



Work and Gain Education & Employment Skills Project Grant Request for Proposal Guidance Program Year 2018-2019

I. Purpose

The Work and Gain Education & Employment Skills (WAGEES) project is a successful community re-entry program created by the Colorado General Assembly as part of House Bill 14-1355 and expanded through House Bill 18-1176. The grant program is intended to be a mechanism to facilitate and support a strong partnership between the Colorado Department of Corrections and community and faith based organizations (CFBOs). Up to nine grants may be awarded to CFBOs to improve the employment prospects of eligible people on parole or inmate status (referred to throughout as participants) assessed to be medium to high risk for recidivism by the Division of Adult Parole. The focus of the grants is to achieve one or more of the following outcomes; increase the employment rate of program, increase the rate at which participants receive high school diplomas (or equivalent) or industry-recognized credentials, increase the rate at which participants enter post-secondary education and long-term vocational training and increase participant stability through attainment of housing, physical or behavioral health services. The goal is to facilitate successful re-entry and decrease the recidivism rate of medium to high-risk participants.

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.

The Latino Coalition for Community Leadership (LCCL) is a national intermediary and CDOC grant administrator for the WAGEES program. The LCCL has successfully directed private, federal and state grant funds to rural and urban communities. More information about the LCCL can be found at www.latinocoalition.org. The LCCL highly recommends that all entities considering proposal submission read the Urban Institute's research report on "Investing Justice Resources to Address Community Needs: Lessons Learned for Colorado's Work and Gain Education & Employment Skills (WAGEES) Program" provided on the LCCL website CO WAGEES page.

II. Key Elements

A. Grant Funding and Target Area

It is anticipated that grant award notification will take place in late September with a program start date of 10/1/18. The State of Colorado runs on a fiscal year starting July 1st and ending on June 30th of the following year. For this

initial year, the period of performance is 9 months or ¾ of a fiscal year so the funding and required minimum enrollments have be pro-rated to ¾ of a full fiscal year. The Colorado Generally Assembly authorized the grant program for 5 years. Grantees who successful meet performance measures and remain in compliance with grant requirements are generally invited to reapply for continued funding for subsequent years. It is anticipated that full fiscal year grant awards will be \$151,200 to serve a minimum of 54 participants and \$201,600 to serve a minimum of 72 participants.

It is anticipated that up to 9 grant awards will be made. There are ten categories of target areas applicants may propose services in. Not all target areas will be awarded and the determination will be based on the merits of the proposals received and the needs of the Division of Adult Parole. It is also anticipated that only one grant per target area will be awarded provided responsive applications are received.

Target Areas	Minimum # Served	Max Grant Award Amount
1. Alamosa or surrounding area	41	\$113,400
2. Canon City or surrounding area	41	\$113,400
3. Colorado Springs	54	\$151,200
4. Durango, Cortez or surrounding area	54	\$151,200
5. Glenwood Springs, Rifle or surrounding area	41	\$113,200
6. La Junta or surrounding area	41	\$113,200
7. Longmont or surrounding area	41	\$113,400
8. Montrose or surrounding area	41	\$113,400
9. Sterling, Akron or surrounding area	41	\$113,400
10. South Denver, Englewood, Golden, Lakewood or Adams County	54	\$151,200

Due to state fiscal rules, unspent grant funds will not roll-over from one fiscal year to the next fiscal year and the performance period cannot be extended. Grantees who receive the maximum award amount must serve the corresponding number of 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 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, 2018. People on parole may live in a different city from the location of their parole office.

Parole Offices in Region I: Fort Collins (418 P / 7 IS), Greeley (502 P / 11 IS), Longmont (242 P / 2 IS), Sterling (145 P / 0 IS), Westminster (1,424 P / 30 IS)

Parole Offices in Region II: Aurora (1,036 P / 31 IS) Broadway Field Office (849 P / 14 IS) Englewood (1,261 P / 54 IS),

Parole Offices in Region III: Alamosa (125 P / 3 IS), Canon City (139 P / 0 IS), Colorado Springs (1,709 p / 27 IS), Craig (62 P / 8 IS), Durango (179 P / 5 IS), Grand Junction (394 P / 0 IS), La Junta (146 P / 0 IS), Pueblo (593 P / 2 IS), Rifle (117 P / 4 IS)

*** NOTE: P = Parole, IS = Inmate Status**

B. Program Emphasis

The focus of the project is to provide employability skills, education and supportive services to participants 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 the target participants,
- Have a track-record of good outcomes with target participants,
- Currently provide services within the target area proposed,
- 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 will be awarded as noted in II. A. above, it is anticipated that some organizations may 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 LCCL. Poor performance, breach of the MOU, mismanagement 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.

