



# **REQUEST FOR PROPOSALS INDEPENDENT AUDIT**

**SUSQUEHANNA WORKFORCE NETWORK, INC.  
410 GIRARD STREET  
HAVRE DE GRACE, MD 21078**

**ISSUE DATE: MARCH 4, 2019**

**PROPOSER'S CONFERENCE: MARCH 19, 2019, 9:00 A.M.**

**PROPOSAL DUE DATE: APRIL 30, 2019, 4:00 P.M.**

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## I. SCOPE OF SERVICES

### A. Purpose

The Susquehanna Workforce Network (SWN) is requesting proposals from qualified certified public accounting firms to audit its financial statements for the fiscal years ending June 30, 2019, June 30, 2020, and June 30, 2021. These audits are to be conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

Contracts will be awarded for a one (1) year period, with the option to renew for the remaining two (2) years based on achievement of performance and funding availability.

### B. Services to be performed

1. Express an opinion on the financial statements of the SWN. Should the opinion be other than unqualified, a report detailing the reasons for the qualification, or disclaimer of opinion, will be issued. This report will also include recommendations to make future unqualified opinions and point out any irregularities discovered during the course of the audit.
2. Communicate in a letter to management any reportable conditions found during the course of the audit. If no reportable conditions are found, the letter to management shall state this.
3. Report on the internal control structure and compliance with laws and regulations in accordance with the provisions of the United States Office of Management and Budget Uniform Grant Guidance.
4. Preparation of the SWN's annual Form 990, Data Collection Form SF-SAC, State of Maryland Personal Property Tax Return; forty (40) copies of the Independent Auditor's Report, Financial Statements and Supplemental Information; and twenty (20) copies of the Annual Financial Report (Single Audit) in a timely fashion.
5. Presentation of the Financial Statements to the Board of Directors.

### C. Proposer's Conference

Please direct questions in writing no later than 4:00 p.m., March 14, 2019 to Julie Brown, at the Susquehanna Workforce Network, 410 Girard Street, Havre de Grace, MD 21078 or 410-939-5171 (fax), or [jbrown@SWNetwork.org](mailto:jbrown@SWNetwork.org). Answers to the questions will be provided in a Proposer's Conference scheduled for Tuesday, March 19, 2019 at 9:00 a.m., at this location. No questions will be answered about this RFP after the Proposer's Conference.

### D. General Conditions

1. The release of this RFP does not constitute an acceptance of any offer, nor does such release in any way obligate the SWN to execute a contract with any offeror. The SWN reserves the right to accept, reject or negotiate any or all offers received in response to this request, to negotiate with all qualified sources, or to cancel, reject,

alter, modify or amend in part, or in its entirety, this RFP, if to do so is in the best interest of the SWN.

2. The SWN will not be liable for any costs associated with the preparation of proposals or negotiation of contract incurred by any offeror.
3. All proposal prices are irrevocable for ninety (90) days following the closing date for submission.
4. All proposals, in their entirety, will become the property of SWN upon submission. Proposals will be exempt from disclosure until the evaluation and selection process has been completed. If a proposal contains any information that the offeror considers proprietary and does not want disclosed to the public or used for any purpose other than evaluation of the offer, all such information must be indicated with the following statement:

"The information contained on pages \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ shall not be duplicated, used in whole or part for any purpose other than to evaluate the proposal, provided that if a contract is awarded to this office as a result of or in connection with the submission of such information, the SWN has the right to duplicate, use or disclose this information to the extent provided in the contract. This restriction does not limit the agency's right to use information contained therein if obtained from another source."

5. In submitting a proposal, the proposer certifies as to its legally constituted organization, and that in connection with this proposal:
  - The prices in the proposal have been arrived at independently without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any competition; and,
  - Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the proposer, and will not knowingly be disclosed by the proposer, prior to award directly or indirectly to any other proposer or to any competition; and,
  - No attempt has been made by the proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
6. Person(s) signing the proposal certifies that the person(s) in the offeror's organization who are legally responsible within that organization for the decision as to the price being offered in the proposal have not participated, and will not participate, in any actions contrary to the above.
7. SWN reserves the right to negotiate the final terms of all contracts with successful proposers. Items that may be negotiated include, but are not limited to, type and scope of services and activities, prices, and production schedules. Proposers will be required to submit all revisions to their proposal that may result from negotiations prior to any agreement to contract. SWN also reserves the right to end contract negotiations if acceptable progress, as determined by the SWN, is not being made within a reasonable time frame.

Likewise, SWN also reserves the right to accept any proposal as submitted for contract award, without substantive negotiation of offered terms, services or prices. Therefore, proposers are advised to propose their most favorable terms initially.

