

# **Region 5**

## **Workforce Innovation and Opportunity Act (WIOA)**

### **Title I Youth and Young Adult Services Request for Proposal**

#### **Release Date**

This RFP was released on March 1, 2016

#### **Proposal Submission Details**

**Please submit ONE ORIGINAL (clearly marked) proposal and attachments and six (6) copies, along with a PDF of your entire proposal on a labeled USB thumb drive to:**

Region 5 Workforce Development Board  
Attention: Sara Messerly  
Three Triton Circle  
Fort Dodge, IA 50501

#### **Due Date**

Friday, April 8, 2016 by 4:00 PM Central Time

#### **Contract Period**

July 1, 2016 to June 30, 2017  
Possible extension for up to three (3) years

## Request for Proposal Timeline

DATE	EVENT	COMMENTS
Tuesday, March 1, 2016	Solicitation for Proposals Released	Available at: <a href="http://www.iowawdb.gov">www.iowawdb.gov</a> Region 5
Tuesday, March 15, 2016, 4:00 pm CST	Deadline for Questions	Written questions related to RFP must be submitted by email to: <a href="mailto:sara.messerly@iwd.iowa.gov">sara.messerly@iwd.iowa.gov</a>
Friday, March 18, 2016	FAQs posted to the Regional Board website	Answers to all questions received regarding the RFP.
Friday, April 8, 2016 4:00 pm, CST	Proposals Due	Please submit 1 original, 6 copies of the full proposal and attachments. Incomplete or late proposals will not be accepted.
Friday, April 15, 2016	Proposal Review	The RFP Review committee will perform a technical review of each proposal to ensure it meets all submission guidelines.
Friday, May 6, 2016	Review Committee recommendations to board	Review Committee will vote on a recommended awardee(s) to be reviewed and forwarded on to the full Board.
May Board Meeting 2016	Board Action to award.	Board will select awardee(s) during their regularly scheduled meeting.
June 3, 2016	Sub-Award/ Agreement executed	Contract negotiations will also take place between the board, IWD and grantees.
July 1, 2016- June 30, 2017	Period of Performance	Possible extension for up to three years based on performance, expenditures.

## PART 1- BACKGROUND AND GENERAL INFORMATION

### A. Introduction

The **Regional Workforce Development Board (RWDB)** is responsible for the strategy, administration, and oversight of a variety of workforce development programs in the 6 county area of Region 5 (Webster, Hamilton, Wright, Calhoun, Pocahontas and Humboldt)

The RWDB continually seeks to improve the workforce and the quality of life for our communities and to be the leader for workforce development services in the region. The Board has adopted the following Vision and Goals for the Region:

**Vision Statement** – Region 5 workforce system will contribute to Iowa’s economic growth by being a proactive labor exchange where business and job-seekers receive integrated, comprehensive, seamless and professional employment and training services that provide businesses with the skilled workforce they need to grow or sustain their business and where economic growth opportunities exist.

Region 5 will support Governor Branstad’s set of five-year goals aimed at improving the socio-economic environment of Iowans. These goals include creating 200,000 new jobs, increasing family incomes by 25 percent, providing Iowa’s youth with the best education in the nation and reducing state government costs by 15 percent. Region 5 will support the Skilled Iowa initiative to help our region become a Skilled Iowa Community.

Region 5 will also support Iowa Workforce Development’s goals.

**Goals** – In order to assist Governor Branstad in meeting his five-year goals, Iowa Workforce Development has identified the following goals in its strategic plan:

- **Goal 1:** Grow Iowa’s skilled workforce
- **Goal 2:** Improve products and services based on employer, customer and partner input.
- **Goal 3:** Improve data and performance measurement systems for informed decision-making.
- **Goal 4:** Improve communications both internally and externally.

The Region 5 workforce system sets the following objectives to meet the strategic vision and goals of this region:

- Region 5 workforce system is committed to partnering with business and education to ensure we have workers who possess the needed skill sets within the region.
- Region 5 workforce system is committed to expanding the Governor’s Future Ready Iowa initiative.
- Region 5 is committed to promoting and expanding employment and training opportunities through the STEM initiative for both youth and adults to meet the demand in these occupations.

- Region 5 will continue to support the Skilled Iowa initiative, to ensure that applicants have the qualifications for the jobs the employers need to fill.
- Region 5 IowaWORKS will create educational and networking opportunities for business through the Employers Council of Iowa.

The Regional Workforce Development Board (RWDB) issues this Request for Proposal (RFP) to solicit for competitive, innovative youth workforce development program proposals for the operation of The Workforce Innovation and Opportunity Act (WIOA) Title I Youth and Young Adult services in one or more of the counties within the Region.

