REQUEST FOR PROPOSALS (RFP)
RFP NO. BEN-16-047

ISSUE DATE:	January 29, 2016
TITLE:	Employment Advancement for TANF Participants
COMMODITY CODE:	95239
ISSUING AGENCY:	Virginia Dept. of Social Services (VDSS) 801 East Main Street Richmond, VA 23219-2901
LOCATION:	Statewide
INITIAL PERIOD OF CONTRACT:	July 1, 2016 - June 30, 2017 (with two 1-year optional renewal periods)

SEALED APPLICATIONS WILL BE RECEIVED UNTIL 4**:00 PM ON APRIL 14, 2016**, FOR FURNISHING THE SERVICES DESCRIBED HEREIN. ALL INQUIRIES CONCERNING THIS RFP SHOULD BE DIRECTED TO A. FAYE PALMER AT (804) 726-7938 or BY E-MAIL AT faye.palmer@dss.virginia.gov.

IF APPLICATIONS ARE MAILED, SEND DIRECTLY TO THE ISSUING AGENCY SHOWN ABOVE. IF APPLICATIONS ARE HAND DELIVERED, THEN DELIVER TO: VIRGINIA DEPARTMENT OF SOCIAL SERVICES, DIVISION OF BENEFIT PROGRAMS, 9TH FLOOR, ATTN: A. FAYE PALMER, 801 EAST MAIN STREET, RICHMOND, VA 23219-2901. APPLICATIONS RECEIVED AFTER THE DEADLINE SHOWN ABOVE WILL BE RETURNED UNOPENED WITHOUT CONSIDERATION.

In Compliance With This Request for Proposals And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish All Goods And Services In Accordance With The Attached Signed Application Or As Mutually Agreed Upon By Subsequent Negotiation, And The Undersigned Hereby Certifies That All Information Provided Below And In Any Schedule Attached Hereto Is True, Correct, And Complete.

Name and Address of Firm/Org./Agency:

_____ Date: _____

_____ By: _____
(Signature In Ink)

_____ Name: _____
(Please Print)

_____ Zip Code: _____ Title: _____

eVA Vendor ID or DUNNS #:_____ Telephone: (____)_____

Fax: (_____)_____ E-Mail: _____

OPTIONAL PRE-PROPOSAL CONFERENCE: An optional pre-proposal conference will be held on February 22, 2016, at 10:00 A.M. at the Forest Office Park, 1604 Santa Rosa Road (Richmond/Henrico Rooms), Richmond, VA 23229. Reference Section VII herein. See Appendix A for directions.

***NOTE**: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia § 2.2-4343.1 or against an Offeror/Applicant because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.*

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SECTION I. PURPOSE

The purpose of this Request for Proposals (RFP) is to solicit applications for **proven** service approaches and strategies that help participants of Temporary Assistance for Needy Families or TANF (current and former TANF clients – including those with multiple barriers to becoming employed) prepare to enter, succeed, and advance in the workplace. The intent is to provide resources to expand and enhance existing service delivery efforts that address more fully the needs of the target population prior to their entry into work and during employment. The Virginia Department of Social Services (VDSS) intends for the key outcomes of this initiative to be increased job placement, increased job retention, higher entry-level employment wages, and increased wage gains with job advancement over time for clients who receive services from this project. Applications may include, but are not limited to:

- Comprehensive assessments (including utilization of psychologists and clinicians) that help identify strengths, diagnose disabilities, and determine any treatment and accommodations required;
- Services that stabilize an individual's situation so that he/she can participate in or retain employment and/or seek alternative financial resources such as Social Security Income;
- Intensive work preparation or work adjustment services, including education and skills training, community work experience placements, and on the job training;
- Job development and placement services including regional initiatives, subsidized employment, and the development of industry-based Career Pathways;
- Other services that assist individuals to retain employment and/or obtain higher wages, obtain health benefits, and/or obtain jobs with career paths that will in turn eliminate the participating individuals' families need for TANF benefits.

The total amount of funds available for the initial award period is approximately $7.26 million, available in TANF funding, subject to federal availability. The CFDA number is 93558. Sub-recipients of funding through this solicitation must comply with federal TANF laws and regulations. Funds will be awarded to firms, organizations, and/or agencies that have proven records of effectively delivering the described services and successfully leveraging private and public sector dollars to carry out activities. Note: This is not a Research Project.

It is expected that some sub-awards will be made to firms/organizations/agencies offering to provide statewide coverage. Given the wide variety of services and potential combinations of geographic groupings and statewide coverage, awards will not exceed $400,000.00 to any one sub-recipient for the initial twelve-month period. Applicants should be reasonable in their request and recognize that funds need to support services across Virginia. Funds are not intended to supplant existing resources or to duplicate existing funds. It is expected that this source of revenue will encourage and stimulate contributions from other public and private sources.

Applicants may submit ONLY ONE application, but a firm, organization or agency may be a participant/partner in multiple applications.

Sub-awards will be made for an initial twelve-month period, effective July 1, 2016, through June 30, 2017, with options for two consecutive twelve-month renewals thereafter. It is VDSS' intent to announce the sub-awards by June 1, 2016.

Entities eligible to submit applications are:

- Local Departments of Social Services (LDSS), however, may not provide direct services
- Incorporated nonprofits
- For-profit organizations (additional requirements – see General/Special Terms & Conditions)
- State agencies
- Local government entities in Virginia
- Educational institutions
- Faith-based organizations

A variety of options exist for the development of applications which may vary and can include any combination of eligible organizations. Submission of a group application (or expansion of an existing program) is strongly encouraged wherever feasible for services, economies of scale and/or the geographic coverage of partner agencies.

Where multiple firms/organizations/agencies are involved in one application, a lead agency and fiscal agent must be identified. The applicant must be the lead agency; if an organization other than the applicant is to serve as the fiscal agent, that organization must sign an additional document after the award (such document will confirm the intent of the organization to comply with state and federal fiscal requirements). Once a sub-award is made, the fiscal agent must also identify a contact if one has not already been specified in the application.

All organizations submitting applications that have previously received funds from VDSS must be in good standing to be considered for a sub-recipient award.

SECTION II. BACKGROUND

TANF Population

It is important to note that the TANF population is quite diverse. Those with significant issues often need stabilization services before they can enter or fully participate in the workforce, as well as specialized employment services that support work placement and ongoing employment.

Client issues are both personal and family/situational in nature and may include:

- Learning Disabilities
- Substance Abuse
- Mental Illness
- Mental Retardation
- Low Educational Levels
- Attention Deficit and Hyperactivity Disorder
- Medical (Physical) Problems
- Social Issues
- Domestic Violence
- Family Issues
- Limited English Proficiency
- Lack of Transportation

Virginia's services to TANF clients have revealed the presence of many different disabilities in this population, with many determined most significant based on the Department for Aging and Rehabilitative Services' (DARS) evaluations. Disabilities have included: learning disabilities, other cognitive

impairments, mental health issues, substance abuse issues, orthopedic problems, health issues, and other impairments. Cognitive impairments and mental health issues have been identified most frequently.

Research has shown the correlation between education and earnings. Some TANF clients have a General Educational Development (GED) certificate and have moved readily into the workforce. However, others lack a GED and some have very limited skills in math, reading and writing. Some communities have many clients with limited or no English proficiency.

The TANF work requirements including mandatory participation rates and lifetime limits to benefits, key elements of welfare reform, pose challenges for the local social service departments as they attempt to address the unique needs of individuals with disabilities and /or other issues and help parents move to work, thus fulfilling their potential.

ADA Guidance

Guidance received from the Department of Health and Human Services (HHS), Office for Civil Rights, clarifies the responsibility of states' TANF programs to comport with Title II of the Americans with Disabilities Act of 1990.

Some former welfare recipients have successfully moved into employment despite extraordinary obstacles. However, others, due to known or unrecognized disabilities, need additional training, accommodations, and support services to prepare for, or succeed at work. The practice of exempting individuals with disabilities, which was carried over from the employment services program under the former Aid to Families with Dependent Children Program, is now viewed as a discriminatory exclusion and contrary to the TANF philosophy that individuals are better off if provided with job and/or training opportunities rather than continued public assistance.

With appropriate screening, assessment and diagnostic work, and services, TANF recipients with ‘hidden’ disabilities (including those with temporary medical exemptions or partial disabilities) have often been able to secure and retain employment. Expansion of these services across the state will help more TANF adults with disabilities obtain and retain employment.

Job Retention and Job Advancement

One of the objectives of this initiative is to help unemployed clients obtain employment. Both employed and unemployed participants must develop better employment histories, as well as increase the quality of their jobs over time through higher wages, better benefit packages and greater job security. Job retention and career advancement are concerns that must be addressed during preparation for entry into the workplace and at post-placement. Retention and advancement strategies apply to:

- Individuals who are already employed at the time of their program enrollment;
- Individuals who face special issues and need extra preparation and support before entering the workforce;
- Those who find jobs;
- Those who have difficulty keeping jobs; and
- Those who can find only entry level, low wage or part-time employment.

Job retention and advancement strategies may vary as greatly as the individuals to be served. Some who have a poor work history may need assistance in transitioning to new positions to help build better

employment records that can demonstrate their qualities as workers. Finding better jobs can also help improve job loyalty that can serve the best interests of both the employee and the employer.

SECTION III. STATEMENT OF NEEDS

3.1 Priority Areas

In addition to the purpose outlined in Section I of this RFP and the broad areas that may be addressed by applicants, the programs funded will help address the following additional priority areas:

- The need for establishing a continuum and wide array of services statewide, including specialized employment services, to better serve the target population and support job entry; continued employment, and; job and wage advancement.

- The need for offering the range and depth in assessment and services that help enhance Virginia's implementation of the Americans for Disability Act (ADA) within the social service system.

To sustain efforts in the long-term, emphasis should be on developing and implementing services that can be sustained without additional funding through VDSS and which expand the service infrastructure. Although not required, consideration should be given to purchase of service models using pay-for-performance and/or per service unit/person rate. These strategies can help expand the service infrastructure and permit usage of scarce resources on an as-needed basis.

3.2 Populations Eligible to Receive Services

The target populations eligible for services fall into one of the following categories:

1. Recipients of TANF cash assistance who are in the employment program – VIEW (Virginia's Initiative for Employment Not Welfare), including those sanctioned;

2. Recipients of TANF cash assistance who are exempt from VIEW, called VIEW-Exempt;

3. Individuals receiving Diversionary Assistance under the TANF Program; or

4. TANF clients whose cash assistance has ended and who are now in the transitional period, up to 24 months after the end of TANF cash assistance.

Given the wide diversity of the above eligible populations, applications may, in addition, target one or more specific populations defined by other characteristics including education level, the presence of a physical disability or mental health issue(s) that restrict their employment opportunities, individuals with poor job retention histories and so forth.

3.3 Geographic Coverage

As noted previously, statewide coverage is an important consideration for VDSS to increase services available to TANF participants and to support enhanced efforts to meet ADA requirements. Applications should cover as many geographic jurisdictions as feasible to support statewide services

and for economies of scale. The order of priorities where feasible and/or required to address special needs are:

1. Statewide
2. Regional or district-wide
3. Individual locality

To the extent feasible by the application pool, VDSS intends to achieve reasonable regional balances in the provision of needed services funded through this solicitation. See Appendix D for a Map of Virginia showing regional boundaries for sub-recipient award purposes.

3.4 Services Requested

3.4.1 Applications may focus on one service or may offer an array of services, using one or more providers. To the extent feasible, given the characteristics of the client population outlined, applications should offer an array of enhanced services that are responsive to the clients' diverse needs, including changing situations related to different case/employment statuses. Program efforts should complement, enhance and integrate with existing VIEW services and other government services, not supplant or duplicate current services. It is possible that:

1. One application could include multiple providers for the same geographic area;
2. Two or more applications could cover a similar/overlapping geographic area, and each could include one or more providers in their respective applications. Their different service applications could be complementary;
3. An application could include a combination of services purchased per individual (as needed) and other services that may require ongoing (new) staff (such as a clinical counselor at a community services board or an educator), depending on the projected volume.

3.4.2 Applications must include one or more of the following services, each of which is more fully described in Appendix B, Definitions for Services:

1. Comprehensive assessments, including diagnostic evaluations from licensed or certified professionals to identify specific impairments or issues that may exist
2. Vocational assessment and vocational evaluations
   From DARS staff, certified vocational evaluator (CVE), licensed vocational evaluator
3. Situational assessments
   From DARS-approved providers who maintain certification from the Commission on the Accreditation of Rehabilitation Facilities (CARF)
4. Medical case management
   From individuals/organizations with medical credentials such as RN, certified rehabilitation provider (CRP), or certified disability management specialist (CDMS)
5. Interventions and/or treatment for substance abuse, mental health, physical disabilities, learning disabilities and such
6. Assistive technology and other accommodations
   Determined by occupational therapist, rehabilitation counselor/engineer, speech and hearing specialist, psychologists usually for GED accommodations, others
7. Soft-skills development
8. Independent living skills
   From DARS-approved providers

9. Intensive job readiness
10. Work adjustment training

From DARS-approved providers who maintain CARF certification

11. Job skills training
12. GED and basic education
13. Job analysis (may be part of vocational assessment or situational assessment)
14. Employer outreach, job development and expanding access to better jobs
15. Job placement
16. Job coaching

From DARS-approved providers who maintain CARF certification

17. Supported employment
18. Internships, practicums, work-study, pre-apprenticeships and apprenticeships
19. On-the-job training
20. Supportive services
21. Job follow-up
22. Job "follow along"

From DARS-approved providers who maintain CARF certification

23. Transportation
24. SSI/SSDI application support

Note: Other services may be considered if they relate to the purpose and priorities of this solicitation. Excluded for consideration are childcare services except where it supports another primary intervention strategy. To be considered for funding, the planned percent of entry-level employment should be equal to or exceed 50% and the client's average hourly wage at entry into employment should be equal to or exceed 10% the federal minimum wage level at the time of employment placement.

3.5 Service Models

Applicants may wish to consider the use of one or more "best practices" described here as part of or the focus of their applications. These practices have demonstrated improvements in service provision and/or increased employment of the TANF population. These include, but are not necessarily limited to, the following:

1. Comprehensive screening and assessments for diverse employment barriers, including needed diagnostic services. This could target VIEW clients only or address the needs of the broader population eligible for services.
2. Intensive work readiness programs of at least a week to six weeks, possibly full-time, that address self-esteem and motivational issues, assist individuals in developing some computer skills, prepare individuals for work in terms of work goals and resume preparation, provide short work trials, and enhance educational levels or specific job-required skills (e.g., reading, math). Some of these programs have used the Workplace Essential Skills program.
3. "Bridges to Practice" projects, an inter-agency service model for identifying and addressing learning and other disabilities. The projects involve the use of a psychologist and are most effective when combined with special interventions to improve employment outcomes.
4. Disability-focused employment projects using a team approach involving DARS, LDSS, employment service organizations, and other vendors (e.g., community services boards) that offer an array of services from comprehensive assessments, work preparation, job placement and job coaching through 90 to 180 days of continuous employment. While these initiatives have focused on individuals with disabilities, the model and its services are also relevant for individuals who face multiple issues.

