

**REQUEST FOR PROPOSAL**  
**FOR**  
**INCUMBENT WORKER TRAINING**



**Issue Date:** November 30, 2009

**Due Dates:** January 15, 2010

**Reference #:** 09IW002

## **Workforce Solutions Texoma Incumbent Worker Training Grants Guidelines**

(Please read this information before reading the Request for Proposal)

The primary goal of Workforce Solutions Texoma is to meet the needs of employers through locally designed employer-driven workforce development initiatives and services. One example is Incumbent Worker Training Grants.

Incumbent Worker Training Grants are designed to help local companies defray the cost of providing training to their employees or to avoid lay-offs, but are not intended to fully fund training for any company.

The need for well-trained workers exists in every business located throughout Workforce Solutions Texoma's service area of Cooke, Fannin and Grayson Counties. Workforce Solutions Texoma is committed to partnering with as many local companies as possible. Workforce Solutions Texoma wants to provide Incumbent Worker Training Grants to companies of all sizes, and in all areas of the three counties.

Workforce Solutions Texoma understands different companies and different workers have a variety of training needs, however, limited funds require certain guidelines be applied when approving Incumbent Worker Training Grants. These grants are intended to provide what is generally understood to be "hard skills", and to avoid training that would be considered "soft skills". Training provided under these grants is expected to make workers more valuable to employers. This would be evidenced by opportunities to advance, salary increases, employee retention or other outcomes which demonstrate that higher value.

Training recipients must be working in an approved industry cluster, as listed in Section 4.1.17 below, and must be earning a wage of not less than \$9 per hour.

Workforce Solutions Texoma Incumbent Worker Training Grants are funded through the Workforce Investment Act (WIA), and all potential trainees must be eligible under the Workforce Investment Act. Eligibility for training under these funds is not terribly restrictive, but eligibility must be proven prior to training. This process will require the company to provide Workforce Solutions Texoma copies of specified documents which prove eligibility as defined in Section 1.6.

Workforce Solutions Texoma is committed to providing training assistance to as many workers from as many different companies as possible through Incumbent Worker Training Grants, but unfortunately will not be able to reimburse companies or training providers for training given to workers who **have not** established eligibility prior to the start date of the training. Workforce Solutions Texoma will work closely with companies and training providers to ensure the review of documentation and determination of eligibility is completed as quickly as possible, but recipients need to be aware, training schedules may have to be adjusted to accommodate this process. Workforce Solutions Texoma will be happy to discuss the process with any interested company or training provider prior to the submission of a response to this Request for Proposal in order to ensure a realistic training schedule can be established prior to submission of a response.

Finally, Workforce Solutions Texoma is committed to making the application and training process as simple as possible for training providers, companies and workers. Questions about the process, types of training provided, eligibility determination, or any other part of the process are welcomed. Contact information is provided in Section 2.1 of this proposal.

Workforce Solutions Texoma  
Creating Workforce Solutions

## **1.1 INTRODUCTION**

The Texoma Workforce Development Board is a volunteer body appointed by the Chief Elected Officials for Cooke, Grayson and Fannin Counties, and the Mayor of the City of Sherman, Texas, in accordance with the Workforce Investment Act and Texas Workforce Legislation. The Board is incorporated as a private, non-profit organization. The Board was certified by then Governor George W. Bush on October 18, 1996.

The Board of Directors is composed of representatives of business and industry, organized labor, community-based organizations, economic development agencies, educational agencies, the state employment service, public assistance, rehabilitation agencies, and public interest groups. Representatives of the private sector constitute a majority of the Board membership. The primary responsibility of the Board of Directors is to provide policy and program guidance, and to exercise independent oversight of workforce activities, in partnership with local government. The Board also determines the types and areas of training provided, how training, employment, and related services will be delivered, the procurement and selection of service providers, and evaluation of performance of training providers. Board meetings, generally held on the third Wednesday of every other month at 12:00 noon, are open to the public.

