REQUEST FOR PROPOSAL (RFP)
Fiscal Compliance Monitoring Services
WIN Grant (One Workforce Industry Infinity)

ISSUE DATE: December 12, 2022, 5 P.M. EST

RESPONSE DEADLINE: January 9, 2023, 5 P.M. EST

25363 Eureka Road, Taylor, MI 48180 (734) 229-3500
www.semca.org

A 501 (c)(3) Michigan Non-profit Corporation supported by the State of Michigan, Department of Labor and Economic Opportunity (LEO), and other federal, state and county funding. SEMCA Michigan Works! is a federal contractor, equal opportunity employer/programs that include minorities/women/disabled/veterans. Reasonable accommodations will be made upon request. A proud partner of the American Job Center network – 800.285.WORKS (9675) TTY/TDD: 711.
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Section I – General Information

1. Introduction
SEMCA Michigan Works! is a public non-profit corporation whose service area encompasses all of Monroe County and Out-Wayne County, excluding the City of Detroit. SEMCA is a designated Michigan Works! Agency that delivers employment, education, and training services with selected partners throughout the region. Primarily through our contracted partners, SEMCA Michigan Works! provides services for all employers and job seekers residing in our designated service area including economically disadvantaged, unemployed and underemployed persons, welfare recipients and youth. Most of SEMCA Michigan Works! programs are funded by various agencies, such as the Department of Labor and Economic Opportunity (LEO) of the State of Michigan and the U.S. Department of Labor (DOL), Employment and Training Administration This RFP is based on current law, LEO Policy and information provided by the U.S. Department of Labor (DOL) 2CFR200. Additional information can be found online at the following website: https://www.dol.gov/agencies/eta/grants/resources/uniform-guidance

If any additional information is received by SEMCA Michigan Works! that fundamentally alters the description provided in this RFP, SEMCA Michigan Works! will provide written notification to each agency that has expressed interest in receiving updates regarding this RFP.

2. Solicitation
SEMCA Michigan Works! is seeking a contractor to fiscally monitor our subrecipients to meet the requirements of the federal and/or state government regulations. SEMCA Michigan Works! reserves the right to accept or reject any or all proposals received because of this request, to negotiate with all qualified sources and/or to cancel in part or in its entirety this RFP, if it is in the best interest of SEMCA Michigan Works! to do so. SEMCA Michigan Works! reserves the right to make necessary changes or adjustments on any statements made in this RFP upon receiving guidance from the USDOL or LEO. SEMCA Michigan Works! will not pay any cost incurred in the preparation of the bidder’s proposal.

All proposals become public information after contracts are awarded and may be open for public scrutiny, upon request. Proposals become the property of SEMCA Michigan Works! and will not be returned to the bidder.
1. Response Timeline:

- The deadline for submission is 5 P.M. EST on Monday, January 9, 2023.
- All proposals received after 5 P.M. EST will be excluded from consideration.

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<tr>
<th>Dates</th>
<th>Activity</th>
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<tr>
<td>Monday, December 12, 2022, 5 P.M. EST</td>
<td>Issuance/Public Notice</td>
</tr>
<tr>
<td>Tuesday, December 27, 2022, 12 P.M. EST</td>
<td>Questions/Answers Due</td>
</tr>
<tr>
<td>Tuesday, January 3, 2023, 5 P.M. EST</td>
<td>Answers Posted to <a href="http://www.semca.org">www.semca.org</a></td>
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<tr>
<td><strong>Monday, January 9, 2023, 5 P.M. EST</strong></td>
<td><strong>Proposal Deadline</strong></td>
</tr>
<tr>
<td>Tuesday, January 17, 2023</td>
<td>Evaluation/Score of Proposals</td>
</tr>
<tr>
<td>Monday, January 23, 2023</td>
<td>RFP Selection Announcement</td>
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<tr>
<td>February 1, 2023</td>
<td>Anticipated Contract Start Pending Successful Negotiation</td>
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2. General information-Purpose of Request for Proposals (RFP)