5. Training and education (such as Workplace Essential Skills – high quality, free software, tapes, and tools available on the Internet) when focused on the acquisition of one or more essential skills for a job, as well as GED preparation. These skills may focus on a specific area such as math, reading or writing.
6. "MedVIEW" projects, a service model focused on those medically exempt from VIEW as well as VIEW clients with medical issues (including psychiatric issues that limit their ability to work). Health conditions and their impact on employment are evaluated through medical case management. Individuals may be released to the VIEW program or receive other assistance tailored to their medical conditions.
7. Employment sector initiatives that target a specific industry or employment sector and tie training, job placement, and post-employment services together to develop a pipeline of qualified workers who advance in their careers.
8. Contextual learning initiatives that teach basic skills and workplace skills in an integrated work-learning model which uses the workplace as the primary learning lab.
9. Post-employment "service packages" which may include one or more of the following: job coaching/mentoring, retention bonuses (employers and/or employees), transportation assistance, skills training, and child care.
10. Pay-for-performance for job development, placement, and retention services.

3.6 Expedited Implementation

It is the expectation that applicants will select service delivery methods that will facilitate expedient implementation of proposed services and that will facilitate sustaining efforts in the future. Some applicants may already have staff, and have the necessary certifications that provide quality services right away; others could consider use of contractors which have staff and are ready to provide services. Other strategies may include:

1. Continuation of an existing Job Retention/Job Advancement program that has had proven outcomes;
2. Use of licensed social workers or certified clinicians for assessments and other areas;
3. Implementation through purchased services where some or all services could be provided from a set of individual vendors such as psychologists, licensed social workers, employment service organizations, and centers for independent living that typically offer services on a unit/per person basis. Other organizations such as community services boards, domestic violence service providers, and/or community action agencies may also be able to offer services on a fee basis.

Consideration should be given to making services accessible to individuals and utilizing the "wrap-around" concept so that all services for one individual flow together smoothly regardless of the number of providers. Integrated case planning, case management, consumer choice, and timely service delivery are important components and should be addressed in the application.

3.7 Providers of Services

The diverse needs of the TANF populations require multiple providers. Some services require the use of licensed or certified professionals.

DARS' network of providers may be useful for developing an application as they include many types of vendors, and these organizations and licensed/certified professionals offer many specialized services which may be needed by some clients. While the services are usually used for individuals with disabilities, they may also be helpful for other individuals, particularly those who have multiple issues to

resolve in order to stabilize their family and/or employment situation. DARS lists these vendors at their web site: http://www.vadars.org. Employment service organizations (ESOs), centers for independent living (CILs), psychologists and other providers are a few; for the ESOs and CILs, the site also shows geographic coverage, services and rates.

Service networks include community services boards, providers associated with workforce investment boards, health departments and child development clinics, the adult education system, the community college system, local community action agencies, and United Way providers. Other specialized providers include, but are not limited to, transportation and Medicaid.

3.8 Expected Outcomes

To document success, all sub-recipients of funding received as a result of this solicitation must report on one or more outcome measures for participants related to:

1. Number who enrolled
2. Number who entered employment
3. Number employed for 3 months
4. Number employed for 6 months
5. Number employed for 1 year
6. Average hourly wage for those who entered employment
7. Number employed with benefits
8. Number employed part time
9. Number employed full time
10. Average hourly wage increase for those who entered employment
11. Number who obtained wage increase
12. Number who obtained promotion
13. Number who obtained GED
14. Number who obtained SSI
15. Number who completed their treatment

3.9 Community Partnerships

3.9.1 For the employment advancement program to be successful, firmly established and committed community partnerships are vital. Many clients need an array of services from many providers and benefit greatly from integrated case planning and service delivery. Applicants should identify other service agencies or vendors that offer essential expertise and should outline the community partnerships relevant to the project design, including consumer groups and businesses. Key agencies for partnerships may include public and private providers of vocational rehabilitation services, employment service organizations, mental health and substance abuse agencies, providers of care to domestic violence victims, adult education providers, community action agencies and faith-based groups.

3.9.2 Documentation of Partnerships: Applicants should provide evidence in the application related to community collaboration and the use of community services in service delivery. Applicants should include copies of their interagency agreement(s) or other comparable documents to demonstrate such collaboration. If other agencies are specifically responsible for implementing portions of the application, this should be defined in the Narrative Section and reflected in an agreement.

3.9.3 Documentation of Interactions with LDSS: Applicants should address essential interactions with LDSS that cover one or more of the following areas, depending on applicability:

1. Integration with the local VIEW plan(s) and other TANF initiatives and its expansion of the continuum of services;
2. Identification and referral of participants for proposed services;
3. Case planning;
4. Case management;

5. Case monitoring or follow-up; and/or
6. Reporting of status and outcomes for the VDSS information system.

3.10 Funds

3.10.1 Sub-grantee funding awarded through this solicitation is only to be used to cover costs appropriate to the program design, primarily services. Organizations should offer services on a rate basis (per person, unit of service, performance outcome). **LDSS must utilize purchased services.**

3.10.2 Funds may be used for:

- Core staff in support of program activities including core staff involved in program design, development, and implementation. Funds for staff are limited to the personnel working directly with the recipients or developing program resources on their behalf (such as services and materials for the participants in the proposed program).
- Equipment in support of project activities
- Consultation, technical assistance or staff training related to this project
- Adapting an employment site or equipment related to the project that accommodates an individual's needs for work
- Medical Services including the evaluations of medical, psychological, psychiatric and/or dental needs. Note: Such funding is limited, and costs may be incurred as a last resort (only if not covered by other funds). Funds used for medical services must be tracked and reported separately from other costs so that they may be charged to TANF "Maintenance of Effort" funds. Estimated costs must be identified separately in the application.
- Other allowable direct costs associated with the project such as supplies, travel, communications
- Costs related to assistive technology needs of the persons served
- Indirect Costs not to exceed 10% (unless the applicant furnishes a copy of its letter from the federal government showing an approved indirect cost rate that is higher)

3.10.3 Funds may not be used for:

- Administrative costs not specifically designated above
- Rent (unless the project requires rental of space and such need is documented)
- Construction of new buildings
- Renovations to a facility
- Capital investment or operating revenue
- Salaries of LDSS staff or direct services by LDSS

Note: See Appendix C for TANF requirements.

3.10.4 Medical Expenses: For applications that include medical services for clients, applicants must consider what portion of the cost will be covered by the clients' Medicaid coverage and design the program so that Medicaid pays for part or all of needed services, as allowable by Medicaid law. It is critical to maximize TANF contract funds by making full use of Medicaid's coverage, particularly certain types and parts of services such as psychological evaluations, medical case management, and mental health services.

SECTION IV. APPLICATION PREPARATION AND SUBMISSION REQUIREMENTS

A. GENERAL INSTRUCTIONS

1. RFP Response: In order to be considered for selection, applicants must submit a complete response to this RFP. Applications must be submitted in the form of **three (3) originals and three (3) copies**. The original hard copy applications should be so marked. In addition, an electronic version of the non-proprietary and any proprietary application must be sent to faye.palmer@dss.virginia.gov, with a subject line titled "RFP No. BEN-16-047 – Application Attached," and it should be received by the due date of the applications. **Note**: The electronic version of the application does *not* provide a substitute for the required hard-copies. No other distribution of the application shall be made by the applicant.

2. Application Preparation:

   a. Applications shall be signed by an authorized representative of the applicant. All information requested should be submitted. Failure to submit all information requested may result in VDSS requiring prompt submission of missing information and/or giving a lowered evaluation of the application. Applications which are substantially incomplete or lack key information may be rejected by VDSS. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

   b. Applications should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.

   c. As used in this RFP, the terms "must", "shall", "should" and "may" identify the criticality of requirements. "Must" and "shall" identify requirements whose absence will have a major negative impact on the suitability of the proposed solution. Items labeled as "should" or "may" are highly desirable, although their absence will not have a large impact and would be useful, but are not necessary. Depending on the overall response to the RFP, some individual "must" and "shall" items may not be fully satisfied, but it is the intent to satisfy most, if not all, "must" and "shall" requirements. The inability of an applicant to satisfy a "must" or "shall" requirement does not automatically remove that applicant from consideration; however, it may seriously affect the overall rating of the applicant's application.

   d. Responses to the RFP must be organized according to the Application Template provided with this solicitation and be in the following format:

      Applications should be typewritten and on 8.5" by 11" paper. Pages in the application should be numbered, beginning with page one for each set. A "header" should be used to identify the proposing agency, project name, and broad geographic area (such as Coalfield, New River, etc.) to be served. The application narrative must have one-inch margins and must use Times New Roman 12 point font in the text. Tables in the narrative may be no smaller than Times New Roman 10 point font. The RFP Template has italicized instructions that provide additional guidance to the applicant (the words in italics in the instructions can be deleted from the document if/when the template is converted to an application). Each copy of the application should be firmly bound in a

single volume. All documentation submitted with the application should be bound in that single volume.

e. Ownership of all data, materials, and documentation originated and prepared for the State pursuant to the RFP shall belong exclusively to the State and be subject to public inspection in accordance with the *Virginia Freedom of Information Act*. Trade secrets or proprietary information submitted by an applicant shall not be subject to public disclosure under the *Virginia Freedom of Information Act*; however, the applicant must invoke the protections of § 2.2-4342F of the *Code of Virginia*, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire application document, line item prices, and/or total application prices as proprietary or trade secrets is not acceptable and may result in rejection of the application.

3. Oral Presentation: Applicants who submit an application in response to this RFP may be required to give an oral presentation of their application to the State. This provides an opportunity for the applicant to clarify or elaborate on the application. This is a fact finding and explanation session only and does not include negotiation. The issuing agency will schedule the time and location of these presentations. Oral presentations are an option of the State and may or may not be conducted.

B. SPECIFIC APPLICATION INSTRUCTIONS: Applications should be as thorough and detailed as possible so that VDSS may properly evaluate capabilities to provide the required services. Applicants are required to submit the following items as a complete application in the order listed here:

1. Employment Advancement For TANF participants Application Cover Form
    a. RFP Cover Page (*completed and signed)*
    b. Any Addenda *(signed)*
    c. Table of Contents *(with page numbers provided)*
    d. Key Contacts
    e. Small, Women and Minority-Owned Business Plan (*for-profit firms only)*
    f. SF 424B Form, Assurances, Non-Construction Programs *(signature required)*
    g. W-9 Request for Taxpayer Identification Number(s) and Certification *(signature required)*
    h. State Corporation Commission Form
    i. FFATA Form (*completed and signed)*
    j. Pre-Award Questionnaire
2. Narrative (must consist of no more than 25 pages in a font of 12 or greater for the narrative body and no smaller than a 10 font for tables) that address the following:
    a. Application Title
    b. Application Summary (one page limit)
    c. Application Need Statement
        1. Evidence of Need
        2. Demonstrates Relationship Between Need and Services Proposed
    d. Program Design/Proposed Services and Implementation Plan

1. Project Scope
2. Services
3. Interactions with LDSS' Existing VIEW Programs
4. Method of Provision
5. Population to be Served
6. Enrollment and Retention of Participants – Screening Process
7. Diagnostic Tests and Specialized Professionals
8. Implementation Plan

e. Outcomes and Benefits Expected
   1. Expected Outcomes and Benefits
   2. Tracking and Reporting Methods of Planned Outcomes

f. Organizational Staff and Provider Qualifications and Collaborative Agreements

g. Cost of Services
   1. Itemized Budget – Personnel Costs
   2. Budget Summary
   3. Budget Narrative

h. Community Partners and Documentation of Support

3. Attachments *(As Appropriate for Each Individual Application)*

4. Optional: Applicants may also submit one set of exhibits of past or current work related to the application. Such exhibits could include but are not limited to a brochure, PowerPoint presentation, video, and other documents that reflect organizational capabilities and/or the type of services proposed. If the applicant elects to send a set of such exhibits these should be clearly identified in the applications as exhibits of past or current work.

Note: In addition to addressing the items here, see the Application Template for further instructions on completing forms and providing requested information.

5. APPLICATION ENVELOPE/PACKAGE IDENTIFICATION – The signed application should be returned in an envelope or package addressed as directed on the RFP Cover Sheet. No other distribution of the application shall be made by the applicant. The envelope or package should be sealed and identified as follows:

From:	(Name of Applicant) – (Street or Box Numbers) / (City, State, Zip)
Due Date & Time:	April 14, 2016 by 4:00 p.m.
RFP Title:	Employment Advancement for TANF Participants
RFP #:	BEN-16-047
Attention:	A. Faye Palmer, 9th Floor

Applications may be mailed or hand delivered to the designated location. The closing date for receipt of applications is April 14, 2016, at 4:00 p.m. Late applications will not be accepted.

SECTION V. EVALUATION AND AWARD CRITERIA

5.1 To be considered for funding, applications must first meet the stated objectives of the RFP as specified in Section III, Statement of Needs. In addition, applications must meet general and specific requirements outlined in this RFP.

Applications will be evaluated by a panel or panels of individuals who have demonstrated expertise in the subject matter using the following criteria. VDSS may request additional technical assistance from any source and may include information from references and prior contractual work with VDSS. The panel(s) will make programmatic and budgetary recommendations for contract awards to selected applicants of statewide programs and to applicants of regional and local programs, based on boundaries as shown in Appendix D. Awards may include partial funding. Applications will be screened by VDSS staff for completeness and responsiveness to the RFP. Applications that are substantially incomplete or lack key information may be rejected.

5.2 The evaluation panel(s) will review and score each application on the basis of its responsiveness to the solicitation, the projected impact of the program/services, and the estimated cost, using the following criteria.