E. Number of Awards

It is anticipated that in program year 2018-2019 there will be up to 9 grants awarded. If non-responsive, non-competitive or no proposals are received from a target area, the funding may be shifted to other target areas.

F. Length of Grant Period

Although the grant funding is intended to cover a 12-month period, the period under this announcement will be 9-months from the date of a fully executed Memorandum of Understanding (MOU). We acknowledge the performance period for FY 18-19 is short. The LCCL is attempting to balance the practical aspect of the competitive request for proposal process while providing enough time for successful proposers to reasonably use the available resources. The anticipated date of distribution of grant awards is September 1, 2018 with an end date on June 30, 2019. Funding is dependent upon grantee performance and an MOU may be terminated for consistent poor performance or non-compliance.

G. Timeline

Activity	Date (s)
Request for Proposal Released	July 2, 2018
Bidders' Conferences See Section IV B.	July 19 th & 26 th , 2018
Proposals Due	August 24, 2018
Grantees Notified of Award	September 17, 2018
Memorandums of Understanding Issued	September 24, 2018
Grant Disbursement Begins	October 1, 2018
Grantee Trainings	October 15-31, 2018
Grantee Participant Enrollment Begins	November 1, 2018

Grantee Activities Begin No Later Than	November 1, 2018
Grant Completion	June 30, 2019

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 LCCL via email at cory@latinocoalition.org. Please check the www.latinocoalition.org CO WAGEES webpage for information. Inquiries already addressed in the Bidder’s Conference recording or posted 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 LCCL website for updates, clarifications and responses to frequently asked questions. A bidder’s conferences will be conducted on July 19th and 26th, 2018. The conference may be performed via Go-To Webinar, in-person or both. Please see the LCCL’s website (www.latinocoalition.org) CO WAGEES page for exact 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 LCCL.
2. Grants will be awarded on a cost-reimbursement basis or grantees may request up to 1/9 of the grant award amount upfront. 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) Uniform Guidance. The Uniform Guidance 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 LCCL. Substantial justification will be required for any such requests.
5. Grantees must keep the CaseMGR 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. LCCL 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 Director of Colorado 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 participants through a variety of effective and comprehensive services. These services shall prepare participants 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 participants and enhance public safety.

B. Program Methodology

The LCCL 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 plans. 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 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 American Job Centers (aka "One-Stops").
- Programs should follow a strength based 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 stability (i.e. mentoring, housing, behavioral health, transportation).
 4. Services to develop the potential of the participants as citizens and leaders.

C. Communities to Be Served

Proposers must identify a specific target area they wish to provide services in. Please refer to the information concerning target areas noted in II. A. above.

D. Target Population

Eligibility for services funded under this RFP is limited to medium to high-risk participants 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-in participants through an established “reverse referral” process received prior to participant enrollment into the WAGEES program. 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 five 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 post-secondary institution.</p>	60%
Retention Rate	$= \frac{\text{\# of Participants remaining in placement for at least 90 days after placement}}{\text{Total \# of Participants Placed in Employment or Post-Secondary Education}}$ <p>Verification Example: Copy of paycheck stubs from an employer or letter from employer (on company letterhead) attesting that they are currently employed, course schedule from post-secondary institution showing continued enrollment.</p>	50%
Credential Attainment Rate	$= \frac{\text{\# of Participants that receive GED/Diploma or Recognized Credential}}{\text{Total \# of Participants participating in services for GED/Diploma or Vocational Training}}$ <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	$= \frac{\text{The number of participants re-incarcerated on new charges}}{\text{The total number of participants enrolled in the WAGEES program.}}$ <p>Verification Example: Programmatic data entry of these two data elements. Note: Technical Violations and “Sure & Swift” intermediate sanctions are NOT included in this count.</p>	20%

