

**Jefferson Parish Workforce Investment Board**

**Request for Proposals**  
*For Youth Services*

**Completed proposals should be returned to:**

**Jefferson Parish WIB  
1221 Elmwood Pk. Blvd. Suite 304  
Jefferson, La. 70123  
(504) 736-6468**

**Deadline for Submission:**

**This Request For Proposal will remain OPEN until further notice. Proposals will be reviewed in the order in which they are received.**

**Submission of Proposals**

**Four (4) copies and one (1) original proposal, ALONG WITH AN ELECTRONIC COPY OF THE PROPOSAL SUBMITTED AS A MICROSOFT WORD OR ADOBE PDF DOCUMENT SUBMITTED BY VIA E –MAIL TO [MGARVEY@JEFFPARISH.NET](mailto:MGARVEY@JEFFPARISH.NET)**

shall be delivered by mail, courier, or in person, with the attached proposal cover sheet.

**Mail/In Person:      Jefferson Parish  
Workforce Investment Board  
1221 Elmwood Pk. Blvd. Suite 304  
Jefferson, La. 70123  
Attention: Michael Garvey**

# JEFFERSON PARISH WIA YOUTH SERVICES RFP

## I. BACKGROUND

The Jefferson Parish Workforce Investment Act (WIA) Youth Program is issuing a Request For Proposal (RFP) that will remain available until further notice.

The Jefferson Parish WIA Youth programs receive federal funding pursuant to Title I of the Workforce Investment Act (WIA) of 1998, which sets forth the overall structure of the workforce development system, including state and local Workforce Boards, Career Solutions, and Youth Councils. Title I of the Workforce Investment Act authorizes services for youth ages 14-21 and requires a comprehensive program of services for youth delivered year-round.

The Workforce Investment Act requires that youth programs provide the following elements: **(1) Tutoring, Study Skills Training, (2) Alternative Secondary Schooling, (3) Summer Employment, (4) Paid and Unpaid Work Experience, (5) Occupational Skills Training, (6) Leadership Development, (7) Supportive Services, (8) Adult Mentoring, (9) Follow-up Services, (10) Comprehensive Guidance and Counseling.**

The Department of Workforce Connection in Jefferson Parish will be the administrative entities for youth services and will have responsibility for **services navigation** and **core services** as listed below:

- Youth eligibility determination;
- Official record keeping and data input in LaVOS system.

## II. PURPOSE OF THE REQUEST FOR PROPOSAL

WIA requires that youth services be procured on a competitive basis. The Parish of Jefferson, through the Workforce Investment Board Youth Council and Workforce Investment Board, are soliciting proposals from qualified and interested applicants to provide academic enrichment, and occupational skills training. **Subsequently, this program year a greater emphasis has been placed on serving an older (16-21) youth who has dropped out of school, or has graduated high school and is unemployed, underemployed, or basic skill deficient.**

Respondents must demonstrate the capacity to maximize WIA funding through leveraging of existing resources and coordination of funding sources to meet the needs of eligible youth. The Jefferson Parish Workforce Investment Board requires that standards for youth services mirror those identified by the United States Department of Labor's Employment and Training Administration.

### **III. DEFINITIONS & TERMS**

#### **Basic Skills Deficient**

The individual has English, reading, writing or computing skills at or below the 8<sup>th</sup> grade level on a generally accepted standardized test or a comparable score on a criterion-referenced test

#### **School Dropout**

No longer attending any school and who has not received a secondary school diploma or its recognized equivalent

#### **Offender**

Has been subject to any stage of the criminal justice process; or requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction

#### **Out-of-School Youth**

An eligible youth who is a school drop-out; or an eligible youth who has received a secondary school diploma or its equivalent but is basic skills deficient, unemployed or underemployed

#### **Occupational Skills Training**

The Occupational Skills Training component is designed to provide training in a demand occupation in the region to youth (16-21 years). Respondent are required to document that training will provide youth with skills supportive of a demand occupation as defined in Attachment A.

