KERN COUNTY EMPLOYERS' TRAINING RESOURCE

A proud partner of America's Job Center

TO: Currently funded providers of Workforce Innovation and Opportunity Act (WIOA) Out-of-School Youth (OSY) Services

FROM: Brandon J. Evans, Chief Workforce Development Officer
Employers' Training Resource
BJE 1/28/25

DATE: February 3, 2025

SUBJECT: OSY Request for Refunding (RFR) for Program Year (PY) 2025-2026

DUE DATE: **February 24, 2025 by 3:00 p.m.**
EMAIL SUBMISSION REQUIRED

The Kern, Inyo, and Mono Counties Consortium Workforce Development Board (WDB) authorized the use of a Request for Refunding (RFR) process to procure ongoing comprehensive services for Out-of-School Youth (OSY) for Program Year (PY) 2025-2026 (July 1, 2025, through June 30, 2026).

The application, forms, and instructions are being attached via e-mail to eligible applicants.

Eligible OSY Agencies

- Farmworkers Institute of Education and Leadership Development
- Kern High School District
- Proteus, Inc.
- West Kern Adult Education Network JPA

RFR Contact Person for questions about the proposal process or technical issues is:

Jasmine Hernandez, Department Analyst
Employers' Training Resource
1600 East Belle Terrace
Bakersfield, CA 93307
Telephone: 661-635-2605
E-mail: hernandezja1@kerncounty.com

SECTION I: GENERAL INFORMATION

A. GENERAL INFORMATION

Under the Workforce Innovation and Opportunity Act (WIOA), a full Request for Proposals (RFP) is required at least once every four years to procure programs and services. Therefore, if in year one an RFP is used, then with the approval of the WDB, years two through four programs and services can be procured under the more limited Request for Refunding (RFR) process.

The RFR is used to continue to fund existing programs and services that are still needed and are successfully meeting their contracted goals.

On January 18, 2023, Employers' Training Resource (ETR) issued RFPs seeking qualified providers of comprehensive services for WIOA OSY for PY 2023-2024 for the County of Kern. ETR is the grant recipient and administrative entity for the Kern, Inyo and Mono Counties Workforce Development Area (WDA). At its December 11, 2024, meeting, the WDB authorized the issuance of an RFR to procure comprehensive services for WIOA OSY for PY 2025-2026 (July 1, 2025, through June 30, 2026), and the RFR is limited to currently funded providers.

This is the second RFR issued from the initial PY 2023-2024 RFP.

Only currently funded programs for Comprehensive Services to OSY are eligible to apply.

B. PROGRAM YEAR 2025-2026 FUNDING

Recommended funding to individual agencies may be based on total funding levels, performance, successful expenditure of previous funding, compliance with previous and current WIOA requirements, local workforce development needs, economic conditions, and other factors and are subject to further negotiations.

ETR has not yet received PY 2025-2026 Workforce Innovation and Opportunity Act (WIOA) Youth funding allocations from the United States Department of Labor (DOL) and the State of California. Funding levels for 2025-2026 are not yet known. **Agencies are advised to request funding at the same level as or lower than the current year.** ETR reserves the right to make changes to funding awards once WIOA allocations are received.

C. PROGRAMS AND SERVICES ALLOWABLE UNDER THIS RFR

This RFR is limited to current providers of Comprehensive Services for OSY to continue their current programs. These programs target youth ages 18-24 who have one or more of the following barriers to employment: basic skills deficient; disabled; English language learner; school dropout; homeless, runaway or foster child; pregnant or parenting; offender; or low-income individuals who require additional assistance to secure or hold employment.

