



THE SOUTHEAST GOVERNMENTAL ALLIANCE

On Behalf of
SEMCA Michigan Works!

Michigan Works!
One-Stop Operator
REQUEST FOR PROPOSAL
(RFP)

Proposal Due
May 12, 2017, at 5:00 pm

The Southeast Governmental Alliance (SEGA) on behalf of Southeast Michigan Community Alliance (SEMCA) is seeking proposals from interested and qualified organizations and firms to serve as the One-Stop Operator for SEMCA Michigan Works!.

1. INTRODUCTION

SEMCA is a public non-profit corporation whose service area encompasses all of Monroe County and Wayne County, excluding the City of Detroit. SEMCA is a designated Michigan Works Agency that delivers and/or procures employment, education, and training services from public and private organizations throughout the region. Most of SEMCA's programs are funded by the Talent Investment Agency (TIA) of the State of Michigan and delivered by SEMCA contractors. SEMCA's customers include employers and unemployed or underemployed persons and youth from our designated service area.

As a state-designated workforce development agency, SEMCA is governed by the Workforce Innovation and Opportunity Act (WIOA). WIOA requires that One-stop operators must be procured through a competitive process. The main role of the One-Stop Operator is to coordinate the service delivery of participating One-Stop partners and Service Providers.

2. GENERAL INFORMATION

The purpose of this RFP is to solicit proposals and procure a One-Stop Operator to coordinate the partners and services for SEMCA's (7) One-Stop Service Centers. The bidder that is selected will be awarded a one (1) year contract (7/1/17 through 6/30/18) with two options to extend for one year (potentially through 6/30/20). If Federal or State laws or regulations change the requirements regarding the One-Stop Operator, the winning bidder will be expected to implement any changes as directed by SEGA.

3. SUBMITTAL GUIDELINES

SEGA is requesting a **written narrative** (max. 5 pages) document that addresses the following:

- Describe any previous experience with providing the services listed in the "Proposed Scope of Work" section.
- Describe the staff and/or personnel that will be involved in the project. Specify how many years working in the state of Michigan, if any, and how much experience working with Michigan Works! Agencies or other workforce development agencies. Two references may be listed, if desired.
- Describe your plan and approach to implementing the "Responsibilities and Proposed Scope of Work." Provide any other information or potential ideas you'd like to add beyond the "Proposed Scope of Work."

- What is your proposed annual cost to fulfill all requirements listed in this RFP? Please include a detailed budget with the corresponding budget narrative.

All proposals must be submitted in a **sealed envelope**, which should be delivered via hand delivery or certified mail with return receipt requested. Please submit one original, signed and sealed proposal (including all attachments) to:

Southeast Governmental Alliance
 Attn: Tamara Norrix – One-Stop Operator Response
 25363 Eureka Road
 Taylor, MI 48180

Bidders Conference

A Bidders’ Conference will provide prospective bidders the opportunity to ask questions and seek technical assistance. Technical assistance will not be provided outside this conference. Although attendance at the Bidders’ Conference is not required, it is strongly recommended. The Bidders’ Conference will be held:

May 8, 2017
 10:30 am
 SEGA Administrative Offices
 25363 Eureka Road
 Taylor, MI 48180

A summary of the conference and answers to all written questions will be made available to all interested parties at www.semca.org and the Michigan Inter-governmental Trade Network MITN.

Proposal Timeline

- | | | |
|--------------------------|---|-------------------------------|
| <input type="checkbox"/> | RFP Release | April 19, 2017 |
| <input type="checkbox"/> | Deadline for Proposal Submission | May 12, 2017 at 5:00pm |
| <input type="checkbox"/> | Award/Denial Letter to Proposers | June 9, 2017 |
| <input type="checkbox"/> | Contract start and end date | July 1, 2017 – June 30, 2018 |

Proposals received after this time will only be considered if it is in the best interest of SEGA to do so. SEGA will time stamp and record each proposal as it is received. SEGA will not be responsible for delays caused by the method of submittal chosen by the proposers.