G. Program Flow

PHASE I: Point of Entry

It is important to note that the LCCL provides detailed policies and procedures for the WAGEES program. This includes all forms (i.e. intake forms, assessments, service plans, releases, etc.), web-based data systems (i.e. case management, service delivery tracking, performance attainment tracking, supportive services and incentive tracking) as well as a web-based fiscal reimbursement request system. This approach provides consistency in management of the program, allows for flexibility in each grantee's program design, fiscal/performance accountability and keeps grantees focused on serving people rather than administrative tasks.

1. Outreach and Recruitment: Outreach efforts should be made both pre and post release. All participants 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 the grantee's program 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. Orientation can be done individually or in a group and the goal is to inform and empower participants in the service strategies developed.
3. Intake: Intake is the process of eligibility determination and documentation of required demographic information. The WAGEES referral for the Division of Adult Parole serves as the sole required documentation for eligibility purposes.
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 must receive an assessment. The assessment is client centered, strength based and targets criminogenic risk, need and responsivity factors. Additionally, the assessment component will include a review of basic skills, education, work history, occupational skills, employability, interests, family situation, financial situation, supportive service needs and commitment to actively engage in the WAGEES program.
5. Individual Service Plan (ISP): Based on the results of the assessment, an Individual Service Plan (ISP) must be mutually developed between the case manager and the participant. The ISP must identify the employment/educational goal and plots the course of action that should be taken by the participant and case manager. 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 web-based 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 proposed. Proposers are not expected to be able to provide all services proposed on their own but better participant outcomes are correlated when participants receive comprehensive services that address multiple needs. Proposer program design and strategy must clearly articulate how they will achieve the attainment of the performance measures noted in F above. Each target area has a unique complexity reflective of its geography, economy, infrastructure and social dynamics. As such, it is expected that each proposer's program design will vary as a reflection of the target area they intend to serve and its unique opportunities and constraints.

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**

though 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 participants. Mentoring strategies may include one-on-one mentoring; group mentoring, and service based mentoring.
4. **Case Management-** This is a mandatory component and proposers must provide full-time case managers with a ratio not to exceed 40 active participants to 1 case manager. Case managers will be responsible for managing participants' progress, data entry, issuing or coordinating supportive services, to successfully complete program activities, problem solve with participants, linking with CDOC to coordinate a participant'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 LCCL team will work to support them. **NOTE: All grantee staff assigned to the WAGEES program that interact directly with participants must submit to a background check prior to working on the WAGEES program. However, persons who have a criminal record but are not under current supervision are considered on a case-by-case basis and NOT automatically excluded from WAGEES program employment. Currently, 60% of all WAGEES case managers have some type of criminal justice involvement.**
5. **Additional Services-** This category may include services that promote participant stability such as behavioral health services, housing, access to aging services, pro-social activities that promote participants attachment to community and other localized services that address local needs of participants.

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 industry 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 supports entry into employment or wage gains.

IV. General Information

A. Deadline for Submission of Proposals

In order to be considered for funding, **two (2) printed copies of the proposal, budget and budget narrative, along with an electronic version on a CD or thumb drive**, must be sent to: 15711 E. 106th Way Commerce City, CO 80022, **and received no later than 4:00 p.m. MT, on August 24, 2018.** Proposals may be hand delivered but still must be 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	Target Area	Time	Location
July 19, 2018	All	10:00 am 2:00 pm	See www.latinocoalition.org CO WAGEES webpage
July 26, 2018	All	10:00 am 2:00 pm	See www.latinocoalition.org CO WAGEES webpage

Questions regarding the proposal may be submitted in writing to the LCCL up to 12:00pm MT on August 19, 2018. The LCCL will respond to questions in writing and post FAQs and responses on the LCCL website at www.latinocoalition.org CO WAGEES webpage.

C. Responsibilities of Grantee

1. Complying with all terms and conditions of agreements for the delivery of services;
2. Cooperating with the LCCL 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 LCCL 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 LCCL and partners in program design, implementation and capacity building/staff development, and ensuring the program meets performance outcomes.