Current providers are:

- Farmworkers Institute of Education and Leadership Development
- Kern High School District
- Proteus, Inc.
- West Kern Adult Education Network JPA

Our WDA must make available (either directly or via referral) the full array of the 14 Elements of Service to Youth under WIOA. Work Experience and Follow-Up services are mandatory, and Work Experience expenditures must account for at least 20% of the overall program budget. All services indicated on the participant's Individual Service Strategy (ISS) must be made available either directly

or via partnership with other public or private agencies. Outreach and recruitment is the responsibility of the provider. Eligibility determination/intake will be conducted by ETR staff in cooperation with the provider unless an exception is made. Providers are responsible for Case Management of participants including updating the ISS as the participants complete services or their needs/goals change, and maintaining case notes sufficient to document activities on a at least a monthly basis. Providers must also ensure that appropriate and correct WIOA Youth Activity Codes are opened and closed for each youth.

It is expected that providers will contribute toward meeting the WDA's performance goals.

D. REQUEST FOR REFUNDING PROCESS

It is expected that subgrant agreements for PY 2025-2026 will include the same terms and conditions as the current subgrant agreements. As always, some sections may be updated to comply with federal, state, and/or county requirements and WDB policies. Policy changes for PY 2025-2026 may dictate changes in program design. Your agency will be notified if any changes are necessary.

If, for any reason, your agency wishes to discontinue services for PY 2025-2026, please notify ETR immediately.

Funding recommendations are scheduled to be presented to the WDB's Youth Committee on April 30, 2025, at 3:00 p.m. and to the WDB on May 28, 2025, at 7:00 a.m. Recommendations will then be ratified by the Kern County Board of Supervisors, and contracts will be issued.

E. INSTRUCTIONS FOR RFR SUBMISSION

Only email responses to this RFR will be considered followed by the submission of a mailed hard copy. The email must be sent to: hernandezja1@kerncounty.com and woodmans@kerncounty.com **NO LATER THAN 3:00PM on FEBRUARY 24, 2025.**

While not required to be received by the February 24, 2025, deadline, the additional hard copy application with original signatures must be mailed:

Employers' Training Resource
ATTN: Jasmine Hernandez – Administration
1600 East Belle Terrace
Bakersfield, CA 93307

The timely submission of the RFR application is the sole responsibility of the applicant.

The RFR application must include the following documents:

Document Name/Description
Threshold Documents: Attachments A-J Threshold Documents contain standard information that will be required of all applicants. This portion must be submitted with every proposal. An application not meeting the requirements of each threshold document may not receive any further review. Threshold documents must be signed.
Financial Audit/Statements Applicants MUST provide a complete copy of their most recent audited financial statements with their proposal (if FY 2023-2024 audit is not available, please explain) and, if applicable, the accompanying auditor's report in compliance with Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Chapter I, Chapter II Part 200 et al. ETR will review the audit documents for

audit findings and major issues and will take into consideration any audit findings and/or major issues in determining if the applicant is at high risk for monitor findings and disallowed costs. Serious financial issues may disqualify the applicant from competition. If applicant is involved in litigation or financial documents show potential for litigation, applicant must explain and document sufficient set-aside for settlement if applicable.
Activity Summary Substantive changes in program design may result in additional scrutiny such as review by the WDB as well as a request for a more detailed application.
Budget and Budget Justification

F. WIOA YOUTH INDICATORS OF PERFORMANCE

Statewide and local performance Goals for PY 2025-2026 have not yet been released or negotiated. Negotiated local performance goals for PY 2024-2025 are provided for reference until such time as goals for PY 2025-2026 are established.

2024-25 Negotiated Local Performance Goals	
1. Participants in Employment or Education in the 2nd Quarter After Exit	68.0%
2. Participants in Employment or Education in the 4th Quarter After Exit	67.0%
3. Median Earnings for Participants in Unsubsidized Employment during the 2nd Quarter After Exit	$5,250
4. Participants who attain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent, during participation or within 1 year of Exit	60.5%
5. 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.	73.0%

G. GENERAL RESERVATIONS

- ETR reserves the right to cancel in part or in its entirety this RFR, if it is in the best interest of ETR to do so.
- ETR reserves the right to extend the submission deadline. In the event the deadline is extended, agencies will be notified in advance and have the right to revise their applications. Applications may be withdrawn by written request of the authorized signatory on the applicant's letterhead at any time before the deadline.
- ETR makes no representation that any contract will be awarded to any applicant responding to this RFR.
- ETR reserves the right to request additional information or documentation. Unclear, incomplete, and/or inaccurate applications may not be considered for refunding.
- ETR reserves the right to verify all information in the application. Falsification of any information will result in disqualification.
- ETR reserves the right to reject any or all applications that are not responsive to the specifications of this RFR.
- If approved for refunding, contracts may be negotiated, and contracts may contain additional terms or terms different from the current contract.

