

**PUBLIC NOTICE
KERR-TAR WORKFORCE DEVELOPMENT BOARD
EMPLOYMENT & TRAINING ACTIVITIES FOR
ONE-STOP OPERATOR, AND ADULT/DISLOCATED WORKER
SERVICES**

The Kerr-Tar Regional Council of Governments Workforce Development Board announces the opportunity to receive public comment on the Proposed Program Year July 2018 –June 2019 Development Area Plan. If there are any comments on the Proposed Plan, please email info@kerrtarcog.org stating any questions or comments on or before May 30, 2018.

**North Carolina Instructions
for Local and Regional
Workforce Development Area Plans**

Workforce Innovation and Opportunity Act

Title I

**PY 2018 Plan Update
July 1, 2018 – June 30, 2019**

*North Carolina Department of Commerce
Division of Workforce Solutions
4316 Mail Service Center
313 Chapanoke Road, Suite 120
Raleigh, NC 27699-4316*

Instructions

Introduction

The Workforce Innovation and Opportunity Act (WIOA) requires each Workforce Development Board (WDB) to develop and submit, in partnership with the local chief elected official a comprehensive four-year plan. Four-Year Plans were submitted in May 2016. Annually, each WDB is to provide updates to the Comprehensive Four-Year Plan (PY 2016). The WIOA Program Year (PY) 2018 Plan is to provide current information and be effective July 1, 2018 - June 30, 2019 and will include all current local policies. The Comprehensive Four-Year Plan (PY 2016) should be maintained and updated, as appropriate.

Federal and State Requirements for Local Administration of the Workforce Innovation and Opportunity Act

Local Workforce Development Boards should reference the Workforce Innovation and Opportunity Act, Public Law 113-128, enacted July 22, 2014. Additional information is available at the U.S. Department of Labor Employment and Training Administration website: www.doleta.gov

North Carolina policy information is available at <http://www.nccommerce.com/workforce/workforce-professionals/policy-statements>. Local Workforce Development Boards may reference the North Carolina WIOA Unified State Plan.

Plan Submission and Due Date

The Local Plan must be submitted through Workforce Information System Enterprise (WISE). ***The due date is April 30, 2018.*** Each attachment must be submitted separately in Word or PDF format. Attachments not submitted separately will not be accepted. Forms requiring original signatures may be mailed to the local Board's assigned Planner at: N.C. Division of Workforce Solutions, 4316 Mail Services Center, Raleigh, NC 27699-4316. Hand delivered documents may be left at 313 Chapanoke Road, Raleigh, NC 27603.

Workforce Development Board Overview

The Local Area Overview provides important contact information that is used throughout the Division. It is important this section remain current during the Program Year. Updates should be submitted to the local Board's assigned Division Planner when changes occur, especially to contact names and addresses in the Local Board Overview Section.

1. Provide the Local Area's official (legal) name as it appears on the local Consortium Agreement established to administer the Workforce Innovation and Opportunity Act (WIOA) or, if not a Consortium, in the formal request for Local Area designation. If the Local Area is a Consortium, attach a copy of the current Consortium Agreement. Name document: Local Area Name Consortium Agreement.

Kerr-Tar Workforce Development Board

2. Provide the name, title, organization name, address, telephone number and e-mail address of the Workforce Development Director.

Vincent Gilreath, Workforce Development Director

Kerr-Tar Regional Council of Governments

P.O. Box 709

Henderson, N.C. 27536

252-436-2040 ext. 2052

vgilreath@kerrtarcog.org

3. Provide the name, elected title, local government affiliation, address, telephone number and e-mail address of the Local Area's Chief Elected Official.

Sidney Dunston

Franklin County Commissioner

1495 East River Road

Louisburg, N.C. 27549

919-496-7855 Email: sid2543@earthlink.net

4. Provide the name, title, business name, address, telephone number and e-mail address of the individual authorized to receive official mail for the Chief Elected Official, if different than question 3.

N/A

5. Provide the name, address, telephone number of the Administrative/Fiscal Agent responsible for disbursing Local Area WIOA grant funds. This is the entity responsible for the disbursement of grant funds. [WIOA Sections 107(d)(12)(B)(i)(III) and 108(b)(15)].