## **1.2 GOALS AND OBJECTIVES**

Workforce Solutions Texoma is soliciting proposals for incumbent worker training which meet the overall goals and objectives outlined in the Workforce Solutions Texoma Incumbent Worker Training Grants Guidelines section of this packet. Proposals must state who will conduct the training, the timeframe for completion of training, employer, the number of employees to be trained and the outcomes, i.e. incentives, raises, etc.

## **1.3 FUNDS**

Grant amounts may be limited to \$10,000 per company/organization.

## **1.4 LEGISLATIVE AUTHORITY**

All contracts funded from this Request for Proposal are subject to the following requirements: the Workforce Investment Act of 1998 [20 USC 9201]; and the interim final regulations issued by the U.S. Department of Labor at 20 CFR Part 652; federal laws and regulations concerning nondiscrimination and equal opportunity; federal labor laws and standards; state legislation Senate Bill 642 as amended by House Bill 1863, and state workforce development plan and policy; and plans and policies of the Texoma Workforce Development Board related to federal job training programs.

## **1.5 APPLICANT ELIGIBILITY**

Applications must specify the types of training to be provided, the name of the training provider and the cost per trainee.

Type of Entity: Training providers may be public, private non-profit, or private-for-profit entities, educational entities, faith-based or community-based organizations. Employers must be private sector. Public and government entities are **not** eligible. Proposers must have adequate financial and personnel capabilities necessary to implement the goals and objectives of the program and to ensure compliance with the ensuing contract.

Members of the Texoma Workforce Development Board are not personally eligible to receive training, and cannot act as signatory for their company if training is provided.

Women and minority-owned organizations are encouraged to apply.

*Charitable or Faith-Based Organizations* In accordance with Governor's Executive Order GWB-96-10, and §2308.303(a)(9), Government Code, a charitable or faith-based organization is eligible to be a subcontractor on the same basis as any other private organization. Such an organization retains control over the definition, development, practice and expression of its charitable or religious beliefs except as provided by federal law.

If a charitable or faith-based organization establishes a separate account for government funds then only the services and activities provided by those funds will be subject to audit.

A charitable or faith-based provider of services or activities shall reasonably apprise all participants of the following:

“Neither the Board’s selection of a charitable or faith-based provider nor the expenditure of funds under this contract is an endorsement of the provider’s charitable or religious character, practices, or expression. If you as a participant object to a particular provider because of its religious character, you may request assignment to a different provider. If you believe your rights have been violated, please discuss the complaint with your provider or notify the Board.”

## **1.6 Trainee Eligibility**

All trainees funded by this Request for Proposal must meet minimum eligibility requirements. Following is a list of eligibility requirements and examples of the types of documentation generally used to support eligibility. Please ensure all documents submitted are complete and legible. Incomplete or illegible documents may slow down processing and could prevent reimbursement. All eligibility documentation must be provided to Workforce Solutions Texoma prior to the start of training. Eligibility documentation will not be accepted after training has begun.

**Citizenship or Alien Status** – All trainees must be able to prove they are legally eligible to work in the United States in order to be eligible for training with Workforce Investment Act (WIA) funds. A fully completed WIA Citizenship/Eligible Noncitizen Authorization to Work Form with copies of the backup documentation will provide this information. A blank copy of this form will be made available to the employer. Please note; birth certificates must be certified copies. If the original is embossed, and the embossed area is not easily visible on the photocopy, please make a notation on the copy and initial it. Social Security Cards must be legible. If a Permanent Resident Card (or Alien Registration Card) is supplied, a copy of both sides is required.

**Selective Service Registration Verification (if applicable)** – The Selective Service Act requires males ages 18 through 25 and living in the U.S., to register with Selective Service. Males must register prior to their 26<sup>th</sup> birthday, or they are ineligible for WIA Training Funds. Selective Service Registration can be documented by providing a printout from the Selective Service Web-site, [www.sss.gov](http://www.sss.gov). Verifying Selective Service Registration on the web-site simply requires the male employee’s last name, social security number and date of birth. Females are not currently required to register with Selective Service.

