



Request for Proposals

For the period of July 1, 2021-June 30, 2022
With possibility for annual renewals

Transportation Assistance Services

For Allegheny County Employment Advancement & Retention Network (EARN) and Work Ready Programs

Proposals Due:

May 14, 2021 at 5:00 PM DST

Partner4Work
650 Smithfield Street, Suite 2400
Pittsburgh, PA 15222

RFP Release Date:

May 4, 2021

Partner4Work (TRWIB, Inc.) is an equal opportunity employer.

Auxiliary aids and services are available upon request to persons with disabilities.

Partner4Work's EARN & Work Ready Programs are funded by Temporary Assistance for Needy Families (TANF) and the Supplemental Nutrition Assistance Program (SNAP) provided through grants from the Pennsylvania Department of Human Services (PADHS). Any agreements resulting from this RFP may be funded by Partner4Work through TANF and SNAP grants provided by PADHS. The selected applicant must comply with all applicable regulations and the terms and conditions of TANF and SNAP grants.

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About Partner4Work

Partner4Work (P4W) is the Workforce Development Board (WDB) for Allegheny County and the City of Pittsburgh. We connect funding, expertise and opportunities to develop a thriving workforce in the Pittsburgh region. With a budget of more than \$25 million in public and private workforce funds, Partner4Work delivers a comprehensive portfolio of programs and initiatives for adults and youth to ensure that current and future needs of employers, job seekers, and underemployed workers are met.

Helping businesses find and prepare the talent they need to thrive

As a non-profit organization, P4W offers a wide variety of no-cost services to help regional employers attract the talent they need to thrive. From customized labor market data to assistance with finding diverse talent, P4W is the resource to deliver customized employment solutions for any business.

Breaking down barriers to career opportunities

P4W helps provide adult and young job seekers with the opportunities to find meaningful employment. Through our providers, we provide access to career training and exploration programs; employment assistance; job search help; and a robust summer jobs program. P4W opens the door to career opportunities.

Providing community organizations with resources to make an impact

P4W proudly partners with more than 80 organizations in Pittsburgh and Allegheny County to provide opportunities for job seekers and businesses alike. We partner with community-based organizations, economic development agencies, training providers, businesses and educators to collectively bridge the gap between people looking for work and employers in need of talent.

As the WDB for Pittsburgh and Allegheny County, P4W has programmatic and administrative responsibility for services of the Workforce Innovation and Opportunity Act (WIOA) provided in the workforce development areas of Pittsburgh and Allegheny County. P4W also oversees employment and training programs for recipients of Temporary Assistance for Needy Families (TANF) and the Supplemental Nutrition Assistance Program (SNAP) in Allegheny County.

Purpose of this RFP

Partner4Work (P4W) has issued this Request for Proposals (RFP) to identify a qualified agency to provide benefits and solutions that meet the transportation needs of individuals currently participating in Allegheny County Employment Advancement and Retention Network (EARN) and Work Ready programs for the period of July 1, 2021 to June 30, 2022, with options for subsequent renewal. The selected applicant will assist program participants in gaining access to and covering costs of reliable means of transportation to participate in employment and training programs, including but not limited to providing bus passes, gas cards, and access to ridesharing. P4W seeks proposals that offer creative solutions to mitigate transportation barriers and facilitate various forms of transportation access to support individuals getting to and from educational institutions, training, and employment in Allegheny County. Transportation solutions must address countywide access.

EARN and Work Ready are designed to engage recipients of Temporary Assistance for Needy Families (TANF) and the Supplemental Nutrition Assistance Program (SNAP) in activities that prepare individuals for employment and provide opportunities to become self-sufficient. Participants of the program are referred exclusively through the Pennsylvania Department of Human Services (PADHS) by staff of local County Assistance Offices (CAO) and provided career and supportive services by community-based agencies contracted by P4W. Transportation assistance services will be offered in partnership with contracted EARN and Work Ready providers operating out of offices in Downtown Pittsburgh, Wilkesburg, and McKeesport; although most EARN and Work Ready services are currently being provided remotely due to the COVID-19 Pandemic.

