SAMPLE

✤ DRUG-FREE WORKPLACE CERTIFICATE

✤ If you have previously submitted a signed and dated 1998/99 Drug-Free Workplace Certificate with any 1998/99 Los Angeles County SDA executed contracts, just include a copy of this document with your submission.

DRUG-FREE WORKPLACE CERTIFICATE

Pursuant to the State of California, Government Code, Section #8355 ff, the **CONTRACTOR** hereby certifies that:

1. **CONTRACTOR** agrees to the incorporation of this Certification into the Welfare-to-Work Contract and certifies that the **CONTRACTOR** will provide all participants and employees a drug-free workplace, pursuant to Government Code Section #8355 ff of the State of California, by doing all of the following:

   a. Publishing a Statement notifying all employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person's or organization's workplace and specifying the actions that will be taken against employees for violations of the prohibition.

   b. Establishing a drug awareness program to inform employees about the dangers of drugs and the types of help available to drug abusers.

2. **CONTRACTOR** further understands that, pursuant to the State of California, Government Code Section #8355 ff, payments to **CONTRACTOR** under this Contract may be suspended and/or terminated if the COUNTY determines that any of the following has occurred:

   a. **CONTRACTOR** has made a false certification under the STATE of California, Government Code Section #8355 ff.

   b. **CONTRACTOR** has violated the Certification by failing to carry out the requirements of this Certification.

3. This Certification shall not be construed to require the **CONTRACTOR** to ensure that other business with which it conducts normal business intercourse, also provide drug-free workplaces.

SIGNATURE	AGENCY NAME (TYPE)
SIGNATORY'S NAME (TYPE)	DATE

✤ REVENUE DISCLOSURE

✤ COST ALLOCATION PLAN

SAMPLE
COST ALLOCATION PLAN (CAP)

I. GENERAL INFORMATION

A. POLICY

This cost allocation plan is based on the guidelines and requirements of the Balanced Budget Act of 1997, which established a new Welfare-to-Work (WtW) program under Title IV, Part A of the Social Security Act regarding the allocation and categorization of costs.

The plan describes the methods used to collect, analyze, and distribute shared costs by the (insert Agency Name) for the WtW Program. The methodology and procedures described in the plan have been developed in accordance with the Generally Accepted Accounting Principles and Regulations applicable to WtW.

B. APPLICABILITY

The cost allocation plan is applicable to all grants and contracts entered into by the (insert agency name here).

(If applicable)
Costs associated with subcontractor expenditures are allocated by those organizations in accordance with the same guidelines and principles established by the WtW for all recipients and subrecipients receiving Federal funds.

II. ORGANIZATIONAL STRUCTURE

The (insert agency name), a (type of organization, e.g., non-profit, local government), administers employment and training services. This agency receives funding from the County of Los Angeles, Community and Senior Services Department, for the administration of WtW programs.

For purposes of this cost allocation plan, (Agency Name) functions are categorized as follows:

A. Administrative functions - the administrative functions listed below are those non-programmatic functions which had been determined through review and analysis to benefit all grants or contracts administered. The cost for which the benefit can specifically identified will be directly charged to the benefitting grant, contract or category. Shared costs associated with administrative functions will be allocated based on the burden of direct grant expenditures to total direct grant expenditures for the period.

Executive - overall guidance, planning, management and supervision of agency operations

Fiscal - accounting, budgeting, financial planning, procurement and management assessment

Monitoring - reviewing and analyzing program administration to assure compliance and

performance

Management Information Systems (MIS) - process of gathering and maintaining mandated information for reporting, evaluation, and follow-up of participants

Support - costs associated with clerical support to the above-identified functions

B. Programmatic Functions - The programmatic functions listed below are those that have been determined through review and analysis to benefit either directly or indirectly WtW grant and contracts administered by (insert Agency Name)

The costs, for which the benefit can be directly identified, will be charged to the benefitting grant and category. Shared costs will be charged based on either employee time reporting or number of participants served by activity.

