

**THE DELTA  
WORKFORCE DEVELOPMENT AREA  
South Delta Planning and Development District**

# **Program Year 2023**

**Request for Proposals  
for  
Workforce Innovation and Opportunity Act (WIOA)  
WIN Job Center Operator  
&  
Adult and Dislocated Worker  
Career & Training Services**

**Release Date:  
March 1, 2023**

**Offerors' Conference:  
March 8, 2023  
10:00 a.m. CST  
South Delta PDD  
Conference Room  
1427 S. Main, Suite 147  
Greenville, MS 38701**

**Deadline for Submission:  
March 23, 2023  
3:00 p.m. CST**

***Late submissions will not be accepted.***

*South Delta PDD is an Equal Opportunity Employer/Program.  
Auxiliary aids and services are available upon request for individuals with disabilities.*

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## ATTACHMENTS

- A Transmittal Document
- B Non-Expendable Property Form
- C Proposal Budget Synopsis Form
- D Salary Budget Narrative Form
- E Budget Narrative Form
- F Minimum Threshold Certification and Assurances
- G Map of Current WIN Job Centers
- H WIOA Performance Chart

## SOLICITATION SCHEDULE

Action	Date
Release of RFP	3/1/23
Offerors' Conference	3/8/23
Proposals due at 3:00 p.m. CST	3/23/23
Review Proposals	3/24-4/14/23
Presentation of Proposals to Workforce Board (tentative)	4/20/23
Contract Negotiations	May, 2023
Program Implementation	7-1-23

**I. Introduction**

The Delta Workforce Development Area, (Delta WDA) through its fiscal agent, South Delta Planning and Development District (South Delta PDD), is soliciting proposals through this **Request for Proposals** for two components of WIOA. One is for the WIN Job Center Operator and the second is for Adult and Dislocated Worker Career and Training Services. Proposers may apply to be either or both. The Workforce Innovation and Opportunity Act (WIOA) (Public Law 113-128) passed in Congress and was signed into law on July 22, 2014, by President Obama. This solicitation is conducted pursuant to the requirements and conditions of the WIOA and the applicable regulations and policies of the Office of Grant Management of the Mississippi Department of Employment Security.

WIOA, or "the Act" provides funds for the purpose of serving adults, dislocated workers, and youth who are unemployed, under employed, or in need of training.

In keeping with this purpose, The Delta WDA's primary objective is to assist all eligible citizens in achieving employment success through a variety of services provided by WIOA funds.

<b>Target Population:</b>	Adults and Dislocated Workers ages 18 and over
<b>Geographic Area:</b>	Bolivar, Carroll, Coahoma, Holmes, Humphreys, Issaquena, Leflore, Panola, Quitman, Sharkey, Sunflower, Tallahatchie, Tunica and Washington Counties
<b>Start Date:</b>	July 1, 2023
<b>Initial Subgrant End Date:</b>	June 30, 2024
<b>Type of Subgrant:</b>	Cost-Reimbursement or Current Needs
<b>Option to Extend:</b>	The Delta WDA may extend the contract for an additional 3 years, in increments of one year, depending on program performance, availability of funds, and if it is determined to be in the best interest of The Delta WDA.
<b>PY 2022 WIOA Allocation:</b>	Adult Allocation: \$1,926,855 Dislocated Worker Allocation: \$1,687,174
<b>Estimated # of WIOA Adults &amp; Dislocated Workers Enrolled in Current Year to Date:</b>	1,178

**A.** The purpose of this solicitation is to select a WIN Job Center Operator(s) and an Adult and Dislocated Worker Career and Training Services Provider(s). It is the intention of The Delta WDA to award a subgrant to the responsive proposer, which best meets all the requirements and qualifications as outlined in the Program Descriptions (Section V.) beginning on page 9.

The funds available for services solicited by this RFP are appropriated under Title I of the Workforce Innovation and Opportunity Act. It is anticipated that subgrants awarded through this RFP will be cost-reimbursement or current needs contracts.

Eligible respondents may include:

- For profit organizations;
- Non-profit organizations;
- Faith-based organizations;
- Community-based organizations;
- Public agencies; or,
- A collaboration between these organizations.

Organizations that have not previously been awarded a WIOA subgrant but have managed other Federal, State, or local funds to deliver a similar program design may apply.

This RFP contains the requirements that respondents must meet in order to submit a responsive proposal.



Successful respondents will serve as sub-recipients of WIOA funds administered by the United States Department of Labor (DOL), the Mississippi Department of Employment Services (MDES) and The Delta WDA through its fiscal agent, South Delta Planning and Development District.

**B. Offerors' Conference**

For any organization that intends to submit a proposal, an offerors' conference will be held:

DATE: March 8, 2023  
TIME: 10:00 a.m. CST  
LOCATION: South Delta PDD  
1427 S. Main, Suite 147  
Greenville, MS 38701

**C. RFP Questions**

To ensure a fair and objective evaluation, questions related to the RFP that arise after the Offerors' Conference must be submitted via e-mail to [mwoods@sdpdd.com](mailto:mwoods@sdpdd.com) by March 17, 2023. Questions that are received after the deadline will not be answered.

Written responses to questions received by South Delta PDD will be posted on the South Delta website at [www.sdpdd.com](http://www.sdpdd.com). **It is the respondent's responsibility to check the website on a regular basis for updated information and written responses to all questions submitted.**

**NOTE:** With the exception of the Offerors' Conference, oral questions will **NOT** be accepted.

Only the responses on the website are considered clarifications to the instructions contained in this RFP. In the event that responses modify any of the terms, conditions, or provisions of this RFP, documentation will be given via a subsequent amendment to the RFP.

**No other sources of responses or clarification are considered valid.**

**D. Addenda to this RFP**

At the discretion of South Delta PDD, if it becomes necessary to revise any part of this RFP, an addendum will be posted on South Delta's website, [www.sdpdd.com](http://www.sdpdd.com).

Respondents are responsible for checking the website frequently to remain informed about the procurement process, receive addenda to the RFP, read responses to questions, and remain updated on other information that may affect this RFP.

Each respondent, upon receiving notification by South Delta PDD of a published addendum, must insert the information indicated in the RFP package. Failure to acknowledge any addenda will result in disqualification and rejection of the proposal.

**E. Ex-Parte Communication**

The Delta WDA prohibits ex-parte communication or lobbying of any kind with any board member, South Delta PDD staff, or other persons serving as an evaluator during the procurement process. Respondents that directly contact board members or evaluators risk elimination of their proposals from further consideration.

**F. Right to Cancel**

The Delta WDA reserves the right to delay, amend, reissue, or cancel, all or any part of this RFP at any time without prior notice. The Delta WDA also reserves the right to modify the RFP process and timeline as deemed necessary.



This RFP does not commit The Delta WDA to accept any proposal, nor is The Delta WDA responsible for any costs incurred by the respondent in the preparation of responses to this RFP. The Delta WDA reserves the right to reject any or all proposals, to accept or reject any or all items in the proposal, and to award the contracts in whole or in part as is deemed to be in the best interest of The Delta WDA. The Delta WDA reserves the right to negotiate with any respondent after proposals are reviewed, if such action is deemed to be in the best interest of The Delta WDA.

**G. Termination due to Non-Availability of Funds**

When funds are not appropriated or otherwise made available by The Delta WDA to support continuation of this RFP or any subgrant(s) therein, they shall be cancelled as of the effective date set forth in the termination notice. The contractor shall be reimbursed for the reasonable value of any nonrecurring cost incurred but not yet recovered under this contract.

