

DUE DATE: August 16, 2024, by 3:00 p.m.

CENTRAL SAVANNAH RIVER AREA REGIONAL COMMISSION

Workforce Development

REQUEST FOR PROPOSALS Youth Services

DUE DATE: August 16, 2024
DUE TIME: 3:00 P.M.

ALL BIDS MUST BE SUBMITTED BY THE DUE DATE AND DUE TIME NOTED ABOVE.

A file containing all of the RFP required documents must be submitted as follows:

SUBMIT BIDS BY EMAIL TO:

To: acrosson@csrarc.ga.gov
CC: squattlebaum@csrarc.ga.gov
Subject: Workforce RFP



DUE DATE: August 16, 2024, by 3:00 p.m.



MEMORANDUM

TO: Prospective Responders
FROM: Andy Crosson, Executive Director
DATE: July 5, 2024
SUBJECT: REQUEST FOR PROPOSALS – Workforce Development

The Central Savannah River Area Regional Commission is seeking proposals as noted below. If you are interested in responding to our Request for Proposals, please do so by the date noted in the attached RFP and in the manner so described.

Timeline Schedule

Release Date July 5, 2024
Due Date..... August 16, 2024 (by 3:00 p.m.)
Award Announcement September 15, 2024
Executed Contracts on or before October 1, 2024

NO PROPOSALS WILL BE ACCEPTED AFTER 3:00 PM on August 16, 2024.

Should you have any questions, please do not hesitate to contact me.

DUE DATE: August 16, 2024, by 3:00 p.m.

REQUEST FOR PROPOSALS FOR WORKFORCE DEVELOPMENT SERVICES

The CSRA Regional Commission (hereinafter referred to by name or “CSRA RC”), as the WIOA Fiscal Agent/Grant Recipient, 3626 Walton Way Ext. Suite 1, Augusta, GA 30909, will receive proposals (hereinafter referred to as “Proposal” or “Proposals” or “Bid” or “Bids”) to this Request for Proposals (RFP) until 3:00 PM August 16, 2024 for Workforce Development Services in the counties of Columbia, Glascock, Hancock, Lincoln, McDuffie, Taliaferro, Warren, Washington and Wilkes as outlined below. Any awards will be contingent upon the designation of those counties as members of WorkSource Region 12 by the Technical College System of Georgia.

- Youth Services

No proposals will be received after 3:00 PM on August 16, 2024.

The CSRA RC is not obligated to enter into any contract on the basis of any submitted proposal. The CSRA RC reserves the right to request additional information from any Responder submitting a proposal if the CSRA RC, in its sole discretion, deems such information necessary to further evaluate the proposals to this RFP. The CSRA RC reserves the right, in its sole discretion, to interview any Responder responding to this RFP. The CSRA RC reserves the right to waive informalities and minor irregularities in submittals and reserves the sole right to determine what constitutes informalities or minor irregularities. Responder shall be responsible for all costs associated with responding to this RFP.

Any questions concerning this RFP or requests for additional information must be directed in writing to:

Andy Crosson, Executive Director
acrosson@csrarc.ga.gov or
CSRA Regional Commission
3626 Walton Way Ext, Suite 1
Augusta, GA 30909

by 12:00 p.m. on August 5, 2024. Answers/proposals from the CSRA RC to questions or requests for additional information will be in writing and will be provided to all persons who have received a copy of this RFP and/or requested to be included on the mailing list for potential addendums as noted above.

The CSRA RC will evaluate each Proposal, choosing the one that, in the CSRA RC’s sole discretion, is the most responsive Proposal for the particular contract, best addresses the work to be performed, taking into consideration factors such as price, potential ability to perform successfully under the terms and conditions of the contract, relevant past project experience/qualifications, organizational capacity, budget/financial capacity, and proposals to the scope of work and performance overview sections of this proposal.

The CSRA RC also reserves the right, in its sole discretion, to contact any and/or all Responders after receiving the Responder’s submittal to seek clarification of any portion thereof. The CSRA RC reserves the right to request additional information from any and/or all Responder if the CSRA RC deems, in its sole discretion, such information necessary to further evaluate the Responder’s qualifications and/or capacity to perform.

The CSRA Regional Commission reserves the right, in its sole discretion, to cancel the RFP at any time, to amend the RFP before the due date for proposals, to alter the timetables for procurement as set forth in the RFP prior to the due date, to reject any or all Proposals submitted, and/or to waive any technicalities or formalities

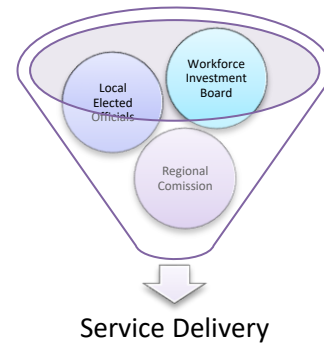
Awarding of any contracts and any subsequent periodic payments during the grant period is contingent upon receipt of local, state and federal funds during the contract period. **EOE / ADA / M/F/H/O**

DUE DATE: August 16, 2024, by 3:00 p.m.

SECTION A – BACKGROUND AND INTRODUCTION

Through this Request for Proposal (RFP), the CSRA Regional Commission, in its capacity as the WIOA fiscal agent/grant recipient, is soliciting proposals from potential Responders interested in operating certain workforce programs in the State-Designated CSRA Workforce Area 12 for the period outlined within the “Period of Performance and Contract Terms” section of this RFP. Responders may limit their request to serve a particular geographical area.

Responders must complete the Request for Proposal and Letter of Transmittal to be considered. Selected Responders will become a part of the service delivery system detailed in CSRA RC’s Local Area Plan (a planning document for the CSRA). Inclusion in the Area Plan does not guarantee or imply any grant award for subsequent years. This RFP only covers the period outlined in the “*Period of Performance and Contract Terms*” section of this RFP.



Comprehensive

The workforce system provides a comprehensive approach to programs and services through the depth of partnerships associated with the program. The partnerships start at the WDB level and permeate throughout the levels of service delivery. Vendors and WIB members alike work to connect participants with the resources that are most needed.

Workforce Development Board (WDB): The WDB functions as a policy board and oversight mechanism for the WIOA funded programs in Georgia’s WIOA Region 12. The WDB bylaws, which outline Board and Chief Elected Official responsibilities including oversight and liabilities, were approved in 2012 and most recently updated in 2017.

Local Elected Officials Board: The Local Elected Officials Board is comprised of the chief elected officials and/or his/her designee from the local governments within WIOA Region 12. The Local Elected Officials Board appoints members to the Workforce Development Board and provide critical linkage to local communities.

The CSRA Regional Commission has the responsibility for developing a Local Area Plan for workforce development services and programs which describes this service delivery system in detail and the impact the Plan has on the planning and service area. The Local Area Plan is implemented through contracts, subgrant agreements, and cooperative agreements negotiated with various providers and local jurisdictions to implement services for the benefit of unemployed and underemployed residents in the service area. **The Local Area Plan planning period should not be confused with the period of contracts, subgrant agreements, or cooperative agreements awarded under this RFP.**

DUE DATE: August 16, 2024, by 3:00 p.m.

A.1. SCOPE OF WORK

This RFP package covers a variety of workforce-related services. This package should only be used to respond to the following programs:

- Youth Services

For ease of use, a full scope of work for each service is included in the appendix.

A.2 PROCUREMENT TIMETABLE AND PROPOSAL SUBMISSION

Proposals to this RFP are due to the CSRA Regional Commission no later than three p.m. (3:00 p.m.) on the date noted on the memorandum attached to this RFP. If you do not know the date when your proposal is due, you should contact Andy Crosson, the CSRA RC's Executive Director, at acrosson@csrarc.ga.gov. **Proposals will not be accepted after this deadline.**

A file containing all of the RFP required documents must be submitted by email to:

To: acrosson@csrarc.ga.gov
CC: squattlebaum@csrarc.ga.gov
Subject: Workforce RFP

A.3 PERIOD OF PERFORMANCE

All subgrant agreements resulting from this Request for Proposal process are contingent on the availability of funds from the Technical College System of Georgia. The terms and conditions of the CSRA RC's contract with TCSG and any subsequent policy decisions, laws or regulations shall be applied to the contractor(s)/subgrantee(s) chosen through this process.

