Program Management

1. Give a brief history and background of your organization. Include the purpose of your agency and the number of years of educational or job training experience.

   Note: Proposers must be in business for at least six months prior to initial proposal and have a current business license or proof of active compliance with the Secretary of State Corporations Division.

2. Indicate the following regarding staffing:
   a) # of staff necessary for operation of this project/program. _____
   b) # of existing staff to be used in the operation of this project/program. _____
   c) # of staff to be hired utilizing this project/program's funds. _____

3. Identify the job titles and required qualifications for staff that will be working in any aspect of the program.

4. Attach to this form (Attachment G) a job description including qualifications for each position to be used in implementing this project.

5. If existing staff are to be utilized, attach to this form (Attachment G) resumes for each person. List below which positions they will fill and the percent of their time devoted to this project. If staff are to be hired, list below the positions and later forward resumes of personnel hired, indicating which positions they fill.

Position	% of Time	Name

6. Explain in detail your monitoring procedures. Include those responsible for monitoring; explain which activities they will monitor, and explain when monitoring will occur. Discuss how your monitoring will ensure compliance with WIOA, Federal Regulations, and the contract. Include your agency's Equal Opportunity policy.

7. Will any part of this project be subcontracted? ☐Yes ☐ No
   If yes, describe in detail the portion(s) of the project to be subcontracted; the entity (if known to whom it will subcontracted; indicate if the subcontractor is debarred or suspended from doing business with the federal government, and attach a sample of the subcontracting instrument that will executed between your agency and the subcontractor(s).

8. Provide a detailed description of proposer partnerships with business partners.

[A total of four (4) additional pages may be used to complete this form excluding required attachments]