



Annual Statement of Qualifications (SOQ)

This annual Statement of Qualifications (SOQ) allows potential subrecipients to demonstrate their ability to receive federal funds. All sections of this form must be filled out entirely. Along with this completed form, please be sure to include all supporting document. Rename your attachments referencing to the list below. i.e. 1-Articles of Incorporation.pdf

For your guidance, the checklist below details the *additional* supporting documents required:

1. ☐ A copy of Articles of Incorporation. *Save document as 1 - Articles of Incorporation.*
2. ☐ A copy of IRS Determination Letter. *Save documents as 2 – IRS Determination Letter.*
3. ☐ A copy of current Certificate of Status from California Secretary of State. *Save document as 3 - Certificate of Status from California Secretary of State.*
4. ☐ If applicable, a copy of certifying agency that verifies organization classification. *Save document as 4 - Verification of Organization Classification.*
5. ☐ A copy of your agency's most up-to-date insurance certificate. *Save document as 5 – Current Insurance Certificate.*
6. ☐ A copy of your organization's current budget. *Save document as 6 – Current Budget.*
7. ☐ A copy of current fiscal and compliance audits, as required by law. *Save document as 7 – Current Fiscal and Compliance Audits.*
8. ☐ A statement in a letterhead providing the organization's Dun and Bradstreet Data Universal Numbering System (DUNS). *Save document as 8 – Dun and Bradstreet Data Universal Numbering System (DUNS).*
9. ☐ Attachment A- Signature Certification. *Save document as Attachment A – Signature Certification.*
10. ☐ Attachment B- Certification Regarding Debarment. *Save document as Attachment B – Certification Regarding Debarment.*
11. ☐ Attachment C- Certification Regarding Records Storage. *Save document as Attachment C – Certification Regarding Records Storage.*
12. ☐ Attachment D- Certification Regarding Lobbying Restrictions. *Save document as Attachment D – Certification Regarding Lobbying Restrictions.*

SDWP Annual Statement of Qualifications (SOQ)

Date of Submittal: _____

Section 1. General Information

1. Name of Organization: _____

2. Primary Address: _____

3. Name of Contact: _____

4. Email Address: _____

5. Authorized Signatory*: _____

*See Attachment A for additional requirements and certification.

6. Legal Status: _____

7. If applicable, Organization Classification Status (Check the one that is most appropriate):

☐ Small Business Organization

☐ Emerging Business Organization

☐ Minority Business Enterprise

☐ Disabled Veteran Business Enterprises

☐ Women Business Enterprise

☐ Disadvantaged Business Enterprise

☐ Other: _____

Certifying Agency: _____

Section 2. Governance and History

1. Governing Body, Board of Directors or Principles (Attach a separate sheet, if needed)

Title:	Organization:
First Name:	Last Name:
Title:	Organization:
First Name:	Last Name:
Title:	Organization:
First Name:	Last Name:
Title:	Organization:
First Name:	Last Name:

In the past five (5) years, has your firm or any of its owners, partners or officers ever been investigated, cited, assessed any penalties, or have been found to have violated any laws, rules or regulations enforced or administered by any governmental entity? For this question, “owners” does not include owners of stock in your firm, if the firm is a publicly traded firm.

☐ Yes ☐ No

If “Yes”, please list contracts your organization had with them in the last five (5) years. Attach additional sheet(s) of paper if necessary.

Why was this person arrested, cited, detained, or charged?	Date arrested, cited, detained, or charged? (mm/dd/yyyy)	Location (City, State, Country)	Outcome or disposition of the charge (no charges filed, charges dismissed, probation, citation, etc.)

Section 3. Financial History of Resources and Responsibilities

1. Is your organization now, or has it ever been at any time in the past five (5) years, the debtor in a bankruptcy case? *If yes, please explain*

☐ Yes ☐ No

2. Is your organization in the process of, or in negotiations of being sold? *If yes, please explain*

☐ Yes ☐ No

3. In the past five (5) years, has any governmental, private entity, or individuals terminated your organization's contract prior to completion? *If yes, please explain*

☐ Yes ☐ No

4. In the past five (5) years, has your organization used any subcontractor to perform work on a government contract when you knew that the subcontractor had been debarred by a governmental entity? *If yes, please explain*

☐ Yes ☐ No

5. In the past five (5) years, has your firm been debarred or determined to be non-responsible bidder or contractor? *If yes, please explain*

☐ Yes ☐ No

6. Disallowed Costs

Identify any expenditure(s) that have been disallowed under any government contract during the past five (5) years. Include disallowances still in resolution and describe status. Use additional sheets if necessary. **If none, please indicate.**

Grantor	Date of Disallowance (mm/dd/yyyy)	Amount	Date Repaid (mm/dd/yyyy)

Section 4. Financial Management Structure

1. Provide an outline of your financial management structure, including the expertise of your staff to manage and account for governmentally funded programs.