This RFP covers services to begin October 1, 2024, and ending on June 30, 2025. Any contract(s)/subgrant/cooperative agreement(s) issued as a result of this RFP will be awarded for this time period to conform with the CSRA RC's fiscal year (July 1st to June 30th). Any subsequent year contract(s)/subgrant/co-operative agreement(s) in the planning period will be determined at the CSRA RC's sole discretion which may or may not involve a new Request for Proposals being issued. Nothing herein shall be deemed any commitment by the CSRA RC to contract with any successful Responder for any period of time past June 30, 2025.

The CSRA Regional Commission may, at its sole discretion, terminate any contract or subgrant agreement issued as a result of this RFP due to non-availability of funds, due to default, or for cause, or for convenience, at any time by giving a thirty (30) day notice.

DUE DATE: August 16, 2024, by 3:00 p.m.

A.8 CSRA RC PROCUREMENT RIGHTS

In addition to any rights, terms, or conditions listed within this Request for Proposals, the CSRA RC also specifically and expressly retains the following rights in regard to this procurement:

1. The CSRA Regional Commission reserves the right, in its sole discretion, to contact any and/or all Responders after receiving the Responder’s submittal to seek clarification of any portion thereof. The CSRA RC reserves the right to request additional information from any and/or all Responder if the CSRA RC deems, in its sole discretion, such information necessary to further evaluate the Responder’s qualifications and/or capacity to perform.
2. The CSRA Regional Commission reserves the right, in its sole discretion, to cancel the RFP/RFQ at any time, to amend the RFP/RFQ before the due date for proposals, to alter the timetables for procurement as set forth in the RFP prior to the due date, to reject any and/or all Proposals submitted, and/or to waive any technicalities or formalities.
3. Awards shall be made only to Responders who possess, at the Commission’s sole discretion, the potential ability to perform successfully under the terms and conditions of a proposed procurement.
4. Awarding of any contracts and any subsequent periodic payments during the grant period is contingent upon receipt of local, state and federal funds during the contract period.

A.9 REQUIREMENTS OF SUCCESSFUL RESPONDER

The successful Responder will be responsible for providing the services outlined in the “Scope of Work” section of this Request for Proposals in accordance with Technical College System of Georgia’s guidelines and CSRA Regional Commission’s requirements as specified in this RFP and in the subsequent contracting documents.

A.10 POTENTIAL CONFLICTS OF INTEREST

Any potential conflicts of interest must be identified and addressed in all proposals. In making such disclosures, the respondent must a) identify the person or persons for whom a potential conflict of interest exists, b) the relationship to any current or former board member, current or former advisory council member, or current or former employee; and c) the nature of the potential conflict. The person or persons for whom the potential conflict of interest exists shall certify that he/she will abide by all rules established in the Workforce Implementation Guidance [WIG-GA-15-007R-Conflict-of-Interest-Provision.pdf \(tcsge.edu\)](#). *All Responders must complete the “Conflicts of Interest Disclosures” form in Section D and attach additional sheets if any potential conflicts exist and answer the questions outlined above in such proposals.*

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SECTION B – PROPOSAL NARRATIVE

The following Request for Proposal (RFP) package consists of five (5) parts:

- 1.0 Forms
- 2.0 Organizational Capacity
- 3.0 Program Overview
- 4.0 Scope of Work
- 5.0 Budget

All of the requested items in each of these sections must be addressed and identified by the appropriate number and heading as listed below. Following the forms (1.0), Section 2.0 Organizational Capacity is an overview of the Responder organization detailing its capacity to deliver services; 3.0 Program Overview includes a description of the service delivery, addresses confidentiality, contributions, marketing strategies and provides a complete listing of services to be provided; 4.0 Scope of Work section identifies and describes the supportive services to be provided and must be repeated and completed for each service; and, 5.0 Budget section is a budget for the contract period that includes all services to be provided.

All Responders must provide general information by completing the **Responder Information Sheet and the Request for Qualifications Form (Section 1.0)**. These sheets should be used as the cover sheets for the completed proposal package. **In addition to this information, Responders must attach Articles of Incorporation (if private organization) and copies of appropriate licenses required to provide stated services (if applicable).**

Complete the following proposal cover page and attach it to the front of your proposal package.

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B.1 RESPONDER INFORMATION SHEET

Name of Organization: _____

Physical Address:

Street: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax Number: _____

E-Mail: _____

Mailing Address:

Street and/or P.O. Box: _____

City: _____ State: _____ Zip: _____

Type of Organization: _____ Public _____ Private Non-Profit
(check all that apply) _____ Private Proprietary _____ Minority owned
(for informational/statistical purposes only) _____ Female owned _____ Less than 500 employees

Primary Contact Person: Name: _____

Title: _____

Type of Service Proposed	Number to be Served	Number of Units (if applicable):

County(ies) to be Served: _____

Total Funds Requested: _____

_____ does hereby accept all the terms of the Request for Proposals,

Agency Name

and I certify that to the best of my knowledge and belief, the cost data in this proposal are accurate, complete, and current.

Name of Person Legally Authorized to Act for Agency (typed or printed)

See signature page for binding electronic signature

Date: _____

Signature of Person Legally Authorized to Act for Agency



B.2 REQUEST FOR QUALIFICATIONS

All information requested is required prior to consideration of any proposal. The undersigned certifies under oath to factual truth and correctness of all information presented.

Name of Firm/Individual: _____

Form of Legal Entity (if applicable): _____

Address: _____

Phone: _____

Name and Title of Respondent: _____

Have you or your firm defaulted on a contract or failed to complete any work awarded, or been involved in work related to litigation (if yes, please describe)?

List up to ten (10) projects which demonstrate skills to be used on a similar project. Note project name, location, owner, year, and nature of firm/individual's responsibility:

List key personnel and qualifications likely to be involved on this type of project and explain their specific role in the work to be done:

List professional references for the firm/individual:

Certifying that all answers to the foregoing questions and all statements therein contained are true and correct, I acknowledge that I am authorized to submit this proposal and that, if this proposal is accepted, I or my organization, will perform the duties as described.

Name of Responder (typed or printed)

Title (typed or printed)

See signature page for binding electronic signature

Signature of Legally Authorized Person

Date



B.3 Statements for Transmittal

All Responders are required to acknowledge the following statements.

1. The Responder certifies that they are registered and in good standing (if required) with the Georgia Secretary of State to do business in the State of Georgia.
2. The person signing the proposal is the person in the Responder's organization responsible for, or authorized to make, decisions related to this proposal.
3. A certification that the requested funds(s) proposed have been arrived at independently without collusion, communication, or agreement relating to such prices with any other Responder or competitor(s).
4. As an official representative of the responder, you acknowledge that the proposal does not deviate from the detailed requirements of this RFP and an acknowledge that the CSRA RC, at its sole discretion, reserves the right to reject any proposal containing deviations and/or to require modifications before accepting any such deviations, and/or to immediately terminate any subgrant agreement and/or contract entered into when deviations that have not been duly noted are subsequently discovered.
5. The Responder and any applicable subcontractor(s) will comply with the Georgia Security and Immigration Compliance Act, which requires the verification of the work eligibility for all newly hired employees through an electronic federal work authorization program (Employment Eligibility Verification (EEV)/Basic Pilot Program).

(Note: For more information about the Georgia Security and Immigration Compliance Act, visit the Georgia Department of Labor's website at: <http://www.dol.state.ga.us>) The EEV/Basic Pilot Program can be accessed at <https://e-verify.uscis.gov/enroll/>.)

6. The Responder is sufficiently solvent to meet performance requirements of this project and, if a non-government entity, has submitted detailed financial data that gives a clear indication of the Respondent(s)' fiscal ability to perform the scope of services.

(Note: Preferred documentation includes, in order of preference, 1) the most recent Comprehensive Annual Financial Report (CAFR); 2) financial statements (FS) that have been reviewed by an independent public accountant (IPA) with accompanying notes; 3) FS compiled by and IPA; 4) federal tax returns; and 5) last internally prepared FS's signed by the owner or an individual familiar with finances of the entity.)

7. The responder acknowledges that all proposals become the property of the CSRA RC and will not be returned to the Responder and acknowledges that the CSRA RC will have the right to use all ideas or adaptations of ideas contained in any proposal received and that selection or rejection of the proposal will not affect this right.
8. The responder certifies that no contact specifically related to this solicitation, direct or otherwise, has occurred with any employee of the CSRA RC or any Technical College System of Georgia staff with direct involvement with this RFP process, except as permitted by the RFP and that you acknowledge that any

subcontractor(s)/subgrantee(s) listed in this proposal also complied with this restriction on communications as well.