Through this solicitation, the RWDB seeks to gather together a variety of organizations with the skills, background, and community connections to provide successful youth career development services.

The Board is interested in receiving responses from any organization that is qualified and interested in providing WIOA youth services. Based on responses received to the RFP, the RWDB will determine the number, type, and funding amount of contract(s) to be awarded for the upcoming performance period.

## **B. Background**

The Department of Labor estimates that nearly 6 million 16-24 year olds in this country are not employed or not in school, which amounts to approximately one in seven youth and young adults. These disconnected youth and young adults are twice as likely to live in poverty, three times as likely to not have a high school diploma or its equivalent and three times as likely to have a disability.

The Workforce Innovation and Opportunity Act (WIOA) provides greater emphasis on serving disconnected youth and young adults. Programs and services under WIOA focus more on out-of-school youth and include increased work-based learning opportunities. An overarching priority has been set for the entire workforce system to meet the demands of businesses by providing youth and young adults with the necessary educational, work readiness, occupational, and other skills training and services for in-demand occupations.

The vision for youth services established by WIOA challenges local Boards to make available a variety of services that address youth needs in a comprehensive manner. WIOA substantially reforms youth programming and places emphasis on serving youth within a year-round comprehensive workforce development system that is outcome based and is built on services around a set of fourteen required program elements that comprise our local area's year-round youth services strategy. These elements, as listed in WIOA, Section 129c(e), are noted below.

- 1) Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential;
- 2) Alternative secondary school services, or dropout recovery services, as appropriate;
- 3) Experiential Learning—Paid and unpaid work experiences that have as a component, academic and occupational education, which may include—
  - (i) Summer employment opportunities and other employment opportunities available throughout the school year;
  - (ii) Pre-apprenticeship programs;

- (iii) Internships and job shadowing;
- (iv) On-the-job training opportunities;
- 4) Institutional/Occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in demand industry sectors or occupations in the local area involved;
- 5) Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- 6) Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate;
- 7) Supportive services such as childcare, transportation, clothing, etc.;
- 8) Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
- 9) Follow-up services for not less than 12 months after the completion of participation, as appropriate;
- 10) Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate;
- 11) Financial literacy education;
- 12) Entrepreneurial skills training;
- 13) Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
- 14) Transition activities that assist youth to prepare for and transition to post-secondary education and training.

RWDB's are required by WIOA to make each of the fourteen (14) program elements available to youth in their local area. Proposals should include plans to offer all **14** of the elements.

Important to note: these elements need not be provided by the bidder themselves, nor must they be supported directly by WIOA funds. Elements may be provided through partnerships with other agencies and may be funded by other resources. However, successful bidders will be responsible for coordinating comprehensive services with the One-Stop Center, and documenting connections to all services in the Individual Service Strategy (ISS) developed for each youth.

### **Additional Required Program Element:**

Based on employer input on required skills for success in the workplace, the RWDB believes that Basic Computer Literacy is a strategic objective to be incorporated into all youth service provider programs. The element should include a pre and post assessment of skill levels.

### **C. Local Service Provider Expectations**

Two categories of priorities and expectations have been identified by the Youth Advisory committee and the RWDB that should be taken into consideration as applicants develop their proposal plan.

1. Priorities for Youth Services in Region 5 include:
  - Preparation of WIOA eligible youth in the region for successful attainment of a high school diploma/high school equivalency, acceptance into a post-secondary education/training program and/or placement into a job providing career advancement opportunities paying a sustainable livable wage resulting in the attainment of annual performance outcomes by the

contracted provider.

- Coordination with existing programs to avoid unnecessary duplication and improve coordination in the delivery of employment and training-related services to the region's youth.
  - Ensuring that each youth in the program receives the training in work readiness and life skills to become successful both personally and professionally.
2. Operating under the Workforce Innovation and Opportunity Act (WIOA), the RWDB continues to update strategies for the delivery of youth services in our local area. The basic mission includes a comprehensive youth service program which:
- Focuses on a young person's assets;
  - Communicates high expectations;
  - Provides opportunities for leadership;
  - Expands a young person's understanding of the expectations of the workplace through hands-on experience;
  - Encourages a sense of personal identity;
  - Broadens a young person's perspective;
  - Provides them with safe surroundings; and
  - Connects them with caring adults.

