



Request for Proposals (RFP)

EV Battery Manufacturing Fast Track Training Support

I. Purpose of the Request for Proposal

The Grundy Livingston Kankakee Workforce Board and County of Kankakee (the fiscal agent), are soliciting proposals for the delivery of workforce development training, recruiting and job placement support for the specialized EV Battery Manufacturer in the Kankakee County.

II. Background

The Workforce Board works in partnership with County of Kankakee to administer this funding opportunity. The County of Kankakee is the local workforce innovation area fiscal agent and the Workforce Board is the program administrator, provides oversight, and technical assistance.

The Workforce Board is comprised of a group of volunteers representing local business and industry, educational agencies, community-based organizations, organized labor, rehabilitation agencies, economic development, and public employment service.

It is a strategic planning, policy, and oversight body for the workforce area which includes Grundy, Livingston, & Kankakee Counties. The Workforce Board does not conduct direct services to customers. As such, the Workforce Board works to ensure efficient use of funds that maximizes outcomes. The Workforce Board will provide technical assistance as needed and support the service delivery system in its continuous improvement.

Contracts entered into with successful applicant will be contracts with the Workforce Board and County of Kankakee. All contracts resulting from this RFP are contingent upon the availability of funds and are subject to amendment or termination due to the lack of or reduced funding. All parties contracting must comply with all regulations and any other interpretations published by the State of Illinois. Administration and operation of this program is subject to compliance with State policies and procedures as issued from Illinois Department of Commerce and Economic Opportunity and local policies and procedures as issued by the Workforce Board.

This RFP is not in itself an offer for work, nor does it commit the Workforce Board or County of Kankakee to fund any proposals submitted, nor be held liable for costs associated with the preparation or research of proposals.

III. Program Description

This RFP sets forth the requirements for funding for the Fast Track Training Support Program funded by the State of Illinois Workforce, Technology, and Economic Development Funds.

Investments in clean energy technology and infrastructure, funded by this RFP, will offer numerous employment and business development opportunities. The goal of this program is to support the clean energy industry and large EV battery manufacturing employer in Kankakee County with customized workforce services including, but not limited to:

- Developing and implementing strategies to attract skilled individuals to the EV battery

- manufacturing sector;
- Developing and administering customized assessments and reviewing employer needs;
- Employee recruitment, screening, and placement;
- Direct outreach opportunities for employers to connect with potential applicants, including but not limited to job fairs and hiring events;
- Developing and implementing job training programs to establish and retain a skilled workforce that meet industry standards;
- Providing funding for training costs incurred prior to employment under a customized job training program for Illinois resident trainees; and
- Providing supportive services and financial assistance costs for workers and trainees to overcome barriers to engaging in and completing training and retaining employment with an EV battery manufacturer.

IV. Program Requirements

This RFP is soliciting proposals on the following activities:

Outreach and Recruitment

Applicants must provide details about their recruitment and outreach strategies to attract workers to the employment opportunities and/or program services when applying.

Employer Engagement

Applicants must work exclusively with the Kankakee County EV Battery Manufacturer that has a *Reimagining Electric Vehicles and Clean Energy Tier 2 (REV Tier 2)* Agreement with Illinois Department of Commerce and Economic Opportunity. The applicant must work with these employer(s) to develop and coordinate the implementation of the program activities and services.

Career Planning

Career planning is a customer-centered approach in the delivery of services to prepare and coordinate comprehensive career (employment) plans for participants that ensures access to workforce activities and supportive services during program participation. Effective career planning includes assessment, career readiness activities, preparation, and training, along with appropriate job placement, and ending with follow-up.

Comprehensive Assessment

A thorough assessment is the foundation for understanding the participant's employment goals, existing skills, and career readiness and determining all barriers to employment that may exist. It is not a one-time activity, nor is it a one-size-fits-all approach. Assessments help prepare participants to determine existing skills, identify those that require additional training, develop an employment plan, and connect them to services through appropriate referrals.

Training

Training services are critical to the employment success of many individuals. Training programs must align with the skills identified by the Kankakee County EV Battery Manufacturer. The training provided to program participants must be consistent with the comprehensive assessment and employment plan. Identifying career pathways through education and work-based learning is encouraged to accelerate career advancement of program participants. Note that training providers funded under this RFP must comply with the Private Business and Vocational Schools

Act of 2012, 105 ILCS 426, as applicable (see: <https://www.ibhe.org/pbvsfaq.html>).

