

Rapid Workforce Training and Redeployment Initiative Funding Opportunity

Industry and Trainer Guidance and Funding Request Procedures

Issued August 21, 2020



I. Overview

On August 3, 2020 Governor John Carney signed [Executive Order #43](#) (EO43) creating the Rapid Workforce Training and Redeployment Initiative (“Initiative”) to assist Delaware workers and their families who have lost jobs and income due to the COVID-19 crisis. In partnership, the Delaware Department of Labor, Division of Employment and Training (“DOL”) and Delaware Workforce Development Board (“DWDB”, and collectively with DOL “Delaware”) issue this funding opportunity to provide guidance on the workforce services Delaware desires and the funding request procedures for entities to complete.

The purpose of this Initiative is to engage both unemployed/underemployed Delaware workers and Delaware’s business community to:

1. Expand access and capacity for existing certificate/certification programs;
2. Identify additional employers’ workforce needs that can be addressed with training;
3. Provide targeted training to individuals including job search support and placement with the goal of employment.

Delaware seeks proposals from eligible applicants to support unemployed and underemployed Delaware workers in accessing certificate and certification programs (Occupational Skills Training) and other services that are designed to meet Delaware employers’ workforce needs. Services funded from this Initiative shall have a planned result of employment within the identified in-demand occupations (Appendix A) and/or targeted industries or occupation group indicated in the chart in II.C. Proposals that target employment not found on Appendix A or not within the targeted industries or occupation groups indicated in II.C are welcome when documentation supporting the need are submitted (e.g. assurances from employer(s) of hire of the individual at the completion of the training).

II. Funding

- A. The source of funds for this Initiative are Coronavirus Relief Fund (the “CRF”) in section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (the “CARES Act”). CARES Act mandatory terms and conditions are provided in Appendix B.
- B. Delaware may use funds allocated under the State of Delaware Final Operating Budget Act (SB 235) for the Department of Labor, Division of Employment and Training for Workforce Development as described in Section 266 of the Act for services proposed to occur April 1, 2021- June 30, 2021. See IV.J and K.
- C. The estimated funding available for services funded through the process outlined in this document is \$8,000,000 and is subject to change without notice. It is expected that funds will be allocated to target specific industries in the following manner*:

Industry/Occupation Group	Amount
Healthcare	2,000,000
IT	2,000,000
Construction/Trades	2,000,000
Hospitality/Food Service	1,000,000
Logistics/Transportation	1,000,000

*Nothing prohibits funding outside of this allocation. Delaware will fund as it sees fit and responsive to proposals, employer, industry, and worker needs.

- D. Other state or federal funds that become available may also be used to fund services requested through this process.
- E. Delaware's desire is to fund one entity per Industry/Occupation Group resulting in fewer agreements at larger amounts.

III. Eligible Applicant

- A. Applicants must have the State of Delaware license(s) and have any certification(s) necessary to perform services as identified in their proposal.
- B. Applicants must fall into one of the following categories:
 - 1. A State of Delaware public institution or training center; or
 - 2. An institution of higher education described in Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in the student financial assistance programs authorized by title IV of that Act; or
 - 3. Organization representing at least two employers and their workforce training needs.*

*Applicants who fall within 3 are required to submit documentation of meeting this criterion. This is encouraged to be submitted with proposal but must be submitted prior to any agreement being executed.

- C. Delaware will complete a compliance check with the Department of Labor, Divisions of Industrial Affairs and Unemployment Insurance for any Successful Applicant without a current contract with Delaware. Delaware may choose to not execute an agreement due to the feedback obtained from these Divisions at its discretion.
- D. While the Applicant does not have to be, any organization who is providing occupational skills training to individuals served under this Initiative must be any one of the following:
 - 1. A State of Delaware public institution or training center; or
 - 2. An institution of higher education described in Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in the student financial assistance programs authorized by title IV of that Act; or
 - 3. A private business or trade school approved by the Department of Education <https://www.doe.k12.de.us/domain/158> prior to any agreement being executed.

IV. Scope of Work

- A. Services funded with this Initiative will:
 - 1. provide targeted Occupational Skills Training or other education and training to individuals to ensure Delaware employers have the talent they need to compete and grow and
 - 2. provide activities to identify and/or address employers' workforce needs.
- B. Occupational Skills Training should be designed to lead to relevant credentials.
- C. Successful Applicants will recruit all individuals and work with partners (e.g. American Job Centers) to accept referrals and share relevant recruitment information.
- D. Successful Applicants will use assessment(s) to determine participant's likelihood for success in proposed program. This can include academic (e.g. ensuring individuals meet the minimum educational level for program when applicable), career interests, and service needs.
- E. All services including training shall be made available at no cost to the participant.

F. Population to be served is:

1. Jobseekers

- i. Unemployed/underemployed Delaware workers¹
- ii. At least 18 years of age
- iii. Eligible to Work in the United States
- iv. Priority given to Delaware residents
- v. Focus is desired on serving:
 - a. Individuals who live in a Promise Community zip code which are:

Promise Community	Zip Codes
City - Eastside	19801, 19802
City - Westside	19805
NCC - Rte 40	19701, 19702
NCC - Rte 9	19720
Kent - North	19901,19904,19977
Kent - South	19934, 19943,19952
Sussex - West	19933, 19956, 19973
Sussex - Central	19947, 19966

- b. Individuals who are on public assistance (e.g. TANF and SNAP); or
- c. Individuals who have barriers to employment/career advancement (e.g. individuals with disabilities, offenders/individuals re-entering society, etc.)

2. Employers who fall within the targeted industries in II.C or who employ significant number of workers in any of the identified in-demand occupations (Appendix A) and/or occupational group indicated in II.C.

G. Successful Applicants will enter required data into the Delaware JobLink system (<https://joblink.delaware.gov>) for participant tracking and performance measure reporting. Requested funds (budget) should reflect staffing to complete this task. See IV.J and K.

H. Successful Applicants will support individuals in job placement and utilize Delaware Job Link to maximize individuals' job search and placement, if applicable. At a minimum, individuals will create a Jobseeker account with resume showcasing newly acquired skills in Delaware Joblink (<https://joblink.delaware.gov>).

I. All Occupational Skills Training funded by this Initiative must end no later than March 31, 2021.

¹ Unemployed includes individuals furloughed and/or still employed but position impacted by COVID-19 and may or may not be eligible for UI. Underemployed refers to individuals who are not currently connected to a full-time job; commensurate with the individual's level of education, skills, or wage and salary earned previously, or who have obtained only low-wage, episodic, short-term, or part-time employment.