Application Need Statement	15 points
Quality of Program Design/Proposed Services and Implementation Plan	25 points
Outcomes and Benefits Expected	25 points
Organizational Staff and Provider Qualifications and Collaborative Agreement(s)	25 points
Cost of Services	10 points
Maximum Total of Points Available	100 points

Specific Criteria to Be Used By Contract Reviewers:

1. Application Need Statement 15 points

    a. Evidence of need
    b. Demonstration of Relationship Between Need and Services Proposed

2. Quality of Program Design/Proposed Services and Implementation Plan 25 points

    a. Project Objectives and Scope
    b. Quality of Services
    c. Interactions with LDSS' Existing VIEW Programs
    d. Method of Provision – Reflects "Promising Practices" and/or Utilizes Evidence-Based Practices
    e. Population to be Served
    f. Enrollment and Retention of Participants – Screening Process
    g. Diagnostic Tests and Specialized Professionals
    h. Implementation Plan

3. Outcomes and Benefits Expected 25 points

    a. Projected Outcomes are Reasonable and Feasible for Funding Level, Services and Population to be Served
    b. Evidence in Application Narrative of Service Strategies That Will Produce Projected Outcomes

c. Outcomes Demonstrated in Related Prior Work Relevant to Application and Population to be Served

4. Organizational Staff and Provider Qualifications and Collaborative Agreement(s) 25 points

   a. Qualifications of Organization (Applicant and any Other Providers) for Proposed Work
   b. Qualifications of Staff for Proposed Work
   c. Track Record of High Performance Demonstrated through Quantifiable Past Outcomes when Implementing Similar Projects
   d. Leadership, Including Participation in and Formation of Collaborative Partnerships (also see Section 3.9, Community Partnerships)

5. Cost of Services 10 points

   a. Costs Proposed are Reasonable and Support Proposed Activities, Outputs and Outcomes
   b. Applying Agency, Through Administrative Structure and Past Performance, Demonstrates Ability to Maintain Required Records and Fiscal Accountability

5.3 Award of Contract: Selection will be made of multiple applicants deemed to be fully qualified and best suited among those submitting applications on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations will be conducted with the applicants so selected. Price will be considered, but need not be the sole determining factor. After negotiations have been conducted with each applicant so selected, the agency will select the applicants which, in its opinion, have made the best applications, and will award contracts to those applicants. The Commonwealth may cancel this Request for Proposals or reject applications at any time prior to an award, and is not required to furnish a statement of the reasons why a particular application was not deemed to be the most advantageous (*Code of Virginia*, § 2.2-4359D). The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the sub-grantee's application as negotiated.

SECTION VI. REPORTING REQUIREMENTS AND DELIVERY INSTRUCTIONS

6.1 All sub-recipients of funding received as a result of this solicitation must provide statistical data to VDSS. Sub-grantees are required to maintain documentation of program performance according to state and federal standards and shall maintain documentation of all project activities for case reviews and audits. Documentation of services provided should be maintained in each client's individual file.

Specific reporting instructions will be provided at a later date during training after awards are made. The reporting will include monthly cumulative financial invoices/reports, quarterly cumulative financial and statistical program performance reports, and a 12-month summary report. VDSS may also request one or more ad hoc reports on project status, if needed.

6.2 Quarterly reports are required from all recipients of funding received as a result of this solicitation. These reports will include a cumulative quarterly financial report, a cumulative statistical summary of program performance, and a case study/success story. Barriers to meeting objectives outlined in the activities/outcome form shall be reported and solutions to such barriers shall be explored and included in the quarterly reports.

6.3 A final report is required that will address the activities, outcomes and overall accomplishments during the contract period.

SECTION VII. OPTIONAL PRE-PROPOSAL CONFERENCE

An optional pre-proposal conference will be held on February 22, 2016, at 10:00 P.M. at the Forest Office Park, 1604 Santa Rosa Road (Richmond/Henrico Rooms), Richmond, VA 23229. The purpose of the conference is to allow potential applicants an opportunity to present questions and receive clarification on any sections of this solicitation. Questions need not be in writing. After the pre-proposal conference, however, all additional questions must be submitted in writing to A. Faye Palmer at faye.palmer@dss.virginia.gov or at the address listed on the RFP cover page, for receipt within five (5) working days prior to the due date of the applications. VDSS will answer questions as expeditiously as possible.

SECTION VIII. GENERAL TERMS AND CONDITIONS

A. **VENDORS MANUAL:** This solicitation is subject to the provisions of the Commonwealth of Virginia Vendors Manual and any changes or revisions thereto, which are hereby incorporated into this contract in their entirety. The procedure for filing contractual claims is in section 7.19 of the Vendors Manual. A copy of the manual is normally available for review at the purchasing office and is accessible on the Internet at www.eva.virginia.gov under "Vendors Manual" on the vendors tab.

B. **APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The agency and the sub-grantee are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (*Code of Virginia*, § 2.2-4366). ADR procedures are described in Chapter 9 of the *Vendors Manual.* The sub-grantee shall comply with all applicable federal, state and local laws, rules and regulations.

C. **ANTI-DISCRIMINATION:** By submitting their applications, applicants certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the *Virginia Public Procurement Act (VPPA).* If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1E).

In every contract over $10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the sub-grantee agrees as follows:

a. The sub-grantee will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the sub-grantee. The sub-grantee agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

b. The sub-grantee, in all solicitations or advertisements for employees placed by or behalf of the sub-grantee, will state that such sub-grantee is an equal opportunity employer.

c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.

2. The sub-grantee will include the provisions of 1. above in every subcontract or purchase order over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

D. **ETHICS IN PUBLIC CONTRACTING:** By submitting their applications, applicants certify that their applications are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other applicant, offeror, supplier, manufacturer or subcontractor in connection with their application, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

E. **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By entering into a written contract with the Commonwealth of Virginia, the sub-grantee certifies that the sub-grantee does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

F. **DEBARMENT STATUS:** By submitting their applications, applicants certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids/proposals/applications on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

G. **ANTITRUST:** By entering into a contract, the sub-grantee conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.

H. **MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS FOR RFPs:** Failure to submit an application on the official state form provided for that purpose may be a cause for rejection of the application. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the application; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such an application.

I. **CLARIFICATION OF TERMS:** If any prospective applicant has questions about the specifications or other solicitation documents, the prospective applicant should contact the representative whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by a VDSS contract officer.

J. **PAYMENTS:**

1. To Prime Sub-grantee:

a. Invoices for items ordered, delivered and accepted shall be submitted by the sub-grantee directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual sub-grantees) or the federal employer identification number (for proprietorships, partnerships, and corporations).

b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.

c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the sub-grantee at the contract price, regardless of which public agency is being billed.

d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.

e. **Unreasonable Charges**. Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, sub-grantees should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Commonwealth shall promptly notify the sub-grantee, in writing, as to those charges which it considers unreasonable and the basis for the determination. A sub-grantee may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (*Code of Virginia,* § 2.2-4363).

2 To Subcontractors:

a. A sub-grantee awarded a contract under this solicitation is hereby obligated:

(1) To pay the subcontractor(s) within seven (7) days of the sub-grantee's receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or

(2) To notify the agency and the subcontractor(s), in writing, of the sub-grantee's intention to withhold payment and the reason.

b. The sub-grantee is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the sub-grantee that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U.S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A sub-grantee-s obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.

3. Each prime sub-grantee who wins an award in which provision of a SWAM procurement plan is a condition to the award, shall deliver to the contracting agency or institution, on or before request for final payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWAM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or institution, or other appropriate penalties may be assessed in lieu of withholding such payment.

4. The Commonwealth of Virginia encourages sub-grantee and subcontractors to accept electronic and credit card payments.

K. **PRECEDENCE OF TERMS:** The following General Terms and Conditions VENDORS MANUAL, APPLICABLE LAWS AND COURTS, ANTI-DISCRIMINATION, ETHICS IN PUBLIC CONTRACTING, IMMIGRATION REFORM AND CONTROL ACT OF 1986, DEBARMENT STATUS, ANTITRUST, MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS, CLARIFICATION OF TERMS, PAYMENT shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

L. **QUALIFICATIONS OF APPLICANTS:** The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the applicant to perform the services/furnish the goods and the applicant shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect applicant's physical facilities prior to award to satisfy questions regarding the applicant's capabilities. The Commonwealth further reserves the right to reject any application if the evidence submitted by, or investigations of, such applicant fails to satisfy the Commonwealth that such applicant is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

M. **TESTING AND INSPECTION:** The Commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.

N. **ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the sub-grantee in whole or in part without the written consent of the Commonwealth.

O. **CHANGES TO THE CONTRACT:** Changes can be made to the contract in any of the following ways:

1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.

2. The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the sub-grantee. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The sub-grantee shall comply with the notice upon receipt. The sub-grantee shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods:

   a. By mutual agreement between the parties in writing; or

   b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the sub-grantee accounts for the number of units of work performed, subject to the Purchasing Agency's right to audit the sub-grantee's records and/or to determine the correct number of units independently; or

   c. By ordering the sub-grantee to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The sub-grantee shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the sub-grantee as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia *Vendors Manual*. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the sub-grantee from promptly complying with the changes ordered by the Purchasing Agency or with the performance of the contract generally.

P. **DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the sub-grantee responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.

Q. **INSURANCE:** By signing and submitting an application under this solicitation, the applicant certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The applicant further certifies that the sub-grantee and any subcontractors will maintain these insurance coverages during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:

1. Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirements under the *Code of Virginia* during the course of the contract shall be in noncompliance with the contract.

2. Employer's Liability - $100,000.

3. Commercial General Liability - $1,000,000 per occurrence and $2,000,000 in the aggregate. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy. (Required when a contractor will perform work or services in or on state facilities.)

4. Automobile Liability - $1,000,000 combined single limit. (Required only if a motor vehicle not owned by the Commonwealth is to be used in the contract. Contractor must assure that the required coverage is maintained by the contractor (or third party owner of such motor vehicle.)

R. **ANNOUNCEMENT OF SUB-AWARDS:** Upon the award or the announcement of the decision to award a contract as a result of this solicitation, the purchasing agency will publicly post such notice on the DGS/DPS eVA VBO (www.eva.virginia.gov) for a minimum of 10 days.

S. **DRUG-FREE WORKPLACE:** During the performance of this contract, the sub-grantee agrees to (i) provide a drug-free workplace for the sub-grantee's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the sub-grantee's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the sub-grantee that the sub-grantee maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "*drug-free workplace"* means a site for the performance of work done in connection with a specific contract awarded to a sub-grantee, the employees of who are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

T. **NONDISCRIMINATION OF CONTRACTORS**: An applicant or sub-grantee shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the applicant employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or

disbursements provided pursuant to this contract objects to the religions character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

U. **eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION:** The eVA Internet electronic procurement solution, web site portal www.eVA.virginia.gov, streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution by completing the free eVA Vendor Registration. All bidders/offerors/applicants must register in eVA and pay the Vendor Transaction Fees specified below; failure to register will result in the bid/proposal/application being rejected.

Vendor transaction fees are determined by the date the original purchase order is issued and the current fees are as follows:

a. For orders issued July 1, 2014, and after, the Vendor Transaction Fee is:

(i) DSBSD-certified Small Businesses: 1%, capped at $500 per order.
(ii) Businesses that are not DSBSD-certified Small Businesses: 1%, capped at $1,500 per order.

b. Refer to Special Term and Condition "eVA Orders and Contracts" to identify the number of purchase orders that will be issued as a result of this solicitation/contract with the eVA transaction fee specified above assessed for each order.

For orders issued prior to July 1, 2014, the vendor transaction fees can be found at www.eVA.virginia.gov.

The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, typically within 60 days of the order issue date. Any adjustments (increases/decreases) will be handled through purchase order changes.

NOTE: This eVA Term and Condition applies only to private for-profit entities that are eligible to apply for a sub-grant award as a result of this solicitation. This term and condition does not apply to sub-grant awards made to tax exempt non-profit organizations and government entities.

V. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

W. **BID/OFFER PRICE CURRENCY:** Unless stated otherwise in the solicitation, sub-grantees shall state bid/offer prices in US dollars.

X. **AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH:** A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized

to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the *Code of Virginia* or as otherwise required by law. Any business entity described above that enters into a contract with a public body pursuant to the *Virginia Public Procurement Act* shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract. A public body may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.

NOTE: Non-profit organizations are not required to be authorized by the State Corporation Commission to transact business in the Commonwealth of Virginia.

SECTION IX. SPECIAL TERMS AND CONDITIONS

A. **AUDIT:** The sub-grantee shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, federal and/or state auditors shall have full access to and the right to examine any of said materials during said period.

The sub-grantee further agrees to comply with the audit and reporting requirements defined by the Federal Office of Management and Budget (OMB) circular A-133, "Audits of States, Local Governments and Non-Profit Organizations" or Subpart F §200.500 of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, as applicable. A sub-grantee who expends $750,000 or more in combined federal funding during the sub-grantee's fiscal year is required at its expense to have an independent audit performed annually in accordance with the provisions of these parts. The single audit report(s) package must be submitted on-line to the Federal Audit Clearinghouse within the earliest of thirty calendar days after receipt of the auditor's report(s) by the sub-grantee, or nine months after the end of the audit period (https://harvester.census.gov/facweb/).

B. **CANCELLATION OF CONTRACT:** The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the sub-grantee. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the sub-grantee of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

C. **CONFIDENTIALITY:** The sub-grantee agrees that information and data obtained as to sensitive personal information and personal facts and circumstances related to individuals will be collected and held confidential in accordance with state and federal requirements, during and following the term of this contract. The sub-grantee assures that information and data obtained as to sensitive personal information and personal facts and circumstances related to clients will be collected and held confidential, during and following the term of the contract, and will not be divulged without VDSS's written consent and only in accordance with federal law or the *Code of Virginia*. Sub-grantees who utilize, access, or store personally identifiable information as part of the performance of an agreement or contract are required to safeguard this information and immediately notify VDSS of any breach or suspected breach in the security of such information. Sub-grantees shall

allow VDSS to both participate in the investigation of incidents and exercise control over decisions regarding external reporting. The sub-grantee, its employees, and any volunteers working on this project may be required to sign a confidentiality statement.

1. The sub-grantee shall protect the information in a manner that meets or exceeds the National Institute of Standards and Technology (NIST) Special Publication (SP) 800-53, Recommended Security Control for Federal Information Systems, revision 3.

2. Within one hour of discovery of either a possible or actual breach of data, the sub-grantee shall notify the VDSS Chief Information Security Officer at Security@DSS.Virginia.Gov, (804) 726-7153 and provide:
   - Name of person reporting the breach
   - Contact information to include phone, email and mailing address
   - Brief description of the breach, and
   - Information on the data possibly exposed

3. At contract end the sub-grantee shall initiate a removal standard that meets or exceeds the Commonwealth Standard for Removal of Commonwealth Data from Electronic Media Standard (SEC514-04) (12/21/2015). The sub-grantee shall provide written assurance to VDSS of the removal within seven (7) calendar days after the removal and no more than 30 days after the contract end date.

Sensitive Personal Information means any information that (i) identifies or can be used to identify, contact, or locate the person to whom such information pertains, or from which identification or contact information of an individual person can be derived, and (ii) includes any one or more of the following: social security numbers or equivalent national identification numbers; driver's license numbers or other identification numbers issued by a governmental body or educational institution (such as taxpayer or student id numbers); passport numbers; bank account numbers; credit or debit card numbers; personal identification numbers (PIN), passwords or other electronic identification numbers or information a person uses to access personal or financial information or resources; a parent's legal surname prior to marriage; digital signatures; medical or health information that relates to the past, present, or future physical or mental health or condition of an individual, or the provision or payment of healthcare to or for an individual; personal financial information; nonpublic personal information as defined in 16 C.F.R. 313.3; or information that discloses any racial or ethnic origin, political affiliation, religious beliefs, trade union membership or sexual orientation.