Kerr-Tar Regional Council of Governments

P.O. Box 709

Henderson, N.C. 27536

252-436-2040

6. Provide the name, title, organization name, address, telephone number and e-mail address of the Administrative/Fiscal Agent's signatory official.

Patricia S. Cox, Executive Director
Kerr-Tar Regional Council of Governments
P.O. Box 709
Henderson, N.C. 27536
252-436-2040
dcox@kerrtarcog.org

7. Attach a copy of the Administrative Entity/Fiscal Agent's organizational chart with an 'effective as of date'. Name document: Administrative Entity Name Organizational Chart.

8. Provide the Administrative Entity's Data Universal Numbering System (DUNS) number and assurance that the 'System for Award Management' (SAM) status is current. Administrative Entities must register at least annually on the SAM website (<https://www.sam.gov/portal/SAM/##11>) to receive Federal funding [required by Federal Acquisition Regulation (FAR) Section 4.11 and Section 52.204-7].
DUNS number is 040046740, and registration is current on the SAM website.

Composition of the local Workforce Development Boards shall comply with WIOA Section 107. Local Workforce Development Board Membership Requirements have been provided as reference at [Appendix A](#).

9. Provide each Workforce Development Board members' name, business title, business name and address, telephone number and e-mail address on the provided form. The first block is reserved to identify the Board chairperson ([form provided](#)). Indicate all required representation and indicate if vacant. [WIOA Section 107(b)(2)]. Name document: Local Area Name WDB List. See [Appendix A](#) for Local Area Workforce Development Boards membership requirements.

Note: Check the block on provided form certifying compliance with required WIOA local Workforce Development Board business nomination process.

* Use and identify categories as indicated on the form. Do not change required category names.

10. Attach the Workforce Development Board By-laws including date adopted/amended. List any recent changes here. Name document: Local Area Name WDB By-laws.

Sunshine Provision - The Local Board shall make available to the public, on a regular basis through electronic means and open meetings, information regarding the activities of the Local Board, including information regarding the Local Plan prior to submission of the Plan, and regarding membership, the designation and certification of one-stop operators, and the award of grants or contracts to eligible providers of youth workforce investment activities, and on request, minutes of formal meetings of the Local Board. [WIOA Section 107(e)]

11. Describe how the Workforce Development Board meets the Sunshine Provision.

Local Area Plans are posted on the Administrative Entity's website under Workforce Development and a hardcopy of the completed plan is available for review in the office. The Local Area works with Clerks to the Board of Commissioners in the region when vacancies on the Board arise. All potential contract opportunities are posted on the website, and sent electronically to the most up to date bidder's list which anyone can request on which to be included. Board meetings are posted on the COG website as well.

Public Comment - The Workforce Development Board shall make copies of the proposed Local Plan available to the public through electronic and other means, such as public hearings and local news media; allow for public comment not later than the end of the 30 day period beginning on the date the proposed plan is made available; and, include with submission of the Local Plan any comments that represent disagreement with the Plan. [WIOA Section 108(d)]

12. Describe how the Workforce Development board will make copies of the proposed Local Plan available to the public. [WIOA Section 108(d)]
13. **A public notice will be made indicating that copies of the plan will be made available at the office of the administrative entity with instructions for comment submissions. If there are public comments, contact information will be provided for submission to the administrative entity which will be forwarded to the Local Area Workforce Development Director. The plan will be posted on the administrative entity's website with a way that comments can be sent in electronically. A hard copy of the plan will also be available for public review at the Board's office.**
14. Attach a copy of the Local Workforce Development Board's organizational chart with an 'effective as of date.' Include position titles. Name document: Local WDB Name Organizational Chart.

15. Complete the following chart for the PY18 Local Workforce Development Board's planned meeting schedule to include time, dates and location. *[Expand form as needed.]*

Date	Time	Location (include address and room #)
September 4, 2018	6:00 p.m.	Kerr-Tar COG 1724 Graham Ave Henderson, NC Board Room
December 4, 2018	6:00 p.m.	Kerr-Tar COG 1724 Graham Ave Henderson, NC Board Room
March 5, 2019	6:00 p.m.	Kerr-Tar COG 1724 Graham Ave Henderson, NC Board Room
June 4, 2019	6:00 p.m.	Kerr-Tar COG 1724 Graham Ave Henderson, NC Board Room

16. Attach a copy of the signed 'Certification Regarding Debarment, Suspension, and other Responsibility Matters – Primary Covered Transactions' ([form provided](#)). [Required by the Regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, participants' responsibilities.] Name document: Local Area Name Debarment Form.