The Workforce Investment Act (WIA) Selective Service Registration requirement can be waived in certain circumstances such as:

- A non-citizen who moved to the United States after his 26<sup>th</sup> birthday
- An individual exempted because of a disability
- An individual who served in the military and was discharged after his 26<sup>th</sup> birthday
- An individual who was incarcerated or institutionalized for the entire period between their 18<sup>th</sup> and 26<sup>th</sup> birthdays

A form can be made available to anyone requesting an exemption. Appropriate documentation must be supplied with the form in order for a waiver to be granted.

**Documentation of Age** – A copy of a certified birth certificate, hospital record of birth, passport, or a Drivers License will provide this information.

**Documentation of Current Employment and Wage** – A letter on company letterhead, dated and signed by an appropriate company representative is required. The letter needs to state the names of all the employees represented in the proposal, indicate they are currently employed, and indicate they are earning a wage of not less than \$9 per hour.

**Education information – for any trainee aged 21 or younger**

- Last grade completed and if they are currently enrolled in any school
- Name of last school attended

This information can be included in the employer letter.

**Additional Reporting Requirements** - In addition, trainees will be required to supply their current address and telephone number. This can be supplied in the employer letter or other appropriate documentation.

**2.1 SUBMISSION INSTRUCTIONS**

**1. Communication and Procurement Information**

Questions may be submitted to Bob Rhoden or Janie Bates via email, fax or phone through December 18, 2009.

Bob Rhoden  
903-957-7408  
903-957-7413 Fax  
[bob.rhoden@twc.state.tx.us](mailto:bob.rhoden@twc.state.tx.us)

Janie Bates  
903-957-7408  
903-957-7413 Fax  
[janie.bates@twc.state.tx.us](mailto:janie.bates@twc.state.tx.us)

**2. Response Deadline**

All proposals must be received and recorded no later than **January 15, 2010.**

**3. Submission**

Proposers may mail proposals or deliver them by hand to:

Workforce Solutions Texoma  
5904 Texoma Parkway  
Sherman, TX 75090

The Board will not accept proposals transmitted by facsimile (FAX) or email. Proposals submitted via courier or overnight mail services will be considered to be hand-delivered and must be received by the deadline. Receipts for proposals will be furnished upon request.

**Proposals received after the deadline will not be accepted.  
There will be no exceptions.**

**4. Number of copies**

Proposers must submit one (1) original and (3) copies of the complete proposal document containing signatures. All responses must be typed and will become the property of Workforce Solutions Texoma.

**5. Proposal Format**

All forms and attachments must be typed on 8 ½ by 11 inch paper. Please do not use any font size less than 12 point. All pages submitted must be sequentially paginated, including attachments. Please do not submit materials not specifically requested as they will not be reviewed. Please do not use any binders other than removable clips (not staples) or rubber bands.

A proposal must be submitted in the format, and in the order, shown in this section. The authorized signatory noted on the Authorization for Submission contained in Attachment B must sign all forms requiring signatures.

**Format: (*Do not include Sections 1 – 6 of the Request for Proposal. Begin submission with Proposal Cover Sheet*)**

1. Proposal Cover Sheet
2. Company Information Form
3. Project Narrative
4. Attachment A – Training Detail and Budget (Attached Excel Spreadsheet)
5. Attachment B – Certifications

**2.2 PROCUREMENT TIMEFRAMES**

The following list delineates significant activities and dates with regard to this RFP.

RFP packets available	November 30, 2009
Closing date	January 15, 2010

Contracts will be awarded within 10 business days of due date.

All training funded through this offering must be completed by May 15, 2010. Training not started by May 1, 2010, will not be reimbursed.

### 3.1 EVALUATION

#### 1. Evaluation Process

The policy of the Board is to conduct procurement in a manner that provides for full and open competition. Contract award will be made only to organizations possessing the demonstrated ability to perform successfully under the terms and conditions of a contract.