Supportive Services

Supportive Services provide participants with assistance that is necessary to achieve success. Applicants must provide their Supportive Service policy if they intend to provide these services through this grant. Examples of supportive services include but are not limited to the following:

- Linkages to community services;
- Assistance with transportation;
- Assistance with childcare and dependent care;
- Assistance with housing;
- Assistance with educational testing;
- Reasonable accommodations for individuals with disabilities;
- Legal services, including background checks;
- Referrals to digital equity resources such as low or reduced-cost internet connectivity programs, devices, and digital solutions to facilitate remote work, at-home learning, or communications with employers or employability service providers;
- Referrals to the Illinois Comptroller for financial digital literacy training and banking enrollment and services;
- Referrals to health care and services such as immunizations, vision, and dental care;
- Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses, protective eye gear and other essential safety equipment;
- Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and
- Payments and fees for employment and training-related applications, tests, and certifications

Barrier Reduction Services

Barrier reduction services are devoted to increasing family stability and job retention by covering accumulated emergency costs for basic needs, such as housing-related expenses (rent, utilities, internet connectivity, etc.), transportation, childcare, digital technology needs, education needs, mental health services, substance abuse services, income support, and work-related supplies that are not typically covered by programmatic supportive services. Eligible applicants must provide their Barrier Reduction Services policy if they intend to provide these services through this grant.

Placement

The placement of program participants in jobs in the EV battery manufacturing industry in Kankakee County is one of the primary goals of the program. Successful applicants will utilize several job placement services, including:

- Working with the employer partner(s) on the anticipated employment needs;
- Engaging with the employer partner(s) on hiring and recruiting events and collaborating with workforce, training, and community partners to identify employment opportunities, training needs and gaps in services;
- Providing job fairs and Virtual Job Fair site in Illinois workNet to connect workers with employers.

Follow-Up

Follow-up services are encouraged, as appropriate, to support participants after they have been placed in a job. Follow-up services must meet the needs of the participant and may include, but are not limited to, the following:

- Supportive services and/or Barrier Reduction services;
- Mentoring;
- Financial literacy education;
- Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services;
- Providing individuals with information about additional educational or employment opportunities, including digital literacy, digital confidence, competency, and training;
- Counseling individuals about the workplace.

V. Eligible Respondents

Any existing public entity, private not-for-profit entity or private for-profit entity who has prior workforce development experience and believes it has the capability, experience and capacity to provide the services required under this RFP may submit a proposal for consideration. Individuals may not propose.

Applicants should have an established history of providing a comprehensive range of workforce services tailored to the unique needs of manufacturers in Kankakee County. This funding is intended to address workforce opportunities and contribute to the growth and sustainability of the EV industry in the region.

Respondents must demonstrate a background in effectively working with employers in meeting employer's workforce and training needs.

VI. Timeframes/Funding/Period of Performance

The funds available through this proposal will be available for a twelve month period July 1, 2024 to June 30, 2025. The Workforce Board may renew the yearly contract for a maximum of four and half years (4.5 years) contingent upon successful performance and funding. The grant end date is December 31, 2029. The option to extend will be at the complete discretion of the Grundy Livingston Kankakee Workforce Board.

This grant program is utilizing State of Illinois funds appropriated by the General Assembly.

Funding

Total amount of funding expected to be awarded through this RFP is \$4,530,000.

EV Battery Manufacturing Fast Track Training Support funds may be used for the following expenses:

- Contracts with experts to support assessments, development of specialized training programs for EV battery manufacturing employers
- Necessary industry subject matter expertise on hiring for large industrial employers

