

**WIOA Youth Proposal Package and Forms**

**Cover Sheet**

**WIOA OUT-OF-SCHOOL YOUTH PROGRAM PROPOSAL**

<b>Proposing Organization</b>	The Paterson Opportunities Industrialization Center Inc. aka. The Greater Paterson OIC
<b>Program Name</b>	Paterson Youth Entry to IT Career Project.
<b>Program Type</b>	<p><i>* Select one program per proposal *</i></p> <p><input checked="" type="checkbox"/> <b>WIOA Out of School Youth-Paterson</b></p> <p><input type="checkbox"/> <b>WIOA Out of School Youth-Passaic</b></p> <p><input type="checkbox"/> <b>WIOA Out of School Youth-County-Wide</b></p>

To complete the proposal as directed, please ensure all required information is included in the proposal and all questions are completely addressed.

**NOTE: All sections must be completed in sequence and should be clearly marked and numbered.**

**Proposal Package and Forms**

- Cover Sheet
- WIOA Youth Program Fact Sheet
- Organization and Accreditation Information
- A. Statement of Need
- B. Program Summary (1 page maximum)
- C. Program Narrative (6 to 8 pages)
- D. Organization Administration and Management (3 pages maximum)
- E. Budget (Program Budget, Administrative Budget Justification, and Program Costs Justification)
- F. Statement of Work
- G. Proposed Planned Outcomes
- H. Chart of Program Elements
- I. Proposal Checklist
- Attachment 1. NRS Chart
- Attachment 2. NJWIN 10-17 (A)
- Attachment 3. Glossary
- Attachment 4. Assurances and Certifications (signature required)
- Attachment 5. Certification Regarding Debarment (signature required)
- Attachment 6. Certification Regarding Lobbying (signature required)
- Attachment 7. Non-Discrimination and Equal Opportunity (no signature required)

**WIOA YOUTH PROGRAM FACT SHEET**

A. Provider/Agency Name	The Greater Paterson OIC
B. Program Name	Paterson Youth Entry to IT Career Project.
C. Program Type:	WIOA Out of School Youth-Paterson
D. Administrative Address	126 Broadway, Paterson, NJ 07505
E. Administrative Contact: Name Phone Number Fax Number E-Mail Address	Harvey J. Nutter 973-881-0540 973-881-1442 hnutter@gpoic.org
F. Training Site Address	126 Broadway, Paterson, NJ 07505
G. Training Site Contact: Name Phone Number Fax Number E-Mail Address	Hollis Nelson 973-881-0540 973-881-1442 hnelson@gpoic.org
H. Fiscal Contact: Name Phone Number Fax Number E-Mail Address	Deborah Ellis 973-881-0540 973-881-1442 dellis@gpoic.org
I. Instructor Contact: Name Phone Number Fax Number E-Mail Address	Hollis Nelson 973-881-0540 973-881-1442 hnelson@gpoic.org
J. Federal ID Number	22-1947953
K. Total training cost	\$200,000
L. Cost per participant	\$5,000
M. Total annual Level of Service	40
N. Class capacity (at one time)	12
O. Total instructional hours per participant	Up to 720 hours
P. Total weeks of training per participant	Up to 26 weeks
Q. Total hours per week per participant	30
R. Teacher/student ratio	2/12

S. Program start date(s)	July 1, 2022
T. Program completion date (s)	June 30, 2023
U. Days of the week the program operates	Monday through Friday
V. Daily hours of operation (training)	9:00AM to 3:00PM
W. Holiday/vacation schedule	The Program follows the Passaic County holiday schedule

## Organization and Accreditation Information

### Type of Organization

<input checked="" type="checkbox"/> Private Non-Profit ✓	<input type="checkbox"/> Private For-Profit
<input type="checkbox"/> Public/Government Agency	<input type="checkbox"/> Education Institution
<input type="checkbox"/> Community College	<input type="checkbox"/> Labor Organization
<input type="checkbox"/> Minority Owned Business	<input type="checkbox"/> Women's Organization
<input type="checkbox"/> Faith Based Organization	<input type="checkbox"/> Other (Identify)

SAM ID# (Formerly CCR)	63QB2
ETPL ID#	221947953000
DUNS ID#	964661631

### Approval/Accreditation

NJ Department of Labor and Workforce Development Division of One-Stop Coordination and Support  
Training Provider (formerly Chapter 531)

Date of Approval	March 2021
Expiration Date	Feb 2023

NJ Department of Labor and Workforce Development Division of One-Stop Coordination and Support  
Private Vocational Schools (formerly Chapter 18)

Date of Approval	
Expiration Date	

Other approval/accreditation

Approval Type	Certiport Certification Testing Center
Date of Approval	8/2018
Expiration Date	Current

**Include copies of approval/accreditation for the organization and specific course approvals as appropriate.**

Note: Should the proposal result in the award of a contract, it will be the responsibility of the provider to follow the procedures for placement on the Eligible Training Provider List as described in the New Jersey Workforce Innovation Notice 10-17(A).

## **A. Statement of Need**

(1 page maximum)

According to 2019 data provided by City-Data.com, in the city of Paterson, 39.1% of those between the ages of 16-17 lived below the poverty rate. Of those between the ages of 18-24 21.2% lived below the poverty rate. Educationally, in Passaic County for youth between the ages of 16-34, only 10.6% have some college or associates degree, and only 3.7% with a bachelor's degree or higher. Passaic County's workforce system defines disadvantage youth as those between the ages of 16-27 that are low income, and face barriers to employment. In Passaic County, those who fit this criteria number in the tens-of-thousands. The combination of low academic achievement and insufficient employable skills only serves to perpetuate this situation.

To address this concern, the Greater Paterson OIC (GPOIC) is proposing the Paterson Youth Entry to IT Career Project. The project addresses disadvantaged youth of Paterson NJ between the ages of 16-24, who are out of school, unemployed or underemployed, have a high school diploma or equivalent, and are scoring at a grade level of five or higher on academic assessment test. The multi-faceted recruitment approach for this project includes but are not limited to: connecting with the Paterson School District, Community Based programs that serve the target population including re-entry programs, and those that serve at-risk-youth; cable television ads, strategically placed traditional print media, local press outlets, social media marketing tools i.e. Facebook, Twitter, Instagram etc., and the GPOIC website.

Among the areas of employment growth in Passaic County, the region has a strong demand for entry-level computer support specialists. The Bureau of Labor Statistics, projects this occupation to grow by eight (8) percentage points from 2019 to 2029, which is much faster than average for all occupations. In May 2020, the median annual wage for computer support specialists was \$52,690 (Bureau of Labor Statistics, 2020). Individuals who fill these positions must demonstrate basic computer knowledge and have taken computer-related training courses. However, they frequently possess less than a college degree. In a recent search of jobs posted through Indeed.com, the GPOIC identified 288 entry-level Information Technology (IT) support positions within a 25-mile radius of Paterson New Jersey.

Employer surveys have identified skills they are looking for in potential candidates. Those skills include proficiency using technology and business software, problem-solving and critical thinking skills, the ability to collaborate and work in teams, time and task management skills, a general understanding of how business works, the ability to analyze data to find insights, identify patterns, and informed decision making. The proposed program addresses the need of helping the target population acquire the skills they need to take advantage of these opportunities. The program will combine the technical employment skills and the interpersonal people skills needed to compete for employment in today's workforce. The project will provide training that will allow participants to obtain work readiness skills, nationally recognized certifications and credentials, and the key skills required in the workforce.

The proposed program relates to the goals, objectives, and needs of Passaic County youth by providing participants with a comprehensive, stimulating, and empowering combination of key academic, employment, and technology skills they will need to not only be more competitive workforce candidates, but better prepared to pursue higher education and/or entrepreneurship. The program will address several of the fourteen (14) WIOA requirements including: Occupational skill training with credentials that are aligned with in-demand industry sectors or occupations in the local area involved; Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster; Financial literacy education; Supportive Services; Academics; and Entrepreneurial skills training. As part of the career pathway, upon completion of the project, participants will have the opportunity to pursue further education in Passaic County Community Colleges IT degree program.

## **B. Program Summary**

(1 page maximum)

The Greater Paterson OIC (GPOIC), is seeking \$200,000 in funding for the Paterson Youth Entry to IT Skills training program which will provide youth between the ages of 16-24 with the academic and technology skills training that will enable them to find entry-level employment in the steadily growing IT sector. They will also have the option to pursue higher education in the field for those so inclined. Training will include level appropriate academic instruction, technology device configuration and management, team-based activities, introductions to business and personal finance; entrepreneurship and small business principles; life skills; building a professional social media profile, and how to build and configure their own computer from scratch. The training can lead to earning nationally recognized certifications that will enhance the possibilities of participants securing entry-level IT employment in the IT industry or build a solid foundation for advancing into higher learning. The project will serve up to forty (40) participants who are residents of the city of Paterson.

The project will be an up to 26-week training program with up to 720 hours of training and instructional hours ***\*(based on an average of 4 instructional weeks per month @ 30 hours per week for 6 months)***. The program will be a combination of technology skills, workplace and life skills, financial literacy, academic instruction, customer service, and general business training. GPOIC will work to establish Job shadowing opportunities in the IT field for program participants. Through this project participants will develop, at minimal, work ready proficiency, improvements in weaker academic scores, employable skills and enhanced opportunities for success.

The project outline includes but is not limited to the following:

- Evaluation assessment and academic review on all participants as part of the intake process.
- Up to 720 hours of training and developmental activities.
- Level Appropriate Academic Instruction
- Technology, life-skills, business, and personal financial literacy training.
- E-Learning supplemental web-based training.
- Pre- and Post-training certification assessment test(s), and the development of a personal career portfolio.
- Nationally recognized skills-based certification testing.
- Job placement assistance and supported work services in conjunction with the Passaic County One Stop Career resource center.
- Opportunity to matriculate into higher learning to earn degree in IT
- Assessment of all participants to identify potential barriers to success in coordination with Workforce Development Board and assistance using the Passaic County Career Center/resource room.
- Tracking and reporting to assist participants in remaining engaged in activities.

Utilizing the ONET system, GPOIC will develop a Career Success Plan for each participant based upon the participant's interests, skills, realistic labor market opportunities, and participant's goals and inclinations. This plan provides a short-term goal of mapping the journey from intake to employment. The plan is flexible, leaving room for adaptations and additions as new situations arise. GPOIC will conduct on-going job development activities to improve the participants' chances of finding an appropriate job-match. GPOIC will refer participants that have not secured employment but completed training activities to career counselors at the Passaic County One Stop Career Center to review the Individual Service Strategy (ISS) and assess the next steps.

### **C. Program Narrative**

(6-8 pages, not including attachments)

This section is a **detailed narrative description** of the full proposed program of activities and services for the target population to be served including how the program will be implemented and managed/staffed to ensure successful implementation and the attainment of performance goals. Required forms, such as the Statement of Work, do not count towards the 8 page maximum.

1. **Describe the program services.** Link the description to the Statement of Need for the service for the specific population. Each question must be numbered and answered as outlined. The program description must address HOW, WHEN, and WHERE services will be provided. Please provide a detailed and comprehensive discussion of the program which should address the following:

The Youth Entry to IT Career Training project is 26-week training program that will serve up to 40 youth participants ages 16-24 that are 5.0 grade level or above on a PCWDB approved assessment tool. The project will address basic skills deficient youth without HS diploma or equivalent, or basic skills deficient youth with a HS diploma or equivalent. The program provides up to 720 total hours of academic, technology, business, and personal skills training.

- A. List in detail the schedule/services/training/curriculum that are offered for **high school dropouts who are basic skills deficient.**

Participants without a high school diploma or equivalent will receive the academic training noted below in section E. GPOIC will use the Aztec Hi-Set software application to access the individual needs and setup the appropriate academic course structure for each participant. The intent will be to better prepare the individual for the HI-Set High School Equivalency test. The academic instruction will also help participants be better able to implement the lessons learned into the technology, business, and developmental training.

- B. List in detail the schedule/services/training/curriculum that are offered for basic academic skills deficient youth with a high school diploma.

Participants with a high school diploma or equivalent will receive the same academic training noted below, however, the intent will be to develop customized lessons at the appropriate academic levels and to provide remedial reinforcement so that participants are better able to integrate the academic lessons learned into the technology, business, and developmental training. In addition, they will be better prepared to pursue higher learning.

- C. Provide a timeline chart for the entire program including operational activities, interim assessments, and follow-up.

**See GPOIC Attachment # 2 for timeline outline.**

- D. What is the outline and schedule for the modules that comprise the program?

The outlined components of the program are as follows: Hi-Set Academics; IT Certification Training; Basic Business and Financial Literacy; and Job Readiness Skills. The course will take place Monday – Friday. The modules will cover academics, core skills training and other related program activities.

- **Hi-Set Academics**
- **IT Certification and PC Building**
- **Basic Business and Financial Literacy**
- **Life/Job Readiness Skills**

- E. What are the instructional hours for each component and for the entire program?

The instructional hours for each component are listed below. The total hours for the entire is 720.