The Southeast Michigan Community Alliance (SEMCA) is soliciting proposals from interested parties for fiscal compliance monitoring of USDOL Grant, Building an Industry Infinity Supply Chain Grant subrecipients. Please note that your bid must include monitoring for all listed below sub-recipients. The current list of grant subrecipients is listed below.
SEMCA (Workforce Intelligence Network) Subrecipients:

- Capitol Area Michigan Works!- 2110 S Cedar Street, Lansing, MI 48910
- Detroit Employment Solutions Corporation- 115 Erskine Street, 2nd Floor Detroit, MI 48201
- GST Michigan Works!- 3270 Wilson Street, Marlette, MI 48453
- Macomb/St. Clair Workforce Board- 21885 Dunham Road., Suite 1, Clinton Township, MI 48036
- Michigan Works! Southeast- 336 Harriet Street, Ypsilanti, MI 48197
- Oakland County Michigan Works!- 2100 Pontiac Lake Rd - Bldg 41W, Pontiac, MI 48328
- Henry Ford College- 5101 Evergreen, Dearborn, MI 48128-1495
- Lansing Community College- 309 N Washington Sq Ste 203, Lansing, MI 48933
- Macomb Community College-14500 E. 12 Mile Road, Warren, MI 48088
- Monroe County Community College- 1555 S. Raisinville Road, Monroe, MI 48161
- Mott Community College-1401 East Court Street, Flint, MI 48503
- Oakland Community College-2480 Opdyke Rd, Bloomfield Hills, MI 48304
- Schoolcraft College-18600 Haggerty Road, Livonia, MI 48182
- Washtenaw Community College-4800 East Huron River Drive, Ann Arbor, MI 48105-4800
- Wayne County Community College District-801 W. Fort Street, Detroit, MI 48206

This Request for Proposal (RFP) provides a uniform method for the procurement of the services to support fiscal compliance of programs administered in the SEMCA Michigan Works! region. It contains the necessary background, requirements, information, instructions, and forms for responding to this RFP.

Obligations under this RFP are conditional upon the availability of funds. SEMCA Michigan Works! reserves the right to terminate or adjust this RFP to conform to available funds.

3. Services Solicited

The services solicited within this RFP include Fiscal compliance monitoring of the SEMCA subrecipients regarding the Building an Industry Infinity Supply Chain Grant. The monitoring will be conducted for the total grant performance years, currently February 1, 2021-December 31, 2025 in compliance with the most recent Federal and State guidance (Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards).

SEMCA will engage individual(s)/firm(s)/organization(s) to carry out the monitoring services. Proposers must bid on fiscal monitoring of all the listed subrecipients. The contract will cover the following period: February 1, 2021, through December 31, 2022. There may be an option for an additional three year contract renewal to cover the additional grant periods of January 1, 2023-December 31, 2023, January 1-December 31, 2024 and January 1-December 31, 2025.

4. Submitting a Proposal

The proposal must be officially received by SEMCA, no later than 5:00 P.M., EST on Monday January 9, 2023. All proposals received after 5:00 PM EST will be excluded from consideration. Late proposals or amendments will not be accepted.

Proposals should be emailed to lisa.white@semca.org with the following subject line: SEMCA-OWII FISCAL RFP

Failure to submit all required documents and forms will cause a proposal to be considered incomplete and non-responsive.
Proposals must be submitted in the legal name of the organization. SEMCA Michigan Works! will only contract with the legal entity named in the proposal.

Bidders submitting a response to this RFP must be willing and legally able to sign a contract that will provide a full indemnification and hold harmless to any liability of SEMCA Michigan Works! or its governing bodies for any activities conducted by the contractor agency.

5. BIDDERS’ QUESTIONS AND ANSWERS – No Bidders’ Conference

All questions must be submitted no later than Tuesday, December 27, 2022, 12:00 PM EST to the Chief Financial Officer, Attention: Suzanne Stolz at the following email address: lisa.white@semca.org. Please use the subject line: RFP Bidder Questions. This is the only opportunity for questions.