Occupational skills training should lead to a credential in the field of study (certificate, degree, or diploma) and full time employment in the field for which the participant was trained.

### **Tutorial, Study Skills/Literacy Upgrade**

The respondent must demonstrate the capacity to provide age appropriate academic support to youth that are academically at-risk. Tutoring and/or study skill training shall be structured to ensure intensive individualized assistance and will be provided for youth in need of remediation, academic upgrade or skills improvement. This activity shall lead to improvement in participant's test scores and overall academic performance.

Respondent must combine tutorial, study skills/literacy upgrade with one or more of the following services; career exploration, leadership and citizenship development and access to mentorship. Career exploration activities include occupational and/or industry specific assessment and aptitude testing, job shadowing, industry site visits, career mentoring, and college prep workshops. Leadership and citizenship development should reinforce socially responsible behavior, as well as include an examination of the local government and community.

### **Mentoring/Leadership Development**

The respondent must place priority on developing mentoring/leadership opportunities that encourage responsibility, employability, and other positive social behavior such as:

- Exposure to postsecondary educational opportunities;
- Community and service learning projects;
- Peer-centered activities, including peer mentoring and tutoring;
- Organizational and team work training, including leadership training;
- Training in decision-making, including setting priorities; and
- Citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources

Adult mentoring for youth must be for duration of at least twelve (12) months, which may occur both during and after program participation.

### **Serving Youth with Special Needs and/or Target Populations**

This program element is designed to provide services for target youth and/or youth with special needs including youth with disabilities, court involved youth, foster care and other targeted populations.

#### **IV. AVAILABILITY OF FUNDS**

The Jefferson Parish Workforce Investment Board has allocated WIA funds for youth services for proposals approved for funding

#### **V. ELIGIBLE YOUTH**

An eligible youth is defined, under WIA sec.101 (13); as an individual who:

- a. Is age 14 through 21;
- b. Is a low income individual as defined in the WIA section 101 (25); and
- c. Is within one or more of the following categories:
  - i. Deficient in basic literacy skills;
  - ii. School drop-out;
  - iii. Homeless, runaway, or foster child;
  - iv. Pregnant or parenting;
  - v. Offender;
  - vi. Is an individual (including youth with a disability) who requires additional assistance to complete an educational program or to secure and hold employment

#### **VI. YOUTH PERFORMANCE MEASURES**

- Placement in Employment or Education  
The numbers of youth placed in employment, the military or enrolled in post-secondary education and/or advance training/occupational skills training
- Attainment of a Degree or Certificate  
The number of youth who attained a diploma G.E.D or certificate
- Literacy or Numeric Gains

The number of youth who are basic skills deficient, who increase one (1) or more educational functioning levels within one (1) year

**NOTE: Outcomes for WIA Youth programs are derived from the United States Department of Labor Common Measures Policy for the Employment and Training Administration. The Training and Employment Guidance Letter 17-05(TEGL) that describes these measures can be found at:**

**<http://wdr.doleta.gov/directives/attach/TEGL17-05.pdf>**

**It is strongly recommended that prospective bidders review and become familiar with this document prior to submitting a proposal.**

## **VII. OUTREACH AND REFERRALS**

Jefferson Parish will assist with outreach; however the successful respondent is expected to participate in outreach efforts and to make “reverse referrals” by referring participants to the Career Solutions for engagement, eligibility determination, and enrollment for other WIA services available. The successful respondent should be aware that all youth service options must be explored with participants and final service provider selection is at the sole discretion of the participant.

## **VIII. CONTRACT PERIOD**

The contract period for the proposed services is **anticipated to be at least one calendar year from the time of contract award, unless otherwise specified.** Jefferson Parish Workforce Investment Board reserves the right to extend executed contracts provided funds are available beyond the contract term and performance is being met by the contractor.