#### **D. Right of Non-Commitment or Rejection**

This solicitation does not commit the Region 5 Workforce Development Board to award a grant, to pay any cost incurred in the preparation of a proposal, or to procure or contract for services. The Board reserves the right to select proposals it deems most responsive and appropriate and is not bound to accept any proposal based solely on cost. The Board also reserves the right to request additional information, documentation, or oral discussion in support of written proposals. The RWDB reserves the right to accept or reject any or all proposals received as a result of this request, or to cancel in part or in its entirety, this RFP if it is in the best interest of the Board to do so.

#### **E. Type of Contract, Contract Award, and Funding Level**

Selected bidders will enter into a cost reimbursement contract. A Cost Reimbursement Contract is one that establishes an estimate of total costs for the purpose of obligating funds and a ceiling that the service provider may not exceed. A line item budget shall be based on all legitimate costs to be incurred by the service provider in carrying out the services. The service provider is reimbursed on actual expenses according to the approved line item budget.

Proposals will be reviewed and awarded by an evaluation review criteria. The funding period for contacts awarded under this solicitation will be from July 1, 2016 through June 30, 2017, provided performance remains acceptable during that period. Any contract awarded from this RFP will include an option to renew for up to three (3) additional year periods, contingent upon successful performance and availability of funds.

## **Funding Availability**

An estimated total of \$171,673 for the period July 1, 2016-June 30, 2017 in WIOA funding will be available for Administration and youth services. All amounts are estimates for planning purposes and are subject to change. The last 2 years of budgets are indicated below to assist in budget development. The Regional Workforce Investment Board does not guarantee this figure as an accurate projection of annual funding available for Region 5 during the term of the contract.

	<b>Budget PY14</b>	<b>Budget PY15</b>
WIOA Administration	\$19,387	\$14,946
Youth Program	\$174,491	\$134,522
<b>TOTAL</b>	<b>\$193,878</b>	<b>\$149,468</b>

Since the RWIB and CEO boards may select one or more applicants to deliver services under these programs, no minimum budget is guaranteed for such operations. Applicants should submit proposals under the assumption that the entire program budget will be available for this purpose. However, the board may select more than one potential Service Provider as a result of the RFP, and subsequently enter negotiations with those entities to establish a final budget or budget share for such operations. Subsequent to that action, a Memorandum of Understanding (MOU) or other agreement will be finalized with the selected provider(s).

Service providers must accept liability for all aspects of any services conducted under contract with the Region 5 WDB. Service providers will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted.

Reductions in the funding level of any contract resulting from this solicitation process may be considered during the contract period when a service provider fails to meet expenditure, participant, and/or outcome goals specified in the contract or when anticipated funding is not forthcoming from the federal or state governments.

### **F. Eligible Contractor**

Any governmental, educational or not-for-profit organization or agency engaged in a public service may apply. Private for-profit organizations engaged in providing employment and training and educational opportunities for eligible youth and young adults may apply.

Agencies which have not previously been awarded a Workforce Investment Act or WIOA contract but have managed other federal, state, local and/or private funds to deliver a similar program design or have relevant experience and expertise connecting youth to career pathways, are encouraged to apply. The RWDB is committed to equal opportunity in its contracting process.

Entities that are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency are not eligible to respond to this RFP or to receive a contract.

Outstanding Monitoring, Audit or Legal Concerns – Respondents must disclose and rectify any and all outstanding monitoring and/or audit concerns from any of the respondent's other contracts prior to receiving a contract resulting from this RFP. Additionally, respondents must disclose any legal judgments, claims, arbitration proceedings, lawsuits or other legal proceedings pending or

outstanding (unresolved) against the organization, its owners, officers, or principals.

Competency – Respondents are expected to have the technical competence, knowledge and expertise in management and administration, the professional staff, and the administrative and fiscal management systems to accomplish the scope of work and the goals and objectives stated in this RFP, and must meet high standards of public service and fiduciary responsibility. Respondents are responsible for being knowledgeable of all laws, regulations, rules, and policies of the specific funding sources involved and applying them in developing the RFP response.



## PART 2- SCOPE OF WORK AND YOUTH PROGRAM OPERATIONS

### A. WIOA Youth Eligibility Requirements

*In order to provide services under the youth funding stream, an individual must meet the eligibility requirements listed below:*

The selected bidder may use youth funds to provide services for out-of-school youth and young adults between the ages of 16-24 and in-school youth between the ages of 14-21 that meet the federal WIOA eligibility criteria. Suitability factors should also be considered when making a determination for enrollment.

Funding allocations will be distributed with the goal of seventy-five percent (75%) of youth funding to be expended serving out-of-school youth across the region; therefore, proposal's responses should be designed with a focus of meeting the needs of out-of-school youth.

