

JOINT RESOLUTION

BENTON COUNTY RESOLUTION NO. _____

FRANKLIN COUNTY RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON, AND FRANKLIN COUNTY, WASHINGTON;

RE: IN THE MATTER OF REVIEW OF SERVICE PROVIDER CONTRACT BETWEEN BENTON-FRANKLIN WORKFORCE DEVELOPMENT COUNCIL AND CAREER PATH SERVICES FOR PROGRAM YEAR 2019 IN THE AMOUNT OF \$621,722 FOR DISLOCATED WORKER SERVICES .

WHEREAS, the Master Agreement between the counties of Benton and Franklin and the Benton-Franklin Workforce Development Council (WDC) signed in August 2019, states that the Benton and Franklin County Commissioners on the WDC Executive Council shall, pursuant to section II.C.5, review all service provider contracts approved by the WDC; and,

WHEREAS, Benton and Franklin Counties' Interlocal Cooperation Agreement for the Workforce Administration signed by Benton and Franklin Counties in August 2019 indicates section II.C.3 and 4 that the commissioners appointed to the WDC Executive Council shall present service provider contracts and modifications to his or her Board of Commissioners so that such Board can make a determination as to whether it wishes to advise the WDC that the respective county disagrees with and rejects the proposed contract; and,

WHEREAS, the WDC has presented a contract between the WDC and Career Path Services for the Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Services for PY19; NOW, THEREFORE,

BE IT RESOLVED that the Benton and Franklin Counties Board of Commissioners has received the proposed contract between the WDC and Career Path Services, in the amount of \$621,722 for Dislocated Worker Services, effective July 1, 2019 through June 30, 2020, and does not object to such contract; and,

BE IT FURTHER RESOLVED that the Chairman is hereby authorized to sign said contract indicating the Board's receipt and review on behalf of the Board of Benton and Franklin County Commissioners.

Dated this.....day of....., 2019 Dated this.....day of....., 2019

Chairman of Board

Chairman of Board

Member

Member

Member

Member

Constituting the Board of County Commissioners of Benton County, Washington

Constituting the Board of County Commissioners of Franklin County, Washington

Attest: _____

Clerk of the Board

Attest: _____

Clerk of the Board

**WORKFORCE INNOVATION & OPPORTUNITY ACT
SERVICE PROVIDER CONTRACT
CFDA #17.278 BFWDC Contract No. S-PY19 DISLOCATED WORKER**

This Contract is between Career Path Services Employment & Training, a Washington Non-Profit Corporation, hereinafter referred to as the "Contractor" or "Subrecipient" and the Benton-Franklin Workforce Development Council, a Washington Non-Profit Corporation, Inc., hereinafter referred to as the "BFWDC". All activities performed pursuant to this contract and all subsequent modifications will be in accordance with the Workforce Innovation & Opportunity Act (WIOA) of 2014, and its accompanying regulations, and all applicable federal, state, and local laws, rules, and regulations, Washington State policies and guidelines, and the BFWDC policies and guidelines.

All rights and obligations of the parties to this contract shall be subject to and governed by the Statement of Work attached hereto as Exhibit A, General Terms and Conditions attached as Exhibit B, Certification Regarding Lobbying attached as Exhibit C, Certification Regarding Debarment attached as Exhibit D, and the Budget attached as Exhibit E.

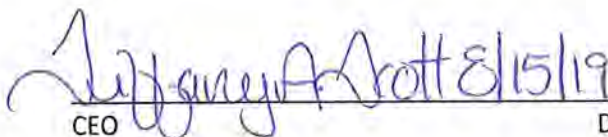
The period of performance of this Contract shall commence on June 17, 2019, regardless of the date of execution, and be completed on June 30, 2020, unless terminated sooner as provided herein. If the BFWDC fails to receive sufficient WIOA funds to meet any or all of its contractual obligations due to fund reduction, rescission, suspension or termination or other causes, the BFWDC shall have the right to immediately and unilaterally reduce the maximum amount due, as identified below, or terminate all or part of this contract. If this contract is terminated early, the Contractor is only entitled to reimbursement of actual WIOA expenditures prior to the date of termination.

Payments to the Contractor by the BFWDC for services performed prior to October 1, 2019, may not exceed \$201,193, and the total amount of payments under this Contract is limited to and may not exceed \$621,722.

This Contract may only be modified by a subsequent, signed written Contract modification document. No oral conversation shall be considered to be a Contract modification. The parties agree to all Contract provisions, including this page and all exhibits, by signing below.

FOR THE BFWDC

FOR THE CONTRACTOR



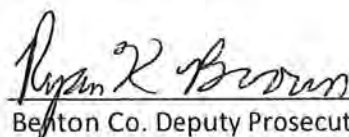
CEO Date

CEO Date

Received & Reviewed:

Approved as to form:

Chairman, Benton Co. Commissioners Date

 8/13/19

Benton Co. Deputy Prosecuting Attorney Date

Chairman, Franklin Co. Commissioners Date

Franklin Co. Deputy Prosecuting Attorney Date

Workforce Innovation and Opportunity Act (WIOA) Services for Dislocated Workers

A. OVERVIEW

Under WIOA, local partners share common performance goals and collaborate in developing and implementing a one-stop delivery system where services are designed with job seeker and employer customer feedback to support:

- A seamless customer focused service delivery network
- Leveraging resources for maximum efficiency
- Continuous quality improvement

Human Centered Design is the problem-solving approach used at WorkSource Columbia Basin (WSCB) to determine the needs of the customer and design high quality customized services to improve the customer's experience. Through this system, eligible dislocated workers (as defined in WIOA Section 3 (15)) can access services organized into basic and individualized career services, training services and post-program follow-up services (as defined in WIOA Section 134 (c) (2) (A) (i)-(xi)).

The Subrecipient shall deliver customer services in a manner that supports the One-Stop delivery system and the Benton-Franklin Workforce Development Council's (BFWDC) Strategic Plan. These services will be delivered through trained, competent staff with the skills, knowledge, and attitudes that are foundational to all levels of customer services.

B. WORKSOURCE COLUMBIA BASIN SHARED RESPONSIBILITIES

The Subrecipient shall share the responsibility for moving the One-Stop Center towards service delivery excellence by providing the following services within the One-Stop Center:

Guest Resource Services

Guest Resource Services (GRS) are critical services that set the tone for each customer visit.

The Subrecipient shall utilize a concierge-style approach that guides customers as they choose from an extensive menu of services. The Subrecipient shall provide staff to work the front end of the center to deliver the full range of services needed to help customers obtain and retain employment under the direction of the functional GRS Supervisor. The Subrecipient shall provide GRS services that include, but are not limited to:

- A warm welcome to customers entering the center.
- Triage of the customer's needs to determine next steps.
- Orientation to the WorkSource center and center resources, including Assistive Technology, referral to workshops, and general labor market information.
- Assisting customers in navigating WorkSourceWA.com to access job search tools and resources, career opportunities, build a resume, learn about occupations in demand, research training opportunities and more.

- Providing access to Unemployment Insurance information.
- Job search, resume and application assistance.
- Translation and interpretive service as needed.
- Providing technical assistance with computers, faxes, scanners, and assistive technology usage.
- Assistance with job fairs, hiring and informational events.
- Providing career training information and referrals to the appropriate staff.
- Ensuring veterans and eligible spouses understand their rights under Veterans Priority of Service.

Workshop Facilitation

The Subrecipient shall facilitate high quality and interactive workshops to groups of job seekers on the basics of job search including: Skills and Abilities, Job Search Strategies, Resumes, Interviewing and Applications, and additional customized workshops identified to meet the customer's needs. The Subrecipient shall provide staff to facilitate such workshops at WSCB.

Business Roundtable Representation

The Business Roundtable is a collaboration of every partner program within the WorkSource system who work together to increase business engagement, expand outreach efforts, and ensure employers have access to a qualified applicant pool to meet workforce demands. Representation from all partners ensures communication and coordination of services for all customers, shared information among partner programs, and promotes discussions affecting strategic planning. The Subrecipient shall ensure staff participates in each monthly Business Roundtable meeting and serves employers through coordinated business services.

On-going Staff Development and Training

All system partners, including the Subrecipient, shall invest in staff development and support training opportunities to actively engage in the design of service delivery. The Subrecipient shall ensure staff participates in each group meeting to discuss shared design of services, action plans and data review.