9. The responder certifies that no undisclosed conflict of interest relationship exists nor will exist during the contract/subgrant period should the Responder enter into a subgrant agreement and/or contract with the CSRA RC that interferes with fair competition or is a conflict of interest.

(Note, disclosures of potential conflicts of interest are done on the Conflict-of-Interest Disclosure form contained in this RFP and do not necessarily prevent the Responder from successfully contracting with the CSRA RC.)

10. The responder acknowledges that the Responder assume(s) all costs associated with the preparation and submission of all documents related to this RFP and that no claim will be made for payment to cover costs incurred in the preparation or submission of this proposal or any other costs associated with responding to any portion of this RFP.
11. The responder acknowledges that prior to award, the apparent winning Responder will enter into discussions with the CSRA RC to resolve any subgrant agreement and/or contractual differences before an award is made and that these discussions are to be finalized and all exceptions resolved within two (2) weeks of notification, unless mutually agreed otherwise in writing, and if they are not resolved in that time, this could lead to rejection of this proposal and discussions initiated with the Responder deemed by the CSRA RC, in its sole discretion, to be the next most responsive Responder.
12. The responder acknowledges that the CSRA RC, in its sole discretion, may make any award(s) to the Responder whose proposal is the most responsive for the particular contract, best addresses the work to be performed, taking into consideration factors such as price, potential ability to perform successfully under the terms and conditions of the contract, analysis of the applicable cost analysis, relevant past project experience/qualifications, organizational capacity, budget/financial capacity, and proposals to the scope of work and performance overview sections of this proposal.
13. The responder acknowledges understanding that the CSRA RC reserves the right, in its sole discretion, to contact any and/or all Responders after receiving this proposal to seek clarification of any portion thereof and that the CSRA RC reserves the right to request additional information from any and/or all Responder if the CSRA RC deems, in its sole discretion, such information necessary to further evaluate the Responder's qualifications and/or capacity to perform.
14. The responder acknowledges understanding that this RFP will result in an award for service(s) that will expire at the end of the performance period outlined in the RFP and that the contract/subgrant award document will outline methods of termination of the award.
15. The responder acknowledges that any contract(s)/subgrant/cooperative agreement(s) issued based on this RFP will be awarded only for the period of performance outlined in the RFP with such period conforming to the CSRA RC's fiscal year (July 1st to June 30th).
16. The responder acknowledges that any/all contract(s)/subgrant agreement(s) resulting from this Request for Proposal process are contingent on the availability of funds from the Technical College System of Georgia (TCSG) and that the terms and conditions of the CSRA RC's contract with TCSG and any

subsequent policy decisions, laws or regulations shall be applied to the contractor(s)/subgrantee(s) chosen through this process.

17. The responder acknowledges that subgrant agreements, contracts, and cooperative agreements issued as a result of this RFP may be amended, by mutual agreement, from time-to-time whenever adjustments are needed because of changes in the CSRA RC's funding sources, and that any such agreement(s)/contract(s) may be immediately terminated by the CSRA RC if mutual agreement cannot be reached.
18. The responder acknowledges that, notwithstanding any other certifications to the contrary, the CSRA RC may terminate any contract(s)/subgrant agreement(s) issued as a result of this RFP due to non-availability of funds, due to default, or for cause, or for convenience, at any time by giving thirty (30) days' notice.
19. The responder acknowledges that the CSRA RC reserves the right, in its sole discretion, to cancel the RFP at any time, to amend the RFP before the due date for proposals, to alter the time tables for procurement as set forth in the RFP prior to the due date, to reject any and all proposals submitted, and/or to waive any and/or all technicalities or formalities and that awarding of any and/or all contracts and periodic payments during the grant period is contingent upon receipt of local, state and federal funds during the contract period.
20. If the Responder has had prior subgrant agreements, contracts, or cooperative agreements with the CSRA Regional Commission, you acknowledge that the obligations set forth under the previous agreement(s)/contract(s) were successfully met.
21. You certify that the Responder has read, understands, and accepts all other terms, conditions, criteria, and requirements set forth in this RFP.

Name of Responder (typed or printed)

Title (typed or printed)

See signature page for binding electronic signature

Signature of Legally Authorized Person

Date

B.4 PROPOSAL NARRATIVE

When preparing the proposal narrative, all Responders must respond by providing information related to the items identified below. The proposal narrative should include the same numbering system used herein and should address the issues/questions raised. If a question does not apply, please indicate with "NA". The proposal narrative will be used during the evaluation of proposals and should demonstrate your agency's understanding of the work to be performed and capacity to carry out such work if awarded.

PROPOSED SERVICES

Please describe the proposed program:

1.0 ORGANIZATIONAL CAPACITY

Please provide brief descriptions of each of the following:

1.1 Purpose of Organization/Background

Briefly state the vision and mission of your organization and provide information about your organization's history in providing the types of services outlined in the Scope of Work section of this RFP.

1.2 Capacity to Deliver Services

Describe the organization's community leadership and service delivery system and capacity to deliver services. In doing so, also address each of the following:

1.2.1 Discuss and outline your organization's relevant experience in delivering these specific services for which the organization is applying.

1.2.2 Provide a description of the agency's accomplishments for the past year (i.e. Annual Report and/or brochure)

1.2.3 Describe how you will interface with the CSRA Regional Commission and other One-Stop Partners to effectively resolve issues related to service delivery and clients.

1.2.4 Discuss any business relationships your organization has had with the workforce development-related network.

1.3 Staffing Structure

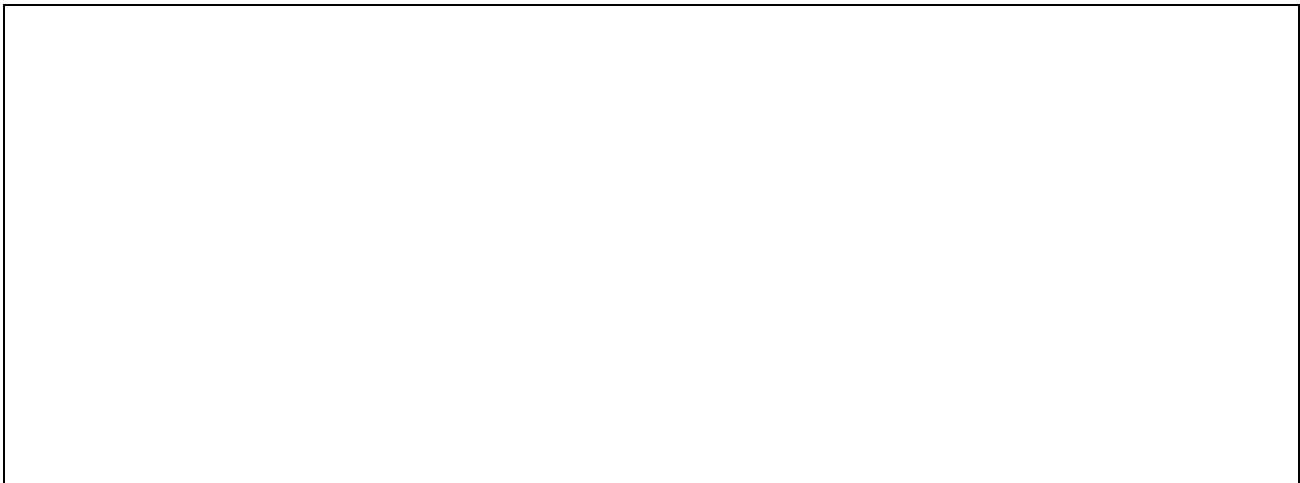
1.3.1 Provide a list of positions that will be responsible for this program.

- 1.3.2** Discuss the qualifications and capability of staff to provide effective services that will meet all program standards and provide resumes for key staff associated with the administration and management of this project.



1.4 Hours of Operation

List the hours and days of operation for administrative offices and service delivery sites, including whether supervisory or office support staff is available weekends, evenings, or holidays. Describe procedures for service provision in case of disaster or inclement weather.




1.5 Financial Capacity (for all non-government responders)

All non-government organizations must demonstrate financial stability, fiscal control and compliance with Generally Accepted Accounting Principles. It is each Responder's responsibility to provide sufficient documentation in its proposal to enable the CSRA RC to adequately assess the Responder's ability to perform the scope of work outlined in this RFP.

1.5.1 Provide a brief financial history that proves the organization has the financial capability and capacity to deliver the services for which the organization is applying.

1.5.2 List any other Federal/State grants the agency has administered during the past five years and provide contact information for each.