- J. Successful Applicants will support individuals in job placements and will have up to June 30, 2021 to obtain and report Employment Outcome. The only activity after March 31, 2021 that is allowed is staff for job placement assistance, tracking and reporting Performance Measures.
- K. Staff time for Performance Measure tracking and reporting after March 31, 2021 will not be funded with CARES Act but will be funded by other funds available to Delaware. A separate budget will be requested for this activity from April 1, 2021-June 30, 2021.
- L. Performance expected*:

	Performance Measures	Goal
1	Enrollment	100%
2	Completion of Proposed Training	85%
3	Obtained Outcome ²	65%

*Proposals may propose alternative outcomes but must include employment or career related advancement outcomes.

- M. Performance Measures 2 and 3 are a percent of total enrollments (individuals).
- N. Successful Applicants will maintain documentation for each participant, including eligibility, attendance, assessments, credentials, certificates, and outcomes. Documentation will be made available to Delaware and/or their designees upon request. Successful Applicants will be orientated on guidelines and document processing.
- O. Successful Applicants will be required to carry the following coverage depending on the type of service being delivered and provide proof of insurance compliance prior to contract execution:
 1. Worker’s Compensation and Employer’s Liability Insurance in accordance with applicable law.
 2. Commercial General Liability - \$1,000,000 per occurrence/\$3,000,000 per aggregate.
 3. Automotive Liability Insurance covering all automotive units used in the work (including all units leased from and/or provided by the State to Vendor pursuant to this Agreement as well as all units used by Vendor, regardless of the identity of the registered owner, used by Vendor for completing the Work required by this Agreement to include but not limited to transporting Delaware clients or staff), providing coverage on a primary non-contributory basis with limits of not less than:
 - i. \$1,000,000 combined single limit each accident, for bodily injury;
 - ii. \$250,000 for property damage to others;
 - iii. \$25,000 per person per accident Uninsured/Underinsured Motorists coverage;
 - iv. \$25,000 per person, \$300,000 per accident Personal Injury Protection (PIP) benefits as provided for in 21 Del. C. §2118; and
 - v. Comprehensive coverage for all leased vehicles, which shall cover the replacement cost of the vehicle in the event of collision, damage or other loss.
 4. At least one of the following depending on the scope of work being performed:
 - i. Medical/Professional Liability - \$1,000,000 per occurrence/\$3,000,000 per aggregate

² Outcome is obtained within 90 days the end of training and is unsubsidized employment maintained for one day or more or enrolled in training that is the next required educational step along their career pathway and related to the training funded by this Initiative.

- ii. Miscellaneous Errors and Omissions - \$1,000,000 per occurrence/\$3,000,000 per aggregate
- iii. Product Liability - \$1,000,000 per occurrence/\$3,000,000 aggregate
- iv. Cyber Liability Insurance (see Appendix B number 19).

- P. In accordance with EO43, Applicants must demonstrate in Proposal and shall be judged on the following:
- 1. a close nexus between the certificate program curriculum and skill requirements of employers in the State
 - 2. evidence of the skill needs of an in-demand industry sector or occupation in the State;
 - 3. assurances from employers that individuals applying for employment will receive priority upon completion of a program;
 - 4. the ability to deliver a quality program on an expedited basis; and
 - 5. the job placement rate experience for graduates of the program provider.
- Q. Successful Applicants may be required to work with specific Industry partners identified by Delaware.

V. Budgeting and Payment for Services

- A. It is expected that a large portion of requested budgets are tuition for various occupational skills training programs. This cost must not be more than the education institution's catalog price, must be necessary to receive specific training, and the training is open to and attended by the general public.
- B. Private Business and Trade Schools must comply with the Department of Education Private Business and Trade Schools Refund policy.
- C. Delaware will require a line item budget as part of the proposal completed on the Template provided. This budget will be used to determine how the Applicant determined the total requests. Payments will be dispersed in three equal installments:
 - 1. Upon agreement execution
 - 2. Demonstration that participants have enrolled in training and tuition has been accrued
 - 3. December 15, 2020 with satisfactory progress.

VI. Proposal Submission Instructions

- A. Applicants must submit a Proposal using the template attached as Appendix C.
- B. Applicants may submit more than one Proposal and separate Proposals shall be submitted for each Industry/Occupation Group. Proposals are not required for each individual occupation unless the occupations fall within separate Industries or Occupational Groups. All service funded from this Initiative shall result in employment within the identified in-demand occupations (Appendix A) and/or targeted industries or occupation group indicated in II.C.
- C. Completed Proposals shall be submitted via to DWDBDETContracting@delaware.gov with "EO43 Training Request" in the subject line.
- D. Applicants are strongly encouraged to submit Proposals as soon as possible but proposals may be submitted any time before September 25, 2020. They will be reviewed as they are received.

VII. Interested Applicants

- A. All questions shall be to Rachel Turney via email at DWDBDETContracting@delaware.gov.

- B. An information session is scheduled for September 2, 2020 from 2:00 – 3:30 via zoom. Access to this meeting will be provided upon registration. Registration may be accomplished [here](#) or at <https://doldet.wufoo.com/forms/zlst4gl1atxi3n/>.

VIII. Appendices

The following appendices shall be considered part of this Funding Opportunity:

- Appendix A: In-Demand Occupations
- Appendix B: CARES Act Required Terms and Conditions
- Appendix C: Proposal Submission Template

In-Demand Occupations

Cluster	SOC code	SOC Title	Total Annual Openings
4	11-1011	Chief Executives	35
4	11-1021	General and Operations Managers	463
4	11-3021	Computer and Information Systems Managers	109
6	11-3031	Financial Managers	262
4	11-3121	Human Resources Managers	34
2	11-9021	Construction Managers	52
9	11-9051	Food Service Managers	61
8	11-9111	Medical and Health Services Managers	76
10	11-9151	Social and Community Service Managers	103
4	11-9199	Managers, All Other	169
6	13-1031	Claims Adjusters, Examiners, and Investigators	51
7	13-1041	Compliance Officers	106
2	13-1051	Cost Estimators	131
4	13-1071	Human Resources Specialists	179
4	13-1111	Management Analysts	235
4	13-1151	Training and Development Specialists	103
14	13-1161	Market Research Analysts and Marketing Specialists	269
4	13-1199	Business Operations Specialists, All Other	168
6	13-2011	Accountants and Auditors	568
6	13-2041	Credit Analysts	118
6	13-2051	Financial Analysts	355