- undertaking significant hiring efforts on a short period of time
- Training equipment and facilities
- Direct outreach opportunities (e.g. job fairs) for employers to connect with potential applicants
- New employee training costs and incumbent worker training costs
- Conducting customized assessments and review of business processes and needs to develop appropriate promotion, recruitment, hiring and training plans
- Relevant employee recruitment, screening, and placement costs
- Expenses for the ongoing evaluation and refinement of the curricula and related materials
- Expenses for the design and implementation of a needs assessment to determine specific skill shortages being experienced by manufacturing, specifically EV battery manufacturing
- Expenses for the design and implementation of a needs assessment to determine the education and training needs of participants relative to the skill needs of EV battery manufacturers
- Expenses for the design of curricula and related materials for training programs designed for individuals in the target population to prepare them to meet identified skilled labor shortages
- Expenses for the delivery of industry-linked training and work-based learning to individuals and the placement of program completers into EV battery manufacturing jobs
- Program participant wages or stipends that are participating in On-the-Job Training. Projects must comply with the Illinois Paid Leave for All Workers Act.
- Expenses for career planning activities that provide one-on-one staff assistance and career counseling
- Supportive services and barrier reductions funds to participants to assist overcoming barriers to successful employment

Pre-award costs are incurred at the applicant's own risk and will not be funded if an award is not made. Pre-award costs for services in anticipation of an award may be allocable, where necessary for the efficient and timely performance of the program and are subject to 2 CFR 200.458 and, where permitted, in the final executed grant agreement. To be accepted, proof of services must meet the guidelines and requirements outlined within this RFP. Costs associated with the development of a grant proposal are not allowed.

Type of Contract

The contract will be cost reimbursement. Total contract amount will be reimbursed based on actual costs incurred according to approved budgets. Any awarded contract will conform to the terms required by the State of Illinois. Payment for services rendered will be made only when costs have been incurred and documentation of all costs will be required.

The Workforce Board and County of Kankakee reserve the right to terminate any contract, without notice, at their sole discretion. Should a contract be terminated, the Workforce Board and County of Kankakee will be responsible for reimbursing only those costs actually incurred prior to the date of termination.

Performance

The selected applicant will be evaluated on an ongoing schedule to determine whether or not to continue the contract. The ongoing evaluation will include a review of the quality of services provided, the program costs, the integrity of fiscal systems and administrative controls, and the adherence to the terms of the contract. One or multiple contracts will be awarded at the discretion of the Grundy Livingston Kankakee Workforce Board. The Workforce Board also reserves the right to award no contract(s).

The applicant will be required to report performance data on the activities and outcomes that are negotiated in a project work plan in support of large EV battery manufacturers in Kankakee County. The anticipated activities and outcomes may include, but are not limited to:

- Number of targeted recruitment campaigns resulting in an increase in qualified applicants expressing interest in EV battery manufacturing roles
- Number of job fairs conducted (virtual and in-person) with EV battery manufacturers
- Number of individuals enrolled in job-specific training to support EV battery manufacturers
- Number of individuals completing job-specific training to support EV battery manufacturers
- Number of individuals that achieve an industry recognized measurable skill gain, post-secondary certificate, degree or completed a registered apprenticeship program in EV battery manufacturing jobs
- Number of individuals assisted to reduce barriers to obtain permanent employment with EV battery manufacturers
- Number of individuals hired by EV battery manufacturing company(s) in Kankakee County
- Number of individuals retained in unsubsidized employment for 6 and 12 months by EV battery manufacturers in Kankakee County
- Number of individuals experiencing a wage/benefit increase in EV battery manufacturing jobs in Kankakee County
- Number of individuals participating in upskill training to help advance in their current position in EV battery manufacturers in Kankakee County

VII. Submittal Requirements

Proposal Submission

- All responses must be typed on 8½ X 11 inch paper and using a 12 point font.
- Pages must be numbered and each page should have a footer with the name of the agency submitting the proposal.
- Proposals should be submitted in electronic format via email to lrussell@glkwb.com. A receipt will be emailed when a proposal is received. If proposers do not receive an email receipt it is their responsibility to contact the Workforce Board to verify receipt of the proposal.

All proposals must be received by 12:00 pm (noon) on Friday, May 10, 2024. Any proposal received after this date and time will not be considered or evaluated.

The following information is required in the proposal.

- Cover Page (Attachment A)
- Program Proposal Narrative as outlined in Section VIII.
- Budget (Attachment B)
- Certification regarding Debarment (Attachment C)
- Assurances and Certifications Statement (Attachment D)
- Organization most recent financial audit. The organization’s financial audit does not need to be submitted electrically with the proposal. It will not be required unless the applicant is selected as a contractor.

