

Attachment D - Assurances and Certifications

CERTIFICATION LETTER FROM SIGNATORY AUTHORITY

CERTIFICATION: The information contained in this proposal fairly presents the organization and its proposed operating plans and budget for a WIOA funded program. I acknowledge that I have read and understand the requirements and provisions of the RFP and that the organization is prepared to implement the project/program as specified in this proposal.

I further certify that all information contained in this proposal is true and correct and shall be open to verification should Area 20 or its representatives desire to do so. I also certify that all costs contained in the proposal are real, allowable, necessary, non-defective, and allocable to the WIOA program and are not of allocable credits, refunds and rebates, and are not a duplication of funds already available or which will be available from other funding sources.

I agree that should this program be funded, our organization will abide by the Workforce Innovation and Opportunity Act (WIOA) rules and regulations, state and local policies applicable to the law, regulations and plans for administration.

I certify that I am authorized to sign the attached proposal and to commit this organization to the provision of services contained therein.

Finally, I do hereby certify that this organization is not currently in any stage of formal bankruptcy proceedings.

Authorizing Official's Name and Title

Social Security Number OR Taxpayer ID Number

Authorizing Official's Signature

Date

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MANAGEMENT ASSURANCES

Area 20 and its representatives will enter into contracts only with organizations that provide reasonable assurance in their applications that they are capable of managing, operating, monitoring and reporting according to federal and state guidelines, and standards of usual and customary business practices. This shall include:

1. Sufficient capability to operate the program.
2. Assurance that any proposed work sites meet the requirements of Area 20 WDB policies, WIOA rules and regulations.
3. Making available for review and monitoring the names and qualifications of their officers, directors, and managing personnel and those of any affiliates or subsidiaries who have operational or fiscal responsibilities for the WIOA program services contracted for.
4. Making available a list of all programs for which they are receiving financial assistance during the last three years and that they have substantially complied with the requirements, procedures and objectives of such programs.
5. Assurance that no information available showing substantial non-compliance with WIOA regulations, or if there is, they shall include an acceptable plan to correct such deficiencies.
6. Assurance that all personnel will have the basic training in the applicable WIOA requirements and regulations for the program being funded prior to the program beginning.
7. Assurance that internal policies meet state and federal guidelines regarding EEO and provide for fair and reasonable employment practices.
8. The proposer agrees to pay for "Reasonable Accommodations" for handicapped persons as defined in 29 CFR part 37.4

Authorized Representative's Signature

Date

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AFFIRMATIVE ACTION POLICY STATEMENT

It is the policy of _____
Name of Organization

to provide equal employment opportunity (EEO) to all persons regardless of race, color, creed, religion, sex, age, national origin, physical or mental handicap, political affiliation, belief, marital status, arrest or conviction record, public assistance status, or veteran's status. Therefore, this organization will take Affirmative Action to ensure that we will:

1. Train in all job classifications regardless of the above differences.
2. Make program decisions that are in accordance with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities.
3. Incorporate our equal employment opportunity policy in all personnel actions such as compensation, benefits, transfers, layoffs, company sponsored training, education and tuition assistance, career development, upgrading, demotion, and promotions.

The success of an Affirmative Action program requires maximum cooperation between the management and its employees.

To obtain these objectives, _____
Name

will serve as the Equal Employment Opportunity Representative for our organization. The above named person will be responsible for working with Area 20 staff on all EEO matters and for monitoring and evaluating this organization's success in achieving Affirmative Action goals.

Authorized Representative's Signature

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**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ THE INSTRUCTIONS ON THE NEXT PAGE OF THE RFP).

- 1) 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.

- 2) 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.

Name and Title of Signatory Authority for Proposing Agency

Signature

Date

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INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. 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.
3. 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 due to changed circumstances.
4. 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. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds further 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.
6. 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 Voluntarily Exclusion--Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it 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 is not required to check the List of Parties Excluded from Procurement or Non-procurement Programs.
8. 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 normal,

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possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 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.