1.5.3 Provide sufficient documentation to enable the CSRA RC to evaluate the Responder' fiscal ability to perform the scope of work outlined within this RFP. Such documentation includes, but is not necessarily limited to, in order of preference: 1) the most recent Comprehensive Annual Financial Report (CAFR); 2) financial statements (FS) that have been reviewed by an independent public accountant (IPA) with accompanying notes; 3) FS compiled by and IPA; 4) federal tax returns; and 5) last internally prepared FS's signed by the owner or an individual familiar with finances of the entity.)



2.0 SCOPE OF SERVICES

The following information must be provided.

2.1 Description of Service

Identify and define the service(s) you are proposing to provide as well as the county(ies) that you plan to serve. Describe how it will be provided, including the tasks to be performed. Refer to the Scope of Work section for the appropriate service names as well as the definition.

2.2 Subcontracting

Describe, for each service, any proposed subcontract agreements and clearly identify the general scope of work to be performed by the subcontractor. If subcontracting for a service, include documentation of the bidding process to secure such subcontractors. Describe subcontractor qualifications, subcontractor requirements and how the subcontractor will be monitored. Any required reporting forms, with due dates, for subcontractors should be included in the proposal.

3 ADDITIONAL QUESTIONS

Please provide answers to the following additional questions associated with the applicable Scope(s) of Work.

ONE-STOP Operations

3.5.1 How will you ensure that a broad spectrum of partners is active at the One-Stop?

3.5.2 Which sites are you proposing to coordinate?

3.5.3 What are your planned operational hours?

B.5 BUDGET

A program budget must be prepared and submitted using the provided Excel template. A printed copy should be submitted with the proposal. An electronic copy must also be submitted either by email or on a cd (to accompany proposal).

A budget narrative must also be submitted based on the following instructions.

Budget Instructions **(complete the section highlighted in spreadsheet)**

- **Line #1** – Provide Agency Name how you would like for it to appear in the contract.
- **Line #2** – Provide the Federal Taxpayer Identification Number
- **Line #3** – Identify the type of business
- **Line #4** – Provide the address and DUNS# of the corporation. This address is where all correspondence will be sent. The DUNS Number can be obtained at www.dnb.com.
- **Line #5** – Provide the name and contact information for the executive director, or the person responsible for signing the contract.
- **Line #6** – Provide the name and contact information for the program director. This will be our first contact for this program.
- **Line #7** – The contract budget period should match the period in the RFP or RFQ.
- **Line #8** – Provide the name of the program being operated.
- **Line #9** – The amount requested is the total amount of the requested funding and the total number proposed to be served should input here.
- **Line #10** – Cost per Individual Served is Amount Requested / Total Number Served from Line #9.
- **Line #23** – Total program budget should include RC funds as well as any other federal or local matching funds.
- **Line #24** –Award Amount should agree to the amount requested on Line #9.
- **Line #25-28** – Provide the amount of all matching funds. Enter each specific source used to provide these matching funds.
- **Line #29** – Total Budgeted Revenues should equal the total program budget.

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Budget Narrative

The budget narrative must address the following elements.

1. EMPLOYEE COSTS:

a. Wages

Identify the name, title, and FTE of each employee that will charge this program. For any employee with an FTE of <1, please provide a list other programs charged.

Example:

John Smith, Program Director (\$50,000)
Youth Program .50
TANF Program .25
General Agency Programs .25

Amount budgeted for this contract = \$25,000

NAME	Title	FTE	Salary	Amount to WIOA

b. Payroll Related Expenses

Identify each payroll related expense included in the budget and the formula used.

Example:

Social Security – Total Wage Budget = \$100,000 x 7.65% = \$7,650

Any payroll related expenses over and above Social Security, Worker’s Compensation, and Unemployment Insurance must have a company policy attached.

c. Employee Travel

Employee travel must be supported through mileage logs or supervisor approved mileage reimbursement forms. The CSRA RC will not reimburse for gas purchases. To be reimbursed for employee travel, you must submit a copy of a travel reimbursement policy identifying the mileage reimbursement rate.

2. OPERATIONAL COSTS:

a. Consumable Supplies Expenses

Consumable supplies include supplies and materials that relate to the program that cannot be used for future programs. Please identify the supplies and materials that you plan on buying in detail (i.e. do not just include a “per participant” cost).

b. Insurance Costs

You may only include insurance costs if they are specifically provided for this program. If you are including direct insurance costs, please provide support as to the premium amount that relates specifically to this program.

3. OTHER COSTS:

Please list and give a detailed description of all other costs that need to be reimbursed by this program. Please keep in mind the federal allowable cost principles.

4. SUPPORTIVE SERVICES PAID TO PARTICIPANTS

Some participants may require supportive services. If supportive services are planned, please provide a description and estimate of each cost. Case Management providers are required to provide supportive services, as needed, to participants. No participant may receive more than \$3,000 for supportive services per calendar year.

5. SMALL EQUIPMENT

Please provide the detail of planned purchases of equipment less than \$500.00. Equipment is any item that will be used for the program but has the potential of continued use beyond the duration of this contract.

6. EQUIPMENT

Please provide details of planned purchases of equipment over \$500.00. Equipment is any item that will be used for the program but has the potential of continued use beyond the duration of this contract.

[Empty rectangular box for providing details of planned equipment purchases.]

SECTION C ASSURANCES



Contractual and Administrative Assurances

The following assurances must be signed and included with the proposal.

- General Financial Requirements and Assurances
- Contractual and Standard Program Assurances
- Assurance of Compliance with Title VI of the Civil Rights Act of 1964, As Amended
- Assurance of Compliance with Section 504 of the Rehabilitation Act of 1973, As Amended and the Americans' with Disabilities Act of 1990, As Amended
- Certification Regarding Debarment, Suspension, and Other Responsibility Matters
- Disclosure of Lobbying Activities
- Certification of Non-Collusion
- Conflict of Interest Disclosures
- E-Verify Certification
- Copeland "Anti-Kick Back" Act Certification
- Davis Bacon Act Certification
- Contract Work Hours and Safety Standard Act Certification
- Procurement of Recovered Materials Certification
- Clean Air Act Certification

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GENERAL FINANCIAL REQUIREMENTS AND ASSURANCES

The Responder/provider assures that the following general financial conditions are understood and will be met as a requirement for entering into a contract with the CSRA Regional Commission (CSRA RC) for workforce development services:

1. I understand that the CSRA Regional Commission shall have the right to suspend/withhold payment if conditions of the contract are not met.
2. I understand that CSRA RC shall not be liable for non-payment or late payment for services rendered if funds are not available or have not been received from the Technical College System of Georgia.
3. I understand that federal, state, and program income are restricted funds and must be spent during this fiscal year. The minimum required match is the minimum non-federal funds necessary to earn the federal and state funds for the program.
4. I understand that program income is funds voluntarily donated by the participants of the program to increase or maintain services. Included in the budget is an estimate of the funds to be collected during this next fiscal year and is based on the history of such collections of program income from participants of the program.

I HAVE REVIEWED, UNDERSTAND AND AGREE TO ABIDE BY THE FINANCIAL CONDITIONS AS STATED ABOVE.

Name of Responder (typed or printed)

Title (typed or printed)

See signature page for binding electronic signature

Signature of Legally Authorized Person

Date

CONTRACTUAL AND STANDARD PROGRAM ASSURANCES

The Responder/provider assures the following general conditions will be met as a requirement for entering a contract with the Regional Commission:

1. Assures compliance with Workforce Investment Act and other funding sources as well as all federal, state laws, standards, policies and procedures. Also assures the compliance with the CSRA Regional Commission's requirements regarding administration and delivery of services.
2. Assures the provision of training to staff and volunteers as needed and/or required.
3. Assures that the priorities established by the CSRA Regional Commission that persons with greatest economic or social need are met.
4. Assures that any required criminal record checks are performed for all employees who have direct contact with program participants.
5. Assures records relating to the workforce programs are kept on file for at least five (5) years after the end of the contract period.
6. Assures all services provided under this program will meet current state and local licensure safety and insurance requirements for the provision of those services.
7. Assures contracts for subcontracted services are submitted to Regional Commission for review and approval prior to the service beginning.
8. Assures written personnel policies affecting agency staff have been developed to include, but not limited to, written job descriptions for each position, evaluations of job performance, annual leave, sick leave, holiday schedules, normal working hours, and compensatory time. Personnel policies and hiring policies are in compliance with federal and state laws regarding employment and payroll practices.
9. Assures Responder has written client grievance and personnel grievance procedures have been developed, posted, and distributed to clients and personnel.
10. Assures Responder has policies prohibiting the release of any client's name, medical records or conditions, or other identifying information to any persons outside the agency without first obtaining the expressed consent of the client. The agency shall also require all subcontracting agencies performing services to adhere to similar policies concerning client confidentiality.
11. Assures coordination with other workforce-related programs and services in the community.
12. Assure compliance with existing regulations and all relevant and current circulars from the Office of Planning and Budget for determination and allowableness of costs in connection with federal/state contracts and grants.
13. Assures the accurate and timely reporting of programmatic and financial information to the Regional Commission, state and federal government as required.
14. Assures a method is implemented to obtain client feedback on services provided to maintain quality of programs.
15. Assures access to all program and agency records by the CSRA RC, the Technical College System of Georgia and other federal or state officials or auditors as needed.
16. Assures cooperation in the transition of any service subsequently contracted to another vendor/contractor.