Subrecipient staff stationed at WSCB will work within established policies and procedures of the One-Stop Center to ensure quality services are delivered to job seekers and business customers.

C. PROGRAM RECRUITMENT AND ORIENTATIONS

Reaching priority populations and achieving performance outcomes begins with effective recruitment. The Subrecipient shall take WIOA services to the community through a broad based, targeted outreach effort. Community outreach shall include strong referral relationships with WSCB partners and community-based organizations. Social media such as Facebook and LinkedIn will be used by the Subrecipient to reach further into the community.

The Subrecipient shall recruit dislocated workers by conducting informational orientations to provide an initial overview of program services and eligibility requirements. Information will be provided on apprenticeship programs, self-employment and initial assessment opportunities. Comprehensive case management shall begin with Subrecipient determining that a job seeker requires individualized career services to successfully attain employment and self-sufficiency.

D. ELIGIBILITY DETERMINATION AND PRIORITY REQUIREMENTS

Individualized career services require eligibility determination and registration into the WIOA Dislocated Worker Program. The Subrecipient shall conduct intake and require 100% eligibility verification documentation as well as supervisory review and approval.

The Subrecipient shall determine Dislocated Worker Program eligibility compliance with WIOA Section 3 (15) and with Local BFWDC WIOA Eligibility Policy #2015-01, and ensure the customer meets the following eligibility guidelines:

- U.S. citizen or otherwise legally entitled to work in the U.S.; and
- Selective Service Registration for males who are 18 or older and born on or after 1/1/1960; and
- Meets one of the Dislocated Worker categories listed in the table below:

Category	Criteria	
1. General Dislocation	<input type="checkbox"/>	1.1 An individual who was terminated, laid off, or received a notice of termination or layoff. AND
	<input type="checkbox"/>	1.2 Is determined unlikely to return to previous industry or occupation; AND
	<input type="checkbox"/>	1.3.1 Is eligible for or has exhausted entitlement to unemployment compensation; OR
	<input type="checkbox"/>	1.3.2 Is not eligible for unemployment compensation
2. Dislocation from Facility Closure / Substantial Layoff	<input type="checkbox"/>	2.1 An individual who was terminated, laid off, or received a notice of layoff from employment at a plant, facility, or enterprise as a result of: Permanent closure or layoff of 50 or more employees; OR
	<input type="checkbox"/>	2.2 An individual employed at a facility at which the employer has made a general announcement that the facility will close within 180 days.
3. Self-employed Dislocation	<input type="checkbox"/>	Was self-employed (including employment as a farmer, rancher or a fisherman), but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters.

4. Displaced Homemaker * * Per TEGL 26-13, individuals cannot cite long-term partners to whom they were not married as family members. Individuals can cite adult children upon whom they were financially dependent as family members so long as it is appropriately documented.	<input type="checkbox"/>	4.1 An individual who was dependent on the income of another family member and is no longer supported by the income of that family member; <u>OR</u> Is the dependent spouse of a member of the armed forces on active duty and whose family income is significantly reduced because of a deployment, a call or order to active duty, or a service connected death or disability of the member <u>AND</u>
	<input type="checkbox"/>	4.2 Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.
5. Dislocated/ Separating Military Service Members	<input type="checkbox"/>	5.1 A non-retiree military service member discharged or released from service (under anything <u>other than dishonorable discharge</u>), or who has received a notice of military separation (defined by Local BFWDC (see Section 4.2.1). Per proposed 20 CFR 680.660, separating military service members automatically qualify as unlikely to return to a previous industry or occupation and as eligible for or exhausted entitlement to Unemployment Insurance. Note: Dislocated military service members, veterans and other covered persons are eligible for Priority of Service (POS) as described in POS Policy 1009, Revision 1.
6. Spouses of Military Service Members	<input type="checkbox"/>	6.1 The spouse of a member of the armed forces on active duty, and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; <u>OR</u> <input type="checkbox"/> 6.2 The spouse of a member of the armed forces on active duty and who is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment. Note: a military spouse may also qualify as a displaced homemaker (Category 4).

E. INDIVIDUAL EMPLOYMENT PLAN

The Individual Employment Plan (IEP) shall be developed by the Subrecipient after interaction with the customer by the Subrecipient. The Subrecipient shall develop an IEP at registration for each eligible customer based on the results of a comprehensive assessment that identifies, at a minimum, the customer's employment goals, the appropriate combination of service to achieve their employment goals, needs/barriers, and training/educational goals. The IEP shall focus on a career pathway that can provide a guide beyond initial employment. Once the IEP has been developed, the Subrecipient's case notes will document all services provided to the customer or when the customer's circumstances warrant a change. The Subrecipient shall follow Local BFWDC WIOA Individual Employment Plan Policy #2015-19 when developing an IEP with a customer.

INDIVIDUALIZED CAREER SERVICES

When the Subrecipient determines that individualized career services are appropriate for a customer to obtain employment, those services shall be made available by the Subrecipient and shall include, but are not limited to:

- Development of an IEP to identify the employment goals, appropriate achievement objectives, and appropriate combination of services needed for the customer to achieve his or her employment goals, including the list of and information about, eligible training providers, and career pathways to attain career objectives;
- Group and/or individual counseling and mentoring;
- Career planning (e.g. case management);
- Short-term pre-vocational services, including development of communication skills, interview skills, punctuality and professional conduct to prepare customers for unsubsidized employment or training;
- Internships and work experiences that are linked to careers;
- Workforce preparation activities that help a customer acquire a combination of basic academic skills, digital literacy skills, critical thinking skills, self-management skills and other competencies necessary for the successful transition into, and the completion of, postsecondary education, training or employment;
- English language acquisition;
- Out-of-area job search assistance and relocation assistance; and
- Financial literacy services.

F. ASSESSMENTS PRIOR TO TRAINING

Standardized basic skills assessments shall be utilized by the Subrecipient prior to the expenditure of training funds to assure limited program dollars target the best outcomes for customers. The Subrecipient shall utilize assessment tools approved by the BFWDC to identify a customer's current skills, areas in need of improvement and determine remediation needs prior to establishing an Individual Training Account. To enhance alignment across partner programs, the use of previous assessments from other education or training programs is allowed for determining appropriate career and training services. The Subrecipient shall follow Local BFWDC WIOA Assessment Policy #2015-09 on the use of assessments.

TRAINING SERVICES

Training services shall be provided by the Subrecipient to customers if the Subrecipient determines the customer eligible, is registered and in need of additional services to obtain employment. As part of the eligibility process, the customer must receive, at a minimum, an interview, evaluation or assessment and career planning or other means by which eligibility for WIOA funded training services can be determined. However, if career services are not provided before training, documentation must explain how the customer's eligibility for training services was determined.

G. INDIVIDUAL TRAINING ACCOUNTS (ITA)

The Subrecipient shall assist customers interested in improving their vocational skills or in gaining occupational certificates by engaging in training opportunities targeting growth industries. Use of an ITA by the Subrecipient will provide customers with specialized training services through state approved training providers who are listed on the Washington State Eligible Training Provider List (ETPL). ITA's shall be designated to provide education and occupational skills to customers who are in need of training to prepare them for employment.

The Subrecipient shall maximize customer choice when selecting an eligible provider for training, per 20 CFR 680.340. The Subrecipient shall work with customers to develop training plans that leverage outside resources, including but not limited to, Worker Retraining, PELL Grants, Scholarships and Commissioner Approved Training. Emphasis shall be placed on training plans driven by labor market demand and leading to a clear path to employment. The IEP and associated ITA shall reflect combined resources from various funding sources being applied to a customer's plan as well as specific WIOA dollars needed to achieve goals. There is a local lifetime ITA limit of \$10,000 per customer. The Subrecipient shall follow Local BFWDC WIOA Individual Training Accounts Policy #2015-04 when providing training services.

