

## CONFLICT OF INTEREST DISCLOSURE

List the name(s) and title(s) of all the owners, members of the board of directors, and other officers of the agency, corporation or business. Indicate owners, or members, or officers who are present members of the Workforce Development Board (WDB) or Administrative Board. Individuals who are known to be directly related to members of the WDB or the Administrative Board should also be noted.


## PROPOSAL COVER SHEET

PROPOSING BIDDER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PROPOSAL CONTACT PERSON: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NAME OF CHIEF EXECUTIVE OFFICER: \_\_\_\_\_

TYPE OF ORGANIZATION: \_\_\_\_\_

EMPLOYER TAX ID: \_\_\_\_\_ DUNS# \_\_\_\_\_

### ACCEPTANCE OF THE CONDITIONS OF THE REQUEST FOR PROPOSAL

By signing this request for proposal application, I acknowledge that all the terms and conditions set forth in this entire document are hereby accepted. I also certify that the information in this application is correct to the best of my knowledge and belief and that the completion of this application has been fully authorized.

SIGNATURE OF AUTHORIZED OFFICIAL: \_\_\_\_\_

TYPED NAME AND TITLE: \_\_\_\_\_

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS**

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

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

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

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

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Signature Date

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Name and Title of Authorized Representative

**CERTIFICATION REGARDING LOBBYING CERTIFICATION  
FOR CONTRACTS, GRANTS, LOANS, AND  
COOPERATIVE AGREEMENTS**

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

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

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

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

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

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Signature (Must Be Authorized to Bind the Bidder/Agency) Date

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Name and Title of Authorized Representative

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Name of Bidder/Agency