Questions Regarding the RFP

Inquiries regarding this RFP should be directed to Ladonna Russell via email at russell@glkwb.com. Questions must be presented in writing by April 19, 2024. Questions other than those presented in writing by the due date will not be entertained.

A summary of all questions and answers will be posted on the Workforce Board website at www.glkwb.com.

Timeline

The timeline for soliciting proposals, review, selection and negotiation is presented below.

RFP Released	April 9, 2024
Deadline for submission of questions	April 19, 2024
Proposal Due	May 10, 2024 at 12 pm
Workforce Board meeting to approve proposals	June 4, 2024
Contract Begins	July 1, 2024

VIII. Program Proposal Narrative

The following information must be included in the proposal.

A. Executive Summary

Provide a 500-word max summary of the project goals and objectives which demonstrates the applicant’s ability to meet the primary goals of the program. The applicant should articulate their ability to establish/maintain: workforce recruitment programs in Kankakee County, electric vehicle industry specific training, and workforce retainment programs in Kankakee County.

B. Technical Proposal

The proposal must include a narrative portion that highlights the goals of the applicant organization with respect to participants, activities to be undertaken, and the outcomes of these activities. At the minimum the proposal, the proposal should include the following information:

1. Capacity

- Provide a detailed information to demonstrate your ability to successfully manage grants of comparable scale and scope.
- Provide detailed information to demonstrate your ability to effectively deliver quality

workforce training targeted to electronic vehicle battery manufacturer(s).

2. Need

- Provide information to demonstrate how the project will provide effective workforce development training opportunities for prospective trainees.
- Provide information to demonstrate how the project will align workforce development training with the needs of major electric vehicle battery manufacturer.

3. Project Quality/Work Plan

- Provide a description of how the program requirements outlined below will be planned and implemented.
 - i. Outreach and Recruitment
 - ii. Employer Engagement
 - iii. Career Planning
 - iv. Comprehensive Assessment
 - v. Training
 - vi. Supportive Services/Barrier Reduction Services
 - vii. Placement
 - viii. Follow Up

4. Provide information regarding anticipated service levels and performance goals as outlined below.

- i. Number of targeted recruitment campaigns
- ii. Number of job fairs conducted
- iii. Number of individuals enrolled in job specific training
- iv. Number of individuals completing job specific training
- v. Number of individuals that achieve an industry recognized skills credential, post-secondary certificate, degree, or complete a registered apprenticeship
- vi. Number of individuals hired
- vii. Number of individuals retained in unsubsidized employment for 6 and 12 months
- viii. Number of individuals who experience a wage/benefit increase
- ix. Number of individuals participating in upskilling to help advance their current position.

C. Budget

The proposal must include a line item budget using the budget template provided as Attachment B and a budget narrative. **No other budget forms will be accepted.** After an applicant is selected, the approved budget is subject to a negotiated agreement and is subject to the policies of the Workforce Board and future guidance, policies and technical assistance from State of Illinois Department of Commerce and Economic Opportunity

1. The proposal must show that its cost for providing services is reasonable, and allowable including details of indirect costs. Review of cost items may include comparison of costs among proposers, comparisons of average costs with previous experience, and a comparison

of individual cost items with market prices. Proposals that may rank well against program design and effectiveness criteria may not be funded because of unreasonable, excessive unexplained or unallowable costs.

2. The financial plan must describe all costs associated with implementing the project that are to be covered with the grant funds. All costs should be necessary and reasonable according to the Federal guidelines set forth in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards set forth in 2 CFR 200. Commonly referred as “Super-Circular” or “Omni-Circular”.
3. The narrative must support and explain the information contained on the Budget Estimate form.

D. Staffing Plan.

Each respondent is required to submit a staffing plan. At a minimum the Staffing Plan must provide the total number of staff, the position titles, the salary range of each position, and the estimated cost of benefits. An organizational chart must be attached showing organizational structure for the staff assigned to project.

1. If staff providing will operate under a cost allocation plan, the organization must describe the process for tracking and allocating costs such as staff salaries, benefits, rent, utilities, etc. and provide a copy of the cost allocation plan.
2. If there are existing staff that are planned to be full time staff under this contract, identify them by name, proposed position, and provide a brief description of their qualifications. If staff is to be hired, outline the process and timeline that will be used to recruit and select qualified individuals. Specify the date by which these individuals can be expected to assume his/her position.