2. Briefly describe the method by which your accounting system segregates the funding received by your organization.

3. Does your organization's time sheet system allow for your employees to record their hours worked by funded activities, including recording time in and out for meals? Briefly describe your organization's time sheet system (personnel activity report)?

4. Does your organization have written fiscal policies and procedures in place?

5. Briefly describe how your organization ensures that the duties of authorizing, recording, and maintaining custody of assets are segregated in practice.

Attachment A- Signature Certification

This is to certify that the officials listed below are authorized to sign contracts and other legally binding documents on behalf of the organization, (company name, hereinafter “Respondent”). Respondent certifies that documents submitted to San Diego Workforce Partnership (SDWP) are true and accurate to the best knowledge of the signatory.

Respondent also certifies that SDWP is authorized to examine administrative and fiscal systems for compliance. SDWP reserves the right to request additional information regarding administrative, financial, and legal status, and/or to visit the facilities during normal operating hours.

I certify that I am authorized to submit this Certification on behalf of the organization named above. If any information changes significantly, SDWP will be notified. I certify that the contents of the documents submitted are true and correct.

Signature	Date
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Printed Name	Title
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Phone/Fax	Email
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The following are additional authorized signatories:

Printed Name	Title
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Phone/Fax	Email
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Printed Name	Title
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Phone/Fax	Email
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☐ Provide a formal documentation of delegation of signatory authority by organization’s governing body.

Attachment B- Certification Regarding Debarment

Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transaction

The certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 180.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTION FOR CERTIFICATION)

- (1) The recipient of Federal assistance funds certifies 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 recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such participation shall attach an explanation to this proposal.

Name of Organization

Name and Title of Authorized Representative

Signature

Date

Attachment C- Certification Regarding Records Storage

If contracted with SDWP and in accordance with SDWP General Provisions, Section 30-Maintenance of Records/Access to Records, “Contractor shall maintain and safeguard participant files and records, program records and documents, and evidence of accounting procedures and practices. All contract documentation or records, including bank accounts, accounting records and personnel records must be maintained within the geographical boundaries of San Diego County at all times during performance of this contract and until such time as the contract is audited.”

☐ Records pertaining to SDWP contracts are stored in San Diego County.

☐ Records pertaining to SDWP contracts are **not** stored in San Diego County.

Address of Records Repository

This certification confirms records are stored at the location listed above. Delivery of records must be fulfilled within five (5) days of written request. Organization certifies compliance with all other storage requirements.

Name and Title of Authorized Representative

Signature

Date

Attachment D- Certification Regarding Lobbying Restrictions

If contracted with SDWP, the organization listed below assures and certifies to the lobbying restrictions as referenced in Byrd Anti- Lobbying Amendment (31 U.S.C. 1352) and as are codified in the DOL regulations at 29 C.F.R. 93 and described in SDWP General Provisions Section 2.0- Certification/ Assurances. The following restrictions are included:

- a. No federal appropriated funds have been 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 this federal contract, grant, loan, or cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- b. If any funds other than federally 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, and officer or employee of Congress, or an employee of a Member of Congress, in connection with this contract, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying" in accordance with its instructions.
- c. The undersigned shall require that the language of the lobbying restrictions be included in the award documents for contract transaction over \$100,000 (per OMB) at all tiers (including contracts and subcontracts, under grants, loan, or cooperative agreements), and that all sub-recipients shall certify and disclose accordingly. This includes all contracts that meet the \$100,000 threshold via contract modification.
- d. This certification is a material representation of fact upon which reliance is placed when this transaction is executed. Submission of the Lobbying Certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. 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 failure.

Name of Organization

Name and Title of Authorized Representative

Signature

Date