Formal question/answer, clarifications or amendments will be posted at http://www.semca.org by January 3, 2023, by 5:00 PM EST.

Section III – Scope of Work and Deliverables

1. Planning

The vendor selected to conduct monitoring will provide each subrecipient with written notice of the date and time of the monitoring site visit. This notice will include:

1. The potential length of review.
2. The monitoring staff names.
3. The names or titles of subrecipient staff that must be available during the visit.
4. A list of documentation and/or records that will be reviewed.

SEMCA Michigan Works! accepts all methods of monitoring: on site, virtual or a hybrid method. Should your chosen method of monitoring require travel, you must include all travel costs in your budget. The scheduling of monitoring’s and all subsequent on-site visits will be done by the contracted bidder. A monitoring schedule must be submitted to SEMCA in advance of the site visits. The monitor must notify SEMCA if there are any revisions to this schedule.

2. The Process

The monitor will:

1. Hold an entrance conference.
2. Review documentation of specific areas identified.
3. Complete financial monitoring forms* (see Exhibit A).
4. Copy any documentation related to problematic areas.
5. Provide brief explanation(s) for problem areas identified during the review.
6. Discuss specific findings and problematic issues with subrecipient and SEMCA Michigan Works! staff.
7. Allow for explanations and documentation of current corrective action or justification rationale.
8. Provide a detailed monitoring report, details below
3. Monitoring Expectations and Specific Tasks

1. The contracted service provider will follow all federal/state guides provided and/or develop financial monitoring testing procedures, when necessary, to ensure subrecipients are compliant with funding agreements including but not limited to: accounting system/internal controls, budgeting, allowable costs, cost allocation, cost limitations, reporting, cash management, procurement, supportive services, payroll costs-time allocation, payroll records, payroll documentation (accurate time & effort documentation), and all other fiscal areas.
2. Conduct on-site financial testing at the various subrecipients/service providers
3. Provide management with reports detailing testing completed and results found.
4. Suggest corrective action plans for testing that falls below established standards.
5. Provide technical assistance and training to SEMCA and providers as needed.

A monitoring report will be issued within ten (10) business days after the monitoring visit is completed. If the report includes findings and requires corrective action, a preliminary report will be issued and the subrecipient must comply with the Follow-Up and Final Letter procedures (See Sections 3 & 4 below). A preliminary report requires a final determination letter and copies of corrective action response(s) to be considered complete. These documents must be submitted to the subrecipient, and SEMCA.

If no findings are issued the monitor will issue a final report to the subrecipient and provide SEMCA Michigan Works! with an electronic version of the final report.

4. Meetings and Reports

Subrecipients are required to submit a corrective action response to the findings identified in the monitoring report within ten (10) business days of receipt of the report from the monitoring firm. The responses must clearly explain and substantiate the subrecipient's corrective action taken to resolve all findings. Supporting documentation to verify that corrections have been made should be included whenever possible. If the subrecipient does not comply with the follow up procedures or final letter procedures, SEMCA must be notified immediately so that further action can be taken.

Activity reports and progress meetings will be as needed during the period of the contract. Contractor should be available to meet with Staff to discuss findings and recommendations as needed. Additional meetings as needed with SEMCA Staff as identified by Compliance Manager and executive leadership. SEMCA may request other meetings, as it deems appropriate.

5. Final Letter

SEMCA, or, if agreed by SEMCA, the monitor, will respond to the subrecipient’s corrective action with a letter either accepting the corrective action or requiring further corrective action within fifteen (15) business days of receipt. If further information is requested the subrecipient has ten (10) business days to respond to the final determination letter.

Depending on the nature of the finding(s) an onsite follow-up visit will be scheduled to evaluate the corrective action taken by the subrecipient.
Section IV - Proposal Format

1. Format

For a proposal to receive consideration, the documents included in this packet must be answered completely. Proposers should take care in following the format of the application. Use narrative and/or include attachments where requested. Adherence to this format is essential since evaluation criteria is based on the structure of the RFP. Failure to follow the requested format could result in the disqualification of your proposal.

