

Legal Status and Organizational Structure

WIOA Youth

Date Issued: 1/6/2026

Organization Information

1. Is your organization incorporated as: non-profit or for-profit?

A copy of the respondent's designation (as a private, non-profit, for-profit, public corporation, etc.) as granted by the U.S. Internal Revenue Service must be attached.

Page number of required IRS designation letter attachment:

2. Type of Business Organization:

Sole Proprietorship

Tax Supported

Partnership

Public Agency

Corporation

Unit or Consortium of General or
Specialized Governments

3. Is your organization established in accordance with State Statutes and authorized to conduct business in the State of Missouri?

Yes

No

A copy of the respondent's most recent State incorporation letter must be attached.

Page number of required State incorporation letter attachment:

4. If your organization is a corporation, do you have a current (valid within one calendar year) Certificate of Good Standing on file with the Missouri Secretary of State's Office?

Yes

No

N/A

Include a copy of your agency's current Certificate of Good Standing if you are a corporation

Page number of required Certificate of Good Standing attachment:

If you are not a corporation, please explain your status below:

5. The respondent must submit a copy of your most recent audited financial statements and/or balance sheet, management letter, and any audit findings with your proposal (unless one has been provided to the WDB within the last 12 months).

Submitted with the response?

Yes

No

Previously submitted to the WDB

Page number of most recent audit (if applicable):

6. Has your agency had any federal or state contracts that were either not renewed or terminated since July 1, 2022, in full or in part?

Contracts not renewed: Yes No If no, year of contract not renewed:

Contracts terminated: Yes No If no, year of contract terminated:

If your organization has had a contract not renewed or terminated, provide a brief explanation below of changes proposed to overcome deficiencies or problems identified for contracts terminated or not renewed:

7. The Respondent must be able to obtain and submit documentation of insurance coverage including director and officer liability insurance; general liability insurance; bonding at a minimum of \$100,000 per individual; insurance for personal injury; insurance for theft, fire, and other damage; and worker's compensation statute before the award of the contract. Include documentation of coverage identifying the respective, required coverage listed above (declaration of insurance prepared by the insurance agency) and amounts for each.

Documentation submitted?

Yes

No

Page number of declaration of insurance:

If your agency does not have this coverage at the time of the response, please include the name of the agency from whom your organization would secure coverage. The

assurance of coverage with the amounts will be required before the award of a contract.

If there is no current coverage, provide the name of the planned provider:

8. Answer the below questions based on the last 4 years of your organization's operations:

a. Were grievances or complaints filed against the organization (not including discrimination)?

Yes

No

b. Were lawsuits or judgements filed against the organization?

Yes

No

c. Were there investigations of fraud, abuse, conflict of interest, political activities, nepotism, or any criminal activities?

Yes

No

d. Was there a default or breach or any contract?

Yes

No

e. Was bankruptcy or receivership by this organization or a parent organization declared?

Yes

No

f. Were there any discrimination complaints or rulings against the agency?

Yes

No

If any of the above occurred, information must be provided which should include at a minimum:

- *Date of initiation*
- *Party or parties involved with specific references to federal funds*
- *Brief description of the circumstances*
- *Final disposition date*
- *A brief explanation if action is still pending*

The information above must be included as an addendum and may be submitted as a table if desired. Provision of false information, omission of relevant information, and/or

failure to include the above information may be grounds for not awarding a contract or canceling a contract if awarded.

Information provided? Yes No Not Applicable

Page number of above-noted items (if applicable):