8. If only one responsive proposal is received for activities described in this RFP, the SWN has the option to re-open the procurement, or to initiate a sole source procurement process with the respective proposer.
9. The proposer will be required to assume full responsibility for all specified services, and may subcontract only with the express written approval of the SWN.
10. Any information obtained concerning recipients of services through the SWN shall be treated as confidential in accordance with relevant provisions of State and Federal law.
11. Funding for contracts awarded as a result of this process shall be contingent on continued funding of the SWN through established sources. In the event that such funding becomes unavailable for any reason, the contract would terminate immediately and all payment obligations hereunder would cease forthwith; provided, however, that the Contractor would be paid for any services rendered prior to the date of such termination. The SWN retains the right to terminate or reduce a contract in whole or in part if funds are not available.

## II. GENERAL INFORMATION

### A. Organizational Background

The Susquehanna Workforce Network (SWN) is a not-for-profit, 501(c)(3) corporation, designated as the Workforce Investment Board for the Susquehanna Region (Cecil and Harford Counties, Maryland), and the administrative entity for programs funded under Title I of the Workforce Innovation and Opportunity Act (WIOA). The SWN is governed by a 31-member board comprised of representatives from education, community organizations, labor, economic development, the employment service, and a majority membership of business executives from throughout the region.

The SWN has been providing employment and training services to the citizens of Cecil and Harford Counties since 1983. Under the Job Training Partnership Act, the organization was known as the Susquehanna Region Private Industry Council. With the enactment of WIA, the organization's name was changed to the Susquehanna Workforce Network on July 1, 2000, to more accurately reflect the change of focus to a streamlined, consolidated workforce development system.

### B. Description of Activities

The SWN conducts workforce development activities designed to meet the needs of the region's job seekers and employers. Services to job seekers are provided at three Workforce Center locations. These services include access to computers; resume preparation, labor market information; assessment of reading and math skills; workshops, and job search techniques and interviewing skills; postings of job openings with regional employers; and basic education and/or occupational skills training. Services to employers include recruitment assistance, outplacement assistance, applicant screening, and information on community and government resources available to employers.

### C. Description of Administration and Financial Operation

The SWN Administrative staff members responsible for the fiscal matters of the agency are the Fiscal and Human Resource Manager and the Accounting Specialist. These individuals are responsible for maintaining the general ledger, producing financial statements, filing appropriate tax returns, budgeting, cash management, insurance, accounting reports, contract management including review and approval of all contract invoices and monitoring of all contracts for fiscal compliance, participant supportive payments, payroll and personnel issues, disbursement, and providing support to internal and external auditors.

The SWN utilizes Sage 300c accounting system. The system tracks grants by cost center numbers. The accounting system tracks assets, liabilities, expenditures and program income. Obligations are tracked by supplemental Excel worksheets. Stand-in costs and profits (when allowed) are tracked manually. Monthly financial reports are processed on the accounting system for all expenses incurred for the month by grant or funding source and sub-item. The Fiscal Manager, Executive Director, and Finance Committee review all reports.

The SWN utilizes an Administrative cost pool and a Program cost pool, in addition to others. A chart of accounts has been established by cost center. Each grant has its own cost center code, along with a revenue and program income account.

Personnel serving one funding source are directly charged to that funding source. The personnel costs that cannot be directly charged to one funding source are distributed to the cost pools. The distribution of staff costs between the cost pools is determined by the hours reported on time sheets. Fringe benefits are pooled, and a monthly distribution of costs is made to each pool based on the percentage of hours worked in each month.

At the end of each month, program expenditures for each funding source are totaled. These expenditures are then divided into categories, which consist of the aggregate of all program expenditures for each individual funding source. The program costs are captured in a separate department in the automated accounting system. The procedure for allocating the program costs consists of one of the following methods:

- The procedure currently in use for allocating program costs is based on percentage of program expenditures for each grant.
- Program costs may be charged based on total number of participants. A percentage for each grant is calculated and indirect costs allocated accordingly.
- Program costs may be charged based on total number of terminations. A percentage of terminations for each grant is calculated and indirect costs allocated according to those percentages.

The SWN has four funding sources totaling approximately 4.5 million dollars annually. Approximately 82% of the SWN restricted revenues are from Federal sources. Our schedule of Federal Awards is included as Attachment IX.

