



## **Work and Gain Education & Employment Skills Project Grant Request for Proposal Guidance Program Year 2015-2016**

### **I. Purpose**

The Work and Gain Education & Employment Skills (WAGEES) project is a new community re-entry program created by the Colorado General Assembly as part of House Bill 14-1355 and expanded through Senate Bill 15-124. The grant program is intended to be a mechanism to facilitate and support a strong partnership between the Colorado Department of Corrections and faith and community based organizations (FCBOs). Up to four grants may be awarded to CFBOs to improve the employment prospects of parolees assessed to be medium to high risk for recidivism by the Division of Adult Parole. The focus of the grants are to achieve one or more of the following outcomes; increase the employment rate of parolees, increase the rate at which participants receive high school diplomas (or equivalent) or industry-recognized credentials and increase the rate at which participants enter post-secondary education and long-term vocational training. The goal is to facilitate successful re-entry and decrease the recidivism rate of medium to high-risk parolees.

The project will provide grants that are integrated with hard skills training, technical assistance and program delivery. Grantees will conduct a three part strategy that (1) provides for the direct or coordinated delivery of services for eligible parolees, (2) develops linkages between the services of state correctional agencies, local parole offices, local drug and alcohol treatment centers and local workforce investment boards, and (3) coordinate and leverage resources between other project grantees and training service providers.

### **II. Key Elements**

#### **A. Grant Funding and Target Area**

It is anticipated that the project may fund up to 4 grants distributed between the three parole regions. Grant awards may be up to \$150,000 for a 12-month period. Given the start-up timeframe, the initial performance period will be less than 12-months and ends on June 30, 2016. Due to state fiscal rules, unspent grant funds will not roll-over to the next fiscal year and the performance period cannot be extended. Grantees who receive the maximum award amount must serve a minimum of 54 parolees (aka "participants") during the performance period with the comprehensive services outlined in the approved proposal. Proposers may request lower grant awards with corresponding number of minimum participants. The LCCL will seek to make grants to at least one eligible organization in each of the three parole regions provided competent applications are received.

**Parole region I:** Adams, Boulder, Broomfield, Clear Creek, Gilpin, Grand, Jackson, Larimer, Logan, Morgan, Phillips, Sedgwick, Summit, Washington, Weld, Yuma, Northern Jefferson

**Parole region II:** Arapahoe, Denver, Douglas, Elbert, Southern Jefferson

**Parole region III:** Alamosa, Archuleta, Baca, Bent, Chafee, Cheyenne, Conejos, Costilla, Crowley, Custer, Delta, Delores, Eagle, El Paso, Fremont, Garfield, Gunnison, Hinsdale, Huerfano, Kiowa, Kit Carson, La Plata, Lake, Las Animas, Lincoln, Mesa, Mineral, Moffat, Montezuma, Montrose, Otero, Ouray, Park, Pitkin, Prowers, Pueblo, Rio Blanco, Rio Grande, Routt, Saguache, San Juan, San Miguel, Teller

**TARGET AREA EMPHASIS:**

- **THE FOLLOWING GEOGRAPHIC AREAS WILL HAVE PRIORITY CONSIDERATION; COLORADO SPRINGS, FT. COLLINS/GREELEY, GRAND JUNCTION AND SURROUNDING LOCATIONS THERETO.**
- **THE DESIRE IS TO EXTEND CFBO RE-ENTRY SERVICES IN PARTNERSHIP WITH CDOC THROUGHOUT THE STATE TO BE RESPONSIVE TO COMMUNITY NEEDS. GRANT APPLICATIONS RECEIVED FROM AREAS WITH EXISTING GRANTEEES WILL HAVE SECONDARY CONSIDERATION.**
- **THE WAGEES PROGRAM CURRENTLY HAS GRANTEEES IN AURORA, BOULDER, DENVER AND PUEBLO.**

The Division of Adult Parole operates seventeen parole offices statewide. The total number of people on parole supervision at each office is listed in parentheses and is current as of May 31, 2015. People on parole may live in a different city from the location of their parole office. Proposer must articulate in their proposal how the area(s) intended to be served have sufficient numbers of participants.