Overview of EARN and Work Ready

The EARN and Work Ready program are funded by the Pennsylvania Department of Human Services (PADHS) and designed to engage recipients of TANF and SNAP in activities that prepare them for employment and provide them with

opportunities to become self-sufficient. Participants of EARN and Work Ready are referred by PADHS County Assistance Offices (CAO) to service providers contracted by P4W. P4W maintains contracts for EARN and Work Ready service delivery in three different locations, known as centers—Downtown Pittsburgh, McKeesport and Wilkinsburg—each currently operated by a different contracted service provider, although all providers have the capacity to deliver services to clients remotely. As clients work with EARN or Work Ready service providers, they remain connected with their CAO caseworker, fulfilling any further conditions of their public assistance. Although EARN and Work Ready service providers work closely with the CAO, they do not directly administer cash assistance or any other TANF or SNAP benefits, which is handled exclusively by the CAO.

In Program Year 2018-2019, the Allegheny County EARN and Work Ready programs enrolled a total of 1,135 cases. Due to the emergence of the COVID-19 Pandemic and initial mitigation efforts, the 2019-2020 Program Year enrolled a total of 704 cases. Although the EARN and Work Ready programs are still currently serving a lower than average number of participants, P4W expects the volume of participants to return to pre-pandemic levels as conditions improve.

Services Sought

The selected applicant must have capacity to provide high quality transportation assistance for up to 200 EARN and Work Ready participants monthly through a combination of bus passes/tickets, gas cards, ridesharing, and other options. Transportation assistance will be provided by the selected applicant to program participants based on demand and by request from EARN and Work Ready service providers contracted by P4W, which may include facilitating access to needed transportation assistance during nontraditional hours. The selected applicant must work closely with EARN and Work Ready service providers to coordinate the administration, distribution, and reconciliation of transportation supports. The selected applicant will utilize a model that accommodates both the in-person and remote aspects of the EARN and Work Ready Programs, recognizing that service providers work with clients in several physical locations and virtually, depending on the clients needs and status of guidance regulating in-person interaction.

Transportation assistance must include the following, at minimum:

- Port Authority cards/passes/tickets
- Gas cards
- Access to ridesharing

Transportation assistance may also include, but is not limited to, providing or connecting participants with resources that assist in:

- Understanding the system of transportation support available
- Selecting the appropriate type of transportation support
- Obtaining a driver's license
- Purchasing a vehicle
- Owning and maintaining a vehicle

Although not required, applicants are also welcome to propose ongoing consultation to P4W regarding innovative general and project-specific transportation solutions that increase the level of access to quality jobs for EARN and Work Ready participants throughout Allegheny County.

The selected applicant must coordinate delivery of assistance with other transportation-related supports available to EARN and Work Ready participants from other sources, including those issued by PADHS County Assistance Offices. The selected applicant must make every attempt to minimize duplication of benefits and ensure effective integration of services with other important stakeholders of the EARN and Work Ready Programs.

Population to be Served

The EARN and Work Ready Programs receive referrals from the population of TANF and SNAP recipients in Allegheny County, which represents a diverse range of individuals. Program participants live in locations throughout the county and within the City of Pittsburgh. Some live in areas with access to reliable public transportation, but many do not, especially

outside the timeframes of normal business hours, creating challenges for alignment with variable work schedules, work locations, and daycare or school hours of operation. Some program participants own vehicles, but struggle with maintaining them or covering the costs of repairs they cannot afford. Program participants may be interested in obtaining a driver's license. Consequently, many participants may not have transportation options available to meet the demands of working single parents.

The selected applicant must have the capacity to receive referrals and provide services for up to 200 EARN and Work Ready participants monthly. The following data is provided for informational purposes only. In Program Year (PY) 2019, EARN issued 895 monthly bus passes and 659 gas cards. In PY18, EARN issued 1,191 monthly bus passes and 636 gas cards.

Program Dates

The selected applicant will begin delivering the services described herein on July 1, 2021. The agreement resulting from this RFP will include four 12-month contract periods, as shown in the table below, with the second, third and fourth contract periods renewable at the discretion of P4W, based on performance of the selected applicant and funds available. P4W reserves the option to modify contracts on a year-to-year basis. The Agreement is not renewable after the fourth 12-month period.