Appendix A

In-Demand Occupations

Cluster	SOC code	SOC Title	Total Annual Openings
6	13-2052	Personal Financial Advisors	151
7	13-2061	Financial Examiners	63
6	13-2072	Loan Officers	106
6	13-2099	Financial Specialists, All Other	73
11	15-1121	Computer Systems Analysts	243
11	15-1122	Information Security Analysts	28
11	15-1131	Computer Programmers	60
11	15-1132	Software Developers, Applications	265
11	15-1133	Software Developers, Systems Software	106
11	15-1134	Web Developers	41
11	15-1141	Database Administrators	38
11	15-1142	Network and Computer Systems Administrators	74
11	15-1143	Computer Network Architects	47
11	15-1151	Computer User Support Specialists	106
11	15-1152	Computer Network Support Specialists	44
4	15-2031	Operations Research Analysts	59
2	17-2051	Civil Engineers	70
15	17-2071	Electrical Engineers	36
15	17-2141	Mechanical Engineers	54
2	17-3022	Civil Engineering Technicians	40
15	19-2031	Chemists	306

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In-Demand Occupations

Cluster	SOC code	SOC Title	Total Annual Openings
10	19-3031	Clinical, Counseling, and School Psychologists	26
1	19-4091	Environmental Scientists and Specialists, Including Health	33
10	21-1011	Substance Abuse and Behavioral Disorder Counselors	29
5	21-1012	Educational, Guidance, School, and Vocational Counselors	121
10	21-1014	Mental Health Counselors	87
10	21-1015	Rehabilitation Counselors	90
10	21-1021	Child, Family, and School Social Workers	152
10	21-1022	Healthcare Social Workers	66
10	21-1023	Mental Health and Substance Abuse Social Workers	45
10	21-1093	Social and Human Service Assistants	68
10	21-1094	Community Health Workers	41
10	21-1099	Community and Social Service Specialists, All Other	109
12	23-2011	Paralegals and Legal Assistants	149
5	25-2011	Preschool Teachers, Except Special Education	233
5	25-2021	Elementary School Teachers, Except Special Education	348
5	25-2022	Middle School Teachers, Except Special and Career/Technical Education	163
5	25-2031	Secondary School Teachers, Except Special and Career/Technical Education	254
5	25-9031	Instructional Coordinators	78
5	25-9041	Teacher Assistants	356
14	27-3031	Public Relations Specialists	84
8	29-1071	Physician Assistants	40

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In-Demand Occupations

Cluster	SOC code	SOC Title	Total Annual Openings
8	29-1123	Physical Therapists	47
8	29-1126	Respiratory Therapists	31
8	29-1127	Speech-Language Pathologists	31
8	29-1141	Registered Nurses	761
8	29-1171	Nurse Practitioners	46
8	29-2011	Medical and Clinical Laboratory Technologists	34
8	29-2021	Dental Hygienists	50
8	29-2031	Cardiovascular Technologists and Technicians	26
8	29-2034	Radiologic Technologists	41
8	29-2035	Magnetic Resonance Imaging Technologists	19
12	29-2041	Emergency Medical Technicians and Paramedics	96
8	29-2052	Pharmacy Technicians	98
8	29-2055	Surgical Technologists	33
8	29-2056	Veterinary Technologists and Technicians	31
8	29-2061	Licensed Practical and Licensed Vocational Nurses	181
8	29-2071	Medical Records and Health Information Technicians	34
8	29-2099	Health Technologists and Technicians, All Other	23
8	31-1011	Home Health Aides	507
8	31-1014	Nursing Assistants	789
8	31-2021	Physical Therapist Assistants	34
8	31-2022	Physical Therapist Aides	66

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In-Demand Occupations

Cluster	SOC code	SOC Title	Total Annual Openings
8	31-9091	Dental Assistants	93
8	31-9092	Medical Assistants	270
8	31-9097	Phlebotomists	64
4	33-3012	Correctional Officers and Jailers	100
12	33-3051	Police and Sheriff's Patrol Officers	129
9	35-1011	Chefs and Head Cooks	35
9	35-1012	First-Line Supervisors of Food Preparation and Serving Workers	498
9	35-2012	Cooks, Institution and Cafeteria	403
9	35-2014	Cooks, Restaurant	677
9	35-2021	Food Preparation Workers	398
10	39-5012	Hairdressers, Hairstylists, and Cosmetologists	369
10	39-9021	Personal Care Aides	284
6	41-3021	Insurance Sales Agents	112
6	41-3031	Securities, Commodities, and Financial Services Sales Agents	219
14	41-3099	Sales Representatives, Services, All Other	321
14	41-4012	Sales Representatives, Wholesale and Manufacturing, Except Technical and	301
14	41-9022	Real Estate Sales Agents	139
4	43-1011	First-Line Supervisors of Office and Administrative Support Workers	506
6	43-3011	Bill and Account Collectors	109
16	43-3021	Billing and Posting Clerks	273
4	43-3031	Bookkeeping, Accounting, and Auditing Clerks	741

In-Demand Occupations

Cluster	SOC code	SOC Title	Total Annual Openings
4	43-4051	Customer Service Representatives	874
6	43-4131	Loan Interviewers and Clerks	119
16	43-5032	Dispatchers, Except Police, Fire, and Ambulance	64
4	43-5071	Shipping, Receiving, and Traffic Clerks	200
8	43-6013	Medical Secretaries	590
4	43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	734
6	43-9041	Insurance Claims and Policy Processing Clerks	81
4	43-9199	Office and Administrative Support Workers, All Other	69
1	45-2092	Farmworkers and Laborers, Crop, Nursery, and Greenhouse	213
2	47-1011	First-Line Supervisors of Construction Trades and Extraction Workers	181
2	47-2021	Brickmasons and Blockmasons	32
2	47-2031	Carpenters	262
2	47-2061	Construction Laborers	328
2	47-2073	Operating Engineers and Other Construction Equipment Operators	142
2	47-2081	Drywall and Ceiling Tile Installers	32
2	47-2111	Electricians	260
2	47-2141	Painters, Construction and Maintenance	64
2	47-2152	Plumbers, Pipefitters, and Steamfitters	127
2	47-2181	Roofers	22
2	47-2211	Sheet Metal Workers	56
7	47-4011	Construction and Building Inspectors	64