## **IX. CONTRACT PAYMENT**

Payment for services will be made by Jefferson Parish Finance on a monthly cost reimbursement basis with an approved budget. The contract will be reviewed quarterly for performance by the WIA Youth Contract staff. If performance is not met at the end of the quarter, program support will be offered by the Operator and the WIB’s Administrative Staff to assist the

contractor in meeting performance. If substantial movement is not noted in the following quarter, then the contract is subject to termination or payment on a performance basis only. The decision for such action is the authority of the Workforce Investment Board on the recommendation of the administrative staff.

## **X. SUBMISSION AND REVIEW**

### **Submission of Proposals**

**Four (4) copies and one (1) original proposal, ALONG WITH AN ELECTRONIC COPY OF THE PROPOSAL SUBMITTED AS A MICROSOFT WORD DOCUMENT OR ADOBE PDF SUBMITTED BY VIA**

**E –MAIL TO [MGARVEY@JEFFPARISH.NET](mailto:MGARVEY@JEFFPARISH.NET)**

shall be delivered by mail, courier, or in person, with the attached proposal cover sheet.

**Mail/In Person:            Jefferson Parish  
    Workforce Investment Board  
    1221 Elmwood Pk. Blvd. Suite 304  
    Jefferson, La. 70123  
    Attention: Michael Garvey**

### **Written Evaluation**

Proposals will receive a written evaluation on a 100-point basis covering the following areas:

<b><u>Factors</u></b>	<b><u>Maximum Points</u></b>
<b>Organizational Experience</b>	<b>10</b>
<b>Project Services</b>	<b>30</b>
<b>Project Implementation</b>	<b>20</b>
<b>Staff Skills</b>	<b>10</b>
<b>Performance Measure/Program Outcome</b>	<b>20</b>
<b>Budget</b>	<b>10</b>
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<b>Total Points</b>	<b>100</b>

## **Review Process and Award Recommendation**

Jefferson Parish will follow its own established review process and a decision on funding will be made and the respondent notified in writing of the decision.

The Workforce Investment Board will present recommendations for award and contracts will be written following established contracting procedures.

## **Right to Reject**

The Jefferson Parish Workforce Investment Board reserves the right to accept or reject any and all proposals at any time during the bidding and review process for just cause.

## **Disclaimer**

In the event policy, procedure, program design, or regulatory changes occur in the final regulations from the U.S. Department of Labor, bidding organizations may be requested to modify program design or delivery of services to accommodate such changes. In the event a request for a change occur, the staff of the Jefferson Parish Workforce Investment Boards will assist bidding organizations or service providers in the redesign to ensure consistency with Board policy and regulatory requirements.

**JEFFERSON PARISH WORKFORCE INVESTMENT BOARD WIA  
YOUTH SERVICES PROPOSAL COVER SHEET**

**I. APPLICANT INFORMATION**

**Legal Name:** \_\_\_\_\_

**Address (Street, City, State, Zip Code)** \_\_\_\_\_

\_\_\_\_\_

**Primary Contact Person:** (Name) \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

Fax ( ) \_\_\_\_\_

**Employer Identification Number (TIN)** \_\_\_\_\_

**Proposed Service:** Check all that apply:

- \_\_\_\_\_ Occupational Skills Training
- \_\_\_\_\_ Tutorial, Study Skills, Literacy Upgrade
- \_\_\_\_\_ Mentoring/Leadership Development
- \_\_\_\_\_ Serving Youth with Special Needs and/or Target Populations
- \_\_\_\_\_ Other (identify) \_\_\_\_\_

**AMOUNT REQUESTED \$** \_\_\_\_\_ **Number to be Served** \_\_\_\_\_

**Type of Organization:** Check all that are appropriate

\_\_\_\_\_ Government \_\_\_\_\_ Private for Profit \_\_\_\_\_ Private non Profit