E. Signatures

An official authorized to commit the bidder must sign the Cover Page, (Attachment A). Each respondent is required to review, sign and submit in their proposals the Certification regarding Debarment included as Attachment C and the Assurances and Certifications Statement included as Attachment D.

IX. Review Criteria/Evaluation Process

A task force of the Grundy Livingston Kankakee Workforce Board will serve as the review panel for proposals submitted pursuant to this RFP. The panel will have at least one representative from Kankakee County (the fiscal agent). This panel will independently score each proposal using a standard proposal review instrument. A maximum of 100 points may be awarded to any single proposal. Proposals receiving a score below 70 points will be disqualified.

<u>Review Criteria</u>	<u>Maximum Points</u>
A. Capacity	10
B. Need	25
C. Project Quality/Work Plan	20
D. Performance Goals & Service Levels	10

E. Budget: Necessity and Reasonableness of Budget Items	30
F. Staffing Plan	5
Total Points Possible	100

X. General Requirements

- A.** This RFP does not commit the Grundy Livingston Kankakee Workforce Board and the County of Kankakee to award a grant, to pay any costs incurred in the preparation of a proposal, or to procure or contract for services or supplies prior to issuance of a written agreement.
- B.** Any verbal comments or discussion concerning this solicitation cannot add, delete or modify any written provision of this Request for Proposal. Only changes to the requirements of this RFP issued in writing will have force.
- C.** Upon request, respondents may be asked to furnish satisfactory evidence of their ability to successfully provide the services requested by this RFP. This evidence may include copies of reports on prior independent audits of the respondent. The Grundy Livingston Kankakee Workforce Board and County of Kankakee reserve the right to make the final determination as to the respondent's capabilities.
- D.** The Grundy Livingston Kankakee Workforce Board and County of Kankakee reserve the right to cancel this Request for Proposal for any reason, or accept or reject any or all proposals for any reason or to negotiate with any and all respondents on modifications to proposals.
- E.** All costs incurred in conjunction with the preparation of a proposal are the sole responsibility of the respondent, and will not be paid or reimbursed.
- F.** The proposal submitted by the successful respondent, modified as necessary through negotiations, will become part of a contractual agreement among the Grundy Livingston Kankakee Workforce Board, County of Kankakee and the successful respondent.
- G.** All data, material and documentation originated or prepared by the respondent pursuant to a contract award shall belong exclusively to the Grundy Livingston Kankakee Workforce Board and County of Kankakee, and be subject to disclosure under the Freedom of Information Act.
- H.** The Workforce Board and County of Kankakee reserve the right to withdraw any award for failure to successfully negotiate and execute a contract with the respondent within 30 days of the award of this RFP.
- I.** The successful respondent will be prohibited from disseminating products and information developed under the award without the prior written consent of the Workforce Board.
- J.** Any changes in Fast Track program requirements or funding levels may result in changes to the services described in any proposal and subsequent contract. The Workforce Board and County of Kankakee reserve the right to modify or alter requirements and standards set forth in this RFP based on program requirements mandated by the State of Illinois.

- K.** Proposals submitted for funding must operate according to Workforce Board policies, all applicable Federal regulations, and other requirements by the State of Illinois.
- L.** Successful respondents must ensure compliance with Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards set forth in 2 CFR 200. Commonly referred as “Super-Circular” or “Omni-Circular
- M.** The Workforce Board and County of Kankakee expect that respondents will have the administrative and financial management capabilities required. Respondents must have in place, or agree to establish, the following:
- Personnel, grievance and travel policies
 - Equal opportunity/nondiscrimination policies
 - Financial management and accounting policies and procedures
- N.** The Grundy Livingston Kankakee Workforce Board and County of Kankakee reserve the right to conduct discussions with respondents. Respondents will be accorded fair and equal treatment concerning any opportunity for discussion of their proposals.
- O.** Respondents may be required to make oral presentations, participate in negotiations and to re-write portions of proposals as agreed during negotiations.
- P.** All respondents must ensure equal opportunity to all individuals. If awarded contract, the respondent must ensure that no individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination under this funded program or activity because of race, color, religion, sex, national origin, age, disability, or political affiliation or belief.
- Q.** All respondents must ensure access to services by individuals with disabilities pursuant to the Americans with Disabilities Act.
- R.** This program is subject to the provisions of the “Jobs for Veterans Act,” Public Law 107-288, which provides 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 the Department of Labor. DOL ETA Training and Employment Guidance Letter (TEGL) No. 5-03 provides general guidance on the scope of the veterans priority statute and its effect on employment and training programs.
- S.** This program is subject to the Child Labor Law which regulates the employment of workers less than 18 years of age. The law protects children by (1) requiring employment certificates. The certificate confirms that a minor is old enough to work, physically capable to perform the job, and that the job will not interfere with the minor's education; (2) prohibiting work in hazardous occupations; and (3) limiting working hours. All work before 7 a.m. and after 7 p.m. is prohibited. However, work until 9 p.m. is allowed from June 1 through Labor Day.
- T.** Contractors must agree to abide by the Equal Pay Act of 2003 which prohibits employers with four or more employees from paying unequal wages to men and women for doing the same or substantially similar work, requiring equal skill, effort, and responsibility, under similar working conditions for the same employer in the same county, except if the wage difference is based upon a seniority system, a merit system, a system measuring earnings by quantity or quality of