Note: Document must bear the original signature of the Administrative Entity signatory official. Mail the signed [Certification form](#) original to Division Planner.

17. Submit the original Workforce Development Board and Chief Elected Official (CEO) Signatory Page (form provided), bearing the original signatures of the Chief Elected

Official(s) and the Workforce Development Board Chairman, and attach a copy of the signed document. Name document: Local Area Name Signatory Page.

Note: Mail the signed original Signatory Form to Division Planner.

NCWorks Career Centers

1. Identify NCWorks Career Center location(s) including Tier 1, Tier 2, Affiliate, and Specialized sites; On-site partners; how NCWorks Career Center operator(s) are designated; provider(s) of WIOA career services and method of selection; whether youth services provider is on-site and, if so, youth services offered. Use the NCWorks Career Center Chart. [WIOA Section 121(b)(1)(A) and (b)(1)(B)] Name document: Local Area Name Career Centers.
2. Provide the date and process for when the competitive procurement of the One-Stop Operators(s) occurred. Include the expected length of the contract (one-four years).

On January 25, 2018 Kerr-Tar WDB released a RFP for Bidders for One-Stop Career Center Operator. The RFP contained the scope of services, guidelines and requirements, and scoring criteria. An information session was held at the COG office on January 30, 2018 for interested respondents. Three proposals were received on February 9, 2018 by the 12:00 noon deadline. The proposals were reviewed by private sector executive committee members. The highest scoring RFP was the Division of Workforce Solutions. At the March WDB meeting, it was recommended and the Board approved going into contract with DWS for an initial year, with the option to renew if performance is satisfactory.

3. How do you coordinate services with WorkFirst (Temporary Assistance for Needy Families)? TANF Coordination in the two certified centers are conducted in the following manner: One office has a Food and Nutrition employee that is arranged through Granville DSS and Oxford Career Center that is housed full-time in the Career Center. She is included in Talent Development Team Product Box in the Center, and assists TANF customers with worksearch and referrals to workshops and other services provided by the Career Center. At the Vance County Center, a DSS employee regularly convenes work search classes in the conference room, and work search activities (self-service and staff-assisted) are done in the Resource Room area.
4. How is the Career Center used outside of regular business hours?

The Career Center is to be primarily used outside of regular business hours for targeted hiring events or Rapid Response activities (i.e. NC Works Registrations) as needed/requested by businesses. There are no standard non-traditional hours.

WIOA Title I Programs

Adult and Dislocated Worker Services

1. Provide the date and process for the competitive procurement of the Adult and Dislocated Worker Programs that ensures an arm's-length relationship between the Workforce Development Board and service delivery. Identify any service provider contract extensions.

Note: While Final Regulations Section 679.410 (b) and (c) provide exceptions to the competitive procurement process, WDBs *must* have an arm's-length relationship to the delivery of services.

On January 25, 2018 Kerr-Tar WDB released a RFP for Bidders for Adult and Dislocated Worker Services. The RFP contained the scope of services, guidelines and requirements, and scoring criteria. An information session was held at the COG office on January 30, 2018 for interested respondents. Three proposals were received on February 9, 2018 by the 12:00 noon deadline. The proposals were reviewed by private sector executive committee members. The highest scoring RFP was Educational Data Solutions, Inc. At the March WDB meeting, it was recommended and the Board approved going into contract with EDSI for an initial year, with the option to renew if performance is satisfactory.

2. Attach the Local Workforce Development Board's Adult and Dislocated Worker (DW) service providers chart effective July 1, 2018 using the [Adult/Dislocated Worker Service Provider List](#) provided. Name document: *Local Area Name Adult and DW Providers 2018*.
3. Describe how and when eligible training providers are reviewed at the local level and how customers are informed they have choices in choosing their providers. Define what "significant number of competent providers" means in the local area. Include whether the local Workforce Development Board uses more strict performance measures to evaluate eligible training providers. Attach if a separate policy. Name document: *Local Area Name Eligible Training Providers*. [Division Policy Statement 21-2015]
4. What strategies are in place to ensure Local Workforce Boards meet or exceed federal Adult and Dislocated Worker Performance Measures?