H. ON-THE-JOB TRAINING

On-the-Job Training (OJT) is an important work-based learning option that the Subrecipient shall offer to local employers and job seekers. OJT puts unemployed individuals to work earning a wage while they receive training to address gaps in their skill set that hinders them from fully performing a job. For employers, OJT offers the opportunity to offset initial training costs associated with training a customer who does not possess all of the skills, training, education, and/or work experience required for the job, while building organizational productivity as the customer learns job requirements. The Subrecipient may reimburse the employer up to 75% of the customer's wages while in an OJT. The duration shall be appropriate to the occupation for which the customer is being trained, taking into account training content, the customer's prior work experience, and the customer's service strategies. This tool will only be used for customers who have demonstrated a desire to succeed by meeting participation and attendance requirements in prior service components. The Subrecipient shall follow Local BFWDC WIOA On-the-Job Training Policy #2015-05 when establishing an OJT for a customer.

BFWDC board members are committed to expanding OJT opportunities to meet the workforce needs of local employers and promote "learn while you earn" opportunities to customers. The Subrecipient shall use reasonable efforts to increase the number of employers who utilize OJT's in Benton-Franklin counties.

SELF-EMPLOYMENT

The Subrecipient shall comply with state statutes regarding self-employment assistance and entrepreneurial training as reflected in RCW 50.62.030 (2). The Subrecipient shall notify all WIOA eligible customers of the availability of self-employment assistance and entrepreneurial

training in their Workforce Development Area (WDA) and provide such assistance and training to those eligible individuals that request it. The Subrecipient shall follow Local BFWDC WIOA Self-Employment Policy #2015-07 when assisting a customer with entrepreneurial training and self-employment.

I. APPRENTICESHIP

The Subrecipient shall work in cooperation with local labor organizations to refer and encourage program customers to explore “pre-apprenticeship” programs. Several trades’ apprenticeship programs have pre-requisites to enter the program, which include educational skills criteria. The Subrecipient will ensure customers are exposed to basic skills remediation, GED attainment and other means to specific and necessary academic education, so that individuals can be considered for apprenticeship training. These activities will be identified in each IEP.

J. CO-ENROLLMENT BETWEEN CONTRACTS

Co-enrollment is when two programs enroll and serve the same individual concurrently or sequentially. The objective of co-enrollment is to broaden services and placement support needs. The Subrecipient must justify and document the customer’s need and the services to be provided prior to co-enrollment. No duplication of services will be allowed. The customer must have a clear understanding of the programs they are participating in. Case notes shall be used to document separation of services.

K. SUPPORTIVE SERVICES

Support services shall be provided by the Subrecipient to enable customers to participate in WIOA program activities such as school, work experience, job search and to get to and from work. Supportive services are not entitlements and the following WIOA program guidelines shall be followed by the Subrecipient:

1. Supportive services may only be provided to individuals who are:
 - a) Participating in career and training services as defined in WIOA Section 134(c) (2) (3) and 20 CFR 680.910; and
 - b) Unable to obtain supportive services through other programs or community resources providing such services (WIOA Section 134 (d) (2) (B)).
2. Supportive services are not allowed as a component of follow-up services provided after exit for WIOA Dislocated Worker customers.
3. Supportive services may only be provided when they are necessary to enable customers to participate in Title I activities (WIOA Section 124(d) (2) (A) and WIOA Section 3 (59)).

The Subrecipient shall follow Local BFWDC WIOA Support Services Policy #2015-02 when providing support services to customers.

L. CASE NOTES

WIOA adheres to a case management approach to service delivery. Comprehensive case notes shall be maintained for each customer by the Subrecipient. Case notes are critical and shall provide evidence of services and activities provided to customers while enrolled in WIOA activities as well as compliance with federal, state, and local laws and policies. The Subrecipient shall follow Local BFWDC WIOA Case Notes Policy #2015-14 during the customer's participation in the WIOA Dislocated Worker program.

M. RAPID RESPONSE

Rapid Response is a pro-active, business-focused strategy designed to respond to layoffs and plant closings by quickly coordinating services and providing immediate aid to businesses and their affected workers. When an event is identified that may trigger a significant layoff or otherwise result in increased unemployment in the local area, the Subrecipient shall coordinate Rapid Response activities to work with employers and their employees to quickly minimize disruptions associated with job loss. The Subrecipient shall customize services to meet the employer's needs and convene the Rapid Response Team, made up of WSCB partners, to provide workshops that articulate services available to the businesses and their employees. The Subrecipient shall track all rapid response events utilizing the Dislocated Worker Layoff Profile spreadsheet and provide Rapid Response services that include, but are not limited to:

- Assistance with unemployment insurance filing.
- Priority access to job search workshops.
- Access to WIOA services for finding new jobs.
- Skills training to improve marketable skills.

RETENTION AND FOLLOW-UP

Follow-up services shall be provided by the Subrecipient to ensure job retention, wage gains and career progress for customers who have been referred to unsubsidized employment. Follow-up services shall be provided by the Subrecipient for a period of up to 12 months to all dislocated worker customers who have been placed into unsubsidized employment. Follow-up services shall include, but are not limited to:

- Providing additional career planning.
- Counseling about the work place.
- Contacting customers and/or employers in resolving work-related problems.
- Connecting customers to peer support groups.
- Providing information about additional educational or employment opportunities.
- Supportive services are not allowed as a component of follow-up services. Dislocated worker customers in need of such services will be informed of, and referred to, other government and community services such as Temporary Assistance for Needy Families (TANF), Department of Social and Health Services (DSHS), Community Action Committee (CAC) and other local resources available on 211info.org.

The Subrecipient shall document follow-up services in the State's Management Information System (MIS), currently Efforts to Outcome (ETO), or its successor and follow Local BFWDC WIOA Adult and Dislocated Worker Follow-up Services Policy #2015-16.

N. MINIMUM SPENDING LEVELS

The Subrecipient shall expend a minimum of 90% of the contract budget submitted to the BFWDC by the Subrecipient and attached as Exhibit E.

O. WIOA DISLOCATED WORKER PERFORMANCE MEASURES

The Subrecipient shall use reasonable efforts to meet or exceed each of the PY19 Dislocated Worker performance measures set forth below.

Employment Rate 2nd Quarter after Exit – 86.1%

The percentage of dislocated worker program participants who are in unsubsidized employment during the second quarter after exit from the program shall be 86.1% or greater.

Calculation Methodology: The number of dislocated worker participants who exited during the program year who:

1. Are identified as employed (using, for example, an Unemployment Insurance (UI) wage record match, Federal or military employment records, or supplemental wage information), in the second quarter after exit; **divided by**
2. The number of dislocated worker participants who exited during the program year.

Employment Rate 4th Quarter after Exit – 81.3%

The percentage of dislocated worker program participants who are in unsubsidized employment during the fourth quarter after exit from the program shall be 81.3% or greater.

Calculation Methodology: The number of dislocated worker participants who exited during the program year who:

1. Are identified as employed (using, for example, a UI wage record match, Federal or military employment records, or supplemental wage information), in the fourth quarter after exit; **divided by**
2. The number of dislocated worker participants who exited during the program year.

Median Earnings 2nd Quarter after Exit - \$7,462

The total quarterly earnings for all customers employed in the second quarter after exit shall be determined by either direct wage record match or supplemental wage information. The collected quarterly wage information values shall be listed in order, from the lowest to highest value. The median earnings value shall be at least \$7,462.

Credential Attainment Rate 2nd Quarter after Exit – 66.8%

The percentage of dislocated worker program participants enrolled in an education or training program who attained a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program shall be 66.8% or greater.

Calculation Methodology: The number of dislocated worker participants who exited during the reporting period who:

1. Obtained a recognized postsecondary credential during program participation or within one year after exit; **or**
2. Were in a secondary education program and obtained a secondary school diploma or its recognized equivalent during program participation or within one year after exit **and** were also employed, or in an education or training program leading to a recognized postsecondary credential within one year after exit; **divided by**
3. The number of participants enrolled in an education or training program (excluding those in on-the-job training (OJT) and customized training) who exited during the reporting period.

P. TRAINING GOALS

The Subrecipient shall provide monthly performance reporting to the BFWDC that identifies progress toward attainment of negotiated training goals. The desired outcome is to meet these totals on a quarterly basis. Although 188 customers are required to be served in the program, and receive services, only 65 or more are required to receive training services. The nature of the training services required to be offered is set forth below.

PY19 Dislocated Worker Training Services Quarterly Targets				
(Cumulative Totals)				
	9-2019	12-2019	3-2020	6-2020
Individual Training Account (ITA)	2	18	33	50
On-the-Job Training (OJT)	1	7	13	15
Total Training Services	3	25	46	65

Q. ENROLLMENTS AND EXITS

The Subrecipient shall use reasonable efforts to meet or exceed the following annual totals for enrollments and exits. The desired outcome is to meet these totals on a quarterly basis. The Subrecipient shall provide monthly performance reporting, which identifies progress toward attainment of performance measures as they relate to negotiated enrollments and exits.