### III. PROPOSAL PREPARATION

#### A. Format

Responding organizations should ensure that proposals are prepared in compliance with the following requirements:

1. Please follow the proposal guidelines using the headings for each section.
2. Emphasis should be placed on clarity of content.
3. Proposals must be limited to ten (10) pages (not including attachments), typed, one side only, non-bound, with pages numbered.
4. The following attachments must be included:
  - Proposal Cover Sheet (Attachment I)
  - Assurance of Non-Discrimination and Equal Opportunity (Attachment II)
  - Certification Regarding Lobbying (Attachment III)
  - Certification Regarding Debarment, Suspension, and Other Responsibility Matters (Attachment IV)
  - Certification of a Drug-Free Workplace (Attachment V)
  - Certification Regarding ACORN Prohibition (Attachment VI)
  - Certification Regarding Buy American Provision (Attachment VII)
  - Certification Regarding Human Trafficking (Attachment VIII)

**B. Submission**

One (1) signed original and four (4) copies of each proposal must be submitted to the following address:

Susquehanna Workforce Network, Inc.  
Attn: Julie Brown  
410 Girard Street  
Havre de Grace, MD 21078

**C. Deadline**

Proposals must be received by 4:00 p.m. on April 30, 2019. No proposal will be accepted after the deadline date.

**IV. PROPOSAL NARRATIVE**

**A. Statement of Work**

Provide a general description of the work to be done and a timeframe for completion. Also provide an estimate of SWN staff time that will be needed to support your services.

**B. Background and Experience**

**1. History and Background**

Discuss your organization's history and background. Describe in detail your experience and qualifications in providing the requested services. Please address the following items:

- a. Affirm that the proposer is a certified public accountant licensed by a state or other political subdivision of the United States.

- b. Affirm that the proposer meets the independency standards of the American Institute of Certified Public Accountants' Code of Professional Ethics.
- c. The audit team has expertise and experience in the following areas:
  - 1) Generally accepted accounting principles, generally accepted auditing standards, and government auditing standards as they apply to non-profit institutions.
  - 2) Federal regulations governing a private, non-profit organization receiving federal funds such as OMB Uniform Grant Guidance, WIOA and other federal workforce development and welfare-to-work grants.
  - 3) The conduct of OMB Uniform Grant Guidance audits.
  - 4) The Financial Accounting Standard Board (FASB) No. 117 (financial statements of not-for-profit organizations).
  - 5) Cost allocation plans, indirect rate negotiations and issues.
- d. The firm should also list its capabilities in other relevant management advisory services.
- e. If you have had a peer review within the last three years, state when and who performed the review and submit the results of that review. A copy of the most recent Peer Review or an explanation from the AICPA, if you are an AICPA member, must accompany your proposal.

2. Structure of Proposer

Describe the size of the firm's local office and the experience of the local office audit staff who audit non-profit corporations.

3. Location of Proposer

Describe the location from which the work on this engagement is to be performed and the number and background of the professional staff to be assigned to this engagement.

4. References

Provide the name, address and telephone number of five (5) non-profit clients served by the local office. Identify those clients receiving A-133 audits and those clients receiving WIOA funds.

5. Special Expertise

Describe the local office's expertise in dealing with cost allocation plans and review for allocability of costs under OMB Uniform Grant Guidance.

6. Identification of Project Staff

The principal supervisory and management staff, including engagement partner, managers, seniors and any specialists who would be assigned to the engagement, indicating whether each such person is licensed to practice as a certified public accountant. Resumes should be provided for the above personnel, as well as information on their non-profit audit clients and experience.

7. Audit and Review of Data Processing

Describe the local office's capability to review computerized systems, including the number and classification of personnel skilled in computer sciences who will work on the audit.

8. Total Price of Project

State the all-inclusive fixed price for which the work will be done, including a breakdown of the numbers and kinds of professional/non-professional staff that will be utilized in the engagement. Also, provide hourly rates for each of the staff persons.

9. Detail Price of Project

State the total hours, the hourly rate required by staff classification, the descriptions and amounts of other charges, including communications, travel and miscellaneous expenses, and the resulting all-inclusive fixed price for which the requested work will be done.

10. Terms of Payment

State the terms of payment of the contract price.

V. EVALUATION PROCEDURES

A. The SWN Finance Committee will evaluate proposals according to the requirements of this RFP. Proposals will first be evaluated for minimum requirements, and proposals which do not meet minimum standards will be eliminated. Recommendations for contract award will be submitted to the SWN's Executive Committee for approval.