Current status on Federal performance and expenditure goals are discussed at each monthly ISD Leadership Team meeting. The Local Area Performance and Accountability Coordinator and the Strategic Program Manager of the Board's Contractor (EDSI) has weekly meetings with career center staff to assure attainment of goals by individual file reviews and information updates on current performance and updates on any relevant topics or policy changes/issues.

5. Describe how the Board uses local funds for Incumbent Worker Training (IWT). If the Board does not use local funds for IWT, please state why and what would be needed to incorporate IWT as a locally offered service.

In the current Program Year, the Board did not use Local funds for Incumbent Worker. However, planning is currently in process in policy development to begin at the beginning of the next Program Year. The ultimate goal is to implement the program as close or similar to our Regional partners (Capital Area and Durham) due to the possibility of some overlap with businesses.

6. Complete the following chart (by placing an X in each applicable box) to demonstrate what work-based learning opportunities are available in the local Workforce Board area. *[Expand form as needed.]*

On-the-Job Training	Local Incumbent Worker Training	Internships	Job Shadowing	Paid/Unpaid Work Experience	Specify Others:
X				X	

7. Please describe the efforts the Workforce Development Board has made to deliver business services on a regional basis.

The Business Services Representatives work regionally (particularly Kerr-Tar, Capital Area, and Durham) on business engagements activities such as focus groups, and hiring events for expansions and employees involved with companies that have filed WARN notices. Business Service team members from the region were very instrumental in compiling employer data for the Career Pathways that the three Local Areas have become certified, as well as the fourth pathway currently under certification. The Construction and Skills Trades Pathway need was derived from local and regional employer engagement.

8. Describe follow-up services provided to Adults and Dislocated Worker.

Per Training and Employment Guidance Letter (TEGL) 19-16 and Section 134(C)(2)(A), funds described shall be used to provide career services, which shall be available to individuals who are adults or dislocated workers through the one-stop delivery system and shall, at a minimum, include—...(xiii) follow up services, including counseling regarding the workplace, for participants in workforce investment activities authorized under this subtitle who are placed in unsubsidized employment, for not less than 12 months after the first day of the employment, as appropriate.

Once a customer is placed in employment, the Career Advisor prepares the case for exit from the WIOA program and completes an exit audit. The Career Advisor will follow up with the client after 30 days to conduct job retention coaching sessions and thereafter at the first quarter, second quarter, third quarter and fourth quarter after exit. Once a customer is placed in employment, he/she will be followed and supported throughout the retention period.

Youth Services

1. Does the Workforce Development Board have a standing committee to provide information to assist with planning, operational and other issues relating to the provision of services to youth? [WIOA Section 107(b)(4)(A)(ii)]

Yes

If no, describe how oversight to planning, operational and other issues relating to the provision of services to youth will be provided.

If yes, please provide a response to the following questions.

- a) Provide the committee's purpose/vision.

The purpose of the Kerr-Tar WDB Youth Committee is to serve in an advisory role for the Youth Programs Coordinator and WDB staff while assisting with WIOA Youth procurement, leveraging additional funding for workforce development services, strategies that better incorporate Out-of-School Youth into One-Stop services, and result in continuous improvement of youth services delivery.

- b) Attach the list of members to include members' agency/organization, one of which must be a community-based organization with a demonstrated record of success in serving eligible youth. Provide the Committee's Chair information in the first block (who must be a Workforce Development Board member.) Name document: *Local Area Name Youth Committee Members*.
[WIOA Section 107(b)(4)(A)(ii)]

- c) Complete the following chart for the PY18 Youth Committee's planned meeting schedule to include dates, time and location. *[Expand form as needed.]*

Date	Time	Location (include address and room #)
Not Yet Determined for PY18		

2. Provide the date and process for when the competitive procurement of the Youth Programs were completed, to include any contract extensions. **Based on performance information at the March 2018 WDB meeting for PY 17 Performance, Youth Providers had met performance in Quarters 1,2, and Part of 3 for Employment 2nd and 4th quarters and Credential for Youth. The WDB Youth Coordinator has monthly meetings with the Youth Service Providers regarding Performance. Based on the Performance information distributed at the March Board meeting, it was recommended to the Board to exercise its option to extend Youth Contracts for an additional year. The Board voted and agree to take that action.**

3. Attach the Local Workforce Development Board Youth service provider's chart, effective July 1, 2018, using the provided [Youth Service Provider List](#). Complete each column to include specifying where Youth Services are provided. Name the document: Local Area Name Youth Providers 2018.