**Parole Offices in Region I:** Fort Collins (401 parolees), Greeley (488), Longmont (240), Sterling (143), Westminster (1,375)

**Parole Offices in Region II:** Englewood (1,123), Lincoln St.-Denver (1,901), Sherman St.-Denver (24)

**Parole Offices in Region III:** Alamosa (105), Canon City (99), Colorado Springs (1,272), Craig (63), Durango (119), Grand Junction (391), La Junta (123), Pueblo (429), Rifle (81)

**B. Program Emphasis**

The focus of the project is to provide employability skills, education and supportive services to parolees assessed by the Division of Parole as medium to high risk of recidivism. Proposers should emphasize program strategies that promote successful attainment of the project performance measures noted in Part III. F below.

**C. Organization Preference Criteria**

The WAGEES project is designed to support organizational development and program delivery that is integrated with ongoing technical assistance. Preferred organizations will meet the following criteria:

- Be a non-profit organization or any Indian or Native American entity,
- Have demonstrated experience working with parolees,
- Have a track-record of good outcomes with parolees,
- Currently provide services within the intended parole regions,
- Be able to develop and maintain partnerships with state correctional agencies, local parole offices, local drug and alcohol treatment centers and local workforce investment boards,
- Provide documentation that their organization is in good standing with the CO Secretary of State,
- Agree to participate in trainings conducted or sponsored by the CDOC or LCCL,
- Agree to perform timely data entry into the LCCL and CDOC data systems,
- Agree to having staff, volunteers or contractors submit to a criminal background check,
- Provide services directly or through linkages with established and reputable entities, and

although *not required*, matching-funds and/or in-kind contributions are encouraged.

**Note: For-profit organizations and units of government are not eligible to apply.**

**D. Amount of Awards**

Although the estimated grant amounts are up to \$150,000 for up to 12-months it is anticipated that some organizations will not access the full amount and others may provide compelling justification to receive more than the average. Such decisions will be made on case-by-case basis generally based on high performance and is at the sole discretion of the Latino Coalition’s Executive Director. Poor performance, breach of the MOU, mis-management of funds or egregious non-compliance with policy, procedures, rules or regulations may result in immediate termination of the grant award. The grant program is contingent upon an annual legislative appropriation. The Colorado General Assembly through Senate Bill 15-124 has appropriated \$710,000 for the 2015-2016 state fiscal year.

**E. Number of Awards**

It is anticipated that in program year 2015-2016 there will be 4 new grants awarded. The LCCL plans to award grants in each of the parole regions noted in A above. If non-responsive, non-competitive or non-competent proposals are received from a region, the funding may be shifted to other regions.

**F. Length of Grant Period**

Although the grant funding is intended to cover a 12-month period, the period under this announcement will likely be 9-months from the date of a fully executed Memorandum of Understanding (MOU). The legislation appropriating these funds was signed into law on 5/29/15. We acknowledge the time to respond to this RFP is very short. We are attempting to balance the practical aspect of responding to this RFP while providing enough time for successful proposers to reasonably use the available resources. The anticipated date of distribution of grant awards is September 1, 2015 with an end date on June 30, 2016. Funding is dependent upon grantee performance and an MOU may be terminated if consistent poor performance or compliance.

**G. Timeline**

Activity	Date (s)
Request for Proposal Released	June 26, 2015
Bidders’ Conferences See Section IV B.	July 6, 2015
Proposals Due	July 24, 2015
Grantees Notified of Award	August 7, 2015
Memorandums of Understanding Issued	August 14, 2015
Grantee Trainings	August 15-31, 2015
Grant Disbursement Begins	September 1, 2015
Grantee Participant Enrollment Begins	September 1, 2015
Grantee Activities Begin No Later Than	September 1, 2015
Grant Completion	June 30, 2016

**H. Organizational Commitment**

All grantees must demonstrate their commitment to:

- Ongoing organizational or programmatic improvement by participating in training and technical assistance.
- Participate in a partnership development process that will include public organizations such as the state correctional agencies, local parole offices, local drug and alcohol treatment centers and local workforce investment boards.

- Be accountable to performance standards, implementing procedures related to program eligibility, case management, and tracking of youth information and performance.
- Must use the project's data management system. No other data tracking systems will be accepted in lieu of the LCCL's Apricot and CDOC's C-Wise data management systems.

