiting more than one cost objective.

#### Cost Allocation Plan:

The cost allocation plan (CAP) is a document that identifies, accumulates, and distributes allowable direct and indirect costs and identifies the allocation methods used for distributing the costs to the grant program. The basis of allocation must be measurable, consistent, and supported by ongoing data collection. All costs included in the plan must be supported by formal accounting records to substantiate the propriety of the eventual charges. A cost allocation plan needs to include at least the following elements:

- Organization chart that identifies all programs, types of services provided, and staff functions.
- Descriptions of the types of services provided, all revenue sources and cost objectives.
- Copy of budgets.
- Expense items included in the cost of services. This would include all joint or pooled costs needing to be allocated (such as staff whose work benefits more than one cost objective, and all other costs that cannot be readily assigned to a single cost objective).

- The methods used in distributing the expenses to benefiting cost objectives. This requires identifying the basis for allocating each type of joint or pooled cost, and the documentation for supporting each basis for allocation.
- Certification by an authorized official that the plan has been prepared in accordance with WIOA regulations and other applicable requirements.

Please note: An agency already receiving Federal funds must have an approved CAP to charge indirect costs. If an agency is not already receiving Federal funds and plans to charge indirect costs, a CAP or Indirect Cost Rate Proposal must be submitted to WorkForce West Virginia's Director of Fiscal and Administrative Management within 30 days after the start date of the awarded Grant Agreement.

### Section A – Budget Summary by Category

Enter your agency's fringe benefit rate in line 2. All numbers in Column A will automatically fill once the tables are completed for each cost category on Pages 2-5 of the Sub-recipient Budget Forms.

### Section B – Cost Sharing/Match Summary

Cash Contributions - enter in this section your agency's cash outlay, including the outlay of money contributed to your agency by other public agencies, institutions, private organizations and individuals. When authorized by Federal legislation, Federal funds received from other assistance agreements may be considered as cash contributions for your agency.

In-kind Contributions – enter in this section any property or services which benefit a federally assisted project or program which are contributed by non-Federal third parties without charge to the grantee or a cost-type contractor under the grant agreement.

*Please note: A budget narrative must be attached to explain each line item in Sections A and B of the Summary.*

### Category 1: Personnel

Enter in this table all employees who will be working directly for the grant. For FTE (full-time equivalent), enter the estimated percent of time the employee will be working directly for the grant. For example, an employee is estimated to work for the grant ½ day, every day for 6 months (.5/day \* 6/12 months = .25 FTE). Once the annual salary and the FTE are entered for each employee, the Total column will automatically calculate the amounts.

### Category 2: Fringe Benefits

Fringe benefits consist of allowances and services provided by employers to their employees as compensation not including staff salaries directly charged to this grant. Fringe benefits include the costs of leave, employee insurance, pensions, and unemployment benefit plans. Once the “% of Personnel Cost” column is completed, the Total column will automatically calculate the total.

*Please note: remember to provide the Fringe Benefit percentage on the Summary worksheet.*

Category 3: Travel

List all travel expenses incurred specifically to carry out the performance of this grant. Examples of travel costs are transportation, lodging, subsistence, and related items incurred by employees traveling on official business.

*Please note: alcoholic beverages and entertainment expenditures are never allowable costs charged to a Federal grant. Also, per diem amounts for meals and hotel costs cannot exceed the limits set by the Federal government. These per diem limits can be found on [www.gsa.gov](http://www.gsa.gov).*

Category 4: Equipment

List all tangible, nonexpendable, personal property including exempt property charged directly to this grant having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

Category 5: Supplies

List all tangible and expendable personal property other than equipment, such as pencils, pens, paper, printers, ink, and etc.

Category 6: Contractual

List all services performed by individuals or firms considered to be professional or semiprofessional in nature. A written agreement is required. Some examples are janitorial services, attorneys, engineers, CPAs, guest speakers, consultants and consulting fees.

*Please note: all contractual services must have prior approval by WorkForce West Virginia.*

Category 7: Other

List all allowable direct costs associated with this grant that would not be classified in Personnel, Fringe Benefits, Equipment or Supplies.