production, or factors other than gender.

- U. Respondents selected must allow access to all Fast Track records, program materials, staff and participants by authorized Federal, State and local officials.
- V. The Workforce Board and County of Kankakee reserves the right to withdraw or reduce the amount of an award or to cancel any contract or agreement resulting from this procurement if adequate funding is not available or received from the Illinois Department of Commerce and Economic Opportunity or other funding sources or due to legislative changes.

Response Cover Sheet
Proposal to Provide EV Battery Manufacturing Fast Track Training Support

Name of Respondent Organization: _____

Type of Organization:

Public entity

Private not-for-profit organization

Private for profit organization

Other

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Website: _____

Federal Employer ID Number: _____

DUNS Number: _____

Name of Authorized Representative: _____

Authorized Representative email Address: _____

Statement of Certification

The information contained in this proposal fairly represents the proposed operating plans and budget necessary to conduct the activities described. The respondent organization assures that it is prepared to implement the activities described in the proposal. This proposal has been duly authorized by the governing body of the respondent organization. I certify that I am authorized to sign this statement on behalf of the organization submitting this proposal.

Typed Name of Authorized Representative

Title

Signature of Authorized Representative

Date

Attachment B

Grundy Livingston Kankakee Workforce Board		
Organization:		
Project:		
Contract Term:		to
Expenditures	Code	Budget
Salaries	50010	
Employee Benefits	50955	
Workers Compensation Insurance	51500	
General Liability Insurance	51800	
Rent Expense	52400	
Water & Sewer	52600	
Heat	52650	
Electricity	52700	
Telephone	52750	
Mobile Telephones	52800	
Professional Fees	54200	
Payroll Processing Fees	54240	
Client Payroll/FICA & Medicare	54700	
Client OJT, new employee training, incumbent worker training	54701	
Client WBL: Staff Salary/Benefits	54702	
Client Travel	54705	
Client Stipends	54710	
Client Tuition/ITA	54720	
Client Remedial Training	54721	
Client Occupational Training	54722	
Client Training Supplies	54725	
Client Support	54730	
Client Employment Support Service	54731	
Indirect Costs	54650	
Staff Travel	55520	
Staff Conferences	55530	
Staff Meeting Expense	55535	
Postage/Freight	55650	
Subscriptions/Publications	55700	
Printing	55800	
Membership/Dues	55950	
Computer Services	56100	
Office Supplies	56800	
Computer Software/Equipment	86000	
Office Equipment	86500	
Total		

**Certification Regarding Debarment, Suspension, and other Responsibility Matters
Lower Tier Covered Transactions**

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 signing the certification, read the following instructions which are an integral part of the certification:

By signing and submitting this proposal, the prospective recipient of grant funds is providing the certification set out below.