## I Request for Proposal (RFP) Questions

For general questions regarding the Latino Coalition, the WAGEES Project, or the request for proposal process please contact The Latino Coalition via email at [rpmorales@latinocoalition.org](mailto:rpmorales@latinocoalition.org). Please check the [www.latinocoalition.org](http://www.latinocoalition.org) Grant Opportunities webpage for FAQs. Inquiries already addressed in the FAQs may not be individually responded to.

## J. Distribution of RFP

Request for Proposal (RFP) documents will be made available and distributed only in an electronic format. Proposers are highly encouraged to frequently check the Latino Coalition website for updates, clarifications and responses to frequently asked questions. A bidder's conferences will be conducted on July 6, 2015. The conference may be performed via Go-To Webinar, in-person or both. Please see the Latino Coalition's website ([www.latinocoalition.org](http://www.latinocoalition.org)) for information about the date, times and other information concerning the bidder's conference.

## K. Award Distribution and Monitoring

Conditions for granting include;

1. No granting will occur until the Memorandum of Understanding has been executed and all required information is received by the Latino Coalition.
2. Grants will be awarded on a cost-reimbursement basis. Grantees must submit documentation of allowable costs on a monthly basis. Disallowed costs are the responsibility of the grantee. Reimbursement of expenses will be based on guidance contained in Office of Management and Budget (OMB) Circular A-122 "Cost Principles for Non-Profit Organizations." This Circular establishes principles for determining costs of grants, contracts and other agreements with non-profit organizations. CDOC may provide guidance as applicable.
3. No food or construction expenses are allowable.
4. Any equipment with a per unit acquisition cost of \$5,000 or more, and a useful life of more than one year must have prior written approval from the Latino Coalition. Substantial justification will be required for any such requests.
5. Grantees must keep the Apricot and C-Wise database up-to-date with information concerning enrolled participants and program activities. This is essential and other data systems will not serve as a substitute.
6. Latino Coalition staff will meet and work with grantees on a regular basis. There are several monitoring practices in place. LCCL staff will work with grantee project staff to ensure program compliance, the Director of Finance will review project expenses on a monthly basis and the Deputy Executive Director will review program performance, spending patterns and data entry compliance on a regular basis. *It's important to note that the goal is to strengthen grantee performance and compliance and should be seen as a positive experience.*

## III. RFP Information

### A. Program Goals

The goal of WAGEES Project is to provide re-entry services and opportunities for medium to high-risk parolees through a variety of effective and comprehensive services. These services shall prepare them to successfully compete in the labor market, to continue in their education and receive training for future employment, and to offer opportunities to acquire skills that are characteristic of productive workers and good citizens. Overall, the goal is to increase the success of people on parole and enhance public safety.

## B. Program Methodology

The Latino Coalition is seeking grantees that reflect the ability to successfully meet the requirements of this project. Programs funded under this project will be recognized by the provision of the following integrated services/activities;

- Based on each participant's assessed needs, services provided should be responsive to the individuals circumstances and goals. This includes guidance provided by CDOC staff (medium/high risk) and information in the participant's parole plan, as provided. Services are expected to be offered in a sequence of activities that allow participants to experience successes and increased responsibility.
- Services must be easily accessible within local communities and provide a safe, supportive atmosphere that offers participants with frequent opportunities for positive interactions with staff, peers, and others.
- Outreach efforts should be conducted pre and post release from prison into the local communities that not only draw participants into the programs but also engage family and significant others in other services as appropriate.
- Programs should actively engage participants in assessment, goal setting, and development of individual service strategies. To the extent possible, participants should also participate in the planning and implementation of activities.
- Programs must provide the opportunity for participants to access a comprehensive array of services and resources, based upon assessed needs. Recognizing the limitations of the project's resources, programs must develop linkages and form collaborative relationships with faith based and other entities that possess expertise and resources relevant to the needs of participants. Linkages may include connections to law enforcement, public housing, education organizations, human service organizations, local labor market and employers, and other public and private organizations serving participants in the local area including the Local Workforce Investment Board's One-Stop system.
- Programs should follow a "holistic" approach to the provision of participant services that focuses on the assets of participants as well as barriers to achieve an appropriate balance for success. This approach would be built around four goals:
  1. Preparation for and success in employment.
  2. Improving educational achievement.
  3. Support for participant (i.e. mentoring, housing, transportation).
  4. Services to develop the potential of the participants as citizens and leaders.