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In-Demand Occupations

Cluster	SOC code	SOC Title	Total Annual Openings
2	47-4099	Construction and Related Workers, All Other	23
13	49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers	135
13	49-2011	Computer, Automated Teller, and Office Machine Repairers	47
3	49-2022	Telecommunications Equipment Installers and Repairers	70
16	49-3021	Automotive Body and Related Repairers	41
16	49-3023	Automotive Service Technicians and Mechanics	198
16	49-3031	Bus and Truck Mechanics and Diesel Engine Specialists	53
16	49-3042	Mobile Heavy Equipment Mechanics, Except Engines	41
2	49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	225
13	49-9041	Industrial Machinery Mechanics	83
2	49-9044	Millwrights	60
2	49-9051	Electrical Power-Line Installers and Repairers	40
3	49-9052	Telecommunications Line Installers and Repairers	40
13	49-9071	Maintenance and Repair Workers, General	413
13	51-1011	First-Line Supervisors of Production and Operating Workers	117
13	51-2022	Electrical and Electronic Equipment Assemblers	32
13	51-2099	Assemblers and Fabricators, All Other	47
9	51-3011	Bakers	80
13	51-4041	Machinists	51
13	51-4121	Welders, Cutters, Solderers, and Brazers	59
13	51-9061	Inspectors, Testers, Sorters, Samplers, and Weighers	103

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In-Demand Occupations

Cluster	SOC code	SOC Title	Total Annual Openings
16	53-3022	Bus Drivers, School or Special Client	281
16	53-3032	Heavy and Tractor-Trailer Truck Drivers	446
16	53-3033	Light Truck or Delivery Services Drivers	332
16	53-3099	Motor Vehicle Operators, All Other	96
16	53-6031	Automotive and Watercraft Service Attendants	53
16	53-7051	Industrial Truck and Tractor Operators	153
16	53-7062	Laborers and Freight, Stock, and Material Movers, Hand	1172
13	53-7063	Machine Feeders and Offbearers	58
16	53-7064	Packers and Packagers, Hand	200
1	53-7081	Refuse and Recyclable Material Collectors	64

CARES Act Mandatory Terms & Conditions

1) ***Notice and Acknowledgement; Eligibility.*** Recipient¹ acknowledges that Government's provision of funding or payment relating to this transaction is the result of an effort to stimulate the State of Delaware economy and assist the Government in recovering from the unprecedented global reaction to the coronavirus pandemic. By entering into the [Agreement, Loan, Grant], Recipient expressly acknowledges that it is receiving Federal, State, or County funds in each instance it accepts the payments required by the [Agreement, Loan, Grant]. Further, Recipient acknowledges that its statements, disclosures and representations: 1) in arriving at the [Agreement, Loan, Grant], and 2) with respect to each of its communications to the Government required by the [Agreement, Loan, Grant], shall be certified by a person possessing the actual or apparent authority to bind the Recipient under oath and under penalty of criminal or civil prosecution.² Each [Agreement, Loan, Grant] involving CARES Act funding shall explicitly state the legal basis for eligibility at an appropriate location within the highest priority transactional document.

2) ***Audit and Inspection.***

- a) ***Government Auditing Rights.*** Recipient shall hold the Recipient's, and any applicable agent, subcontractor, or subconsultant's work and records open at all times for the inspection and/or audit by the Government, any applicable state or federal agency, the U.S. Inspector General, the Comptroller General of the United States, the State of Delaware Department of Justice, or any of their duly authorized representatives, including, any private firm of certified public accountants engaged by the entity, to any books, documents, papers, financial and accounting reports, schedules and records, and any other material of the Recipient and any applicable agent, subcontractor, or subconsultant which relate to this [Agreement, Loan, Grant]. The location of the inspection and/or audit will be at the Government's discretion and the inspection may be preceded by the Government's demand for the production of documents to facilitate the performance of preliminary planning, analytic and examination procedures by the Government. Such access for an on-site inspection and/or audit shall be granted by Recipient during its normal business hours, after receipt by Recipient of at least ten (10) business days advance written notice of a request for such access, at its offices in the State of Delaware, or at such other place or places agreed to by Recipient and the requesting person; provided, however, that this notice provision shall not apply to the execution of any search warrants or subpoenas or where the Government has determined to conduct an unannounced site visit. Absent good cause for more frequent site visits, the Government agrees to conduct no more than one unannounced site visit per calendar year. The provisions of this section shall survive termination or cancellation of this [Agreement, Loan, Grant].

¹ "Recipient" as used herein refers to as any party receiving funds through contracts, agreements, loans, grants, or any other transaction involving the Government as defined herein.

² See 31 U.S.C. §§ 3729 – 3733; 6 Del. C. c. 12; 18 U.S.C. c. 96; 11 Del. C. c.15.

- b) *Mandatory Record Retention.* Recipient, and any applicable agent, subcontractor, or subconsultant retained by Recipient, must retain all books, documents, papers, financial and accounting reports, schedules and records, and any other material pertaining to costs incurred under this [Agreement, Loan, Grant] for not less than 6 years after the Government makes final payment and all other pending matters are closed and shall make the material available upon request for inspection and/or audit by the Government or any of the entities provided for in this [Agreement, Loan, Grant]. The entire [Agreement, Loan, Grant] includes all tasks regardless of individual task completion date. The Recipient, or any applicable agent, subcontractor, or subconsultant, shall be liable for Government costs incurred for subsequent audit reviews requested by the Recipient.
 - c) *Audited Financial Statements.* Recipient shall provide the Government with annual, audited financial statements, including all footnotes, prepared in accordance with U.S. generally accepted accounting principles (GAAP) for the most recent two accounting years at the time of this [Agreement, Loan, Grant]. In addition, the Recipient has an ongoing obligation to provide annual, audited financial statements for future accounting years within one hundred twenty (120) days after the end of the Recipient's accounting year and to provide financial statements for interim accounting periods upon the Government's request. The requirement to provide financial statements shall continue through the accounting year ending after the last payment is made by the Government.
 - d) *Tax Record Retention and Production.* Recipient agrees to provide the Government with any and all tax returns, employee or contractor tax documents and any other tax records upon the Government's request, for the Government's inspection and/or audit of the Recipient's use of the funds provided pursuant to this [Agreement, Loan, Grant]. Such tax returns, employee or contractor tax documents and other tax records include, but are not limited to, annual tax returns, payroll tax returns, quarterly unemployment tax filings, and other employee or contractor tax related information.
 - e) *Cross-Government Sharing of Records.* Recipient specifically agrees to allow the sharing or exchange of any information or documents which relates to this (Agreement, Loan, Grant) among the Government and its political subdivisions, as well as the Federal Government.
- 3) ***Subcontracting and Assignments.*** To the extent that subcontracting or assignments are authorized by a contract or other written [Agreement, Loan, Grant], Recipient agrees that each of its reporting, auditing, invoicing, and certification requirements shall be expressly required of any such subcontractor or assignee.
- 4) ***Public Access to Audit Materials.*** While confidential business information as defined by the State of Delaware Freedom of Information Act shall remain entitled to protection and shall not be disclosed to members of the public by the Government unless required by law or court order, Recipient, and its approved subcontractors and assignees, shall expect that invoices, reports, certifications, and any Government-generated audit report regarding Recipient's performance may be made available to the public.
- 5) ***Customized Reporting Obligations.*** Recipient shall issue certified reports regarding compliance with all terms and conditions of the (Agreement, Loan, Grant) which may be required by the Government.