Category 8: Indirect Cost

Indirect costs benefit more than one cost objective or program and cannot be readily identified with one cost objective. It may be necessary to establish a number of indirect cost pools to facilitate adequate distribution of indirect costs. If your agency has an approved Indirect Cost Rate, enter the Base for this rate (examples are Total Direct Personnel Costs, Total Direct Costs and Modified Total Direct Costs) and the rate itself. The Total column will automatically calculate the amount of Indirect Cost. Attach a copy of the approved Indirect Cost Rate to the proposal.

If your agency has an approved Cost Allocation Plan (CAP), enter "approved CAP" in the Description column, leave the Base and Rate columns empty, and enter the estimated indirect costs for your agency in the Total

column. Attach a copy of your approved Cost Allocation Plan to the proposal. If your agency does not have an approved Indirect Cost Rate or Cost Allocation Plan, enter “no approved plan” in the Description column, leave the Base and Rate columns empty, and enter the estimated indirect costs for your agency in the Total column.

*Please note: remember to add the Indirect Cost rate on the Summary Worksheet.*

#### Category 9: Training Cost/Stipends

List all costs associated with providing training to participants in this grant. Training costs may consist of tuition, books, fees, training supplies, etc.

**WorkForce West Virginia  
Sub-recipient Budget Forms**

**SECTION A: BUDGET SUMMARY BY CATEGORIES**

Cost Categories	(A)*
1. Personnel	
2. Fringe Benefits (Rate _____%)	
3. Travel	
4. Equipment	
5. Supplies	
6. Contractual	
7. Other	
<b>Total, Direct Cost (Lines 1 through 7)</b>	
8. Indirect Cost (Rate _____%)	
9. Training Cost/Stipends	
<b>TOTAL Funds Requested (Lines 8 through 10)</b>	

*\*This column will automatically fill once data is entered on the other worksheets.*

**SECTION B: COST SHARING/MATCH SUMMARY (if appropriate)**

	(A)
1. Cash Contribution	
2. In-Kind Contribution	
3. TOTAL, Cost Sharing/Match (Rate _____%)	

**A Budget Narrative must be attached to explain each line-item above.**

Revised -18-2011

**WorkForce West Virginia  
Sub-recipient Budget Forms**

**Category 1: Personnel**

Employee Name	Employee Title/Position	Annual Salary	FTE	Total
<b>TOTAL PERSONNEL:</b>				

**Category 2: Fringe Benefits**

Type of Benefit	% of Personnel Cost	Total
<b>Total Fringe Benefits:</b>		

**Note: Remember to provide the Fringe Benefit percentage on the Summary worksheet**

**Category 3: Travel**

Event and Location	Employee Traveling	Dates of Travel	Cost
<b>TOTAL TRAVEL:</b>			

**WorkForce West Virginia  
Sub-recipient Budget Forms**

**Category 4: Equipment**

Description	Unit Cost	Number of Units	Total
<b>TOTAL EQUIPMENT:</b>			

**Category 5: Supplies**

Description	Unit Cost	# Units	Total
<b>TOTAL SUPPLIES:</b>			

**Category 6: Contractual**

Description	Contracted
<b>TOTAL CONTRACTUAL:</b>	

**WorkForce West Virginia  
Sub-recipient Budget Forms**

**Category 7: Other**

Description	Unit Cost	#Units/Months	Total
<b>TOTAL OTHER:</b>			

**Category 8: Indirect Cost**

Description	Base	Rate	Total
<b>TOTAL INDIRECT COST:</b>			

Please note: Indirect Cost charges must be in accordance with to an approved Cost Allocation Plan or Indirect Cost Rate.