I HAVE REVIEWED, UNDERSTAND, AND AGREE TO ABIDE BY ALL CONDITIONS (1 – 16) AS STATED.

Name of Responder (typed or printed)

Title (typed or printed)

See signature page for binding electronic signature

Signature of Legally Authorized Person

Date

**ASSURANCE OF COMPLIANCE WITH TITLE VI OF THE
CIVIL RIGHTS ACT OF 1964, AS AMENDED**

THE RESPONDER HEREBY AGREES THAT it will comply with Title VI of the Civil Rights Act of 1964, as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 CFR Part 80) issued pursuant to that title, to the end that, in accordance with Title VI and the Act and the Regulation, no person in the United States shall, on the ground of political affiliation, religion, race, color, sex, handicap, age, or national origin, be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any program or activity financed in whole or in part by federal funds, which the RESPONDER provides or participates directly through a contractual or other arrangement.

The RESPONDER agrees to make no distinction on the ground of political affiliation, religion, race, color, sex, handicap, age, or national origin with respect to admission policy or procedure or in the provision of any aid, care, service or other benefits to individuals admitted or seeking admission to the RESPONDER.

This assurance is given in consideration of and for the purpose of receiving any and all payments from state agencies receiving federal grants. The RESPONDER recognizes and agrees that state agency financial payments will be extended in reliance on the presentations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance.

The assurance is binding on the RESPONDER, its successors, transferees, and assignees, and the persons whose signatures appear below are authorized to sign this assurance on behalf of the RESPONDER.

Name of Responder (typed or printed)

Title (typed or printed)

[See signature page for binding electronic signature](#)
Signature of Legally Authorized Person

Date

**ASSURANCE OF COMPLIANCE WITH SECTION 504 OF THE
REHABILITATION ACT OF 1973, AS AMENDED, AND THE
AMERICANS WITH DISABILITIES ACT OF 1990, AS AMENDED**

The RESPONDER HEREBY AGREES THAT it will comply with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended, and all requirements imposed by the applicable DHHS regulation (45 CFR Part 84) and all guidelines and interpretations issued pursuant thereto.

Pursuant to sub-section 84.5(a) of the regulation (45 CFR 84.5(a)), the RESPONDER gives this Assurance in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts (except procurement contracts and contracts of insurance or guaranty), property, discounts, or other federal financial assistance extended by the Department of Health and Human Services after the date of this Assurance, including payments or other assistance made after such date on Proposals for federal financial assistance that were approved before such date.

The RESPONDER recognizes and agrees that such federal financial assistance will be extended in reliance on the representations and agreements made in this Assurance and that the United States will have the right to enforce this Assurance through lawful means. This Assurance is binding on the RESPONDER, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the recipient.

This Assurance obligates the recipient for the period during which federal assistance is extended by it to the Department of Health and Human Services or, where the assistance is in the form of real property, for the period provided for in sub-section 84.5(b) of the regulation (45 CFR 84.5(b)).

The RESPONDER: (check (a) or {b})

- a. _____ Employs fewer than fifteen (15) persons.
- b. _____ Employs fifteen (15) or more persons and, pursuant to sub-section 84.7(a) of the regulation (45 CFR 84.7(a)), has designated the following person(s) to coordinate its efforts to comply with the DHHS regulation.

Name of Compliance Person

I certify that this information is complete and correct to the best of my knowledge.

Name of Responder (typed or printed)

Title (typed or printed)

See signature page for binding electronic signature

Signature of Legally Authorized Person

Date

**CERTIFICATION
REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY
AND VOLUNTARY EXCLUSION FOR COVERED CONTRACTS AND GRANTS**

Federal Executive Order 12549 requires the CSRA Regional Commission to screen each covered potential contractor/grantee to determine whether each has a right to obtain a contract/grant in accordance with federal regulations on debarment, suspension, ineligibility, and voluntary exclusion. Each covered contractor/grantee must also screen each of its covered subcontractors/providers.

In this certification “contractor/grantee” refers to both contractor/grantee and subcontractor/sub-grantee: “contract/grant” refers to both contract/grant and subcontract/subgrant. By signing and submitting this certification the potential contractor/grantee accepts the following terms:

1. The certification herein below is a material representation of fact upon which reliance was placed when this contract/grant was entered into. If it is later determined that the potential contractor/grantee knowingly rendered an erroneous certification, in addition to other remedies available, the U.S. federal government, the State of Georgia, or the CSRA Regional Commission may pursue available remedies, including suspension and/or debarment.
2. The potential contractor/grantee shall provide immediate written notice to the person to which this certification is submitted if at any time the potential contractor/grantee learns that the certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. The words “covered contract,” “debarred,” “suspended,” “ineligible,” “participant,” “person,” “principal”, “proposal,” and “voluntarily excluded,” as used in this certification have meanings based upon materials in the Definitions and Coverage sections of federal rules implementing Executive Order 12549. Usage is as defined in the attachment.
4. The potential contractor/grantee agrees by submitting this certification that, should the proposed covered contract/grant be entered into, it shall not knowingly enter into any subcontract with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by a federal department or agency, the State of Georgia and/or the CSRA Regional Commission as applicable.

Do you have or do you anticipate having subcontractors/subgrantees under this proposed contract?

_____ YES X _____ NO

5. The potential contractor/grantee further agrees by submitting this certification that it will include this certification titled “Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion for Covered Contracts and Grants” without modification, in all covered subcontracts and in solicitations for all covered subcontracts.
6. A contractor/grantee may rely upon a certification of a potential subcontractor/subgrantee that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered contract/grant, unless it knows that the certification is erroneous. A contractor/grantee must, at a minimum, obtain certifications from its covered subcontractors/subgrantees upon each subcontract’s/subgrant’s initiation and upon each renewal.
7. Nothing contained in all 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 certification document. The knowledge and information of a

contractor/grantee is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

- 8. Except for contracts/grants authorized under paragraph 4 of these terms, if a contractor/grantee in a covered contract/grant knowingly enters into a covered subcontract/subgrant with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in the transaction, in addition to other remedies available to the federal government, or other federal department or agency, as applicable, Technical College System of Georgia, or other state department or agency, as applicable, and/or the CSRA Regional Commission may pursue available remedies, including suspension and or debarment.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FOR COVERED CONTRACTS AND GRANTS.

Indicate which statement applies to the covered potential contractor/grantee:

_____ The potential contractor/grantee certifies, by submission of this certification, that neither it nor its principals is/are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract/grant by any federal department or agency or by the State of Georgia.

_____ The potential contractor/grantee is unable to certify to one or more of the terms in this certification. In this instance, the potential contractor/grantee must attach the explanation for each of the above terms to which he is unable to make certification.