*Note:* The definition and eligibility guidelines have changed under WIOA. Changes to the out-of-school youth definition removes the low-income requirement for several categories (making them very similar to those of adults). Most often, the target population of 16-24 year old out-of-school individuals define themselves as "young adults."

Out-of-school youth means an individual who is not attending any school and is between the ages of 16 and 24 and exhibit one or more of the following characteristics:

- 1) School dropout
- 2) A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter.
- 3) A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is (aa) basic skill deficient; or (bb) English language learner
- 4) An individual who is subject to the juvenile or adult justice system
- 5) A homeless individual, a homeless child or youth, a runaway, in foster care or has aged out of the foster care system, a child who is likely to remain in foster care until 18 years of age, or in an out-of-home placement.
- 6) Pregnant or parenting
- 7) A youth who is an individual with a disability
- 8) A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment

For youth who require additional assistance to complete an educational program or to secure and hold employment, additional assistance may be defined to include:

- 1) Migrant Youth
- 2) Incarcerated Parent
- 3) Behavior Problems at School
- 4) Family Literacy Problems
- 5) Domestic Violence
- 6) Substance Abuse

- 7) Chronic Health Conditions
- 8) One or more grade levels below appropriate for age
- 9) Cultural barriers that may be a hindrance to employment
- 10) American Indian, Alaska Native or Native Hawaiian
- 11) Refugee
- 12) Locally defined "additional assistance"

Section 129(a)(2) For the purpose of this subsection, the term "low-income", used with respect to an individual, also includes a youth living in a high-poverty area.

In-School youth means an individual who is attending school (as defined by state law); not younger than age 14 or (unless an individual with a disability who is attending school under State law) older than 21; who is low income and one or more of the following:

- 1) Basic skills deficient
- 2) An English Learner
- 3) A homeless individual, a homeless child or youth, a runaway, in foster care or has aged out of the foster care system, a child who is likely to remain in foster care until 18 years of age, or in an out-of-home placement.
- 4) Pregnant or parenting
- 5) An offender
- 6) A youth who is an individual with a disability
- 7) An individual who requires additional assistance to complete an educational program or to secure or hold employment.

For youth who require additional assistance to complete an educational program or to secure and hold employment, additional assistance may be defined to include:

- 1) Migrant Youth
- 2) Incarcerated Parent
- 3) Behavior Problems at School
- 4) Family Literacy Problems
- 5) Domestic Violence
- 6) Substance Abuse
- 7) Chronic Health Conditions
- 8) One or more grade levels below appropriate for age
- 9) Cultural barriers that may be a hindrance to employment
- 10) American Indian, Alaska Native or Native Hawaiian
- 11) Refugee
- 12) Locally defined "additional assistance"

## **B. Transition and Serving Youth Currently Enrolled in WIOA Activities**

In the event that WIOA Youth Funds are awarded to new contractors in any or all of the counties in Region 5, beginning July 1, 2016, it is expected that new contractor staff will arrange for the following meetings (at minimum) in order to better serve youth who are continuing on in WIOA: an in-person meeting with previous contractor staff to discuss youth cases and an orientation meeting/ open house for WIOA youth and parents to introduce staff, explain any changes in the delivery of services, and address questions and concerns. Both meetings described above are expected to occur within 4-8 weeks of award notification for Program Year 2016.

## **Transition from WIA to WIOA**

The RWDB anticipates Program Year 2016 will be different from past years, as programs and services are re-designed. Applicants for this RFP must be willing to creatively and quickly invent and implement new practices and processes, then evaluate and modify them as needed to best serve customers and to comply with new regulations and/or changes to available funds.

## **WIOA Expanded Experiential Learning/Work-Based Learning Focus**

WIOA section 129 (c)(4) prioritizes Experiential Learning/ Work-Based Learning Activities with the requirement that local areas must spend a minimum 20 percent of non-administrative local area funds on Experiential/ Work-Based Learning. Under WIOA, paid and unpaid work experiences that have as a component academic and occupational education may include the four following categories:

- Work Experience
- Pre-Apprenticeship programs;
- Internships and job shadowing; and
- On-the-Job training opportunities.

The RWDB encourages the successful service provider(s) of this proposal to coordinate Experiential Learning activities with career pathways.

Experiential/Work-Based Learning is a critical WIOA youth element. The selected bidder must track funds spent on Experiential/Work-Based learning activities.