Programs administered directly by (insert Agency Name)

The programmatic aspects of the following programs are administered by the agency. In addition to the directly identifiable costs associated with these programs, each bears a burden of shared administrative costs based on the burden of direct grant expenditures to total direct grant expenditures for the period.

III. COST ALLOCATION:

All costs are allocated based on documented information. Such costs, defined as shared costs, are pooled for the purpose of allocation. The agency pools administrative costs, both personnel and non-personnel (operating costs), for the purposes of allocation to all programs administered. These costs are then allocated to programs based on documented direct charges.

Personnel Expenses

Wage/Benefits: Costs are distributed based on the percentage of staff hours dedicated to performing duties and activities related to each of the WtW contract programs. Benefit costs are distributed based on the percentage of staff hours dedicated in performing duties and activities related to each WtW contract.

Equipment

Lease or Purchase: Costs are distributed based on usage of equipment to programs directly benefitted. Under 20, CFR Part 645, computer hardware and software needed for tracking and monitoring under a WtW grant shall not be charged to administration. Also, only costs of information technology that is "year 2000 compliant" shall be allowable under WtW grants

Facility

Space rent: Costs are distributed based upon the amount of square footage allocated to each program.

Utilities/Janitorial/Maintenance: Costs are distributed based upon actual program use and expenditures to programs directly benefitted.

Materials & supplies

Office Supplies/Program Supplies/Postage & Mail Service: Costs are distributed based upon the usage of supplies to programs directly benefitted.

Staff Travel

Travel: Costs are distributed based on the usage of agency vehicles and or personal vehicles to programs directly benefitted.

Other Costs

Printing: Costs are distributed based upon the amount of printing and the program that directly benefits.

Professional Services/Child Care/Other Support Services

Costs are distributed based upon use and actual Program expenditures to the program directly benefitted.

The agency will review and update this plan no less than annually or when there is a significant change in funding or allocation.

The above plan applies to funds administered by (agency name) for the period of July 1, 1998 through June 30, 1999.

✤ SECTION 504 ACCESSIBILITY SURVEY

- ✤ Please use this Los Angeles County SDA survey form.
- ✤ Complete all sections and include response comments in each section.
- ✤ If you have previously submitted a signed and dated 1998/99 Accessibility Survey with any 1998/99 Los Angeles County SDA executed contract, just include a copy of this document with your submission.

SECTION 504 OF THE REHABILITATION ACT OF 1973

ACCESSIBILITY SURVEY
FOR COUNTY OF LOS ANGELES SDA CONTRACTORS

CONTRACTOR: _____

AUTHORIZED SIGNATURE: _____

PRINT/TYPE AUTHORIZED NAME: _____

DATE SUBMITTED: _____

A. PROGRAM SERVICES

INQUIRY	YES	NO	RESPONSE
1. List the various program components your agency provides and indicate whether each has been made available to qualified handicapped individuals; such as: ☐ Intake ☐ Work Experience ☐ Assessment ☐ Classroom Training ☐ Job Placement ☐ Other ☐ OJT ☐ Job Search Workshops			
2. Are policies assuring that your organization does not discriminate on the basis of race, color, national origin, religion, age, sex, physical or mental handicap, marital status, or political affiliation posted in conspicuous places which include the phone number of the person to be contacted if problems occur?			
3. Are notices of employment opportunities and training programs given to all applicants, including those with visual or hearing impairments?			
4. Are all employment tests and selection criteria job related so as not to screen out qualified persons, including the handicapped?			
5. Are selection personnel trained or are other qualified persons made available to assess the qualifications of handicapped persons who must be tested through alternative methods due to hearing, visual, and/or speech impairment?			
6. Do qualified persons from all above-noted groups (i.e., ethnicity, sex, handicap) serve on oral panels as appropriate?			
7. Is all information about ethnic designation or handicapped conditions appearing in any application forms voluntary and used only for statistical purposes?			
8. Have complaint procedures been established and disseminated to all applicants regarding their rights under Section 504?			

