

ATTACHMENT E

Verdugo Consortium **Certification Regarding Debarment** **Suspension, Ineligibility, and Voluntary Exclusion**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' Responsibilities. The regulations were originally published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). The regulations were most recently published as Part 98 in the Code of Federal Regulations, Title 29, Volume 1, revised as of July 1, 2003.

Instructions for Certification

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact which reliance was placed when this was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntary excluded," as used in this clause, have the meanings set out in the Definitions and Coverage section of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and voluntary Exclusion – Lower Tier covered Transactions," without modifications, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is

not required to check the List of Parties Excluded from Procurement or Non-procurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant is a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

The undersigned has read the instructions above and certifies, to the best of his or her knowledge and belief, that

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal debarment or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Typed Name of Organization

Program/Title

Typed Name of Certifying Official

Typed Title of Certifying Official

Signature

Date

ATTACHMENT F

Verdugo Consortium

Certification Regarding Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of a federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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

Typed Name of Organization

Program/Title

Typed Name of Certifying Official

Typed Title of Certifying Official

Signature

Date

ATTACHMENT G

Verdugo Consortium Assurances

I recognize that I must give assurances for each item below. I understand that if I cannot, this proposal will automatically be rejected. For the purposes of this document, "We", "Us", and "Our" means [Proposer Name]_____. The assurances are:

1. I am authorized by my Board of Directors, Trustees, other legally qualified officer, or as the owner of this agency or business to submit this proposal.
2. We are not currently on any Federal, State, or local Debarment List.
3. We will provide records reasonably acceptable to the Verdugo Consortium, to show that we are fiscally solvent, if requested.
4. We have, or will have, all of the fiscal control and accounting procedures needed to ensure that all funds will be used as required by law and contract.
5. We will have an outside accountant audit our books annually in compliance with the Single Audit Act of 1984 and OMB Circular A-133.
6. Our agency will have no need to request advances against the budget prior to invoicing for actual costs.
7. Our agency has at this time, or will secure if granted funds from the Verdugo Consortium, the following insurance, at the levels required, and shall provide documentation of such coverage upon request. In addition, the City of Glendale, and its officers, agents, employees, and representatives shall be included as additional insureds under the policy(s), as required:
 - a. Commercial General Liability or Business Owners Liability Insurance
 - b. Business Automobile Liability Insurance
 - c. Workers Compensations Insurance
 - d. Theft Insurance or Fidelity Bond
8. We have the ability to satisfy all requirements in the Verdugo Workforce Development Administration Assurances, Certifications and Agreement (the "Agreement") between us and the Verdugo Consortium, including, but not limited to, indemnification requirements. The Verdugo Consortium reserves the right to make modifications to the Agreement prior to its execution.
9. We have the ability to maintain adequate files and records and meet reporting requirements required under the Agreement.
10. We have the administrative and fiscal capability to provide and manage the proposed services and to ensure we have an adequate audit trail.
11. We have the ability and are proposing to provide all paid services ourselves. We will not subcontract any part of the services described in the Agreement.
12. We will promptly reimburse the Verdugo Consortium or any of its members for funds that have been determined by the Verdugo Consortium to be disallowed costs.
13. We will provide services out of a physical location within the Verdugo Area (Burbank, Glendale, or La Canada Flintridge).
14. We will provide all program and fiscal documentation upon request, in a timely manner.
15. We ensure that all of our staff members who work with minor youth participants have passed a criminal background check.
16. We ensure youth participants will be provided services in a safe and healthy environment.

17. We will meet all applicable Federal, State, and local compliance requirements. These include, but are not limited to:
- a. Comply with any and all funding legislation and requirements.
 - b. Records shall accurately reflect actual performance.
 - c. Maintain participant record confidentiality, as required.
 - d. Report financial, participant, and performance data, as required.
 - e. Comply with Federal, State, and local Equal Opportunity and nondiscrimination policies.
 - f. Meet requirements of Section 504 of the Rehabilitation Act of 1973.
 - g. Comply with all labor laws, including child labor laws.
 - h. Comply with the local Grievance and Complaint Policy and the local Incident Reporting Policy (Fraud and Abuse).
 - i. Comply with the Drug Free Workplace Act, the Americans with Disabilities Act, and applicable prevailing wage laws.
 - j. We will not:
 - i. Use granted funds to assist, promote, or deter union organizing.
 - ii. Use granted funds to employ or train persons in sectarian activities.
 - iii. Use granted funds for youth in the construction, operation, or maintenance of any part of a facility to be used for sectarian instruction or religious worship.

I hereby assure that all of the above are true.

Typed Name of Authorized Representative Typed Title of Authorized Representative

Signature Date