Anticipated Program Dates and Contract Periods		
Contract period 1 (base)	July 1, 2021 – June 30, 2022	Base contract award
Contract period 2 (option)	July 1, 2022 – June 30, 2023	Renewable by P4W
Contract period 3 (option)	July 1, 2023 – June 30, 2024	Renewable by P4W
Contract period 4 (option)	July 1, 2024 – June 30, 2025	Renewable by P4W

Anticipated Award

As a result of this RFP, P4W expects to award one Indefinite Delivery Indefinite Quantity (IDIQ)-type contract (see below section on IDIQ) to provide transportation assistance to all participants of the Allegheny County EARN and Work Ready Programs. P4W intends to make up to \$440,000 available (in total) through the contract resulting from this RFP for the period of July 1, 2021 – June 30, 2022 (up to \$260,000 for EARN and \$180,000 for Work Ready). P4W is unable to define with certainty the actual value of any contracts resulting from this RFP and related funds available to the selected applicant. Actual funds received by the selected applicant will depend on the proposed budget, availability of funds, and participant demand for transportation assistance. All costs must be reasonable and necessary to carry out the planned functions, allowable, and allocable to the proper grant/cost categories. P4W reserves the right to vary or change the terms of any contract executed as a result of this RFP, including funding levels, the scope of work, performance standards, and shortening or extending the contract period, as it deems necessary and in the best interests of P4W. The proposal most advantageous to P4W in terms of quality and cost will be recommended for funding. The selected applicant must follow all policies and guidelines related to TANF, SNAP, PADHS, and P4W.

IDIQ Contract - Indefinite Delivery, Indefinite Quantity

Any agreement resulting from this RFP will be established primarily as an IDIQ-type contract with an established maximum value, meaning that the actual quantity of services and exact timing of delivery for the services described herein is unknown. Applicants must submit a proposed budget based primarily on fixed unit pricing that will allow P4W or its authorized representatives to order the services described herein according to participant needs and availability of funds. As such, P4W cannot guarantee the total amount paid to the selected applicant through any agreement resulting from this RFP.

P4W will require an invoice and required documentation to process a request for payment. The invoicing and payment timeline will be finalized during contract negotiation. Allowable costs will be determined by all applicable federal, state and local regulations, including but not limited to the Uniform Guidance.

COVID-19 and Response Planning

P4W is committed to ensuring programs are equipped and prepared to operate safely. In delivering the services defined in this RFP, the selected applicant must follow all federal, state, and local regulations regarding health and safety, including but not limited to the Centers for Disease Control (CDC), the Pennsylvania Department of Health, and the Allegheny County Health Department. Depending on the status of COVID-19 guidelines governing in-person interaction and work-related safety, the selected applicant may have to provide all services defined in this RFP remotely or virtually. Regardless of COVID-19 status, the selected applicant will strive to deliver services remotely or virtually to the maximum extent possible.

The selected applicant must have organizational plans in place to continue the delivery of services sought by this RFP, to the extent possible, in cases where COVID-19 or other public health threats negatively impact operations.

Performance Indicators and Goals

The EARN and Work Ready programs are held to performance standards established by PADHS and P4W, including educational achievement, completion of vocational and work-based training, attainment of industry-recognized credentials, gaining and retaining unsubsidized employment, and increases in earned income. P4W will work with the selected applicant to track and evaluate the impact of services sought by this RFP on participants' ability to engage in EARN and Work Ready activities and achieve related program outcomes. Examples of indicators that may be used to measure success include but are not limited to quality and breadth of transportation assistance options, timeliness and efficiency in responding to requests for transportation assistance, level of customer service provided to program stakeholders, administrative and fiscal effectiveness, and ability to accommodate new or emerging transportation challenges that program stakeholders may face. P4W reserves the right to add additional standards and goals to any agreement resulting from this RFP.

Poor Performance: In the event the selected applicant's efforts do not result in satisfactory performance, P4W will work with the selected applicant to improve performance; however, especially in cases of chronic underperformance, P4W may implement corrective measures or terminate any agreement resulting from this RFP upon notice to the selected applicant.

Data Management and Reporting

The selected applicant must regularly track and monitor data related to participants, service engagement, and outcomes, using observations and evaluation to ensure continuous improvement. Such efforts must be supported by strong internal systems and applications. The selected applicant is required to provide P4W with timely reports and supporting documentation that clearly demonstrate program utilization, quantity distributed, type of product/service offered, outputs, and outcomes. P4W will work with the selected applicant to understand reporting requirements and to determine the appropriate template for reporting outcomes and performance. Reporting frequency and content are subject to change at the discretion of P4W.