PY19 Dislocated Worker Enrollment & Exit Quarterly Targets (Cumulative Totals)				
	9-2019	12-2019	3-2020	6-2020
Carry-in Registrations	68	68	68	68
New Registrations	7	42	99	120
Total Registrations	75	110	167	188
Total Employed Exits	0	60	94	135
Total Exits (Completion of IEP)	0	50	117	150

GENERAL TERMS AND CONDITIONS
for
Contracts
under
THE WORKFORCE INNOVATION and OPPORTUNITY ACT

1 INTRODUCTION

1.1 Scope

The purpose of this Contract is to establish the general terms and conditions to which funding provided by the Benton-Franklin Workforce Development Council (BFWDC) under Title I of the Workforce Innovation and Opportunity Act is subject to.

1.2 Definitions

"BFWDC" shall mean Benton-Franklin Workforce Development Council or the local workforce development board for WDA 11.

"Contractor" shall mean any entity receiving funding under this Contract for the purpose of providing goods or services that are not related to the carrying out of this Contract.

"DOL" shall mean the United States Department of Labor.

"EO Officer" shall mean the Equal Opportunity Officer of the BFWDC.

"ESD" shall mean the Washington State Employment Security Department.

"ETA" shall mean the United States Department of Labor Employment and Training Administration.

"Materials" shall mean all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions.

"Negotiated Indirect Cost Rate" shall mean the Subrecipient's maximum allowable costs allowed for indirect/administrative costs that have been developed and approved by the Cognizant Agency from which the Subrecipient receives the most funding in accordance with 2 CFR 200.

"RCW" shall mean the Revised Code of Washington.

"State-Level EO Officer" shall mean the Equal Opportunity Officer of who reports to the Governor or their designee and is responsible for State Program-wide coordination of compliance with the equal opportunity and nondiscrimination requirements in WIOA and 29 CFR Part 38.

"Subrecipient" shall mean any non-federal entity that receives funding from the BFWDC to carry out any part of this Contract, including, but not limited to, any non-federal entity that receives funding from the BFWDC to be a One-Stop Operator.

"WIA" shall mean the Workforce Investment Act (Public Law 105-220).

"WIOA" shall mean the Workforce Innovation and Opportunity Act (Public Law 113-128).

1.3 Applicable Laws

Throughout the term of this Contract, Subrecipient shall comply with all applicable federal, state, and local laws, regulations, and policies. This includes, but is not limited to, Public Law 113-128(WIOA), Federal Uniform Administrative Requirements found in 2 CFR 200, both State and Federal Non-discrimination law, and all WIOA Title I and WorkSource System Policies.

1.4 Assignment and Delegation

The work to be provided under this Contract and any claim arising thereunder, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

1.5 Governing Law

This Contract shall be construed and interpreted in accordance with the laws of the State of Washington.

1.6 Modification

The BFWDC may unilaterally modify the terms of this Contract when such modifications are required by controlling law. Such changes, including any increase or decrease in the amount of reimbursement, shall be incorporated as a written modification to the Contract.

This Contract may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

1.7 Severability

The provisions of this Contract are intended to be severable. If any term or provision shall be held illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this Contract.

2 SUBAWARDS

In the event the Subrecipient disburses any funding from this Contract to a sub-contractor, the Subrecipient shall be responsible for the sub-contractor's compliance with the same general terms and conditions contained in this Contract and shall ensure that the sub-contractor spends the funding only on WIOA allowable costs or for allowable WIOA activities.

3 ASSURANCES

The BFWDC and the Subrecipient agree that all activity pursuant to this Contract will be in accordance with all applicable current or future federal, state and local laws, rules and regulations.

The Subrecipient shall conduct the program in accordance with the existing or hereafter amended WIOA, DOL's regulations relating to WIOA, and the Washington State WIOA Title I and WorkSource System Policies.

As a condition to the award of financial assistance from the Department of Labor under Title I of WIOA, the Subrecipient assures that it has the ability to comply with the nondiscrimination and equal opportunity provisions of the following laws and will remain in compliance for the duration of the award of federal financial assistance:

- A. Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I-financially assisted program or activity;
- B. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the

basis of race, color, and national origin;

- C. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- D. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
- E. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The Subrecipient also assures that, as a recipient of WIOA Title I financial assistance, it will comply with 29 CFR part 38 and all other regulations implementing the laws listed above. This assurance applies to the Subrecipient's operation of the WIOA Title I-financially assisted program or activity, and to all agreements the Subrecipient makes to carry out the WIOA Title I-financially assisted program or activity. The Subrecipient understands that the United States has the right to seek judicial enforcement of this assurance.

4 SUBRECIPIENT REGISTRATION

If applicable, the Subrecipient shall complete registration with the Department of Revenue, Department of Labor and Industries, Department of Enterprise Services, Office of the Secretary of State and/or the Employment Security Department's Tax Administration by having filed a master business application prior to the execution of this Contract and shall pay any taxes, fees or deposits required by the state as a condition of providing services under this Contract. Subrecipient will provide the BFWDC with its Washington Unified Business Identifier (UBI) number/or its Washington Industries account number and its Unemployment Insurance tax number, if registration with these agencies occurred prior to January 2, 1987. The required information will be provided prior to the Subrecipient's commencing services under this Contract.

5 CONFLICT OF INTEREST

5.1 Conflict of Interest

Subrecipient shall take every reasonable course of action in order to maintain the integrity of this expenditure of public funds and to avoid any favoritism or questionable or improper conduct. This Contract will be administered in an impartial manner, free from personal, financial, or political gain. The Subrecipient, its executive staff and employees, in administering this Contract, will avoid situations that give rise to a suggestion that any decision was influenced by prejudice, bias, special interest, or personal gain. A conflict of interest arises when any of the following have a financial interest or other interest in the firm or organization selected for award.

- a. Individual;
- b. Member of the immediate family;
- c. Employing organization; or
- d. Future employing organization.

A Subrecipient cannot be involved with decision making if there is a direct financial benefit to themselves or immediate family. Membership on the State Board, a Local Board, or a Board standing committee does not by itself violate these conflict of interest provisions. Receipt of WIOA funds to provide training and related services, by itself, does not violate these conflict of interest provisions. Subrecipient must abide by WIOA Title I Policy 5405.

5.2 Code of Conduct

Subrecipient shall have a written Code of Conduct for procurement, award, and administration of contracts. The Code of Conduct regarding the conflict of interest shall contain penalties, sanctions or other disciplinary actions. The Code of Conduct shall apply to all of Subrecipient's staff, board members, volunteers, or other individuals involved in the procurement, award, or administration of contracts. The Code of Conduct shall ensure that no one in a decision-making capacity shall have a real or apparent conflict of interest in the selection, award, or administration of contracts or subcontracts.

5.3 Gifts

Gratuities in the form of entertainment, gifts or otherwise offered by the Subrecipient, or an agent or representative of the Subrecipient to any officer or employee of the BFWDC, with a view toward securing this Contract or securing favorable treatment with respect to the awarding or amending or the making of any determination will render this Contract voidable at the option of the BFWDC.

5.4 Public Service Ethics

Subrecipient shall comply with the Ethics in Public Service act of Chapter 42.52 RCW and all Washington State Procurement Ethics rules.

6 CONFLICTING PROVISIONS

If any provision of this Contract is allegedly in conflict with federal or state law, the conflict will be resolved by giving precedence in the following order:

1. Applicable Federal and Washington State Statutes and Regulations, including, but not limited to, the existing or hereinafter amended WIOA, DOL's regulations relating to WIOA, and the Washington State WIOA Title I and WorkSource Policies;
2. The Contract and its modifications; and,
3. The Local Workforce Integrated Plan and its modifications for this Workforce Development Area retained by ESD and the Workforce Training and Education Coordinating Board (WTECB).