Proposers should be cognizant of pending workforce system changes due to the passage of WIOA legislation. Several recently published documents are guiding employment and training system changes and can be located at [www.doleta.gov/wioa](http://www.doleta.gov/wioa)

## **C. Design and Delivery of Services**

It is the goal of WIOA youth services to provide activities to enable young adults to be work-ready and prepared for their future. Provided services will help young adults' access opportunities for work-based learning, complete industry recognized credentials, and enter employment in in-demand occupations. Youth services should be designed in a manner that integrates young adults into the Iowa *WORKS* One-Stop Center in order to receive the full range of services. Integration with other program staff such as the adult program for referrals and with business services for work-based learning or experiential learning opportunities and connections with employers will be necessary to meet expectations.

With increased emphasis to engaging older, out-of-school youth and young adults, it is likely this population will be visiting the Iowa *WORKS* One-Stop Center seeking career services. Appropriately trained staff and customer engagement of the center will be important in identifying which customers may be most appropriate for receiving youth-funded services/elements.

WIOA requires the fourteen (14) elements outlined in the Background section of this proposal to support the success of youth. While every youth may not need every element, providers are required to either provide or connect youth to organizations that meet their identified needs. Proposals must identify an initial plan of how these will be addressed.

*Note: Youth services should follow the same list of in-demand occupational training areas that apply to adult/dislocated worker services. If an individual is co-enrolled in WIOA Youth and WIOA Adult or Dislocated worker, the occupational training provider must be an approved provider listed on the Eligible Training Provider (ETPL) list at (<https://www.iowaworkforcedevelopment.gov/approved-training-provider-list>) All customers interested in receiving WIOA scholarship assistance must apply for a Pell Grant, and if awarded, be applied to the cost of training.*

Applicants' proposals should reflect "an age continuum of services" and age-appropriate activities based on the expectation that youth may be enrolled in WIOA services for the time period determined to successfully complete their service strategy. Planned services and activities should be designed to meet the needs of in-and-out-of-school youth. The intensity and methods of delivering WIOA services should be flexible to respond to the individual needs of youth as they age and develop. A variety of workforce development activities should be available to help youth identify personal and vocational interests and begin to clarify long-term employment goals. Negotiating the transition from school to the workforce requires more than the acquisition of skills specific to an occupation. It is also necessary for youth to master the developmental tasks associated with cognitive, emotional, and social maturity that are critical to long-term employment success.

Many young adults that are disconnected from education and employment may demonstrate a need for supportive services in order to successfully begin, carry out, or complete their service strategy. Service providers should collaborate with partner agencies on meeting these needs prior to use of WIOA funds. Common types of supportive services include childcare, transportation, and emergency assistance.

Proposals should demonstrate linkages with the public schools, alternative schools, and various training providers to extend and enhance learning opportunities as part of a year-round strategy to improve academic achievement and build connections between work and learning. Respondents are expected to build and strengthen partnerships with community organizations in order to effectively recruit, engage, and sustain in- and out-of-school youth in successful completion of WIOA activities.

Service providers are also expected to assist in workforce system building activities with education and partners. Activities should include, but are not limited to, partnerships with schools to provide workforce information and resources, assisting with career hiring events, hosting workshops, and support of the IowaWORKS One-Stop Center system. Proposals should incorporate activities that demonstrate the provider's ability to successfully engage and contribute to the development of workforce services throughout the region.

### **Remediation Requirements**

All WIOA enrolled participants who are dropouts and/or identified as basic skills deficient must receive some type of basic skills training (either WIOA funded or otherwise) which is integrated with institutional/occupational skills training and taught in a functionally applied context related to the occupation in which training is occurring.

## **Performance Measures**

WIOA performance measures will go into effect on July 1, 2016. Contractors will be required to demonstrate how their programs are able to help all enrolled youth and young adults achieve the outcomes measured by WIOA. While complete definitions of all the new WIOA measures have not yet been finalized by DOL and final percentages of each measure have not been negotiated with the State of Iowa during this time of transition, the below outcome measures and definitions should inform program designs. Contractor targets and percentages for each measure will be negotiated with selected Respondents based on local area goals from the State.

### WIOA Youth Performance Measures

<b>Performance Measure</b>	<b>Definition</b>
Attainment of degree or certificate	The percentage of participants who obtain a recognized credential or secondary diploma during participation or within one year after program exit.
Placed in employment, education, or Training	The percentage of participants who are in employment, education, or training in the 2 <sup>nd</sup> and 4 <sup>th</sup> quarter after program exit.
Earnings after entry into unsubsidized employment	The median average earning of participants who are in employment in the 2 <sup>nd</sup> quarter after program exit.
In-program skills gain	Percentage of participants in education leading to a credential or employment during program year, achieving measurable skills gain.
Employer and youth satisfaction	TBD- definition and target to be negotiated at contract award.