**H. General Instructions for Proposal Submission**

1. Respondents are required to submit their proposal in a format that is easy to read and understand. The respondent must avoid repetitious material. Each proposal should clearly demonstrate the respondent's ability to effectively manage and operate a program under WIOA and provide the services requested. **All proposals must be delivered on or before:**

Date:	March 23, 2023
Time:	3:00 p.m. CST
Location:	South Delta Planning and Development District Re: WIOA Adult/DW Proposals and/or One Stop Operator Proposal 1427 S. Main, Suite 147 PO Box 1776 Greenville, MS 38702

2. Proposal Content:
  - Transmittal Document
  - Table of Contents
  - Demonstrated Ability and Past Performance
  - Program Narrative
  - Fiscal Narrative & Budget
  - Minimum Threshold Certification & Assurances

**3. Proposal Format Requirements**

Font	12 Point – Arial
Pages	Single-Sided
Margins	One (1) Inch - this applies to <b><u>ALL</u></b> margins
Spacing	Double-Spaced
Header	The name of the organization submitting the proposal and the page number on each page.

4. Proposers should use the forms included in this Request for Proposals. If a proposer opts to create and complete forms using their own computer software, the resulting forms must be similar to those included in this RFP and include all required information. RFP forms in Word or Excel will be located on the SDPDD website along with the RFP.

5. Timely receipt of proposals is the sole responsibility of the offeror. If a respondent sends their proposals via U.S. Postal Service, UPS, or any other type of delivery service, the respondent is responsible for requesting proof of delivery date and time from their chosen carrier.
6. **One (1) unbound proposal and one (1) electronic PDF copy submitted on a USB flash drive must be submitted. Late proposals, regardless of method of delivery, WILL NOT BE CONSIDERED. Proposals MUST arrive at South Delta PDD by the deadline. No facsimile (fax) transmissions or e-mailed documents will be accepted in place of the required hard copies by the deadline.**

#### I. Period of Performance and Contract Instrument

The period of performance for service provider contracts resulting from this solicitation is anticipated to begin on July 1, 2023 and end on June 30, 2023. If an entity receives funding for PY 2023 through this procurement and meets contract obligations satisfactorily, The Delta WDA Board will have the option to extend the contract annually for up to three additional years depending on performance and the availability of funds.

Subgrants written with South Delta PDD, The Delta WDA, must conform to the requirements of Federal Acquisition Regulations and have the following general characteristics:

1. The Delta WDA will reimburse the contractor the lesser of:
  - a. The actual cost of operating the approved program, in accordance with the contract statement of work and budget; or
  - b. The obligated amount of the contract.
2. Reimbursements will be made on the basis of monthly accrued expenditure reports provided by the contractor.
3. All reported WIOA expenditures and program income, including any profits earned, must be on the accrual basis of accounting and cumulative by program year funding allocation.
4. Contract funds must be segregated in books of account and tracked by the appropriate cost categories for WIOA contracts.
5. Subgrant funds will be subject to detailed financial and compliance audits conducted by SDPDD Staff of the Delta WDB or its authorized representatives.
6. In general, funds and activities are subject to the restrictions contained in and referred to by the contract boilerplate.
7. Subgrants will consist of the contract boilerplate, signature page, statement of work, and the program budget.

#### J. Ethics

In accordance with the Mississippi Ethics in Government Laws and their applicability to members of the State Workforce Board and the Local Workforce Board, Board members must adhere to Ethics Commission Opinion 06-099-E, 04-076-E, and 13-014-E. In accordance with Mississippi Ethics Commission Opinions, no Workforce Board member shall have an interest in funds subject to WIB oversight. A prohibited interest includes but is not limited to 1) a WIB member whose business receives a contract or subcontract funding in whole or in part by WIA, 2) a WIB member whose business offers training on the "eligible training provider's list," and 3) a WIB member who is employed by or who is a director of a nonprofit organization receiving a contract or subcontract subject to WIB oversight. The prohibition lasts for one year after the interested WIB member's terms ends. This prohibition does not extend to WIB members representing the public sector, such as community college and State agency representatives.

#### II. Conditions of Solicitation

The release of this Request for Proposals (RFP) does not constitute an acceptance of any offer, nor does it in any way obligate The Delta WDA to execute a contract with any offeror. The Delta WDA reserves the right to accept, reject or negotiate any or all offers on the basis of the criteria contained in this document. The final decision to execute a contract with any offeror rests solely with The Delta Workforce Development Board.



- A. Before preparing proposals, offerors should note that:
1. The Delta WDA *will not be liable* for any costs associated with the preparation of proposals or negotiation of contracts, incurred by any offeror.
  2. All proposals in their entirety will become the property of The Delta WDA upon submission.
  3. The award of a contract for any proposed service(s) is contingent upon:
    - a. Favorable evaluation of the proposal;
    - b. Approval of the proposal by the Workforce Board;
    - c. Approval of the proposal by the Chief Elected Official; and
    - d. Successful negotiation of any changes to the proposal required by the Delta WDB.
  4. Provision of services specified in this RFP requires substantive knowledge and understanding of:
    - a. The Workforce Innovation and Opportunity Act, and the implementing regulations;
    - b. State policies, procedures, and directives.
- B. Local Area policies are available on the SDPDD website at [www.sdpdd.com](http://www.sdpdd.com).
- WIOA supersedes the Workforce Investment Act (WIA) and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. WIOA took effect on July 1, 2015. The Act, its implementing regulations, and other documents and information of interest may be found on the Internet at <http://www.doleta.gov/wioa/>.
- C. The Delta WDA reserves the right to negotiate the final terms of all subgrants with successful offerors. Items that may be negotiated include, but are not limited to, type and scope of services and activities, costs, production schedules, target groups, geographic goals, and service levels.
- D. The Delta WDA reserves the right to accept any proposal as *submitted* for subgrant award, without substantive negotiation of offered terms, services or costs. Therefore, offerors are advised to propose their most favorable terms initially.
- E. Subgrantees will be required to assume full responsibility for all specified services, and **may subcontract only with expressed prior written approval of The Delta WDA.**
- F. In submitting a proposal, the offeror certifies it is a legally constituted organization, and that in connection with this proposal:
1. Costs have been determined independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such costs with any other offeror or with any competition;
  2. Unless otherwise required by law, the costs that have been quoted in the proposal have not been knowingly disclosed by the offeror, and will not knowingly be disclosed by the offeror, prior to award directly or indirectly to any other offeror or to any competition; and,
  3. No attempt has been made by the offeror to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.
- G. Person(s) signing the proposal certify that person(s) in the offeror's organization who are legally responsible within that organization for the decision as to the price being offered in the proposal have not participated, and will not participate, in any action contrary to II.F.1., 2., or 3. above.
- H. Proposals will be received and maintained consistent with the Mississippi Public Records Act of 1983, being Chapter 424 of the General Laws of the State of Mississippi. In general, proposals will be exempt from disclosure until the evaluation and selection process has been completed. If a proposal contains any information that the offeror considers proprietary and does not want disclosed to the public or used for any purpose other than evaluation of the offer, all such information must be indicated with the following statement:

"The information contained on pages \_\_\_\_, \_\_\_\_, \_\_\_\_, shall not be duplicated, used in whole or part for any purpose other than to evaluate the proposal, provided that if a contract is awarded to this office as a



result of or in connection with the submission of such information, The Delta WDA has the right to duplicate, use, or disclose this information to the extent provided in the contract. This restriction does not limit the agency's right to use information contained therein if obtained from another source."

- I. Each page of the proposal that is considered proprietary should be marked "proprietary" at the top margin.
- J. The Delta WDA is fully committed to the goals for minority business development expressed in Executive Order 656. To this end, Delta WDA will work with minority businesses to increase their participation in the procurement process.

### III. Minimum Requirements

To be considered, a proposal must meet all of the Minimum Threshold Requirements described below. Proposals failing to meet any Minimum Threshold Requirement will be rejected.