Partnership and Collaboration

P4W is committed to effectively leading the workforce development system in Pittsburgh and Allegheny County, including funding and supporting various workforce activities outside the scope of this RFP. The selected applicant will work closely with P4W to collaborate and coordinate activities with the stakeholders and initiatives that comprise the larger workforce development system led by P4W. As such, the selected applicant will participate in and contribute to EARN and Work Ready-related meetings and other events, including but not limited to the Local Management Committee (LMC).

Who can apply?

Eligible applicants include non-profit and for-profit organizations, private sector entities, community-based organizations and other entities operating in accordance with federal, state and local law, and in business for at least three years. Applicants must be an incorporated organization. Eligible applicants must be in good standing with the federal

government, not debarred, and have proof of insurance and a DUNS number. Organizations currently barred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by a Federal, State, City or County department/agency, quasi-governmental agency, or Partner4Work (P4W) are ineligible to apply. See appendices for more information on administrative requirements.

The selected applicant will have demonstrated experience and expertise in the provision of services sought by this RFP. The selected applicant will have the capacity to serve up to 200 EARN and Work Ready participants monthly through any agreement resulting from this RFP.

Applicant Competency – All applicants must have the technical competence, knowledge and expertise, management and administrative capabilities and capacity, professional staff, financial resources and stability, and administrative and fiscal systems to carry-out the work described in this RFP. Applicants must meet high standards of public service and fiduciary responsibility. P4W requires assurance that the selected applicant’s performance of the terms and conditions of any agreement resulting from this RFP be undertaken in accordance with the highest level of integrity and business ethics. Applicants must be able to implement a system of self-monitoring, including the review of key data related to performance, quality assurance, and financial integrity and accuracy. Applicants are responsible for being knowledgeable of all laws, regulations, rules, and policies of the funding sources identified in this RFP. If P4W determines, at its sole discretion, that the selected applicant is not responsible, that it does not possess the administrative, fiscal, and/or technical resources and capabilities necessary to successfully perform under the terms and conditions of an agreement, it shall terminate the agreement immediately.

How to Apply

Interested and qualified applicants must submit proposals by May 14, 2021 at 5:00 pm DST to RFP@partner4work.org. Emails must have the subject line “Transportation Assistance Services - EARN and Work Ready [Organization name].” Late or incomplete proposals will not be considered. Your proposal must address all the below.

- 1. Proposal Cover Sheet** – Use template provided. (See P4W webpage for this RFP)
- 2. Organization Description** (narrative maximum 2 pages)
Provide a basic organizational description, including year established, legal status, governance structure, mission, principal programs and services, executive leadership, annual budget and number of full-time staff. Be sure to emphasize your experience in managing and providing the requested services, including past history of successfully assisting individuals with securing reliable and affordable transportation solutions that will result in access to employment and training. Also describe your organization’s administrative and fiscal capacity, including proven ability to provide fiscal support and oversight, utilize information systems, manage resources and personnel, and produce timely and accurate program reports.
- 3. Proposed Services** (narrative maximum 4 pages)
Describe your proposed services and solutions. Strong descriptions will clearly define how you will meet or exceed the standards and desired goals described in this RFP. In considering your proposed services, P4W will evaluate the strength of your service delivery model, quality and breadth of transportation assistance options, level of responsiveness to requests for services, level of customer service provided to program stakeholders, approach to communication with EARN and Work Ready stakeholders, administrative efficiency and effectiveness, ability to accommodate new or emerging transportation challenges that program stakeholders may face, and ability to leverage technology and conduct the work described herein virtually, among other factors.
- 4. Staffing Plan** (organizational chart; short narrative - maximum 2 pages)
Provide an organizational chart and short narrative to illustrate and describe proposed staffing arrangements for program-related, administrative and executive positions to support your services. In your narrative, please address how you will employ staff with professional conduct, ensure a high level of performance, and maintain

regular and clear communication with stakeholders. Your agency must have the staffing capacity to respond to regular transportation requests in a timely manner, according to the minimum expected volume described in this RFP. P4W encourages applicants to ensure that all staff members supported through any agreements resulting from this RFP receive a minimum salary aligned with the P4W self-sufficiency wage effective at the time of this RFP.¹

5. Budget & Budget Narrative (spreadsheet; short narrative - maximum 2 pages)

P4W expects to establish an IDIQ-type contract with a maximum value to the selected applicant (see above sections on anticipated award IDIQ contract). Applicants must submit a proposed budget based primarily on fixed unit pricing that will allow P4W or its authorized representatives to order the proposed services according to such pricing, as defined by participant needs and availability of funds. Because of the difficulty in accurately defining the quantity and timing of transportation assistance needed by participants, P4W cannot guarantee the total amount paid to the selected applicant through any agreement resulting from this RFP. P4W does not require applicants to use a specific budget template for proposals submitted in response to this RFP.