The process for evaluating proposals submitted in response to this Request includes: (1) review and scoring by Workforce Solutions Texoma staff; (2) contract negotiation; (3) Award of all contracts no later than January 25, 2010.

#### 2. Evaluation Criteria

Proposals that contain all of the required elements will be deemed responsive. Points will be awarded based on the following criteria.

<b><u>EVALUATION CRITERIA</u></b>	<b><u>Points</u></b>
(1) Training Need	25
(2) Type of Training	20
(3) Trainee Screening	15
(4) Additional Resources	10
(5) Expected Outcomes/Cost per Participant	30
(6) Employer is a Historically Underutilized Business (HUB)	Bonus: 5
(7) Employer is Located in Fannin County, Texas	Bonus: 5
<b>Total Possible Points</b>	<b>110</b>

Proposals must score a minimum of 70 to be deemed responsive.

##### **(1) Training Need**

Indicate the training needs of the current workforce, how those needs were determined, and the company's ability or inability to meet those needs without funding assistance. Discuss how this proposal supports Workforce Solutions Texoma's goals of partnering with as many local companies as possible, and providing Incumbent Worker Training Grants to companies of all sizes, and in all areas of the three counties. Preference will be given to proposals which include companies that have not previously received Incumbent Worker Training Grant funds and proposals that include workers in Fannin County. Workforce Solutions Texoma reserves the right to fund only the portions of proposals which support these goals.

Please list companies you have contacted within the past 6 months to offer training, and the outcomes of those contacts.

**(2) Number Of Workers To Be Trained And Type Of Training**

Indicate, in Attachment A – Training Detail and Budget, the number of workers anticipated to be trained within the parameters of this grant. Training will be considered for areas of specialization, including skills upgrading, English as a Second Language, and workplace literacy. **No soft skills** training will be funded under this grant.

**(3) Trainee Screening**

Indicate how potential trainees will be screened to include only those who need training, who meet minimum qualifications of the training provider, and possess the ability to succeed in training. Training recipients must be eligible to receive training under the Workforce Investment Act, must be working in an approved industry cluster, as listed in Section 4.1.17 below, and must be earning a wage of not less than \$9 per hour. (See Attachment B – Certifications, Section 1 – General Certifications.)

**(4) Additional Resources**

Explain what resources the business and/or training provider will provide to trainees to ensure successful training outcomes, and how the additional resources will be coordinated to promote training completion.

**(5) Expected Outcomes**

Explain what outcomes are anticipated as a result of the training (i.e.; number retained, if applicable - pay increases, incentives). Determine the cost per participant trained through this grant.

**3. Minimum Standards for Review**

A proposal must meet the following minimum criteria to be considered for review. The proposal must:

- a) Be received by the deadline.
- b) Be submitted in the required format.
- c) Be signed to attest to all certifications including Certification Regarding Debarment, Suspension and Other Responsibility Matters and Certification Regarding Texas Corporate Franchise Tax.
- d) Contain no evidence of real or apparent conflict of interest.

**4. Minimum Standards to be Considered for Award**

- a) Receive a minimum score of 70.

***A proposal that does not meet any one of these standards will be deemed non-responsive and will not be reviewed.***

## **5. Notification**

All Proposers will be notified of the Board funding decisions. The Proposers approved for funding by the Board will receive a Letter of Intent to Contract for services, pending successful negotiation with the Board and finalization of contract by legal staff. If all or a portion is not funded. Workforce Solutions Texoma will provide written notification of the reason.

## **6. Process for submitting a protest**

Proposers who believe that they have been treated unfairly during the review process or have concerns about the application of state and federal regulations and policies may file a protest. See section 5.1.4 for complete grievance procedures.

### **4.1 CONDITIONS OF BID**

Following are conditions that apply to this Request for Proposals and any subsequent contract.