NAME OF POTENTIAL CONTRACTOR/GRANTEE _____

See signature page for binding electronic signature

Signature of Authorized Representative

Printed/Typed Name of Authorized Representative

Date

Title of Authorized Representative

DISCLOSURE OF LOBBYING ACTIVITY

<p>1. Type of Federal Action:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance</p>	<p>2. Status of Federal Action:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>a. bid/offer/proposal b. Initial award c. post-award</p>	<p>3. Report Type:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>a. initial filing b. material change For Material Change Only: year _____ quarter _____ date of last report _____</p>
<p>4. Name and Address of Reporting Entity:</p> <p>___ Prime ___ Subawardee Tier _____, if known:</p> <p>Congressional District, if known:</p>		<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime</p> <p>Congressional District, if known:</p>
<p>6. Federal Department/Agency:</p>	<p>7. Federal Program Name/Description CFDA Number, if applicable: _____</p>	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known: \$</p>	
<p>10. a. Name and Address of Lobbying Entity (if individual, last name, first name, MI): (attach Continuation Sheet(s))</p>	<p>b. Individual Performing Services (including address if different from No. 10a) (last name, first name, MI) SF-LLL-A, if necessary)</p>	
<p>11. Amount of Payment (check all that apply):</p> <p>\$ _____ actual _____ planned</p>	<p>13. Type of Payment (check all that apply):</p> <p>_____ a. retainer _____ b. one-time fee _____ c. commission _____ d. contingent fee _____ e. deferred _____ f. other; specify: _____</p>	
<p>12. Form of Payment (check all that apply):</p> <p>_____ a. cash _____ b. in-kind; specify: nature _____ value _____</p>		
<p>14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for payment indicated in Item 11: (attach Continuation Sheet(s) SF-LLL-A, if necessary)</p>		
<p>15. Continuation Sheet(s) SF-LLL-A attached:</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 20px; display: flex; align-items: center; justify-content: center;">Yes</div> <div style="border: 1px solid black; width: 150px; height: 20px; display: flex; align-items: center; justify-content: center;">No</div> </div>		
<p>16. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.</p>		<p style="text-align: center; color: blue;"><i>See signature page for</i></p> <p>Signature: <i>binding electronic signature</i> _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____</p>
<p>Federal Use Only</p>		<p>Authorized for Local Reproduction Standard Form--LLL</p>

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee of prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity 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 a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number, Invitation for Bid (IFB) number, grant announcement number, the contract, grant, or loan award number, the proposal/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a); Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per proposal, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

CERTIFICATE OF NON-COLLUSION

FAILURE TO EXECUTE THIS CERTIFICATE WILL AUTOMATICALLY RESULT IN REJECTION OF PROPOSAL

I certify that this bid and/or proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment, and/or services and is in all respects fair and without collusion or fraud. I understand that collusive bidding and/or applying is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal for the Responder.

I HAVE REVIEWED, UNDERSTAND AND AGREE THAT THIS PROPOSAL HAS BEEN DEVELOPED AND SUBMITTED WITHOUT ANY COLLUSION BETWEEN THE RESPONDER AND ANY OTHER RESPONDER.

Name of Responder (typed or printed)

Title (typed or printed)

See signature page for binding electronic signature

Signature of Legally Authorized Person

Date

CONFLICT OF INTEREST DISCLOSURES

The Central Savannah River Area Regional Commission is recognized as an Organization of Ethics under the Georgia Municipal Association’s ethics designation program. Additionally, the RC has established ethics policies that dictate that potential conflicts of interest be clearly delineated by respondents seeking to do business with the RC or its component units. Such disclosures do not necessarily prevent the Responder/respondent/Responder from being awarded contracts by the RC so long as the disclosures take place in the Request for Proposal/Proposal/Bid process. This form must be submitted with all proposals to Central Savannah River Area Regional Commission Requests for Responses/Proposals/Bids.

Name of Firm/Individual: _____

Form of Legal Entity (if applicable): _____

Address: _____

Phone: _____

Name and Title of Respondent: _____

Disclosure Certification:

If the owner(s) and/or any key personnel or immediate family members of all such personnel identified in this proposal have been employed by the RC or served on any of the following Boards/Authorities/Councils currently or within the past five (5) years, please check the appropriate box(es) below and attach supporting documentation¹ you feel is necessary to address potential conflict of interest questions which may be raised:

_____ A former employee of the Central Savannah River Area RC

_____ Central Savannah River Area Regional Commission’s Council

_____ Region 12 Workforce Investment Board

_____ CSRA RC Historic Preservation Advisory Council

_____ CSRA RC Area Agency on Aging Advisory Council

_____ CSRA Business Lending (to include the following companies):

_____ CSRA Local Development Corporation

_____ CSRA Rural Lending Authority

_____ CSRA Resource Development Agency

_____ No owner, key personnel, or immediate family members serve in any capacity on the entities listed above.



By signing below, I acknowledge that the above disclosure is true and accurate as of the date signed.

See signature page for binding electronic signature

Signature of Certifying Official

Date Signed

¹ All Responders applying for funds through the Regional Commission must a) identify the person or persons for whom a potential conflict of interest exists, b) the relationship to any current or former board member, current of former advisory council member, or current of former employee; and c) the nature of the potential conflict. The person or persons for whom the potential conflict of interest exists shall certify that he/she will abide by all rules established by the Georgia Department of Economic Development Workforce Division.

E-Verify Certification
Affidavit Under O.C.G.A. § 13-10-91(b)(4)

By executing this affidavit, the undersigned sub-subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract for the Workforce Development Services on behalf of agencies of the State of Georgia has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. § 13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Sub-subcontractor

Name of Project

CSRA Regional Commission

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Name of Responder (typed or printed)

Title

See signature page for binding electronic signature

Signature of Legally Authorized Person

Date

Copeland “Anti-Kickback” Act

APPLICABILITY and PURPOSE

The Copeland (Anti-Kickback) Act (18 USC 874 and 40 USC 3145) makes it unlawful to induce by force, intimidation, threat of dismissal from employment, or by any other manner, any person employed in the construction or repair of public buildings or public works, financed in whole or in part by the United States, to give up any part of the compensation to which that person is entitled under a contract of employment. The Copeland Act also requires each contractor and subcontractor to furnish weekly a statement of compliance with respect to the wages paid each employee during the preceding week.

Contract Types

- Construction – This provision applies to all construction contracts and subcontracts financed under the AIP that exceed \$2,000.
- Equipment – This provision applies to all equipment installation projects (e.g. electrical vault improvements) financed under the AIP that exceed \$2,000. This provision does not apply to equipment acquisitions where the equipment is manufactured at the vendor’s plant (e.g. SRE and ARFF vehicles).
- Professional Services –The emergence of different project delivery methods has created situations where Professional Service Agreements (PSAs) include tasks that meet the definition of construction, alteration, or repair as defined in 29 CFR Part 5. If such tasks result in work that qualifies as construction, alteration, or repair and it exceeds \$2,000, the PSA must incorporate the Copeland Anti-kickback provision.
- Property –Ordinarily, land acquisition projects would not involve employment of laborers or mechanics and thus the Copeland Anti-Kickback provision would not apply. However, land projects that involve installation of boundary fencing and demolition of structures would involve laborers and mechanics. The sponsor must include this provision if the land acquisition project involves employment of laborers or mechanics for a contract exceeding \$2,000.

REQUIREMENTS:

All contractors must comply with the requirements of the Copeland “Anti-Kickback” Act (18 USC 874 and 40 USC 3145), as supplemented by Department of Labor regulation 29 CFR part 3. Contractor and subcontractors are prohibited from inducing, by any means, any person employed on the project to give up any part of the compensation to which the employee is entitled. The Contractor and each Subcontractor must submit to the Owner, a weekly statement on the wages paid to each employee performing on covered work during the prior week. Owner must report any violations of the Act to the Technical College System of Georgia.

Name of Responder (typed or printed)

Title (typed or printed)

See signature page for binding electronic signature

Signature of Legally Authorized Person

Date

Davis-Bacon Act Certification

Contracts exceeding two thousand dollars (\$2,000), must include a provision for compliance with the Davis-Bacon Act.

In summary, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week.

The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act ([40 U.S.C. 3145](#)), as supplemented by 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 subrecipient must 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 he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

The full Davis-Bacon Act is found at 40 U.S.C. 3141-3148. Please note that the Davis-Bacon Act applies to construction projects only.

Name of Responder (typed or printed)

Title (typed or printed)

See signature page for binding electronic signature

Signature of Legally Authorized Person

Date

Contract Work Hours and Safety Standards Act (CWHSSA)
(40 USC §3701 et seq.; 29 CFR Part 5)

Who is covered?

The Contract Work Hours and Safety Standards Act (CWHSSA) is administered by the Wage and Hour Division (WHD). CWHSSA applies to contractors and subcontractors on certain contracts with the federal government or the District of Columbia that require or involve the employment of laborers or mechanics (including guards and watchmen), including federal service contracts and federal construction contracts over \$150,000. Covered contracts include those entered into by the federal government, any agency or instrumentality of the federal government, any territory of the U.S., or the District of Columbia.

CWHSSA also applies to certain federally assisted construction contracts over \$100,000 subject to Davis-Bacon and Related Acts wage standards where the Federal Government is not a direct party, except those contracts where the federal assistance takes the form only of a loan guarantee or insurance.