## C. Communities to Be Served

Proposers must identify a specific county or counties within a parole region they wish to provide services in. The three parole regions with their respective counties are denoted again below. Please refer to the information concerning parole office within each region and priority consideration areas noted in A above.

**Parole region I:** Adams, Boulder, Broomfield, Clear Creek, Gilpin, Grand, Jackson, Larimer, Logan, Morgan, Phillips, Sedgwick, Summit, Washington, Weld, Yuma, Northern Jefferson

**Parole region II:** Arapahoe, Denver, Douglas, Elbert, Southern Jefferson

**Parole region III:** Alamosa, Archuleta, Baca, Bent, Chafee, Cheyenne, Conejos, Costilla, Crowley, Custer, Delta, Delores, Eagle, El Paso, Fremont, Garfield, Gunnison, Hinsdale, Huerfano, Kiowa, Kit Carson, La Plata, Lake, Las Animas, Lincoln, Mesa, Mineral, Moffat, Montezuma, Montrose, Otero, Ouray, Park, Pitkin, Prowers, Pueblo, Rio Blanco, Rio Grande, Routt, Saguache, San Juan, San Miguel, Teller

**D. Target Population**

Eligibility for services funded under this RFP is limited to medium to high-risk parolees as assessed by the Division of Adult Parole. Staff from the Division of Parole will refer parolees to grantees for program services. Grantees may serve “walk-ins” but they must also be assessed as medium to high-risk. Referral or other documentation from the Division of Adult Parole must be uploaded as part of the participant’s intake and eligibility determination process.

**F. Performance Measures**

The LCCL has established six core performance measures. At a minimum, grantees will be measured on their success in achieving each of these outcomes. Below provides a detailed statement of each performance measure.

Performance Measure	Measurement	Goal
Enrollment Rate	$= \frac{\# \text{ Actual Participants}}{\# \text{ Planned Participants}}$ <p>Verification: This will be calculated by the number of enrollments shown in the MIS and the number of planned enrollments on your WAGEES Enrollment Plan.</p>	100%
Placement Rate	$= \frac{\# \text{ Placed in Employment, Short or Long Term Occupational Training, Post-secondary Education}}{\text{Total \# of Participants at Enrollment}}$ <p>Verification Example: Copy of documents such as employment offer letter, paycheck stub, bona fide certificates or licenses, enrollment verification from a bona fide education institution.</p>	60%
Retention Rate	$= \frac{\# \text{ of Participants remaining in placement for at least 90 day after placement}}{\text{Total \# of Participants Placed}}$ <p>Verification Example: Copy of paycheck stubs from an employer or letter from employer (on company letterhead) attesting that they are currently employed.</p>	50%
Credential Participation Rate	$= \frac{\# \text{ of Participants participating in services for GED/Diploma or Certificate Obtainment}}{\text{Total \# of Participants at Enrollment}}$ <p>Verification Example: MIS data entry indicating participants who are in a service that will lead to a GED, an educational diploma/degree or an industry-recognized certificate.</p>	30%
Credential Attainment Rate	$= \frac{\# \text{ of Participants that receive GED/Diploma or Recognized Voc. Training Certificate}}{\text{Total \# of Participants participating in services for GED/Diploma or Vocational Training}}$ <p>Verification Example: Copy of GED/Diploma, transcript showing award of GED/Diploma or copy of industry-recognized certificate, degree or diploma.</p>	50%
Recidivism Rate	<p>= The number of enrollees who are currently incarcerated or had a period of incarceration within 12 months of enrolling in the program and who were rearrested for new criminal offense or who have had their parole revoked for non-technical violations and were re-incarcerated within 12 months of their release</p>	20%

	from incarceration.	
	The number of enrollees who at enrollment were incarcerated or had a period of incarceration within 12 months of enrolling in the program.	
	Verification Example: Programmatic data entry of these two data elements.	