- Funding levels for requested programs are contingent upon final allocations. If funding is reduced or increased, ETR reserves the right to renegotiate subcontracts funded through this RFR process.
- Funded service providers shall be subject to all applicable Federal, State, and local WDB policies and regulations.

H. APPLICATION REVIEW

Refunding applications will be reviewed to determine if the proposed program meets local workforce needs and the priorities for funding described above; that contractual obligations and performance goals for the current program year (PY 2024-2025) are being met or changes justified, that staffing levels and qualifications are appropriate, that costs are necessary and reasonable, and that the program aligns with the WDA's Local and Regional Plans.

Substantive changes in program design may result in additional scrutiny such as review by the WDB as well as a request for a more detailed application.

I. CONTRACT TERM

The funding period for this RFR is July 1, 2025, through June 30, 2026, and is governed under the RFP dated January 18, 2023. This is the second year of refunding allowed under the local WDB policy. ETR reserves the right to modify the scope of any program to any extent necessary to ensure compliance with State and/or Federal guidelines.

J. APPEALS PROCESS

When a proposal is **not recommended** to the WDB for refunding, and the agency can show that the application *did not receive due consideration* or that *other irregularities existed*, the agency may appeal the recommendation to the WDB. The appeal must be in writing and submitted to ETR's Chief Workforce Development Officer no later than five (5) business days after the Kern, Inyo, and Mono Counties Workforce Development Board (WDB) meeting at which the funding recommendations were approved. An ETR "Appeal Request Form" must accompany all appeal requests. Specific reasons for the appeal must be included and should address, and be limited to the issues of due consideration and/or irregularities of process as noted above.

ETR's Chief Workforce Development Officer will forward all appeals to the Executive Committee of the WDB. The Executive Committee will be responsible for reviewing applications, evaluation forms, or other related information to determine if the grounds for the appeal are substantiated. This Committee will have authority to reconsider funding recommendations if warranted. Additional materials not included with the original appeal may not be introduced at the Appeals Meeting and a maximum of two (2) representatives of the agency will be allowed to present their arguments, which must be limited to the issues of due consideration and/or irregularities of process as described above. Decisions of the Executive Committee are final. A decision of the Executive Committee will be made and transmitted to the agency and the WDB no later than three weeks (or 15 business days) after the deadline to submit appeals. The County of Kern Board of Supervisors will be notified of final funding recommendations.

K. MONITORING REQUIREMENTS

ETR will conduct a monitoring review of all contracts at least once each program year. Unresolved previous monitoring findings may result in a contract not being awarded or may delay the release of funds until all findings are closed.

SECTION II – THRESHOLD DOCUMENTS & FINANCIAL STATEMENTS

INSTRUCTIONS:
To be considered for refunding for Program Year (PY) 2025-2026, submit one original Request for Refunding (RFR) application via email by **Monday, February 24, 2025 at 3:00 p.m. Pacific Daylight Savings Time**. While not required to be received by the February 24, 2025, deadline, the additional hard copy application with original signatures must be mailed.

*Exceptions may be made for threshold documents that must be signed by a Board member if there is not sufficient time to obtain signature prior to the deadline. In this case, please have proposal preparer/program administrator indicate this on each document and include date by which signatures will be obtained.