**Hi-Set Academics: up to 310 Total Hrs.**

**IT Certification and PC Building: up to 360 Total Hrs.**

**Basic Business and Financial Literacy: up to 30 Total Hrs.**

**Life/Job Readiness Skills: Total up to 20 Hrs.**

F. What is the course content? What are the specific course objectives?  
The core course content for each component is as follows:

**HI-SET ACADEMICS:**

**READING**

- Key Ideas and Details
- Craft and Structure
- Integration of Knowledge and Ideas
- Range and Complexity

***READING PRACTICE TESTS***

**WRITING**

- Grammar and Mechanics
- Knowledge of Language
- Developing the Essay

***WRITING PRACTICE TESTS***

**SCIENCE**

- Science Applications
- Overview of Science Domains

***SCIENCE PRACTICE TESTS***

**SOCIAL STUDIES**

- US History, Economics, Geography, and Civics

***SOCIAL STUDIES PRACTICE TESTS***

**MATHEMATICS**

- Diagnostic Pretest
- Numbers and Operations on Numbers
- Data Analysis / Probability / Statistics
- Measurement / Geometry
- Algebraic Concepts

***MATH PRACTICE TESTS***

**IT DEVICE CONFIGURATION, MANAGEMENT AND PC BUILDING:**

- Windows installation and configuration
- Application and peripheral management
- Data access and management
- Device security
- Troubleshooting
- Pc building and configuration

**BASIC BUSINESS AND FINANCIAL LITERACY**

- Principles of Entrepreneurship
- Business Finance
- Financial Literacy

**LIFE/JOB READINESS SKILLS**

- Attitude Development
- Communications Skills
- Planning, Organizing, and Critical Thinking Skills
- Interpersonal/Social Skills
- Working in Teams
- Professionalism and social media rules

G. Describe the daily activities and schedule for periodic assessment/evaluations.

GPOIC will hold daily activities Monday through Friday between the hours of 9:00AM and 3:00PM. Activities will include a combination of student lab time, instructor-led training, classroom discussion, student team-based exercises, online assignments, independent training challenges, and developmental workshops. Periodic assessments and evaluation test for appropriate courses will be administered



throughout the duration of the program. Ordinarily these will occur pre assessment and the middle and ending stages of a course. Daily activities will be divided between academic, technology, business, finance, and personal development/job readiness training.

**H.** Work Experience is a program component under WIOA. If this activity is included in your program, describe the program's work experience component and its implementation.

Job shadowing will be a part of this project. Throughout the program, participants will become knowledgeable of the Information Technology (IT) industry. GPOIC will arrange partnerships with various employers including D&M Networking and Computer Solutions (D&M) who will conduct information sessions for participants on what employers are looking for in employment candidates, and how to best prepare for a career in IT. GPOIC will also arrange for participants to shadow professionals in the IT field.

Similar partnerships will be arranged with technology retailer Microcenter, and with the IT department of Passaic County Community College. This type of learning is essential to long-term career growth in the IT sector. GPOIC staff will further assist students in creating a personal branding and marketing portfolio, which includes creating a resume, building a professional online presence, and using online job search engines to identify and pursue entry-level employment. Following program completion, the program staff will continue to follow-up with individuals, helping them to overcome employment barriers.

**I.** List the performance objectives, levels of service, specific outcomes, and methods of program evaluating effectiveness.

The performance objectives of this project is to prepare the underserved youth of the city of Paterson to gain entry-level employment in the rapidly growing Information Technology (IT) industry.

The Youth Entry to IT Career Training project is up to 26-week training program per cohort. There will be a total for two (2) cohorts per contract year. The total minimum level of service for all cohorts combined is forty (40) participants between the ages 16-24. Specific outcomes include obtaining nationally recognized IT certification and improving academic scores by at least 2 grade levels. The primary evaluation of effectiveness will be measuring how many participants earn certification, reach academic score goals, find entry-level employment or enter into higher education.

**J.** What is required for a customer to successfully complete the program? Are accelerated students able to exit early, and will students that require additional training be able to extend their program?

For successful completion, participants must improve their academic grade level score by at least one level and meet any other academic requirements as determined by the instructors. Participants must pass the IT Device Configuration and Management Certification test with a minimal score of 70% or higher. Finally, participants must build and configure a working computer from scratch, which they will be able to keep and the end of the course. In addition, participants who obtain employment or enroll in higher learning are successful completions. Accelerated students will be able to exit early and will be encouraged to move on in pursuit of the personal and professional goals. Tutoring, training extensions, and whatever resources GPOIC has available will be available to any participant that needs more time to successfully complete the project.

**K.** List in detail all the skills that youth will acquire.

Based on the varied training components youth will acquire at minimal the following:

- Improved ability to read, comprehend, and apply information.
- Able to communicate effectively in both verbal and written form.
- Gain Entry-level employment skills to begin IT career
- Critical thinking and interactive people skills.
- Learn to work in teams including leadership skills for leading a group activity.
- And understanding of business and personal finance.
- And an overall belief in their ability to succeed.

We expect participants to walk out of the program with these skills and more.

- L. Describe in detail how youth are assessed in order to determine skills attainment.

Each training component has both pre and post assessment measures. Some of these assessment tools are online assessment test, others are based on firsthand classroom activities. The assessment activities will not only demonstrate youth's technology skills but will also be connected to lessons learned in the academics.

- M. Describe the process, frequency and strategy for addressing and updating the Individual Service Strategy (ISS) for each youth. The ISS is a living document that must be coordinated among WDBPC, the TRAINING PROVIDER, and the youth participant.

GPOIC, in coordination with the WDBPC will sit with each participant on monthly basis to review their ISS. The review will be to determine if the participant is making progress towards his or her educational, skills training, and employment goals.

- N. In addition to the WDBPC approved assessment tool, please provide names and types of tests to be used, frequency of assessment, evaluation and reporting mechanisms.

Several tools will be used to assess participants' progress in the program. For academics, the ACCUPLACER (pre) and (post) testing tool will be used in addition to pop quizzes. The ACCUPLACER assessment tool is used to determine college readiness. For IT training the GMetrix certification practice test tool will be used to determine if participants are ready to take the Device Configuration and Management certification test. There will also be pre and post assessment tests with the Conover system to measure workplace and life readiness skills for participants. The assessment tools will be administered in approximately two (2) to three (3) week intervals, and can vary according to individual performance.

- O. Describe how the program will deal with underperforming customers.

Participants who find themselves falling behind will receive additional tutoring assistance. The assistance can occur in several forms according to the need including one-on-one consultations with the instructor, access to online supplemental training, and linking to mentors and other students to foster teamwork. Every effort will be made to encourage and build confidence in underperforming customers, and if necessary GPOIC will seek an extension to allow the customer more time if requested.

- P. Describe innovative or "out-of-the-box" techniques you will use to engage and motivate participants.

GPOIC's combination of training methods including instructor-led training, classroom discussion, student-team projects, online assignments, independent training challenges, developmental workshops provide unique and innovative environment for student engagement. The inclusion of firsthand PC building is another component that will actively engage the participants. The ability to leave the program not only with a nationally recognized certification, but with a working computer that you build and configured with your own hands builds confidence, and a sense of pride that goes far beyond the program itself. These are some of the fun and innovative ways we prepare participants for the workplace.

2. **Outreach and Recruitment Strategy:** Overall service enrollment is the primary responsibility of the provider. Describe how many youth will be enrolled in one year and include a detailed plan and description of how you will identify, recruit and enroll out-of-school youth into the program. What is the program's recruitment strategy? How will the provider ensure that levels of service are met? Include a detailed timetable with timeframes, specific activities, and points of contact. In addition, include letters of support, coordination, and agreement to collaborate on recruiting youth for the program. Failure to provide a detailed discussion may reflect on the capacity of the proposer.

GPOIC will use a multi-faceted approach to recruit for this project. They include the use of traditional marketing strategies like flyers placed in strategic locations around the communities where the target population resides. Cable television public service ads, and local print media will also be utilized. Digital tools like Facebook, Twitter, and Instagram are additional avenues for recruitment. GPOIC will also connect with our network of faith-based organizations, Paterson schools, Agencies that work with youth who have had contact with the legal system, the Passaic County One-Stop Career Center, and community-based organizations. The project timeline will be added as an attachment.

3. **Identify and provide specific accommodations**, modifications, supplementary aids and services that are necessary to serve participants with disabilities. Explain how these resources are being provided. Is the facility architecturally barrier free? How are the needs of individuals with disabilities identified and addressed?

GPOIC's new facility and classroom spaces are all on the ground floor and are accessible for individuals with disabilities.

There are minor modifications needed to make restroom areas a little more accessible for individuals with disabilities. We are addressing this need with the proprietor in making the necessary modifications.

4. **Intake Procedures:** describe new customer intake procedures, including orientation sessions. Describe the participant handbook, which should include at a minimum, program rules and regulations and requirements, program expectations, menu of services, contact information and scheduled activities. Handbook should include a signed participant agreement and grievance procedures. (Please include a copy of the participant handbook as an attachment to the proposal).

Upon arrival, youth are taken through an initial orientation into the GPOIC program utilizing the student handbook (*copy attached*). The orientation is designed to provide information regarding GPOIC's approach to serving them, the purpose and goals of the training program, and the high expectations for their success. GPOIC will establish a relationship with each youth customer, identify their current skill sets, assess strengths and weaknesses, and discuss any potential barriers. Should a potential barrier to program participation be identified, GPOIC will assist the individual in obtaining services that will help remove barriers prior to beginning the training.

Overall during intake and orientation, all customers will experience the following:

- Project orientation describing training program.
- An understanding of GPOIC and best practices for success in the program.
- Initial review or development of the Individual Service Strategy.
- Copy of student handbook with contact information.

Following intake and orientation the participants will begin course activities.

5. **Programs must indicate participation in the One-Stop system.** Specify the relationship with the One-Stop system in providing employment and job placement services. How are customers matched to appropriate employment opportunities? What is the interface among partners in the One-Stop System?

GPOIC is a One Stop Partnering Agency in Passaic County. As part of the Passaic County One Stop, GPOIC refers participants to the One Stop Career Center for additional services. GPOIC refers candidates to the Passaic County One Stop Career Center (PCOSCC) for some of the following purposes: Customized workshops, employment counseling; public access to computers Bank, Resume Bank, Positive Recruitment events, and job fairs. The interface with the One-Stop includes e-mail and remote meeting digital tools, entering program data in One-Stop online system, and in person meetings with One-Stop personnel.

6. **WIOA Youth Program Elements:** All 14 Youth Program Elements must be made available to youth in Passaic County, however, it is not required that any one program must include all of the elements. Please discuss the elements that are directly provided through your program in detail. In addition, please list the partners and collaborators that may offer elements not provided by your organization. Include agreements between organizations and a description of the referral system used to ensure delivery of needed youth elements. Attached is a **Program Element Chart (H.)** that must be completed to identify the services.

The GPOIC Youth Entry to IT Career project covers at least 7 of the WIOA program elements. They include the following:

1. Paid or unpaid work experiences that have as a component academic or occupational education, which may include summer employment opportunities and other

- employment opportunities available through the school year; pre-apprenticeship programs; internships and job shadowing; and on-the-job training opportunities.
2. Occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area involved;
  3. Supportive services;
  4. Follow-up services for not less than 12 months after the completion of participation;
  5. Financial literacy education;
  6. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling and career exploration services;
  7. Activities that help youth prepare for and transition to postsecondary training education and training.

If the program contains a community work experience component, describe what the work experience will consist of. Will the work experience be paid or unpaid? How will you ensure that the worksites are being monitored? What training will the students receive? Will these consist of pre-apprenticeships, internships, or job shadowing? Describe in detail the students’ activities, work hours, and schedule.

The GPOIC Youth Entry to IT Career project work experience will include job shadowing. GPOIC will arrange for job shadowing experiences where program participants can get a firsthand look at IT services being performed in the field. GPOIC staff will communicate directly with job shadowing partners to get feedback on participant activity and will visit job shadowing sites during activities. Students will have their device configuration and management skills reinforced by seeing the real-world scenarios in action. They will gain additional troubleshooting skills in both hardware and software service issues.

7. Indicate **entry level criteria** for program participants. Describe all requirements for enrollment into the program. Include additional entry level criteria such as physical ability requirement, training prerequisites, work history prerequisites, language needs, aptitudes and abilities. What is the profile of the entering participant?

**Entry Level Criteria**

<b>Testing and Grade Levels</b>	High School diploma or equivalent & basic skills deficient, or without a diploma at 5 <sup>th</sup> grade level or higher
<b>Physical Abilities and Requirements</b>	Good hand eye coordination
<b>Training Prerequisites</b>	There are no specific training prerequisites for this program
<b>Language Requirements</b>	Fluent English
<b>Aptitudes and Abilities</b>	Interest in learning, growing, technology, and desire to work in IT field
<b>Other (describe)</b>	No others.

8. Indicate specific **exit criteria** for program participants. Specify the individual achievements that result from program completion. Discuss the process your organization follows in order to place a WIOA participant in a job, including the percentage of customers placed in employment or further occupational/vocational training leading to employment. Also identify how program activities will be linked to and documented in the Individual Service Strategy and required follow-up activities. Activities must include an identification of relevant training, skills attainment, and linkages to demand occupations. Please complete the Proposed Plan Outcomes form (G.) What is the profile of the exiting participant?

**Exit Criteria**

<b>Testing and Grade Levels</b>	<b>Name of Test(s):</b> ACCUPLACER, Device Configuration and Management <b>Exit Grade Levels:</b> At minimum 1 grade level higher then on entry <b>Literacy/Numeracy:</b> College Ready
<b>Training Credentials</b>	Certified IT Windows Device Configuration and Management
<b>Job Placement Goals/ Job Titles</b>	90% of those who achieve certification will find entry-level placement in career related to ISS, or enrollment into IT related higher education
<b>Other (describe)</b>	No others.