**G. Program Flow**

**PHASE I: Point of Entry**

1. Outreach and Recruitment: Outreach efforts should be made both pre and post release. All parolees must be assessed as medium to high-risk for recidivism. Emphasis should be placed on recruiting those most in need and those who can most benefit from your program’s services.
2. Orientation: Orientation shall provide information on the applicable or appropriate services available through the program and other like service providers and project partners.
3. Intake: Intake is the process of eligibility documentation gathering and certification of eligibility.
4. Objective Assessment: If it has been determined that the participant is eligible and would benefit from program services then they should participate in an assessment performed by a project case manager. Each participant should receive an assessment of his/her skill level and service needs. This assessment must be client centered and shall, at a minimum, include a review of: basic skills, education, work history, occupational skills, employability, interests, family situation, financial situation, and supportive service needs and commitment to actively engage in the program. A new assessment may not be required if a recent assessment of the participant was conducted under another education or training program providing that is it substantively equivalent. If the participant agrees to commit to the program they should be enrolled.
5. Individual Service Plan (ISP): Based on the results of the assessment, a formal training/needs plan must be mutually developed between the case manager and the participant. The plan (ISP) must identify the employment/educational goal and plots the course of action that should be taken by the parolee. It includes appropriate training objectives and/or supportive service needs. **NOTE: *An ongoing review of the progress of each participant in meeting the objectives of the ISP must be kept. Any change in the ISP (activities, goals, etc.) must be documented in the project data system.***

**PHASE II: Program Delivery**

Services must be comprehensive, integrated, and participant focused. Proposers must directly provide or have established linkages to all the services described. Grantees are not expected to be able to provide services in all of these areas but better client outcomes are correlated when clients receive competent services that address multiple needs. Proposer program design and strategy must clearly articulate how it will achieve the attainment of the performance measures noted in F above.

1. **Employment Strategies**- Include strategies such as job placement, transitional jobs, on-the-job training, job readiness training, leadership training and financial literacy training.
2. **Training and Educational Strategies**- Include strategies such as vocational training leading to industry recognized credentials, remediation to improve math, reading, writing and English language skills, high school equivalency test preparation, links to registered apprenticeship programs and community college two-year degree programs. **These services can either be provided directly with grant funds or through linkages with existing local adult education and community college programs or other qualified providers.** Instructors must have qualified teachers or partnership with accredited institutions.

3. **Mentoring-** This component will be aimed at providing adult mentors for eligible parolees. Mentoring strategies may include one-on-one mentoring; group mentoring, and service based mentoring. Grantees must have an identifiable person responsible for mentors/volunteers. It may be part of the case manager's role or another staff person.
4. **Case Management-** This is a mandatory component and proposers must provide a team of full-time case managers with a ratio not to exceed 40 participants to 1 case manager. Case managers will be responsible for managing participants' progress, data entry, issuing or coordinating supportive services, coordinate transportation to successfully complete program activities, problem solving with participants, linking with law enforcement to facilitate a parolee's return to the community, referrals to housing, mental health and substance abuse providers, social services and anger management courses. Case managers are crucial to the success of the project and Latino Coalition team will work to support them.

**Note:** Additional allowable costs include; supportive services tied to specific allowable activities, identification acquisition, health benefits acquisition, parenting/family reunification, cognitive behavior programs, gang disengagement, limited housing, payment of stipends for participating in classes and training or wages for work performed, basic skills instruction, career awareness classes, counseling and assistance in obtaining post-secondary education and required financial aid, comprehensive guidance/counseling (non-clinical) on drug and alcohol abuse, anger management counseling, basic life skills development, mental health/substance abuse clinical services (**only from CDOC Approved Treatment Providers**), post placement follow-up services that focus on job retention, wage gains, and career progress. While this list is comprehensive it is not exhaustive. Services not listed may be approved and grantees would request such approval in writing.

#### H. Vocational Training Providers

It is expected that vocational training will be provided by reputable educational entities offering recognized certificates, diplomas or credentials or an organization certified by a recognized body to issue industry credentials or certifications. It is the responsibility of the grantee to ensure that the vocational training results in some type of bona fide recognized award that provides entry into employment.

## IV. General Information

### A. Deadline for Submission of Proposals

In order to be considered for funding, one original and one copy of the proposal, along with an electronic version on a CD or thumb drive, must be sent to: 15711 E. 106<sup>th</sup> Way Commerce City, CO 80022, **and received no later than 4:00 p.m. MT, on July 24, 2015.** Proposals may be hand delivered but still must timely.

Timely submission of proposals is the sole responsibility of the proposer. Late proposals will not be considered for a grant award. The LCCL reserves the right to determine the timeliness of all proposal submissions.