A. PROGRAM SERVICES

INQUIRY	YES	NO	RESPONSE
9. Has recipient accommodation been requested and provided to applicants in any of the various program components your agency administers?			
10. Is your overall training program accessible to the visual, hearing or speech impaired?			
11. Is program information available as necessary in languages other than English?			
12. Are all programs and activities conducted in the most integrated settings appropriate to qualified handicapped individuals?			
13. Have any of the following services been provided to persons during their program participation? Transportation Health Services/Insurance Benefits Counseling			
14. Have auxiliary aids (e.g., interpreters, readers, brailled materials) been requested by applicants and/or participants and provided as appropriate?			
15. Does your facility have the ability to communicate with hearing impaired applicants and employees by telephone (TDD)?			
16. If not, have arrangements been made for such communication?			

B. EMPLOYMENT PRACTICE AND POLICIES

INQUIRY	YES	NO	RESPONSE
1. Are rates of pay and all other forms of compensation equal for all employees in the same class, including the handicapped?			
2. Are all hiring, promotion, assignment, raining, and other employment practices opportunities applied equally to all employees?			
3. Have procedures been developed for identifying the number of handicapped employees, participants, and applicants receiving services?			
4. Have any employees requested reasonable accommodations based on disability?			
5. Have reasonable accommodations been provided to qualified handicapped persons to enable them to perform job duties (e.g., special aids, modification of work sites, or restructuring of jobs)?			
6. Do all persons, including the handicapped, have access to an established grievance procedure that provide due process in resolving complaints alleging discriminatory action prohibited by these policies?			

C. FACILITIES

INQUIRY	YES	NO	RESPONSE
1. List the various components your agency administers and indicate whether these facilities are physically accessible to the handicapped, such as: ☐ Intake ☐ Assessment ☐ Referral ☐ Training ☐ Other			
2. Are any parking spaces clearly identified with sign posts and ground paint reserved for handicapped individuals? If so, where is it located?			
3. Is each designated parking space at least 12 feet wide? (Some vans have wheelchair lifts that required extra space on the side of the van.)			
4. To get from the accessible parking to the building's entrance, do handicapped individuals have to: A. Go behind any vehicle other than her/his own? B. Cross any type of barrier, e.g., steps, steep slopes, curbs, grass, los spots in the ground or pavement, buckled concrete, gravel, etc.?			
5. Can handicapped individuals enter the building through an accessible front entrance or an alternative entrance?			
6. Are information/public counter areas accessible to handicapped individuals entering the building?			
7. Is at least one public telephone accessible to the handicapped?			
8. Does each meeting room have a doorway that provides a width at least 32 inches when open? If no, describe doorway.			
9. Is the floor level within 60 inches of a doorway leading to each meeting room, both inside and outside?			
10. Is there enough space in the meeting rooms for people with crutches or in wheelchairs to maneuver safely between the table and the wall and around the chairs?			

C. FACILITIES

INQUIRY	YES	NO	RESPONSE
11. Do doorways leading to the restrooms provide an opening at least 32 inches wide?			
12. Does each restroom have al least one toilet stall with a doorway that opens at least 32 inches?			
13. Is the toilet stool in the accessible stall mounted so a person in a wheelchair would find it accessible after the door is closed?			
14. Is the handicapped-accessible toilet stall equipped with grab bars?			
15. If the restrooms are set up for a single occupancy, are the toilet stools accessible to handicapped people?			
16. Does at least one accessible building doorway provide a width at least 32 inches when open? If no, describe entrance.			
17. Can the building entrance doors be opened with one hand?			
18. Is the floor level within 60 inches of the building's doorway, both inside and outside?			
19. Do elevators allow access to all levels in the building?			
20. Are the elevators accessible from the accessible entrance?			
21. Does the open elevator door provide a width of at least 32 inches?			
22. Are the elevator controls within 43-48 inches of the floor?			
23. Does the elevator control panel and each elevator entrance have raised numbers and braille symbols?			