Certain contracts are exempt from CWHSSA. These include contracts for the following:

- Transportation by land, air, or water;
- Transmission of intelligence;
- Purchase of supplies, materials, or articles ordinarily available in the "open market";
- Work required to be done in accordance with provisions of the Walsh-Healey Public Contracts Act; and
- Contracts administratively exempted by the Secretary of Labor in special circumstances in the public interest to prevent injustice or undue hardship or to avoid serious impairment of government business.

Basic Provisions/Requirements

The Contract Work Hours and Safety Standards Act (CWHSSA) requires contractors and subcontractors to pay laborers and mechanics, including watchmen and guards, employed in the performance of covered contracts one and one-half times their basic rate of pay for all hours worked over 40 in a workweek.

Name of Responder (typed or printed)

Title (typed or printed)

See signature page for binding electronic signature

Signature of Legally Authorized Person

Date

Rights to Inventions Made Under a Contract or Agreement

If a Federal grant award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

Name of Responder (typed or printed)

Title (typed or printed)

See signature page for binding electronic signature

Signature of Legally Authorized Person

Date

Procurement of Recovered Materials

Contractor shall comply with applicable County, state, and federal laws, and regulations governing the procurement of supplies, equipment, and other materials and services, and with requirements established by County, state, or U.S. Department of Labor for such procurement with Contract funds.

Each Contractor shall use its own procurement procedures that reflect applicable State and local laws and regulations, provided that the Contractor's procurement procedures are in accordance with 2CFR Section 200.320 and also comply with the requirements of WIOA Regulations. Each Contractor shall have written procedures for procurement transactions. Each Contractor shall maintain records sufficient to detail the significant history of procurement.

If the purchase price of an item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000, then the federal regulations on recovered materials must be followed. A summary of the law follows or the law may be found in the federal register under § 200.323 Procurement of recovered materials.

§ 200.323 Procurement of recovered materials.

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

Name of Responder (typed or printed)

Title (typed or printed)

See signature page for binding electronic signature

Signature of Legally Authorized Person

Date

Clean Air Act Certification

The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq. The contractor agrees to report each violation to the CSRA Regional Commission and understands and agrees that the vendor) will, in turn, report each violation as required to Us Department of Labor and the Regional Office of the Environment Protection Agency (EPA).

This also includes all applicable standards, orders, or regulations issued pursuant to the Clean Air Act. 41 33 U.S.C. §§ 1251-1387, as amended. The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with federal assistance.

Name of Responder (typed or printed)

Title (typed or printed)

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Signature of Legally Authorized Person

Date

APPENDIX A SCOPE OF WORK

The Workforce Innovation and Opportunity Act was signed into law on July 22, 2014. WIOA helps job seekers and workers access employment, education, training, and support services to succeed in the labor market and matches employers with the skilled workers they need to compete in the global economy.

WIOA formula funds allocated to local Workforce Boards for Adult, Dislocated Worker and Youth programs are used to provide services through the Workforce delivery system. Local agencies may use grant funds to provide services to individuals who are 14 years of age or older and meet the local, state, and federal WIOA Adult, Dislocated Worker and Youth eligibility definitions.

The purposes of WIOA described in the statute include:

- Increasing access to and opportunities for the employment, education, training, and support services that individuals need, particularly those with barriers to employment.
- Supporting the alignment of workforce investment, education, and economic development systems, in support of a comprehensive, accessible, and high-quality workforce development system.
- Improving the quality and labor market relevance of workforce investment, education, and economic development efforts.
- Promoting improvement in the structure and delivery of services.
- Increasing the prosperity of workers and employers.
- Providing workforce development activities that increase employment, retention, and earnings of participants and that increase postsecondary credential attainment and as a result, improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet skill requirements of employers, and enhance productivity, and the competitiveness of our nation.

Programs

Workforce services for eligible adults are available through one of the six core programs authorized by Workforce Innovation and Opportunity Act (WIOA). The Adult program serves individuals and helps employers meet their workforce needs. It enables workers to obtain good jobs by providing them with job search assistance and training opportunities.

WIOA establishes a priority requirement with respect to funds allocated to a local area for adult employment and training activities. When using WIOA Adult funds to provide individualized career services and training services, must give priority to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient. Under WIOA, priority must be implemented regardless of the amount of funds available to provide services in the local area. In addition, veterans receive priority of service in all DOL-funded employment programs.

The Dislocated Worker program is designed to help workers get back to work as quickly as possible and overcome barriers to employment. When individuals become dislocated workers as a result of job loss, mass layoffs, global trade dynamics, or transitions in economic sectors, the Dislocated Worker program provides services to assist them in re-entering the workforce. Services for dislocated workers are integrated and provided through a national network of American Job Centers (AJCs). The AJCs provide significant resources

to states to implement workforce education, training, and employment programs and help displaced workers.

Adult Services

To prepare adults for the transition to successful participation in the workforce, the following strategies have been identified to assist adults with the employment and training opportunities to attain and retain employment to achieve self-sufficiency:

- Expand access to and provide the necessary intensive services, as appropriate, to include childcare assistance, transportation, substance abuse counseling, work skill training and other services that will remove barriers to employment;
- Focus services on the retention of jobs and wage progression;
- Increase access and opportunities in basic skills and English as a Second Language instruction;
- Offer incentives to employers for hiring and training low-income workers to increase employment and training opportunities; and
- Provide the full range of services to the adult customer through the WorkSource program.

In accordance with WIOA Section 132; an eligible adult is defined as an individual who at the time of application:

- Is not less than age 18 and not more than age 72; and
- Is a United States citizen or eligible non-citizen; and
- For males born after December 31, 1959, is registered for Selective Service. WIOA Adult Priorities for Service:

In the event that funds allocated to a local area for the adult employment and training activities are limited, first priority shall be given to recipients of public assistance, other low-income individuals, veterans and/or spouses of certain veterans for intensive services and training services; with priority given to those individuals who possess one or more of the following barriers to employment: Basic Skills Deficient, School Dropout, Offender, Individual with Disability, Homeless, and other barriers as defined in local policy.

Dislocated Worker (DW)

Dislocated workers must compete in an already challenged labor market. Any service that provides these workers with job seeking skills, placement assistance or occupation skills will be of clear benefit to the worker as well as the community workforce. The Rapid Response service to community businesses and workers affected by business closures, downsizing or other forms of displacement that lead to permanent job loss, emphasizes early intervention to accelerate the employment of all those affected.

Dislocated worker services should:

- Provide a full range of services to dislocated workers through the WorkSource system;
- Assist with retraining for job skills and abilities as necessary;
- Provide financial assistance with costs associated with occupational skills training;
- Offers eligible stipends based on local workforce development board priorities;
- Include career counseling and job search assistance;
- Continue exemplary best practices such as a community response to displacement involving public service employment, the career technology system, the community college system and labor; and

- Prioritize dislocated workers' return to work at comparable wages in as short a time as possible.

Dislocated Worker (DW) services under WIOA are organized in core, intensive and training services, as described above. However, unlike those in the general adult program, DWs are not subject to priority group criteria for intensive and training services. The DW Program complies with the Jobs for Veterans Act as amended and provides the appropriate priority of services to covered veterans who are eligible for DW Services. Veterans will be given priority over non-veterans in the event that spending limits are in effect. For more information see Section VI on DW Administrative Policies (registration and eligibility policies).

In addition, adults are only eligible as dislocated workers if they:

- Recently lost a job through no fault of their own and are unlikely to return to their previous occupation or industry; or
- Are about to be laid off due to a plant closure or mass layoff; or
- Are formerly self-employed but now unemployed because of general economic conditions or natural disaster; or
- Meet the definition of a displaced homemaker. Displaced homemakers are equally eligible for Dislocated Worker Services if they have been dependent on the income of a family member but are no longer supported by that income and if they are experiencing difficulty obtaining or retaining employment; or
- Were qualified by working for a company located in the Region 11 Area included in a National Emergency Grant.

Rapid Response Services (DW ONLY)

Rapid Response activities are provided to enable DW to transition to new employment as quickly as possible, following either a permanent closure or mass layoff. These services are coordinated by the Staff to the WIB and are provided by the WorkSource staff representing the center partners. The successful contractors of Adult and Dislocated Worker Services will be required to have staff on the local rapid response team.