Information provided is governed by:

THE PRIVACY ACT OF 1974 5 U.S.C. § 552a As Amended

Penalties for Violating the Act: Civil Remedies

If an agency has violated any other section of the Privacy Act, and a court finds that the violation is "intentional or willful," the court can make the United States pay to the individual actual damages suffered as a result of the violation (but in no case shall a person entitled to recovery receive less than the sum of $1,000), along with costs and reasonable attorney's fees.

Penalties for Violating the Privacy Act: Criminal Penalties

If any officer or employee of a government agency knowingly and willfully discloses personally identifiable information will be found guilty of a misdemeanor and fined a maximum of $5,000. Also, if any agency employee or official willfully maintains a system of records without disclosing its existence and relevant details as specified above can be fined a maximum of $5,000. The same misdemeanor penalty (and $5,000 maximum fine) can be applied to anyone who knowingly and willfully requests an individual's record from an agency under false pretenses.

COV (COMMONWEALTH OF VIRGINIA) CITATION - § 63.2-104. Confidential Records and Information Concerning Social Services; Penalty

…It shall be unlawful for any officer, agent or employee of any child-welfare agency; for the Commissioner, the State Board or their agents or employees; for any person who has held any such position; and for any other person to whom any such record or information is disclosed to disclose, directly or indirectly, any such confidential record or information, except as herein provided or pursuant to § 63.2-105. Every violation of this section shall constitute a Class 1 misdemeanor.

D. **SECURITY AND TRANSFER OF DATA:** The following terms and conditions relate to the protection, sharing, and inspection of information. VDSS and its agents reserve the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.

1. Microsoft Outlook is to be used as the method to communicate client specific data from VDSS to the sub-grantee
2. An encryption method (Appendix E) must be used to encrypt all client level data that is sent from the sub-grantee and VDSS; the encryption level must be at SHAS-2 or higher with a minimum of 256-bit encryption
3. No less than annually VDSS will change the password associated with the contract and provide this password to the sub-grantee
4. The sub-grantee shall not store information in an unencrypted form

E. **CONFIDENTIALITY OF RESEARCH INFORMATION:** Research information identifiable to an individual, which was obtained though a project funded wholly or in part with Virginia Department of Social Services sub-grant funds, shall remain confidential and copies of such information shall be immune from legal process, and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial or administrative proceeding (28 CFR Part 22).

F. **SUBGRANTEE AS INDEPENDENT CONTRACTOR**: During the performance of this agreement, the sub-grantee shall be regarded as an independent contractor and not as an agent or employee of the Commonwealth of Virginia or the VDSS. The sub-grantee shall be responsible for all its own insurance and federal, state, local and social security taxes.

G. **SUBGRANTEE MONITORING**: VDSS may monitor and evaluate the sub-grantee's performance under the agreement through analysis of required reports, expenditure statements, site visits, interviews with or surveys of relevant agencies/ organizations and individuals having knowledge of the sub-grantee's services or operations, audit reports, and other mechanisms deemed appropriate by VDSS. The sub-grantee shall furnish VDSS on request information

regarding payments claimed for services under this contract. All accounting records must be supported by source documentation and retained in order to show for what purpose funds were spent. All such records shall be made available and produced for inspection when required by VDSS, its authorized agents, and/or Federal personnel.

Should an audit by authorized state or federal officials result in disallowance of amounts previously paid to the sub-grantee, the sub-grantee shall reimburse VDSS upon demand.

Performance under this agreement shall be a primary consideration for extension of this agreement and may be a consideration in future awards and negotiations.

H. **EQUIPMENT**: Equipment purchased under the terms of this agreement shall be limited to equipment indicated in the approved budget incorporated in the contract. The sub-grantee shall keep written documentation of any acquisitions purchased and up-date the documentation if additional property or equipment is acquired. The written documentation shall include, but not be limited to: date of acquisition, description of product, serial number, ID number, physical location, cost, and name and phone number of individual using or responsible for the equipment. Equipment purchased under this agreement shall be retained by the sub-grantee during the period of performance of the agreement. No depreciation or use charges on equipment purchased under this contract shall be claimed on this or any future contract with the Commonwealth of Virginia or any of its agents.

If the VDSS permits the sub-grantee to purchase real property or equipment with grant funds, VDSS retains a residual financial interest, enabling VDSS to recover the assets or determine final disposition. This will be accomplished on a case-by-case basis, and/or according to the federal grant guidelines applicable to the grant that is funding the service(s).

I. **FEDERAL AWARD INFORMATION:** The following federal award information is hereby incorporated, by reference, into any contract(s) resulting from this solicitation:

Catalog of Federal Domestic Assistance Number: 93-558
Federal Grant Name: Temporary Assistance for Needy Families
Federal Grant Award Year: 2016
Federal Grant Number: 1302VATANF
Federal Grant Awarding Agency: Department of Health and Human Services, Administration for Children and Families

J. **FISCAL ADMINISTRATION**: These funds are not intended to supplant existing resources or to duplicate existing funds. It is expected that this source of revenue will encourage and stimulate contributions from other public and private sources.

1. A contract will be signed between the Virginia Department of Social Services and the local administrator of the applying agency upon granting of a sub-grant award. Upon approval of the contract, the sub-grantee will be reimbursed for expenses on a monthly basis according to the terms of the contract. Therefore, the applicant agency must be prepared to pay expenses as they are incurred and then submit expenditure statements on a monthly basis to the Department of Social Services for reimbursement. <u>See RFP Section X - Method of Payment</u>. The sub-grantee should allow 30 days from the time expenditure statements are received by VDSS until reimbursement is received. If errors are found in the expenditure statements, the 30 days will be from the date errors are corrected.

2. The sub-grantee will be required to maintain adequate accounting records to support all requests for reimbursement. The sub-grantee shall comply with time and effort reporting as required by the Federal Office of Management and Budget (OMB) 2 CFR Part 225 (formerly OMB Circular A-87 Cost Principles for State, Local, and Indian Tribal Governments). All employees paid in whole or in part from grant funds should prepare a timesheet indicating the hours worked on each specific project for each pay period. Based on these timesheets and hourly payroll cost for each employee, a statement indicating the distribution of payroll charges should be prepared and placed in the appropriate files and shall be made available for inspection when required by the Commonwealth.

K. **IDENTIFICATION OF APPLICATION ENVELOPE**: The signed application should be returned in a separate envelope or package, sealed and identified as shown below:

From:_____ _____ _____
Name of Applicant Due Date Time

_____ _____
Street or Box Number RFP No.

_____ _____
City, State, Zip Code RFP Title

Name of VDSS Representative _____

The envelope should be addressed as directed on the RFP Cover Page. The applicant takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the application to be disqualified. Applications may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other application or proposal should be placed in the envelope.

L. **OBLIGATION OF APPLICANT AGENCY:** By submitting an application, the applicant covenants and agrees that the applicant has satisfied itself, from its own investigation of the conditions to be met, that the applicant fully understands its obligation and that it will not make any claim for or have right to cancellation or relief from the contract because of any misunderstanding or lack of information.

M. **OWNERSHIP OF MATERIAL**: Ownership of all data, material and documentation originated and prepared for the Commonwealth pursuant to the RFP shall belong exclusively to the Commonwealth and be subject to public inspection in accordance with the *Virginia Freedom of Information Act.* Trade secrets or proprietary information submitted by an applicant shall not be subject to public disclosure under the *Virginia Freedom of Information Act*; however, the applicant must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.

Any reports, studies, photographs, negatives, films, videos, or other documents prepared by the sub-grantee in the performance of its obligations under this contract shall be the exclusive property of the VDSS and all such materials shall be remitted to the VDSS upon completion, termination or cancellation of this contract. The sub-grantee shall not use, willingly allow or cause to have such

materials used for any purpose other than performance of the sub-grantee's obligations under this contract without the prior written consent of VDSS. Any materials produced under this contract must bear a statement that the project was supported by VDSS and identify the title of the funding source.

N. **PRIME SUBGRANTEE RESPONSIBILITIES**: If approval is granted by VDSS to subcontract any portion of this contract, the sub-grantee shall be responsible for completely supervising and directing the work under the contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime sub-grantee. The sub-grantee agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.

O. **RENEWAL OF CONTRACT**: This contract may be renewed by the Commonwealth upon written agreement of both parties for up to two 1-year successive periods, under the terms of the current contract, and at a reasonable time (approximately 90 days) prior to the expiration.

P. **SUBCONTRACTS**: No portion of the work shall be subcontracted without prior written consent of the VDSS. In the event that the sub-grantee desires to subcontract some part of the work specified herein, the sub-grantee shall furnish the VDSS the names, qualifications and experience of their proposed subcontractor(s). The sub-grantee shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.

Q. **SUPPLANTATION OF FUNDS:** The applicant assures that funds made available under this contract will not be used to supplant state or local funds, but will be used to increase the amounts of such funds that would be, in the absence of these funds, made available for Employment Advancement for TANF Participants.

R. **SMOKE FREE ENVIRONMENT**: By submitting their applications, applicants certify to the Commonwealth that they will comply with the requirements of Public Law 103-227, Part C - Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provisions of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to $1000 per day and/or the imposition of an administrative compliance order on the responsible entity.

S. **SMALL BUSINESS SUBCONTRACTING AND EVIDENCE OF COMPLIANCE:** It is the goal of the Commonwealth that 42% of its purchases be made from small businesses. Where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the sub-grantee is encouraged to offer such subcontracting opportunities to DMBE-certified small businesses. This shall not exclude DMBE-certified women-owned and minority-owned businesses when they have received DMBE small business certification. No bidder/offeror/applicant or subcontractor shall be considered a Small Business, a Women-Owned Business or a Minority-Owned Business unless certified as such by the Department of Minority

Business Enterprise (DMBE). If small business subcontractors are used, the prime sub-grantee agrees to report the use of small business subcontractors by providing the purchasing office at a minimum the following information: name of small business with the DMBE certification number, federal tax identification number, telephone number, total dollar amount subcontracted, category type (small, women-owned, or minority-owned), and type of product/service provided.

T. **STATE CORPORATION COMMISSION IDENTIFICATION NUMBER:** Pursuant to Code of Virginia, §2.2-4311.2 subsection B, a bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid or proposal the identification number issued to it by the State Corporation Commission (SCC). Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized. Indicate the above information on the SCC Form provided. Contractor agrees that the process by which compliance with Titles 13.1 and 50 is checked during the solicitation stage (including without limitation the SCC Form provided) is streamlined and not definitive, and the Commonwealth's use and acceptance of such form, or its acceptance of Contractor's statement describing why the bidder or offeror was not legally required to be authorized to transact business in the Commonwealth, shall not be conclusive of the issue and shall not be relied upon by the Contractor as demonstrating compliance.

NOTE: Non-profit organizations are not required to be authorized by the State Corporation Commission to transact business in the Commonwealth of Virginia.

U. **eVA ORDERS AND CONTRACTS:** The contract will result in one or more purchase order(s) with the applicable eVA transaction fee assessed for each order. Vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution and agree to comply with the following: If this solicitation is for a term contract, failure to provide an electronic catalog (price list) or index page catalog for items awarded will be just cause for the Commonwealth to reject your bid/offer or terminate this contract for default. The format of this electronic catalog shall conform to the eVA Catalog Interchange Format (CIF) Specification that can be accessed and downloaded from www.eVA.virginia.gov. Contractors should email Catalog or Index Page information to eVA-catalog-manager@dgs.virginia.gov.

NOTE: This eVA Term and Condition applies only to private for-profit entities that are eligible to apply for a sub-grant award as a result of this solicitation. This term and condition does not apply to sub-grant awards made to tax exempt non-profit organizations and government entities.

V. **FEDERAL EXCLUDED PARTIES LIST:** This contract is being funded in whole or in part by funds granted to VDSS by the US Government. Under Federal Executive Order 12549, all contractors receiving individual awards, using federal funds of $25,000 or more, and all sub-recipients, certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency from doing business with the Federal Government. By submitting an application, the applicant represents that neither the applicant nor any of its principal officers are on the Federal Excluded Parties List.

SECTION X. METHOD OF PAYMENT

Sub-grantees will be paid on a cost reimbursable basis. Actual expenditures shall be submitted pursuant to approved line item budget categories. No amendments to the approved budget may be made without the prior written approval of VDSS, and budget amendments must be requested in writing. The applicant agency must be prepared to pay expenses as they are incurred and then submit expenditure invoices/request for funds on a monthly basis to VDSS for reimbursement.

The sub-grantee should allow 30 days from the time expenditure invoices/request for funds are received by VDSS until reimbursement is received. If errors are found in the invoices, the 30 days will be from the date errors are corrected. Invoices for funds which are valid and correct shall be processed and paid no later than thirty (30) calendar days after receipt of the invoice.

VDSS will not pay for non-allowable expenses, or for work performed that is not in conformity with the contract, applicable federal, state and local laws, ordinances, rules and regulations. The method of payment to be used will depend on the type of organization receiving funds or serving as the fiscal agent:

- If the sub-grantee or its fiscal agent is a local social services department, then the reimbursement will be handled through VDSS' statewide local financial system – LASER. Funds allocated to a LDSS for this contract project will be placed in LASER in a separate cost center for this initiative. The first allocation will be for the period July1, 2016 through June 30, 2017. Reimbursements are handled on a monthly basis.
- If the sub-grantee is a state agency, then reimbursement will be handled through Virginia's Interagency Transfer system. Payments may be made monthly.
- If the sub-grantee is not a state agency or local social service department, then the sub-grantee will need to submit monthly invoices to VDSS unless a local social services department is serving as the fiscal agent. For these sub-grantees:
    - Upon approval of the award, the sub-grantee will be reimbursed for expenses on a **monthly** basis according to the terms of the contract. Entities awarded contracts must pay expenses as they are incurred and then submit invoices on a **monthly** basis to VDSS for reimbursement. The sub-grantee shall invoice monthly on forms supplied by VDSS. In cases where no costs are incurred for a particular **month,** the sub-grantee shall submit a financial report showing no services delivered for that period.
    - Reimbursement shall be made electronically, using the Virginia Department of Account's (DOA) Remittance Electronic Data Interchange (EDI). **All reimbursements will be deposited electronically through DOA's Remittance Electronic Data Interchange (EDI) Virginia.** Sub-grantees seeking reimbursement from VDSS through the invoice process must be or become eligible to receive reimbursement through EDI. Application information for EDI is found on DOA's website: www.doa.virginia.gov.

ATTACHMENT 1 - CHECKLIST FOR APPLICATION

A. The complete application consists of the following forms and narrative documents that must be submitted by the application due date.

