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**EARN Request for Proposal**

**Cover Sheet, Agreement and Checklist**

## A. Cover Sheet

### Organization

Name:

Department/ Division:

Street Address:

City:       State:       Zip Code:

Person Responsible for Proposal:

 Title:       Phone Number:       Email Address:

### Category

[ ]  Private [ ]  Non-Profit [ ]  School District / LEA

[ ]  Government (Specify): [ ]  Federal [ ]  State [ ]  County [ ]  Local

[ ]  Other (Specify)

**Budget Summary**

Total EARN funds requested for period October 1, 2021 – June 30, 2022: $

Number of new participants to be registered/served:

Number of current participants to be served:

Cost per participant served: $

(Divide proposed number of new and current participants to be served by the total amount requested.)

Total EARN funds requested for period July 1, 2022 – June 30, 2023: $

Total matching funds identified for period October 1, 2021 – June 30, 2022: $

**Proposed Service Area**

Following is a list of each County in the Central Region. Please indicate your plan to provide service.

 [ ]  Centre [ ]  Montour

 [ ]  Clinton [ ]  Northumberland

 [ ]  Columbia [ ]  Snyder

 [ ]  Lycoming [ ]  Union

 [ ]  Mifflin

## B. Agreement and Ability to Perform Basic Requirements

|  |  |  |
| --- | --- | --- |
| Agree to provision of services and ability to perform that will at a minimum will: | Yes | No |
| Incorporate all federal, state, and Advance Central PA requirements. |  |  |
| Follow Advance Central PA’s vision and plan for the workforce development system. |  |  |
| Ensure all required documentation is accurate, clearly filed, and data entered in a timely and compliant manner. |  |  |
| Achieve or surpass performance measures and other metrics Advance Central PA or DHS may require.  |  |  |
| Ensure an Individual Employment Plan (IEP) is developed with each EARN participant, is a living document updated as goals are outlined and plans evolve, and is the cornerstone of the case management influenced by the Family Needs Assessment and participant choice. |  |  |
| Ensure staff are properly trained and competent in ensuring compliance with the EARN Manual and accurate/timely data entry into CWDS. |  |  |
| Demonstrate administrative and fiscal capability to provide and manage the proposed services, to ensure an adequate audit trail and to fulfill DHS-required documentation and record keeping such as:* 1. Collecting data and preparing required documents;
	2. Ensuring security and confidentiality of participant records at all times;
	3. Accounting controls;
	4. Preparing and submitting monthly requests for reimbursement; and
	5. Handling of corrective actions and findings, if needed
 |  |  |
| Adhere to and comply with all laws and regulations that are prepared, issued, and implemented; comply with state and local administrative entities’ instructions, agency policies, and other applicable federal, state, and local laws and regulations. |  |  |
| Maintain (throughout management and direct staff) an understanding of the overall strategic mission and vision of Advance Central PA and provide a program that goes beyond meeting performance measures to support innovative service delivery methods that demonstrate flexibility, cross-training, creativity, individualized service, equity, and performance-driven evaluation. |  |  |
| Fulfill contract requirements, including indemnification and insurance requirements. |  |  |
| Maintain adequate files and records and meet all reporting requirements. |  |  |
| Demonstrate the administrative and fiscal capability to provide and manage the proposed services and to ensure an adequate audit trail. |  |  |
| Be free of conflicts and exercise active oversight of program management, program operation and outcomes. |  |  |
| Integrate the proposed and approved program into overall operations. |  |  |
| Implement an internal monitoring system that will effectively identify program, personnel and fiscal issues and provide corrective action procedures. |  |  |
| Provide continuous quality improvement that includes quality assurance measures for all aspects of the program. |  |  |

## C. Proposal Checklist

 [ ]  Cover Sheet, Agreement and Checklist (Advance Central PA attachment)

 [ ]  Executive Summary

 [ ]  Proposal Narrative

 [ ]  Performance outcomes

 [ ]  Resumes of known staff (if applicable)

 [ ]  Job descriptions for proposed staff

 [ ]  Chart of organizational and management structure

 [ ]  Social media post

[ ]  Budget

 [ ]  Budget Form (Advance Central PA attachment)

 [ ]  Last two year’s audited financial statements (one electronic copy of each)

 [ ]  Copy of your business license (one copy if applicable, electronic or hard copy)

**Signature Agreement/Certification**

**The proposing organization certifies that, to the best of its knowledge and belief, the data supplied in this application/proposal is true and accurate. The organization agrees to comply with all local, state and federal regulations if a contract is awarded.**

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Signature Date

Typed Name and Title

Phone Number