7 DEBARMENT AND SUSPENSION

Subrecipient must not be debarred, suspended, or otherwise excluded from participation in Federal Assistance Programs under Executive Order 12549 and "Debarment and Suspension", Codified at 29 CFR part 98. Subrecipient must not contract with any individuals or organizations who are debarred, suspended, or excluded from participating in Federal Assistance Programs. Subrecipient must provide a signed statement, attached as Exhibit D to this Contract that it is complying with the requirements of this section.

8 DISPUTE RESOLUTION

8.1 Dispute Resolution

In the event a dispute arises out of this Contract between the BFWDC and the Subrecipient, both parties agree to try negotiating in good faith to resolve the dispute before any subsequent action is taken. If no resolution can be obtained through this informal negotiation, WIOA Title I Policy 5410 shall govern the dispute resolution and appeals process.

8.2 Venue

The venue of any action brought hereunder shall be in either Benton County or Franklin County.

8.3 Fees and Costs

If any litigation arises out of this Contract, each party shall be responsible for its own expenses, costs, and attorney fees.

9 ACCESS AND MONITORING

9.1 Access to Facilities

To the extent permitted by law, the Office of the State Auditor, DOL, the Comptroller General of the United States or any of their duly authorized representatives, and any persons duly authorized by the BFWDC shall have full access to and the right to examine and copy any or all books, records, papers, documents and other material regardless of form or type which are pertinent to the performance of this Contract, or reflect all direct and indirect costs of any nature expended in the performance of this Contract. In addition, these entities shall have the right, subject to conformance with Subrecipient's safety and security standards provided in advance to the BFWDC and to the extent permitted by law, to access, examine, and inspect any site where any phase of the program is being conducted, controlled, or advanced in any way. Such sites may include the home office, any branch office, or other locations of the

Subrecipient. Access shall be conducted at reasonable times and in a reasonable manner. Access is required to be granted as long as the records are retained and at no additional cost to the BFWDC.

9.2 Audits

To the extent permitted by law, at any time during normal business hours and as often as the BFWDC, the Office of the State Auditor, DOL, the Comptroller General of the United States or any of their duly authorized representatives, and any other persons duly authorized by the BFWDC deem necessary, the Subrecipient shall make its records available. To the extent permitted by law, these duly-authorized organizations shall have the authority to audit, examine, and make excerpts or transcripts from records including all contracts, invoices, papers, materials, payrolls, records of personnel, conditions of employment, and other data relating to all matters covered by the Contract. The Subrecipient will maintain its records and accounts in such a way as to facilitate the audit and ensure that sub-contractors also maintain records that are auditable. The Subrecipient is responsible for any audit exceptions resulting from its own actions or those of its sub-contractors. The Subrecipient and its sub-contractors shall adhere to applicable federal Office of Management and Budget Circulars and other applicable federal and state regulations, including but not limited to, OMB 2 CFR 200. If the Subrecipient expends \$750,000 or more during the Subrecipient's fiscal year of federal award money, Subrecipient must comply with the Single Audit Act as supplemented by the audit requirements of 2 CFR 200, including but not limited to CFR 200.501-.521.

9.3 Records Storage

The Subrecipient shall maintain its records and accounts in such a way as to facilitate any audits or examinations conducted in accordance with this Contract or under applicable laws, regulations, or policies. Subrecipient shall also require that sub-contractors also maintain records that are auditable in accordance with Generally Accepted Accounting Principles.

9.4 Contractor Application

Subrecipient shall include all the requirements of section 9 of this Contract in all contracts or purchase orders with Contractors.

10 RECORDS

10.1 Protection of Confidential Information

Subrecipient shall not publish, transfer, sell, or otherwise disclose any confidential information gained through this Contract unless:

- a. Related to the purpose of this Contract;
- b. Required by law; or
- c. Authorized by prior written approval of the person who is the subject of the confidential information.

Subrecipient shall maintain proper security measures to protect all confidential information.

10.2 Records Retention

The Subrecipient shall:

- a. Retain all records pertinent to this contract, including financial, statistical, property, and supporting documentation, for a period of at least three years after submittal of the final expenditure report (closeout) for that funding period to the awarding agency;
- b. Retain records for non-expendable property for a period of three years after final disposition of the property;
- c. Retain all program and data validation records pertinent to applicants, registrants, eligible applicants/registrants, participants, terminees, employees, and applicants for employment for a period of not less than three years from the point that the record is no longer included in reportable outcomes (as opposed to the close of the applicant's program year);
- d. Retain records regarding complaints and actions taken on complaints for at least three (3) years from the date of resolution of the complaints;

- e. Retain all records beyond the required three (3) years if any litigation or audit is under way or a claim is instituted involving the grant or agreement covered by the records. The records must be retained for at least three (3) years after the litigation, audit, or claim has been resolved;
- f. Maintain records regarding discrimination complaints and actions taken thereunder are confidential, and shall be maintained for a period of not less than three years from the final date of resolution of the complaint; and
- g. Comply with all other requirements of WIOA Title I Policy #5403.

10.3 Safeguarding of Client Information

Without prior written consent by the recipient or client or as otherwise required by law, Subrecipient shall not use or disclose any information concerning a program recipient or client for any purpose not directly connected with the administration of the department's or the Subrecipient's responsibilities under this Contract.

10.4 Procurement Records

Subrecipient must maintain records detailing the history of all purchasing and procurement in which funds from this Contract were used. This includes the rationale for the selected method of procurement, selection of contract type, basis for contractor selection or rejection, and basis for contract price.

11 ENERGY AND POLICY CONSERVATION

The Subrecipient shall comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).

12 ENVIRONMENTAL COMPLIANCE

If Subrecipient is receiving over \$100,000 in federal grants under this Contract, the Subrecipient shall comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).

13 FUNDING

13.1 Funding Provided

Funding made available through this Contract is limited to the funding expressly provided in this Contract. Subrecipient will use the funding provided in this Contract only on allowable costs. The BFWDC will honor all allowable costs submitted within the funding period if funding is available.

13.2 Profit

Any profit generated by funds made available under this Contract must be used or returned to the BFWDC in accordance with WIOA Title I Policy #5220.

13.3 Recapture

Funding provided in this Contract is subject to recapture under WIOA Title I Policy #5275.

13.4 Indirect Cost Rate

Subrecipient shall not spend funding obtained either through this Contract or any other WIOA Contract on indirect or administrative costs in excess of their Negotiated Indirect Cost Rate.

13.5 Transfer of Funding

Subrecipient may apply to the BFWDC WIOA Workforce Programs Manager to transfer funding between adult employment and training activities and dislocated worker activities in the same program year. Subrecipient must obtain prior written approval from the BFWDC before transferring any funding between program year programs. Details and application information is contained in WIOA Title I Policy #5401.

13.6 Repayment of Disallowed Costs

Subrecipient may be required to repay the BFWDC for any costs that are determined by the BFWDC to be a disallowable cost.

14 CONFERENCES AND MEETINGS

14.1 Approval

Conferences sponsored in whole or in part by the Subrecipient using funding obtained through federal awards are allowable only if the conference is necessary and reasonable for the successful performance of the Federal Award. Subrecipient must use discretion and judgment to ensure that all conference costs charged to the federal grant are appropriate and allowable and must comply with the requirements in 2. CFR 200.432. Costs that do not comply with 2 CFR 200.432 will be questioned and may be disallowed.

14.2 Executive Branch Meetings

The Subrecipient must not use any funds from this Contract for the purpose of defraying the costs of a conference held by any Executive branch department, agency, board, commission, or office unless it is directly and programmatically related to the purpose this Contract. No funds from this Contract may be used for travel and conference activities that are not in compliance with Office of Management and Budget Memorandum M12-12 Date May 11, 2012. (P.L 113-6, 3003(c)(d)(e)).

14.3 Hotel-Motel Fire Safety Act

Pursuant to 15 U.S.C 2225(a), Subrecipient must ensure that all space for conferences, meetings, conventions or training seminars funded in whole or in part with funds from this Contract complies with the protection and control guidelines of the Hotel and Motel Fire Safety Act (P.L. 101-391, as amended).

15 SUBRECIPIENT STAFFING AND WORKPLACE

15.1 Drug-Free Workplace

Subrecipient and any sub-contractors must comply with the government-wide requirements for a drug-free workplace, as codified at 29 CFR part 94 and 48 CFR part 23.504. These requirements include but are not limited to: (1) proper establishment, publishing and distribution of drug free workplace statement and drug-free awareness program, and (2) proper notification procedures of any employee violations. Failure to comply with these requirements may be cause for suspension or disbarment. All WIOA Title I recipients must comply with the government-wide requirements for a drug-free workplace, codified at 29 CFR part 94 and 48 CFR part 23.504.