Requirements to Qualify the Proposing Agency as an Eligible Service Provider are:

- A. The proposing agency must be qualified to do business in the State of Mississippi. The Delta WDA prefers that service providers be incorporated; however, a service provider may be a sole proprietorship, a commission, or another type of organization when in the best interest of the project proposed.
- B. The proposing agency or any member of the agency included in this proposal or to be assigned to this grant:
  - 1. May not be debarred, suspended, declared ineligible, or voluntarily excluded from participation in procurement or non-procurement transactions by any federal department or agency;
  - 2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - 3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph b. above;
  - 4. Have not within a three-year period preceding this proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- C. The agency must have an established financial management system in place to ensure effective control and accountability of subgrant funds and other assets. Fiscal Agent staff may visit on-site to determine compliance with this requirement for all new proposers.
- D. The agency shall not have any unresolved audit findings. To alleviate the question as to whether the proposing agency has any unresolved audit findings, **the proposing agency must include as part of the proposal package the most recently completed audit.** An examination letter from the proposer's certified public accountant of a review of the proposer's financial status will not suffice for this requirement. **If the proposing agency is a newly-created entity, the proposal package must include all current** (dated within two months of the proposal submission date) **financial statements and a business plan as a substitution for the requirement of a final audit.**
- E. The agency or its principals shall not be convicted of any crime, which indicates the agency's mismanagement or fraudulent use of funds or the agency's insolvency.
- F. The agency must have or must agree to establish the following:
  - 1. Regular audit of all accounts;
  - 2. Separate accounting records for Workforce Innovation and Opportunity Act funds;
  - 3. A fidelity bond with a coverage minimum of \$100,000 *or* the highest amount of funds to be received during the subgrant period (Bond must be executed prior to the granting of a subcontract with the proposing agency);

4. Personnel policies;
5. Grievance procedures for staff and participants;
6. Payroll procedures and time sheets for staff and participants;
7. WIOA property inventory system; and
8. Travel policies.

#### IV. Overview

##### A. Workforce Innovation and Opportunity Act

On July 22, 2014 President Barack Obama signed the Workforce Innovation and Opportunity Act (WIOA). WIOA is designed to improve and streamline access to federally funded employment, education, training, and support services. Congress passed the WIOA by a wide bipartisan majority and it is the first legislative reform in 15 years of the public workforce system.

Every year the key programs forming the pillars of WIOA help tens of millions of job seekers and workers to connect to good jobs and acquire the skills and credentials needed to obtain them. The enactment of WIOA provides opportunity for reforms to ensure that the WIN Job Centers and WIOA youth services are job-driven, responding to the needs of employers and preparing youth, adults and dislocated workers for jobs that are available now and in the future.

##### B. Roles and Responsibilities of The Delta WDA

- Oversee and evaluate the management and operations of all programs funded by The Delta WDA;
- Allocate and award funds;
- Monitor service providers' performance, quality of service, cost effectiveness, and report on performance to the Board;
- Develop and provide technical assistance to service provider staff including providing standardized forms;
- Inform service providers of federal and state policies, procedures, and rules that may impact the operations of the program(s), and give assistance as needed to implement them accordingly;
- Maintain local Management Information System (MIS);
- Ensure compliance with all rules, regulations, and procedures issued by all funding sources; and
- Process payments for contracted service providers.

##### C. WIN Job Centers

All organizations awarded career and training services subgrants must operate within the WIN Job Centers. A map of current WIN Job Centers is included in Attachment G to this RFP. These locations may change based upon Workforce Board decisions and funding levels.

Roles and responsibilities of service providers include but are not limited to:

- The provision of all required WIOA services, including meeting minimum enrollment benchmarks for at-risk populations (e.g., participants with disabilities, ex-offenders, veterans, etc.);
- Comply and meet all federal, state, and local performance standards;
- Utilization of standardized forms provided by The Delta WDA (e.g., initial assessment, individual employment plans, individual training account (ITA), On-the-Job Training (OJT) Agreement, Worksite Agreement, budget, etc.);
- Locating at the WIN Job Centers with a cost sharing agreement, as needed and upon request by The Delta WDA;
- Ensuring proper certifications for staff that may be required for any assessment tools;
- Coordination of services with mandatory partners under the guidance of The Delta WDA;
- Documenting participant services and activities in the State of Mississippi's Management Information System (MIS); and
- Managing fiscal responsibilities.

##### D. Responsibilities Revisions

The roles and responsibilities of The Delta WDA and service providers will change as:



- Federal, State and local rules are enacted and implemented covering the workforce development system;
- The Delta Workforce Board adopts policies and procedures; and
- The Delta WDA develops and implements a strategic plan for the local workforce development area.

**V. Program Description**

**A. Service Delivery Basics**

According to 678.620 of the WIOA Regulations, “At a minimum, the one-stop operator must coordinate the service delivery of required one-stop partners and service providers. Additional roles may include “being the primary provider of services within the center, providing some of the services within the center or coordinating service delivery in a multi-center area.

Any organization that is selected or otherwise designated to perform more than one function related to WIOA must develop a written plan that clarifies how the organization will carry out its multiple responsibilities while demonstrating compliance with WIOA, corresponding regulations (678.620 and 679.430), relevant Office of Management and Budget circulars and the state conflict of interest policy. This plan must limit conflict of interest, minimize fiscal risk and develop appropriate firewalls within that single entity performing multiple functions.

1. **WIN Job Center Operator** – Every WIN Job Center is required to have a Center Operator. The best way to describe the Operator’s role is as a “mall manager.” The Operator is responsible for managing the Center facility for the benefit of a wide variety of co-located workforce partners. The Operator manages the “Resource Sharing Agreement (RSA)” which describes how partners will contribute to Center costs. The Operator also manages the Center’s resource room and “greeters” who direct each customer to Center services and co-located service providers. The Operator may be a “stand alone” entity or may also apply to deliver career services. If a respondent applies to be both the Center Operator and the deliverer of career services within a given Center it **need not submit separate budgets for the Operator and career services functions but may elect to submit a single, combined budget.**

The Comprehensive WIN Job Center and Affiliate WIN Job Centers in The Delta WDA shall conform to the requirements of the WIOA.

2. **Adult and Dislocated Worker Career Services and Training** – Career services are described in Section 134(c) (2) of WIOA. Career services providers may also apply to be the Center Operator. Career services providers must arrange and make payments for Training Services described in WIOA Section 134(c) (3) and 134(d). The Delta Workforce Board will establish the budget for internships and training services that will be subject to modification to meet the ever-changing needs of our business, job seeker, and incumbent worker customers.

**B. Targeted Geographical Area**

The 14 counties served by The Delta WDA are:

Bolivar	Carroll	Coahoma	Holmes
Humphreys	Issaquena	Leflore	Panola
Quitman	Sharkey	Sunflower	Tallahatchie
Tunica	Washington		

Proposers must complete **Attachment A** and include it in the proposal package.

**C. Special Services Requirements**

1. **Outreach and Communications:** Service providers must work to inform the community of services, resources and programs funded by The Delta WDA. Activities should include:



- Community Outreach: Service providers shall establish and maintain key community relationships to ensure that businesses, job seekers, and the general public know about their workforce programs. This includes, but is not limited to, media outreach, informing local elected officials, contacting and answering questions from training providers, utilizing employer associations and reaching out to community organizations.
  - Online Presence: Service providers shall be visible and proactive with an online presence through an updated website and appropriate social media. The tagline “Funded by The Delta Workforce Development Board and South Delta Planning and Development District, Inc.” should appear on any and all communications for workforce programs.
  - Special Events: Service providers shall utilize job fairs and special events to increase visibility especially with regional employers. Special events may include, but are not limited to, graduation ceremonies for training participants, open houses, press conferences, media tours, career panels and job fairs.
  - Priority of Service to Veterans and Eligible Spouses: WIOA programs are required to implement Veterans’ Priority of Service because they are the delivery point for a significant percentage of qualified job and training programs and services. Projects must be conducted in accordance with the Veterans’ Priority Provisions of the “Jobs for Veterans’ Act,” Public Law 107-288. The Training and Employment Guidance Letter 10-09, November 10, 2009, provides general guidance regarding the implementation of the Veterans’ priority and how this priority will affect current business practices. Applicants must be familiar with Veterans Benefits Title 38, US Code (U.S.C.).
2. **Eligibility** – Adult and Dislocated worker eligibility requirements are defined in WIOA, State and The Delta WDA’s policies.
  3. **Individual Employment Plan (IEP)** –Service providers will be required to develop an IEP with each program participant. The IEP is developed based upon the results of the participant’s assessed vocational interests, aptitude, barriers, skills and skill deficiencies, and training needs. The IEP will include, but is not limited to, goals pertaining to services such as training activities, job search skills, and job retention skills. The IEP will also include a clear employment objective, with a focus on demand driven jobs.
  4. **Services:** The proposal must address the services to be delivered under the program. Services to be provided must include outreach, eligibility determination, assessment, referral to and coordination with support service providers, case management, training, job search and placement assistance, and follow-up services. Priority for training will be given to those sectors identified in the Delta Sector Strategy Plan.
  5. **Timely & Accurate Data Entry:** Service providers will be required to utilize Mississippi’s Management Information System (MIS). This includes the entry of individual participant data such as eligibility, demographics, enrollment, activities, case notes and outcomes. Service providers will be required to enter all participant data within five (5) business days from the date of the service. The Delta WDA will provide training on this system upon approval of funding and will conduct ongoing monitoring to evaluate the funded partner’s use of the MIS.
  6. **Career Services:** Services that are designed to assist the participant in obtaining appropriate and sufficient employment. Career Services should be customer driven that will assist in finding gainful employment. Career services are detailed in the WIOA Section 134(c)(2).
  7. **Short-Term Prevocational Services:** Services that are designed to assist with developing participants’ learning skills, communication skills, interviewing skills, and professional conduct that will be essential to securing unsubsidized employment.
  8. **Occupational Skills Training:** Service providers are required to provide training services from approved training providers. A list of training providers can be found on the Eligible Training Provider List (ETPL) located at [www.etpl.mdes.ms.gov](http://www.etpl.mdes.ms.gov).
  9. **On-the-Job Training (OJT):** An OJT is a training activity that pays a wage subsidy to employers for a new employee’s pre-determined training period. An OJT is appropriate when the need for



training has been identified in the IEP. OJT's must be with an employer that meets the criteria specified in the Delta WDA policy.

10. **Customized Training:** Training that is designed to meet the special requirements of an employer that is conducted with a commitment by the employer to employ an individual on successful completion of the training.
11. **Incumbent Worker Training:** Training for an existing employee, or group of employees, to receive upgraded skills training that increases their competencies and is needed to retain or advance in employment.
12. **Internships and Work Experience:** A temporary activity which provides a person with the opportunity to gain the skills and knowledge necessary to perform a job, including work habits and behaviors, and which may be combined with classroom or other training.
13. **Participant Supportive Services:** Based on assessment results and the documented client's needs for supportive services, providers shall be able to identify and/or provide supportive services that will assist with the barriers in order to successfully complete their WIOA program activities.
14. **Follow-Up Services:** Successful respondents shall follow up on the status of exited participants for a minimum of one year to determine if the services were successful and if the participant remains employed.

#### D. Required Performance Measures

The respondent must demonstrate in their project narrative how their programs will be able to help all enrolled clients meet long-term, mandatory DOL performance accountability standards known as Common Measures.

The Delta WIOA Negotiated Levels of Performance for PY 2023 are outlined in **Attachment H**. All required performance measures are subject to change at any time and The Delta WDA may implement additional measures due to regulations or local need. In addition to Common Measures, the successful respondent will be required to track enrollments, program activities, demographics, and other locally determined data. Respondents should explain how they would help meet the Employer Effectiveness performance measure:

- Describe how you will identify, develop and maintain relationships with employers, which will result in positive outcomes for employment retention and employer satisfaction.
- Identify at least three employers or employer association, with which you have prior working experience.
- Describe how you will identify the needs of employers within high growth sectors and occupations throughout the area. Respondents must indicate its familiarity with the Delta WDA Sector Strategy Plan.

#### E. Program and Partner Service Strategies

It is not expected that any single proposer can provide all of the identified program elements. As such, collaboration with other non-profit, for-profit and public entities is encouraged. Other key stakeholders and system partners that will be critical to engage may include but are not limited to:

- Adult Education
- Vocational Rehabilitation
- Wagner-Peyser Programs
- TANF and the SNAP workforce programs
- Low-Income Housing
- Libraries and Community Centers
- Veteran Programs

**VI. Demonstrated Ability and Past Performance – 35 points**

**A. Demonstrated Ability**

Respondents must describe demonstrated ability for the past two years in the following areas, clearly articulating the measurable outcomes including the roles of specific partners involved in achieving program goals:

- Describe how you have operated a workforce development program of similar size and scope to the one proposed, and how you addressed participant employment and training needs.
  - Describe how you have collaborated and executed a project with multiple stakeholders. Include the distinct roles of each partner and the steps taken to achieve positive outcomes.
1. In two pages or less, summarize the relevant qualifications, experience, and expertise of the proposing agency. Please include at least one and no more than three references from previous work of a similar nature, and specify the following:
    - a. Contracting agency
    - b. Type(s) of program(s)
    - c. Term of contract
    - d. Dollar amount of contract
  2. If the proposer has provided WIOA adult and dislocated programs in another workforce area, supply the following information to ensure maximum consideration during the rating process.
    - a. Name of the workforce area
    - b. Contact person for the workforce area, including address and telephone number
    - c. Counties served under that contract
    - d. Type of program
    - e. Dollar amount of contract
    - f. Number of adults and dislocated workers proposed to serve
    - g. Actual number of adults and dislocated workers served as of the date of this proposal submission
    - h. Cost per participant
    - i. A copy of the most recent monitoring report
    - j. Correspondence related to corrective actions, if any
    - k. Performance information

**VII. Program Narrative – up to 40 points**

A proposer may propose for the WIN Job Center Operator, Career and Training Services Provider, or both. The proposer may receive up to 20 points for the WIN Job Center Operator and up to 20 points for the Career and Training Services Provider. If the proposer does not propose for both the Operator and Career and Training Service Provider, they will not be graded on the Section that is not applicable.

**A. WIN Job Center Operator – 20 points**

The proposer should thoroughly describe how they will establish WIN Job Centers throughout their proposed area. The proposer should adequately explain how the WIN Job Center will meet the requirements of the one-stop delivery system described in WIOA.

At a minimum, there must be one Comprehensive WIN Center located in Greenville, MS and must conform to the requirements of WIOA. Affiliate centers must also conform to the requirements of WIOA.

The WIN Centers must be open during the day from 8:00 a.m. until 5:00 p.m Monday through Friday. Holidays recognized for closure are the holidays recognized by the State of Mississippi. The Centers are expected to be staffed and open all other days. The One-Stop operators must provide its intent to adhere to the State of Mississippi holiday schedule.



Below is a list of items the proposer should address in this section. This list is not all inclusive and the proposer should explain their proposed WIN Job Center operation effectively and sufficiently.

**1. Duties of the WIN Job Center Operator**

- Describe your plan for managing the Center facility for the benefit of a wide variety of co-located workforce partners.
- Describe the cost sharing agreement that will be developed which describes how partners will contribute to Center costs.
- Describe how you will manage the Center's resource room and "greeters" who direct each customer to Center services and co-located service providers.

**2. WIN Job Centers**

- Describe the type of WIN Job Center(s) {Comprehensive or Affiliate} and the location of each proposed WIN Job Center. Include items such as the hours, days of operation and holidays.

**B. Adult and Dislocated Worker Career and Training Services – 20 points**

The proposer should thoroughly describe your plan to access services, comply with the referral process, and how they will deliver Career and Training Services to the WIN Job Center customers. The proposer should adequately explain how their delivery of services will build career pathways for customers. Below is a list of items the proposer should address in this section. This list is not all inclusive and the proposer should explain the delivery of services effectively and sufficiently.