Completion of Proposal Package includes of all of the following;

- Written Narrative
- Budget and Budget Narrative

- Attachment A
 - Proposal Certification – page 13
- Attachment B
 - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – page 14
- Attachment D
 - Certification Regarding Lobbying – page 16
- Attachment E
 - Disclosure of Lobbying Activities - page 18
- Attachment F
 - Disclosure Of Lobbying Activities Continuation Sheet – page 19

4. BIDDER REQUIREMENTS

- A. No proposal will be accepted from, or contract awarded to any person, firm, or corporation that is in arrears or is in default to any of the member municipalities of SEGA, upon any debt or contract, or that is in default as surety or otherwise, or failed to perform faithfully any previous contract with SEGA.
- B. All costs incurred in the preparation, submission, and presentation of this proposal, in any way whatsoever, will be wholly absorbed by the prospective bidder. All supporting documentation will become the property of SEGA unless requested otherwise the time of submission. Michigan FOIA requires the disclosure, upon request, of all public records that are not exempt from disclosure under section 13 of the Act, which are subject to disclosure under the Act. Therefore, confidentiality of information submitted in response to this Request for Proposals is not assured.
- C. SEGA reserves the right to modify the scope of services during the course of the contract. Such modification may include adding or deleting any tasks this project will encompass and/or any other modifications deemed necessary. Any changes in pricing or payment terms proposed by the consultant resulting from the requested changes are subject to acceptance by SEGA. Changes may be increases or decreases.
- D. Proposer shall note that this Request for Proposal is considered to be under evaluation from the opening date until contract award. SEGA and review committee are restricted from giving any information relative to the progress of the evaluation during this time, except as required to administer the evaluation process.
- E. This RFP does not commit SEGA to award a contract, to pay any cost in the preparation of a proposal in response to this request, or to procure or contract for services or supplies. SEGA reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified sources, or to cancel

in part or in its entirety this RFP, if it is in the best interest of the SEGA to do so. Further, all requested amounts are subject to reduction based upon final award selections and availability of funds.

- F. To insure fairness in the review process, prospective bidders should not discuss their proposal or this Request for Proposals with individuals who sit on the SEGA Board or the SEMCA Workforce Development Board or staff prior to the completion of the procurement process.

5. ELIGIBLE BIDDERS

SEGA will consider only those proposals submitted by organizations which are licensed and/or incorporated in accordance with State statutes and which are authorized to conduct business in the State of Michigan. Organizations should not be debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

The following types of organizations are allowed to bid to become a One-Stop Operator:

- Government agencies or governmental units, such as: Local or county governments, school districts, State agencies, and Federal WIOA partners;
- Employment Service State agencies under the Wagner-Peyser Act, as amended by title III of WIOA;
- Indian Tribes, tribal organizations, Alaska Native entities, Indian-controlled organizations serving Indians, or Native Hawaiian organizations (collectively referred to herein as “Indian Tribes”);
- Educational institutions, such as: institutions of higher education, nontraditional public secondary schools such as night schools, and area career and technical education schools (however, elementary and other secondary schools are not eligible to become a one-stop operator);
- Community-based organizations, nonprofit entities, or workforce intermediaries;
- Other interested organizations that are capable of carrying out the duties of the One-Stop operator, such as a local chamber of commerce, other business organization, or labor organization;
- Private for-profit entities;
- Local WDBs, if approved by the Chief Elected Official (CEO) and the Governor as required in WIOA sec. 107(g)(2).

Entities selected and serving as One-Stop Operators are subrecipients of a Federal award and thus are required to follow the Uniform Guidance, 2 CFR 200 and the WIOA. SEGA is looking for organizations/entities to serve as SEMCA One-Stop Operators for the following Service Center locations:

- Dearborn, Michigan
- Grosse Pointe, Michigan
- Highland Park, Michigan
- Livonia, Michigan
- Monroe, Michigan
- Southgate, Michigan
- Wayne, Michigan

Bidders must serve as the One-Stop Operator for all seven (7) Service Centers.

6. RESPONSIBILITIES AND PROPOSED SCOPE OF WORK

A One-Stop operator is the entity that coordinates the service delivery of required One-Stop partners and service providers. The following is a list of responsibilities for the selected One-Stop Operator:

- Facilitate quarterly meetings with required One-Stop partners, focusing on coordinating partner services with Michigan Works!
- Assist SEMCA Michigan Works! staff with the monitoring and review implementation of Memorandums of Understanding with required WIOA partners and “optional” partners
- Conduct Service Center criteria reviews at least once annually, per Talent Investment Agency Policy Issuance 15-30
- Upon request, develop reports and recommendations for SEMCA administrative staff. Reports may include recommendations for partnership development and improvement as well as continuous improvement of the One-Stop system as a whole.

7. EXPECTATIONS

The following is a list of expectations for the selected One-Stop Operator:

- Avoid Conflicts of Interest when possible and disclose and recuse from unavoidable Conflicts of Interest
- Follow all policies and procedures of SEMCA regarding Conflict of Interest, Code of Conduct, Grievance Procedures and Equal Opportunity provisions
- Adhere to all Federal, State and local policies

8. PROPOSAL REVIEW

Proposals will undergo the following review:

- SEGA Staff will review proposals for technical compliance with the RFP and may prepare a summary of the bidder's qualifications, scope of work and budget. The Staff will confirm that all required signature pages and sections of RFP are completed.
- Review Committee - Proposals will be reviewed and rated by a committee of SEGA Board members in accordance with the published review criteria. Finalists may be interviewed by the Committee and recommendations will be forwarded to full SEGA Board for final approval.