Required application content are the following:

I. **Threshold Documents**

Attachment A Organizational Summary/Signature Page
Attachment B Certification of Refunding Proposal Content by Authorized Representative
Attachment C Nondebarment Certification and Instructions (Do not return instructions)
Attachment D Certification Regarding Lobbying
Attachment E Drug-Free Workplace Certification
Attachment F Child Support Compliance Act Certification
Attachment G Disallowed Costs Statement
Attachment H Certificate of Good Standing
Attachment I Certificate of Compliance – Supply Documentation and Commence Operations
Attachment J Certificate of Compliance - Prohibition on Certain Telecommunications

II. **Financial Audit/Statements** – most recent audited financial statements and, if applicable, the accompanying auditor's report in compliance with Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Chapter 1, Chapter II Part 200 et al for audits of fiscal years beginning on or after December 26, 2014. If FY 2023-2024 audit is not available, please explain. Employers' Training Resource (ETR) will review the audit documents for audit findings and major issues and will take into consideration any audit findings and/or major issues in determining if the applicant is at high risk for monitor findings and disallowed costs.

III. **Activity Summary**

IV. **Budget and Budget Justification**

Note: Prior to issuance of a contract, agency will be required to submit the following:

- Certification of Insurance with minimum Best's Rating of A-, VII (or comparable) for commercial general liability; automobile liability insurance, if applicable; workers' compensation coverage for paid positions; professional liability (errors and omissions, if appropriate); and fidelity bond coverage.

- W-9 "Request for Taxpayer Identification Number and Certification"

Attachment A

ORGANIZATIONAL SUMMARY/SIGNATURE PAGE

Name of Organization:	
Legal Name (if different):	
Mailing Address:	
City, State, Zip Code:	
Tax I.D. Number:	
SAM Unique ID Number:	
Contact Person and Title:	
Phone Number:	
Fax Number:	
E-mail Address:	
Physical Address:	
City, State, Zip Code:	
Billing Address (if different):	
City, State, Zip Code:	
Type of Organization:	☐Public ☐CBO ☐FBO ☐Education ☐Other
Certification:	☐BPPE ☐WASC ☐N/A ☐Other specify:
Are facilities accessible to the disabled or reasonable accommodations available?	☐Yes ☐No
Is agency free from political activity?	☐Yes ☐No
Is organization covered by a written grievance procedure?	☐Yes ☐No
Is financial aid available to students?	☐Yes ☐No
If yes, list types:	Types:
Has this organization previously contracted with ETR for Youth Services?	☒Yes ☐No
If yes, last year of funding and amount:	Year: PY 2024-25 Amount $
Does this organization contract with other Workforce Development Areas?	☐Yes ☐No
If yes, provide name of other local area(s) and program(s):	

Approval of Authorized Representative		
Name and Title:		
Signature:		Date:

Attachment B

CERTIFICATION OF REFUNDING PROPOSAL CONTENT BY AUTHORIZED REPRESENTATIVE

The applicant hereby proposes to provide and deliver training programs under the Workforce Innovation and Opportunity Act of 2014 (WIOA). If this proposal is approved and funded, the organization agrees that provisions of the Workforce Innovation and Opportunity Act of 2014, which retains and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act and the Rehabilitation Act of 1973, and any legislation governing other funding sources available through ETR, and other assurances as required by governing regulations and the County of Kern, will be adhered to.

This proposal does not duplicate services available in the area that are provided by non-WIOA sources. This organization, its members and collaborators are not now and will not in the future be engaged in any activity resulting in a conflict of interest, real or apparent, in the selection, award, or administration of WIOA-funded subcontracts. The cost/pricing data submitted within this proposal is accurate, complete, and current as of the date below.

In addition, the contracting official certifies that they are a duly authorized representative of the applicant organization and are fully authorized to submit and sign proposals; that the data contained herein are accurate, complete and current; that any revisions to price or cost information will be submitted immediately; and that the organization is fully capable of fulfilling its obligations under this proposal as stated herein.