9. The **Statement of Work (F.)** lists all proposed program goals and objectives as well as the corresponding performance outcomes. Identify what will be achieved (goals); how it will be achieved (objectives); what specific outcome will be produced (outcomes) as a way to demonstrate your success in meeting your goals and objectives. Goals are broad statements that represent expected accomplishments. Objectives identify the “who, what, and when” of the proposed program. They are the specific actions taken that lead to the defined outcomes for each specified goal. Include a time frame for the accomplishment of each objective. Include a discussion of the review and evaluation process of skills attainment and program effectiveness. Include the specific exit criteria that will be used to determine participant success. What are specific goals, objectives and measurements for each element of the proposed services? Describe how you will ensure, measure, and continuously improve the experience of the participant in the program.

**See Statement of Work Section F**

10. **Supportive Services:** Describe any incentives, supportive services, and/or stipends that will be used to address barriers to successful completion of the program and attainment of stated goals. Include any in-kind services that may be arranged to support youth.

GPOIC is a One Stop Partnering Agency in Passaic County. As part of the Passaic County One Stop, GPOIC refers participants to the One Stop Career Center for additional services where needed. GPOIC is also a member of the Passaic County Alliance and has relationships with a wide network of organizations providing a variety of services, all of which can be utilized in providing additional participant services.

In lieu of receiving a cash stipend as part of the project, participants will be able to keep the personal computer they build as part of the program training. This is an incentive that has a far lasting impact on the students of the program.

11. **Each proposal must contain** the name, title, and contact information for the individual(s) designated as the contact person(s) for tracking participants, reporting and post-program follow-up activities. Tracking and reporting duties must include, at a minimum: time and attendance reporting, placement, referral information, and timely and complete submission of the Comprehensive Youth Report. Follow-up services for at least 12 months after customers complete a program is a goal of the Workforce Development Board and **mandatory** under the Workforce Innovations and Opportunity Act. The proposal must discuss and identify follow-up activities, the frequency of this follow-up, the length of follow-up and the resources that will be used. What is the system for tracking, reporting and follow-up from enrollment through completion and/or termination?

<b>Tracking Contact Person</b>	Name: Hollis Nelson	Phone: 973-881-0540	Fax: 973-881-1442	E-Mail hnelson@gpoic.org
--------------------------------	------------------------	------------------------	----------------------	-----------------------------

<b>Reporting</b> Contact Person	Name: Hollis Nelson	Phone: 973-881-0540	Fax: 973-881-1442	E-Mail hnelson@gpoic.org
<b>Follow-Up</b> Contact Person	Name: Hollis Nelson	Phone: 973-881-0540	Fax: 973-881-1442	E-Mail hnelson@gpoic.org

12. **Customer files are required** to be maintained, stored, updated and completed. List all documents in each customer’s file, including, at a minimum, those required in this proposal. Information must include Individual Service Strategies (ISS), attendance records, test results and progress reports. Describe the system for creating and maintaining files, location of files and point person responsible for the information. Describe the system(s) used to coordinate and share required information with partners in the One-Stop System. What is the system for ensuring that customer files are maintained? How will your program identify, document and communicate customer issues to the OSCC system?

GPOIC utilizes individual folders and an in-house electronic database system to manage and track customer information. Program reports are submitted in the formats and frequency as requested by the One Stop Career Center. GPOIC submits reports to the appropriate PCOSCC personnel on a monthly or weekly basis. GPOIC maintains records on all participant activities, including ISS, Job placements, attendance records, pre- and post-test scores, progress reports, and all pertinent data. GPOIC assigns personnel to document and tracked program data. Follow-up services for placements are conducted on a quarterly basis for up to 1 year.

13. **Indicate the qualifications of all staff** who will work directly in the proposed service. Include all instructional, counseling and administrative personnel who will be paid with funds provided by the proposed service. Attach copies of the resumes and job descriptions in the attachments for each individual and documentation for positions that require certifications or licenses. In cases where positions are not currently filled, provide a job description and assurances that personnel hired will satisfy minimum job requirements. Note: Instructors of Adult Basic Education are required to hold New Jersey State Teacher’s Certification.

Staff qualifications are in the table below:

<b>Staff</b>	<b>Activity</b>	<b>Qualifications</b>
Executive Director	Administrative and Leadership Oversight,	B.A. Degree in Education, Leadership, and Public Relations Skills, Strategic Planning and Implementation Skills, knowledge of non-profit management.
Program Fiscal Officer	Finance Accountability.	Knowledge of financing planning and budget management, monitoring program fiscal management.
1)Technology and Training Instructor	Technology Training & Classroom Instructor Student Assessment and Orientation-Employer Relations. Customer Intake, Deliver classroom Instruction	A.A.S. Degree in Psychology, Diploma in Small Business Management, Certified Microsoft Master Instructor, Internet and Computing Core Certification (IC3) 18 years’ experience in classroom instruction and curriculum development.
2) Technology and Training Instructor	Technology Training & Classroom Instructor, Student Assessment and Orientation-Employer Relations. Customer Intake, Deliver classroom Instruction.	Attended the University of Maryland Eastern Shore with a major in Computer Science. Experienced in software engineering, network assembly and database development.
Basic Education Instructor	Conduct programs academic instruction, perform assessment and evaluation test.	Experience in classroom instruction, New Jersey State Teacher’s Certification

14. **Collaborative efforts among the range of service providers** in the community provide customers

Greater Paterson OIC WIOA Out of School Youth RFP 22-019

of the Passaic County Workforce One-Stop System the best opportunity to access a full range of services available for self-empowerment and quality of life improvements. Describe in detail the coordination, partnerships and linkages between your organization and the One-Stop System, including the employer/business community and other related organizations. Describe service collaborations within the program as well as financial considerations such as in-kind and/or matching funds. Where partners are named, a letter of partnership, signed by all parties, *must* be included with this proposal.

GPOIC is a One Stop Partnering Agency in Passaic County. As part of the Passaic County One Stop, GPOIC refers participants to the One Stop Career Center for additional services. GPOIC is also a member of the Passaic County Alliance and has relationships with a wide network of organizations providing a variety of services, all of which can be utilized in providing participant services. GPOIC will also establish partnerships with the business and higher education sectors as part of this project.

15. **Provide a discussion of the outcomes of this specific program** or a similar endeavor in the past three years. Describe the success of your program and the overall success of your agency in serving this population. Discuss the goals, achievements, and positive outcomes in detail. Indicate the number of students trained, completed, credentials achieved, employed and average wages. Indicate the number of youth who entered further academic or vocational training. For proposers who have not previously operated this program, provide program results and/or a discussion of the capacity and experience required to perform this service. Describe the method for capturing and maintaining performance data, including the process for follow-up.

Please note that it is required that participants who have completed program services as well as participants who may have dropped out of the program but need additional services receive at least 12 months of follow-up services.

Complete the Program Effectiveness Summary box below.

As an attachment, please provide a roster of students with outcomes for each.

Over the past two years, GPOIC as well as many other organizations were severely impacted by the COVID-19 pandemic. Enrollment and activities during these periods were extremely limited. GPOIC does have a history of providing educational and skills training to the residents of Paterson and Passaic County and expects to resume those services at much higher levels as we come out of the pandemic, and usher in the new world of work. We can provide some information in table below for recent programs we did run prior to shutting down due to the pandemic.

**Program Effectiveness Summary**

<b>Outcomes</b>	<b>Period 1-(Dates)</b> 7/1/2018 to 6/30/2019	<b>Period 2-(Dates)</b> 7/1/2019 to 6/30/2020	<b>Period 3-(Dates)</b> 7/1/2020 to 6/30/2021 Shut down for COVID-19
Number of students enrolled/referred	28	37	6 All volunteer for remote learning
Number of students served	20	33	6
Number of students terminated	8	4	0
Number of students who dropped out	0	0	0
Number of students who increased NRS EFL	NA	NA	NA

Greater Paterson OIC WIOA Out of School Youth RFP 22-019

Number of students who received a credential through the program	6	3	1
Number of students who attained HSE	NA	NA	NA
Number of students who moved onto Higher Education	4	1	0
Number of students who entered employment	3	5	0
Average placement wage	\$12.00 hr.	\$13.50 per hr.	NA



## **D. Organization Administration and Management**

(3 pages maximum)

This section describes and documents the proposer's commitment and authority to implement the program, as well as the agency's resources and experience with comparable initiatives.

1. Provide a brief description of the organization: the mission, purpose, capabilities, length of time the agency/organization has been in existence. Provide documentation concerning the organization status (e.g., incorporation papers.) Include a table of organization, including officers/board of directors, as applicable. Organizations claiming to be non-profit must support the claim with a copy of the IRS certification. Assure that all persons authorized to receive or deposit workforce development funds will be bonded for protection against loss.

The Paterson New Jersey Opportunities Industrialization Center, Inc., also known as the Greater Paterson OIC (GPOIC), is an affiliate of the Opportunities Industrialization Center of America (OICA). Founded in the city of Philadelphia in 1964 by Dr. Leon H. Sullivan, OICA is a decentralized network of employment and personal development training programs. These programs are bound together by a common mission of helping the underserved, unemployed, and under-employed improve their overall quality of life.

Each of OICA's affiliates operates under its own initiative, with accountability to the national and local OICA board of directors. GPOIC was established in 1971, and since our inception we have been successfully providing residents of the Passaic County communities with both employment and life skills training. GPOIC remains committed to helping people reach their goals of self-sufficiency and lifestyle enhancement. The organization structure chart will be added as an attachment. **See GPOIC Attachment 1.**

2. Administrative Controls: Describe the internal administrative controls established for the program. Include procedures for accounting, audit and monitoring. Assure that accounting records are supported by source documentation for each transaction and are maintained to provide a complete and accurate audit trail.

GPOIC uses a professional IT infrastructure to administer program and accounting data. GPOIC used in-house financial accounting software to keep separate tracking of each programs funding. GPOIC uses Invoices and vouchers to document all program expenditures. This information is stored both digitally and physically for record keeping purposes. In addition to being monitored by funding sources, GPOIC utilizes third party independent bookkeeping and auditing firms to ensure accounting procedures are in order.

3. Procurement: Explain in detail the cost, duration and method of procurement for any proposal sub-contractor or equipment that is part of the proposed service. Any procurement must be consistent with the Workforce Innovation and Opportunity Act of 2014 (WIOA) and the State of New Jersey regulations. If none, state so.

GPOIC's procurement practice is consistent with the Workforce Innovation and Opportunity Act and the State of New Jersey regulations. This project will not utilize any subcontractors or equipment purchases that will require the implementation of the WIOA or State of New Jersey procurement processes.

4. Budget, Cost Effectiveness and Financial Status: budget forms (E.) must be completed with appropriate line-item expenditures and in appropriate categories. Inappropriately charged costs may be shifted consistent with WIOA regulations. The budget also requires justification. Please indicate how the proposed costs will help achieve the results planned and why they are essential to program performance.

All items, both administrative and programmatic are essential aspects of executing this project. The personnel and materials included will all be involved and carrying out the program goals and objectives. **(See Completed Form E Below) and**

5. Audit/ Certified Financial Statement: Submit a copy of either the most recently completed independent audit or a certified financial statement. The document should include discussion(s) of any questioned or disallowed costs and provide assurances of the steps that the proposer has taken to ensure that concerns which may apply to the service being offered have been resolved. As appropriate, submit Independent Auditor's Report on Compliance for Each Major State and Federal Program and on Internal Control over Compliance required by the Uniform Guidance and NJ OMB Circular 15-08. NOTE: This submission is mandatory.

The most recent independent audit will accompany the proposal. **(See Attached Audit)**

6. Discuss the process and assure that all financial and program records, including supporting documents, will be retained and available for review for a period of seven years following contract closeout.

As noted, GPOIC stores program data both digitally and physically for record keeping and reporting purposes. Digitally information is stored both locally and remotely for backup purposes. Physical records are kept on file and then moved to outside storage areas for future access as needed. Information for this project will be kept for a minimum of seven years.

7. Discuss the financial resources available to your organization. In particular, describe the ability to cover expenses until training funds are forwarded. Discuss the financial stability of your organization. Discuss whether your organization is currently, or expects to be, involved in any bankruptcy proceedings or is currently under the auspices of any bankruptcy program/protection. Include a discussion of any other activities or proceedings that may impact upon the financial stability of the organization. Provide an assurance that adequate financial resources are available to offset any potential costs related to a program that may prove to be disallowed.

GPOIC maintains Lines-of-Credit with Chase and PNC Banks. GPOIC also engages in additional fundraising activities to subsidize program cost. GPOIC can leverage these resources to cover program expenses until training funds are forwarded. GPOIC is not currently or expects to be involved in any bankruptcy proceedings nor is it currently under the auspices of any bankruptcy program/protection.

8. Discuss additional resources, services or matching funds that are part of the proposed program, including in-kind contributions. How will these funds be utilized specifically towards attaining the objectives of this program? Indicate the source of these resources.

Any In-kind contributions that will be utilized for this project are listed in the Form-E budget. These resources stem from GPOIC fundraising activities including its annual Breakfast of Champions event, as well as contributions from donors and resources provided by the GPOIC Board of Directors.

9. Outline the program's sustainability plan for the upcoming year, including the leveraging or identification of other sources of funding. The sustainability must be implemented throughout the grant year and succeeding grant years. The sustainability plan must include key components, such as: goals, objectives, timelines, target area(s), documented efforts, challenges/barriers to success and outcomes. Provide a description of how you will leverage other sources of funding to supplement the grant award and to support services after the expiration of the grant period.

GPOIC constantly looks for different ways to sustain projects and programs related to academic and employment training. GPOIC searches for non restricted funding opportunities and creatively looks to both established funding sources (e.g., community foundations and groups such as The United Way, local education funds, grants, and corporate support). New initiatives are also explored for implementation, (e.g., social entrepreneurial endeavors, and mutually beneficial partnerships with community agencies, and organizations).