### B. Bidder's Conference Schedules

A bidders' conference session is scheduled according to the schedule below. During the bidders conference session, Latino Coalition staff will review the RFP process with attendees and respond to questions regarding the requirements of the RFP. Prospective bidders should attend.

Date	Parole Region	Time	Location
July 6, 2015	All Three	10:00am	See <a href="http://www.latinocoalition.org">www.latinocoalition.org</a> Funding Opportunities webpage

**Questions regarding the proposal may be submitted in writing to the Latino Coalition up to 12:00pm MT on July 23, 2015. The Latino Coalition will respond to questions in writing and post FAQs and responses on the Latino Coalition website at [www.latinocoalition.org](http://www.latinocoalition.org) Funding Opportunities webpage.**

**C. Responsibilities of Grantee**

1. Complying with all terms and conditions of agreements for the delivery of services;
2. Cooperating with the Latino Coalition and Colorado Department of Corrections in the development and implementation of the local project;
3. Cooperating with other funded grantee service providers;
4. Ensuring that the services provided are readily accessible to the individuals to be served;
5. Ensuring that the program is fully staffed with qualified individuals;
6. Administering all funds paid to the program;
7. Collaborating with Organizations identified in the proposal including:
  - i. Local parole offices and state corrections;
  - ii. Social service organizations, public housing organizations, local education organizations, and other related programs;
  - iii. Business/Industry;
  - iv. One-stop centers and system;
8. Timely, consistent and accurate data entry of all related program activity;
9. Reviewing and submitting all requested reports to the Latino Coalition in a timely manner;
10. Providing services to individuals eligible for participation in the program including those with barriers to employment;
11. Coordinating with the Latino Coalition and partners in program design, implementation and capacity building/staff development, and ensuring the program meets performance outcomes.

**D. Funding Requests**

The Latino Coalition will determine funding amounts based upon the score and rank of proposals and on the availability of funds. **All proposers are required to allocate 3% up to \$4,500 specifically for organizational capacity building activities and \$2,000 for travel expenses related to CDOC and LCCL required trainings. These amounts may be modified if an award is issued to reflect defined capacity building needs and more accurate travel expense projections.**

**E. Selection of Sub Grantee Service Providers**

1. A primary consideration in selecting organizations to deliver services will be an evaluation of the applicants' ability to provide the services proposed. Key factors in this evaluation will include:
  - A clear and detailed program design;
  - Applicants' willingness to attain, track, and report performance as required by the Latino Coalition's performance indicators;
  - Experience in collaboration and integration of services;
  - Characteristics of target population, including percentage of parolees served;

- Ability to effectively provide case management;
  - Staff qualifications;
  - Cost reasonableness;
  - Parole region coverage;
  - Established relationships with key partners and history of collaboration/service integration;
  - Management and oversight.
2. Funds provided under project should not be used to duplicate services. Recognizing the limitations of the project's resources, applicants should develop a system-wide approach that maximizes the available resources and provides a comprehensive array of services responsive to the unique needs of parolees.
  3. Funding determinations will be made through this competitive procurement process and shall include:
    - (a) Determination of the ability and capacity of the proposer(s) to meet program design specifications to accomplish the purpose of the project and,
    - (b) Service providers awarded funds shall be subject to all applicable federal, state, and local policies and regulations.

#### F. Evaluation Factors

Proposals will be evaluated in the following categories:

##### **Demonstrated History and Ability to Meet Performance Measures (30 Points)**

This category will evaluate the proposers' experience in providing services similar to those being proposed, based on the demonstrated performance and management capability of the proposing organization.

##### **Program Design (20 Points)**

This category will evaluate how clearly the proposal addresses services as required in the RFP. Proposers should articulate how the activities will help achieve the desired results with respect to the performance measures.

##### **Case Management & Performance Metrics (20 Points)**

This category will evaluate the proposing organization's ability to provide case management services. Case management is required to effectively administer and document the needs, status, progress and results of the activities and services being provided to participants enrolled in the project.

##### **Cultural/Target Population Competency (20 Points)**

This category will evaluate the accessibility of proposed programs and the proposer's experience working with the target or similar populations.

##### **Program Cost (10 Points)**

This category will evaluate the cost of the proposed program to determine if it is fair and reasonable based on program services and/or historical data, and the degree to which expenditure of funds relates to performance outcomes. Budgets will be reviewed for accuracy and completeness. Additionally, all proposals will be reviewed for costs that are reasonable, allowable, necessary, fully justified, and competitive as measured by the review of the line item budget, the program design, and comparison to all other proposals.