15.2 Licensing

Subrecipient shall comply with all applicable local, state, and federal licensing, accreditation, and registration requirements/standards necessary for performance under this Contract.

15.3 Salary and Bonus Limitations

No funds received under this Contract may be used to pay for the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Legal II. This limitation does not apply to vendors providing goods and services as defined in OMB 2 CFR 200.

15.4 Taxes

Subrecipient shall be solely liable for payment of payroll taxes, unemployment contributions, and any other applicable taxes, insurance, or other expenses for the Subrecipient staff.

15.5 Motor Vehicle Safety Policies

Subrecipient is encouraged to develop policies and programs for the use of seat belts while driving and for the banning of cell phone use or texting while driving.

15.6 Wages and Hours

The Subrecipient shall comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by DOL regulations (29 CFR Part 5). (Construction

contracts awarded by Subrecipients in excess of \$2000, and in excess of \$2500 for other contracts which involve the employment of mechanics or laborers.) Any wages paid by Subrecipient using funds from this Contract shall be reasonable, necessary, and allocable for performance of this Contract, and not in excess of the usual and accustomed wages for individuals with similar qualifications. Wages must also comply with the Washington State Minimum Wage Act, RCW § 49.46. No funds obtained through this Contract may be used to pay the wages of incumbent employees during their participation in economic development activities provided through the statewide workforce delivery system.

16 INSURANCE AND BONDING

16.1 Bonding

The Subrecipient shall ensure that:

- a. Subrecipient has purchased fidelity bonding to protect against risk of loss from all officers, directors, employees, or other individuals who receive or deposit funds into program accounts, or issue other financial documents, checks, or other instruments of payments.
- b. Fidelity bonding secured pursuant to this Contract must have coverage of \$100,000 or the highest planned advance or reimbursement for the program year, whichever is greater.
- c. If requested, the Subrecipient will provide a copy of the bonding instrument or a certification of the same from the bond issuing agency.

16.2 Business Auto Policy

The Subrecipient shall maintain automobile liability insurance, with a minimum limit of \$1,000,000, when vehicles owned or leased by the Subrecipient or its employees, sub-contractors, or volunteers are used to provide services in performance of this Contract.

16.3 Commercial General Liability Insurance

The Subrecipient shall at all times during the term of this Contract, carry and maintain commercial general liability insurance that covers bodily injury, property damage and contractual liability with the following minimum limit: Each Occurrence - \$1,000,000; General Aggregate - \$2,000,000.

16.4 Industrial Insurance Coverage

The Subrecipient shall comply with the provisions of Title 51 RCW, Industrial Insurance. If the Subrecipient fails to provide industrial insurance coverage or fails to pay premiums or penalties on behalf of its employees as may be required by law, the BFWDC may collect from the Subrecipient the full amount payable to the Industrial Insurance accident fund.

The BFWDC may:

- a. Deduct the amount owed by the Subrecipient to the accident fund from the amount payable to the Subrecipient by Agency under this Contract; and
- b. Transmit the deducted amount to the Department of Labor and Industries (L&I), Division of Insurance Services.

This provision does not waive any of L&I's right to collect from the Subrecipient.

16.5 Professional Liability Insurance

The Subrecipient shall carry and maintain professional liability insurance. Such coverage shall cover losses caused by error and omissions in rendering professional services and shall have the following minimum limits: \$300,000 per incident, loss or person. The Subrecipient shall ensure employees and any sub-contractors are covered by professional liability insurance.

16.6 Additional Provisions

16.6.1 Excess Coverage

The limits of all insurance required to be provided by the Subrecipient shall be no less than the minimum amounts specified.

16.6.2 Identification

All insurance Policies shall reference this Contract.

16.6.3 Insurance Carrier Rating

The insurance required shall be issued by insurance companies authorized to do business within the State of Washington. Insurance is to be placed with an insurer that has a "Best" rating of A-, Class VII or better. Exceptions include placement with a "Surplus Lines" insurer or an insurer with a Best's rating lower than A-, Class VII.

16.6.4 Material Changes

The BFWDC shall be given advance notice of any material change to insurance policies coverage for services provided under this Contract.

16.6.5 Self-Insured

If self-insured, the Subrecipient warrants that it will maintain coverage sufficient to cover any liability specified above that may arise from the performance of this Contract, and that the Subrecipient's Risk Officer or appropriate individual will provide the BFWDC evidence of such insurance. If requested, the Subrecipient will provide the BFWDC with a copy of the applicable insurance face sheet(s) or certification of self-insurance reflecting this coverage. Insurance coverage(s) must be effective no later than the effective date of the Contract and for the term of the agreement.

17 INTELLECTUAL PROPERTY RIGHTS

17.1 Federal Requirements

The Federal Government reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use for federal purposes: i) the copyright in all products developed under this Contract, including a sub-contract; and ii) any rights of copyright to which the Subrecipient, or a sub-contractor purchases ownership under an award (including but not limited to curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise. Federal funds may not be used to pay any royalty or licensing fee associated with such copyrighted material, although they may be used to pay costs for obtaining a copy which is limited to the developer/seller costs of copying and shipping. If revenues are generated through selling products developed with contract funds, including intellectual property, these revenues are program income. Program income is added to the Contract and must be expended for allowable Contract activities. If applicable, the following needs to be on all products developed in whole or in part with ~~grant~~ contract funds: "This workforce solution was funded by a contract awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the Subrecipient and does not necessarily reflect the official position of the DOL. DOL makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This solution is copyrighted by the institution that created it. Internal use, by an organization and/or personal use by an individual for non-commercial purposes, is permissible. All other uses require the prior authorization of the copyright owner."

17.2 Ownership of Materials

Unless otherwise provided, and subject to the other requirements listed in this Contract, Subrecipient shall retain ownership of all material it creates using funds from this Contract.

17.3 Licensing of Materials.

Subrecipient shall license to the public all Materials created or modified using funds from this Contract under the Creative Commons Attribution License. For Materials created using funds from this Contract, or that were developed using WIA or WIOA funding, Subrecipient hereby grants to the BFWDC a nonexclusive, royalty-free, irrevocable license (with rights to sublicense others) in such Materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The Subrecipient warrants and represents that Subrecipient has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to the BFWDC.

18 INTERNAL CONTROLS

Subrecipient must develop and maintain an internal control structure and written policies that are in compliance with the "standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States and the "Internal Control Integrated Framework," issued by the Committee of Sponsoring Organizations of the Treadway Commission. These internal controls are needed to provide safeguards to protect personally identifiable information, records, contracts, grant funds, equipment, sensitive information, tangible items, and other information that is readily or easily exchanged in the open market, or that the BFWDC or the Subrecipient considers to be sensitive, consistent with applicable Federal, State and local privacy and confidentiality laws.

These internal controls must include assurance that the Subrecipient is:

- a. Managing funds under this Contract in compliance with federal statutes, regulations, and the terms of this Contract;
- b. Complying with federal statutes, regulations, and the terms and conditions of the federal award;
- c. Evaluating and monitoring sub-contractors' compliance with applicable laws and terms of this Contract; and
- d. Taking prompt action when instances of noncompliance are identified.

19 LIMITATIONS ON CONSTRUCTION AND REPAIR

19.1 Copeland Anti-Kickback Act

The Subrecipient shall comply with the Copeland Anti-Kickback Act (18 U.S.C. 874) as supplemented in DOL regulations (29 CFR Part 3) for all contracts and sub-contracts for construction or repair.

19.2 Davis-Bacon Act

The Subrecipient shall comply with the Davis-Bacon Act (40 U.S.C. 276a-7) as supplemented DOL regulations (29 CFR Part 5) for all contracts and sub-contracts for construction or repair in excess of \$2,000.

19.3 Flood Insurance

No funds obtained through this Contract may be used to acquire, modernize, or construct property in identified flood-prone communities, unless the community participates in the National Flood Insurance program and flood insurance is purchased within one year of the identification. Lists of flood-prone areas that are eligible for flood insurance are published in the Federal Register by FEMA.