1. The intent of this RFP is to identify various prospective contract alternatives and obtain estimates of costs of services being solicited. Workforce Solutions Texoma is under no legal requirement to execute a contract on the basis of any proposal received.
2. The Board specifically reserves the right to vary the provisions set forth herein any time prior to the execution of a contract where such variance is deemed to be in the best interest of the Board, and Texas Workforce Commission.
3. The Board may negotiate a contract from proposals received for funding. The Board reserves the right to require specific modifications to proposals accepted for funding before agreeing to contract, including the increase or decrease in specific line items of cost and numbers of participants to be served, or other modifications, to bring the proposal into compliance with the Workforce Investment Act, the Regulation(s), requirements of this Request, and/or Board policies, and funding restrictions.
4. The funding for training is contingent upon receipt by Board of funds from the State of Texas and/or the United States Department of Labor.
5. Any costs incurred by the Proposer prior to the commencement date of a contract will not be paid from contract funds.
6. Contractor shall ensure that all funds provided through this contract are expended for allowable activities, and that no expenditures have as their objective the funding of sectarian worship, instruction, or proselytization. This provision shall not be interpreted to prohibit the contractor from subcontracting for goods or services with any religious institution or entity.
7. Other than providing technical assistance by answering questions regarding the intent of the RFP, Board staff will not assist any proposer in the preparation of the proposal.
8. All proposals and any attachments, appendices, or other information submitted as a part of a proposal become the property of the Board upon submission and may be reprinted, published, or distributed in any manner by the Board according to open records laws, applicable state and federal policies and procedures, as well as those of the Board.
9. No employee, member of a Board of Directors or other governing body, or representative of a proposer who submits a proposal under this Request may have any

contact outside of the formal review process with any employee of Workforce Solutions Texoma or any member of Workforce Solutions Texoma for purposes of discussing or lobbying on behalf of the proposer's proposal. This contact includes written correspondence, telephone calls, personal meetings, or other kinds of personal contact. The Board will reject proposals of those proposers who violate this condition.

10. The Board reserves the right to accept or reject any or all proposals received; to cancel this Request in part, or in its entirety; or to reissue the Request.
11. In order to ensure that the needs of the Workforce Development Area are adequately met, the Board reserves the right to request additional information and/or negotiate issues prior to making a selection.
12. The Board reserves the right to waive any defect in this procurement process or to make changes to this solicitation as deemed necessary.
13. The Board reserves the right to conduct a review of records, systems, and procedures of the entities selected for contracting. This may occur prior to, or subsequent to, the award of a contract. Misrepresentation of the proposer's ability to perform as stated in the proposal may result in cancellation of a contract resulting from this procurement.
14. The Board reserves the right to contact any individual, agencies or employers listed in a proposal, to contact others who have experience and/ or knowledge of the proposer's relevant performance and/or qualification and to request additional information from any and all proposers.
15. Non-Discrimination - The Proposer must assure, with respect to the operation of the program and all agreements or arrangements to carry out the program for which assistance is awarded, that the Proposer is prohibited from discriminating on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, citizenship or participation in programs funded with federal funds.
16. Limited English Proficiency (LEP) – The Proposer must assure they will take reasonable steps to ensure meaningful access by LEP persons to the information and services they provide.
17. Targeted Industry Clusters:
  - Construction
  - Manufacturing – including Advanced Manufacturing and Aerospace and Defense
  - Retail Trade
  - Transportation and Warehousing
  - Information – including Information and Computer Technology
  - Professional, Scientific, and Technical Services
  - Health Care and Social Assistance
  - Other Services (except Public Administration)

## **5.1 ADMINISTRATIVE REQUIREMENTS**

Following are general administrative requirements that apply to all Board grantees/contractors.

### **1. Nature of agreement**

The Board grantee/contractor secured from this Request will be considered a subrecipient as defined in the Governor's Uniform Grant and Contract Management Standards (UGCMS) and the Texas Workforce Commission's Financial Manual for Grants and Contracts. Board may refer to the agreement between itself and the service organization as a "grant" or "contract", although it will be understood to be a subgrant for services, and all federal or state requirements applicable to subrecipients will apply to Board grantees/contractors.