D. Funding Requests

The LCCL will determine funding amounts based upon the score and rank of proposals and on the availability of funds. **All grantees are required to allocate 3% specifically for organizational capacity building activities and at least \$2,000 for travel expenses related to CDOC and LCCL required meetings and 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 proposer's ability to provide the services proposed. Key factors in this evaluation will include:
 - A clear and detailed program design; The program design takes into account that WAGEES is a voluntary program and participants cannot be mandated to participate. Proposers should create programming, strategies and approaches that engage participants in a way that services are found to be of value and interest in an a respectful environment.
 - Applicants' willingness to attain, track, and report performance as required by the WAGEES program performance indicators;
 - Experience in collaboration and integration of services;
 - History of service the target population or like populations with similar needs and characteristics;
 - Ability to effectively provide case management;
 - Staff qualifications;
 - Cost reasonableness;
 - History of serving target area proposed;
 - 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 participants within a the target area proposed.
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, demonstrated ability to meet performance measures and grant requirements, and historical attachment to target area proposed.

Program Design (20 Points)

This category will evaluate how clearly the proposal addresses services as required in this 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 measures. 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 proposals similar in target area or scope.

G. General Proposal Conditions

The program narrative, budget and budget narrative forms in which proposals are to be submitted are included separately. Proposals that do not conform to these formats may be rejected by the LCCL.

The applicant understands that by submission of a proposal, all specifications required in the RFP and described in the proposal along with any agreed upon modifications become part of a memorandum of understanding (MOU) for provision of services should a grant be awarded.

Services representing target areas 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 LCCL 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 LCCL grants will be available for monitoring. Grantees will submit audit financial reports to the LCCL within 30 days of issuance by their auditors.

I. Negotiations Process

The LCCL reserves the right to negotiate funding 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 MOU or negotiated at any point during the MOU performance period.

J. Costs Incurred by Proposers

All costs of proposal preparation and submission shall be borne by the proposer. The LCCL 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. Furthermore, agreements to pay grant writers a percentage of the award amount, retainer, or similar compensation for proposal preparation and submission are not allowable.

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. Once withdrawn, they may not be reconsidered.

M. General Reservations

The LCCL reserves the right to extend the submission deadline in part or total, if such action is in the best interest of the WAGEES program. In the event the deadline is extended, proposers have the right to revise their proposals.

- The LCCL makes no representation that any award will be awarded to any offer responding to this RFP.
- The LCCL 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 LCCL reserves the right to verify all information in the proposal. If the information cannot be verified the LCCL 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 LCCL or any other funding source, or current disputed or disallowed costs with the LCCL or any other funding source. Unless the proposer is an Indian or Native American entity, Proposers must also submit;

- A Certificate of Good Standing from the Colorado Secretary of State
- 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 participants consistent with their job duties.

O. Failed Competition

The LCCL 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 target area must be received in response to the RFP. A competition is considered failed if only one responsive proposal is received. If in whole or part a competition has been declared failed, the LCCL 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, 2018 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 (if any) 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 LCCL reserves the right to review performance relative to compliance or performance measures, and if the grantee is deemed to be non-compliant then the LCCL may reduce, rescind or withhold funding from the grantee.
- (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 LCCL 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 WAGEES grant funds requires prior written approval. These should be minimized.
- (8) Grantee's personnel policies shall be available in written form upon request. The grantee 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 LCCL staff or the Colorado Department of Corrections.
- (10) Grantees certify that, under the LCCL grant 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 grantee 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 LCCL using the appropriate web-based 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
<i>Complete WAGEES Proposal (2 hard copies, 1 electronic copy)</i>	
<i>Complete WAGEES Budget & Budget Narrative (2 hard copies and 1 electronic copy)</i>	
<i>IRS 501(c)(3) Non-Profit Determination Letter</i>	
<i>Colorado Secretary of State Organizational Certificate of Good Standing</i>	
Proof of Professional Licensure (if required for services specified in proposal)	
OPTIONAL: Supporting Documentation (maximum of 5 pages, single sided) This may include supporting information such as references, resumes, performance data, and other materials referenced in the proposal. Supporting documentation is optional but if submitted must be clearly marked and organized.	

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.