During the upcoming contract year, GPOIC's staff and board members will be engaged in strategic planning that will measure the organizations strengths, weaknesses, opportunities, and develop processes for improvement and ways to bring in additional resources and programs.

Greater Paterson OIC WIOA Out of School Youth RFP 22-019

Note: Should this proposal result in a contract award, additional documents, as appropriate, may be required in addition to the Certification Regarding Suspension/Debarment and the Certification Regarding Lobbying.

## **E. Program Budget Forms**

---

The Program Budget links program activities to requested costs and to provide the cost basis for each identified cost. This section of your proposal must be as specific as possible and reflect the narrative section of your proposal. Itemization and/or detail of costs are required to ensure that costs are eligible generally under Federal Cost Principles and are budgeted in the appropriate line. Include the cost of all financial collaborative/partnership relationships or in-kind services provided. Prior to the award of a contract, all financial partnerships developed for this RFP will require a Letter of Partnership Agreement identifying the relationship and the respective roles and responsibilities of each partner. This agreement must be signed by all parties identified in the agreement. Subcontractors are required to submit a separate budget that includes budget justification pages.

Upon award of a contract, an invoice/voucher form will be issued that will require reporting on a schedule to be determined. In addition to the invoice, awardees will be required to submit supporting documentation for all line items and a comprehensive program roster. Failure to submit all documents as required may result in delay of requested payments.

NOTE: Workforce Development Board of Passaic County/Passaic County One-Stop Career Center reserves the right to establish benchmarks and holdbacks for performance. Upon award of funds, contracted services may be subject to performance holdbacks related to specific achievements and outcomes. For purposes of this proposal, 10% of the total cost must be reserved for performance holdbacks. Please ensure that the holdback is included as a budget line item as directed. Once the 10% for performance benchmarks has been budgeted, no more than 10% of the remaining dollars may be allocated as administrative expenses.

**NOTE: Administrative costs may not exceed 10% of total budget.**

**E. Program Budget**

Training Organization		Greater Paterson OIC	
Program Name		Paterson Youth Entry to IT Career Project	
Program Type		WIOA out of School Youth Paterson	
Annual Level of Service: 40		Total Budget: \$200,000	Per Person Cost \$5,000

CATEGORY	ADMINISTRATION	PROGRAM COSTS	TOTAL	IN-KIND/ MATCHI NG
SALARIES	15,600.00	98,280.00	\$113,880.00	
FRINGE	1,326.00	8,353.80	\$9,679.80	
CONSUMABLE MATERIALS		25,140.20	\$25,140.20	
NON-CONSUMABLE MATERIALS		18,000.00	\$18,000.00	
EQUIPMENT RENTAL				
EQUIPMENT PURCHASE				
RENT		5,000.00	\$5,000.00	
UTILITIES				
BUILDING MAINTENANCE				
TELEPHONE		500.00	\$500.00	
POSTAGE				
ADVERTISING		1,200.00	\$1,200.00	
INSURANCE		3,000.00	\$3,000.00	
PAYROLL SERVICES		2,000.00	\$2,000.00	
CONSULTANTS				
TRAVEL				
TEST/EXAM FEES		1,600.00	\$1,600.00	
INDIRECT COSTS				
FEES				
PROFITS				
OTHER (LIST/EXPLAIN)				
SPECIFIC AID TO CLIENTS/STIPENDS SUBCONTRACTS				
10% PERFORMANCE BENCHMARKS <b>TOTAL BUDGET</b>	\$16,926.00	20,000.00 \$183,074.00	\$20,000.00 \$200,000.00	

Administrative costs may not exceed 10% of budget total

**E. Administration Budget Justification**

---

For each line item, explain the charges for Administration. Clearly indicate how staff time will be utilized in the specific delivery of services. Include a complete list of all materials requested and how these are essential to the program.

Note: For purposes of this budget, *consumable materials* are those that may be used and discarded; *non-consumable materials* may be used more than once.

**1. Administrative Staff Salaries**

<b>JOB TITLE</b>	<b>HOURLY RATE</b>	<b>HOURS CHARGED PER WEEK</b>	<b># WEEKS</b>	<b>TOTAL SALARY</b>
Program Manager	20.00	15	52	15,600.00
<b>TOTAL SALARIES</b>				
<b>FRINGE BENEFITS</b>	<b>RATE</b>	<b>COST</b>		
F.I.C.A	@5%	780.00		
WORKERS' COMPENSATION	@2.5%	390.00		
HEALTH INSURANCE	@1%	156.00		
OTHER (explain)				
<b>TOTAL FRINGE</b>	@8.5%	\$1,326.00		

**2. Administrative Budget Line Items**

Each line item must have a complete listing of materials, services, etc. requested and an explanation of the applicability and use for the program. Additional pages may be added to describe these expenditures. Line items include: consumable materials, non-consumable materials, equipment rental, equipment purchase, rent, utilities, building maintenance, telephone, postage, advertising, dues/subscriptions/ memberships, insurance, payroll services, consultants, travel, training tools, uniforms, test/exam fees, indirect costs, fees, profits, and other items as required.

LINE ITEM	EXPLANATION
Administrative Salaries - Program Manager	Provides administrative oversight to entire program. Insuring program is being properly executed, and that all documentation and program information is submitted correctly and on time.
Fringe	Total fringe benefits at 8.5%

**E. Program Costs Justification**

---

For each line item, explain the charges for Program Costs. Clearly indicate how staff time will be utilized in the specific delivery of services. Include a complete list of all materials requested and how these are essential to the program.

Note: For purposes of this budget, *consumable materials* are those that may be used and discarded; *non-consumable materials* may be used more than once.

**1. Program Staff Salaries**

JOB TITLE	HOURLY RATE	HOURS CHARGED PER WEEK	# WEEKS	TOTAL SALARY
Lead Instructor	25.00	30	52	39,000
Assistant Instructor	22.00	30	52	34,320
Academic Instructor	20.00	15	52	15,600
MIS/Program Assistant	20.00	15	52	15,600

<b>TOTAL SALARIES</b>				
<b>FRINGE BENEFITS</b>	<b>RATE</b>	<b>COST</b>		
F.I.C.A	@5%	4,914.00		
WORKERS' COMPENSATION	@2.5%	2,457.00		
HEALTH INSURANCE	@1%	982.80		
OTHER (explain)				
<b>TOTAL FRINGE</b>	@8.5%	\$8,353.80		

**2. Program Budget Line Items**

Each line item must have a complete listing of materials, services, etc. requested and an explanation of the applicability and use for the program. Additional pages may be added to describe these expenditures. Line items include: consumable materials, non-consumable materials, equipment rental, equipment purchase, rent, utilities, building maintenance, telephone, postage, advertising, dues/subscriptions/ memberships, insurance, payroll services, consultants, travel, training tools, uniforms, test/exam fees, indirect costs, fees, profits, and other items as required.

<b>LINE ITEM</b>	<b>EXPLANATION</b>
Program Staff Salaries	Salaries for personnel required to conduct project training, reporting, and follow-up services
Fringe	Total fringe benefits at 8.5%
Consumable Materials	Physical materials required to conduct program, includes PC parts for building computers, paper, tools, wiring, supplies and accessories.
Non-Consumable Material	Online video training subscriptions for academic courses, technology training, and certification practice testing materials.
Rent	Contribution to cost for facility space to conduct program
Telephone	Includes cost for landline telephone, and internet access for online training and remote learning.
Advertising	Anticipated cost for program promotion and recruitment.
Insurance	Liability insurance protection for facility and programs.
Payroll Services	Anticipated fees for administering of payroll and tax information for program personnel.
Test/Exam Fees	Cost for vouchers to allow participants to take IT certification test



## F. Statement of Work

**Training Organization:** The Greater Paterson OIC

**Program Name:** Paterson Youth Entry to IT Career Project

(Copy this page as needed)

Goals	Objectives	Outcomes	Timeframe
Service Components	Knowledge/Skill Attainment	Minimum Required Performance (include testing and evaluation tools)	Instructional Hours
Project Intake	Understanding of Organization training programs, procedures, policies, and expectations.	100% of referred customers reporting will receive orientation information on GPOIC program and One Stop Partner System	N/A
HiSet Reading	Ability to read and comprehend increasingly complex texts.	Increase post testing Score of at least two levels over beginning level.	62
HiSet Writing	Increased knowledge in all aspects of language use, from vocabulary and syntax to the development and organization of ideas.	Increase post testing Score of at least two levels over beginning level.	62
HiSet Science	Understanding Scientific Terms and Content; Analyzing Data, Research, and Evidence; Using Scientific Tools, Statistics, and Probability	Increase post testing Score of at least two levels over beginning level.	62
HiSet Social Studies	Knowledge of US History; Civics; Macro, Micro, and Consumer Economics; Geography and the World	Increase post testing Score of at least two levels over beginning level.	62
HiSet Mathematics	Improved capacity to apply mathematical principles in solving real world problems.	Increase post testing Score of at least two levels over beginning level.	62
IT Device Configuration and Management	Participants develop skills on configuring and managing devices and peripherals on Microsoft Windows based computers	Sixty-five percent of program participants (26 persons) will achieve nationally recognized certification in IT Device Configuration	360
Basic Business and Financial Literacy	Principles of entrepreneurship, the basics of business finance, and personal financial literacy	Participants will understand the principles of credit and how to plan for business and personal money management	30
Life Skills and Job Readiness	Prepare program participants to be ready for the soft skills required to be successful in the workplace	Participants will learn planning, organizing and critical thinking skills, working in teams, positive attitude, and workplace communication skills	20

**H. Proposed Planned Outcomes**

7/1/22 to 6/30/23

Organization \_\_\_\_\_ Program \_\_\_\_\_

Planned Outcomes	Number
Proposed Total Youth Served-Program Year	40
Proposed Capacity Level (# of active youth served at any point in time)	12
Proposed Number of Youth Carry Overs (if applicable)	N/A
Proposed Number of New Enrollments	40
Proposed Number of Youth obtaining High School Equivalency	10
Proposed Number of Youth increasing one or more NRS Educational Functioning Levels (EFL)	40
Proposed Number of Youth participating in Work Experience/Work-Based Learning	40
Proposed Number of Youth entering Post-Secondary Education/Training	12
Proposed Number of Youth placed into Unsubsidized Employment	10
Overall cost per Youth Served	\$5,000

**I. Chart of Youth Program Elements**

WIOA required program elements for youth:

1. Tutoring, study skills training, instruction and evidence-based instruction and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential;
2. Alternative secondary school services, or dropout recovery services, as appropriate;

3. Paid or unpaid work experiences that have as a component academic or occupational education, which may include summer employment opportunities and other employment opportunities available through the school year; pre-apprenticeship programs; internships and job shadowing; and on-the-job training opportunities.
4. Occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area involved;
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate;
7. Supportive services;
8. Adult mentoring for a period of participation and a subsequent period, for a total of not less than 12 months;
9. Follow-up services for not less than 12 months after the completion of participation;
10. Comprehensive guidance and counseling, which may include drug, alcohol abuse counseling and referral, as appropriate;
11. Financial literacy education;
12. Entrepreneurial skills training;
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling and career exploration services;
14. Activities that help youth prepare for and transition to postsecondary training education and training.

List all elements that pertain to this proposal, the list of partners and the source of funds for each. If a proposer does not directly provide any of the required elements, it must demonstrate the ability to link youth to providers of such services and must attach a formal agreement linking service.

**NOTE: It Is Not Required That All Fourteen Elements Are Included In Each Program Proposed.**

**PROGRAM ELEMENTS**

Partners	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Fund Source
Passaic County Community College			X											X	Grant
One-Stop Career Center							X								Grant
Greater Paterson OIC	X			X	X			X			X	X			Grant
D&M Networking			X										X		Grant

## J. Proposal Checklist

---

- Proposals submitted on the forms supplied, in paper format with all original signatures, along with (4) paper copies plus 1 copy (Word format) on a USB Flash Drive.
- Registered SAM ID number (formerly CCR)
- Registered DUNS number
- Documentation of most recent approval by the New Jersey Department of Labor and Workforce Development, New Jersey Department of Education or appropriate State or Federal agency authorized to approve such training (attach documentation as necessary)
- Registered on NJ Eligible Training Provider List (ETPL) (see NJWIN 10-17(A) attached)
- Attached curriculum and curriculum synopsis
- Attached calendar/timeline for program components
- Attached Participant Handbook
- Completed Program Fact Sheet
- Completed Statement of Need
- Completed Program Summary
- Completed Program Narrative
- Completed Organization Commitment and Capacity
- Completed Program Budget Attachments (Program Budget, Administration Costs and Program Costs Justification)
- Completed Statement of Work
- Completed Chart of Youth Program Elements
- Documentation of Partnerships/Collaborative Agreements
- Resumes and job descriptions for program personnel identified within budget
- Program Effectiveness Summary (complete chart - duplicate as necessary)
- Current Organization Chart
- Incorporation documents
- Proof of Tax-Exempt Status (if applicable)
- Audit/Certified Financial Statement
- Assurances and Certifications (signature required)
- Certification Regarding Suspension/Debarment (signature required)
- Certification Regarding Lobbying (signature required)
- Acknowledgement: Non-Discrimination and Equal Opportunity
- Attached NJ Teacher's Certification. (If no instructor selected yet, checking this box confirms the understanding that proof of Teacher's Certification will be required prior to start of program)