1. Employment Advancement for TANF Participants Application Cover Form and, if necessary, an additional page listing localities to be served
2. RFP Cover Page **and any Addenda** (*Completed and Signed*)
   Note: Signature on the RFP Cover Page must be by the person who has authority to formally commit the organization, locality, or state agency to comply with all the terms of the application. This ***must*** *be the chief executive officer of the organization submitting the application, the highest elected officer of the locality, or, in the case of a state agency, the agency head. If someone other than one of these officials has been delegated the authority to sign, and signs the application, provide a copy of the letter, memorandum or other document by which the signing authority was delegated.*
3. Table of Contents *(Must Identify Page Numbers for Each Referenced Item)*
4. Key Contacts
5. Small, Women- and Minority-Owned Business Plan – For-profit firms only
6. SF 424B Federal Assurances Form *(Signature Required)*
7. W-9 Request for Taxpayer Identification Number(s) and Certification *(Signature Required)*
8. State Corporation Commission Form
9. FFATA Form *(Signature Required)*
10. Pre-Award Questionnaire
11. Application Narrative (25 pages maximum allowable. Note that this 25 page limit does NOT apply to the additional pages allowed for the following: items that address the applicant's Provider(s), the applicant's Interagency Agreements/Documents and the applicant's Community Partners and Documentation of Support.)
    a. Application Title
    b. Application Summary (1 page limit)
    c. Program Need Statement
    d. Program Design/Proposed Services and Implementation Plan
        1. Project Scope
        2. Services
        3. Interactions with LDSS' Existing VIEW Programs
        4. Method of Provision
        5. Population to be Served
        6. Enrollment and Retention of Participants – Screening Process
        7. Diagnostic Tests and Specialized Professionals
        8. Implementation Plan
    e. Outcomes and Benefits Expected
        1. Expected Outcomes and Benefits
        2. Tracking and Reporting Methods of Planned Outcomes
    f. Organizational Staff and Provider Qualifications and Collaborative Agreements
    g. Cost of Services
        1. Itemized Budget – Personnel Costs
        2. Budget Summary
        3. Budget Narrative

h. Community Partners and Documentation of Support
i. Other Attachments *(As Appropriate for Each Individual Application)*

B. See Section IV, Application Preparation and Submission Requirements, Sub-Section A1, General Instructions, RFP Response, for detailed instructions on the list of documents and number of copies that must be submitted by the application deadline.

C. See Section IV, Application Preparation and Submission Requirements, Sub-Section A2d, General Instructions, Application Preparation. The Application Narrative submitted for consideration must comply with the publishing requirements listed:

- Use one-inch margins throughout the formal narrative,
- Use Times New Roman font with a minimum 12 point font for the narrative text, and
- Use Times New Roman font with 12 or a minimum of 10 point font for tables contained in the narrative.

ATTACHMENT 2 – APPLICATION TEMPLATE

SECTION I. EMPLOYMENT ADVANCEMENT FOR TANF PARTICIPANTS FRONT MATTER

- The first page of the RFP *(Completed with Signature Required)*
- Application Cover Form
- Table of Contents *(With Page Numbers Provided)*
- Key Contacts
- Small, Women- and Minority-Owned Business Plan (*For-Profits Organizations Only*)
- SF 424B Form, Assurances – Non-Construction Programs *(Signature Required)*
- W-9 Taxpayer Identification Number(S) and Certification *(Signature Required)*
- State Corporation Commission Form
- FFATA Form
- Pre-Award Questionnaire

EMPLOYMENT ADVANCEMENT FOR TANF PARTICIPANTS APPLICATION COVER FORM

Virginia Department of Social Services (VDSS)

Request for Proposal: Solicitation Number: BEN-16-047

Contract Program:	Employment Advancement for TANF Participants
Applicant Organization:	
Mailing Address:	
Federal ID Number:	***Not Needed for LDSS or State Agency***
Geographic Coverage:	☐ Statewide ☐Region ☐District ☐ Single Locality Jurisdiction(s): ***Attach a sheet listing localities***
Partner Organizations:	***Lead organizations involved in implementation of services proposed***
Program Title:	
Contract Period:	July 1, 2016 through June 30, 2017
Primary focus of funding: ***(check all that apply)***	☐ **Assessment** ☐**Work Preparation** ☐ **Treatment Intervention** ☐ **Job Placement** ☐ **Job Retention** ☐ **Job Advancement** ☐ **Other Specify:**
Total funds requested:	
Primary provider(s) funded:	
Fiscal agent/organization:	
Mailing Address:	

TABLE OF CONTENTS

(Applicants must number the pages and provide them here for each of the sections and sub-sections.)

Page Number

Employment Advancement for TANF Participants Application Cover Form

First page of the RFP

Table of Contents

Key Contacts

Small, Women- and Minority-Owned Business (Sub-Contracting) Plan *(For-profit firms only)*

SF 424B Federal Assurances Form

W-9 Request for Taxpayer Identification Number(s) and Certification

State Corporation Commission Form

FFATA Form

Pre-Award Questionnaire

Application Narrative (no more than 25 pages allowed for entire narrative) that includes the following:

a. Application Title
b. Application Summary (1 page limit)
c. Need Statement
d. Program Design/Proposed Services and Implementation Plan
    1. Project Scope
    2. Services
    3. Interactions with LDSS' Existing VIEW Programs
    4. Method of Provision
    5. Population to be Served
    6. Enrollment and Retention of Participants – Screening Process
    7. Diagnostic Tests and Specialized Professionals
    8. Implementation Plan
e. Outcomes and Benefits Expected
f. Organizational Staff and Provider Qualifications and Collaborative Agreement(s)
g. Cost of Services
    1. Itemized Budget – Personnel Costs
    2. Budget Summary
    3. Budget Narrative

Collaborative Agreements, Community Partners and Documentation of Support *(Note these forms are not considered part of the narrative and should NOT be counted in the 25 page limitation for the formal narrative.)*

Attachments *(As Appropriate for Each Individual Application)*

KEY CONTACTS

Project Director:

Name: _____Title: _____

Organizational Name:_____

Address:_____

Phone: _____Fax: _____E-mail_____

Fiscal Agent:

Name: _____Title: _____

Organizational Name:_____

Address:_____

Phone: _____Fax: _____E-mail_____

Project Coordinator (if applicable and known):

Name: _____Title: _____

Organizational Name:_____

Address:_____

Phone: _____Fax: _____E-mail_____

Other: _____ *(specify role)*

Name: _____Title: _____

Organizational Name:_____

Address:_____

Phone: _____Fax: _____E-mail_____

Small Business Subcontracting Plan

Definitions

Small Business: "Small business " means an independently owned and operated business which, together with affiliates, has 250 or fewer employees, or average annual gross receipts of $10 million or less averaged over the previous three years. Note: This shall not exclude DMBE-certified women- and minority-owned businesses when they have received DMBE small business certification.

Women-Owned Business: Women-owned business means a business concern that is at least 51% owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, and both the management and daily business operations are controlled by one or more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law.

Minority-Owned Business: Minority-owned business means a business concern that is at least 51% owned by one or more minority individuals or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals.

All small businesses must be certified by the Commonwealth of Virginia, Department of Minority Business Enterprise (DMBE) by the due date of the solicitation to participate in the SWAM program. Certification applications are available through DMBE online at www.dmbe.virginia.gov (Customer Service).

Applicant Name: _____

Preparer Name: _____ Date: _____

Instructions

A. If you are certified by the Department of Minority Business Enterprise (DMBE) as a small business, complete only Section A of this form. This shall not exclude DMBE-certified women-owned and minority-owned businesses when they have received DMBE small business certification.

B. If you are not a DMBE-certified small business, complete Section B of this form. For the applicant to receive credit for the small business subcontracting plan evaluation criteria, the applicant shall identify the portions of the contract that will be subcontracted to DMBE-certified small business in this section

Section A

If your firm is certified by the Department of Minority Business Enterprise (DMBE), are you certified as a (**check only one below**):

_____ Small Business

_____ Small and Women-owned Business

_____ Small and Minority-owned Business

Certification number:_____Certification Date:_____

Section B

Populate the table below to show your firm's plans for utilization of DMBE-certified small businesses in the performance of this contract. This shall not exclude DMBE-certified women-owned and minority-owned businesses when they have received the DMBE small business certification. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc.

B. Plans for Utilization of DMBE-Certified Small Businesses for this Procurement

Small Business Name & Address DMBE Certificate #	Status if Small Business is also: Women (W), Minority (M)	Contact Person, Telephone & Email	Type of Goods and/or Services	Planned Involvement During Initial Period of the Contract	Planned Contract Dollars During Initial Period of the Contract
Totals $					

“SF 424B FORM – ASSURANCES – NON-CONSTRUCTION PROGRAMS”

The following page, “SF 424B – Assurances – Non-Construction Programs” is provided for you to complete. Authorized Certifying Officials of agency applying for funding must sign the form to be considered for this contract.

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.

2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

Standard Form 424B (Rev. 7-97) Back

"W-9 REQUEST FOR TAXPAYER IDENTIFICATION NUMBER(S)"

The following page contains a copy of form, **W-9 Request for Taxpayer Identification Number(s) and Certification**. This form must be completed and submitted with each application package by the following applicants:

1. Organizations and firms (not local departments of social services and other state agencies), that in the past, have not received contract funds from the Virginia Department of Social Services, or

2. Organizations and firms (not local departments of social services and other state agencies), that in the past, have received contract funds from the Virginia Department of Social Services but there has been a change.

W-9 REQUEST FOR TAXPAYER IDENTIFICATION NUMBER (S) AND CERTIFICATION

Each person or organization doing business with the Commonwealth of Virginia must provide the following information. Please return this along with your application.

ORGANIZATION ENTITY: Original Submission
Please provide reportable name where applicable. Additional Address (see back of form)
Check Only One:

___Individual
___Corporation
___Governmental
___Estate_____

___Sole Proprietor
___Partnership_____
___Trust_____
___Other (Please Describe)_____

Social Security Number _____ and/or Employer Identification Number _____

ENTER THE FOLLOWING:

Legal Name _____
(Must match the Social Security Number, if applicable)
Trade Name _____
(Must match the Employer Identification Number, if applicable)
Payment Address: _____ IRS 1099 Form: _____
_____ Mailing Address: _____
_____ _____
DUNS # _____ _____

Contact Person: _____ Phone Number: _____

Please respond to the following: (see back of form for definitions)

Are you a United States citizen? Yes___ No___
Is your organization tax exempt? Yes___ No___
Are you a Real Estate Agent? Yes___ No___
Are you a Minority-owned business? Yes___ No___
Are you a Woman-owned business? Yes___ No___
Are you a Small business? Yes___ No___
Are you a Faith-Based Organization? Yes___ No___

If you are a Minority-owned business, please indicate the type of Minority:

___African American ___Hispanic American ___Native American
___Asian-Pacific American ___Sub-Continent Asian American ___Other Minority
Are you registered with the Department of Minority Business Enterprise? Yes___ No___
If yes, enter certificate number: _____

Government Agencies, please respond to the following:

Are you (Please check one): Federal___, State___, or Local___
If you are considered Local, what is your FIPS code? _____

Certification: Under penalties of perjury, I certify that:

(1) The number(s) shown on this form is my correct taxpayer identification number(s) (or I am waiting for a number to be issued to me), (2) The organization entity and all other information provided is accurate, (3) I am not subject to backup withholding either because I have not been notified that I am subject to backup withholding because of a failure to report all interest or dividends, or the Internal Revenue Service has notified me that I am no longer subject to backup withholding, and (4) I am a U.S. person (including a U.S. resident alien).

(You must cross out item (3) above if you have been notified by the IRS that you are currently subject to backup withholding because of underreporting interest or dividends on your tax return.)

Signature_____ Date _____

State Corporation Commission Form

Virginia State Corporation Commission (SCC) registration information. **The Offeror/Applicant:**

☐ is a corporation or other business entity with the following SCC identification number: _____

-OR-

☐ is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust

-OR-

☐ is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the offeror/applicant in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from offeror's/applicant's out-of-state location)

-OR-

☐ is an out-of-state business entity that is including with this application an opinion of legal counsel which accurately and completely discloses the undersigned offeror's/applicant's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the *Code of Virginia*.

****NOTE**** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for applications (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver):
☐

FFATA Sub-Recipient Required Data

For VDSS Use Only – To be completed by Program Unit	
1. Federal Award Identifier Number (FAIN)	
2. Award Title	
3. CFDA	
4. Sub-award Number	
To be completed by Sub-Awardee	
5. Sub-awardee Legal Name	
6. Data Universal Numbering System (DUNS) number – 9 digits	
7. Are you registered in the Central Contractor Registration (CCR)? If Yes, continue to question 8. If No, please go to question 9.	☐ Yes ☐ No
8. Is your registration CCR current and active? If Yes, enter expiration date. If No, continue to question 9.	☐ Yes Expiration Date: _____ ☐ No
9. In your business or organization's previous fiscal year, did your business or organization (including parent organization, all branches, and all affiliates worldwide) receive (1) 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements; **AND** (2) $25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements? If Yes, continue to question 10. If No, please go to question 12.	☐ Yes ☐ No
10. Does the public have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? (To determine if the public has access to the compensation information, see the U.S. Security and Exchange	☐ Yes ☐ No

Commission total compensation filings at www.sec.gov/answers/execomp.htm.) If Yes, please go to question 12. If No, please continue to question 11.	
11. List the names and total compensation of the top five highly compensated officers. *Total Compensation is the cash and noncash dollar value earned by the executive during the preceding fiscal year and includes the following: salary and bonus; awards of stock, stock options, and stock appreciation rights; earnings for services under non-equity incentive plans; change in pension value, etc. (for more information see 17 CFR 229.402 (c)* **Note**: State and local governments are exempt from reporting executive compensation.	Officer 1 Name: _____ Officer 1 Compensation: _____ Officer 2 Name: _____ Officer 2 Compensation: _____ Officer 3 Name: _____ Officer 3 Compensation: _____ Officer 4 Name: _____ Officer 4 Compensation: _____ Officer 5 Name: _____ Officer 5 Compensation: _____
12. Awardee Street Address 1	
13. Street Address 2	
14. City	
15. State	
16. Zip + 4	
17. Congressional District	
18. Place of Performance – primary site where the work will be performed (POP) Awardee Street Address 1	
19. POP Street Address 2	
20. POP City	
21. POP State	
22. POP Zip + 4	
23. POP Congressional District	

Dun & Bradstreet website: http://www.dnb.com/us/
Central Contractor Registration website: https://www.bpn.gov/ccr

I certify that the above Sub-Awardee information is correct, accurate, and will be maintained/updated as required to keep registration current.