\_\_\_\_\_ Public non Profit \_\_\_\_\_ Education Institution

\_\_\_\_\_ Other: Please Specify \_\_\_\_\_

\_\_\_\_\_  
**Typed Name and Title of Authorized Representative**

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

\_\_\_\_\_  
**Date**

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WORKFORCE INVESTMENT BOARD  
WIA YOUTH SERVICES**

**Exhibit 1: Project Abstract (No more than one (1) page)**

1. List your agency's name and the address of agency offices relevant to the project.
  
2. State the amount of your grant request.
  
3. Give a brief description of your agency, including any previous history relevant to proposed project.
  
4. Describe the target population and the number to be served in this construction training and delineate the service needs of the target population(s) that your agency has identified.
  
5. Describe your agency's proposed project.
  
6. Summarize your project's objectives and performance outcomes.

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**Exhibit 2: Agency Description and Experience (Maximum 2 double spaced pages)**

Please number your responses to correspond with these items

1. The agency's Mission Statement.
2. Brief agency history.
3. Experience with youth populations, demographic profile of youth serviced.
4. Describe agency's experience in providing employment and training services, specifically WIA Youth Services. If agency has little or no specific experience in this area, explain agency's other expertise and how this can be transferred to WIA services.

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**Exhibit 3: Program Description/Service Strategy**

**(Maximum of 2 pages doubled spaced)**

1. Title of project or name of program.
2. Describe the activities and/or services your agency seeks to provide.
3. If you are currently providing any of the proposed services, describe how the services will be enhanced.
4. Identify whether your program operates an open intake/open exit.
5. Describe your organization's funding sources and services currently provided.
6. If your organization plans to partner with other agencies in providing this training, please describe the nature of the partnership and how services will be coordinated to effectively meet the program goals.

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WIA YOUTH SERVICES**

**Exhibit 4: Program Approach and Implementation  
(Maximum of 2 pages double spaced, plus attachment)**

1. Describe the key work tasks involved in the project implementation. Clearly state training objectives for participants.
2. Provide a project curriculum and/or service model, denoting length of service components. Service model must show sequence and flow of service and activities from point of referral to point of exit (completion).
3. Please list all equipment and tools to be utilized in service delivery.

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**Exhibit 5: Staff Skills, Credentials, and Resources  
(Maximum of 2 pages double spaced). Key staff resumes  
may be provided as an attachment.**

1. Provided a brief summary of key staff experience and skills (project director and other key staff).
2. Describe your facilities and resources (equipment).
3. Describe any key partnerships and/or relationships your organization has that will enhance your ability to achieve successful outcomes for youth participants.

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**Exhibit 6: Outreach, Coordination and Collaboration (One Page Only)**

1. Describe how your agency will recruit and engage targeted youth to services proposed.
2. Describe how your agency will coordinate and collaborate with the Jefferson Parish Career Solutions Centers and other service providers.
3. Describe any other outreach and recruitment efforts planned.

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**Exhibit 7: Measurable Outcomes**  
**No more than 2 pages**

1. Describe the assessment tools and methods that will be utilized to measure student and program performance.
2. Discuss the strategies that will be utilized to ensure that participants will actively participate and complete the program. Give specific information for each of the three outcomes and describe how your program will address each one.
3. For each of the performance measures, provide the number of participants you propose will achieve each outcome.
4. Discuss how you organization will provide monitoring evaluation. Identify person responsible for program evaluation.

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**Exhibit 8: Budget (Budget Period: ONE CALENDAR YEAR)**

**Respondents must:**

1. Submit a budget based on the time period of their program. The budget should not exceed a twelve (12) month
2. Provide a copy of the summary of findings from the most recent audited financial period. NOTE: DO NOT PROVIDE THE ENTIRE AUDIT DOCUMENT.
3. Complete the line item budget and the budget narrative on the following pages.

