



## SUMMARY OF COMMENTS

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There were 3 comments to the draft version of this policy:

Comment #1 - Section Definitions page 2: Standard of Conduct Violations definition– state the relevant stipulation in our subgrantee agreement include the following:  
Employment of Former State Employees, Conducting Business Involving Relatives, Conducting Business Involving Close Personal Friends and Associates, Avoidance of Conflict of Economic Interest, and Maintenance of Effort

I'm unable to locate any of these stipulation within the draft Workforce Alliance of The North Bay Professional Services Agreement with the County of Marin, please advise as to the location of these stipulations or adjust the definition to include relevant stipulation that illustrate standards of conduct violations.

Resolution – Alliance contracts with services providers include an Incident Reporting section that stipulates CONTRACTOR shall comply with the provisions of the Workforce Investment Act Directive regarding Incident Reporting, issued on June 12, 2013, by the Employment Development Department of the State of California. As well as Exhibit D, Requirements Pursuant to the Federal Workforce Innovation and Opportunity Act that includes adherence to all rules, regulations, directives, policies, procedures, and amendments issued.

Comment #2 - Section I(C) page 3: The request for subrecipients (service providers) to establish a separate process and form for providing incident reports to the WANB in Section I(C), seems redundant if the subrecipients adheres to this policy specifically Section II – Reporting. Please advise on additional steps needed outside of this section?

Resolution – Language was modified based on comment. Subrecipient procedures should adhere to Alliance policy in which the reporting process and form are established.

Incident Report Form questions:

Comment #3 - Form footer: As this is the initial offering of this form to service providers, we request the “Rev” date is not a valid and implies previous forms were required. We suggest the date only, until such times as true revisions have been made to the form.

Resolution – The Alliance will modify the form footer to remove the “Rev.”