Such certified reports will allow for active transactional oversight by the Government and shall be tailored to the specific obligations relevant to the transaction. All reporting obligations shall be reduced to writing and included in the [Agreement, Loan, Grant].³

6) ***Certifications Required.*** All of Recipient's invoices and reports shall contain the following certification:

Recipient acknowledges that each of its requests for payment under this [Agreement, Loan, Grant] constitutes an express true and correct certification that the goods or services for which payment is sought comply with all statutory, regulatory, and contractual requirements related to this [Agreement, Loan, Grant] (including the "CARES Act"), and that the Recipient is not holding, billing, or otherwise requesting, any funds which the Government is entitled to possess. Recipient recognizes and agrees that the Government seeks to enter into this [Agreement, Loan, Grant], on an expedited basis and, as such, is explicitly relying on the truth and accuracy (including the lack of any material omissions) of each representation, warranty, certification, and other statement made by Recipient in connection with its entering into this [Agreement, Loan, Grant], including any boilerplate in this [Agreement, Loan, Grant], or related documents, as an express condition of the Government's [Agreement, Loan, Grant] to provide payment pursuant to this [Agreement, Loan, Grant].

7) ***Misrepresentation Illegal.*** In connection with this [Agreement, Loan, Grant], Recipient agrees not to engage in any deception, fraud, false pretense, false promise, misrepresentation, or the concealment, suppression, or omission of any material fact with intent that others rely upon such concealment, suppression or omission whether or not any person has in fact been misled, deceived or damaged thereby (collectively, the 'misrepresentation'), and agrees that any such misrepresentation shall be treated as an unlawful practice under § 2513 of Title 6 of the Delaware Code. Material misrepresentation(s) will be assessed on the basis of individual transactions and/or combined transactions at the Government's discretion.

8) ***Price Gouging Illegal.*** Recipient agrees not to engage in price gouging as herein defined, and understands and agrees that any price gouging shall be treated as an unlawful practice under § 2513 of Title 6 of the Delaware Code and a violation of Subchapter II of Chapter 25 of Title 6. 'Price gouging' shall have the meaning set forth in paragraph 9 of Governor John C. Carney's Declaration of a State of Emergency dated March 12, 2020, as clarified by paragraph 3 of Governor Carney's 9th Modification of the Declaration of a State of Emergency dated April 1, 2020.

³ Reports required pursuant to Mandatory Term and Condition No. 5 shall be negotiated by the Government based upon the specific purchase, deliverable, or service being supported by the distribution of CARES Act funds. Accordingly, other than the mandatory obligation that reports be certified, the form, content, and frequency of such reports shall be at the discretion of the Government.

9) ***Non-Compliance is a Material Breach of Contract.*** Recipient acknowledges that any failure to comply with the terms and conditions included by virtue of a Mandatory Term & Condition listed herein shall constitute a material breach of (Agreement, Loan, Grant).

10) ***Non-Compliance Tolls Government Payment Obligation.*** Any payment obligation by the Government for services rendered or materials provided during a period of time in which a Recipient's report was not timely delivered, or during which a defective report was delivered, shall be tolled until Recipient has fully complied with all of its outstanding and overdue reporting obligations.

11) ***Non-Waiver.*** The delay or failure by the Government to exercise or enforce any of its rights under a contract, [Agreement, Loan, Grant], or other transaction shall not constitute or be deemed a waiver of the Government's right thereafter to enforce those rights, nor shall any single or partial exercise of any such right preclude any other or further exercise thereof or the exercise of any other right.

12) ***Severability.*** If any term or provision included herein as a Mandatory Term and Condition is found by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, the same shall not affect the other terms, conditions or provisions hereof, but such term, condition, or provision shall be deemed modified to the extent necessary in the court's opinion to render such term, condition, or provision enforceable, and the rights and obligations of the parties shall be construed and enforced accordingly, preserving to the fullest permissible extent the intent and [Agreement, Loan, Grant](s) of the Government as set forth herein and as set forth in Exhibit B hereto.

13) ***No Third Party Beneficiary Rights.*** This [Agreement, Loan, Grant], is not intended to and shall not be construed to give any Third Party any interest or rights (including, without limitation, any third party beneficiary rights) with respect to or in connection with any [Agreement, Loan, Grant] or provision contained herein or contemplated hereby, even if indirectly benefited by it.

14) ***Jurisdiction and Venue.*** Recipient irrevocably consents and submits to the exclusive jurisdiction of the State courts of the State of Delaware located in New Castle County, Delaware and the United States District Court for the District of Delaware and waives any objection based on venue or *forum non conveniens* with respect to any action instituted therein arising under this [Agreement, Loan, Grant], or any of the other [Agreement, Loan, Grant](s) or in any way connected with or related or incidental to the dealings of the parties hereto in respect of this [Agreement, Loan, Grant] or the transactions related hereto or thereto, in each case whether now existing or hereafter arising, and whether in contract, tort, equity or otherwise, and agree that any dispute with respect to any such matters shall be heard only in the courts and geographic locations described above.

15) ***Governing Law.*** This [Agreement, Loan, Grant], and all claims or causes of action (whether in contract, tort or statute) that may be based upon, arise out of or relate to this [Agreement, Loan, Grant], or the negotiation, execution or performance of this [Agreement, Loan, Grant] (including any claim or cause of action based upon, arising out of or related to any representation or warranty made in or in connection with this [Agreement, Loan, Grant], or as an inducement to enter into same), shall be governed by, and enforced in accordance with, the internal laws of the Government, including its statutes of limitations without regard to its rules of conflict of laws.