4. What strategies are in place to ensure Local Workforce Boards meet or exceed federal Youth Performance Measures? **Strategies that are in place include regular meeting of contractors, reviewing NCWorks on Line before processing reimbursements to make sure that there are no major errors in the NC Works system, and regular monitoring of Future Works.**

5. Specify if the Local Workforce Development Board plans to offer incentives for youth. If yes, attach the Youth Incentive Policy to include: a) criteria to be used to award incentives; b) type(s) of incentive awards to be made available; c) whether WIOA funds will be used and d) whether the Local Workforce Development Board has internal controls to safeguard cash/gift cards. Name document: Local Area Name Youth Incentive Policy.

Note: Federal funds may not be spent on entertainment costs.

Local Innovations

1. List additional funding received by the local Workforce Development Board to include special grants, National Dislocated Worker Grants, YouthBuild, outside funding and others to include a brief description of the source and the amount.

Career Pathways Implementation-\$275,000

Program Enhancement Planning Grant-\$150,00

2. Describe one local Workforce Development Board best adult/dislocated worker program practice.

The Kerr Tar WDB has recently begun the practice of recruiting full cohorts for the programs being offered through the community college and private training providers. We realize that in order to improve training completion rates, certification, and placement, we would need to have a stronger hold on how the process worked. Our process has been extremely successful with training programs in the medical field, the CDLA and Heavy Equipment field. The process begins with an orientation for the job seekers who will learn about the program they are interested in taking. Once the orientation has been completed, eligibility, assessment, and intake is completed. The customer will receive HRD training, Working Smart, and OSHA 10 or Work Keys training as appropriate. After this portion of training has been successfully completed, the candidates move together into the Occupational Skills training program as a group. We have found that by adhering to the cohort model, we have significantly increased our completion rates, credentialing, and placement numbers.

3. Describe one local Workforce Development Board best youth program practice.

The NCWorks NextGen Program in the Kerr-Tar Region has integrated with the Career Center's Business Services Team in order to extend high-growth job opportunities for youth interested in technology installation. After initial assessment and review of the youths' goals, the youth case manager creates a "Top 5" list of youth candidates suitable for employment. This "Top 5" list is presented to the NCWorks Career Center's Business Services team weekly in the all-staff meeting with attendance from Adult/DW, Department of Workforce Solutions, and Youth staff. In these meetings, youth participants are discussed along with their interests, as are adult and dislocated workers. The Business Services team then reports back youth that have successfully interviewed and which employers would like to hire youth into On-the-Job Training opportunities. By using this integrated model, three youth have been hired into On the Job Training with Piper Technologies earning \$13 an hour as Installation Technicians.

4. Describe a local Workforce Development Board regional strategy that has yielded positive results.

The Kerr Tar Workforce Development board entered into a regional partnership with Capital Area and Durham in 2016. This partnership was a result of the work done for the JDI NEG grant and continued over into the Career Pathways initiative. As a result of this regional strategy, we were able to develop 3 certified career pathways that are utilized in all three regions. Any customer entering an NC Works center in the region will receive support in a pathway in Advanced Manufacturing, IT, and Healthcare. Most recently, we have applied this regional strategy to completing the certification for construction as a new regional pathway. The region is partnering with local employers, K-12, and the community college to offer information sessions, training options, and labor market information for this pathway in order to create a talent pipeline for this industry that will fill the needs of the employer population for the foreseeable future.

PY 2018 Local Area Plan Required Policy Attachments

1. The following policies must be attached as separate documents in the PY 2018 Plan. Name documents: Local Area Name, Policy Name.

Please make a notation below if the Policy has been revised for Program Year 2018.