1. The prospective recipient of grant funds is not on the federal government Excluded Parties list, is not on the Illinois Stop Payment list, and is not on the Department of Healthcare and Family Services Provider Sanctions list
2. The prospective recipient of grant funds provide immediate written notice to the Workforce Board if at any time the prospective recipient of grant funds learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances
3. The prospective recipient of grant funds shall provide immediate written notice to the Workforce Board if at any time the prospective recipient of grant funds learns its certification was erroneous when submitted or has become erroneous by reason of 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 the rules implementing Executive Order 12549.
5. The prospective recipient of grant funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
6. The prospective recipient of grant funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions", 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 Nonprocurement 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 normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 6 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, the Workforce Board may terminate this transaction for cause or default.

The prospective recipient of grant 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, not on the Illinois Stop Payment List, and not on the Department of Healthcare and Family Services Provider Sanctions list

Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature Date

Name of Applicant Agency

Assurances and Certifications

The Contractor hereby assures and certifies compliance with each of the requirements where applicable:

1. Permit and cooperate with state investigations undertaken in accordance with these grant funds.
2. Contractors must ensure access to services by individuals with disabilities pursuant to the Americans with Disabilities Act.
3. Record retention requirements which will be outlined in the grant agreement.
4. Require all lower tier subcontractors to comply, with the policy on lobbying restrictions as established in accordance with OMB Circular 2 CFR 200.
5. The policy on debarment and suspension regulations as established in accordance with 29 CFR Part 98.
6. Require all organizations to comply with the Single Audit Act of 1984, as amended in 1996 ("Single Audit Act") or 2 CFR Subpart B-General Provisions or Subpart F – Audit Requirement or a grant specific financial and compliance audit.
7. The Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subcontractor shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which one is otherwise entitled. The recipient shall report all suspected or reported violations to the Federal awarding agency.
8. The Davis-Bacon Act as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provision Applicable to Contracts Governing Federally Financed and Assisted Construction"). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the Federal awarding agency.
9. Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. §327-330) as supplemented by Department of Labor regulations (29 CFR Part 5). Under Section 102 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis on a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1½ times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions that are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
10. Compliance with all requirements relating to the performance of experimental, developmental, or research work including providing for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR Part 401.
11. All applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. §7401 et. seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. §1251 et. seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
12. The provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. §§1352). Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. §1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient. See 29 CFR Part 98.

13. The provisions of Debarment and Suspension (E.O.'s 12549 and 12689) – No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.'s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.
14. This program is subject to the provisions of the "Jobs for Veterans Act," Public Law 107-288, which provides 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 the Department of Labor. DOL ETA Training and Employment Guidance Letter (TEGL) No. 5-03 provides general guidance on the scope of the veterans priority statute and its effect on employment and training programs.
15. This program is subject to the Child Labor Law which regulates the employment of workers less than 18 years of age. The law protects children by (1) requiring employment certificates. The certificate confirms that a minor is old enough to work, physically capable to perform the job, and that the job will not interfere with the minor's education; (2) prohibiting work in hazardous occupations; and (3) limiting working hours. All work before 7 a.m. and after 7 p.m. is prohibited. However, work until 9 p.m. is allowed from June 1 through Labor Day.
16. Contractors must agree to abide by the Equal Pay Act of 2003 which prohibits employers with four or more employees from paying unequal wages to men and women for doing the same or substantially similar work, requiring equal skill, effort, and responsibility, under similar working conditions for the same employer in the same county, except if the wage difference is based upon a seniority system, a merit system, a system measuring earnings by quantity or quality of production, or factors other than gender.