Proposals should be prepared as simply as possible and provide a concise description of the bidder’s capabilities to produce deliverables. The proposal should be no longer than twenty (20) pages in total and shall be submitted in the following order:

1. Signature Page-to be used as a cover sheet per proposal
2. Information about your organization-provide a detailed business summary
3. Scope of work-how you plan to meet expectations/obligations
4. Past Performance/Experience
5. Staffing-provide detailed information as requested
6. Total Project Costs/Budget (note: if your bid combines fiscal and program, please supply an individual budget for each component)
7. Certification Regarding Debarment, and Suspension
8. Certification Regarding Lobbying

Section V - Post Award Requirements

1. Requirements

When a vendor is selected, SEMCA may issue a Purchase order, and mandates the following documentation/requirements:

1. The selected vendor will be required to bill monthly, all invoices shall be sent to fiscal@semca.org. SEMCA payment terms are net 30.
2. Additional documentation may be required should the contract be extended, not to exceed three years.
3. A current W9 must be submitted prior to first payment
4. SEMCA requires vendors participation in payment by ACH/EFT. All required documents must be received prior to invoice payment.
5. SEMCA is tax-exempt and will supply certification upon request

Section VI – Evaluation

All qualified proposals submitted by the deadline are evaluated using the following objective criteria. Scores are calculated independently by each reader; the final scores per category are averaged by the total number of readers, then totaled. All references are validated, and scores are included in the evaluation process.

In selecting proposals for award of contract, SEMCA reserves the right to depart from the strict ranking by evaluation scores, whenever it deems such departure will better serve the best interests of SEMCA and its constituents.
### 1. Selection and Evaluation

SEMCA Michigan Works! will review and evaluate proposals based on:

<table>
<thead>
<tr>
<th>Category</th>
<th>Weight in Points</th>
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<tr>
<td><strong>Cost Effectiveness</strong></td>
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<tr>
<td>Total Costs/Budget properly constructed and presented as reasonable, necessary, allocable, and allowable</td>
<td>40</td>
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<tr>
<td><strong>Quality Of Program/Meeting Objectives</strong></td>
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<tr>
<td>The bidder must demonstrate a thorough understanding of the range of services offered. The bidder must describe the method for providing the monitoring services solicited in the RFP.</td>
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<td><strong>Organizational Capability</strong></td>
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<td>The bidder must describe experience that demonstrates the organization’s capability to administer the proposed services as described in the RFP. The bidder must provide job descriptions for all staff positions responsible for carrying out the proposed services and activities.</td>
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**Total** 100

SEMCA Michigan Works! evaluation process includes review of submittal documents, scoring, and recommendations are presented by a review panel comprised of SEMCA Michigan Works! administrative staff.

SEMCA Michigan Works! will notify all bidders by email of the results of the review process and final selection made after the SEMCA Michigan Works! Staff completes the review process. Notifications will be sent by February 1, 2023.
Certification Regarding Lobbying

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

Certification Regarding Debarment and Suspension

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

Records, Reporting, and Review

Contract(s) awarded because of this RFP will be required to comply with records and reporting systems established by SEMCA Michigan Works! for the purpose of documenting and evaluating program operations. In addition, program records and operations are subject to onsite review and/or transcription, in whole or in part, by representatives of SEMCA Michigan Works! the WDB, LEO, and USDOL.

Supplemental Nepotism Clause

The bidder must assure that during the time of the proposed program, no individuals who are members of the immediate family of the bidder’s staff or governing board will be staff members within the SEMCA network. The term “immediate family” includes, at a minimum, spouse, spouse’s parents, children, children’s spouses, parent or parent’s spouse, siblings or their spouses, grandparents and their spouses, domestic partner, domestic partner to any of the other categories above, and any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.
Notice to Prospective Vendors

SEMCA Michigan Works! is a federal contractor obligated to take affirmative action to employ women, minorities, disabled individuals, and veterans. SEMCA Michigan Works! is also required to inform those with whom it conducts business that they, too, may have such obligations.

