Exhibit A – 1 –Application Form

Northern Tier Workforce Development Board

Applicant’s answers to the following questions will comprise the response to this RFP. Information prepared by the Proposer and submitted with their proposal *may* be incorporated into a final contract (for example, program offerings, curriculum, key personnel, or performance metrics).

**Proposer Information:**

Organization Name Click or tap here to enter text.

Organization Address Click or tap here to enter text.

 Contact Name Click or tap here to enter text.

 Telephone Click or tap here to enter text.

 Email Address Click or tap here to enter text.

 Website Click or tap here to enter text.

 Federal Tax ID Number Click or tap here to enter text.

 Program Title Click or tap here to enter text.

**Program Category (If applying for multiple programs, use only one application form per program):**

 [ ]  Adult / Dislocated Worker / Business Services

 [ ]  Young Adult

[ ]  EARN

**County/Counties Applying for (check all that apply for this proposal):**

[ ]  Bradford [ ]  Tioga

[ ]  Sullivan [ ]  Wyoming

[ ]  Susquehanna

**Funding Summary: Amount:**

Funds Requested Click or tap here to enter text.

Funds from Other Sources (if available) Click or tap here to enter text.

In-Kind Contribution Value (if available) Click or tap here to enter text.

Total Program Cost Click or tap here to enter text.

ACKNOWLEDGEMENT

I, the undersigned, hereby certify that the information provided in this Request for Proposal has been reviewed in its entirety and the affixed signature accepts responsibility on behalf of said organization to inform its members of the content herein. All terms and conditions of this Request for Proposal shall be a part of any contract entered into because of this proposal.

Organization Lead Electronic Signature Click or tap here to enter text.

 Title Click or tap here to enter text.

Organization Click or tap here to enter text.

Date Signed Click or tap here to enter text.

Exhibit A – 2 – CONFLICT DISCLOSURE FORM

Northern Tier Workforce Development Board

Program Title Click or tap here to enter text.

Please disclose any conflicts or potential conflicts of interest that any board member, officer, director, or administrator of the organization may have with the Northern Tier Workforce Development Board. Only those listed below need to be disclosed. One form per conflict is needed. Please duplicate as needed to fully disclose. All disclosure forms must be electronically signed, regardless of whether a conflict exists.

Conflict of Interest is defined as: a substantial probability that action taken by an individual will result in measurable direct benefits accruing to the individual as opposed to benefits accruing in general to an industry.

Organization Name Click or tap here to enter text.

Individual’s Name Click or tap here to enter text.

Individual’s Position Click or tap here to enter text.

May have a conflict or potential conflict of interest, including any familial relationship, with any of the following (mark all that apply):

[ ]  Member or members of the Northern Tier Workforce Development Board;

[ ]  Staff appointed by the Northern Tier Workforce Development Board;

[ ]  Staff at PA CareerLink® or Affiliate Sites;

[ ]  Any other staff within the Northern Tier Workforce Development Area.

Please briefly specify any and all mitigation measures to avoid, in fact or appearance, any conflicts or potential conflicts of interest:

Click or tap here to enter text.

Organization Lead Electronic Signature Click or tap here to enter text.

Title Click or tap here to enter text.

Organization Click or tap here to enter text.

Date Click or tap here to enter text.

Exhibit A – 3 – PROGRAM NARRATIVE

Northern Tier Workforce Development Board

Program Title Click or tap here to enter text.

**PROGRAM ABSTRACT: The main narrative of the proposal should not exceed 12 pages excluding cover letter, table of contents, and attachments.**

1. Share a brief description of the proposed services, including program activities to be undertaken and resources used.

Click or tap here to enter text.

2. Provide a high-level overall timetable of the services proposed knowing that activities must be initiated and prepared to begin by July 1, 2024 after grant agreement execution.

 Click or tap here to enter text.

3. Provide a high-level budget summary. Please make clear what the program funds will be used for.

Click or tap here to enter text.

4. Are the program services an extension or expansion of an existing offering or service? If so, please briefly summarize your existing offering. If not, please describe your experience with similar -programming. Describe planning/training that will be implemented to ensure concise and productive case management.

Click or tap here to enter text.

5. Explain how you will attain negotiated levels of performance measures as well as secondary indicators of performance as outlined in the proposal. Are there any other outputs/outcomes you will use to determine program success?

Click or tap here to enter text.

6. Please highlight interventions you will utilize in programming for those with significant barriers to employment, including WIOA or TANF eligible individuals, as well as individuals who face any other barriers to employment.

Click or tap here to enter text.

7. Describe fiscal and administrative controls in place within your organization to properly manage these funds and provide budget and program performance reporting to the Northern Tier Workforce Development Area.

Click or tap here to enter text.

8. For those applying for youth programming only, please describe how you will provide or make available each of the 14 program elements.

Click or tap here to enter text.

9. Describe the experience your agency has and how the qualifications of your staff will produce effective program service.

Click or tap here to enter text.

10. Please share any examples of related successes that demonstrate your agency’s ability to assist people in obtaining career goals and objectives.

Click or tap here to enter text.

Exhibit A – 4 – ORGANIZATIONAL INFORMATION AND ATTACHMENTS

Northern Tier Workforce Development Board

Program Title Click or tap here to enter text.

1. Required and Supplemental Organizational Documents Checklist (attach one set only).

[ ]  Exhibit A – RFP Application Form

[ ]  A list of persons who will execute the Program and manage the funded activities. Include organizational chart and descriptions of their education, work experience and qualifications. Current curriculum vitae may be used to provide descriptions of education, work experience and qualifications.

[ ]  The Organization’s latest IRS Form W-9 (Request for Taxpayer Identification Number & Certification)

[ ]  Supplemental Information to Support the Program Narrative: This should include any supplementary documents that the applicant may deem necessary that is not included in the submitted RFP Application. These documents should not exceed five pages combined. They can include but are not limited to the following:

* Organizational Experience and Technical Competence
* Program Description, Design, Service Schedule, or Outline
* Demonstrated Performance History and Ability to Meet Goals

[ ]  Budget Form

[ ]  Signed Appendix Forms Including:

* Attachment A - Administrative Assurances Chart
* Attachment B – Contractual Assurances Chart
* Attachment C - Certification
* Attachment D – Certification Regarding Debarment