Contracts executed as a result of the review process will be between SEGA and the proposing agency. The review and decision process generally takes approximately two to four (2 to 4) weeks. Contract implementation will begin on 7/1/2017.

9. SCORING CRITERIA

A. Experience and Personnel (40%)

The successful bidder must show experience in similar activities and working knowledge of Michigan Works! or other workforce development programs/agencies. Personnel assigned to the contract will be experienced and/or well-educated in such endeavors.

B. Project Approach (40%)

The successful bidder must propose a plan and approach that will demonstrate an understanding of partnership development and coordination. Knowledge and expertise with advising the Boards and staff on improving services will be present.

C. Proposed fees (20%)

The successful bidder will provide proposed fees and an estimated time commitment which are competitive and reasonable.

SEGA anticipates the annual cost to be no more than \$15,000 for the provision of all services to the 7 Service Center locations.

ASSURANCES AND PROPOSAL CERTIFICATION

1. General Assurances

The bidder assures that, if awarded funding based on this proposal, all activities will comply with:

- a. The Workforce Innovation and Opportunity Act and all applicable State and Federal rules and regulations governing programs under the Act.
- b. Executive Order 11246, 12549 and 12689, as amended by 11375 (41 CFR parts 60-64);
- c. Rehabilitation Act of 1973, as amended, Sections 503 and 504 (29 USC 793 and 794), PL 93-112;
- d. Americans with Disabilities Act of 1990 (42 USC 12101 et seq.), PL 101-336;
- e. Immigration and Naturalization Act of 1986 (8 USC 1324a), PL 99-603;
- f. Age Discrimination Act of 1975, as amended (29 USC 621), PL 94-135;
- g. Family and Medical Leave Act of 1993 (29 USC 2601), PL 103-3;
- h. Pregnancy Discrimination Act of 1975 (92 Stat 2076), PL 95-555;
- i. Civil Rights Act of 1964, Titles VI and VII (42 USC 2000 et seq.), PL 88-352;
- j. Civil Rights Act of 1968, Title VIII (42 USC 300 et seq.), PL 90-284;
- k. Civil Rights Restoration Act of 1991 (20 USC 1686-1688, 29 USC 706 and 709, 42 USC 2000[d]-4[a] and 6107), PL 100-259;
- l. Education Amendments of 1972, Title IX, as amended (29 USC 1681), PL 92-318, PL 93-568, and PL 94-482;
- m. Older Americans Act of 1965, as amended (47 USC 3001 and 3056 et seq.), PL 89-73;
- n. Military Selective Service Act, Title I, Section 3, as amended (50 USC 453), PL 97-86;
- o. Affirmative Action Provisions of the Vietnam Era Veterans' Readjustment Assistance Act, as amended (38 USC 4218), PL 72-74;
- p. Equal Pay Act of 1963, as amended (29 USC 206d), PL 88-38;

- q. Privacy Act of 1974 (5 USC 522a[e][3]), PL 93-579;
- r. Elliott Larsen-Civil Rights Act, as amended (MCLA 37.2101 et seq.), 1976, PA 456;
- s. Whistle Blower's Protection Act (MCLA 15.361 et seq.), 1980, PA 469;
- t. Persons with Disabilities Civil Rights Act (MCLA 37.1101 et seq.), PA 220 of 1976;
- u. Federal Hatch Act (5 U.S.C. Sections 1501-1508);
- v. Jobs for Veterans Act, PL 107-288 (Reference: ETA TEGL No. 5-03).
- w. Michigan Youth Employment Standards Act, as amended (MCLA 409.101-124), PA 90 of 1978; or the Federal Child Labor Regulations, Part 570, as amended, whichever is more stringent;
- x. Michigan Minimum Wage Law, as amended (MCLA 408.381-398), PA 154 of 1964;
- y. Michigan Payment of Wages and Fringe Benefits, as amended (MCLA 408.471-583), PA 390 of 1978; and Overtime Protection (MCLA 408.477), PA 390 of 1978;
- z. Michigan Workers' Disability Compensation Act, as amended (MCLA 418.101-941); and Administrative Rules, PA 317 of 1969;
- aa. Michigan Open Meetings Act, as amended (MCLA 15.261 et. seq), PA 267 of 1976;
- bb. Michigan Contracts with Employers Engaging in Unfair Practices, as amended (MCLA 423.321 et seq.), PA 278 of 1980;
- cc. Michigan Occupational Safety and Health Act, as amended (MCLA 408.1001-1094), PA 154 of 1974;
- dd. Michigan Right to Know Act (MCLA 408.1014a-1014n), PA 80 of 1986;
- ee. MCL 35.1093 (PA 39 of 1994), insuring delivery of effective and equitable employment services to Veterans;
- ff. Social Welfare Act 280, P.A. 1939, as amended (MCLA 400.55a and 400.56f);
- gg. Title IV-F of the Social Security Act (P.L. 74-271), as amended;
- hh. Michigan welfare policy provisions; Public Act 223 of 1995;