16) *Force Majeure; Applicability.* Neither the Recipient nor the Government shall be held liable for non-performance under the terms and conditions of this (Agreement, Loan, Grant) due, but not limited to:

- a) Acts of God; labor disturbances; accidents; failure of a governmental entity to issue a permit or approval required for performance when the Contractor has filed proper and timely application with the appropriate government entity; civil disorders; acts of aggression; changes in any law or regulation adopted or issued by a governmental entity after the date of this [Agreement, Loan, Grant]; a court order; explosions; failure of utilities; material shortages;
- b) Diseases, plagues, quarantine, epidemics or pandemics;
- c) Federal, state, or local work or travel restrictions to control, mitigate, or reduce transmission of diseases, plagues, epidemics or pandemics; or
- d) The State's need to occupy, utilize, or repurpose an active or prospective work area due to diseases, plagues, quarantine, epidemics, pandemics, work or travel restrictions, and the need to control, mitigate, or reduce transmission of diseases, plagues, epidemics or pandemics.

Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of this contract within 2 business days of the party's knowledge of significant non-performance risk.

Notwithstanding the content of subparagraphs (A) through (D) of this paragraph, Recipient agrees that any event giving rise to *Force Majeure* as defined herein shall not relieve the Recipient of the obligation to perform and carry out any of the Mandatory Terms and Conditions set forth in this document.

17) *Warranty.* Recipient hereby warrants that:

- a) All services and deliverables provided hereunder will be performed in a good and workmanlike manner, technically sound and in conformance with all applicable federal, state and local statutes, Executive Orders and Declarations, codes, ordinances, resolutions and other regulations applicable to the services. Recipient agrees to correct or re-perform any services not in compliance with this warranty.
- b) Recipient will not provide access to a portal or other software, or produce work product, that violates or infringes on any copyright, trademark, patent or other intellectual property rights. Recipient shall, without additional compensation, correct or revise any errors or omissions in the portal, software or work product.
- c) Third-party products within the scope of this [Agreement, Loan, Grant] shall be governed by the terms and conditions of the licenses or other [Agreement, Loan, Grant](s) by which such products are governed. With respect to all third-party products and services purchased by Recipient for the Government in connection with the provision of the Services, Recipient shall pass through or assign to the Government the rights Recipient obtains from the manufacturers and/or Recipients of such

products and services (including warranty and indemnification rights), all to the extent that such rights are assignable.

18) Indemnification.

- a) Recipient shall indemnify and hold harmless the Government, its agents and employees, from any and all liability, suits, actions or claims, together with all reasonable costs and expenses (including attorneys' fees), arising out of:
 - i) the negligence or other wrongful conduct of the Recipient, its agents or employees; or
 - ii) Recipient's breach of any material provision of this [Agreement, Loan, Grant] that is not cured after notice and opportunity to cure.
- b) Subject to the exceptions stated in subparagraph (c) below, if the Government promptly notifies Recipient in writing of a third party claim against the Government that any deliverable infringes a copyright or a trade secret of any third party, Recipient shall (i) defend such claim at its expense and (ii) pay any costs or damages that may be finally awarded against the Government.
- c) Recipient shall not be required to indemnify Government, however, to the extent the claim of infringement stems from:
 - i) Government's misuse or modification of the deliverable;
 - ii) Government's failure to use corrections or enhancements explicitly made available to Government by Recipient;
 - iii) Government's use of the deliverable in combination with any product or information not owned or developed by Recipient;
 - iv) Government's distribution, marketing or use for the benefit of third parties of the deliverable; or
 - v) Information, direction, specification or materials provided by Government.
- d) In addition to remedies stated in subparagraph a above, if any deliverable is, or in Recipient's opinion is likely to be, held to be infringing, Recipient shall at its expense and option either
 - i. Procure the right for Government to continue using it;
 - ii. Replace it with a non-infringing equivalent; or
 - iii. Modify it to make it non-infringing.

19) Insurance.⁴ Recipient must obtain at its own cost and expense, and keep in force and effect during the term of this [Agreement, Loan, Grant] (including during the term of all extensions), an insurance policy with the minimum coverage limits specified below issued by a carrier satisfactory to the Government. Recipient must carry one or more of the following insurance policies, as determined by the Government, depending on the type of service or product being delivered:

- a) Worker's Compensation and Employer's Liability Insurance in accordance with applicable law.
- b) Commercial General Liability (in amounts determined by the Government).
- c) Automotive Liability Insurance covering all automotive units used in the work (including all units leased from and/or provided by the Government to Recipient pursuant to this [Agreement, Loan, Grant] as well as all units used by Recipient, regardless of the identity of the registered owner, used by Recipient for completing the Work required by this [Agreement, Loan, Grant] to include but not limited to transporting Government clients or staff), providing the following types of coverage on a primary non-contributory basis, with limits as determined by the Government:
 - i) Combined single limit each accident, for bodily injury;
 - ii) Property damage to others;
 - iii) Per person per accident Uninsured/Underinsured Motorists coverage;
 - iv) \$25,000 per person, \$300,000 per accident Personal Injury Protection (PIP) benefits as provided for in 21 *Del. C.* § 2118; and
 - v) Comprehensive coverage for all leased vehicles, which shall cover the replacement cost of the vehicle in the event of collision, damage or other loss.
- d) In addition to the insurance coverages listed in the previous section, Recipient shall obtain at its own cost and expense, and keep in force and effect during the term of this [Agreement, Loan, Grant] (including during the term of all extensions), at least one of the following insurance policies (as determined by the Government) with the minimum coverage limits as specified by the Government, issued by a carrier satisfactory to the Government, depending on the scope of work being performed:
 - i) Medical/Professional Liability - per occurrence / aggregate;
 - ii) Miscellaneous Errors and Omissions - per occurrence / aggregate;
 - iii) Product Liability - per occurrence / aggregate; or

⁴ State of Delaware agencies should consult the State of Delaware Insurance Coverage Office for guidance in determining adequate amounts of insurance coverage.