**1. Approach**

- Describe how your program design will provide comprehensive programmatic services for participants. Include the progression from enrollment through exit to follow-up including all service options.
- Describe your plan to access the services of other partners, including employers and other collaborators, which will assist in providing wrap-around services to participants. Please include letters of support or memorandums of understanding (MOUs) detailing partner roles, responsibilities, and resources provided.
- Describe your program's unique and innovative approaches to workforce development program design and leveraging partner resources that will benefit the workforce development area.
- Describe your plan to provide services targeted to the specific needs of the following high-need population group(s):
  - Veterans;
  - Adults with disabilities; and
  - Re-Entry adults.
- Discuss how you will ensure that those participants receive services that appropriately address their barriers and result in positive outcomes.

**2. Program Staffing and Case Management Strategy**

- Discuss your program staffing structure from program manager to front line staff. Describe the roles of each position and the experience that existing staff members have in administering projects of similar size and scope. Include job descriptions of all staff, funded in whole or in part, for this project.
- Discuss the anticipated case load that counselors/case managers funded by this project, in whole or in-part, will have.
- Describe how you will ensure that front-line program staff have sufficient time and support to provide the highest quality programmatic services.
- All staff funded by The Delta WDA must participate in intensive customer service training. Training will focus upon a protocol to determine which job seeker customers are serious about their employment goals, providing top quality customer service to our job seeker and

business customers and continuous improvement. Describe your organization's staff training and customer service commitment.

### **3. Outreach, Eligibility and Assessment**

- Describe your outreach and recruitment methods.
- Describe your intake process including eligibility determination.
- Discuss how assessments will be structured to identify academic, employability and occupational interests, aptitudes and skill levels, personal development, and supportive service needs.
- The Delta WDA uses a web-based imaging system to convert paper documents into electronic files. The respondent must describe its scanning capacity and acknowledge this requirement.

### **4. Individual Employment Plan (IEP)**

- Describe your strategy for developing the IEP. Describe how you will address barriers to employment, set unique, specific, and realistic objectives, and prepare participants for work by developing and improving work readiness skills.
- Describe detailed strategies for training participants to ensure positive outcomes. Consider any related supportive services (transportation, childcare, etc.) and describe how these will be leveraged through other community resources or provided through this project.
- Describe how participants will progress through the program design and describe an effective method for ensuring participants remain engaged and committed to accomplishing the goals and objectives outlined in the IEP.
- Describe how your program will help participants build sustainable career pathways that focus on long-term career goals and upward mobility and not just short-term employment needs.

### **5. Training and Work-Based Learning Activities**

- Describe your approach towards offering a wide range of training services to participants, such as occupational skills training and on-the-job-training, which will result in positive outcomes.
- Describe your approach towards offering a wide range of work-based learning activities, such as internships and work experiences to appropriate participants. Discuss how you will identify which participants are appropriate for these activities.

### **6. Performance Management**

- Describe what methods the project will employ to manage performance as a participant progresses through the program from enrollment, employment placement and retention.
- Describe your internal quality assurance method to monitor performance including participant file review, data validation, customer service survey, required performance goals.
- Describe your exit strategy to ensure participants will achieve required performance measures.
- Describe how you will identify, develop and maintain relationships with employers and other partners, which will result in positive outcomes for employment and retention.

### **7. Follow-Up Strategies**

- Discuss your follow-up services for a minimum of 12 months after the participants exit from the program.
- Discuss how you will ensure that participants remain on their targeted career path after exiting from the program.



## VIII. Fiscal Narrative and Budget – 25 points

It is the intention of The Delta WDA to spend at least 50% of its adult and dislocated worker funds in training activities including, but not limited to, individual training accounts, on-the-job training and internships.

Proposer should include **Attachments C, D, and E** in this section of their proposal.

### A. Narrative

- Describe the organization's experience with managing Federal funds and the experience that fiscal staff employed by the organization have in administering federal funds.
- Describe the organization's familiarity with Federal financial management standards. Discuss how the organization ensures compliance with those standards.
- Describe any leveraged community and partner resources.

### B. Budget

Each proposer is required to submit a separate project budget for WIN Job Center Operator and Adult & Dislocated Worker Career and Training Services. The proposer must include a proposal budget and budget narrative according to the required format. State that all costs included are reasonable, allowable, necessary, and allocable among the cost categories using cost principles from 2 Code of Federal Regulations (CFR) Part 200 (subparts A-F) and FAR 31.2 as appropriate.

NOTE: Each proposal must include detailed budget narrative sheets providing the basis for valuation of each line item.

This budget narrative should be completed on the forms included in this RFP package and must offer sufficient detail to allow an assessment of cost reasonableness. If a proposer prefers to use different budget forms than those included in this RFP, they should ensure that the forms provide all the necessary documentation required by this RFP. For instance, under staff salaries, at a minimum, the names of staff, job title of each position, total salary for each position, and percent to be charged to the WIOA activity should be listed. For facility cost, include total square feet available, cost per square foot, and documentation showing that cost per square foot is consistent with average costs for similar space elsewhere in the area. For equipment costs, justify method of valuation (i.e., lease, purchase, depreciation, usage allowance). Proposers should offer exact calculations on how each line item cost is derived as well as a detailed justification of why the line item is necessary for the operation of the program.

Sample non-salary budget line items include but are not limited to the following:

- Fringe benefits - Include contributions for Social Security, employee insurance (life, health, unemployment, worker's compensation, etc.) and pension plans.
- Outreach - Include outreach and dissemination of information to specific target populations.
- Audit
- Copying/Printing - Do not include costs directly related to participants.
- Equipment (lease/purchase/maintenance) - Include a description of the type of equipment that is to be purchased or leased, and the estimated cost associated with each item. Complete **Attachment B** for proposed non-expendable property.
- Facility Rental/Maintenance - Include information regarding the cost per square foot per month.
- Insurance - State the type of insurance (e.g., general liability). Do not include health or disability insurance in this line item.
- Postage
- Staff Travel - Indicate which staff member(s) is expected to travel and for what purpose, as well as how that purpose is directly related to the program.
- Office Supplies - Do not include supplies, tests, or other materials which are directly related to participants.
- Telephone/Communication - Include phone and internet costs.
- Utilities - Include gas, water, electricity, and garbage, as appropriate.

- Materials/Supplies/Tests
- Indirect Costs - Include costs incurred for a common or joint purpose benefiting more than one cost objective. Show indirect costs if the proposing agency has an approved indirect cost plan.
- Contractual/Third-Party Agreements
- Miscellaneous Costs - Provide specific details of all miscellaneous charges.

A complete set of budget narrative sheets must be submitted with the original proposal in order for a proposal to be reviewed and rated and considered by the Workforce Board for funding.

**IX. Minimum Threshold Certification**

Fully complete the Minimum Threshold Certification **Attachment F**. This must be submitted in order for a proposal to be considered for funding. This document must bear the original signature of the proposing entity's signatory official.

**X. Proposal Rating**

A minimum total score of 60% must be received in order to be considered for funding through this RFP. Proposers will not be graded on sections that do not apply to their proposal.

<b>Section</b>	<b>Maximum Allowable Points</b>
Demonstrated Ability	35
WIN Job Center Operator Narrative	20
Career and Training Services Provider Narrative	20
Budget	25



**THE DELTA WORKFORCE DEVELOPMENT AREA  
PROGRAM YEAR 2023  
WIN JOB CENTER OPERATOR &  
ADULT & DISLOCATED WORKER CAREER & TRAINING SERVICES PROVIDER  
Transmittal Document**

PROPOSING ORGANIZATION	CONTACT PERSON
Name: _____	Name: _____
Address: _____	Address: _____
City, State, Zip: _____	City, State Zip: _____
Signatory Official	Phone: _____
	Email: _____

WIN JOB CENTER OPERATOR TOTAL WIOA FUNDS REQUESTED				CAREER & TRAINING SERVICES PROVIDER TOTAL WIOA FUNDS REQUESTED			
Administration	\$			Administration	\$		
Programmatic	\$			Programmatic	\$		
Total WIOA Cost	\$			Total WIOA Cost	\$		
Proposed Counties to be WIN Job Center Operator				Number to be Served	Adults: Dislocated Workers:		
				Proposed Counties to be Career & Training Services Provider			
Bolivar		Sharkey		Bolivar		Sharkey	
Carroll		Sunflower		Carroll		Sunflower	
Coahoma		Tallahatchie		Coahoma		Tallahatchie	
Holmes		Tunica		Holmes		Tunica	
Humphreys		Washington		Humphreys		Washington	
Issaquena				Issaquena			
Leflore				Leflore			
Panola				Panola			
Quitman				Quitman			