## **Individual Service Strategy/ Individual Employment Plan**

WIOA service providers will be required to complete an Individual Service Strategy (ISS) for each eligible participant.

The ISS is intended to provide in-depth information about a youth, both historical and present circumstances, in order to create a plan of action agreed upon by both the young person and service provider. The ISS should be flexible and responsive to the changing needs of the youth as they move through WIOA. Each ISS will outline the appropriate mix of services, indicate the rationale for decision-making, and include appropriate achievement objectives and expected timeframes.

The ISS is to be developed in partnership with each youth. Each youth's ISS will identify short and long-term goals that include career pathways, education and employment goals, involvement in WIOA youth program elements, support services and incentives. The ISS will set clear and realistic goals for educational advancement, entry into employment in a targeted industry, and continued learning and development, while taking into consideration the youth's assessment results.

A periodic review of the ISS will be made to evaluate the progress of each youth in meeting the objectives of the service strategy. Progress in acquiring soft skills, basic skills and occupational skills as appropriate, and the adequacy of the supportive services provided, will also be included in the periodic review. The ISS will be used as an instrument for the Region 5 WDB to document the appropriateness of the decisions made concerning the combination of services for the participant,

including referrals to other programs for specified activities.

Youth shall be contacted—at least monthly for the purpose of evaluating progress in achieving soft skills, educational, basic and occupation skills goal competencies and for reviewing the need for supportive services.

Because WIOA resources are generally insufficient to provide the full range of training or support services identified as needed in the ISS, every reasonable effort must be made to arrange basic and occupational skills training as well as supportive services through other community resources for participants.

### **Referral**

If a participant is determined through objective assessment and the ISS to be better served by a program other than WIOA, the participant will be referred to the appropriate program and the referral will be documented in the ISS. If there is a continuing relationship with an individual, referral to another program for specific services will be part of the participant's program participation and will be documented in the ISS. WIOA service providers are responsible for providing information regarding appropriate services and making necessary arrangements for individuals to be referred for those services. The service provider will track all referrals to non-WIOA services for eligible applicants, participants and enrollees.

If a customer is determined ineligible for WIOA youth services the customer shall be referred to other agencies, partners or organizations.

### **D. Career Pathways**

Under WIOA, the Region 5 WDB in coordination with service providers and partners will continue to lead efforts in the area to develop and implement career pathways by aligning the employment, training, education and supportive services that are needed by youth to gain employment. Initiatives will be developed to identify employment needs of employers within identified sectors and occupations. Efforts will include enhancing communication, coordination, and collaboration among employers, educational partners, economic development entities, and service providers to develop and implement strategies for meeting the employment and skill needs of workers and employers.

To ensure that the focus is on career development and achievement for all enrolled youth and young adults, work-based opportunities must be considered in one of the key industry target sectors for the RWDB region when possible.

WIOA Sec. 3 (7) describes Career Pathway – The term “career pathway” means a combination of rigorous and high-quality education, training, and other services that

- a. Aligns with skill needs of industries in the economy of the state or regional economy involved;
- b. Prepares an individual to be successful in any of a full range of secondary or postsecondary education options, including apprenticeships registered under the act of August 16, 1937;
- c. Includes counseling to support an individual in achieving the individual's education and career goals;
- d. Includes, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- e. Organizes education, training, and other services to meet the particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable;

- f. Enables an individual to attain a secondary school diploma or its recognized equivalent, and at least one recognized postsecondary credential; and
- g. Helps an individual enter or advance within a specific occupation or occupational cluster.

## **E. Linkages and Outreach**

The selected applicant is expected to address how recruitment ensures that target populations are served. The Applicant shall demonstrate linkages with human service agencies including, but not limited to the following: Public Schools, Housing Authorities, Department of Human Services, Veteran's Services, Health Department, Community Colleges, Community Based Organizations, Vocational Rehabilitation, Services for the Blind, Title V programs, and Department of Corrections. Linkages are established through WIOA orientation/training sessions provided by the service provider and written coordination agreements/ memorandums of understanding.

## **F. Coordination between WIOA Youth Services & Integrated One-Stop Delivery System**

The Workforce Innovation and Opportunity Act requires that WIOA-funded Youth Services be connected to the local One-Stop system in the following ways: coordination and provision of youth activities; access for eligible youth to the array of information and services required under the law; and linkages to the job market and employers.