- iv) Cyber Liability Insurance. Data such as names, addresses, phone numbers, email addresses, social security numbers, tax return information, bank account information, dates of birth, driver's license numbers and other personally identifiable or other confidential information maintained by Recipient under the [Agreement, Loan, Grant] (collectively, "PII") shall be encrypted at rest with validated cryptography standards as specified in National Institute of Standards and Technology FIPS140-2 Security Requirements. If Recipient cannot offer encryption at rest, Recipient must maintain cyber security liability insurance coverage for any loss resulting from a data breach. The policy, if required, shall remain in place in the amounts set forth below for the term of the [Agreement, Loan, Grant], inclusive of any extension(s), or for as long as the Recipient possesses or controls PII, whichever is longer.

Levels of cyber liability insurance required are based on the number of records with PII anticipated to be possessed or controlled by Recipient in connection with the [Agreement, Loan, Grant]. Should the actual number of PII records exceed the anticipated number, it is the Recipient's responsibility to ensure that sufficient coverage is obtained (see table below). In the event that Recipient fails to obtain sufficient coverage, Recipient shall be liable to cover damages and shall indemnify the Government for any damages, cost or expenses beyond the coverage amount.

Level	Number of PII records	Level of cyber liability insurance required (occurrence = data breach)
1	1-10,000	\$2,000,000 per occurrence
2	10,001 – 50,000	\$3,000,000 per occurrence
3	50,001 – 100,000	\$4,000,000 per occurrence
4	100,001 – 500,000	\$15,000,000 per occurrence
5	500,001 – 1,000,000	\$30,000,000 per occurrence
6	1,000,001 – 10,000,000	\$100,000,000 per occurrence

The insurance policy covering Cyber Liability shall include but not be limited to, coverage for liabilities relating to Recipient's or any independent contractor's or subcontractor's premises, operations, products, completed operations, or conduct relating to the [Agreement, Loan, Grant]. At a minimum, the policy must include third-party coverage for credit monitoring, notification costs to data breach victims, and regulatory penalties and fines. Recipient shall be responsible for any deductible or self-insured retention contained in the insurance policy. The coverage under the policy shall be primary, and not excess, to any other insurance carried by the Recipient.

- e) Any insurance policy required pursuant to this [Agreement, Loan, Grant] shall contain a provision that requires the carrier to provide the Government with written notice of cancellation in the event that such policy is cancelled prior to its original expiration date thereof.
- f) Before any work is done pursuant to this [Agreement, Loan, Grant], the Certificate of Insurance and/or complete copies of all required insurance policies, referencing the contract number stated herein, shall be filed with the Government. The certificate holder shall be as follows:

ENTER AGENCY NAME
Contract No: ENTER CONTRACT NUMBER
Unit of Government
ADDRESS
ADDRESS

- g) Nothing contained herein shall restrict or limit the Recipient's right to procure insurance coverage in amounts higher than those required by this [Agreement, Loan, Grant]. To the extent that the Recipient procures insurance coverage in amounts higher than the amounts required by this [Agreement, Loan, Grant], all said additionally procured coverages will be applicable to any loss suffered by, and claim made by, the Government pursuant to this [Agreement, Loan, Grant].
- h) To the extent that Recipient has complied with the terms of this [Agreement, Loan, Grant] and has procured insurance coverage for all vehicles Leased and/or operated by Recipient as part of this [Agreement, Loan, Grant], the Government's self-insured insurance program shall not provide any coverage, regardless whether coverage is sought as primary, co-primary, excess or umbrella insurer or coverage for any loss of any nature.
- i) In no event shall the Government be named as an additional insured on any policy required under this [Agreement, Loan, Grant].

20) *Limitation of Liability.* Except for specifically identified fees and expenses that may be due and owing under the [Agreement, Loan, Grant], and notwithstanding anything to the contrary in this [Agreement, Loan, Grant], neither Government nor any officers, members, employees or attorneys of the foregoing, shall have any liability to Recipient or any other party for fees (including attorneys' fees), expenses, suits, actions, claims or damages, whether direct or indirect, compensatory or punitive, actual or consequential, in or for actions, claims, causes of action or rights, including indemnification rights, arising out of or related in any way to this [Agreement, Loan, Grant].

- a) Notwithstanding anything to the contrary herein, no provision of this [Agreement, Loan, Grant] shall constitute a waiver or limitation of any right held by the Government or United States of America that may exist under applicable statutory or common law.
- b) Notwithstanding anything to the contrary herein, to the extent available under applicable law, Government and their respective officers, members, employees and attorneys, expressly reserve all rights, claims, arguments, defenses and immunities, including, without limitation, claims or defenses based on sovereign immunity, qualified immunity and other statutory or common law rights, claims, defenses or immunities; provided, however, that Recipient shall have the right to seek to enforce this [Agreement, Loan, Grant] in the courts of this State.

**Proposal Submission Template
Instructions**

1. No attachments (including letters of support) to this proposal will be allowed except the following:
 - Supporting Documentation for Proposals that include training/services that lead to occupations or industries not targeted. This may include letters from employers who would hire trained individuals.
 - Organization representing at least two employers and their workforce training needs should submit documentation that they meet this criterion. This should be letters from employers.
2. Unless otherwise noted, all narrative responses shall be limited to one page.
3. Completed Proposals shall be submitted to DWDBDETContracting@delaware.gov as an attachment in a Microsoft Word or Adobe PDF document.
4. Applicants are strongly encouraged to submit Proposals as soon as possible but proposals may be submitted any time before September 25, 2020. They will be reviewed as they are received.

Proposal Submission Template
Rapid Workforce Training and Redeployment Initiative
Funding Opportunity with CARES Act and EO43

I. General Proposal Information

A. Applicant Information

(NAME)

(STREET)

(CITY, STATE)

(ZIP CODE)

(CONTACT PERSON)

(TELEPHONE NUMBER)

(E-MAIL ADDRESS)

DUNS#

EIN#

Organization Type 1:

- Non-Profit
- Governmental
- Private for Profit

Organization Type 2:

- State public institution or training center
- Institution of higher education
- Organization representing at least three employers and their workforce training needs (submit documentation of meeting this).

B. Proposal/Project Title:

C. Point of Contact (Name, phone, email) for Employers who want to get involved (have a workforce need, need trained individuals, provide feedback on curriculum, etc.) with this program if funded:

D. County(ies) this program will serve:

- New Castle County
- Sussex County
- Kent County
- Statewide

E. Proposal seeks to serve:

- Healthcare Industry
- IT Occupations
- Construction/Trades
- Hospitality/Food Service
- Logistics/Transportation
- Other Industry or Occupational Group (requires supporting documentation)

F. Complete the chart below (add rows as needed) by listing the job title(s) and their corresponding ONet Code that this Proposal seeks to target. This will include jobs that individuals who benefit from this proposal are likely to achieve from completing training. Include any certification that will be can be achieved with successful completion for each title.