- ii. Title IV-A of the Social Security Act (P.L. 74-271), as amended;
- jj. 45 Code of Federal Regulations (CFR) 201 through 257, and 260;
- kk. Food Stamp Act of 1977 (P.L. 105-33), as amended;
- ll. 7 CFR 271, 272, and 273;
- mm. Workforce Investment Act of 1998;
- nn. Reed Act Provisions of Title IX of the Social Security Act;
- oo. Michigan Elliott-Larsen Civil Rights Act, P.A. 453 of 1976, as amended;
- pp. Grove City Civil Rights Bill, S557-PL-100-259, as amended;
- qq. Michigan Persons with Disabilities Civil Rights Act, P.A. 220 of 1976 as amended;
- rr. Workforce Opportunity Wage Act, Act 138 of 2014 (MCL 408.411);
- ss. Michigan Department of Labor, Employment Standards, Overtime Compensation Rules R 408.721-408.735;
- tt. Trade Adjustment Assistance Reform Act of 2002 (TAA Reform Act);
- uu. OmniCircular 2 CFR Part 200 et al.
- vv. Workforce Innovation and Opportunity Act (WIOA) Public Law 113 – 128.
- ww. All other applicable Federal and State legislation.

2. Administrative Entity/SEGA Held Harmless

Bidders submitting a response to this RFP must be willing and legally able to sign a contract that will provide a full indemnification and hold harmless to any liability of SEGA or its governing bodies for any activities conducted by the contractor agency. The contractor will be solely responsible for activities and services performed under the contract.

The bidder, if awarded a contract, shall maintain at its expense during the term of the contract the following insurance:

- a. Workers' Compensation Insurance with the Michigan statutory limits and employer's liability insurance with a minimum limit of \$500,000 each accident.
- b. Comprehensive General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. Policy shall include contractual liability coverage, and personal injury coverage.

3. Certification Regarding Debarment and Suspension

A prospective recipient of federal assistance funds, in accordance with Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, and Executive Order 12689, 2 CFR 215 Appendix A8, page 26297 is required to certify with an official signature on the Debarment and Suspension form that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in a transaction with any federal department or agency.

4. Certification Regarding Lobbying

Prospective recipients of federal assistance funds must certify with an official signature on the Certification Regarding Lobbying form that no federally appropriated funds have been used or will be used by the prospective recipient for the purpose of lobbying.

5. Reporting

If awarded funding, the bidder shall:

- a. Provide access and the rights to examine, transcribe and audit all records, books, papers, tapes or documents related to contract performance.
- b. Record all costs incurred, and report these costs in the manner and format prescribed by and in conformance with applicable Federal/State requirements.
- c. Retain all records pertinent to the program, including financial, participant and statistical records and supporting documents, for at least five (5) years from the date of expiration of any contract awarded as a result of this proposal.

6. Supplemental Nepotism Clause

The bidder must assure that during the time period of the proposed program, no individuals who are members of the immediate family of the bidder's staff or governing board will be enrolled as program participants in the offered program. Immediate family member is defined as: father, mother, sister, brother, child, aunt, uncle, nephew, niece, grandmother or grandfather.

7. Prevention of Fraud and Program Abuse

To ensure the integrity of the Talent Investment Agency programs, special efforts are necessary to prevent fraud and other program abuses. Fraud includes deceitful practices and intentional misconduct, such as willful misrepresentation in accounting for the use of program funds. "Abuse" is a general term which encompasses improper conduct which may or may not be fraudulent in nature. While the Talent Investment Agency and State of Michigan laws and regulations are specific, possible problem areas could include the following: conflict of interest, kickbacks, commingling of funds, charging fees to participants and employers, nepotism and child labor, political patronage, political activities, sectarian activities, unionization and anti-unionization activities/work stoppages and maintenance of effort. Bidders who receive contracts will be required to report immediately any violations in these areas or in problem areas which may later be defined.