When the WIOA youth program(s) in the region are located outside of the regional One-Stop, linkages to One-Stop Center services must be accessible and present. WIOA Youth programs may co-enroll participants to ensure that youth participants have continued access to all core programs and services available through the one-stop delivery system and other partner agencies and supports. Referrals across programs are necessary to ensure appropriate services are offered by qualified professionals.

## **G. Further Requirements of Service Providers**

### **Subcontracts**

Subcontracting is permissible. If any part of the work covered by this RFP is to be subcontracted, the respondent shall identify the subcontracting organization(s) in the proposal indicating the WIOA services to be subcontracted and the rationale for using a subcontractor rather than providing the services directly. All subcontracts are subject to applicable federal, state and local laws, rules, regulations, and policies governing procurement. This does not include OJT contracts developed for training WIOA customers. The proposer must also provide the procurement policy for securing subcontractors. Subcontractors shall be subject to the same requirements as the proposer under this RFP and any resulting contract. **The Region 5 WDB must approve all subcontracts prior to the final execution of a contract.** A copy of subcontract agreements must be submitted to the Region 5 WDB prior to entering into any agreement. It is recommended that the contractor retain sufficient funds to perform oversight of the sub-contractor. Contractors will be held accountable for any and all work done by its subcontractors.

## **Data Validation and Record Keeping**

The US Department of Labor has issued a data validation policy that establishes record keeping requirements to ensure the accuracy and integrity of information collected and reported on WIOA activities and program outcomes. The federal policy mandates that states “demonstrate the validity of reported data,” and conduct data validation annually. Iowa Workforce Development has set statewide policy for data validation, and has developed guidelines and instructions for participant records/files that include file content and structure, data validation labeling requirements, and file maintenance.

## **Part 3- FISCAL AND ADMINISTRATIVE REQUIREMENTS**

A number of changes to the federal OMB circulars took place on December 19, 2014. New Uniform guidance was issued in 2 CFR Part 200 and 2 CFR 2900. The Employment and Training Administration issued TEGL 15-14 that gives guidance on this reform.

### **A. Internal and Financial Management**

All contractors are required to conduct internal financial management reviews. The purpose is to provide adequate internal controls and ensure compliance with the following areas related to WIOA funds and services:

- Provisions of the Workforce Investment and Opportunity Act and its regulations;
- Provisions of the WIOA Contract;
- Applicable state and workforce development board policies;
- Accepted financial management and accounting practices; and
- Compliance with 2 CFR 200

Internal financial management procedures shall be sufficient to prevent fraud and abuse. All reports of information creating suspicion of or instances of criminal misconduct must be reported immediately to the RWDB, Iowa Workforce Development and USDOL.

Internal financial management procedures must also ensure that auditable and otherwise adequate records are maintained which support all expenditures of WIOA funds and confirm adherence to policies regarding allowable costs and allocations of cost to proper cost categories. It is necessary to assure that accounting records are supported by source documentation for each transaction. In addition, records should be traceable to documentation and maintained in such a manner as to provide a complete and accurate audit trail during any internal or external examination.

### **B. Internal Program Management**

Contractors are required to establish internal program management procedures to assure compliance with contract requirements, delivery of high-quality services to eligible youth, and achievement of planned outcomes. Internal program management procedures must also ensure that auditable and otherwise adequate records are maintained to support the eligibility of all WIOA customers and confirm adherence to specific requirements and time limitations.

Internal financial management procedures shall be sufficient to prevent fraud and abuse. Internal financial management procedures must also ensure that auditable and otherwise adequate records are maintained which support all expenditures of WIOA funds and confirm adherence to policies regarding allowable costs and allocations of cost to proper cost categories. The WIOA



contractor shall document all internal financial compliance reviews.

### **C. Submission of Most Recent Audit**

As a recipient of WIOA funds, applicants must have an annual financial and compliance audit performed. The audits must be conducted in accordance with auditing standards set forth under the Single Audit Act Amendment of 1996 and revised OMB 2 CFR Chapter I and II, Part 200. For all for-profit businesses, proposers must have an annual financial and compliance audit performed under Generally Accepted Accounting Standards by an independent auditor. A copy of the audit will be forwarded to the RWDB/ IWD. The audit should be submitted within 30 days after the completion of the audit, but no later than six months after the end of the audit period.

### **D. Monitoring Procedure**

In accordance with WIOA Contract Monitoring and Audit Procedures and the WIOA regulations, WIOA contracted staff must cooperate with any monitoring, inspection, audit, or investigation of activities related to WIOA contracts. These activities may be conducted by Iowa Workforce Development, or the U.S. Department of Labor. This cooperation includes access to, examination of, and/or photocopying of books, records, files, documents, property or equipment related to all aspects of WIOA funded activities under this contractual agreement.