You should know that, by operation of law, as well as by this notification, the Equal Employment Opportunity Clause required under Executive Order 11246, (41 C.F.R. 60-1.4), the affirmative action commitment for special disabled veterans and veterans of the Vietnam Era set forth in 41 [C.F.R. 60-300.44(f)(1)(ii)], the Affirmative Action Clause for Section 503 of The Rehabilitation Act of 1973 set forth 41[C.F.R. 60-741.44(f)(1)(ii)], and the related regulations of Secretary of Labor, (41 C.F.R.), Chapter 60, are incorporated in all of our contractual relationships.

This notification does not necessarily mean that your business has any or all the affirmative action obligations referenced above. This will depend upon several factors, including the dollar amount of our transaction(s) and the size of your workforce. This provides that if the laws’ jurisdictional requirements are met, you will abide by all of your affirmative action responsibilities. The governing agency on affirmative action requires that we maintain this type of documentation to show that SEMCA Michigan Works! is in compliance with the law itself.

Upon submission of this proposal, the financial institution agrees that it will comply with the Federal Civil Rights Act of 1964, as amended; the Federal Civil Rights Act of 1991, as amended; the Americans with Disabilities Act of 1990, as amended; the Elliot-Larson Civil Rights Act, Article 2, Act No. 453, Public Act of 1976, as amended; the Michigan Handicapper’s Civil Rights Act, Article 2, Act No. 220; Public Act of 1976, as amended; and all other applicable Federal, State, and Local laws and regulations. Specifically, contractors and service providers are required not to discriminate against any employee or applicant for employment with respect to such person’s hire, tenure, terms, conditions, or privileges of employment, or any other matter directly or indirectly related to employment because of such person’s race, color, religion, national origin, ancestry, age, sex, or disability as defined by law. Breach of this covenant may be regarded as material breach of the contract or purchase agreement and may be processed as provided under the State of Michigan laws.

Questions regarding this section should be referred to Kate Brady-Medley
Equal Opportunity Officer: kate.brady-medley@semca.org
Complete the following forms and submit with RFP packet. Organizations can submit one copy of all forms, except the signature page, which must be submitted with each scope document:

- Cover/Signature Page
- Capability of Personnel
- Certification Regarding Lobbying
- Certification Regarding Debarment and Suspension
  - EE is The Law (notice)
  - Exhibit A
Signature/Certification Page (Use as Cover Page)

General Template (specific signature page for each RFP service submitted)

<table>
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<tr>
<th>Submittal is for: Fiscal Monitoring</th>
<th>Date Organization was Established:</th>
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List Bidder d/b/a/ Name(s)

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<th>Contact Person:</th>
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<tr>
<th>Contact Email:</th>
<th>Website Address:</th>
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- ☐ Government
- ☐ Sole Proprietorship
- ☐ Corporation
- ☐ Private Non-Profit
- ☐ Partnership
- ☐ Private for Profit
- ☐ Other (Specify)

Proposed Budget

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Certification:
That the bidding organization understands and will comply with the specific assurances and certifications contained in this proposal. The information contained in this proposal represents the organization and its proposed operating plans and budget necessary to conduct the proposed SEMCA Michigan Works! activities described herein. I acknowledge that I have read and understand the requirements of the Request for Proposal (RFP) and that the organization is prepared to implement the proposed activities as described. The bidding organization understands that this proposal is an application for funding and does not ensure subsequent funding. That if selected for funding, the bidding organization will be bound by the information contained herein as well as by the terms and conditions of the resultant contract. I certify that I am authorized to sign this proposal on behalf of the organization submitting the proposal, and further certify that the responding entity named above waives any right to claims against SEMCA Michigan Works! and the SEMCA Workforce Development Board members in their individual capacities.