## Attachment 1. – NRS Educational Functioning Levels



National Reporting System  
for Adult Education

A Project of the U.S. Department of Education

### Test Benchmarks for NRS Educational Functioning Levels Updated August 2019 Adult Basic Education (ABE)

Educational Functioning Level (EFL)	Test Benchmarks
<p><b>Beginning ABE Literacy (ABE Level 1-all subjects)</b></p>	<p>TABE<sup>1</sup> (11–12) scale scores (grade level 0–1):</p> <p>Reading: 300–441 Mathematics: 300–448 Language: 300–457</p> <p>CASAS<sup>2</sup> <b>Reading GOALS</b> scale scores:</p> <p>Reading: 203 and below</p> <p>CASAS <b>Math GOALS</b> scale scores:</p> <p>Mathematics: 193 and below</p>
<p><b>Beginning Basic Education (ABE Level 2—all subjects)</b></p>	<p><b>TABE (11–12) scale scores (grade level 2–3):</b></p> <p>Reading: 442–500 Mathematics: 449–495 Language: 458–510</p> <p>CASAS <b>Reading GOALS</b> scale scores:</p> <p>Reading: 204-216</p> <p>CASAS <b>Math GOALS</b> scale scores:</p> <p><b>Mathematics: 194-203</b></p> <p><b>MAPT<sup>3</sup> scale scores:</b></p> <p>All tests: 200–299</p>

<sup>1</sup> TABE = Tests of Adult Basic Education

<sup>2</sup> CASAS = Comprehensive Adult Student Assessment System

Educational Functioning Level (EFL)	Test Benchmarks
<p><b>Low Intermediate Basic Education (ABE Level 3—all subjects)</b></p>	<p><b>TABE (11–12) scale scores (grade level 4–5):</b>                      Reading: 501–535                      Mathematics: 496–536                      Language: 511–546</p> <p><b>CASAS Reading GOALS scale scores:</b>                      Reading: 217-227</p> <p><b>CASAS Math GOALS scale scores:</b>                      Mathematics: 204-214</p> <p><b>MAPT scale scores:</b>                      All tests: <b>300–399</b></p>
<p><b>High Intermediate Basic Education (ABE Level 4-ELA)</b></p> <p><b>Middle Intermediate Basic Education (ABE Level 4--Mathematics)<sup>4</sup></b></p>	<p><b>TABE (11–12) scale scores (grade level 6–8):</b>                      Reading: 536–575                      Mathematics: 537–595                      Language: 547–583</p> <p><b>CASAS Reading GOALS scale scores:</b>                      Reading: 228-238</p> <p><b>CASAS Math GOALS scale scores:</b>                      Mathematics: 215-225</p> <p><b>MAPT scale scores:</b>                      All tests: 400–499</p>

<sup>3</sup> MAPT = Massachusetts Adult Proficiency Test

<sup>4</sup> For mathematics, there is an additional intermediate level, Middle Intermediate (level 4), in addition to High Intermediate (level 5), and only one secondary level (level 6), due to the complexity of the mathematics descriptors. When reporting on NRS tables, use the level number.

Educational Functioning Level (EFL)	Test Benchmarks
<p data-bbox="300 285 688 348"><b>Low Adult Secondary Education (ABE Level 5-ELA)</b></p> <p data-bbox="285 510 703 573"><b>High Intermediate Basic Education (ABE Level 5-Mathematics)</b></p>	<p data-bbox="886 285 1219 348"><b>TABE (11–12) scale scores (grade level 9–10):</b> Reading: 576–616 Language: 584–630 Mathematics: 596–656</p> <p data-bbox="886 489 1325 552"><b>CASAS Reading GOALS scale scores:</b> Reading: 239 – 248</p> <p data-bbox="886 590 1292 653"><b>CASAS Math GOALS scale scores:</b> Mathematics: 226-235</p> <p data-bbox="886 690 1118 753"><b>MAPT scale scores:</b> All tests: 500–599</p>
<p data-bbox="300 873 688 936"><b>High Adult Secondary Education (ABE Level 6-ELA)</b></p> <p data-bbox="329 1098 659 1161"><b>Adult Secondary Education (ABE Mathematics Level 6)</b></p>	<p data-bbox="886 873 1219 936"><b>TABE (11–12) scale scores (grade level 11–12):</b> Reading: 617–800 Language: 631–800 Mathematics: 657–800</p> <p data-bbox="886 1098 1325 1161"><b>CASAS Reading GOALS scale scores:</b> Reading: 249 and above</p> <p data-bbox="886 1199 1292 1262"><b>CASAS Math GOALS scale scores:</b> Mathematics: 236 and above</p> <p data-bbox="886 1299 1118 1362"><b>MAPT scale scores:</b> All tests: 600–700</p>

**English as a Second Language (ESL)**

<b>Educational Functioning Level (EFL)</b>	<b>Test Benchmarks</b>
<p><b>Beginning ESL Literacy (ESL Level 1—all subjects)</b></p>	<p><b>CASAS Life and Work Reading scale scores:</b> Reading: 180 and below L&amp;W Listening: 162–180</p> <p><b>BEST<sup>5</sup> Plus 2.0:</b> 88–361 <b>BEST Literacy:</b> 0–20 (SPL 0–1)</p> <p><b>TABE CLAS-E<sup>6</sup> scale scores<sup>7</sup>:</b> Total Reading and Writing: 225–394 Total Listening and Speaking: 230–407</p>
<p><b>Low Beginning ESL (ESL Level 2—all subjects)</b></p>	<p><b>CASAS Life and Work Reading scale scores:</b> Reading: 181–190 L&amp;W Listening: 181–189</p> <p><b>BEST Plus 2.0:</b> 362–427 <b>BEST Literacy:</b> 21–52 (SPL 2)</p> <p><b>TABE CLAS-E scale scores:</b> Total Reading and Writing: 395–441 Total Listening and Speaking: 408–449</p>
<p><b>High Beginning ESL (ESL Level 3—all subjects)</b></p>	<p><b>CASAS Life and Work Reading scale scores:</b> Reading: 191–200 L&amp;W Listening: 190–199</p> <p><b>BEST Plus 2.0:</b> 428–452 <b>BEST Literacy:</b> 53–63 (SPL 3)</p> <p><b>TABE CLAS-E scale scores:</b> Total Reading and Writing: 442–482 Total Listening and Speaking: 450–485</p>

<sup>5</sup> BEST = Basic English Skills Test

<sup>6</sup> TABE CLAS–E = Test of Adult Basic Education Complete Language Assessment System – English

<sup>7</sup> Refer to the TABE CLAS–E Technical Manual for score ranges for individual reading, writing, listening and speaking tests. Table shows only total scores.



Educational Functioning Level (EFL)	Test Benchmarks
<p><b>Low Intermediate ESL</b> (ESL Level 4—all subjects)</p>	<p><b>CASAS Life and Work Reading scale scores:</b> Reading: 201–210 L&amp;W Listening: 200–209</p> <p><b>BEST Plus 2.0:</b> 453–484 <b>BEST Literacy:</b> 64–67 (SPL 4)</p> <p><b>TABE CLAS-E scale scores:</b> Total Reading and Writing: 483–514 Total Listening and Speaking: 486–525</p>
<p><b>High Intermediate ESL</b> (ESL Level 5—all subjects)</p>	<p><b>CASAS Life and Work Reading scale scores:</b> Reading: 211–220 L&amp;W Listening: 210–218</p> <p><b>BEST Plus 2.0:</b> 485–524 <b>BEST Literacy:</b> 68–75 (SPL 5)</p> <p><b>TABE CLAS-E scale scores:</b> Total Reading and Writing: 515–556 Total Listening and Speaking: 526–558</p>
<p><b>Advanced ESL</b> (ESL Level 6—all subjects)</p>	<p><b>CASAS Life and Work Reading scale scores:</b> Reading: 221–235 L&amp;W Listening: 219–227</p> <p><b>BEST Plus:</b> 525–564 (exit 565 and higher) <b>BEST Literacy<sup>8</sup>:</b> 76–78 (SPL 6)</p> <p><b>TABE CLAS-E scale scores:</b> Total Reading and Writing: 557–600 Total Listening and Speaking: 559–600</p>

<sup>8</sup> Students can be placed into advanced ESL using Best Literacy but the test does not assess skills beyond this level so students cannot exit Advanced ESL with this test. Retesting of students who enter this level with another assessment is recommended.

<p><b>Low Intermediate Basic Education (Level 3)</b></p>	<p><b>TABE (9–10) scale scores (grade level 4–5.9):</b> Reading: 461–517 Total Math: 442–505 Language: 491–523</p> <p><b>Wonderlic GAIN scale scores:</b> English: 526–661 Math: 523–669</p> <p><b>MAPT scale scores:</b> <b>All tests: 300–399</b></p> <p><b>CASAS Life and Work Reading scale scores:</b> Reading: 211–220 Math: 211–220</p> <p><b>Tests Aligned to New ABE EFL Descriptors</b></p> <p><b>TABE (11–12) scale scores (grade level 4–5):</b> Reading: 501–535 Mathematics: 496–536 Language: 511–546</p> <p><b>CASAS Reading GOALS scale scores:</b> Reading: 217–227</p>
<p><b>High Intermediate Basic Education (Level 4)</b></p>	<p><b>TABE (9–10) scale scores (grade level 6–8.9):</b> Reading: 518–566 Total Math: 506–565 Language: 524–559</p> <p><b>CASAS Life and Work Reading scale scores:</b> Reading: 221–235 Math: 221–235</p> <p><b>Wonderlic GAIN scale scores:</b> English: 662–746 Math: 670–775</p> <p><b>MAPT scale scores:</b> <b>All tests: 400–499</b></p> <p><b>Tests Aligned to New ABE EFL Descriptors</b></p> <p><b>TABE (11–12) scale scores (grade level 6–8):</b> Reading: 536–575 Mathematics: 537–595 Language: 547–583</p> <p><b>CASAS Reading GOALS scale scores:</b> Reading: 228–238</p>

<b>High Intermediate ESL</b>	<b>CASAS Life and Work Reading scale scores:</b> Reading: 211–220 L&W Listening: 210–218  <b>BEST Plus 2.0:</b> 485–524 <b>BEST Literacy:</b> 68–75 (SPL 5)  <b>TABE CLAS-E scale scores:</b> Total Reading and Writing: 515–556 Total Listening and Speaking: 526–558
<b>Advanced ESL</b>	<b>CASAS Life and Work Reading scale scores:</b> Reading: 221–235 L&W Listening: 219–227  <b>BEST Plus:</b> 525–564 (exit 565 and higher) <b>BEST Literacy<sup>9</sup>:</b> 76–78 (SPL 6)  <b>TABE CLAS-E scale scores:</b> Total Reading and Writing: 557–600 Total Listening and Speaking: 559–600

---

<sup>9</sup> Students can be placed into advanced ESL using Best Literacy but the test does not assess skills beyond this level so students cannot exit Advanced ESL with this test. Retesting of students who enter this level with another assessment is recommended.

## **Attachment 2. – New Jersey Workforce Innovation Notice 10-17 (A)**

---

**TO:** Workforce Development System  
**FROM:** John Bicica, Chief,  
Office of WDB Coordination and Support

**SUBJECT:** Eligible Training Provider List procedures for competitively procured programs  
**DATE:** March 28, 2018

**PURPOSE:** To inform the workforce development system of new procedures related to the Eligible Training Provider List (ETPL).

### **Background**

Workforce development service providers who are contracted by local workforce development boards through a competitive process (i.e. a request for proposal) will have new procedures for being placed on the ETPL. This applies to competitively procured providers of WIOA Title I Youth services and WorkFirst New Jersey services. The following procedures are to be followed upon the award of such a contract:

1. The local board will inform the provider they must complete a *New Jersey Eligible Training Provider List WIOA Youth/WFNJ Initial Provider Application Packet*. The packet must then be submitted to Stephanie Zacniewski of the Occupational Employment Information (COEI) upon completion at [stephanie.zacniewski@dol.nj.gov](mailto:stephanie.zacniewski@dol.nj.gov)
2. The local board must forward the following documentation to COEI:
  - a. A copy of the summary scoring rubric used by the proposal evaluators
  - b. A copy of the executed contract

COEI will enter the information from the Application Packet into the Eligible Training List. The programs will be identified as **WFNJ Only** or **WIOA Youth Only** as appropriate. These specified programs will not be eligible to receive referrals for individual training accounts. Providers do not have to wait for placement on the ETPL to begin services. The providers will not be responsible for providing performance information to COEI; however, local boards must ensure that participant records, including outcomes, are kept current in America's One-Stop Operating System. This allows local areas to accurately factor past performance for any subsequent proposal evaluations.

Documentation related to procurement will be shared with the Monitoring Performance Unit for the purposes of the annual procurement review. The Monitoring Performance Unit will only request documents not part of this approval process (such as the notice of availability) during their review.

**Please note that no action is required of any proposers before or during the proposal evaluation process. Only the organizations that are awarded contracts will be subject to these procedures.**

Programs that are placed on the ETPL through this process will remain for the duration of their contract. If a local board terminates a contract with a provider before the expiration date, the local board must notify COEI so that the corresponding program can be removed from the ETPL.

### **References**

None

### **Rescissions**

None

### **Action Required**

Local workforce development boards should ensure that these procedures are shared with all relevant contracting staff.

### **Authority**

New Jersey Department of Labor and Workforce Development	<b>X</b>
State Employment And Training Commission	

**Questions** For questions regarding these procedures, contact Stephanie Zacniewski, COEI, at [stephanie.zacniewski@dol.nj.gov](mailto:stephanie.zacniewski@dol.nj.gov) of whom State or local government payments are made

## Attachment 3. - Glossary

---

**Basic Literacy Skills Deficient:** The level that an individual computes and/or solves problems, reads, writes or speaks English at or below grade level 8.9 or is unable to compute and/or solve problems, read, write or speak English at a level necessary to function on the job, in the individual's family, or in society.