Rapid Response activities as defined in the Workforce Investment Act Final Rules, Section 665 Subpart C, include but are not limited to:

- On-site contact with employers, representatives of the affected workers and the local community;
- Assistance with application for Unemployment Insurance;
- Job search workshops; and
- Referral of affected workers to appropriate short- and long-term resources for finding new jobs and/or upgrading their skills.

Business Services

It is essential that a delivery system be established that facilitates the connection between local businesses and their prospective employees.

The following points should be incorporated into the bidder's service matrix:

- Delivery of services through a system of WorkSource centers;
- Businesses are equal customers to jobseekers;
- Support and involvement of the business community in the workforce development and delivery system;
- Coordination of business skill requirements with training opportunities for jobseekers; and Non-Duplication of the Workforce System Partners current services.

Youth

A variety of services are available to youth in the WIOA program. The program differentiates youth into two categories, in-school youth and out-of-school youth. WIOA includes a major focus on providing youth with work experience opportunities.

WIOA focuses on five program elements:

- Financial literacy,
- entrepreneurial skills training,
- services that provide labor market and employment information about in-demand industry sectors or occupations available in the local areas,
- activities that help youth prepare for and transition to postsecondary education and training; and education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.

Youth services should:

- Build strong partnerships with education (K-12, post-secondary, technical colleges) and with other workforce organizations; and
- Strengthen worker readiness through education and attainment of work maturity and job skills.

The major components of the WIOA youth program offer guiding principles to ensure the needs of young people are met. Since the target population of WIOA Youth includes both in-school and out-of-school individuals, services provided will need to reflect the priorities of each of these unique populations.

In-school priorities will include comprehensive and integrated services that promote enhanced academic achievement; successful graduation; awareness of post-secondary and technical education; work readiness; and connections to the world of work. The focus will be on dropout prevention; preparation for post-secondary college or technical schools; and assistance with work related goals. These priority services should be delivered in a partnership with the school system in which the youth is enrolled.

Out-of-school priorities for younger youth (ages 14 – 18) include returning the youth to school for secondary education completion; awareness of post-secondary and technical education; work readiness; and connections to the world of work. For those who are 19 -21 years old, primary emphasis will be on completing their secondary-education and on building connections to advanced training and/or post-

secondary education tied to the completion of a WIOA approved credential. For older out-of-school youth, a plan for financial self-sufficiency should be the backbone of the service strategy.

Youth Services holistic approach begins at the initial registration and continues through the post-exit follow-up. Bidders must provide, at a minimum, the following basic services:

- Outreach and Recruitment: Includes, but is not limited to, identifying potentially eligible youth, working with parents or guardians to secure necessary documentation, and communicating with schools and community organizations to facilitate outreach and recruitment.
- Orientation: Included in the orientation, youth must receive information on all available services through the bidder, as well as information on other youth service providers and WorkSource services. This process would also include an introduction to the responsibilities of the youth and the System's expectations with regards to drug and alcohol abuse, governing policies, behavior and attendance.
- Eligibility Determination and Registration: This includes the maintenance of adequate documentation to ensure the credibility of the eligibility determination, which shall at a minimum consist of documents used to determine and verify eligibility. Registration is the process of collecting information to support a determination of eligibility. Equal opportunity data must be collected during the registration process.
- Objective Assessment: For each youth participant, an objective assessment must be provided it meets the requirements of WIOA section 129(c)(1)(A) and that incorporates a review of the youth's skill levels including basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs.
- Individual Service Strategy (ISS), or its equivalent: For each youth participant, an individual service strategy must be developed that meets the requirements of WIOA section 129(c)(1)(B) and includes the identification of an age-appropriate career goal, taking into consideration the youth's assessment results and preparation for post-secondary educational opportunities. The ISS information is to provide linkages between academic and occupational learning, provide preparation for employment, and provide effective connections to intermediary organizations that provide strong links to the job market and employers.
- Case Management: Through individual connection with participants, Case Managers will serve as the youths' advocate within the education, training, and employment arenas.
- System Building: Working together as a system, case managers will be goal oriented and customer driven by motivating participants and coordinating services. WIOA Case manager will bring community resources together to leverage funds and develop opportunities for youth.
- Health and Safety: All participants will be provided with information and instruction, as a curriculum or part of a curriculum focusing on health and safety. In addition, orientations will be provided to all work-related site supervisors regarding worker health and safety issues.
- Referral Services: In addition to the information shared at the orientation level, participants should receive referral information regarding the full array of applicable and appropriate services. To best meet the needs of youth, organizations are strongly encouraged to network and partner with other youth serving agencies.
- Supportive Services: Intended to enable an individual to participate in program activities and to secure and retain employment, examples include assistance with local transportation costs; childcare and dependent care costs; housing and food; and relocation and out-of-area job search expenses.
- Retention Services (Follow-Up Services): Post-exit services that may include continued case management; employment retention services; supportive services; counseling; and training, are

allowable under WIOA. These services are intended to assist customers in maintaining and succeeding in their jobs, as well as progressing in wage levels to achieve self-sufficiency.

- Performance: performance benchmarks set forth by the state and federal government. Both state and common measure performance measures must be met or exceeded by the service provider.

WIOA Youth Eligibility:

To be eligible for enrollment, applicants must meet state and federal eligibility requirements including:

- 14 – 21 years of age,
- Low income,
- A US citizen or eligible non-citizen,
- Registered for Selective Service (males age 18 and older), and A resident of the 9-County Region 11 Area.

And at least one of the following:

- Deficient in basic literacy skills,
- A school dropout,
- Homeless, a runaway, or a foster child,
- Pregnant or parenting,
- An offender, or
- In need of additional assistance to complete education or to secure and retain employment.

Not less than 95% of all enrollees must be economically disadvantaged. For those non-economically disadvantaged enrollees, priority must be given to the following:

- Dropouts
- Those who are basic skills deficient Those who are below grade level Pregnant or parenting youth Individuals with disabilities Homeless or runaway youth Offenders
- Those with other barriers defined by the Board.

Eligible Services

Participant services and training are to be delivered by eligible providers consistent with WIOA Section 129. To ensure compliance with WIOA and the delivery of superior service, Responders will make the following available to youth participants:

- Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.
- Adult mentoring for the period of participation, plus a subsequent period, for a total of not less than 12 months.
- Tutoring, study skills training, and instruction leading to completion of secondary school, including dropout prevention strategies.
- Alternative secondary school services, as appropriate.
- Summer employment opportunities that are directly linked to academic and occupational learning.

- Paid and unpaid work experience, including internships and job shadowing, as appropriate.
- Occupational skill training, as appropriate.
- Leadership development opportunities, which may include community service and peer- centered activities encouraging responsibility and other positive service behaviors during non- school hours, as appropriate.
- Supportive services as defined in the Workforce Innovation and Opportunity Act and approved by the local workforce development board; and
- Follow-up services for not less than 12 months after the completion of participation, including updated personal data information for the customer satisfaction survey.

Youth programs should ensure that participants gain educational and work-related skills to enter college or become successfully employed.

RFP TRANSMITTAL AND CERTIFICATION OF ASSURANCES

The information and answers provided in this Request for Proposals are, to the best of my knowledge, true and accurate. I am authorized to sign on behalf of the applicant. This includes all answers to questions in Section B, including the narrative and the budgetary information.

The following assurances are herein enclosed and acknowledged by my signature below as if each had been personally signed by me:

- General Financial Requirements and Assurances
- Contractual and Standard Program Assurances
- Assurance of Compliance with Title VI of the Civil Rights Act of 1964, As Amended
- Assurance of Compliance with Section 504 of the Rehabilitation Act of 1973, As Amended and the Americans' with Disabilities Act of 1990, As Amended
- Certification Regarding Debarment, Suspension, and Other Responsibility Matters
- Disclosure of Lobbying Activities
- Certification of Non-Collusion
- Conflict of Interest Disclosures
- E-Verify Certification
- Copeland "Anti-Kick Back" Act Certification
- Davis Bacon Act Certification
- Contract Work Hours and Safety Standard Act Certification
- Procurement of Recovered Materials Certification
- Clean Air Act Certification

Certifying that all answers to the foregoing questions and all statements therein contained are true and correct, I acknowledge that I am authorized to submit this proposal and that, if this proposal is accepted, I or my organization, will perform the duties as described.

Organization:

Name:

Title:

Address:

Signature of Authorized Representative

Upon completion, submit this application and any additional attachments via email to:

Andy Crosson, Executive Director
CSRA Regional Commission
acrosson@csrarc.ga.gov

Send a copy to:
squattlebaum@csrarc.ga.gov

Date