**Category 9: Training Cost/Stipends**

Description	Unit Cost	# Units	Total
<b>TOTAL TRAINING COST/STIPENDS:</b>			

## Budget Information Summary (BIS)

WorkForce West Virginia State Set-Aside	Service Provider: Name and Address		Contract Period, From: To:	Agreement #
Program:				
Name:				
Budget Information Cost Categories				
Function/Activity				
1. Administration				
2. Activity				
3. TOTAL				
Cumulative Quarterly Expenditures				
Program Activities	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Cumulative Total Projected Expenditures by Program				
A) Personnel				
B) Fringe Benefits				
C) Supplies				
D) Travel				
E) Equipment				
F) Training				
G) Other (Indirect)				

## Links

- For accessing legislation, regulations, WIOA Waiver Authority Home Page, and Advisories & Memorandums from the United States Department of Labor Employment and Training Administration: [www.doleta.gov/reports/docs](http://www.doleta.gov/reports/docs)
- The link for the Office of Management and Budget Circulars: [www.whitehouse.gov/omb/circulars](http://www.whitehouse.gov/omb/circulars)
- WIOA Public Law:  
<https://www.govinfo.gov/content/pkg/PLAW-113publ128/pdf/PLAW-113publ128.pdf>
- Federal Register  
<https://www.govinfo.gov/content/pkg/FR-2016-08-19/pdf/2016-15975.pdf>
- WV Field Office -US Fish and Wildlife Services  
<https://www.fws.gov/westvirginiafieldoffice/>
- TEGL 2-15  
[https://wdr.doleta.gov/directives/attach/TEGL/TEGL\\_02-15.pdf](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_02-15.pdf)

## Participant Service Schedule

	2019		2020									Cumulative Total	
	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept		
New Enrollments													
Beginning of Month Enrollments													
EXITS													
Entered Employment													
Other													
Total Exits													
End of Month Enrollments													

Total Enrollment by Quarter				
Total Exits by Quarter				

## Meets Dislocated Worker Performance Measures

**Disaster Relief Program  
Worksite Agreement**

**“A Temporary Work Experience Agreement”**

<b>Name of Worksite:</b>	
<b>Address:</b>	
<b>County:</b>	<b>Phone#:</b>
<b>Fax#:</b>	<b>Email Address:</b>

<b>Federal Employers’ Identification #:</b>
<b>Workers Compensation Risk #:</b>

<b>Name of Worksite:</b>
<b>Name of Worksite Supervisor(s):</b>
<b>Name of Alternate Worksite Supervisor(s):</b>

<b>Worksite contact Person(s):</b>
------------------------------------

**This agreement is entered into between \_\_\_\_\_, hereinafter called the contractor, and \_\_\_\_\_, hereinafter called the Worksite Provider. This agreement will begin \_\_\_\_\_ and terminate \_\_\_\_\_.**

**YOU MUST BE A PUBLIC OR PRIVATE NON-PROFIT AGENCY OR ORGANIZATION IN ORDER TO PARTICIPATE IN THIS PROGRAM. (FOR INSTANCE, STATE, LOCAL, AND MUNICIPAL AUTHORITIES, SCHOOL DISTRICTS, EDUCATIONAL INSTITUTIONS, UTILITY, EMERGENCY, MEDICAL, CUSTODIAL CARE AGENCIES MAY PARTICIPATE).**

All participating worksites must be open to the general public and have IRS or State Certification of Private Non-Profit status (if applicable, attach hard copy documentation to this agreement).

Participating worksites that are of private non-profit status must provide hard copy documentation with this contract.



**IN WITNESS WHEREOF, THE PARTIES** hereto agree to all provisions within and have executed this contract on the last date which appears below.

Contractor
By
Title
Date

Worksite provider
By
Title
Date

## Sample Job Description

**Title: Disaster Relief Worker**

**Type: Temporary/Grant**

**Supervisor: Disaster Crew Leader**

### Requirements

1. Ability to perform necessary work related to clean-up of debris in rivers and streams due to flooding including bending, lifting, using power equipment and other related activities.
2. Must qualify for work via the WorkForce West Virginia grant requirements and WIOA requirements.

### Duties and Responsibilities

1. Position will report to Disaster Relief Crew Leader.
2. Clean-up and restoration of public areas affected by flooding, as assigned.
3. Remove debris and fallen trees caused by recent flooding.
4. Other duties as assigned by the Disaster Relief Crew Leader.