**CERTIFICATION**

This proposal constitutes a bonafide offer to provide the services as outlined and in accordance with the proposed project budget, subject to the award and negotiation of a subgrant. The proposer is legally authorized to submit this proposal and to provide the services should an award be made. The proposer has submitted this proposal in accordance with the requirements of The Delta Workforce Development Area, as outlined in the solicitation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





**THE DELTA WORKFORCE DEVELOPMENT AREA  
WIN JOB CENTER OPERATOR &  
ADULT & DW CAREER & TRAINING SERVICES PROVIDERS  
PROPOSAL BUDGET SYNOPSIS  
PROGRAM YEAR 2023**

WIN JOB CENTER OPERATOR	Cost Category		Total Cost
	Administrative	Programmatic	
Staff Salaries - _____ No. of Positions			\$ -
Fringe Benefits			\$ -
Travel			\$ -
Facility Cost			\$ -
Equipment Cost			\$ -
Consumable Cost			\$ -
Indirect Cost			\$ -
Miscellaneous Cost			\$ -
Total Operator Cost	\$ -	\$ -	\$ -

ADULT & DISLOCATED WORKER CAREER & TRAINING SERVICES PROVIDER	Cost Category		Total Cost
	Administrative	Programmatic	
Staff Salaries - _____ No. of Positions			\$ -
Fringe Benefits			\$ -
Travel			\$ -
Facility Cost			\$ -
Equipment Cost			\$ -
Consumable Cost			\$ -
Indirect Cost			\$ -
Miscellaneous Cost			\$ -
Supportive Services Costs			\$ -
Total Services Provider Cost	\$ -	\$ -	\$ -

<b>TOTAL PROPOSAL BUDGET</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
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**THE DELTA WORKFORCE DEVELOPMENT AREA  
ADULT- DISLOCATED PROGRAMS SALARY BUDGET NARRATIVE FORM  
PY 2023**

<b>Proposer:</b>						
<b>Cost Category:</b>				<b>Project/Activity:</b>		
<b>Line Item:</b>				<b>Amount: \$</b>		
NAME AND LOCATION	ROLE ON PROJECT	TIME ON PROJECT (MONTHS)	% TIME CHARGED ON PROJECT	TOTAL BASE SALARY	TOTAL WIOA PORTION OF SALARY	TOTAL
					\$0	\$0
					\$0	\$0
					\$0	\$0
					\$0	\$0
					\$0	\$0
					\$0	\$0
					\$0	\$0
					\$0	\$0
					\$0	\$0
					\$0	\$0
					\$0	\$0
					\$0	\$0
TOTALS				\$0	\$0	\$0
<b>Justification/Documentation of Need:(COMPLETE FULLY)</b>						
Attach Job Descriptions for each position listed.						



**THE DELTA WORKFORCE DEVELOPMENT AREA  
WIOA ADULT/DISLOCATED PROGRAMS BUDGET NARRATIVE SHEET  
PY 2023 PROCUREMENT**

<b>Proposal:</b>		<b>Cost Category:</b>
		<b>Project/Activity:</b>
<b>1. Line Item:</b>		<b>Amount:</b>
<p><b>a. Description of Item / Basis of Valuation:</b></p> <p><b>b. Justification / Documentation of Need: (Be complete)</b></p>		
<b>2. Line Item:</b>		<b>Amount:</b>
<p><b>a. Description of Item / Basis of Valuation:</b></p> <p><b>b. Justification / Documentation of Need: (Be complete)</b></p>		
<b>3. Line Item:</b>		<b>Amount:</b>
<p><b>a. Description of Item / Basis of Valuation:</b></p> <p><b>b. Justification / Documentation of Need: (Be complete)</b></p>		

## The Delta Workforce Development Area Minimum Threshold Certification

The purpose of Minimum Threshold Certification is to collect information necessary to (1) determine whether a proposing agency qualifies as an eligible service provider and (2) rate the demonstrated effectiveness of the agency in providing the proposed services. Minimum Threshold Certification must be completed by the proposing agency for *each* proposal submitted, and **must bear the original signature of the signatory official for that agency.**

Program Organization: \_\_\_\_\_

Project/Activity: \_\_\_\_\_

Program Location: \_\_\_\_\_

### MINIMUM THRESHOLD REQUIREMENTS

To be considered, a proposal must meet all Minimum Threshold Requirements. **Proposals failing to meet any Minimum Threshold Requirement will not be considered.**

#### Requirements for Qualification as an Eligible Service Provider:

I. To be eligible, the proposer must be qualified to do business in the State of Mississippi. The **Delta Workforce Development Area** prefers that service providers be incorporated; however, a service provider may be a sole proprietorship, a commission, or another type of organization when in the best interest of the project proposed.

**Required Information:** Indicate below the nature of the proposing entity (e.g., public, private for-profit, private non-profit). Private entities should indicate the date and location of incorporation.

II. To be eligible, the proposing agency, its principals or any member of the agency included in this proposal or to be assigned to this grant:

- A. May not be debarred, suspended, declared ineligible, or voluntarily excluded from participation in procurement or non-procurement by any federal department or agency;
- B. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- C. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated above;
- D. Have not within a three-year period preceding this proposal had one or more public transactions terminated for cause or default.

**Required Information:** Provide a statement that certifies that the proposing organization adheres to all statements in this section.



III. To be eligible, the proposer must have an established financial management system in place to ensure effective control of and accountability for subgrant funds and other assets.

**Required Information:** Provide a description of the proposer's established financial management system.

IV. To be eligible, the agency shall not have any unresolved audit findings.

**Required Information:** To determine whether the proposing agency has any unresolved audit findings, the proposer **must** include as part of the proposal package the agency's most recently completed audit. If the proposing agency is a newly-created entity, the proposal package **must** include all current (dated within two months of the proposal submission date) financial statements and a business plan.

V. To be eligible, the agency or its principals shall not be convicted of any crime which indicates mismanagement or fraudulent use of funds by the agency, or insolvency or the agency.

**Required Information:** Provide a statement regarding any involvement of the proposing agency and/or its principals in criminal convictions and/or insolvency.

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VI. To be eligible, the agency must have in place or must agree to establish certain policies and procedures (below).

**Required Information:** Indicate whether the proposing agency currently has or will establish the following policies and procedures.

Currently Have	Will Establish	
		1. Regular audit of all accounts;
		2. Maintenance of separate accounting records for WIOA funds;
		3. Maintenance of a fidelity bond with coverage equal to or exceeding the highest amount of funds to be received during the subgrant period;
		4. Personnel policies;
		5. Grievance procedures for staff and participants;
		6. Payroll procedures and time sheets for staff and participants;
		7. Maintenance of a WIOA property inventory system; and
		8. Travel policies



VII. CERTIFICATION STATEMENT

This certification statement is a material representation of fact. The signatory official, by signing and submitting this Minimum Threshold Certification, hereby attests that all statements contained herein are true and correct. The proposer agrees that submission of intentionally false or misleading information will result in the removal of this proposal from any consideration for funding. All information contained in this document is subject to verification.