_____ _____
Name Title

_____

Date

EMPLOYMENT ADVANCEMENT FOR TANF PARTICIPANTS PROGRAM
PROJECT INFORMATION SHEET - July 1, 2016 to June 30, 2017

Pre-Award Questionnaire

1. Please indicate the number of years/months your agency/organization has been in operation.
2. Please indicate the number of years/months the <u>project/program</u> for which you are requesting grant funding has been in existence.
3. Including the requested grant funding, what is the total amount of funding required to begin/continue the proposed project/program?
4. Please indicate the number of years/months the agency/organization director has been in position.
5. Within the last 12 months, has there been turnover of key staff in your agency/organization (e.g. Executive Director/Director, Program Manager, Fiscal Agent)? If yes, what positions?
6. Please indicate the number of years/months the Fiscal Agent has been with the agency/ organization.
7. Please list two or three individuals (including titles) that have signing authority for your agency/ organization.
8. Does your agency or organization receive more than $750,000.00 in Federal Funding? If so, please state the amount and the federal source of funds.
9. What was the date of your agency/organization's last internal or external audit? **a.) By whom was it conducted?** **b.) Where there any significant findings?**
10. Has your agency/organization experienced (currently or in the past five years) any fraudulent activity? If so, please give a brief detailed explanation.

SECTION II. NARRATIVE ***(25 page maximum, text-12 font minimum, tables-10 font minimum)***

The narrative must clearly address each of the following, in the order listed. If some are not applicable, indicate so. Requested attachments will not count against the page limits.

A. APPLICATION TITLE

B. APPLICATION SUMMARY *Provide a summary of the application that, where applicable, includes the following information:*

Purpose and goals
Community partners
Services to be provided
Projected number to be served and planned outcomes
(Note: For this solicitation, the planned percent entered employment should equal to or exceed 50%, and the client's average hourly wage at entry into employment should equal to or exceed 10% above the federal minimum wage level at the time of employment placement)
Use of funds

C. NEED STATEMENT *Document evidence of client needs for proposed services. Include quantitative data and source documentation. Demonstrate the relationships between need and services proposed.*

D. PROGRAM DESIGN/PROPOSED SERVICES AND IMPLEMENTATION PLAN
Address each of the following items in the order noted by their headers. If some are not applicable indicate NA. Add other items if necessary to fully present application. Specify how services will expand and not be duplicative of current offerings of LDSS.

1. Project Scope

2. Services

3. Interactions with LDSS' Existing VIEW Program

4. Method of Provision *Describe how you will pay for services and if you will pay for per unit of service, per individual service, by performance contract, or other method(s).*

5. Population to be Served *Provide a narrative describing the characteristics and needs of the populations you plan to serve.*

6. Enrollment and Retention of Participants – Screening Process *Define the screening process and include specific strategies to overcome possible barriers to enrollment. Include your process to be used to identify potential impairments and barriers to employment, including names of screening and assessment tools.*

7. Diagnostic Tests and Specialized Professionals *List and describe various tools to be used in the assessment process and the qualifications of individuals involved in the assessment process.*

8. Implementation Plan *Using the table below as an example, provide an outline of the services*

proposed and identify implementation dates.

The proposed services are: ___New ___Currently in place ___To be expanded.

WORK PLAN

Action Steps	Agency/Individual Responsible	Start Date	End Date

E. OUTCOMES AND BENEFITS EXPECTED

1. Expected Outcomes and Benefits *(Describe the anticipated enrollment levels and the outcomes and benefits of the program/services by completing the tables below.)*

Component	1st Quarter Ending September 30, 2016	2nd Quarter Ending December 31, 2016	3rd Quarter Ending March 31, 2017	4th Quarter Ending June 30, 2017
# Enrolled				
# Entered Employment				
# Employed 3 Months				
# Employed 6 Months				
# Employed 1 Year				
Average Hourly Wage				
# With Benefits				
# Employed Part Time				
# Employed Full Time				
Component	**1st Quarter Ending September 30, 2016**	**2nd Quarter Ending December 31, 2016**	**3rd Quarter Ending March 31, 2017**	**4th Quarter Ending June 30, 2017**
Average Hourly Wage Increase				
# Obtained Wage Increase				
# Obtained Promotion				
# Obtained GED				
# Obtained SSI				
#Completed Treatment *(Specify Type)*				
# Other Achievements *(Identify)*				

2. Describe method for tracking and reporting on planned outcomes.

F. ORGANIZATIONAL STAFF AND PROVIDER QUALIFICATIONS AND COLLABORATIVE AGREEMENT(S)

Describe organizational staff and provider qualifications and collaborative agreements. Include position requirements and, when appropriate, identify any license, certificates and/or academic requirements (do not list or provide staff names). Describe how the organizational staff will insure the successful implementation and achievement of project goals. Identify community partners and collaborative agreements with such partners and the processes in place for the implementation of the application.

1. **Describe the Organizational Staff Positions and (*Where Applicable*) Provider Qualifications**

   a. **Experience** *(Include work with the TANF population and required credentials for staff who will be charged with implementation of the proposed scope of work (include the same information for providers to be funded.)*

b. Documents of results (outcomes of prior comparable work) *(Applicant and providers to receive funds.)*

c. References for related past work *(List in Attachments.*)

d. Exhibits/documents of past/current work *(Related to Application.) (Applicants may submit*
ONE set of exhibits or list any available for review, related to the application, as part of the qualifications statement.)

2. Describe Collaborative Efforts *For part of this item you will need to complete Collaborative Agreements and Community Partners and Documentation of Support (attached). Applicants must provide copies of signed interagency agreements or other comparable documents with all other agencies responsible for implementing portions of the program design. Place your Collaborative Agreements and list of Community Partners at the end of this part of your application (these attachments do not count in the total 25 pages allowed for the narrative portion of the application).*

a. Describe Your Efforts at Collaboration with Other Possible Service Providers

b. Describe Your Efforts at Engaging Community Partners

3. Describe Processes Used to Enhance Partnerships and Services to Clients

G. COST OF SERVICES

Complete budget documents for the project's operation for twelve (12) months – July 1, 2016 through June 30, 2017. All expenses included in the application must be allowable under federal and state regulations, must be reasonable and necessary and apply directly to the project. Note funding restrictions contained in this RFP. Identify any initiative to diversify and expand funds, including the use of Medicaid.

Budget documents include:

1.) *Itemized Budget – Personnel Costs*
2) *Budget Summary*
3) *Budget Narrative that includes a description of each proposed expenditure and justification*
    a. *Description of each proposed expenditure and*
    b. *Justification of proposed expenditure, with an explanation of the need.*

1. **Itemized Budget – Personnel Costs**

CONTRACT PERIOD: **7/1/16-6/30/17** **APPLICANT'S NAME**: _____

STAFF	**HOURS PER WEEK**	**% OF TIME ON PROJECT**	**ANNUAL SALARY**	**TOTAL REQUEST FOR Twelve (12) Months**
1.				
2.				
3.				
4.				
5.				
6.				
PERSONNEL SUBTOTAL.	XX	XX	XX	XX
BENEFITS	XX	XX	XX	XX
TOTAL PERSONNEL	XX	XX	XX	XX

*Awarded funds cannot be used to supplant existing funds.

2. Budget Summary

CONTRACT PERIOD: **7/1/16-6/30/17**

APPLICANT'S NAME: _____

BUDGET CATEGORY	**TOTAL VDSS FUNDS REQUESTED* FOR TWELVE (12) MONTHS**
PERSONNEL COSTS	
PURCHASE SERVICES	
MEDICAL SERVICES	
TELEPHONE**	
EQUIPMENT**	
PRINTING**	
CONSUMABLE SUPPLIES**	
TRAVEL	
MANAGEMENT/PROFESSIONAL SERVICES	
LEASE/PURCHASE**	
RENT & UTILITIES**	
OTHER (Specify)	
TOTAL REQUESTED FROM VDSS	

* Awarded funds cannot be used to supplant existing funds
**Allowed only if indirect costs are not requested or in the event the budget category meets specified requirements

3. Budget Narrative

The proposed use of funds should be detailed and itemized by line item. In this section, write a justification for each expense requested in the budget by line item. This should be completed for the total twelve (12) month period.

LINE ITEM	**AMOUNT REQUESTED ***
PERSONNEL:	$_____
Fringe Benefits (Indicate Type of Benefit)	$_____
Sub-Total Expenses Requested for Personnel	$_____

Explanation for position and costs (*include position description as an attachment*):

PROGRAM EXPENSES:
Explain and justify each line item, including how costs were determined for each item.

LINE ITEM	**AMOUNT REQUESTED**
Purchase Services *(Provide basis for each purchased service)* Explanation	$_____
Medical Services Explanation :	$_____
Telephone ** Explanation:	$_____
Equipment ** Explanation:	$_____
Printing ** Explanation:	$_____
Consumable Supplies ** Explanation:	$_____
Travel Explanation:	$_____

Management/Professional Services $_____
Explanation:

Lease/Purchase ** $_____
Explanation:

Rent and Utilities (S*ee restrictions*) ** $_____
Explanation:

Other (*Specify*) $_____
Explanation:

Sub-Total of Program Expenses $_____

TOTAL SUB-GRANTEE EXPENDITURES **$_____**

* Awarded funds cannot be used to supplant existing funds
**Allowed only if indirect costs are not requested or in the event the budget category meets specified requirements

COLLABORATIVE AGREEMENTS, COMMUNITY PARTNERS AND DOCUMENTATION OF SUPPORT

A. COLLABORATIVE AGREEMENTS *Provide three copies of a Collaborative Agreement or comparable document you have with each planned service provider. One of each of the three copies must contain original signatures.*

B. COMMUNITY PARTNERS AND DOCUMENTATION OF SUPPORT *Using the form below, provide the names and other requested information, including original signatures, regarding all partners the applicant plans to have participate in the implementation of this program. (You do not need to provide the names of partners for which you have already attached copies of Collaborative Agreements or comparable documents referenced in Item A. above here.)*

Partner #1: *(name of organization)*

Agrees to provide/participate as follows: *(specify if participant and/or provider and indicate contributions to be made with and without cost)*

Name: _____Title: _____

Address (if different from above):_____

Phone: _____Fax: _____E-mail_____

By: _____Date: _____
(Signature in ink)

Partner #2: *(name of organization)*

Agrees to provide/participate as follows: *(specify if participant and/or provider and indicate contributions to be made with and without cost)*

Name: _____Title: _____

Address (if different from above):_____

Phone: _____Fax: _____E-mail_____

By: _____Date: _____
(Signature in ink)

Note: Repeat the above information for each Community Partner you wish to recognize.

SECTION IV. REQUIRED FORMS FOR SIGNATURES AND ATTACHMENTS

A. Forms *(Note that these forms are part of the application but should NOT be counted in the 25 page limitation for the formal narrative.)*

1. *Employment Advancement for TANF Participants Application Cover Form*
2. *RFP Cover Sheet*
3. *Key Contacts*
4. *Small Business Subcontracting Plan – Required Only From Private For-Profit Applicants*
5. *SF 424 Form – Assurances – Non-Construction Programs*
6. *W-9 Request for Taxpayer Identification Number(s)*
7. *State Corporation Commission Form*

B. Attachments *(Note these forms are not considered part of the narrative and should NOT be counted in the 25 page limitation for the formal narrative.)*

List here all attachments included in this RFP in the sequence included in the document.

Applicable attachments, depending on the application, may include:

1. *Descriptions for positions, including credentials, experience and other job qualifications, to be funded as the result of this RFP (do not include names of individuals holding or who may hold such positions)*
2. *Data for all participating localities possibly related to:*
    a. *Needs Assessment,*
    b. *Projected Participants and*
    c. *Outcome*
3. *References*
4. *Collaborative Agreements, Community Partners and Documentation of Support (**Signatures Required)***

APPENDICES

Appendix A: Directions for Pre-Proposal Information Session

Appendix B: Definitions of Services

Appendix C: TANF Requirements

Appendix D: Map of Regions

Appendix E: Encryption Procedures

APPENDIX A

DIRECTIONS FOR THE RICHMOND PRE-PROPOSAL INFORMATION SESSION

Directions to: VDSS Central Area Regional Office-1604 Santa Rosa Road,
Richmond, VA 23229

From Washington or Petersburg (and points North and South of Richmond)
Take I-95 to Richmond (DO NOT TAKE I-295, STAY ON I-95). Follow signs for I-64 West towards Charlottesville. Follow I-64 West to Exit 183A (Glenside Drive South and the University of Richmond). Stay in the right hand lane as you merge onto Glenside Drive. Go to the second traffic light turn RIGHT onto FOREST AVENUE and continue approximately 1 mile to the traffic light at DISCOVERY DRIVE (you will cross SKIPWITH ROAD and pass HENRICO DOCTORS' HOSPITAL on the left.) At the traffic light, turn RIGHT onto DISCOVERY DRIVE. DISCOVERY DRIVE turns sharply to the left and becomes SANTA ROSA ROAD. As you make this turn, building 1604 is on your right. There is parking on three sides of the building**.**

From Charlottesville (and points West of Richmond)
Follow I-64 East to Richmond. Take Exit 183 (Broad St., Glenside Drive). Bear right at the split (250 West) towards the University of Richmond and the hospital. At the traffic light, turn right. Go to the first traffic light turn RIGHT onto FOREST AVENUE and continue approximately 1 mile to the traffic light at DISCOVERY DRIVE (you will cross SKIPWITH ROAD and pass HENRICO DOCTORS' HOSPITAL on the left.) At the traffic light, turn RIGHT onto DISCOVERY DRIVE. DISCOVERY DRIVE turns sharply to the left and becomes SANTA ROSA ROAD. As you make this turn, building 1604 is on your right. There is parking on three sides of the building**.**

From Norfolk (and points East of Richmond)
Follow I-64 West to Richmond (DO NOT TAKE I-295, STAY ON I-64). Follow signs for I-95 North to Washington and then follow signs for I-64 West to Charlottesville. Follow I-64 West to Exit 183A (Glenside Drive South and the University of Richmond). Stay in the right hand lane as you merge onto Glenside Drive. Go to the second traffic light turn RIGHT onto FOREST AVENUE and continue approximately 1 mile to the traffic light at DISCOVERY DRIVE (you will cross SKIPWITH ROAD and pass HENRICO DOCTORS' HOSPITAL on the left.) At the traffic light, turn RIGHT onto DISCOVERY DRIVE. DISCOVERY DRIVE turns sharply to the left and becomes SANTA ROSA ROAD. As you make this turn, building 1604 is on your right. There is parking on three sides of the building**.**

APPENDIX B

DEFINITIONS FOR SERVICES

Below is the list of definitions in the same sequence as noted in the document (see *Services Requested).*

1. **Comprehensive Assessments** generally utilize one or more screening processes for both obvious and hidden conditions, may be done by VIEW staff in collaboration with other professionals, and may involve diagnostic evaluations from licensed or certified professionals (including psychologists and doctors) to determine specific impairments or issues.

2. **Vocational Assessment and Vocational Evaluations**
   Providers are from DARS staff; Certified Vocational Evaluators (CVE) are licensed vocational evaluators.

   Vocational Assessment is the process of gathering information on an individual's attainment, aptitudes, interests, learning style, and other relevant personal characteristics. The purpose in gathering this information may be to assist the individual in making sound judgments about their choice of, or progress in, employment, education, or training. This may include two complementary processes: Situational Assessment (item 3 below) and the more formal vocational evaluation.