#### G. General Proposal Conditions

Formats in which proposals are to be submitted are included separately. Proposals that do not conform to these formats may be rejected by the Latino Coalition.

Duplicate program activities from an organization will not be considered. The applicant understands that by submission of a proposal, all specifications required in the RFP and described in the proposal become part of a memorandum of understanding (MOU) for provision of services should a grant be awarded.

Services representing geographic locations throughout the proposed locations are a consideration in selecting service providers. Proposals submitted in response to this solicitation are not legally binding.

#### **H. Oversight Requirements**

The Latino Coalition will conduct a financial monitoring review and program review of all grant awards at least quarterly. They may be more frequent based on performance issues or concerns. Grantees agree that all records related to the Latino Coalition grants will be available for monitoring.

- Program Audits may be conducted within 3 months after the close of the grant fiscal year. Grantees will submit their audit reports to the Latino Coalition within 30 days of issuance by their auditors.

#### **I. Negotiations Process**

The Latino Coalition reserves the right to fund all or portions of a proposal and/or require that one proposer collaborate with another for the provision of specific services, either prior to execution of an agreement or negotiated at any point during the agreement.

#### **J. Costs Incurred by Proposers**

All costs of proposal preparation shall be borne by the proposer. The Latino Coalition and Colorado Department of Corrections shall not, in any event, be liable for any pre-award expenses incurred by proposers in the preparation and/or submission of the proposals. Proposals shall not include any such expenses as part of the proposed budget.

#### **K. Accuracy and Completeness**

The proposal must set forth accurate and complete information as required in this RFP. Unclear, incomplete, and/or inaccurate documentation, or falsification of any information, may result in disqualification from the grant either pre or post award.

#### **L. Withdrawal of Proposals**

Proposals may be withdrawn by written request of the authorized signatory on the proposer's letterhead at any time prior to the scheduled deadline for receipt of proposals.

#### **M. General Reservations**

The Latino Coalition reserves the right to extend the submission deadline, if such action is in the best interest of the program. In the event the deadline is extended, proposers have the right to revise their proposals.

- The Latino Coalition makes no representation that any award will be awarded to any offer responding to this RFP.
- The Latino Coalition reserves the right to request additional information or documentation.
- Proposals shall be reviewed and rated as submitted. The proposer may not make changes or additions after the deadline for receipt of proposals.

- The Latino Coalition reserves the right to verify all information in the proposal. If the information cannot be verified the Latino Coalition reserves the right to reduce the rating points awarded or disqualify the proposal.

#### N. Standing of Proposer and Staff/Volunteers

Regardless of the merits of a proposal submitted, a proposer may not be recommended for funding if it has a history of MOU/contract non-compliance with similar organizations or any other funding source, poor past or current MOU/contract performance with the Latino Coalition or any other funding source, or current disputed or disallowed costs with the Latino Coalition or any other funding source. Along with the proposal, Proposers must submit;

- A Certificate of Good Standing from the Colorado Secretary of State or equivalent document from the governmental body where the applicant organization is incorporated, *(Based on the quick timeline of this grant, this could be an issue if the organization does not already have the certificate and the timing to get it as in our case.)*
- IRS Determination Letter stating non-profit status,
- Proof of professional licensure if required for specific services proposed.

All grantee employees, contractors, and volunteers that directly serve participants under this grant program must go through a criminal background check. Employees, contractors and volunteers who have a criminal record but who are no longer on any form of criminal justice supervision are eligible to provide services and assistance to people on parole consistent with their job duties. ***An employee, contractor or volunteer who is currently under criminal justice supervision may be approved on a case-by-case basis by the Executive Director of the Department of Corrections or their designee.***

#### O. Failed Competition

The Latino Coalition reserves the right to reject any or all proposals that are not responsive to the specifications of this RFP. Competitive negotiation requires that at least two responsive proposals for the same scope of work and service area must be received in response to the RFP. A competition is considered failed if only one responsive proposal is received. If a competition has been declared failed, the Latino Coalition then has the option to re-compete the procurement or enter into a “sole-source” procurement.