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Name of Proposing Entity

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Name of Certifying Official

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Signature of Certifying Official

Date

## ASSURANCES

If South Delta Planning and Development District, Delta Workforce Development Area, enters into a contractual agreement with the proposer, the subgrant shall certify that the contracting entity:

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 costs) to ensure proper planning, management and completion of the project described in this application.
2. 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.
3. Will initiate and complete the work within the applicable timeframe after receipt of approval of the awarding agency.
4. 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 nineteen statutes or regulations specified in appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR Part 900, subpart F).
5. Will comply, as stated in 29 CFR 37.20, with the nondiscrimination and equal opportunity provisions of the following laws: (a) Section 188 of the Workforce Investment Act of 1998, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I-financially assisted program or activity; with all Federal statutes relating to nondiscrimination. (b) Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, national origin; (c) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; (d) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; (e) Title IX of the Education Amendments of 1972, as amended, and which prohibits discrimination on the basis of sex in educational programs; and (f) 29 CFR Part 37 and all other regulations implementing the laws listed above.
6. Will comply, or has already complied, with the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Pub. 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.
7. Will comply with the 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.
8. Will comply, if applicable, with flood insurance purchase requirements of section 102(a) of the Flood Disaster Protection Act of 1973 (Pub. 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.
9. 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 (Pub. 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 (Clear Air) Implementation Plans under Section 176(c) of the Clear 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, (Pub. L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (Pub. L. 93-205).



10. 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.
11. 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.*).
12. Will comply with Public Law 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
13. Will comply with the Laboratory Animal Welfare Act of 1966 (Pub. 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.
14. 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.
15. Will comply with the Resource Conservation and Recovery Act of 1976, as amended, which states that preference be given to recycled products in procurement activities by State and local governments receiving grants, loans, cooperative agreements, and other federal assistance when procuring goods made from recycled material when the amount of the procurement is equal to or more than \$10,000.
16. Will ensure that any service, product report or other information generated by a computer for a period of time that goes beyond December 31, 1999, provided by the subgrantee/contractor to the Government must be "year 2000 compliant." The definition of "year 2000 compliant" means information technology that accurately processes date/time data (including, but not limited to, calculating, comparing and sequencing) from, into and between the twentieth and twenty-first centuries and the years 1999 and 2000 and leap year calculations. Furthermore, "year 2000 compliant" information technology when used in combination with other information technology shall accurately process date/time data if the other information technology properly exchanges date/time with it.
17. Will comply with Buy American Act (41 U.S.C. 10a *et seq.*) in the case of any equipment or product that may be authorized to be purchased with financial assistance provided with WIOA funds.
18. Will comply with other applicable State, local, and federal rules.

#### **PROVISIONS:**

If South Delta Planning and Development District, Delta Workforce Development Area, enters into a contractual agreement with the proposer, the subgrant shall certify that the contracting entity has:

1. Compliance with Executive Order 11246 of September 24, 1965, entitles "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR Chapter 60) (All construction contracts awarded in excess of \$10,000);
2. Compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3). (All contracts / subgrants for construction or repair.);
3. Compliance with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 CFR Part 5). (Construction contracts in excess of \$2,000 awarded when required by Federal grant program legislation.);
4. Compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR Part 5.) (Construction contracts in excess of \$2,000, and in excess of \$2,500 for other contracts involving the employment of mechanics or laborers.)
5. Compliance with the following to copyrights and rights in data:

- a. In accordance with Section 36(l)(8) of the OMB Circular, the Common Rule, SUBGRANTEE shall adhere to copyright, data, and patent rights requirements.
  - b. Pursuant to Common Rule, the SUBGRANTEE shall disclose to South Delta PDD any patent, copyright, invention, written product, or computer program developed or data assembled as a result of performance of work under this contract within sixty (60) days of invention, development, or assembly.
  - c. South Delta PDD, the State of Mississippi, and U.S. DOL shall have the right to patent any invention and copyright any written product or computer program developed by the SUBGRANTEE. Upon written request, the SUBGRANTEE shall transfer all pertinent information, specifications and right, title, and interest to the designated agency.
  - d. Where South Delta PDD, the State of Mississippi, and U.S. DOL decline to request the transfer of rights, the SUBGRANTEE shall retain the entire right, title, and interest throughout the world to each subject invention, document, program, or data. In such event, South Delta PDD, the State of Mississippi, and U.S. DOL shall have non-exclusive, non-transferable, irrevocable, paid up license to use subject invention, document, program, or data throughout the world.
6. Access by the Department of Labor, the Office of Grant Management, the DWDA, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor / subgrantee which are directly pertinent to the specific contract / subgrant for the purpose of making audit, examination, excerpts, and transcriptions.
  7. Retention of all required records for three years after the DWDA makes final payments and all other pending matters are closed.
  8. Compliance with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857(h)), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15). (Contracts, subcontracts, and subgrants of amounts exceeding \$100,000);
  9. Mandatory standards and policies relating to energy efficiency contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871.).

This certification statement is a material representation of fact. The signatory official, by signing and submitting this Assurance, hereby attests that they are aware of these requirements for South Delta PDD, Delta Workforce Development Area, to enter into a contractual agreement with an agency.

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Name of Proposing Entity

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Name of Certifying Official

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Signature of Certifying Official