8. Monitoring

SEGA will be monitoring, auditing, and evaluating services provided under this Request for Proposals throughout the contract period. Contractors must allow staff or its agent full access to all files and records relating directly to Agency funds, participant case files, accounting files and records, and to any related files and records associated with proper accounting of such funds and participants.

ATTACHMENT A



Proposal Certifications

I hereby certify:

- a. that all information contained in this proposal in response to questions concerning the applicant organization, its operation, and its proposed program, is true and accurate; and
- b. that completion of this proposal is an application for funding and does not ensure that the proposed program will be funded; and
- c. that if selected for funding, the applicant organization will be bound by the information contained herein as well as by the terms and conditions of the resultant contract or agreement.
- d. that to the best of its knowledge and belief, the cost data is accurate, complete, and current at the time of agreement on price. This price shall be valid for a minimum of six months after submission.

Signature: _____ Date: _____

Name: _____ Title: _____

Organization: _____

ATTACHMENT B

**Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

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

- (1) The prospective recipient of federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Agency

Name and Title of Authorized Representative

Signature

Date

ATTACHMENT C

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitation for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except the transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

ATTACHMENT D

**Certification Regarding Lobbying
Certification for Contracts, Grants, Loans, and Cooperative Agreements**

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

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements), and that all subrecipients shall certify and disclose accordingly.

This certification is a material representative of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature

Date

ATTACHMENT E

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ Date of last report _____
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4. Name and Address of Reporting Entity <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: _____ Congressional District, if known: _____	5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: _____ Congressional District, if known: _____
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6. Federal Department/Agency: _____	7. Federal Program Name/Description: _____ CFDA Number, if applicable: _____
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8. Federal Action Number, if known: _____	9. Award Amount, if known: \$ _____
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10. a. Name and Address of Lobbying Entity (If individual, last name, first name, MI): _____	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): _____
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(Attach continuation sheet(s) SF-LLL-A, if necessary)

11. Amount of Payment (check all that apply): \$ _____ actual _____ planned _____	13. Type of Payment (check all that apply) <input type="checkbox"/> a. retainer <input type="checkbox"/> b. one-time fee <input type="checkbox"/> c. commission <input type="checkbox"/> d. contingent fee <input type="checkbox"/> e. deferred <input type="checkbox"/> f. other, specify: _____
12. Form of Payment (check all that apply): <input type="checkbox"/> a. cash <input type="checkbox"/> b. in-kind; specify: nature _____ value _____	

14. Brief description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment indicated in Item 11:

(Attach continuation sheet(s) SF-LLL-A, if necessary)

15. Continuation Sheet(s) SF-LLL-A Attached: Yes No

16. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact which reference was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.D. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature _____ Print Name _____ Title _____ Telephone No. _____ Date _____
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ATTACHMENT F

**DISCLOSURE OF LOBBYING ACTIVITIES
CONTINUATION SHEET**

Reporting Entity: _____ Page _____ of _____

SF-LLL-A

ATTACHMENT G**INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES**

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient at the initiation of receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer of employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-900-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award; loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate line(s). Check all lines that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate line(s). Check all lines that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title and telephone number.

Public reporting burden for this collection of information is estimated to average 30 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 (0348-00-46), Washington, D.C. 20503.

ATTACHMENT H

**SEMCA
EQUAL OPPORTUNITY (EO) POLICY STATEMENT**

EQUAL OPPORTUNITY IS THE LAW

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases:

- against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief.
- against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual’s citizenship status or participation in any WIOA Title I–financially assisted program or activity.

The recipient must not discriminate in any of the following areas:

- deciding who will be admitted, or have access, to any WIOA Title I–financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity.
- Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION

If you think that you have been subjected to discrimination under a WIOA Title I–financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either: the recipient’s Equal Opportunity Officer (or the person whom the recipient has designated for this purpose);

Local Contact
Sonya Grant, Equal Opportunity/Grievance Officer
Southeast Michigan Community Alliance
(734) 229-3506
25363 Eureka Road
Taylor, Michigan 48180

State Contact: State Equal Opportunity Officer Talent Investment Agency 201 North Washington Square, 5th Floor Lansing, Michigan 48913 (517) 335-5858 (voice), or 1-888-605-6722 (TTY)	Or	Federal Contact: Director, Civil Rights Center (CRC) U.S. Department of Labor 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210 or electronically as directed on the CRC website at www.dol.gov/crc .
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If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above). If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that Notice. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient). If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.