19.4 Funding for Construction

Unless specified otherwise in this Contract, Subrecipient shall not spend any funds from this Contract on construction or purchasing of facilities or buildings, or other capital expenditures for improvement to land or buildings. Any new facilities designed or constructed with funds from this Contract must comply with: The Architectural Barriers Act of 1968, 42 U.S.C. 4151, as amended, the Federal Property Management Regulations (see 41 CFR 102-76), and the Uniform Federal Accessibility Standards issued by GSA (See CFR 36 CFR 1191.

19.5 Religious Construction

Subrecipient shall not use any funds made available through this Contract for the construction, operation, or maintenance of any part of any facility used for sectarian instruction or used as a place for religious worship. However, maintenance of facilities that are not primarily used for instruction or worship and are operated by organization providing services to WIOA participants may be allowed.

20 LIMITATIONS ON FUNDING PROVIDED

20.1 ACORN Prohibition

No funds made available under this Contract may be provided to the Association of Community Organizations for Reform Now (ACORN), or any of its affiliates, subsidiaries, allied organizations, or successors.

20.2 Business Relocation

No funds obtained through this Contract may be used to: (1) Encourage or induce any business or part of a business to relocate from any location in the United States, if that relocation will result in any employee losing their job; or (2) provide customized training, skill training, on-the-job training, incumbent worker training, transitional employment, or company specific assessment of job applicants for employees of any business that has relocated from any location in the United States for 120 days after the relocation, if the relocation resulted in an employee losing their job at the original location.

20.3 Religious Activity Trainings

Subrecipient shall comply with the requirements of 29 CFR part 2, subpart 2 which governs circumstances when any funds made available through WIOA and this Contract may be used to employ or train participants in religious activities.

20.4 Health Benefits Coverage

The Subrecipient shall ensure that the use of funds obtained through this Contract used for Health Benefit coverage complies with 506 and 507 of Division G of Public Law 113-235, the Consolidated and Further Continuing Appropriation Act, 2015.

20.5 Trafficking in Persons

No funds obtained through this Contract may be used to traffic in persons as defined in DOL Standard Federal Award Terms & Conditions found at <http://doleta.gov/grants/resources.cfm>.

21 LOBBYING

21.1 Restrictions on Lobbying

Subrecipient shall comply with lobbying restrictions set forth in WIOA; 29 CFR Part 93 (New Restrictions on Lobbying) and any subsequent updates; and RCW 42.17A. Subrecipient shall also make available upon request required disclosure information if the Subrecipient participates in lobbying activities during the contract period.

21.2 Certification

Subrecipient shall provide, in Exhibit C to this Contract, its certification that it is in compliance with the lobbying restrictions listed in WIOA and 29 CFR Part 93.

21.3 Publicity

No funds provided under this Contract shall be used for publicity or propaganda purposes, for the preparation, distribution or use of any kit, pamphlet, booklet, publication, radio, television or film presentation designed to support or defeat legislation pending before the Congress or any state or local legislature or legislative body, except in presentation to the Congress or any state or local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any state or local government, except in presentation to the executive branch of any state or local government itself. Nor shall funds be used to pay the salary or expenses of any recipient or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive Order proposed or pending before the Congress, or any state government, state legislature, or local legislature body other than for normal and recognized executive-legislative relationships or participation by an agency or officer of a state, local, or tribal government in policymaking and administrative processes within the executive branch of that government.

22 NONDISCRIMINATION

Subrecipient shall comply with all nondiscrimination requirements listed in this Contract, as well as all federal and state nondiscrimination laws, including but not limited to, 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, Title IX of the Education Amendments of 1972; and the Americans with Disabilities Act of 1990, Section 188 of WIOA and any DOL regulations relating to Section 188.

The Subrecipient must not discriminate in any of the following areas:

- a. Deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity;
- b. Providing opportunities in, or treating any person with regard to, such a program or activity; or
- c. Making employment decisions in the administration of, or in connection with, such a program or activity.

The Subrecipient also ensures that it will comply with 29 CFR Part 38; including the Nondiscrimination Plan developed by the Washington Employment Security Department and any WIOA policies and procedures issued.

22.1 Discrimination

No individual in the United States may, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or for beneficiaries on the basis of citizenship status or participation in any WIOA Title I-financially assisted program or activity; be excluded from participation in, denied benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any WIOA Title I-financially assisted program or activity.

22.2 Program Participation

As long as an individual meets the other program requirements, participation in any programs funded in whole or in part by this Contract shall be available to all citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees and other immigrants authorized by the Secretary of Homeland Security to work in the United States.

22.3 Notification

The Subrecipient shall post the attached "Equal Opportunity is the Law" notice prominently in reasonable numbers and places and in available and conspicuous physical locations; on the subrecipient's website; shall disseminate the notice in internal memoranda, other written or electronic communications; shall include the notice in handbooks or manuals; make the notice available during orientations and to each participant. A signed copy of the notice will also be made a part of the participant's electronic and paper files. All medical information and/or information regarding a participant's disability must be kept confidential and maintained in a file that is separate from the participant's file.

The Subrecipient shall include the following Equal Opportunity tagline in recruitment brochures and other materials that are ordinarily distributed or communicated in written and/or oral form, electronically and/or on paper, to staff, clients, or the public at large, to describe WIOA Title I financially assisted programs or activities.

"WorkSource is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay Service: 711"

22.4 Reporting

The Subrecipient shall promptly notify the BFWDC EO Officer of any administrative enforcement actions or lawsuits filed against it alleging discrimination on the basis of race, color, religion, sex, sexual orientation, (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief; or, for beneficiaries, applicants, and participants only, on the basis of citizenship or participation in a WIOA Title I-financially assisted program or activity. The BFWDC EO Officer will notify the State-Level EO Officer; Director of Employment Security Department (ESD); Commissioner of ESD and the Civil Rights Center (CRC).

23 PERFORMANCE STANDARDS

Subrecipient shall comply with the applicable requirements of WIOA section 116. This includes, but is not limited to the tracking, recording, and reporting on their performance accountability measures. Subrecipient must also enter all necessary data for federal reporting and performance accountability measures into the State's Management Information System (MIS), currently Efforts to Outcomes Case Management System or its successor.

24 PUBLIC ANNOUNCEMENTS

When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with Federal money, Subrecipient shall clearly state: (1) the percentage of the total cost of the program or project which will be financed with Federal money; (2) the dollar amount of Federal funds for the project or program; and (3) the percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

25 PURCHASING AND CONTRACTING REQUIREMENTS

25.1 Buy American Act

Purchases made under this Contract using funds made available under WIOA or the Wagner-Peyser Act (29 U.S.C. 49 et seq.) shall comply with sections 8301 through 8303 of title 41, United States Code (commonly known as the "Buy America Act"). Any person who a court or Federal Agency has determined in final judgment of selling or shipping any good with a false label of being a product made in America shall be ineligible to receive any contract or subcontract with funds made available under this Contract.

25.2 Procurement Requirements

All purchasing of goods and services by Subrecipient using funds made available through this Contract must be done in accordance with 2 CFR 200.317-.326 and other applicable federal and Washington state purchasing laws, policies, and regulations. These purchasing requirements include, but are not limited to:

- a. Maintaining a procurement policy that complies with the requirements contained in 2 CFR 200.318;
- b. Complying with competition requirements of 2 CFR 200.319;
- c. Following the proper method of procurement as identified in 2 CFR 200.320, including but not limited to following the simplified acquisition threshold;
- d. Providing adequate opportunities for small and minority business, women's business enterprise, and labor surplus area firms through the process identified in 2 CFR 200.321; and
- e. All procurement of professional services must be done in accordance with 2 CFR 200.459.

Subrecipient is also encouraged to provide subcontracting opportunities to Historically Black Colleges and Universities, and other Minority Institutions such as Hispanic-Serving Institutions and Tribal Colleges and Universities.

25.3 Prohibition on Contracting with Corporations with Felony Criminal Convictions

The Subrecipient must not knowingly enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that was convicted of a felony criminal violation under any Federal law within the preceding twenty-four (24) months.

25.4 Prohibition on Contracting with Corporations with Unpaid Tax Liabilities

The Subrecipient must not knowingly enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that has any unpaid federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely matter pursuant to any agreements with the authority responsible for collecting the tax liability.