B. The proposal will be awarded based on the following evaluation criteria:

	<u>Point Range</u>
1. Technical Criteria	
a. Responsiveness of Proposal (0 – 30)	
Clearly stating an understanding of the work to be performed.	
1) Coverage including appropriateness and adequacy of proposed procedures, necessity for procedures, and appropriateness of assigned staff levels.	0 – 20
2) Hours proposed are realistic for each major segment of the work plan. Hours are properly apportioned	

for each staff level.	0 – 10
b. Technical Experience of Proposer (0 – 25)	
1) Experience and capability in performing work of a similar nature.	0 – 7
2) Experience in performing Single Audits for state and local governments, non-profits, etc., and an understanding of applicable laws and regulations.	0 – 8
3) Experience in performing WIA audits.	0 – 10
c. Qualifications of Staff to be Assigned to the Project (0 – 20)	
Education, including continuing professional education credit courses. Position in the firm, years and types of audit experience will be considered. Please include resumes.	
1) Qualifications of the engagement team.	0 – 15
2) Supervision to be exercised over the engagement team by the firm's management.	0 – 5
d. Size and Structure of Proposer (0 – 5)	<u>0 – 5</u>
<i>Total Technical Points</i>	<i>0 – 80</i>
2. Price Criteria (0 – 20)	<u>0 – 20</u>
<b>Total Points</b>	<b>0 – 100</b>

C. Contract Negotiations and Award

Upon completion of the evaluation of the offeror's proposals and negotiation, if conducted, the SWN shall award the contract to the responsible offeror whose offer is the most advantageous to the SWN. SWN reserves the right to reject all offers if it is determined to be in the best interest of the SWN.

VI. APPEALS PROCEDURE

Any respondents dissatisfied with the Finance Committee's recommendation and who seek to appeal the matter to the SWN Executive Committee, must file a written appeal with the SWN Executive Director at the following address:

Mr. Bruce England  
 Executive Director  
 Susquehanna Workforce Network, Inc.  
 410 Girard Street  
 Havre de Grace, MD 21078

All appeals must be filed within ten (10) calendar days of receiving notice of the Finance Committee's decision. The Executive Committee, at its discretion, will decide whether to grant the appellants an open hearing. The decision of the Executive Committee will be final.

## VII. AUDIT ADMINISTRATION

### A. Period of Performance

Field work must be completed by October 15<sup>th</sup> of each year. The audit staff will provide an entrance and exit conference. The audit staff should be of a sufficient size and experience so that the audit can be performed in an efficient manner, and within a reasonable time frame. We will expect to receive a complete draft of final financial statements and reports no later than 30 days after the completion of on-site work and the final financial statements and reports within 30 days of response to the draft, but under no circumstances later than December 15<sup>th</sup> of any given year. The SWN's accounting and administration staff will provide assistance during field work. A trial balance will be delivered by SWN prior to the commencement of the audit. The audit firm will prepare audit schedules and draft financial statements. Upon SWN's approval of draft and any needed revisions, the audit firm will prepare the financial statements and reports in final form, producing forty (40) Financial Statements and twenty (20) A-133 reports. The audit firm will also complete SWN's annual Form 990, United States Return of Organization Exempt From Income Tax, data collection form SF-SAC, and SWN's State of Maryland Personal Property Return in a timely fashion. Presentation of the financial statements to the Board of Directors will occur no later than January each year.

### B. Records Retention

All work papers and reports must be retained, at the auditor's expense, for a minimum of three years, unless the firm is notified in writing by the SWN of the need to extend the retention period.

### C. Reasonable Access

In addition, the firm shall respond to the reasonable inquiries during subsequent audits and allow any successor audit firm to review working papers relating to matters of continuing accounting significance.

SUSQUEHANNA WORKFORCE NETWORK

PROPOSAL COVER SHEET

Name of Agency/Organization \_\_\_\_\_

Address \_\_\_\_\_

Contact Person/Title \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Total funds requested \_\_\_\_\_

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I do hereby certify that this proposal is submitted in accordance with the provisions and conditions outlined in the Request for Proposal issued March 4, 2019 to audit Fiscal Years 2019, 2020, and 2021 Financial Statements and OMB Uniform Grant Guidance, that all the information is complete and accurate, and that this proposal represents a firm and fixed offer to provide the requested services. This offer shall remain valid for a minimum of 90 days. I also certify that the fees in the proposal have been arrived at independently, without consultation, communication, or agreement with any other proposer (except those in a collaborative proposal) or with any other competitor for the purpose of restricting competition, as to any matter relating to such fees; and no attempt has been made or will be made by the proposer to induce any other person or agency to submit or not submit a proposal for the purpose of limiting or restricting competition. I further certify that this agency can and will provide and make available, at a minimum, all services described in this proposal.