Applicants must also provide a narrative to accompany the budget that describes the purpose of each cost, explains how all costs were estimated and justifies the need for all costs in meeting contract requirements. All costs must be allowable according to applicable federal, state and local regulations, including but not limited to the Uniform Guidance and regulations of the funding source, and allocable to the proposed program. Effective budgets will enable the proposed program to meet the intent and requirements of the contract, while being realistic, reasonable and prudent, avoiding unnecessary or unusual expenditures.

A strong budget and budget narrative will clearly illustrate the pricing structure of the proposal and connect pricing to all proposed services, while minimizing or eliminating the need for clarifications. See Appendix 4 for further guidance regarding the budget and budget narrative. If your proposal includes leveraged resources of your organization or another organization, use the budget narrative to describe the actual or estimated value of the leveraged resources.

Review and Selection

Partner4Work (P4W) will evaluate proposals based on the quality of responses to criteria described in this RFP. P4W will make a selection based on the best value presented to the EARN and Work Ready Programs.

RFP Timeline (all dates are subject to change):

- Release of RFP: 5/4/2021
- Questions due: 5/7/2021 by 5:00 PM DST
- Proposals due: 5/14/2021 by 5:00 PM DST
- Selection of provider: Late May 2021
- Selected provider mobilization: June 2021
- Service commencement: 7/1/2021

Questions

All questions or requests for additional information must be made in writing to rfp@partner4work.org by 5:00 PM DST on 5/7/2021. Answers will be posted publicly at www.partner4work.org on the webpage for this RFP. Interested parties are encouraged to check the website frequently for updates. Questions received after 5:00 PM DST on 5/7/2021 will not be answered.

¹ See Partner4Work’s Self Sufficiency Policy: <https://www.partner4work.org/document/3rwib-self-sufficiency-policy/>

Disclaimers

- This Request for Proposals (RFP) does not commit Partner4Work to award a contract.
- Partner4Work may select a firm based on its initial proposal received, without discussion of the proposal. Accordingly, each proposal should be submitted on the most favorable terms, from a price and technical standpoint, that the bidder can submit to Partner4Work. Partner4Work may, however, have discussions with those firms it deems in its discretion to fall within a competitive range.
- Partner4Work reserves the right to request additional information from any applicant, request oral presentations from applicants, or conduct site visits from any applicant before a contract award.
- Partner4Work reserves the right to fund portions of a proposal, or to reject any and all proposals in whole or in part. Rejection of a portion of a proposal does not necessarily negate the entire proposal.
- Partner4Work may, at its discretion, adjust the level of funding provided to successful bidders under this RFP and/or consider the funding of proposals not initially funded under this RFP at a later date.
- No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies.
- All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to Partner4Work and be subject to disclosure under the Freedom of Information Act, Right to Know Law, or other applicable legislation.
- The contract award will not be final until Partner4Work and the successful bidder have executed a mutually satisfactory contractual agreement. Partner4Work reserves the right to make an award without further discussion of the proposal submitted. No activity may begin prior to final Partner4Work approval of the award and execution of a contractual agreement between the successful bidder and Partner4Work.
- The submission of the proposal warrants that the costs quoted for services in response to the RFP are not in excess of those that would be charged to any other individual for the same services performed by the bidder.
- Applicants are advised that most documents in the possession of Partner4Work are considered public records and subject to disclosure. Partner4Work reserves the right to issue additional RFPs if and when it is in Partner4Work's best interest to do so and may elect to negotiate and issue multi-year contracts to successful bidders under this or subsequent RFPs.
- All programs and activities are designated as equal opportunity employers/programs. Auxiliary aids and services are available upon request to individuals with disabilities. Contact staff to request assistance with access to this RFP.
- Applicants must be capable of agreeing to the requirements set forth in the Partner4Work contract templates, available at <https://www.partner4work.org/document/partner4work-contract-templates/>.