25.5 Prohibition on Contracting with Inverted Domestic Corporations

No funds made available under this Contract may be used for any contract with any foreign incorporated entity which is treated as an inverted domestic corporation under section 535(b) of the Homeland Security Act of 2002(6 U.S.C. 395(b)) or any subsidiary of such an entity.

25.6 Oversight

Subrecipient must maintain oversight over all contracts. This includes, but is not limited to, monitoring contractor performance regarding contract terms, conditions, and specifications.

25.7 Equipment and Supplies

25.7.1 Acquisition

Subrecipient must receive prior approval from the BFWDC for the purchase of any equipment with a per unit acquisition cost of \$5,000 or more, and a useful life of more than one year using funds obtained through this Contract. This includes the purchases of automatic data processing equipment. Equipment purchases must be made in accordance with 2 CFR 200.313 or 2 CFR 200.439. This Contract does not give approval for equipment specified in an awardee's budget or statement of work unless specifically approved.

25.7.2 Equipment Management

All equipment purchased with funds obtained through this Contract must be managed in accordance with 2 CFR 200.313. This includes, but is not limited to:

- Maintaining records of the property that includes description of the equipment, title, cost, grant award contribution, and identifiable information;
- Conducting inventory of equipment at least every two years;
- A control system developed to adequately safeguard property;
- Proper maintenance of the equipment; and
- Disposal of equipment in accordance with federal and state law.

25.7.3 Supplies

Title to Supplies acquired with funding provided under this Contract shall vest with the Subrecipient at acquisition. A residual inventory of unused supplies exceeding \$5000 in value at the time of completion of this Contract must be used by the Subrecipient on other federal projects or sold. As long as the DOL retains an interest in the supplies, they must not be used to provide services for a fee that is less than private companies charge for equivalent services.

25.8 Recovered Materials

Purchases made pursuant to this Contract must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, which requires purchases of items over \$10,000 to contain the highest percentage of recovered materials while maintain satisfactory level of completion. Guidelines for recovered materials are found in 40 CFR part 247.

26 RELATIONSHIP OF THE PARTIES

26.1 Independent Contractor

The parties intend that an independent Contractor relationship will be created by this Contract. The Subrecipient and his or her employees or agents performing under this Contract are not employees or agents of the BFWDC. The Subrecipient will not hold himself/herself out as, nor claim to be an officer or employee of, the BFWDC by reason hereof, nor will the Subrecipient make any claim of right, privilege or benefit which would accrue to such employee under law. Conduct and control of the work will be solely with the Subrecipient.

26.2 Indemnification

Each party to this Contract shall be responsible for its own acts and/or omissions and those of its officers, employees and agents. No party to this Contract shall be responsible for the acts and/or omissions of entities or individuals not a party to this Contract. In the case of negligence of both the BFWDC and the Subrecipient, any damages allowed shall be levied in proportion to the percentage of

negligence attributed to each party.

27 REPORTING

27.1 Payment Requests

All payments to the Subrecipient shall be for the reimbursement of costs incurred by the Subrecipient and shall not exceed the total amount set forth in the budget attached. All payment requests shall be submitted in a timely manner and in accordance with the BFWDC requirements and procedures governing reimbursements. The BFWDC has the right to require submission of supporting documentation, including invoices and proof of payment, prior to a Subrecipient's reimbursement request. The Subrecipient shall expend a minimum of 90% of the contract budget submitted to the BFWDC by the Subrecipient.

27.2 Closeout

Subrecipient shall comply with WIOA Title I Policy #5245 regarding the closeout of this Contract. This includes, but is not limited to, completing a formal closeout within forty-five (45) calendar days, or as otherwise instructed, after the end of this Contract, or when the funding is fully utilized, whichever comes first.

27.3 Monthly Reports

Subrecipient must submit monthly financial and program reports to the BFWDC. These reports should be sent via email by the Subrecipient to the BFWDC WIOA Program Managers, BFWDC Fiscal Manager, and BFWDC Office Manager. These reports must comply with WIOA Title I Policy #5240.

27.4 Certifications

Any annual and final fiscal reports or vouchers requesting payment under this Contract must include a certification, signed by an official who is authorized to legally bind the Subrecipient, which reads: "By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise."

27.5 Cost Rates

Subrecipient must submit an approved federally recognized indirect cost rate negotiated between the subrecipient and the Federal Government. If no such rate exists Subrecipient must submit to the ESD Budget Office upon contract execution either a rate negotiated between the pass-through entity and the subrecipient, or a de minimis indirect cost rate as defined in 2 CFR Part 200.414 – Indirect Facilities and Administrative costs.

28 MILITARY SELECTIVE SERVICE

Subrecipient shall ensure that any individual participating or receiving any benefit from funds made available through this contract has complied with the Military Selective Service Act.

29 VETERANS PRIORITY

The Jobs for Veterans Act (Public Law 107-288) requires Subrecipient to provide priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by DOL. The regulations implementing this priority of service can be found at 20 CFR part 1010. In circumstances where a Subrecipient must choose between two qualified candidates for a service, one of whom is a veteran or eligible spouse, the veterans' priority of service provisions require that the Subrecipient give the veteran or eligible spouse priority of service by first providing him or her that service. To obtain priority of service, a veteran or spouse must meet the program's eligibility requirements. Subrecipient must comply with DOL guidance on veterans' priority. ETA's Training and Employment Guidance Letter (TEGL) No. 10-09 (issued November 10, 2009) provides guidance on

implementing priority of service for veterans and eligible spouses in all qualified job training programs funded in whole or in part by DOL. TEGL No. 10-09 is available at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2816.

30 VIOLATION OF PRIVACY ACT

No funds made available under this Contract may be used in contravention of the 5 U.S.C. 552(a) or regulations implementing that section.

31 USE OF NAME PROHIBITED

The Subrecipient shall not in any way contract on behalf of or in the name of the BFWDC.

32 USE OF STATE RESOURCES

Subrecipient and any sub-contractors shall comply with ESD WIOA Policy #5408 and ESD Policy and Procedure #2015 when using state-owned information technology resources.

33 WAIVER

A failure by the BFWDC to exercise its rights shall not constitute a waiver of any rights under this Contract unless stated to be such in writing signed by an authorized representative of the BFWDC and attached to the original Contract.

34 MILEAGE

The Subrecipient shall check the mileage rates annually at www.gsa.gov/mileage to ensure compliance. Rates are updated annually on October 1st.

35 DELIVERY OF SERVICES

The Subrecipient agrees to deliver the quality, quantity and type of services as specified in the Statement of Work. Any deviation from the Statement of Work shall be approved in writing by the BFWDC. The Subrecipient agrees to provide services associated with this contract in a manner that supports the visions of the one-stop service delivery system.

Certification Regarding Lobbying

APPENDIX A TO TITLE 29, PART 93 - CERTIFICATION REGARDING LOBBYING *Certification for Contracts, Grants, Loans, and Cooperative Agreements*

The undersigned (i.e., the Subrecipient signatory) certifies, to the best of his or her knowledge and 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 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.

(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 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 Standard Form—LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(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-contractors shall certify and disclose accordingly.

Subrecipient acknowledges that this certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into, that submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C., and that 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.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	CEO
APPLICANT ORGANIZATION	DATE SUBMITTED
Career Path Services	

Certification Regarding Debarment and Suspension

APPENDIX A TO TITLE 29, PART 98 - CERTIFICATION REGARDING DEBARMENT AND SUSPENSION - *Certification for Contracts, Grants, Loans, and Cooperative Agreements*

1. The undersigned (i.e., the Subrecipient signatory) certifies, to the best of his or her knowledge and belief, that it and its principals:
 - A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - B. Have not within a three-year period preceding this proposal been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - C. Are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(B) of this certification; and,
 - D. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation of this proposal (or plan).

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	CEO
APPLICANT ORGANIZATION	DATE SUBMITTED
Career Path Services	

SUBRECIPIENT: CPS
PROGRAM TITLE: DISLOCATED WORKER
PROGRAM YEAR: PY19

EFFECTIVE DATE: 6/17/2019

Budget Line Item	Total
Salaries & Benefits	\$ 276,474
Other Direct Costs	\$ 51,642
Direct Participant Costs	\$ 194,076
Indirect Costs	\$ 99,530
Total	\$ 621,722

Note: The Subrecipient shall expend a minimum of 90% of the contract budget.