**Basic Skills Goal:** The measurable increase in basic education skills including reading comprehension, math computation, writing, speaking, listening, problem solving, reasoning, and the capacity to use these skills.

**Career Pathway Model:** Career pathways are an integrated collection of programs and services intended to develop students' core academic, technical and employability skills; provide them with continuous education, training; and place them in high-demand, high-opportunity jobs.

**Case Management:** The provision of customer-centered approach in the delivery of services, designed to prepare and coordinate comprehensive services strategies for youth and to provide job and career counseling during program participation and after job placement.

**Collaborative Partner:** The entity/organization/individual who delivers allowable services/activities to eligible individuals for entry into training or subsidized employment along with and under the direction, supervision and license (where relevant) of the Subgrantee and is identified as a collaborative partner at the time of proposal submission.

**Common Measures:** Participants who are not employed at the date of participation; employment retention – those who are employed in the second quarter and fourth quarter after the exit; median earnings and credential attainment.

**Credential:** Nationally recognized degree or certificate or/locally recognized credential. Credentials include but are not limited to a high school diploma; High School Equivalency (HSE) or other recognized equivalents, post-secondary degrees/certificate, recognized skills standards and licensure industry-recognized certificates.

**Educational Functioning Levels (EFL):** The National Reporting System approach to measuring educational gain is to define a set of educational functioning levels (EFL) in which students are initially placed when they enter the program based on their abilities to perform literacy-related tasks in content areas.

**Eligible Service Provider:** A provider of a program, training, service or activity that has been approved by the State Employment and Training Commission (SETC) and is on the Eligible Training Provider List.

**Employment:** Obtainment of employment for at least 30 hours per week or employment of less than 30 hours per week but earning a wage that is sufficient to exclude the participant from receiving cash public assistance.

**Follow-up Services:** Services may include, but are not limited to: leadership development and supportive services activities; regular contact with the participant and/or his employer; assistance in securing better paying jobs, career development, and further education; work-related peer support groups; adult mentoring; tracking participant's progress in employment after training.

**Hard-to-Serve Individual:** Person with barriers to employment which include one or more of the following categories but not limited to: basic skills deficient; school dropout; recipient of cash welfare payments including recipients under the WFNJ program; ex-offender; individual with disabilities; homeless individual.

**Individual Service Strategy (ISS):** An ongoing strategy jointly developed by the youth and the counselor that identifies the youth's employment goals, the appropriate achievement objective, and the appropriate combination of services for the individual to achieve the employment goals and is directly linked to one or more of the performance indicators based on the objective assessment.

**In-kind/other sources:** Services and resources that are provided at no cost to the proposal.

**Instructional Costs:** The cost involved in providing any program for eligible participants, including tuition, entrance and student assistance fees that represent instructional costs which have a direct and immediate impact on the

participants' ability to successfully complete their activities. Such costs may include books, uniforms, materials or other supplies needed by the participant to enter into a program or course.

**Labor Market Area:** Geographic area in which individuals reside and may find employment within a reasonable distance from their residences, or, to which they can readily change employment without changing place of residency, as determined by the New Jersey Department of Labor and Workforce Development.

**Level of Service:** The level of service refers to the total number of unduplicated participants that will be served during this proposed contract period.

**Literacy:** An individual's ability to read, write and speak in English, and to compute and solve problems, at levels of proficiency necessary to function on the job, in the family and in society; includes basic computers and financial literacy.

**Local Area:** Local workforce investment area designated under the provisions of WIOA and approved by the Governor. For the purpose of this RFP, the Local Area refers to Passaic County.

**Memorandum of Understanding (MOU):** For the purpose of this RFP, a written agreement between two or more entities that defines specific terms or arrangements between the entities for providing services. Generally, no costs are provided for in the MOU as the exchange of services can take place as 'in-kind' costs.

**National Reporting System:** The National Reporting System for Adult Education (NRS) is an outcome-based reporting system for the State-administered, federally funded adult education program.

**Objective Assessment:** A review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs and developmental needs for the purpose of identifying career pathways and appropriate services for each youth.

**Occupational Skills Goal:** Proficiency to perform actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels. Familiarity with and use of set-up procedures, safety measures, work-related terminology, record keeping and paperwork formats, tools, equipment and material and breakdown and cleanup routines.

**Offender:** Any adult or juvenile who is or has been subject to any stage of the criminal justice process, for whom services under WIOA may be beneficial, or, any individual who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

**One-Stop Career Center:** As designated by the Workforce Development Board, consortia of organizations that are able to provide multiple workforce services and activities, as allowable under WIOA in a centralized location.

**One-Stop Operator:** Coordinates required One-Stop Partners and Service Providers across the One-Stop delivery system.

**Open Entry:** Referral of participants by the Local Area Operating Entity to service providers on an individual basis. Service is designed to accept participants at various stages throughout the activity.

**Performance Based Contract:** As designated in this RFP, Performance Based Contracts are those wherein payments to service providers are made at established intervals following the attainment of significant segments of skills attainment and job placement, if applicable.

**Performance Measures:** Core program metrics established by the US Department of Labor that form the basis for outcome attainments...

**Skills Attainment:** The level of achievement or performance that a participant is expected to achieve through classroom training. Skills must have a measurable level of achievement.

**Subcontractor:** An entity/organization/individual who delivers allowable services/activities to eligible individuals for entry into training or subsidized employment in place of the Subgrantee.

**Supportive Services:** Those activities or services that are designed to contribute to the training and employability of participants. Services may include, but are not limited to, outreach; development of job openings; referrals to

other service organizations; assistance with child care costs; assistance with transportation costs; legal services; referrals to medical services; assistance with uniforms and other appropriate work attire and work-related tool costs; financial counseling and assistance; special services and materials for disabled individuals.

**Training:** A planned, systematic sequence of instruction or other learning experience on an individual or group basis under competent supervision, which is designed to impart skills, knowledge, or abilities to prepare individuals for suitable employment.

**Unsubsidized Employment:** Full-time or part-time employment not financed from funds provided under WIOA or other government based and funded projects.

**Work Readiness Skills:** Proficiency in world of work awareness, labor market knowledge, occupational information, values clarification and personal understanding, career planning and decision making, job search techniques, survival/daily living skills, positive work habits, attitudes and behaviors, development of motivation and adaptability and obtainment of effective coping and problem solving skills.

**Workforce Innovation and Opportunity Act of 2014 (WIOA):** (Public Law 113-128) Law to consolidate, coordinate and improve employment, training, literacy and vocational rehabilitation programs in the United States.

**Workforce Development Board (WDB):** Local partnerships of private and public sector organizations that will provide coordinated planning, policy guidance and oversight for all workforce readiness programs in a designated Local Area.

**Youth:** WIOA (Public Law 113-128) defines In-School Youth as 14-21 years old, attending compulsory school, low income and having at least one criterion as defined; Out-of-School Youth 16-24 years old and not attending compulsory school and meeting at least one criterion as defined.

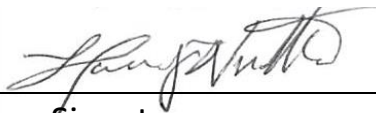
## Attachment 4. – Assurances and Certifications

---

I certify that I am the Chief Executive Officer of the Agency/Cooperation authorized to sign this proposal:

Furthermore:

- 1) This proposal is a firm offer until June 30, 2023. All service costs included in the proposal are accurate, complete and current and will be in effect through June 30, 2023.
- 2) There exists no potential for organizational conflict of interest related to individuals within the Agency/Corporation and individuals within Passaic County, the Workforce Development Board of Passaic County and the Passaic County One-Stop Career Center.
- 3) The program will be conducted in accordance with the Workforce Innovations and Opportunity Act of 2014, all applicable federal, state and local regulations, and the Workforce Development Board Plan.
- 4) Any facility to be utilized in performance of any proposed contract has not been listed on the Environmental Protection Agency (EPA) List of Violating Facilities. The Agency/Cooperation will promptly notify Passaic County, prior to award of the receipt of any communication from the Director, Office of Federal Activities, EPA that any facility which is proposed for use for the performance of the contract is under consideration for the EPA List of Violating Facilities.
- 5) Prior to the receipt of funding, the Agency/Cooperation will obtain bonding for anyone who handles funds. The amount of bonding for each appropriate worker will be for a minimum of \$100,000. An insurance statement of coverage for persons handling funds will be providing.
- 6) If the Agency/Cooperation has a Board of Directors, then the signature of the authorized representative of the Board on this document specifies the Board's awareness of this application and assurance that the Board will make periodic checks (monitor) to determine and ensure adequate program operation.
- 7) The undersigned recognizes and accepts the fact that all funding is contingent upon the availability of federal/state funds and the continued federal/state authorization for program activities and the proposal is subject to amendment or termination due to lack of funds or authorization.
- 8) Any facility to be utilized in the performance of this contract satisfies all regulations concerning health and safety conditions.
- 9) We recognize and accept the fact that the County of Passaic, the Workforce Development Board of Passaic County and Workforce Development Board of Passaic County can and may institute a ceiling on the cost in order to satisfy the requirements for the Workforce Innovations and Opportunity Act of 2014.



Signature

Harvey J. Nutter, Executive Director

Name/Title

Greater Paterson OIC

June 6, 2022

Organization

Date



## Attachment 5.

### INSTRUCTIONS FOR CERTIFICATION, DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

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

The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies including suspension and/or debarment.

The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

The terms “covered transaction”, “debarred”, “suspended”, “ineligible”, “lower tier covered transaction”, “participant”, “person”, “primary covered transaction”, “principal”, “proposal”, and “voluntary excluded”, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

The prospective recipient of Federal assistance funds further agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.

The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled “*Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions*”, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties from Procurement or Nonprocurement Programs.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

**CERTIFICATION REGARDING  
DEBARMENT, SUSPENSION, INELIGIBILITY  
AND VOLUNTARY EXCLUSION  
LOWER TIER COVERED TRANSACTION**

This certification is required by the regulations implementing Executive Order 12549. Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The revised regulations were published on July 1, 1997.

**(BEFORE COMPLETING CERTIFICATION, READ THE INSTRUCTIONS WHICH ARE AN INTEGRAL PART OF  
THE CERTIFICATION.)**

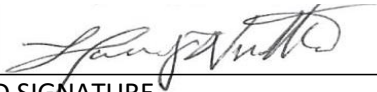
The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

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

Harvey J. Nutter, Executive Director

\_\_\_\_\_  
Name and Title of Training Agent's Authorized Representative

\_\_\_\_\_  
AUTHORIZED SIGNATURE



June 6, 2022

\_\_\_\_\_  
Date

**Attachment 6.**

---

**CERTIFICATION REGARDING LOBBYING  
CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND  
COOPERATIVE AGREEMENTS**

The undersigned certifies to the best of his or her knowledge and belief that:

No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material presentation representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Greater Paterson OIC

---

**Grantee/Contractor Organization**

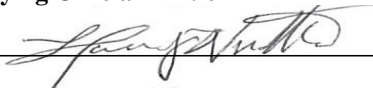
**Harvey J. Nutter, Executive Director**

---

**Name of Certifying Official – Title**

---

**Signature**



---

**June**

---

**Date**

---

NOTE: In these instances “All” in the Final Rule is expected to be clarified to show that it applies to covered contract grant transactions over \$100,000 (per OMB).

## **Attachment 7.**

### **NON-DISCRIMINATION AND EQUAL OPPORTUNITY**

As a condition to the award of financial assistance under the Workforce Opportunity and Investment Act (WIOA) from the Department of Labor and the local Workforce Development Board, the applicant assures with respect to the WIA-funded program or activity and all agreements or arrangements to carry out the WIA-funded program that it will fully comply with the following provisions:

#### Section 188. Nondiscrimination

##### a) In General -

1. **FEDERAL FINANCIAL ASSISTANCE** - For the purpose of applying the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), on the basis of disability under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), on the basis of sex under the IX of the Education Amendments of 1972(20 U.S.C. 1681 et seq.), or on the basis of race, color, or national origin under title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000 et seq.), programs and activities funded or otherwise financially assisted in whole or in part under this Act are considered to be programs and activities receiving Federal financial assistance.
2. **PROHIBITION OF DISCRIMINATION REGARDING PARTICIPATION, BENEFITS, AND EMPLOYMENT** - No individual shall be excluded from participation in, denied benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such program or activity because of race, color, religion, sex (except as otherwise permitted under title IX of the Education Amendments of 1972), national origin, age, disability, or political affiliation or belief.

In cases in which the training provider receives awards from other funding sources such as the U.S. Department of Labor Welfare-to-Work program, the New Jersey Work First Program, the Rehabilitation Agency, etc., the applicant agrees to comply with the nondiscrimination provisions relating to those programs.

## **I. Award of Contract via Competitive Contracting**

The successful Respondent will be awarded using the competitive contracting process as set forth in N.J.S.A. 40A11-4.1, *et seq.* Pursuant to N.J.S.A. 40A:11-4.4(b), the methodology for the awarding of a competitive contracts will be based upon the evaluation and ranking under the following categories: (1) technical; (2) management; and (3) cost. The proposals will be evaluated pursuant to N.J.S.A. 40A:11-4.5(d) by the Purchasing Agent, County Counsel, or Administrator, and shall prepare a report evaluating and recommending the award of contract to a Respondent.

Pursuant to N.J.S.A. 40A:11-4.5(e), the Board shall award the contract or reject all bids no more than sixty (60) days after the receipt of bids, except that the bids of any bidders who consent thereto may, at the request of the County, be held for consideration for such longer period as may be agreed.