Organization Name

Name & Title of Authorized Representative

Signature **Date**

Attachment C

NONDEBARMENT CERTIFICATION

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

This certification is required by government-wide requirements, including the regulations implementing Executive Orders 12459 and 12689, for debarment and suspension and OMB Guidance 2 CFR Part 180.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

A. The prospective recipient of federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

B. Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name **Unique Entity SAM ID**

(If not known, you will be required to register and provide to ETR)

Name & Title of Authorized Representative

Signature **Date**

INSTRUCTIONS FOR CERTIFICATION REGARDING DEBARMENT

A. By signing and submitting this proposal, the prospective recipient of federal assistance funds is providing the certification as set out below.

B. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.

C. The prospective recipient of federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

D. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the definitions and coverage sections of rules implementing Executive Order 12549. Contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

E. The prospective recipient of federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.

F. The prospective recipient of federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

G. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but it is not required to, check the Award Management (SAM) for an entity listed as an excluded party at: https://sam.gov/search

H. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

I. Except for transactions authorized under paragraph E of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the DOL may pursue available remedies, including suspension and/or debarment.

Attachment D

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of their knowledge and belief, that:

A. No federal contracted 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 an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making 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.

B. If any funds other than federal contracted funds have been paid or will be paid to any person for influencing or attempting to influence an officer or an 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 contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit the standard form, "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 documents for all subcontracts, and that all subcontractors shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was entered into or made. Submission of 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 not less than $10,000 and not more than $100,000 for each such failure.

Organization Name

Name & Title of Authorized Representative

Signature **Date**

DRUG-FREE WORKPLACE CERTIFICATION

By signing this certification, the prospective contractor or recipient hereby certifies under penalty of perjury under the laws of the State of California that the contractor or recipient will comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code Section 8350 et seq) and will provide a drug free workplace by taking the following actions:

A. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8350(a).

B. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b) to inform employees about all of the following:
   1. the dangers of drug abuse in the workplace;
   2. the person's or organization's policy of maintaining a drug-free workplace;
   3. any available counseling, rehabilitation, and employee assistance programs; and
   4. penalties that may be imposed upon employees for drug abuse violations.

C. Provide, as required by Government Code Section 8355 (c), that every employee who works with the proposed program/activity:
   1. will receive a copy of the company's drug-free policy statement; and
   2. will agree to abide by the terms of the company's drug-free workplace policies.

Failure to comply with these requirements may result in suspension of payments under the subgrant/contract or termination of the subgrant/contract, or cancellation of the purchase order, or all that may apply. In addition, the contractor or grantee may be ineligible for award of future subgrant/contracts or purchase orders if it is determined that any of the following has occurred: (1) the false certification, or (2) failing to carry out the requirements of the certification as noted above.

Organization Name

Name & Title of Authorized Representative

Signature **Date**

Attachment F

CHILD SUPPORT COMPLIANCE ACT CERTIFICATION

Agency shall comply with applicable federal and state laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with Section 5200) of part 5 of Division 9 of the Family Code: and

A. Agency, to the best of its knowledge, is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Employee Registry maintained by the California Employment Development Department (EDD).

B. Failure to comply with the above requirements may result in suspension of payments under the agreement or termination of the agreement or both, and the agency may be ineligible for award of future subgrants with the County, if the County determines that any of the following has occurred:

1. the false certification; or
2. violation of the certification by failing to carry out the requirements as noted above.

Organization Name

Name & Title of Authorized Representative

Signature **Date**

Attachment G

DISALLOWED COSTS STATEMENT

_____ (Agency Name)
will repay any disallowed expenditures with non-federal, non-grant funds.

List types and amounts of non-federal, non-grant funds available:

_____

_____

_____

_____

_____

_____

_____

Organization Name

Name & Title of Authorized Representative

Signature **Date**

Attachment H

CERTIFICATE OF GOOD STANDING

CERTIFICATION REGARDING AGENCY STATUS AND COMPLIANCE WITH EMPLOYERS' TRAINING RESOURCE AND THE COUNTY OF KERN

Please provide complete answers to the following questions:

A. Does the prospective recipient of federal assistance funds owe any disallowed costs, including any known or potential cost reimbursements, to Employers' Training Resource?
No [ ] Yes [ ]

If yes, please provide the nature and amount of disallowed costs or known or potential costs owed:

_____

_____

B. Does the prospective recipient of federal assistance funds owe any disallowed costs, including any known or potential cost reimbursements, to any Kern County department, other than Employers' Training Resource? No [ ] Yes [ ]

If yes, please provide Kern County department, nature and amount of disallowed costs or known or potential costs owed:

_____

_____

C. Does the prospective recipient of federal assistance funds owe any disallowed costs, including any known or potential cost reimbursements, to any other agencies or entities, other than Kern County and Employers' Training Resource? No [ ] Yes [ ]

If yes, please provide the agency name, nature and amount of disallowed costs or known or potential costs owed:

_____

_____

If a recipient owes Employers' Training Resource's any disallowed, known or potential cost reimbursements, it is Employers' Training Resource's policy to withhold payment of any current contract reimbursements until all such disallowed, known or potential cost reimbursements have been paid.

If a recipient owes any Kern County department any disallowed, known or potential cost reimbursements, Kern County's policy does not allow Employers' Training Resource to contract with said recipient until all such disallowed, known or potential cost reimbursements have been paid.

The prospective recipient of federal assistance funds certifies, by signature of this document, that the above is true and correct. In addition, the recipient may be ineligible for award of future subgrant/contracts or purchase orders if it is determined that a false certification has been filed with Employers' Training Resource.

Organization Name

Name & Title of Authorized Representative

Signature **Date**

Attachment I

CERTIFICATE OF COMPLIANCE

CERTIFICATION REGARDING AGENCY'S ABILITY TO SUPPLY REQUIRED DOCUMENTATION AND COMMENCE PROGRAM OPERATIONS

By completing this certificate, an agency awarded a contract agrees to the following:

A. All documentation as required in the contract, including insurance certificates and endorsements and evidence of agency's Board contract approval, will be provided to Employers' Training Resource. Employers' Training Resource will not commence reimbursement payments for any agency that does not have the required evidence of insurance coverage and evidence of agency's Board contract approval.

B. Agency will return its contract to Employers' Training Resource within 15 working days of receipt. If agency is unable to comply with this requirement, it must notify Employers' Training Resource immediately and provide the circumstances for the delay and an estimate of the delivery date of the signed contract to Employers' Training Resource.

C. Within 30 days of agency receipt of the fully signed and executed contract, agency must show to Employers' Training Resource's satisfaction that the contracted program has commenced operations. In addition, agency assumes all risk for any expenses or activities that are commenced by the agency before the date the contract is executed.

If any of the above requirements are not met by the agency, Employers' Training Resource reserves the right to take action as necessary, up to and including termination of the contract with agency.

The agency certifies, by signature of this document, that it agrees with the above provisions.

Organization Name

Name & Title of Authorized Representative

Signature **Date**

Attachment J

CERTIFICATE OF COMPLIANCE

CERTIFICATION REGARDING AGENCY'S COMPLIANCE WITH 2 CFR PART 200.216, PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT

The undersigned certifies, to the best of his or her knowledge and belief, that federal grant funds will not be obligated or expended to:

1. Procure or obtain;
2. Extend or renew a contract to procure or obtain; or
3. Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

This prohibition also applies to video surveillance and telecommunications equipment produced by, or services provided by, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities) and also includes any entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

Failure to comply with the above requirements will result in disallowed costs.