   Vocational Evaluation is the formal process of gathering information on an individual's attainment, aptitudes, interests, learning style, and other relevant personal characteristics. For individuals without a work history, it may sometimes be more cost-effective to start with a situational assessment and then later do the more comprehensive vocational evaluation. This process will help to identify both assistive technology and accommodations needed for work.

3. **Situational Assessments**
   Providers are from DARS-approved providers who maintain certification from CARF -- Commission on the Accreditation of Rehabilitation Facilities.

   A comprehensive community-based evaluation of the individual's overall functioning in relation to the specific environment of an assigned job. The evaluation includes the job site, the community through which the person must travel to and from the job, and the people at the job site with whom the participant will interact. Situational assessment can be an effective tool to determine vocational interests and aptitudes of individuals with little work history. The process can also help identify and develop the supportive service strategies necessary for successful employment and is short term in nature.

4. **Medical Case Management**
   From individuals/organizations with such medical credentials as RN, certified rehabilitation provider (CRP), or certified disability management specialist (CDMS)

   Service provider conducts/facilitates obtaining an extensive educational, medical, and employment assessment, including information concerning the participant's medical and behavioral health status, potential disabilities, work history and current employment situation, employment barriers, education and training history, career plans, work readiness and the appropriateness for vocational training, if required. The provider reviews medical evaluation forms with a treating physician to clarify the statements regarding a participant's inability to work and help to develop plans, if applicable, for entry into employment. Specialized diagnostic services are obtained as needed so that the client's situation is

fully documented and those with disabilities are entitled to accommodations. If applicable, the provider obtains information on and/or determines the number of hours an individual can work and any limitation on the type and conditions of work that relate to the individual's disability. Follow-up services are provided to obtain needed services and, if appropriate, prepare a participant for entry into employment. Medical Case Management services should be billed to Medicaid, if received by a client eligible for this program.

5. Interventions and/or Treatment for substance abuse, mental health, physical disabilities, learning disabilities, etc.

This includes the broad array of treatment and intervention services that may be needed to help an individual overcome, manage, or accommodate identified and verified conditions that will help stabilize situations and permit individuals to participate more fully in employment activities and the workplace. Where impairments are most severe, chronic, etc. assistance may be provided to help the individual obtain SSI.

6. Assistive Technology and Other Accommodations

Determined by occupational therapist, rehabilitation counselor/engineer, speech and hearing specialist, psychologists usually for GED accommodations, others.

This involves the identification and provision of assistive tools and devices when needed to increase, maintain, or improve functional capabilities of individuals with developmental disabilities and services related to the individual's acquisition and use of assistive technology devices. These tools could be computers, special software, tape recorders and many other devices. Other accommodations may relate to job redesign (so that the individual can perform the work and it also meets the employer's requirements), time allowed for the performance of work, type of work setting and other aspects that relate to an individual's ability to perform work. Accommodations may also be obtained for education that could include supports such as more exam time, private examination area, and use of tools.

7. Soft-Skills Development

This includes a wide-array of activities and services that help individuals prepare for entry into the workplace, build self-esteem, learn computer keyboarding skills, develop a resume, problem solving, dress for different work settings, etc. Individuals also acquire familiarity with general work place expectations, work behaviors, and attitudes. This may overlap with or be part of some other services such as intensive job readiness.

8. Independent Living Skills

May be from DARS-approved providers

Deficits in non-vocational life areas may adversely affect an individual's ability to gain and/or maintain employment. This service involves the provision of one-to-one or group education and training in areas that assist an individual to live and participate as independently and effectively as possible in home, work, and community settings of choice. The services are generally provided in the environment in which the skills and abilities will be used, i.e., home and community settings.

Specific services may include education, skills training, assessment and instruction related to the use of assistive technology, and development and implementation of strategies and techniques that allow an individual to live and participate successfully in community settings. Areas targeted may include household and financial management, personal care/hygiene, coping and social skills, using

transportation, and other similar skills and tasks. The services are usually provided on a short-term basis, with services gradually decreasing and the individual becomes more independent in carrying out the specific tasks or activities (similar to the provision of job coaching services).

9. Intensive Job Readiness

This service may include workshops and seminars that focus on preparation for the workplace, resume development, work place expectations, work behaviors, and attitudes, and other areas noted under soft-skill development. The difference is in the intensity in terms of time required during the week and the duration of the program. These intensive programs are likely to be more structured as well. Some run from four to eight weeks and may involve as much as 30 to 35 hours per week. Some programs also integrate adult education within the program to address skills (reading, writing, or math) that may be needed for employment and/or to help individuals obtain their GED. In some cases, these activities facilitate a fuller identification of issues that could impede employment and access to needed services. Some programs have incorporated Workplace Essential Skills (WES) as the core curriculum.

10. Work Adjustment Training
From DARS-approved providers who maintain CARF certification

This is a formal training program designed to help individuals become "work-ready" and create viable short-term and long-term vocational development strategies. The duration will vary by program and by needs of participants. Individuals have opportunities to learn about work skills by experiencing daily work in one or more settings, possibly including some with earnings or stipends. Assistance may be provided to locate a job and/or support the person in the work setting. The services can help individuals:

- Learn the skills and expectations needed to work independently.
- Identify a vocational goal.
- Build self-confidence.
- Develop effective problem solving, communication, and coping skills.
- Improve relationships with supervisors and coworkers.

11. Job Skills Training

A wide-range of training activities can be offered. Training offered should relate to technical skills and required knowledge specific to an occupational area in the labor market, job opportunities and, wherever possible, help individuals acquire skills that will serve them well for job retention and job advancement. Training may include opportunities that offer non-traditional careers for women. Employment Services Organizations (ESOs) may provide occupational skills training for specific jobs. Examples are computer training, retail skills training, janitorial services, landscape maintenance, and clerical training. Most ESO skills training programs benefit from the involvement of a local Business Advisory Council who assists in curriculum development, internship development, and assessments of individuals served.

12. GED and Basic Education

Adult education includes programs and services to help individuals attain a GED (General Educational Development) and/or acquire basic skills for work. It may include the use of the pre-GED test to determine educational gaps and the diverse strategies to help individuals improve basic literacy skills and/or to master additional subjects and pass the GED. The adult education may occur in the regular

classroom or in a flexible delivery system utilizing the workplace; it may be intensive and individualized. WES and *GED* Connects are two highly effective and free tools available to support educational initiatives.

Education can be aligned closely to specific occupational needs. Foundation skills (e.g., reading, math, writing, problem-solving, critical thinking, team building) may be tailored to the unique needs of a specific person's job or a workplace.

Reasonable accommodations, both formal and informal, should be available for TANF participants to enable their success with class work and in taking the GED. Accommodations for learning and other disabilities, in the class and on the job, allows each employee to perform to his or her full potential. Some of these are individualized accommodations in the curriculum, strategies to help the individual learn and apply coping strategies, modifications in testing (e.g., breaking up tests, privacy of test area, longer test time) and helping the individual obtain accommodations for GED testing. (Formal accommodations require certification of the disability by a psychologist and approval by the Department of Education.)

13. Job Analysis (may be part of vocational assessment or situational assessment)

This is a comparative evaluation of job-site assessment with individual data to determine a match on key factors consistent with an employment objective. The analysis will also be used to develop alternative strategies for such factors as job availability, transportation, motivation, physical skills, orientation and mobility, production rate, social skills, communications, work behavior skills, need for reinforcement, family supports, and financial considerations.

14. Employer Outreach , Job Development and Expanding Access to Better Jobs

This is an organized effort to create and/or locate employment opportunities for clients. DARS' Marketing Specialist and /or employer networks are sources for employer outreach and job development. For those with limited ability or some impairment, it may also involve fostering a special partnership with a specific business. Job development could also include creating new opportunities with a specific company or with a union (e.g., electrician's or bricklayer's union).

15. Job Placement

This service places specific participants in an unsubsidized or subsidized job and utilizes whatever relevant job opportunities have emerged from employer outreach and other job development activities. Job placement includes job-finding, job-matching, and placement of individuals, including consideration of allowable (documented) accommodations. Placement services may also include a job analysis (see item 13) for an individual and possibly redesigning the job for a specific individual so that the job is viable for an individual and the employer's needs are met.

16. Job Coaching
From DARS-approved providers who maintain CARF certification.

This involves the training of an employee by an **approved** specialist who uses structured intervention techniques to help the employee prepare for entry into a job and then actually perform tasks to the employer's specifications. Coaching also addresses the interpersonal skills necessary to be accepted as a worker at the job site. In addition to work preparation and job site training, job coaching includes related assessment, job development, counseling, advocacy, travel training and other services needed to

provide initial support for employment. This service may extend for about three weeks or longer after employment and it may take place at the work site.

The job coach will provide highly intensive one-on-one training and guidance on or off the job, customized to the needs and barriers presented by each participant. Job coaches are usually utilized for teaching a specific job. They typically are used in cases of mental retardation, cognitive dysfunction, severe mental illness, or brain injuries. The supported employment model may utilize an employee or supervisor in the workplace who guides and trains a disabled individual when the job coach is not available or has "faded" from the scene over time. A family member or friend also may serve in that capacity.

17. Enclave employment

This service involves the use of an Employment Model that provides a group of clients with disabilities (often developmental disabilities) the opportunity to work in competitive employment in a host company. This group may be comprised of 6 to 8 workers who are supervised by a staff member of an Employment Services Organization and are covered under a Worker's Compensation Policy. They work under the guidelines of the host company. Quality control is highly stressed. While receiving the benefits of working in an integrated work setting and being compensated for their work, they are developing greater skills for better jobs in the future.

18. Internships, Practicums, Work-study, Pre-Apprenticeships and Apprenticeships

These are work activities that provide employment and training opportunities. Except for some apprenticeships, participants typically will be paid wages for these jobs, which will involve both an employer and training provider. The hours of work and training will vary, depending on the industry/employer, participant's skill level, and the needs of the program or trainer. More specifically, internships are usually for six months and with a business. Practicums are part of a student's curriculum, usually in community college or higher education and count as work activities under welfare reform policy.

Pre-apprenticeships are typically performed by one who is preparing to enter a trade and the formal apprenticeship program. Apprenticeships typically are performed by one who is beginning a trade or occupation and is bound by legal agreement to work for another for a specific amount of time in return for instruction in a trade, an art, or a business. The Department of Labor and Industry and the Apprenticeship Council oversee the apprenticeship programs in Virginia.

19. On-The-Job Training (OJT)

This is a subsidized employment activity that provides training to acquire skills and knowledge needed for full and adequate job performance. OJT involves a contractual arrangement in which a public or private employer agrees to hire and train an individual. The employer receives reimbursement of an amount not to exceed an average of 50 percent of the participant's total wages. During this time the participant is an actual employee engaged in productive work and receiving wages and other employee benefits. OJT contracts usually last for six months or less depending on the amount of training needed, the participant's skill level, and the type of work.

In the Full Employment Program, TANF participants work for an employer and receive on-the-job training. The employer receives a $300 per month stipend to reimburse their expenses for wages and training.

OJT is another example of a welfare and business partnership that enables the employer to be involved in the hiring and training of participants. This activity is suited to serve participants who need additional training and support to compete in the unsubsidized labor market, retain employment, and become qualified for future career advancement.

20. Supportive Services

Supportive services include child care, transportation, and other services traditionally offered by VIEW that help individuals obtain and maintain employment. When providing supportive services, the following requirements apply:

- For project participants who are VIEW or TANF, child care and transportation costs are covered out of regular TANF funds (not funds for this particular project/initiative). Transitional participants are also paid from regular TANF funds to allow them to retain employment (not to be confused with "going to look for a job").

- Other services may include equipment and tools, uniforms and other clothing, professional fees and licensing costs, and car repairs. Additional areas for supportive assistance may include health care, housing, domestic violence intervention and services for children.

VIEW supportive services are available for up to one year after the end of cash assistance. Contract funds can be used for supportive services for up to one additional year for transitional participants.

21. Job Follow-Up

Services relate to monitoring an individual's success in the workplace, assessing job proficiencies and deficiencies, the need for additional skills, and identifying job retention issues at an early point so that a problem can be resolved.

22. Job "Follow Along"
From DARS-approved providers who maintain CARF certification

This is long-term support for individuals in the employment setting for a period of one to two years, but in some cases (particularly those served by community services boards for the mentally ill and mentally retarded) the support may be life-long. This support service monitors the status of an individual in the work setting and helps the individual adapt to changes in terms of the functions to be performed and interpersonal skills necessary to continue to be accepted as a worker at the job site. The project should determine the length of time the individual will need this service and where they would be eligible for other funding, referrals should be made to those programs. This support may occur in a sheltered setting.

23. Transportation

Diverse strategies are used to help clients have a means of getting to job appointments and to their work site. Local DSS agencies, using VIEW funds, pay for the transportation required for VIEW clients to get to their jobs. Clients continue to get transportation for up to 12 months following closure of their TANF case (i.e., cash assistance). During this time, local agencies may utilize and fund many modes of transportation that include but are not limited to:

- Door-to-door van service on demand
- In some rural localities, agencies pay for daily taxi service so that TANF clients can reach employment site
- Bus tokens
- Purchase of cars
- General funding of local transportation systems.

Contract funds can be used for supportive services for up to one additional year for transitional participants.

24. SSI/SSDI Application Support

This involves providing support to an individual for the application process for SSDI or SSI. For this contract, the target population would be TANF clients (adults and children) who have significant disabilities and assessments (including diagnostic evaluations) and poor employment histories that would indicate SSI as an appropriate strategy.

APPENDIX C

TANF REQUIREMENTS

I. PROGRAM OBJECTIVES

The State receives TANF funding in the form of a block contract from the United States Department of Health and Human Services (HHS). The State must use the TANF block contract funds to meet at least one of the four objectives stated in the federal TANF law. The objectives of TANF are to:

(1) provide assistance to needy families;
(2) end dependence of needy parents by promoting job preparation, work, and marriage;
(3) prevent and reduce out-of-wedlock pregnancies; and
(4) encourage the formation and maintenance of two-parent families.

II. SOURCE OF GOVERNING REQUIREMENTS

TANF was established by the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) (Public Law 104-193), which amended Title IV-A of the Social Security Act. Additional amendments were enacted in the Balanced Budget Act of 1997. The federal law regarding TANF can be found in the U.S. Code at 42 USC 601-619.

Reauthorization of the Temporary Assistance for Needy Families (TANF) Program's Final Rule was published in the February 5, 2008 Federal Register 45 CFR Parts 261, 262, 263, and 265. The regulation can be found at: *http://www.acf.hhs.gov/programs/ofa/law-reg/finalrule/tanf_final_rule.htm.*

TANF is subject to the A-102 Common Rule (*www.whitehouse.gov/omb/circulars/a102/a102.html*) and OMB Circular A-87 (*www.whitehouse.gov/omb/circulars/a087/a087-all.html*).