### **2. Records and records retention**

Contractors are required to prepare and maintain participant records in accordance with instructions from the Board. Participant eligibility records must include the following:

- Documentation of Citizenship/Alien Status
- Selective Service Registration Verification (if applicable)
- Documentation of Age
- Documentation of Current Employment and Wage
- Education information (last grade completed and if they are currently enrolled in any school) for any trainee aged 21 or younger
- Current address and telephone number

Contractors are required to retain all records of a program year for a minimum of three years and 90 days past the date upon which the Board accepts a grant/contract close out.

### **3. General reporting**

Contractors must provide such reports on participants and program operation as required by the Board.

### **4. Grievances**

The Board is the responsible authority for handling complaints or protests regarding the proposal selection process. Upon receipt of status notice, proposers must inform TWDB's Executive Director, in writing, within fifteen (15) days of the date of the notification letter, of the intent to appeal.

The protester should contact:

Ms. Janie Bates  
Executive Director  
Texoma Workforce Development Board  
5904 Texoma Parkway, Sherman, TX  
(903) 957-7408

## **5. Accessibility**

Contractors are required to ensure that all facilities are in compliance with the requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 with respect to physical and program accessibility.

Contractors are also required to take reasonable steps to ensure meaningful access by Limited English Proficiency (LEP) persons to the information and services they provide.

## **6. Nondiscrimination and Equal Opportunity**

Contractors must conduct all programs in accordance with provisions of the following laws, as they apply to specific programs or activities:

- Titles VI and VII of the Civil Rights Act of 1964, as amended;
- Section 504 of the Rehabilitation Act of 1973, as amended;
- Title IX of the Education Amendments of 1972, as amended;
- The Age Discrimination Act of 1975, as amended;
- Americans with Disabilities Act of 1990, as amended;
- Non-traditional Employment for Women Act of 1991, as amended;
- Section 188 of the Workforce Investment Act; and

with all applicable rules and regulations issued under these laws. Contractor will not deny benefits of any program, activity or service to any person, and are prohibited from discriminating against any employee or applicant for employment, because of race, color, religion, sex, national origin, age, physical or mental disability, temporary medical condition, political affiliation or belief. Contractor will ensure that the evaluation and treatment of employees and applicants for employment are free of such discrimination.

## **7. Insurance and bonding**

The contractor must ensure employers and service providers accept liability for injuries while participants are on their premises.

## **8. Organizational capacity**

Proposers must demonstrate that they have the organizational capacity to administer a program in accordance with the requirements in this Request for Proposals.

### **6.1 TYPE OF CONTRACT AND CONTRACT TERM**

The contract for services under this RFP will be operated on a unit rate or per course basis as outlined in the proposal. The term of the contract will be no longer than one year.

Unit Rate Basis:

Training on a unit rate basis will be reimbursed based on the total number of eligible trainees receiving training multiplied by the contracted Cost per Trainee.

Training cannot be reimbursed for employees who have not been determined eligible. All

eligibility documentation must be provided to Workforce Solutions Texoma prior to the start of training. Eligibility documentation will not be accepted after training has begun.

Per Course Basis:

Training on a per course basis will be reimbursed as follows:

- Full reimbursement of the contracted amount for any course with attendance of 80% or more of the contracted Number of Trainees. All attendees must meet eligibility requirements
- Pro-Rata reimbursement for any course with attendance of less than 80% of the contracted Number of Trainees. Pro-Rata reimbursement will be made based on the total number of eligible trainees receiving training multiplied by the contracted Cost per Trainee.

Training cannot be reimbursed for employees who have not been determined eligible. All eligibility documentation must be provided to Workforce Solutions Texoma prior to the start of training. Eligibility documentation will not be accepted after training has begun.

## **6.2 TRAINING TIMELINE**

Training must commence by May 1, 2010, and final reports submitted no later than May 31, 2010.