Organization Name

Name & Title of Authorized Representative

Signature **Date**

SECTION III: COMPREHENSIVE OUT-OF-SCHOOL SERVICES – ACTIVITY SUMMARY

Employers' Training Resource
WIOA Activity Summary for Comprehensive Out-of-School Youth Services
(additional pages may be used)

1.	Organization Name:
2.	Activity/Program Name:
3.	Amount of PY 2025-2026 Funds Requested:
4.	Number of NEW participants to be enrolled (July 1, 2025 or later):
5.	Number of participants expected to CARRY OVER from PY 2024-2025:
6.	Total number of participants proposed for PY 2025-2026:
7.	Are you meeting your enrollment goals for PY 2024-2025? If not, what new or different approaches do you plan to pursue in order to meet your enrollment goals in PY 2025-2026?
8.	What percentage of your budget has been spent on participant work experience for PY 2024-2025 as of the January 2025 OER? If not meeting the 20% requirement, how do you plan to meet the requirement in PY 2025-2026?
9.	Describe any proposed changes, including changes in staffing levels, curriculum, hours, entry requirements, location, etc. for PY 2025-2026. If none, write NONE.

SECTION IV: COMPREHENSIVE OUT-OF-SCHOOL SERVICES – BUDGET

COMPLETE THIS BUDGET WORKSHEET, ITEMIZING SPECIFIC COSTS PROPOSED FOR EACH CATEGORY LISTED

Comprehensive Out-of-School Youth Services

Organization Name:
Program Name:
Funding requested for this Program/Activity:
Cost per Participant (Funding / Total Participants):

		Cost Category	2024-2025 Budget	Proposed for 2025-2026
01	a.	**Staff Salaries and Fringe Benefits – Work Experience Related**		
01	b.	**Staff Salaries and Fringe Benefits – Not Related to Work Experience**		
02	a.	**Participant Wages and Fringe Benefits**		
02	b.	**Incentives – Work Experience Related Only**		
03		**Facility Expense** Cost of renting or leasing offices, storage rooms, facilities, classrooms, etc. Use allowance or depreciation for space is charged here. Include any building utilities (telephones, electricity, water, trash collection, alarm/security systems, Internet, etc.) not included in rental agreement.		
04		**Supplies & Equipment under $5,000** Cost of supplies necessary for the operation of the activity – Includes participant testing supplies and all equipment under $5,000. Lease or rental of equipment. Use allowance or depreciation. Repair and/or maintenance costs of all items purchased or leased. The cost of maintenance agreements as well as janitorial services.		

05		**Supplies & Equipment $5,000 and over** Cost of equipment and supplies (including tax and freight charges) necessary for the operation of the program – based on cost per item. Subgrant agreements require approval from ETR prior to incurring expenses for equipment $5,000 and over.		
06	**a.**	**Travel & Training Expense – Except Incentives** Costs for staff travel necessary for normal program operations. Agency costs associated with travel for participants. Staff training costs, as well as participant training/tuition costs are to be charged under this line item.		
06	**b.**	**Incentives Not Related to Work Experience**		
07		**INSURANCE/BONDING/PROFESSIONAL AND SPECIAL SERVICES:**		
	a)	Cost of insurance & bonding, including all liability, but excluding worker's compensation.		
	b)	Outreach and recruiting costs other than Staff Salaries/Fringe. Include advertising costs here.		
	c)	Professional Services, non-salaried, e.g., consultants.		
08		**Employer Reimbursement and Income** Employer reimbursements under On-the-Job Training and income control for programs producing revenue.		
09		**Supportive Services** Payments used to aid or assist participants while attending the program in accordance with ETR's Youth Supportive Service Policy.		

10		**Indirects if applicable** (Your approved indirect rate applied to your allowable base, for budgeting purposes. Actual indirects should be billed monthly and calculated against the monthly total of other line items.) If you intend to charge for all services on a direct basis, enter zero.		
		TOTAL REQUESTED		

Indirect Cost Rate - If your Agency has an approved Indirect Cost Rate, complete the following:
Approved Indirect Cost Rate:
Cognizant Agency:

20% Work Experience Minimum

The sum of cost categories 01(a) and 02 must be at least 20% of your total budget.

% to be spent on Work Experience as defined above:

PLEASE PROVIDE BUDGET JUSTIFICATION ON A SEPARATE PAGE