APPENDIX 1 - Records and Documentation

The selected applicant must retain, secure and ensure the accuracy of all program files and records, according to federal and state regulations, and P4W's record retention requirements. Case files are the property of P4W. Files must be retained for seven years after P4W reports final expenditures to the funding source. The selected applicant must allow P4W and representatives of other regulatory authorities access to all program-related records, materials, staff, and participants.

The selected applicant is responsible for maintaining and securing participant case files at all times, as well as ensuring privacy and protection of all personal information collected from participants, if applicable, per applicable laws, regulations and P4W policies.² Confidentiality of participant information must be maintained and all case files must be properly stored in a secured space with limited staff access. Each staff member who has contact with participants or participant information must receive training on confidentiality requirements. The selected applicant acknowledges that the use or disclosure of participant information for purposes other than the effective delivery of the services described in this RFP is strictly prohibited. Staff of the selected applicant may have access to this information only on a "need to know" basis. The selected applicant must inform employees that inappropriate use of such information may result in disciplinary action, including discharge, or criminal prosecution if the employee knowingly uses the information for fraudulent purposes.

² P4W's Personal Information Policy: <https://www.partner4work.org/document/personally-identifiable-information-policy/>

APPENDIX 2 - Monitoring and Evaluation

P4W is responsible for all levels of program monitoring, compliance and evaluation. The selected applicant will be required to keep good records and collect data that will help P4W comply with such requirements and sustain highly effective workforce development programming.

P4W Responsibilities: P4W will monitor, evaluate and provide guidance and direction to the selected applicant in the conduct of services performed under any agreement resulting from this RFP. P4W has the responsibility to determine whether the selected applicant has spent funds in accordance with applicable laws and regulations, including federal audit requirements, and will monitor the activities of the selected applicant to ensure such requirements are met. P4W may require the selected applicant to take corrective action if deficiencies are found.

Subrecipient Responsibilities: The selected applicant will permit P4W to carry out monitoring and evaluation activities, including any performance measurement system required by applicable law, regulation, and funding source guidelines, and the selected applicant agrees to ensure, to the greatest extent possible, the cooperation of its agents, employees and board members in such monitoring and evaluation efforts. This provision shall survive the expiration or termination of any agreement resulting from this RFP.

The selected applicant understands that all books and records pertaining to any agreement resulting from this RFP, including payroll and attendance records of participating employees, are subject to inspection by P4W, federal or state agencies and others for auditing, monitoring or investigating activities pursuant to any agreement resulting from this RFP. Said books and records shall be maintained for a period of SEVEN (7) years beyond the completion of any agreement resulting from this RFP. If the selected applicant receives notice of any litigation or claim involving the grant award or otherwise relating to any agreement resulting from this RFP, the selected applicant shall retain records until otherwise instructed by P4W.

APPENDIX 3 - Overview of Fiscal System Requirements

At a minimum, all subrecipient organizations must meet the Standards for Financial and Program Management found at 2 CFR 200 in the OMB Uniform Guidance, as well as any regulatory requirements related to the funds. Your organization's financial management system must provide for the following:

1. Tracking spending on multiple individual funding streams

Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, name of the Federal Agency, and name of the pass-through entity (i.e., Partner4Work).

2. Fiscal reporting on an accrual basis

Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements set forth in 2 CFR 200.327 Financial Reporting and 200.328 Monitoring and Reporting Program Performance. If a Federal awarding agency requires reporting on an accrual basis from a recipient that maintains its records on other than an accrual basis, the recipient may develop accrual data for its reports on the basis of an analysis of the documentation on hand. Similarly, a pass-through entity must not require a subrecipient to establish and accrual accounting system and must allow the subrecipient to develop accrual data for its reports on the basis of an analysis of the documentation on hand.

3. Maintaining documentation supporting all spending and assets

Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligation, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

4. Maintaining internal controls that ensure compliance with all funding regulations

Control over, and accountability for, all funds, property, and other assets. The non-Federal entity must adequately safeguard all assets and assure that they are used solely for authorized purposes. See § 200.303 Internal Controls.

5. Producing a budget to actual report

Comparison of expenditures with budget amounts for each Federal award.

6. Processing payments on a reimbursement basis

Written procedures to implement the requirements of § 200.305 Payment.