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<th>Name of Signatory Official (printed):</th>
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<th>Signature of Signatory Official:</th>
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Capability of Personnel

Provide a list of assigned staff and describe the credentials and experience of the primary contact for the SEMCA Michigan Works! project. Provide job descriptions for all staff positions responsible for carrying out the proposed services and activities. Job descriptions should include duties, required education and experience. Job descriptions and qualifications should relate to the activities proposed, and titles should match the positions listed in the budget. Include resumes for all personnel who will be responsible for delivering the services and activities proposed under this RFP.
Certification Regarding Lobbying for Contracts, Grants, Loans and Cooperative Agreements

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

(1) No federal appropriated funds have been paid or will be paid by, or on behalf of the undersigned, to any person for influencing, or attempting to influence, an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants and contracts under grants, loans, and cooperative agreements), and that all sub-recipients shall certify and disclose accordingly.

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

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<th>Applicant Organization:</th>
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<td>Typed Name of Authorized Representative/Certifying Official:</td>
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<td>Signature of Authorized Representative/Certifying Official:</td>
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Certification Regarding Debarment, Suspension, Ineligibility, Voluntary Exclusion Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 Code of Federal Regulation (CFR) Part 98.510, Participants' Responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211). 2 CFR 180 is also applicable.

This certification is also required by the regulations implementing Executive Order 12689, Debarment and Suspension, 3 CFR 1989 Compiled, p. 235.

(1) The prospective recipient of federal assistance funds certifies, by submission of this proposal, that neither it, nor its principals, are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

(2) Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Applicant Organization: 

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<th>Typed Name of Authorized Representative/Certifying Official:</th>
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<tr>
<th>Signature of Authorized Representative/Certifying Official:</th>
<th>Date:</th>
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EQUAL OPPORTUNITY IS THE LAW

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

The recipient must not discriminate in any of the following areas: deciding who will be admitted, or have access, to any WIOA Title I–financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity.

Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION

If you think that you have been subjected to discrimination under a WIOA Title I–financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

Ms. Katherine Brady-Medley, Equal Opportunity Officer
Southeast Michigan Community Alliance Michigan Works!
(SEMCA)
25363 Eureka Rd.
Taylor, MI 48180
Phone: (734) 229-3506
TTY/TDD: 711

-or-

Ms. Naomi M. Barry Pèrez, Director Civil Rights Center
(CRC)
U.S. Department of Labor
200 Constitution Avenue NW, Room
N-4123 Washington, DC 20210

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above). If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that Notice. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient). If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

Federal Contractor:

| Signature of Authorized Representative/Certifying Official: |  |
Exhibit A

Example of Fiscal Monitoring Responsibilities

1. Review a sample of expenditures for allowability. Are checks supported by adequate documentation? Is there documentation of need for supportive service payments? Are there signed purchase orders or contracts as appropriate?

2. Have there been subcontractors other than for training?

3. Review an expenditure report for each funding title/program. Verify that the reported costs are supported by adequate documentation and can be traced to ledgers and/or trial balances. Check for inclusion of accruals for all sources. Verify that costs are reported correctly by category and funding source. Determine if the reports are submitted by the 7th of each month as required in the contract.

4. Review the accounting system and the internal controls of the subrecipient to ensure there is an adequate segregation of duties. Who is responsible for oversight of accounting functions? Is there a petty cash fund? What is the procedure for cash receipts and disbursements? What are the requirements for purchasing and receipt of goods? What are the payroll procedures?

5. Has there been any equipment ($5,000 or greater) purchased with grant funds?

6. Has there been any program income? Was it reported to SEMCA and used to offset current expenditures?

7. Review any written policies and procedures governing the use of cards (debit, credit, or gift cards). How are the cards disbursed, by whom and how are they tracked? Are cards kept in a secure location with only authorized individuals who have access? Is there documentation to support charges incurred?

8. Obtain and review a copy of the agencies cost allocation plan or federally approved indirect cost rate. Was the plan certified with the signature of an appropriate representative? Do the costs in the plan appear to be allowable, reasonable, and allocable to Federal awards?

9. Review the cumulative payments for salaries and bonuses (e.g., employees, contractual staff) during the most recent complete calendar year to determine if the agency is in compliance with the salary and bonus rate established for individuals in Public Law 109-234, Section 7013 (Executive Level II, [http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/](http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/)).