**WORKFORCE SOLUTIONS TEXOMA**  
Incumbent Worker Training Grant Application

**PROPOSAL COVER SHEET**

**Business/Agency Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_

**Phone No:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**e-mail Address:** \_\_\_\_\_

**Proposal Contact Person:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature Authority:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

I have read and understand the conditions of this proposal. I am authorized by the business or agency listed above to enter into a contractual agreement. I have read, understand and affirm all certifications included in Attachment B of this proposal.

**Tax / Legal Status:**     **Corporation**     **Sole Ownership**     **Private**  
 **Partnership**     **Other**     **Public**  
 **Profit**     **Non-Profit**     **HUB**

**Date Established:** \_\_\_\_\_

**Tax ID or Social Security Number:** \_\_\_\_\_

**WORKFORCE SOLUTIONS TEXOMA**  
Incumbent Worker Training Grant Application

**COMPANY INFORMATION FORM**

(If this is a consortium or group proposal please provide information about each company included in the table below. Please complete a separate table for each company included.)

<b>Employer Name</b>	<b>Address</b>
<b>Employer Contact Person</b>	
<b>Contact Person Title</b>	<b>Phone Number</b>
<b>Training Provider(s)</b>	<b>Phone Number</b>
<b>Contact Person</b>	<b>e-mail address</b>
<b>NAICS Code</b>	<b>Fax Number</b>

**WORKFORCE SOLUTIONS TEXOMA**  
Incumbent Worker Training Grant Application

**PROJECT NARRATIVE**

**Statement of Training Need**

Indicate the training needs of the current workforce, how those needs were determined, and the company's ability or inability to meet those needs without funding assistance. Discuss how this proposal supports Workforce Solutions Texoma's goals of partnering with as many local companies as possible, and providing Incumbent Worker Training Grants to companies of all sizes, and in all areas of the three counties. Preference will be given to proposals which include companies which have not previously received Incumbent Worker Training Grant funds and proposals that include workers in Fannin County. Workforce Solutions Texoma reserves the right to fund only the portions of proposals which support these goals.

Please list companies you have contacted within the past 6 months to offer training, and the outcome of those contacts.

**Trainee Screening**

Indicate how potential trainees will be screened to include only those who need training, who meet minimum qualifications of the training provider, and possess the ability to succeed in training.

**Additional Resources**

Explain what resources the business and/or training provider will provide to trainees to ensure successful training outcomes, and how the additional resources will be coordinated to promote training completion. Briefly outline recent training the company has provided for employees.

**Expected Outcomes**

Explain outcomes anticipated as a result of the training (i.e.; number retained, if applicable - pay increases, incentives, opportunities to advance, promotions, etc.).



**WORKFORCE SOLUTIONS TEXOMA**  
Incumbent Worker Training Grant Application

**ATTACHMENT B**  
**CERTIFICATIONS**

Signing the Proposal Cover Sheet indicates certification of the following:

**SECTION 1 – GENERAL CERTIFICATIONS:**

- 1) All potential trainees represented in this proposal are working in an approved industry cluster as listed in Section 4.1.17.
- 2) All potential trainees represented in this proposal are earning a wage of not less than \$9 per hour.
- 3) Eligibility documentation will be provided to Workforce Solutions Texoma prior to the beginning of any training outlined in this proposal.
- 4) The proposer understands eligibility documentation will not be accepted after training has begun, and reimbursement will be provided only for those employees who have been determined eligible by Workforce Solutions Texoma prior to the start of training.
- 5) No member of the Texoma Workforce Development Board will personally receive training with these funds, or act as signatory for their company if training is provided.

**SECTION 2 - CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS**

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This certification is required by the Federal Regulations, implementing Executive Order 12549, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668 and 682), Department of Health and Human Services (45 CFR Part 76).

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- (1) The prospective recipient of federal assistance funds certifies, by submission of this certification, 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.
- (2) Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective recipient shall attach an explanation to this certification.