<b>COST CATEGORY</b>	<b>WIA FUNDS</b>	<b>IN-KIND/CASH CONTRIBUTION</b>	<b>TOTAL</b>
Staff Salary- Position 1			
Staff Fringe- Position 1			
Staff Salary- Position 2			
Staff Fringe- Position 2			
Staff Salary- Position 3			
Staff Fringe- Position 3			
Total Personnel Costs- from above positions			
Training Equipment/Mtl.			
Facility Costs			
Insurance			
Travel			
Tuition			
Books			
Administrative Costs			
Communication			
Support Services			
Incentive Payments*			
<b><u>TOTAL</u></b>			

**\*Must adhere to Jefferson Parish Incentive Payment Policy as described on the following page.**

NOTE: Insert additional items in the spaces provided.

**Incentive Payment Policy for WIA Youth Programs.**  
**Updated by Youth Council, July 2007**

For any participant that is in a program that provides work experience paid with WIA funds, no incentive payments will be made. For all other programs, the following payments would be made:

A total of \$850 available for all Incentive Payments based on the following:

1. Successful completion of the program, which includes the receipt of the required credential associated with the program. \$150.
2. Initial placement in employment, military, or post-secondary education. \$150.
3. Achievement of the basic skills goals established for the individual participant. \$150.
4. Achievement of the above milestones that are applicable to each program and participant. \$150.

For any program designed to assist the participant with the attainment of a GED, a separate payment of \$250 will be made upon award of the GED.

Each service provider will make the Incentive Payment directly to the participant, and will request reimbursement based on submission of proof of each milestone being achieved, and proper documentation of payment to participant.

## **BUDGET NARRATIVE**

Please complete a budget narrative to support each item of costs listed; list the detail upon which the budget request is based.

### ***Example:***

4 Teachers @ \$15. per hour for 208 hours= \$3,120. per teacher X 4=\$12,480

Fringe benefits for Teachers

FICA @ 6.2%=\$773.76

Medicare @ 1.45%=\$180.96

These are certified teachers who will work directly with the participants. This rate of pay is based upon market value for persons with the required qualifications for these positions. Staff whose salaries are reimbursed solely from WIA funds will not engage in activities not related to provision of services to WIA certified participants.

## **MATCHING FUNDS/IN-KIND/OTHER SOURCE(S) OF FUNDING**

Describe monies or dollar value of services that will be used for these activities from sources other than WIA.

## **Instructions for Certifications**

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

- The certification in this clause is a matter of 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, Jefferson Parish 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, give the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which the proposal is submitted for assistance in obtaining a copy of these regulations. Should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier transaction with a person who is debarred, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction, unless authorized by Jefferson Parish.

## **ADDITIONAL APPLICANT REQUIREMENTS**

**(Please submit with proposal)**

- A. **Board Authorization**  
All private non-profit applicants must provide a Board Resolution authorizing an identified representative to solicit funds on behalf of the organization for WIA funding. For profit corporations must provide evidence of their incorporation to do business in the State of Louisiana.
  
- B. **Audit Requirements**  
All awarded organizations will be required to comply with federal audit requirements as stated in OMB A-133 and all other applicable federal rules and regulations. No organization will be funded which has outstanding audit findings.
  
- C. **Assurances**  
The attached assurances must be completed and signed.
  
- D. **Applicants must also provide evidence of and maintain general liability insurance.**  
Please attach a copy of the declarations page of your liability insurance coverage.

**ASSURANCE A**

	Yes	No
The applicant agency is		
a. Private for profit	_____	_____
b. Private non-profit	_____	_____
c. Public non-profit	_____	_____
d. Unit of local government	_____	_____
e. Female owned business	_____	_____
f. Minority owned business	_____	_____

The agency is established in accordance with state statutes and is authorized to conduct business in the State of Louisiana.