## **II. Subcontracting**

Under no circumstances shall a Respondent sub-contract any part of the contract with the County of Passaic without prior written permission.

## **III. Definitions**

As used herein the following words have the following definitions, unless the context indicates otherwise:

- a. "Affiliate" means any entity that: (1) directly, indirectly, or constructively controls another entity; (2) is directly, indirectly, or constructively controlled by another entity; or (3) is subject to the control of a common entity if it owns, directly or individually, more than fifty percent (50%) in the entity.
- b. "Agreement" means the final contract awarded to the lowest responsible bidder as approved by the Passaic County Board of County Commissioners.
- c. "Bid" means the submission by the respondent for the work as outlined herein for the Programs for Out of School Youth Funded Under Workforce Innovation And Opportunity Act (WIOA)
- d. "Bidder" means the respondent contractor submitting a proposal for the construction project as set forth herein.
- e. "Bid Documents" means any of the proposals, plans, and specifications as set forth herein for the completion of the Programs for Out of School Youth Funded Under Workforce Innovation and Opportunity Act (WIOA)
- f. "Bid Opening" shall mean the time as designated herein when bids are due and shall be unsealed as set forth herein and in accordance with applicable law.
- g. "Board" means the Passaic County Board of County Commissioners.
- h. "Contract" means any agreement, including but not limited to a purchase order or a formal agreement, which is a legally binding relationship enforceable by law, between a respondent who agrees to perform the work as outlined herein, as defined by and subject to the terms of the bid documents, plans, and specifications set forth herein.
- i. "Contracting Unit" shall mean the County of Passaic.
- j. "County" means the County of Passaic.
- k. "Department" means Management and Human Services
- l. "Project" means the Programs for Out of School Youth Funded Under Workforce Innovation and Opportunity Act (WIOA)
- m. "Purchase Order" means a document issued by the contracting agent authorizing a purchase transaction with a vendor to provide or perform goods or services to the contracting unit, which, when fulfilled in accordance with the terms and conditions of a

- request of a contracting agent and other provisions and procedures that may be established by the contracting unit, will result in payment by the contracting unit.
- n. “Purchasing Agent” means the Passaic County Purchasing Agent.
  - o. “Respondent” means the bidder submitting a proposal for the RFP project as set forth herein.
  - p. “Subcontractor” means any business organization that knowingly provides goods or services directly to a contractor or subcontractor in fulfillment of the Project issued by the County, where the value of goods exceeds the bid threshold as set by applicable law.

#### **IV. County Set-Aside Program**

On October 26, 2021, the Board of County Commissioners of the County of Passaic passed Resolution No. R20210933 establishing the Minority Business Enterprise and Women Business Enterprise Set-Aside and Joint Venture procurement program in the County. The Set Aside Program was established to promote economic inclusion, and to ensure that the County’s procurement practices promote equal opportunities to compete for all willing and able businesses, the County has established goals to ensure that funds spent by the County promote local minority business entities and women business entities.

For calendar year 2022, the Set Aside Program’s goals for professional services are as follows: (1) ten percent (10%) of total average “spend” on contracts for professional services awarded to WBEs and with a goal to twenty percent (20%) by 2024 by way of set-asides; and (2) ten percent (10%) of total average “spend” on contracts for professional services awarded to MBEs and with a goal to twenty percent (20%) by 2024 by way of set-asides. If your business is a qualified WBE and/or MBE, please complete the MBE/WBE Program Certification Form enclosed herewith. If a bidder is not a certified minority business enterprise or women business enterprise, please check the box at the top of the form marked ‘not applicable’.

#### **V. Procedures for Submitting a Bid**

Respondent shall submit a bid for the Project either in person prior to the hour designated herein via regular mail, overnight delivery, or hand delivery to the following address:

**County of Passaic – Division of Purchasing**  
Passaic County Procurement Center  
495 River Street, 2<sup>nd</sup> Floor  
Paterson, New Jersey 07524

Bids delivered by regular mail, overnight delivery, or hand delivered prior to the date and time as set forth herein shall be inserted in a sealed envelope. The name and address of the bidder is to be written on the outside of the envelope.

Any bidder who has mailed, overnight delivered, or hand delivered a bid to the County of Passaic Division of Purchasing may attend the virtual bid opening. However, the County is not responsible for any bid that is not received at the time of the bid opening.

Bidders must submit all required documentation as stated herein, including all of the items listed on the Bid Document Checklist. Please take note of the following:

1. A respondent's bid proposal shall not be considered responsive if submitted with any qualifying conditions or provisions.
2. The Statement of Corporate Ownership enclosed hereto and required under N.J.S.A. 52:25-24.2 must set forth the names and addresses of all stockholders in the corporation who own ten percent (10%) or more of its stock of any class, or any individual partners in a partnership who own a ten percent (10%) or greater interest therein.
3. The Non-Collusion Affidavit required under N.J.S.A. 52:34-15 must be signed and notarized.
4. If any discrepancies or omissions appear in the Bid Documents, the bidder shall notify the Purchasing Agent in writing of any such discrepancy or omission.

#### **VI. New Jersey Business Registration Certificate**

Prior to the award of contract to the lowest responsible bidder, the Contractor shall provide a Business Registration Certificate (hereafter "BRC") pursuant to N.J.S.A. 52:32-44. A Business Registration Certificate is required for all contractors and any subcontractors performing work on the Project. Under N.J.S.A. 52:32-44, the following requirements are imposed on contractors or subcontractors that knowingly provide goods or perform services for a contractor fulfilling the services required herein:

1. The contractor shall obtain and provide the owner the BRC of subcontractors knowingly used on this Project.
2. The contractor shall maintain and submit to the County a list of subcontractors and their addresses that may be updated from time to time during the course of the contract performance. A complete and accurate list shall be submitted before final payment is made for goods and services rendered under the contract.
3. During the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the N.J.S.A. 54:32B-1 et seq. on all taxable sales of tangible personal property delivered into the State.

Failure to submit the BRC with the bid is not a cause for rejection. However, the County prefers the BRC be submitted with the bid response. If it is not provided prior to execution of a contract the bidder's bid guarantee shall be forfeited and the contract shall be awarded to the next lowest responsible bidder.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of twenty-five dollars (\$25.00) for each day of violation, not to exceed fifty thousand dollars (\$50,000), for each BRC not properly provided or maintained under a contract with the County.

A BRC is obtained from the New Jersey Division of Revenue and Enterprise Services. Information on obtaining a BRC is available by visiting [www.nj.gov/treasury/revenue/busregcert.shtml](http://www.nj.gov/treasury/revenue/busregcert.shtml) or by phone at (609) 292-2929.

## **VII. Prompt Payment.**

All payments for work performed will be made by the County in compliance with N.J.S.A. 2A:30-1, *et seq.*

## **VIII. Discrimination in Employment**

The terms and conditions as set forth in the New Jersey Civil Rights Act, N.J.S.A. 10:1, *et seq.* are hereby made part of every contract entered into by the County of Passaic. Pursuant to N.J.S.A. 10:1, *et seq.*, the bidder agrees to the following conditions:

1. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;
2. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;
3. There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of fifty dollars (\$50.00) for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and
4. This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

Pursuant to N.J.S.A. 10:5-32, no contract be awarded by the County, nor shall any moneys be paid thereunder to any contractor, subcontractor or business firm which has not agreed and guaranteed to afford equal opportunity in performance of the contract and, except with respect to affectional or sexual orientation, and gender identity or expression, in accordance with an affirmative action program approved by the New Jersey State Treasurer.

Bidders are required to comply with the requirements of P.L.1975, c.127. The terms and conditions as set forth in N.J.S.A. 10:5-33 are hereby made a part of every contract entered into by the County of Passaic, specifically, that, during the performance of the contract, the contractor agrees as follows:

1. The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or



sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause;

2. The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex; and
3. The contractor or subcontractor where applicable, will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

Pursuant to N.J.S.A. 10:5-34, each prospective bidder is required to submit an Affirmative Action Plan to the New Jersey State Treasurer, as set forth in the law:

*Each prospective bidder on a public works contract or contracts and each subcontract bidder to a prime contract bidder shall formulate and submit to the State Treasurer his or its affirmative action program of equal opportunity whereby he or it guarantees minorities employment in all employment categories; the submission shall be accompanied by a fee in an amount to be fixed by the State Treasurer. For the purposes of this section, equal employment opportunity but not affirmative action is required with respect to persons identified solely by their affectional or sexual orientation and gender identity or expression. The State Treasurer shall notify the bidder of approval or disapproval of his or its program within 60 days of its submission; failure of the State Treasurer to so act within 60 days shall constitute approval of the program. Any existing federally approved or sanctioned affirmative action program shall be approved by the State Treasurer.*

*No subcontract bidder who has less than five employees need comply with the provisions of this section.*

## **IX. Equal Opportunity for Individuals with Disabilities**

All bidders expressly agree to comply with the provisions of the American with Disabilities Act of 1990, 1990 Enacted S. 933, 101 Enacted S. 933, 104 Stat. 327, 101 P.L. 336, 1990 Enacted S. 933, 101 Enacted S. 933, and any amendments thereto, that established a clear and comprehensive prohibition of discrimination on the basis of disability. The rules and regulations promulgated under the American with

Disabilities Act of 1990, and any amendments thereto, are hereby made a part of every contract entered into by the County of Passaic with the lowest responsible bidder.

In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Americans with Disabilities Act of 1990, and any amendments thereto, during the performance of the contract, the contractor shall indemnify, protect, and save the County, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, or whatever kind of nature arising out of claimed to arise out of an alleged violation.

**X. Insurance Requirements of the Respondent**

The Respondent shall maintain insurance as set forth herein for the duration of the Project, including, but not limited to the following:

New Jersey Workers' Compensation pursuant to N.J.S.A. 34:15-1, et seq.;  
Generable Liability Insurance;  
Property Damage Liability Insurance; and  
Business Automobile Liability Insurance

The Respondent shall maintain a guarantee of such insurance in the following amounts:

Workers' Compensation	\$100,000 to \$300,000
General Liability Insurance	\$1,000,000
Property Damage Liability Insurance	\$500,000
Business Automobile Liability Insurance	\$250,000

The contractor is given the option to obtain a combined single limit insurance policy in the amount of one million dollars (\$1,000,000.00).

The County of Passaic shall be named as an additional insured on the insurance policies required herein. The contractor shall require a certificate of insurance upon execution of the contract. The certificates of insurance shall expressly state that the insurers will notify the County of termination of coverage no less than thirty (30) days prior to termination. In the event that any of the insurance policies herein lapse, the contractor shall notify the County of a lapse in coverage immediately.

In the event the contractor shall cause his insurance coverage to lapse, the contractor shall immediately notify the County of same. In addition, the insurance policy additional named insured provision naming the County as an additional insured on same shall contain language regarding the insurer to provide timely notification to the County about lapse in coverage.

The contractor shall also agree to indemnify and hold harmless the County for all claims, cost and judgments arising out of the allegations of negligence, errors, omissions, or allegations otherwise sounding in tort while performing within the scope of this agreement, to include but not limited to the actions of any subcontractors or suppliers.

The insurance requirements set forth herein may be supplanted and increased by the County pursuant to values as set forth in the supplementary specifications for the Project.

## **XI. State and Federal Taxes**

Pursuant to N.J.S.A. 54:32B-9 and applicable federal law, the County of Passaic are exempt from sales and use tax and the federal excise tax for the purchase of fuel.

## **XII. Anti-Kickback Act**

The bidder must comply with 18 U.S.C. 874, the Anti-Kickback Act, and any other applicable regulations promulgated by the United States Department of Labor applicable to public works projects in the United States. The contractor shall include applicable provisions in any agreements with subcontractors retained for the Project to ensure compliance.

## **XIII. Document Retention**

Pursuant to N.J.A.C. 17:44-2.2, the successful bidder shall maintain all documentation related to products, transactions, or other services under this contract for a period of five (5) years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

## **XIV. Award and Execution of Contract**

Pursuant to N.J.S.A. 40A:11-24(b), the contract awarded to the selected Respondent shall be signed by all parties no later than twenty-one (21) days after the award of the contract, Sundays and holidays excepted, after the making of an award. The contractor, upon written request to the County, is entitled to receive, within seven (7) days of the request, an authorization to proceed pursuant to the terms of the contract on the date set forth in the contract for work to commence, or, if no date is set forth in the contract, upon receipt of authorization.

## **XV. Dispute Resolution**

Prior to submitting a cause of action to a court for relief, by submitting a proposal bidders are expressly agreeing to first submit to non-binding arbitration for resolve disputes that arise, as governed by N.J.S.A. 40A:11-50 and N.J.S.A. 2A:6-23B, *et seq.* The costs of arbitration shall be fully borne by the Respondent. The process as set forth in N.J.S.A. 2A:6-23A-1, *et seq.* are hereby made a part of every contract entered into by the County of Passaic.

## **XVI. Liquidated Damages**

In accordance with N.J.S.A. 40A:11-19, liquidated damages are hereby made a part of every contract entered into by the County of Passaic and the winning bidder. If the winning bidder fails to deliver any of the services as outlined herein, the County is entitled to one hundred and fifty dollars (\$150.00) per day as liquidated damages, and not as a penalty.

## **XVII. Termination for Cause**

In the event that the contractor shall fail to comply with any of the conditions herein provided and as covered by the contract, the Purchasing Agent shall notify the contractor of such failure or default and demand that the same be remedied within five (5) days. In the event of the failure of the contractor to remedy the same within said period, the Purchasing Agent shall take steps to terminate the contract, and the performance bond shall be forfeited.