APPLICABLE STATUTES

1. **Drugfree Workplace Act (30 ILCS 580/1. et.seq.)** Contractor will make the certification required in this Agreement and will comply with all of the provisions of the Drugfree Workplace Act, which are applicable to the Grantee. False certification or violation of the requirements of the Drugfree Workplace Act may result in sanctions including, but not limited to, suspension of grant payments, termination of this Agreement and debarment of contracting or grant opportunities with The Workforce Board for at least one (1) year but not more than five (5) years.
2. **Freedom of Information Act (5 ILCS 140/1 et. seq.)** Applications, programmatic reports and other information obtained by The Workforce Board under this Agreement shall be administered pursuant to the Freedom of Information Act.
3. **Historic Preservation Act (20 ILCS 3420/1 et. seq.)** The Contractor will not expend funds under this Agreement which results in the destruction, alteration, renovation, transfer or sale, or utilization of a historic property, structure or structures, or in the introduction of visual, audible or atmospheric elements to a historic property, structure or structures, which will result in the change in the character or use of any historic property.
4. **Land Trust/Beneficial Disclosure Act (765 ILCS 405/2.1)** No grant award funds shall be paid to any trustee of a land trust, or any beneficiary or beneficiaries of a land trust, for any purpose relating to the land which is the subject of such trust, any interest in such land, improvements to such land or use of such land unless an affidavit is first filed with the Illinois Department of Employment Security identifying each beneficiary of the land trust by name and address and defining such interest therein.
5. **State of Illinois Discrimination Laws (775 ILCS 5/1-101, et. seq.)** In carrying out the performance required under this Agreement, the Contractor shall comply with all applicable provisions of the Illinois Human Rights Act, and rules and regulations promulgated by the Illinois Department of Human Rights, prohibiting unlawful discrimination in employment. The Contractor's failure to comply with all applicable provisions of the Illinois Human Rights, or applicable rules and regulations promulgated thereunder, may result in a determination that the Contractor is ineligible for future contracts or subcontractors with The Workforce Board, and this Agreement may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.
6. **Unemployment Insurance Act (820 ILCS 405/1900)** In the context of performance under this Agreement, the Contractor will or may have access to documents, files, records or other information that is confidential within the meaning of Section 1900 of the Unemployment Insurance Act and agrees to comply with all provisions set forth in Section 1900 of said Act regarding nondisclosure of any such information, including penalties for noncompliance.

STATE OF ILLINOIS REQUIRED CERTIFICATION

1. **AMERICAN WITH DISABILITIES ACT** The Americans with Disability Act (ADA) (42 U.S.C. 12101 et. seq.) and the regulations thereunder (28 CFR 35.130) prohibit discrimination against persons with disabilities by the State, whether directly or through contractual agreements, in the provision of any aid, benefit or services. As a condition of receiving this Agreement, the Contractor certifies that services and activities under this Agreement are, and will continue to be in compliance with the ADA.
2. **ANTI BRIBERY** The Contractor certifies that neither it nor its employees have been convicted of bribing or attempting to bribe an officer or employee of the State of Illinois or has made an admission of such guilt as defined in the Illinois Procurement Code (30 ILCS 500 et. seq.).
3. **BID-RIGGING/BID ROTATING** The Contractor certifies that it has not been barred from contracting with a unit of State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961 (720 ILCS 5/33 E-3 and 5/33 E-4).
4. **COMPLIANCE WITH APPLICABLE LAW** The Contractor certifies that it shall comply with all applicable provisions of Federal, State and local law in the performance of its obligations pursuant to this Agreement.
5. **DEFAULT ON EDUCATIONAL LOAN** The Contractor certifies that this Agreement is not in violations of the Educational Loan Default Act (5 ILCS 385/3) prohibiting certain contracts to individuals who are in default on an educational loan.
6. **DISCRIMINATION/ILLINOIS HUMAN RIGHTS ACT** The Contractor certifies that it will not commit unlawful discrimination in employment in Illinois as defined in Article 2 of said Act; it will comply with the provisions of Article 5; it will comply with the policies and procedures established by the Department of Human Rights under Article 7 of the Act. The Contractor certifies that, if applicable, it will comply with “an act to prohibit discrimination and intimidation on account of race, creed, color, sex, religion, physical or mental handicap unrelated to ability or national origin in employment under contracts for public buildings or public works.” (775 ILCS 10/0.01 et.seq.).
7. **INTERNATIONAL ANTI-BOYCOTT CERTIFICATION** The Contractor certifies that it nor any substantially owned affiliate company is participating or will participate in an international boycott, as defined by the provisions of the U.S. Export Administration Act of 1979, or as defined by the regulations of the U.S. Department of Commerce, promulgated pursuant to that Act (30 ILCS 582/1 et. seq.).
8. **SEXUAL HARASSMENT** The Contractor certifies that it has written sexual harassment policies that shall include, at a minimum, the following information: the illegality of sexual harassment; the definition of sexual harassment under state law; a description of sexual harassment; internal complaint process including penalties; legal recourse, investigative and complaint process available through the Department of Human Rights and the Human Rights Commission; directions on how to contact the Department and Commission and protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act (775 ILCS 5/2-105 (B)(5)).

Name and Title of Authorized Representative

Signature Date

Name of Applicant Agency