\_\_\_\_\_

The applicant's agency governing body has passed a motion or resolution which authorized the submission of this proposal for funding

\_\_\_\_\_

The applicant agency will make available the following documents when requested: liability insurance, latest audit, tax status, proof of incorporation

\_\_\_\_\_

Has your agency had a Jefferson Parish contract that were either not renewed or terminated early since July of 2005? If yes, provide a brief explanation of what changes were done or being proposed to overcome deficiencies identified with previous contracts.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has your agency had contracts with other agencies (including state and federal government) that were either not renewed or terminated early within the past five years?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, provide a brief explanation of what changes were done or being proposed to overcome deficiencies identified with previous contracts?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

**State Required  
General Assurances**

The Subcontractor assures that it will fully comply with the requirements of the Workforce Investment Act of 1998, all applicable Federal and State laws and regulations.

The Subcontractor, operating programs funded under the ACT, assures that it will administer its programs under the Workforce Investment Act contract in full compliance with safeguards against fraud and abuse; that no portion of its Workforce Investment Act program will in any way discriminate against, deny benefits to, deny employment to, or exclude from participation, any person on the grounds of race, color, national origin, religion, age, sex, handicap, familial or political affiliation or belief, and that it will target those programs which are designed to serve persons most in need of and capable of benefiting from employment and training services.

Additional Assurances

In administering programs under the Workforce Investment Act of 1998, the subcontractor assures and certifies that:

- It will comply with Section 504 of the Rehabilitation Act of 1973 as amended, Title IX of the Education Amendments of 1972, as amended, and the Employment and Balanced Growth Act of 1978, wherever applicable.
- It will hold harmless the contractor, its Council, Board, officers, and employees for any claims, suits or damages resulting from or caused by an act of omission on the part of the Subcontractor in the performance of this contract
- It will comply with the Contractor's Grievance Procedures and other appropriate equal employment opportunity requirements

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Signature/Title

---

Print Name/Title

---

Date

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,  
INELIGIBILITY AND VOLUNTARY EXCLUSION**

This certification is required by the regulation implementing Executive Order 12549, Debarment and Suspensions, 29CFR Part 98, Section 98.510. The regulations were published as Part VII of the May 28, 1988 Federal Register (pages 19160-19211).

**BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTIONS WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION**

- Prospective recipient of Federal assistance funds certifies, by submission of this proposal that neither it nor its principles 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 funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an exception to the proposal.

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Name and Title of Authorized Representative

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Signature

---

Date

# Certification for a Drug-Free Workplace

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Applicant Name

---

Program/Activity Receiving Federal Grant Funding

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Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to Jefferson Parish.

I certify that the above named Applicant will continue to provide a drug-free workplace by:

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- b. Establishing an on-going drug-free awareness program to inform employees:
  1. Dangers or drug abuse in the workplace
  2. The Applicant's policy of maintaining a drug-free workplace
  3. Any available drug counseling, rehabilitation, and employee assistance programs, and
  4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace
- c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a;
- d. Notifying the employee in the statement required by paragraph a, that, as a condition of employment under the grant the employee will:
  1. Abide by the terms of the statement; and
  2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction;
- e. Notifying the agency writing, within ten (10) calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted:
  1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended or
  2. Requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency;

- g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraph a. thru f.

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**2. Sites for Work Performance.** The applicant shall list (on separate page) the site(s) for the performance of work done in connection with the OWD funding of the program/activity shown above; Place of performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding

Check here if there are workplace on file that are not identified on attached sheets.

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I hereby certify that all the information stated herein, as well as any information provided in the accomplishment herewith, is true and accurate. Warning: Jefferson Parish will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.

---

Name of Authorized Official

Title

---

Signature

Date

X

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**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:

- (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 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 an agency, a Member of Congress, an officer of Congress, or an employee of a Member in 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.
- (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 as 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 no less than \$10,000 and not more than \$100,000 for each such failure.

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Grantee/Contractor's Organization

Program/Title

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Name of Certifying Official

Signature

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 OBM).