### **XVIII. Requests for Information**

All requests for information made by a bidder prior to the designated bid opening shall be made in writing to the following designated official:

**Daisy Cano**  
County of Passaic  
Purchasing Division  
Phone: (973) 247-3300  
Email: bids@passaiccountynj.org

Requests for information by a bidder shall be shared with every contractor who has picked up the Bid Documents with corresponding answers.

**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA**

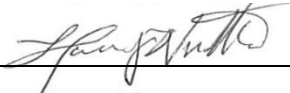
The undersigned Bidder hereby acknowledges receipt of the following addenda. If no addenda were issued, check the "No addenda were received" box.

Addenda Number	Date
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



**No addenda were received**

**Name of Bidder** (Please Print): Greater Paterson OIC

**Signature of Authorized Representative:** 

**Name** (Please Print): Harvey J. Nutter

**Title** (Please Print): Executive Director      **Date:** June 6, 2022

\*Signature is required only if an addendum was issued.

N/A

Check here if willing to provide the goods or services herein bid upon to Registered Members in System #38-PCCP 07-1 who have submitted estimates without substitution or deviation from specifications, size, features, quality, price or availability as herein set forth. It is understood that order will be placed directly by the registered members identified herein by separate contract, subject to the overall terms of the contract to be awarded by the County of Passaic, that no additional service or delivery charges will be allowed, except as permitted by these specifications.

**STATEMENT OF CORPORATE OWNERSHIP**  
**SIGNATURE REQUIRED ON PAGE 2**

*Check the applicable statement:*

I certify that the list below contains the names and addresses of all stockholders holding ten percent (10%) or more of the issued and outstanding stock of the undersigned.

I certify that no one (1) stockholder owns ten percent (10%) or more of the issued and outstanding stock of the undersigned.

**Legal Name of Bidder:** Greater Paterson OIC

*Check the applicable business entity in the space provided below:*

Business Entity	Check the applicable business entity
Partnership	
Corporation	
Sole Proprietorship	
Limited Partnership	
Limited Liability Partnership	
S Subchapter	
S Corporation	
Limited Liability Company	
Other:	✓ NON-PROFIT 501 c (3)

If the Bidder is either a Corporation, S Corporation, or Limited Liability Company, provide the date incorporated and the place of incorporation, if not, skip to next item:

**Dated Incorporated:** 1971                      **Place of Incorporation:** PATERSON, NJ

**Business Address** (Please Print): 126 BROADWAY, PATERSON, NJ 07505

**Telephone:** (973) 881-0540                      **Fax:** (973) 881-1442

In accordance with N.J.S.A. 52:25-24.2, list below the names and addresses of all stockholders, partners, or individuals who own ten percent (10%) or more of stock of any class, or who own ten percent (10%) or greater interest therein. The disclosure shall be continued until the names and addresses of every noncorporate stockholder, and individual partner, and member, exceeding the ten percent (10%) ownerships criteria has been listed.

**N/A**

**Name** (Please Print): HARVEY J. NUTTER

**Address** (Please Print): 126 BROADWAY, PATERSON, NJ

**Name** (Please Print): \_\_\_\_\_

**Address** (Please Print): \_\_\_\_\_

**STATEMENT OF CORPORATE OWNERSHIP** (continued)

**Name** (Please Print): \_\_\_\_\_

**Address** (Please Print): \_\_\_\_\_

*\*Continue on additional sheet if necessary*

**Publicly traded parent company disclosure.** Submit the URL providing the last annual Security and Exchange Commission, or foreign equivalent filing:

\_\_\_\_\_

**Name of Bidder** (Please Print): GREATER PATERSON OIC \_\_\_\_\_

**Signature of Authorized Representative:** \_\_\_\_\_  


**Name** (Please Print): HARVEY J. NUTTER \_\_\_\_\_

**Title** (Please Print): EXECUTIVE DIRECTOR \_\_\_\_\_ **Date:** June 6, 2022 \_\_\_\_\_

**BID PROPOSAL**

**Name of Bidder** (Please Print): GREATER PATERSON OIC

*submits the following proposal for the*

**Programs for Out of School Youth Funded Under Workforce Innovation and Opportunity Act  
(WIOA)  
Project RFP-22-019**

**DELIVERY:**

All articles shall be delivered to all Departments and Institutions specified with all charges prepaid, (F.O.B. Destination) in such quantities as ordered by the County of Passaic, which may be greater or lesser in amount than herein specified and in case no specific time for delivery is included by the County of Passaic when the order is given, then such goods must be delivered immediately.

No additional charges will be allowed for any transportation cost resulting from partial shipments made at the vendor's convenience.

Merchants who substitute commodities or deliver commodities not according to specifications, or who do not deliver at time specified in the proposal will be classified, as undesirable and their proposals will be refused in future bidding.

**To the Passaic County Board of County Commissioners:**

The undersigned hereby declares that he/she has carefully examined the Bid Documents and that he will contract to carry out and complete said Project at the following prices:

a. **Base Agreement.**

CONTRACT YEAR	START DATE	END DATE	COST
Year One	July 1, 2022	June 30, 2023	\$
<b>TOTAL</b>	<b>July 1, 2022</b>	<b>June 30, 2023</b>	<b>\$</b>

b. **County Options to Extend Agreement.**

OPTION YEAR	START DATE	END DATE	COST
Option One	July 1, 2023	June 30, 2024	\$
Option Two	July 1, 2024	June 30, 2025	\$

**Name of Bidder** (Please Print): GREATER PATERSON OIC

**Signature of Authorized Representative:** 

**Name** (Please Print): HARVEY J. NUTTER

**Title** (Please Print): EXECUTIVE DIRECTOR

**Date:** June 6, 2022



**STANDARD QUESTIONNAIRE**

**Name of Bidder:** GREATER PATERSON OIC

**Address of Bidder:** 126 BROADWAY, PATERSON, NJ 07505

**Telephone:** (973) 881-0540 **Fax:** (973) 881-1442

1. How many years have you been in business as a contractor as your present business name given above?

51 Year(s)

2. How many years have you been the Principal Officer of a general contracting firm under a different name?

N/A Year(s)

3. List three (3) projects similar in nature previously completed by your organization:

<b>Name of Owner</b>	Harvey Nutter Executive Director
<b>Project Manager</b>	Hollis Nelson
<b>Project Manager Phone #</b>	973-881-0540
<b>Project Type</b>	Occupational Training
<b>Project Location</b>	175 Market Street, Paterson, NJ 07505
<b>Amount of Contract</b>	<b>\$225, 000\$</b>
<b>Date of Completion</b>	June 2019

<b>Name of Owner</b>	Harvey Nutter Executive Director
<b>Project Manager</b>	Hollis Nelson
<b>Project Manager Phone #</b>	973-881-0540
<b>Project Type</b>	Occupational Training
<b>Project Location</b>	175 Market Street, Paterson, NJ 07505
<b>Amount of Contract</b>	<b>\$225, 000</b>
<b>Date of Completion</b>	June 2018

<b>Name of Owner</b>	Harvey Nutter Executive Director
<b>Project Manager</b>	Hollis Nelson
<b>Project Manager Phone #</b>	973-881-0540
<b>Project Type</b>	Occupational Training
<b>Project Location</b>	175 Market Street, Paterson, NJ 07505
<b>Amount of Contract</b>	<b>\$225,000</b>
<b>Date of Completion</b>	June 2017

**DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

**Part 1: Certification**

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity’s parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the New Jersey Treasury’s Chapter 25 list as a person or entity engaging in investment activities in Iran.

The Chapter 25 list is found on the State of New Jersey Division of Purchase and Property website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review the list prior to completing the certification below. Failure to complete the certification will render a bidder’s proposal non-responsive.

**PLEASE CHECK THE APPROPRIATE BOX:**



I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed herein nor any of the bidder’s parents, subsidiaries, or affiliates is listed on the New Jersey Department of Treasury’s list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25. I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. **I will skip Part 2 and sign and complete the Certification below.**

**OR**



I am unable to certify as above because the bidder and/or one of more of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of Treasury’s Chapter 25 list. I will provide a detailed, accurate, and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines, and/or sanctions will be assessed as provided by law.

**Part 2: Please provide further information related to investment activities in Iran.**

Name \_\_\_\_\_ Relationship to Bidder/Offeror \_\_\_\_\_

Description of Activities \_\_\_\_\_

Duration of Engagement \_\_\_\_\_ **N/A** Anticipated Cessation Date \_\_\_\_\_

Bidder/Offeror Contact Name \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

**Certification:** I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above referenced person or entity. I acknowledge that Passaic County is relying on the information contained herein and hereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the County to notify the County in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with Passaic County, New Jersey and that the County at its option may declare any contract(s) resulting from this certification void and unenforceable.

**Name of Bidder** (Please Print): GREATER PATERSON OIC

**Signature of Authorized Representative:** \_\_\_\_\_  


**Name** (Please Print): HARVEY J. NUTTER

**Title** (Please Print): EXECUTIVE DIRECTOR **Date:** June 6, 2022

**NON-COLLUSION AFFIDAVIT**

State of New Jersey  
County of Passaic

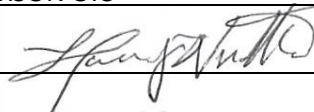
ss:

I, HARVEY J. NUTTER residing in PATERSON in the County of PASSAIC and State of NEW JERSEY of full age, being duly sworn according to law on my oath depose and say that:

I am EXECUTIVE DIRECTOR of the firm of GREATER PATERSON OIC, the bidder making this proposal for the bid entitled **Programs for Out of School Youth Funded Under Workforce Innovation and Opportunity Act (WIOA)**, and that I executed the said proposal with full authority to do so, that said bidder has not, directly or indirectly, entered into an agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named contract, and that all statements contained in said bid proposal and in this affidavit are true and correct, and made with full knowledge that the County of Passaic relied upon the truth of the statements contained in said bid proposal and in this affidavit in awarding the Contract for the said bid proposal.

**Name of Bidder** (Please Print): GREATER PATERSON OIC

**Signature of Authorized Representative:** \_\_\_\_\_



**Name** (Please Print): HARVEY J. NUTTER

**Title** (Please Print): EXECUTIVE DIRECTOR

**Date:** June 6, 2022

**Subscribed and sworn to before me on this**  
**6th day of June, 2022.**

\_\_\_\_\_  
**Signature of Notary Public**

**DEBORAH R. ELLIS**  
NOTARY PUBLIC OF NEW JERSEY  
Commission # 50155692  
My Commission Expires April 6, 2026

**PLEASE CHECK HERE IF NOT APPLICABLE**

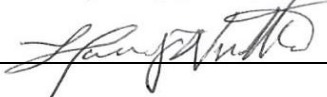
PLEASE CHECK HERE IF NOT APPLICABLE

**MBE/WBE PROGRAM CERTIFICATION FORM**

In compliance with Resolution No. R20210933, dated October 26, 2021, "Resolution Establishing a Minority Business Enterprise and Women Business Enterprise Set-Aside and Joint Venture Program for the County of Passaic", and in compliance with the laws of the State of New Jersey, N.J.S.A. 40A:11-41 et seq., I, the undersigned, do hereby certify the following:

1. That all document(s) submitted by myself or my business, including the MBE/WBE/MWBE Certificate affixed hereto, if applicable, are valid and accurate. I understand that the County may reject my bid for failure to provide the MBE/WBE/MWBE Certificate prior to award of contract.
2. That I understand my qualifications for the program may be subject to audit.
3. That I understand the terms of this program as explained in Resolution No. R20210933 attached hereto as **Appendix A**.
4. That, pursuant to N.J.S.A. 40A:11-47, if the County determines that a business has been classified as an MBE/WBE/MWBE based on false information knowingly supplied by the business and has been awarded a contract to which it would not otherwise have been entitled under this program, the County may, after a hearing assess a fine, penalty, or render the business ineligible to further transact any business with the County for a predetermined time.

**Name of Bidder** (Please Print): GREATER PATERSON OIC

**Signature of Authorized Representative:** 

**Name** (Please Print): HARVEY J. NUTTER

**Title** (Please Print): EXECUTIVE DIRECTOR

**Date:** June 6, 2022

**FORM W-9. DEPARTMENT OF THE TREASURER INTERNAL REVENUE SERVICE**

Form <b>W-9</b> (Rev. October 2018) Department of the Treasury Internal Revenue Service	<b>Request for Taxpayer Identification Number and Certification</b>  ▶ Go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a> for instructions and the latest information.	<b>Give Form to the requester. Do not send to the IRS.</b>
--	--	--

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

	Social security number [ ][ ] - [ ][ ] - [ ][ ][ ][ ]
	OR Employer identification number [ ][ ][ ] - [ ][ ][ ][ ][ ]

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶ _____	Date ▶ _____
------------------	----------------------------------	--------------

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

**SAMPLE NEW JERSEY BUSINESS REGISTRATION CERTIFICATE**

<b>STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE</b>		DEPARTMENT OF TREASURY/ DIVISION OF REVENUE PO BOX 252 TRENTON, N J 08646-0252
TAXPAYER NAME:	TRADE NAME:	
TAXPAYER IDENTIFICATION#:	SEQUENCE NUMBER:	
ADDRESS:	ISSUANCE DATE:	
EFFECTIVE DATE:	<i>J.P. &amp; Tully</i> Acting Director	
FORM-BRC(08-01)	This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.	

<b>STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE</b>	
Taxpayer Name:	TAX REG TEST ACCOUNT
Trade Name:	
Address:	847 ROEBLING AVE TRENTON, NJ 08611
Certificate Number:	1093907
Date of Issuance:	October 14, 2004
For Office Use Only:	
	20041014112823533