**SECTION 3 - TEXAS CORPORATE FRANCHISE TAX CERTIFICATION**

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Pursuant to Article 2.45, Texas Business Corporation Act, state agencies may not contract with for profit corporations that are delinquent in making state franchise tax payments. The following certification that the corporation entering into this offer is current in its franchise taxes must be signed by the individual authorized on Form 2031, Corporate Board of Directors Resolution, to sign the contract for the corporation.

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The undersigned authorized representative of the corporation making the offer herein certifies that the following indicated statement is true and correct and that the undersigned understands making a false statement is a material breach of contract and is grounds for contract cancellation.

Indicate the certification that applies to your corporation:

\_\_\_\_\_ The corporation is a for-profit corporation and certifies that it is not delinquent in its franchise tax payments to the State of Texas.

\_\_\_\_\_ The corporation is a non-profit corporation or is otherwise not subject to payment of franchise taxes to the State of Texas.

**WORKFORCE SOLUTIONS TEXOMA**  
Incumbent Worker Training Grant Application

**ATTACHMENT B**  
**CERTIFICATIONS**

**SECTION 4 – CERTIFICATION REGARDING CONFLICT OF INTEREST**

By signature of this proposal, Proposer covenants and affirms that:

- (1) no manager, employee or paid consultant of the Proposer is a member of the Policy Board, the President, or manager of the Board;
- (2) no manager or paid consultant of the Proposer is a spouse to a member of the Policy Board, the President, or manager of the Board;
- (3) no member of the Policy Board, the President or an employee of the Board owns or controls more than 10 percent in the Proposer;
- (4) no spouse of a member of the Policy Board, President or employee of the Board is a manager or paid consultant of the Proposer;
- (5) no member of the Policy Board, President, or employee of the Board receives compensation from Proposer for lobbying activities as defined in federal laws or Chapter 305 of the Texas Government Code;
- (6) Proposer has disclosed within the Proposal any interest, fact or circumstance which does or may present a potential conflict of interest;
- (7) should Proposer fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Proposer shall not be entitled to the recovery of any costs or expenses incurred in relation to any contract with them and shall immediately refund to the Board any fees or expenses that may have been paid under the contract and shall further be liable for any other costs incurred or damages sustained by the Board relating to that contract.

**SECTION 5 – CERTIFICATION REGARDING REPAYMENT OF PUBLIC SUBSIDIES BY BUSINESSES CONVICTED OF KNOWINGLY EMPLOYING UNDOCUMENTED WORKERS**

- “Pursuant to Texas Government Code §2264.051, a business that applies to receive a public subsidy<sup>[1]</sup> from a state agency shall certify that the business, or a branch, division, or department of the business does not and will not knowingly employ an undocumented worker<sup>[2]</sup> as defined in Texas Government Code, §2264.001(4).”
- “The undersigned authorized representative of the entity making the offer or application herein understands and certifies that:
  - the following indicated statement is true and correct;
  - making a false statement is a material breach of contract and grounds for contract cancellation; and
  - if, after receiving a public subsidy, the entity is convicted of a violation under 8 United States Code §1324a(f) (relating to the unlawful employment of undocumented workers) the entity shall repay the amount of the public subsidy with interest, at the rate provided under the contract issued pursuant to this offer or application, within 120 days of receiving the notice of violation.”

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<sup>[1]</sup> *Public subsidy* is broadly defined Texas Government Code §2264.001(3)) as a public program or public benefit or assistance of any type that is designed to stimulate the economic development of a corporation, industry, or sector of the state’s economy or to create or retain jobs in Texas. The term includes, among other things, bonds, grants, loans, loan guarantees, benefits relating to an enterprise or empowerment zone, infrastructure development and improvements designed to principally benefit a single business or defined group of businesses, and matching funds. The Commission’s Office of General Counsel has found that HB 1196 does not apply to the acquisition of goods and services.

<sup>[2]</sup> *Undocumented worker* is defined as an individual who, at the time of employment, is not lawfully admitted for permanent residence in the United States, or is not authorized under law to be employed in that manner in the United States.