Any program or activity that receives TANF block contract funds is subject to: the *Age Discrimination Act* of 1975, the *Rehabilitation Act* of 1973, the *Americans with Disabilities Act* of 1990, and the *Civil Rights Act* of 1964. There shall be no discrimination based on race, color, religion, sex, national origin, marital, parental, birth status, or disability by State or local agencies in the administration of any public assistance program.

III. ASSISTANCE VERSUS NON-ASSISTANCE

The funds being allocated by contract cannot be used for "assistance" unless specifically permitted by the Secretary of Health and Human Resources. Generally, assistance refers to cash benefits and non-assistance refers to the provisions of services.

The definition of "assistance" provided with TANF federal funds is of particular importance because the major TANF program requirements (e.g., work requirements, time limits on Federal assistance, assignment of rights to child support, and data reporting) apply only to families receiving "assistance." The definition of assistance can be found at 45 CFR 260.31 (www.acf.dhhs.gov/programs/ofa/finalru.htm).

In the federal TANF regulations, assistance includes payments directed at ongoing, basic needs.

Assistance excludes non-recurrent, short-term benefits designed to deal with individual crisis situations rather than ongoing need. These benefits cannot provide for needs that extend beyond four months. The

definition of assistance also excludes child care, transportation and supports provided to employed families, individual development account (IDA) benefits, refundable earned income tax credits, work subsidies to employers, and services such as education and training, case management, job search, and counseling.

III. FINANCIAL PENALTIES

Penalties are incurred as described below and in applicable federal laws/regulations:

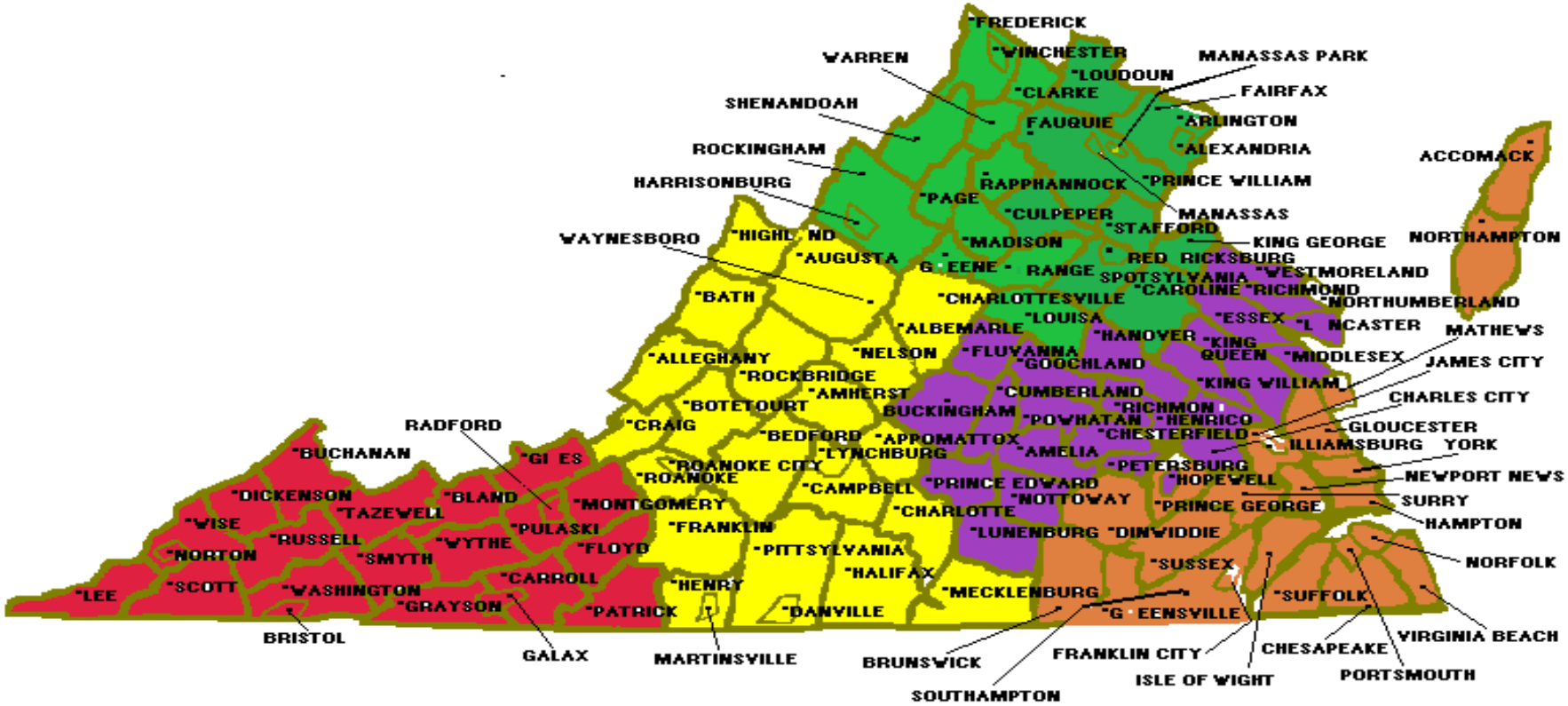
- Use of federal funds in violation of the Act results in financial penalties. The single audit conducted under the Single Audit Act, supplemented by other related audits, reviews, and data sources will help identify violations.

- Any use of funds that violates the provisions of the Act (Public Law 104-193, Section 115(a)(1) [Denial of Public Assistance and Benefits for Certain Drug-Related Convictions]) the provisions of 45 CFR Part 92 or OMB Circular A-87 will be considered to be a misuse of funds.

- Misuse of funds will be considered intentional if there is supporting documentation, such as federal guidance or policy instructions, indicating that federal TANF funds could not be used for that purpose.

APPENDIX D

Map of Regions for Award Purposes Only



REGIONAL BOUNDARIES FOR AWARD PURPOSES ONLY

Central
(Purple)

Amelia
Buckingham
Caroline
Charles City
Chesterfield
Cumberland
Essex
Fluvanna
Goochland
Hanover
Henrico
Hopewell
King & Queen
King William
Lancaster
Lunenburg
Middlesex
New Kent
Northumberland
Nottoway
Petersburg
Powhatan
Prince Edward
Richmond City
Richmond County
Westmoreland

Eastern
(Orange)

Accomack
Brunswick
Chesapeake
Dinwiddie
Franklin City
Gloucester
Greensville-Emporia
Hampton
Isle of Wight
James City
Mathews
Newport News
Norfolk
Northampton
Portsmouth
Prince George
Southampton
Suffolk
Surry
Sussex
Virginia Beach
Williamsburg
York-Poquoson

Northern
(Green)

Alexandria
Arlington
Clarke
Culpeper
Fairfax County (inc. Falls Church
Fauquier
Frederick
Fredericksburg
Greene
Harrisonburg//Rockingham
King George
Loudoun
Louisa
Madison
Manassas City
Manassas Park
Orange
Page
Prince William
Rappahannock
Shenandoah
Spotsylvania
Stafford
Warren
Winchester

Piedmont
(Yellow)

Albemarle
Alleghany-Covington
Amherst
Appomattox
Bath
Bedford
Botetourt
Campbell
Charlotte
Charlottesville
Craig
Danville
Franklin County
Halifax
Henry-Martinsville
Highland
Lynchburg
Mecklenburg
Nelson
Pittsylvania
Roanoke City
Roanoke County
Rockbridge-Buena Vista-Lexington
Shenandoah Valley (Staunton-Augusta & Waynesboro)

Western
(Red)

Bland
Bristol
Buchanan
Carroll
Dickenson
Floyd
Galax
Giles
Grayson
Lee
Montgomery
Norton
Patrick
Pulaski
Radford
Russell
Scott
Smyth
Tazewell
Washington
Wise
Wythe

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APPENDIX E

VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

Encryption Procedures
Using Microsoft Word 2010

Prepared By:
Information Security and Risk Management

ISRM

Date Document Prepared:
April 2015

Publication Version Control

Publication Version Control: It is the user's responsibility to ensure they have the latest version of this publication. Questions should be directed to the Virginia Department of Social Services (VDSS) Chief Information Security Officer (CISO) within the Information Security and Risk Management (ISRM) Office. The VDSS CISO will issue an agency-wide Broadcast and post the revised publication version on the Services.Programs.Answers.Resources.Knowledge (SPARK) Intranet, and provide an email announcement to division/directorate/office/district/regions and Local Departments of Social Services (LDSS) Security Officers (SOs) as well as other parties the VDSS CISO considers being interested in the change.

This chart contains a history of this publication's revisions.

Version	Date	Comments
Original	08/06/2008	Base document
Revision 1	11/05/2010	The procedures were updated for Microsoft Word 2007.
Revision 2	06/19/2012	The procedures were updated for password distribution.
Revision 3	04/2015	The procedures were updated for Microsoft Word 2010.

Review Process: The VDSS CISO and staff of the ISRM Office contributed to the review of this publication. All comments were carefully evaluated, and individuals that provided comments were notified of the actions taken.

Securing Sensitive Information

VDSS no longer has a private network. All communications to and from state and local social service workers are now transmitted through the Commonwealth's enterprise network along with communications to and from many other state agencies.

In order to protect the ***confidentiality*** of ***sensitive*** information (e.g., Personally Identifiable Information (PII)) transmitted in electronic communications, it is now necessary to encrypt the ***sensitive*** information prior to transmission.

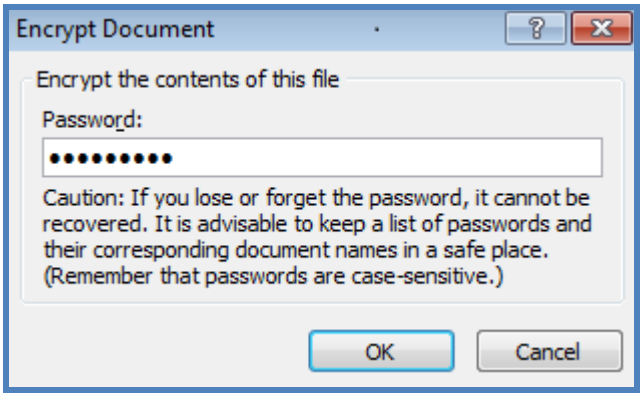
VDSS uses Microsoft File Encryption to encrypt ***sensitive*** information that will be sent over the Internet. By adding a password to the file, unauthorized users will be prevented from opening or modifying the document. Password protecting the document makes the information in the document unreadable. Be sure to keep your password in a secure place because you will not have access to the file if the password is lost.

Add password protection to a Word document

1. **Open** the document you want to encrypt.

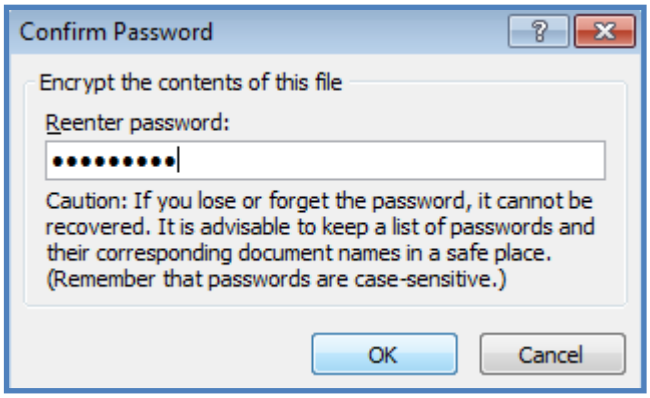
2. For encrypting a document with ***sensitive*** information, click **File** on ribbon, it will open up the default **Info** Backstage View. Under **Protect Document** options, click **Encrypt with Password**.

3. The **Encrypt Document** dialog will open asking for a password. Enter a password to encrypt the document and click **OK**.



Note: Passwords are case-sensitive. Make sure the Caps Lock key is turned off when entering a password for the first time. Word cannot recover data if a password is lost or forgotten. Passwords can be up to 255 characters. By default, this feature uses AES 128-bit advanced encryption. Encryption is a standard method used to help make your file more secure.

4. The **Confirm Password** dialog will open. Re-enter the password and click **OK**.

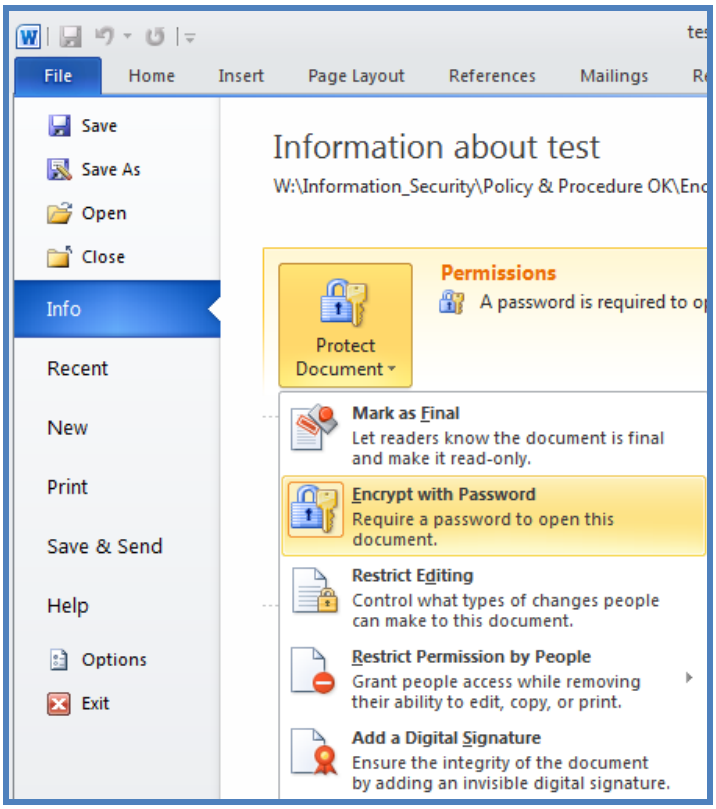


5. **Save** the document in order for the password protection to be applied.

Remove password protection from a Word document

1. Enter the password to open the document.

2. Click **File, Info, Protect Document, Encrypt with Password**.



3. In the password box, delete the encrypted password.

4. Click **OK**.

5. **Save** the document.

Secure communication guidelines

You will need to communicate the password to the recipient in a separate email. **Never include the password in the same email with the encrypted file; always send the password in a separate email.**

You can use this procedure to communicate ***sensitive*** information to a customer, an authorized person in another state agency or another authorized individual.

If you routinely communicate ***sensitive*** information with the same individual, you may want to use the same password when communicating with that individual.

If you receive an email containing ***sensitive*** information, notify the sender that Department policy requires the encryption of ***sensitive*** information that is sent over the Internet. Describe or send the individual the steps above so they can secure their communications with you. There is no problem with both sender and receiver using the same password.

No ***sensitive*** information should be included in the body of the email because the email itself cannot be encrypted.

Related Reference:

IT System and Communications Encryption Policy (.docx)