Job Title	ONet Code	Applicable Certificate/Credential

G. Total Number of Enrollments/Individuals:

H. Total Training Hours per Enrollment:

I. Complete the following (add rows as needed):

Occupational Skills Training (should align with Job Titles in F. above)	Requested # of Cycles	Minimum # of Cycles	Start/End Dates of each Cycle*	Cost per Cycle	Training Hours per Enrollment

*must end no later than March 31, 2021

J. Total Amount Requested (Includes amount in 1. Below): \$ _____

1. Given the estimated end date of your proposed occupational skills training program(s) and that you will have up to 90 days after training to place individuals in an outcome, will you need funds to cover the timeframe of April 1, 2021-June 30, 2021 for staff to track and report Performance Measures? No
 Yes and the amount requested for this activity is: \$ _____

Note: Two separate budgets (Attachment 2) should be completed delineating the funds. One for services through 3/31/2021 and one for services 4/1/2021-6/30/2021.

K. If you do not receive the full amount requested, what would you be willing to cut?

L. If awarded a contract for more, is your program able to accommodate?

M. If additional funds become available, how would you use them?

N. Requested funds for this program are _____% of organization's total budget.

O. Leveraged Resources Provide if any:

Cash Contribution Amount	\$ _____
--------------------------	----------

In-Kind Estimated Amount	\$
--------------------------	----

Describe what these leveraged funds will support:

II. Executive Summary

Describe the way you propose to meet the goals and purpose outlined in the Funding Opportunity. This should answer questions; who, what, when, where, why, how providing a summary of what the proposal seeks to accomplish.

III. Demonstrated Ability

- A. Describe your organization’s ability to operate high quality training programs that have resulted in high employment rates or similar outcomes. This should include past achieved performance (including the job placement rate experience for graduates of the program(s)).
- B. Describe your organization’s ability to deliver a quality program on an expedited basis.

IV. Individuals

- A. Describe how you will outreach, recruit, and assess individuals.
- B. Are you targeting or serving any of the desired populations listed in the Funding Opportunity?
 - 1. If yes, list the targeted populations
 - 2. If yes, describe how this program will provide services to overcome barriers to employment.

V. Program Design

- A. Describe how your organization determined the training in this proposal was needed. Include partnerships/relationship with industry/employers and evidence of the skill needs of an in-demand industry sector or occupation in Delaware.
- B. Describe how the proposed program(s) maintain a close nexus between the certificate program curriculum and skill requirements of local employers.
- C. Can you provide assurances from employers that individuals applying for employment will receive priority upon completion of a program? Yes No
- D. Describe how a participant will flow through your program from start to finish.
- E. Describe the job readiness and placement assistance you propose to connect individuals and employers placing them in employment opportunities within their training related field.

VI. Partners

Complete the following chart detailing the partners involved or those you plan to engage:

Organization Type (e.g. Employer, Education/Trainer, or Other Partner)	Name of Organization	Organization Contact Name	Role/Commitment (e.g. potentially hire individuals)

VII. Attachments-Required

Attachment 1: Confidentiality and Proprietary Information

Attachment 2: Program Budget

VIII. Certificate of Information and Authorization-*Must be completed for your proposal to be considered*

By submitting this proposal, I hereby certify that to the best of my knowledge all information contained in this proposal is accurate and complete, that this is a valid proposal and that I am legally authorized to submit and to represent this organization.

Signature: _____

Name: _____

Title: _____

Organization: _____

Attachment 2

BUDGET SUMMARY

Organization:
Proposal Name:

TOTAL

1. Staff Salaries	_____
2. Staff Fringe Benefits	_____
3. SUBTOTAL (Lines 1+2)	_____
4. Supportive Services to Individuals (Specify on Budget Page 5)	_____
5. Rent	_____
6. Custodial Services	_____
7. Utilities	_____
8. Consumable Office Supplies	_____
9. Postage	_____
10. Equipment and Furniture Purchase	_____
11. Equipment Rental	_____
12. Tuition	_____
13. Entrance Fees	_____

Attachment 2

BUDGET SUMMARY

Organization:

Proposal Name:

14. Training Materials (Specify on budget back up page)

15. Printing/Advertising

16. Student Travel

17. Staff Travel

18. Staff Training

19. Participant Payments (Wages. OJT Payments, etc...)

20. Participant Fringes

21. Insurance:

22. Professional Services (List on budget back up page)

23. Overhead/Indirect for Lead Organization:

24. Profit

25. Other: (Specify)

26. Other: (Specify)

27. Total

EMPLOYEE LISTING
SALARY AND FRINGE EXPENSES

AREA OF TRAINING: _____
 ORGANIZATION: _____

YEAR: _____

LIST EVERY EMPLOYEE BY TITLE
ADD ROWS AS NEEDED
USE ADDITIONAL PAGES TO LIST EACH EMPLOYEE NUMERICALLY

POSITION	DATES OF EMPLOYMENT HOURS PER WEEK (if seasonal give # of weeks and hourly rate) (If part-time, indicate hourly rate)	SALARY	FRINGE	TOTAL	FUNDED STAFF HOURS
Person #1		THIS PROGRAM			
		OTHER			
Person #2		THIS PROGRAM			
		OTHER			
Person #3		THIS PROGRAM			
		OTHER			

Organization _____

Type of Training _____

BUDGET BACK-UP PAGE

LINE
NUMBER

ITEM

NUMBER
OF EACH

AMOUNT

EXPLANATION/
REMARKS

SUPPORTIVE SERVICE TO INDIVIDUALS

ORGANIZATION : _____

TYPE OF TRAINING _____

TOTAL AMOUNT OF SUPPORTIVE SERVICES: \$ _____

CLIENTS MUST NOT RECEIVE CASH. VOUCHERS ARE TO BE USED FOR GOODS AND SERVICES) CONTRACTORS MUST MAINTAIN A CUMULATIVE LOG TO DOCUMENT CLIENTS RECEIVED SUPPORTIVE SERVICE(S). AT A MINIMUM THIS LOG MUST INCLUDE CLIENT NAME, STAFF AND CLIENT SIGNATURE, AMOUNT OF SUPPORTIVE SERVICES GIVEN, AND VENDOR.

Furthermore, contractors will only be reimbursed for direct benefits they have given to client.

TYPE OF PAYMENT: _____

EXPLANATION: _____