---

Date



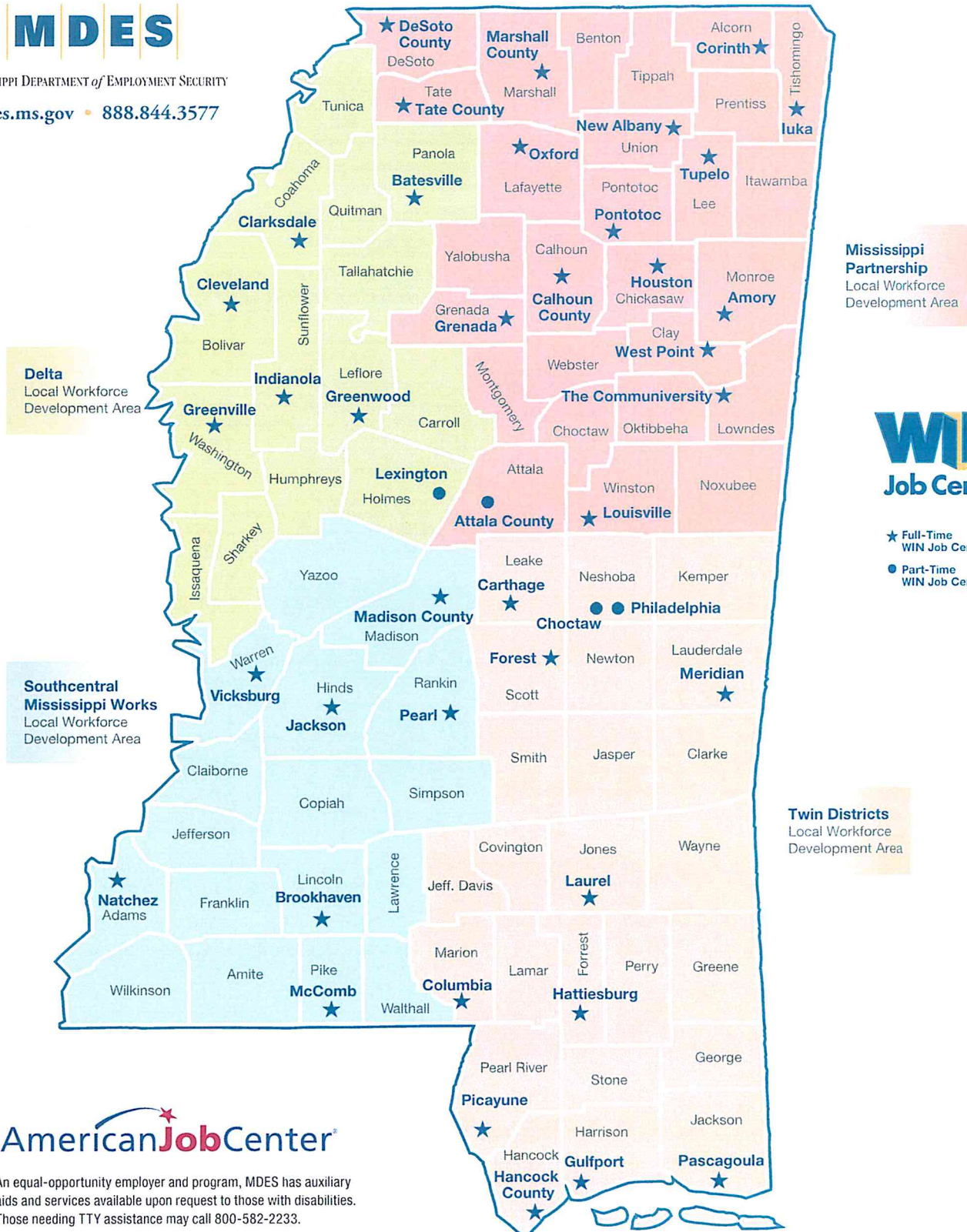
# WIN Job Center Locations

## Helping Mississippians Get Jobs



MISSISSIPPI DEPARTMENT of EMPLOYMENT SECURITY

[mdes.ms.gov](http://mdes.ms.gov) • 888.844.3577



**Delta**  
Local Workforce  
Development Area

**Southcentral  
Mississippi Works**  
Local Workforce  
Development Area

**Mississippi  
Partnership**  
Local Workforce  
Development Area



- ★ Full-Time WIN Job Centers
- Part-Time WIN Job Centers

**Twin Districts**  
Local Workforce  
Development Area



An equal-opportunity employer and program, MDES has auxiliary aids and services available upon request to those with disabilities. Those needing TTY assistance may call 800-582-2233.

Funded by the U.S. Department of Labor through the Mississippi Department of Employment Security

# WIN Job Center Locations

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**Amory**

662-256-2618 and  
662-256-5617  
1619 Highland Drive  
P.O. Box 415  
Amory, MS 38821-0415

**Attala County**

662-289-2535  
254 Hwy 12 West  
Kosciusko, MS 39090

**Batesville**

662-360-1236  
325 Lakewood Drive  
Batesville, MS 38606

**Brookhaven**

601-833-3511  
545 Brookway Blvd.  
P.O. Box 790  
Brookhaven, MS 39602-0790

**Calhoun County**

662-412-3170  
237 S. Murphree Street  
Pittsboro, MS 38951

**Carthage**

601-267-9282  
202 C.O. Brooks St.  
Carthage, MS 39051-4262

**Choctaw, MS**

601-663-7722  
266 Industrial Road  
Choctaw, MS 39350

**Clarksdale**

662-624-9001  
236 Sharkey Ave., 3rd floor  
Federal Building  
P.O. Box 640  
Clarksdale, MS 38614-0640

**Cleveland**

662-843-2704  
119 N. Commerce Ave.  
P.O. Box 1750  
Cleveland, MS 38732-1750

**Columbia**

601-736-2628  
1111 US Hwy 98  
Columbia, MS 39429-3701

**The Communiversity**

662-243-1751  
7003 South Frontage Road  
Columbus MS 39701

**Corinth**

662-696-2336  
2759 S. Harper Road  
Corinth, MS 38834-2050

**Desoto County**

662-280-6218  
NWCC Desoto Campus  
WIN Job Center Room # 300-L  
5197 W. E. Ross Parkway  
Southaven, MS 38671

**Forest**

601-469-2851  
536 Deer Field Drive  
Forest, MS 39074-6005

**Greenville**

662-332-8101  
Delta Plaza Shopping Center  
800 Martin Luther King Blvd.,  
Suite C54  
P.O. Box 5279  
Greenville, MS 38704-5279

**Greenwood**

662-459-4600  
812 W. Park Ave.  
P.O. Box 554  
Greenwood, MS 38935-0554

**Grenada**

662-226-2911  
1229-A Sunset Drive  
Grenada, MS 38901

**Gulfport**

228-897-6900  
10162 Southpark Drive  
P.O. Box 2849  
Gulfport, MS 39505-2849

**Hancock County**

228-466-5425  
856 Hwy 90 Suite D  
Bay St Louis, MS 39520

**Hattiesburg**

601-584-1202  
1911 Arcadia Street  
Hattiesburg, MS 39401-5428

**Houston**

662-407-1219  
210 S. Monroe St.  
Houston, MS 38851

**Indianola**

662-887-2502  
226 N. Martin Luther King Drive  
P.O. Box 963  
Indianola, MS 38751-0963

**Iuka**

662-423-9231  
1107 Maria Lane  
Iuka, MS 38852-1120

**Jackson**

601-321-7931  
5959 I-55 N, Frontage Road,  
Suite C  
Jackson, MS 39213

**Laurel**

601-399-4000  
2139 Hwy 15 N, Suite D  
Laurel, MS 39440

**Lexington**

662-834-2426  
303 Yazoo Street  
Lexington, MS 39095

**Louisville**

662-773-5051  
790 N. Court Ave.  
Louisville, MS 39339-2059

**Madison County**

601-407-2457  
167 Orchard Lane North,  
Madison, MS 39110

**Marshall County Workforce Training Center**

662-851-4190, 662-851-4191,  
& 662-851-4192  
4700 Cayce Road  
Byhalia, MS 38611

**McComb**

601-684-4421  
1400-A Harrison Avenue  
P.O. Box 1306  
McComb, MS 39648

**Meridian**

601-553-9511  
2000 Highway 19 N  
Meridian, MS 39307-4906

**Natchez**

601-442-0243  
107 Colonel John  
Pitchford Parkway  
P.O. Box 810  
Natchez, MS 39121-0810

**New Albany**

662-692-1502  
301 North St.  
New Albany, MS 38652

**Oxford**

662-236-7201  
1310 Belk Blvd.  
Oxford, MS 38655

**Pascagoula**

228-762-4713  
1604 Denny Ave.  
P.O. Box 1058  
Pascagoula, MS 39568-1058

**Pearl**

601-936-1903  
3805 Highway 80 East  
Pearl, MS 39208-4295

**Philadelphia**

601-389-3431  
1016 Saxon Airport Road  
Philadelphia, MS 39350

**Picayune**

601-798-3472  
2005 Wildwood Road  
Picayune, MS 39466

**Pontotoc**

662-407-1226  
316 Coffee Street  
Pontotoc, MS 38863

**Tate County**

662-562-3351  
NW Community College  
4975 Highway 51 N  
Senatobia, MS 38668

**Tupelo**

662-842-4371 and  
662-407-1213  
3200 Adams Farm Road,  
Suite 4  
Belden, MS 38826

**Vicksburg**

601-619-2841  
755 Hwy 27 S.  
Vicksburg, MS 39180

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WIN Job Center locations are subject to change.  
Some locations are part-time offices. A complete listing of  
offices and their hours can be found online at [mdes.ms.gov](http://mdes.ms.gov)



## Workforce Innovation and Opportunity Act

### Delta Local Workforce Development Area

#### WIOA Title I

#### Negotiated Levels of Performance for PY 2022 & PY 2023

	PY 2022	PY 2023
<b>WIOA Title I Adult Program</b>		
Employment Rate 2 <sup>nd</sup> Quarter After Exit	86.1%	86.1%
Employment Rate 4 <sup>th</sup> Quarter After Exit	84.6%	85.3%
Median Earnings 2 <sup>nd</sup> Quarter After Exit	\$6,547	\$6,547
Credential Attainment within 4 Quarters After Exit	73.3%	76.0%
Measurable Skill Gains	61.1%	62.4%
<b>WIOA Title I Dislocated Worker Program</b>		
Employment Rate 2 <sup>nd</sup> Quarter After Exit	75.4%	75.6%
Employment Rate 4 <sup>th</sup> Quarter After Exit	74.8%	74.8%
Median Earnings 2 <sup>nd</sup> Quarter After Exit	\$5,981	\$5,981
Credential Attainment within 4 Quarters After Exit	75.2%	75.2%
Measurable Skill Gains	64.5%	66.9%
<b>WIOA Title I Youth Program</b>		
Employment Rate 2 <sup>nd</sup> Quarter After Exit	84.0%	84.0%
Employment Rate 4 <sup>th</sup> Quarter After Exit	81.3%	81.3%
Credential Attainment within 4 Quarters After Exit	82.3%	82.3%
Median Earnings	\$3,277	\$3,355
Measurable Skill Gains	53.1%	54.3%