7. Budgeting and spending funds in allowable cost categories (i.e., direct, indirect, program, and admin costs)

Written procedures for determining the allowability of costs in accordance with Subpart E - Cost Principles of this part and the terms and conditions of the Federal award.

APPENDIX 4 - Budget Narrative Instructions

The budget narrative must provide a description of costs associated with each line item in the budget template. It should also include a description of leveraged resources provided (as applicable) to support grant activities.

In addition to a description of costs included in each line item on the budget template, please include the following in the budget narrative:

Personnel: List all staff positions by title (both current and proposed). Give the annual salary of each position, the percentage of each position's time and salary devoted to the project, and the total personnel cost for the period of performance.

Fringe Benefits: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement, etc.

Other: Provide clear and specific detail, including costs, for each item so that Partner4Work can determine whether the costs are necessary, reasonable and allocable. List any item not covered elsewhere here.

Indirect Costs: If you include indirect costs in the budget, then include one of the following:

a) If you have a Negotiated Indirect Cost Rate Agreement (NICRA), provide an explanation of how the indirect costs are calculated. This explanation should include which portion of each line item, along with the associated costs, are included in your cost allocation base. Also, provide a current version of the NICRA.

or

b) If you intend to claim indirect costs using the 10 percent de minimis rate, please confirm that your organization meets the requirements as described in 2 CFR 200.414(f). Clearly state that your organization has never received a Negotiated Indirect Cost Rate Agreement (NICRA), and your organization is not one described in Appendix VII of 2 CFR 200, paragraph (D)(1)(b).

Applicants choosing to claim indirect costs using the de minimis rate must use Modified Total Direct Costs (see 2 CFR 200.68 below for definition) as their cost allocation base. Provide an explanation of which portion of each line item, along with the associated costs, are included in your cost allocation base. Note that there are various items not included in the calculation of Modified Total Direct Costs. See below the definitions to assist you in your calculation.

2 CFR 200.68 Modified Total Direct Cost (MTDC) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

The definition of MTDC in 2 CFR 200.68 no longer allows for any sub-contracts to be included in the calculation. You will also note that participant support costs are not included in modified total direct cost.

2 CFR 200.75 Participant Support Cost means direct costs for items such as stipends, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences, or training projects.

See Section IV.B.4. and Section IV.E.1 for more information. Additionally, the following link contains information regarding the negotiation of Indirect Cost Rates at DOL: <https://www.dol.gov/oasam/boc/dcd/index.htm>

APPENDIX 5 - Proposal Cover Sheet

Lead Applicant: Enter text.

A. Contact Information

Organization Name: Enter text.

Address: Enter text.

City: Enter text. State: Enter text. Zip Code: Enter text.

Principal Contact Person: Enter text. Title: Enter text.

Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx Email: Enter text.

Fiscal Contact Person: Enter text. Title: Enter text.

Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx Email: Enter text.

Executive Director: Enter text.

Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx Email: Enter text.

B. Legal Information

Type of organization: For-profit: Non-Profit: Government: Education Institution

Federal Employer Identification Number (FEIN): Enter text.

Please provide your current [DUNS Number](#): _____

Please provide your current [CAGE Code](#): _____

C. Requirements / Documents (*proposals submitted without these documents will be considered incomplete, please see associated links for more information and instructions as to how to acquire them*) Please note that a single copy of all requirements below must be submitted for EACH Partner, in addition to the lead applicant (if applicable).

- Registration in the [System for Award Management](#) (SAM)
- Certificate of Liability Insurance; Including Cyber Security Coverage
- Completed [Pre-award Assessment](#)
- Most recent financial audit
- Certificate of Worker's Compensation Insurance
- W9

D. Additional Requirements

- Agree to Use Partner4Work's Contract Management Software, Parley Pro, for Contract Negotiation
- By submitting your proposal you certify that you are compliant with the following [PA state integrity policy](#). If you are not, please submit along with your proposal a written explanation of why such certification cannot be made

E. Certifications/Authorization

I certify that the above-named organization is legally authorized to submit this application, that the contents of the application are truthful and accurate, and that the above-named organization agrees to comply with all requirements of the RFP. Our organization understands this program operates on a reimbursement model, and we are prepared to front costs related to said program until requirements for reimbursement are met and funds are available for reimbursement.

Printed Name of Authorized Representative

Title of Authorized Representative

Signature of Authorized Representative

Date