#### P. Grantee Policies

Organizations that are selected for funding will then engage in award negotiations with the Latino Coalition staff. In order for MOUs to be executed, certain requirements must be met which include but not limited to:

- (1) All grantees must be able to commence operation upon execution of the MOU but no later than September 1, 2015 unless otherwise noted.
- (2) Grantees shall be required to maintain at all times during the term of this MOU insurance in the following kinds and amounts; commercial general liability insurance coverage (\$1,000,000 each occurrence, \$1,000,000 general aggregate, \$50,000 any fire); automobile liability insurance (\$1,000,000 each accident, combined single limit); workers' compensation coverage as required by state statute for paid positions; fidelity bond coverage (\$100,000) and professional liability insurance, if applicable, (\$1,000,000) before first WAGEES grant reimbursement.
- (3) The Latino Coalition for Community Leadership and the State of Colorado shall be named as additional insured on the Commercial General Liability and Automobile Liability insurance policies. ***The insurance policies must include a clause stating that each carrier will waive all rights of recovery, under subrogation or otherwise, against the State of Colorado, its agencies, institutions, organizations, officers, agents, employees and volunteers.***
- (4) Grantees shall use its best efforts to meet the planned participant objectives, program goals, and if applicable, document the attainment of competencies and/or certifications. The Latino Coalition reserves the right to review performance relative to compliance or performance measures, and if the grantee is deemed to be non-compliant then the Latino Coalition may rescind or withhold funding from the organization.
- (5) Grantees must agree to use the LCCL database and send appropriate program staff to grantee meetings, trainings and capacity building events.
- (6) Grantees will be reimbursed for actual and necessary costs incurred while operating the program, providing the organization can certify that costs charged are reasonable and necessary.

- (7) Grantees must obtain written permission from the Latino Coalition before any purchase of equipment costing over \$5,000 is made with grant funds. Since any equipment costing \$5,000 or more purchased with the Latino Coalition grant funds requires prior written approval, these should be minimized.
- (8) Grantee's personnel policies shall be available in written form upon request. The organization shall maintain written detailed job descriptions for each staff position funded under this grant to assist in substantiating claims for payment of staff salaries.
- (9) Grantees will allow its programs and fiscal records funded by the WAGEES project to be monitored or audited by the Latino Coalition staff or the Colorado Department of Corrections.
- (10) Grantees certify that, under the Latino Coalition sub award policy, costs charged under the agreement are reasonable and necessary with respect to the cost of providing services/training and at no time will payments to the organization exceed the actual costs of the program.
- (11) Grantees shall utilize established coordination procedures and reasonable safeguards to prevent duplication of services and prevent the duplication of program charges to multiple funding sources.
- (12) Grantees will not require participants to pay for, apply for a loan or incur personal debt to participate in the program.
- (13) All performance results shall be reported to the Latino Coalition or its designee using the appropriate data system as soon as possible after attainment.
- (14) Grantees shall provide the full range of training and services described in their proposal and MOU.
- (15) Information concerning participants is confidential. Confidential information is not available to the public and the organization must protect it from loss, unauthorized use, access, disclosure, modification, and destruction. Grantees shall not communicate confidential information to any third party without the express consent of the participant. Information in electronic format must be maintained in such a way that unauthorized persons cannot obtain the information by computer, remote terminal, or other means.
- (16) An authorized official of the organization must sign the proposal.
- (17) All grantees ensure, by signing the MOU, that the negotiated price or services provided in the MOU cannot be changed without Latino Coalition approval and written modification to the MOU. All requests for modification must be submitted to the Latino Coalition with written justification.

**V. Proposal Checklist**

The following documents must be included with the submission of your proposal.

Checklist Item	Check Or NA
Complete WAGEES Proposal	
IRS Non-Profit Determination Letter	
Secretary of State Organizational Certificate of Good Standing or Equivalent Document from the Governmental Body where the organization is incorporated	
Proof of Professional Licensure ( <i>if required</i> for services specified in proposal)	
Supporting Documentation (maximum of 15 pages) This may include supporting information such as references, resumes, performance data, and other materials referenced in the proposal. <b><i>Supporting documentation is optional but if submitted must be clearly marked and organized.</i></b>	

**NOTE: Required documents not received with a timely proposal will be deemed incomplete. Incomplete grant packages will not move forward in the scoring process and be disqualified. Please ensure your grant application is timely and complete.**