## Sample Job Description

**Title: Disaster Relief Crew Leader**

**Type: Temporary/Grant**

**Supervisor: Program Coordinator**

### Requirements:

1. Must qualify for work via the WorkForce West Virginia grant requirements and WIOA requirements.
2. Ability to perform necessary work related to clean-up of debris in rivers and streams due to flooding including bending, lifting, using power equipment and other related activities.
3. Ability to supervise a crew of 5 or more on a worksite with clean-up activities.

### Duties and Responsibilities:

1. Position will report to Program Coordinator.
2. Supervise clean-up and restoration of public areas affected by recent flooding disaster, as assigned.
3. Supervise the removal of debris and fallen trees in public use areas.
4. Supervisor will provide oversight and supervision of assigned workers.
5. Supervisor will be responsible for assigning work tasks to other workers and assure appropriate follow through of assigned employees.
6. Supervisor will report problem behaviors or other incidents to the responsible parties for corrective action.

## Sample Job Description

**Position: Disaster Relief Assistant Crew Leader**

**Type: Temporary/Grant**

**Supervisor: Crew Leader**

### Requirements:

1. Must qualify for work via the WorkForce West Virginia grant requirements and WIOA requirements.
2. Ability to perform necessary work related to clean-up of debris in rivers and streams due to flooding including bending, lifting, using power equipment and other related activities.
3. Ability to assist in supervising a crew of 5 or more on a worksite with clean-up activities.

### Duties and Responsibilities:

1. Position will report to Worksite Supervisor/Safety.
2. Supervise clean-up and restoration of public areas affected by recent flooding disaster, as assigned.
3. Supervise the removal of debris and fallen trees in public use areas.
4. Supervisor will provide oversight and supervision of assigned workers.
5. Supervisor will be responsible for assigning work tasks to other workers and assure appropriate follow through of assigned employees.
6. Supervisor will report problem behaviors or other incidents to the responsible parties for corrective action.
7. Other duties as assigned by Crew Leader.

## Legal Notice

### Notice of Request for Proposal (RFP)

WorkForce West Virginia, a division of the Department of Commerce, announces the availability of \$975,000 of funds from the U.S. Department of Labor National Dislocated Worker Grant Funds for the 2019 Severe Storm clean-up activities. As indicated in FEMA Declaration DR-4455 the West Virginia counties affected are as follows: Grant, Pendleton, Preston, Randolph and Tucker, Counties.

Complete details are available online at [www.workforcewv.org](http://www.workforcewv.org) under the Public Notices Tab, entitled Request for Proposal. A public meeting to discuss the Request for Proposal (RFP) process will be held, October 16, 2019 at 1:00 PM at the WorkForce West Virginia's Central Office, located at 1900 Kanawha Blvd. East, Bldg. 3 Suite 300, Charleston, WV 25305. An alternative date if inclement weather should arise will be October 18, 2019 at 1:00 PM. Attendance is required at this bidder's conference in order to submit a proposal. If for any reason, you cannot attend in person, you may send a local representative who cannot be representing any other agency, on your behalf.

Any questions may be referred to Jamie Moore, Assistant Director Employment Service Division, [Jamie.L.Moore@wv.gov](mailto:Jamie.L.Moore@wv.gov) or Linda Sansom, Employment Programs Manager, [Linda.C.Sansom@wv.gov](mailto:Linda.C.Sansom@wv.gov). To register for the Bidder's Conference, please call toll free (877) 967-5498.

SAMPLE COST BY COUNTY									
ITEM DETAIL	(county)								
Admin									
Wages									
Fringe									
Staff Mileage									
Van Rental									
Office Rental									
Van gas/oil									
Telephones									
Insurance									
Copier									
Outreach									
Background									
Clothing /tools									
Instruction Material/First aid									
<b>TOTAL</b>	0.00	\$0.00	\$ -	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Grand Totals all Counties</b>									
Admin			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Wages			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fringe			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Staff Mileage			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Van Rental			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Rental			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Van gas/oil			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephones			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Copier			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Outreach			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Background			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Clothing /Tools			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Instruction Material/First Aid			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	0.00	\$0.00	\$0.00	\$0.00	\$ -	\$0.00	\$ -	\$ -	\$ -

An agency of the Department of Commerce  
 An equal opportunity employer/program and auxiliary aids are available upon request to individuals with disabilities.