Example: Competitive Procurement – Revised

1. Adult/ Dislocated Worker Work Experience Policy (PS 10-2017)
 2. Competitive Procurement Policy (PS 19-2017)
 3. Conflict of Interest Policy (PS 18-2017)
 4. Equal Opportunity Procedures (PS 05-2015)
 5. Financial Management Policy for Workforce Innovation and Opportunity Act Title I (PS 20-2017)
 6. Individualized Training Account Policy
 7. On-the-Job Training Policy (PS 04-2015)
 8. Oversight Monitoring Policies and Tools
 9. Priority of Service Policy (PS 03-2017)
 10. Supportive Services Policies
 11. Youth Work Experience Policy (PS 10-2017)
2. Designate whether or not you have the following Optional Policies. If yes, attach the policy as a separate document. Name documents: Local Area Name, Policy Name. [Example: IWT Policy – Yes. Attached as *Workforce Development Board, IWT Policy*.]
 1. Local Area Incumbent Worker Training Policy
 2. Local Area Needs-Related Policies
 3. Local Area Transitional Jobs Policy
 4. Local Area Youth Incentive Policy

3. Individual Training Accounts (ITAs) are required [Regulations Section 680.300] to pay the cost of training provided with Adult and Dislocated Worker funds and limitations on duration and amount may be included [Regulations Section 680.320]. Please provide the following ITA elements in summary:

Individual Training Accounts (ITA) Summary	
Dollar Amounts	\$3,000 per year, except for Associates Degree in Nursing and Truck Driving which is \$4,000 per year.
Time Limits	Two years
Degree or Certificates allowed (Associate's, Bachelor's, other)	Certificates allowed, Associates, and Bachelors
Procedures for determining case-by-case exceptions for training that may be allowed	Case-by-case exception should be sent to the Local Area Director through the Performance and Accountability Coordinator
Period of time for which ITAs are issued (semester, school year, short term, etc.)	Short-term and semester
Supportive Services covered by ITA (uniforms, tools, physical exams, etc.)	Testing fees, uniforms, transportation assistance, one-time emergency assistance
Other	

4. Please specify the supportive services provided by the local Board Supportive Services Policy. List specific items under Supplies, Emergency and Other, as identified in the local Policy. *[Expand form as needed.]*

Transportation	Childcare	Supplies <i>(include examples)</i>	Emergency <i>(include examples)</i>	Other <i>(include examples)</i>
Transportation payments to 3 rd party or reimbursement to participants for costs to attend training		Training and work-related clothing and equipment, such as uniforms, steel toed boots	One time emergency assistance per year towards car repair	Test fees such as C.N.A. Licensening Test

Workforce Innovation and Opportunity Act of 2014

Program Year 2018 Local Plan Signatory Page for

Kerr-Tar Workforce Development Board

Local Workforce Development Area Name

We affirm that the Local Area Workforce Development Board (WDB) and the Chief Elected Official(s) of the Local Area, in partnership, have developed and now submit this comprehensive, strategic Regional and Local Area Plan in compliance with the provisions of the Workforce Innovation and Opportunity Act of 2014 and instructions issued by the Governor under authority of the Act.

April 30, 2018

Submission Date

Workforce Development Board Chair

Chief Elected Official

Derrick Sims

Sidney E. Dunston

Typed or Printed Name

Typed or Printed Name

HR-Safety Officer

Franklin County Commissioner

Typed or Printed Title

Typed or Printed Title





Signature

Signature

4-30-18

4/26/2018

Date

Date

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
AND OTHER RESPONSIBILITY MATTERS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participant's Responsibilities.

(BEFORE COMPLETING THIS CERTIFICATION, READ THE INSTRUCTIONS ON THE FOLLOWING PAGE WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)

- 1) The prospective primary participant certifies, to the best of its knowledge and belief, that it and its principals:
 - a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency;
 - b) have not within a three-year period preceding this certification been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
 - c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d) have not within a three-year period preceding this certification had one or more public transactions (Federal, State or local) terminated for cause or default.

- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Patricia S. Cox, Executive Director

Printed Name and Title of Authorized Administrative Entity Signatory Official

Patricia S. Cox
Signature

4-30-2018
Date