\_\_\_\_\_  
Signature of Individual with Signatory Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed name and title

ASSURANCE OF NON-DISCRIMINATION AND EQUAL OPPORTUNITY

As a condition to the award of financial assistance under the Workforce Innovation and Opportunity Act, the grant applicant assures, with respect to operation of WIOA funded programs or activities and all agreements or arrangements to carry out the WIOA funded programs or activities, that it will comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Innovation and Opportunity Act, the Workforce Investment Act of 1998, including the Nontraditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; Title IX of the Education Amendments of 1975, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including, but not limited to, 29 CFR part 34.

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Signature of Authorized Representative

Date

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Name (typed) and Title

CERTIFICATION REGARDING LOBBYING

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

1. 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 contract, the making of any Federal grant, the making of any Federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
2. 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 any Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form—LLL-A, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. 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 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, US 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.

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Signature of Authorized Representative

Date

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Name (typed) and Title

CERTIFICATION REGARDING  
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants Responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register.

1. The proposer certifies to the best of its knowledge and belief, that it and its officers/principals:
  - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State or local governmental department or agency;
  - b. Have not been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission or embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - d. Have not had one or more public transactions (Federal, State or local) terminated for cause or default.
2. Where the proposer is unable to certify to any of the statements in this certification, such proposer shall attach an explanation to this proposal.

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Signature of Authorized Representative

Date

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Name (typed) and Title

## CERTIFICATION OF A DRUG-FREE WORKPLACE

By submission of this offer, the proposer certifies and agrees that with respect to all employees of the proposer to be employed under a contract resulting from this solicitation, it will:

1. Publish a statement notifying such employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's workplace, and specifying the actions that will be taken against employees for violations of such prohibition.
  2. Establish a drug-free awareness program to inform such employees about:
    - the dangers of drug abuse in the workplace;
    - the Contractor's policy of maintaining a drug-free workplace;
    - any available drug counseling, rehabilitation, and employee assistance programs; and
    - the penalties that may be imposed upon employees for drug violations occurring in the workplace.
  3. Provide all employees engaged in the performance of the contract with a copy of the statement in item 1 of this provision.
  4. Notify such employees in the statement required by item 1 of this provision that as a condition of continued employment on the contract resulting from this solicitation, the employee will:
    - abide by the terms of the statement; and
    - notify the employer of any criminal drug statute conviction for a violation occurring in the workplace, no later than five (5) days after such conviction.
  5. Notify the contracting officer within ten (10) days after receiving notice under item 4 of this provision, from an employee or otherwise, of such conviction.
  6. Within thirty (30) days after receiving notice under item 4 of this provision of a conviction, impose the following sanctions or remedial measure on any employee who is convicted of drug abuse violations occurring in the workplace:
    - take appropriate personnel action against such employee, up to and including termination;
    - or
    - require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement or other appropriate agency.
  7. Make a good faith effort to maintain a drug-free workplace through implementation of items 1 through 6 of this provision.
- ☐ Our organization has a Drug-Free Workplace policy.
- ☐ Our organization does not have a Drug-Free Workplace policy.

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Signature/Title of Authorized Representative

Date

Certification Regarding ACORN Prohibition

Section 511 of the Consolidated Appropriations Act, 2010 (P.L. 111-117, Division E) (“CAA”), requires that no direct or indirect funding for the Consolidated Appropriations Act may be provided to the Association of Community Organizations for Reform NOW (“ACORN”) or any of its subsidiaries through Federal grantees or contractors. DOL is required to take steps so that no Federal funds from the Consolidated Appropriations Act, 2010, are awarded or obligated by subgrantees, subcontractors, or other subrecipients. The prohibition applies not only to a direct recipient of Federal funds, but also to a subrecipient (e.g., subcontractor, subgrantee, or contractor of a grantee).

The proposer certifies compliance with the above policy regarding ACORN prohibition.

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Signature of Authorized Representative Date

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Name (typed) and Title

Certification Regarding Buy American Provision

Funds made available under Title I or II of Workforce Innovation and Opportunity Act or under the Wagner-Peyer Act (29 U.S.C. 49, et. seq.) certifies that it will comply with the Section 8301 through 8303 of Title 41 of the United States Code (commonly known as the “Buy American Act”) and as referenced in WIOA Section 502.

The proposer certifies compliance with the above policy regarding Buy American Provision.

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Signature of Authorized Representative

Date

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Name (typed) and Title

Certification Regarding Human Trafficking

Complies with Executive Order 13333 that requires termination without penalty of the Agreement if a sub-grantee, contractor or subcontractor engages in human trafficking.

The proposer certifies compliance with the above policy regarding Human Trafficking.

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Signature of Authorized Representative

Date

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Name (typed) and Title