[www.workforcewv.org](http://www.workforcewv.org)

A proud partner of the AmericanJobCenter® network



SAMPLE PROJECT OPERATOR LEVEL - CONTRACTUAL (Detailed Line Item)				
<b>PARTICIPANT WAGES-PROGRAM COST</b>				
Positions:	FTE	Salary Rate	Months budgeted	Total Budgeted
Crew Leaders				
Assistant Crew Leaders				
Laborers				
<b>Total Participant Wage</b>				<b>Participant Wage</b>
<b>PARTICIPANT FRINGE BENEFITS-PROGRAM COST</b>				
Fica % of Personnel Cost				
Workers Comp				
<b>Total Participant Fringe</b>				<b>Participant Fringe</b>
<b>OTHER- PROGRAM COST</b>				
First Aid Training				
Tetanus Shots(participants)				
Clothing Safety Equip				
<b>TOTAL OTHER</b>				<b>Other</b>
<b>ADMIN COST PERSONNEL</b>				
Positions: Program/Admin	FTE	Salary Rate	Months Budgeted	Total Budgeted
Director				
Communications-Grant Crd.				
HR Manager				
Fiscal Supervisor				
Program Manager				
IT Administrator				
Special Grants Assistant				
Senior Bookkeeper				
Senior Secretary				
<b>TOTAL ADMIN PERSONNEL:</b>				
<b>ADMIN COST FRINGE BENEFITS</b>				
Fica % of personnel Cost				
Workers Comp.				
Health and Welfare				
Retirement				
Unemployment				
<b>TOTAL ADMIN FRINGE:</b>				
<b>ADMIN TRAVEL (Purpose: Training and Meetings with WFWV, Travel to worksites, Monitoring of worksites)</b>				
Purpose	Number of Miles	Miles per trip/Rate	Amount	
<b>TOTAL TRAVEL:</b>				
<b>ADMIN SUPPLIES</b>				
Item				Amount
Office Supplies				
Postage				
<b>TOTAL SUPPLIES:</b>				
<b>ADMIN COST</b>				
Item				Amount
Annual Audit				
Main office Rent				
Background Checks				
Telephone/Cell phone				
Outreach (recruit participants)				
<b>TOTAL ADMIN COST</b>				<b>Admin</b>
<b>TRAINING COSTS</b>				
Positions: Program/Admin	FTE	Salary Rate	Months Budgeted	Total Budgeted
Program Coordinator				
Worksite Supervisor				
<b>TOTAL TRAINING WAGES</b>				<b>TOTAL TRNG WAGES</b>
<b>TRAINING COST FRINGE BENEFITS</b>				
Fica % of personnel Cost				
Workers Comp				
Health and Welfare				
Retirement				
Unemployment				
<b>TOTAL FRINGE:</b>				<b>TOTAL TRNG FRINGES</b>
<b>Training Travel</b>				
Purpose	Number of Miles	Miles per trip/Rate	Amount	
worksite locations				
<b>TOTAL TRAINING MILEAGE</b>				<b>TOTAL TRNG MILEAGE</b>
<b>OTHER PROGRAM COST</b>				
Description				Total
Regional Offices				
Copier Usage				
Van Maintenance/Gas/Oil				
Power Tools				
Hand Tools				
Road Signs and other safety equip				
Van Rental Insurance				
Van Rental				
<b>TOTAL OTHER PROGRAM COST</b>				<b>Other Cost</b>
<b>CONTRACTUAL /TOTAL PROJECT OPERATOR LEVEL</b>				<b>Total Contractual</b>

Note that this is only an example spreadsheet. A fillable Excel copy can be found on our website, [www.workforcewv.org](http://www.workforcewv.org); proper formulas must be created by applicant.

An agency of the Department of Commerce  
 An equal opportunity employer/program and auxiliary aids are available upon request to individuals with disabilities.

[www.workforcewv.org](http://www.workforcewv.org)

A proud partner of the AmericanJobCenter® network