### **E. Records Retention**

The following records and documents must be maintained for WIOA-funded participants and employees. They must be available for monitoring and review by Iowa Workforce Development Staff and must be retained, subject to audit, for five (5) years following the final audit of the contract:

1. General ledger or equivalent;
2. Cash receipts and cash disbursements journals/reports or equivalent;
3. Bank statement, reconciliation, deposit slips and canceled checks for each bank account through which WIOA funds were received or disbursed;
4. All contracts with the Region 5 WDB including all amendments;
5. All financial reports and documentation supporting requests for reimbursement;
6. Payroll records including Individual Earnings Record, Employee Withholding Authorization (W-4), FICA reporting forms, Federal and State withholding, Unemployment taxes, Employee Personnel Files, Time Records and Employee Time/Salary Allocation plans;
7. Invoices and/or supporting data for non-payroll disbursements; and
8. Customers' records including participant data forms, verification/documentation items, assessments tests and results, the Individualized Service Strategy and documentation

### **F. Insurance Requirements**

**Insurance:** It is required that WIOA customers are covered by accident insurance while participating in WIOA-funded activities. OJT employers must provide proof of workers' compensation or comparable coverage prior to execution of the OJT contract. No WIOA client will be required or permitted to work, or receive services or training in a building or surroundings or under working conditions which are unsanitary, hazardous, or dangerous to the client's health or safety. All participants placed in paid work experiences or internships, must be covered by workers compensation. OJT employers must provide proof of workers' compensation or comparable coverage prior to execution of the OJT contract.

**Automobiles:** WIOA contractors using motor vehicles in conducting services shall provide automobile insurance that clearly specifies that the RWDB, CEOs and/or WIOA staff are held harmless against claims arising from ownership, maintenance, or use of said vehicle.

**Bonding Insurance Requirements:** WIOA contractors must meet bonding requirements as required through the OMB Circulars or other applicable regulations. Public agencies are required by the Iowa General Statute to be bonded. Non-governmental agencies shall procure a blanket fidelity bond, position bond, or name schedule fidelity bond for all persons or positions authorized to receive or disburse WIOA funds. The Contractor must maintain all bonding in force for the period of the contractual agreement. The proposed contractor must submit a written notice to the RWDB within fifteen (15) calendar days prior to any reduction in the limits stated on the bonding document. Similarly, the RWDB selected applicant must provide written notice of any cancellation of the bonding policy to the immediately upon receipt of the cancellation notices.

**G. Program Income Requirement:** USDOL requires that all income generated under any WIOA contract shall be reported and used to further program objectives. Any organizations proposing program income must provide a set of measurable deliverables. Program income is required to be spent prior to use of WIOA funds.

**H. Authority to Re-Capture and Re-Distribute Funds:** Iowa Workforce Development and/or the RWDB has the authority to re-capture and re-distribute funds based on the following criteria not being met:

- Staffing levels
- Enrollments
- Caseloads
- Spending levels

#### **I. Property Management Requirements**

The applicant agrees to maintain careful accountability of all WIOA purchased non-expendable property (property with a life expectancy of one year or more and a unit cost of \$1,000.00 or more) and to maintain an inventory of all properties acquired with WIOA funds. Acquisition of non-expendable property with a unit cost of \$5,000.00 or more must be approved by RWDB staff, prior to the purchase. Any disposal of WIOA property must be according to applicable federal, state and local disposal procedures. Any revenues derived from the sale of property purchased with WIOA funds must be used in WIOA service delivery for the program(s) which funded the original purchase.

The WIOA contractor will be responsible for maintaining an accurate inventory of all WIOA property in their possession. A copy of the updated annual inventory shall be submitted to the RWDB/IWD staff upon completion. The RWDB will maintain a fixed-asset listing to be verified for physical location and serviceability at the WIOA contractor facility at least annually. Funds may be used to pay for or replace the missing property.

In the event property purchased with WIOA funds is stolen or destroyed by criminal act, the applicant will notify appropriate law enforcement officials immediately. The RWDB must be notified within three (3) working days of discovering the loss or damage. A copy of the police report will be maintained as documentation of loss, and a copy forwarded to the RWIB.

The applicant agrees to pay for or replace any property purchased with WIOA funds that is lost, damaged or destroyed through negligence.

## **J. Wage and Labor and Health and Safety Standards**

Participants employed in work-related activities under WIOA must be compensated in accordance with applicable law, but not less than the higher of the rate specified in the Fair Labor Standards Act of 1938 or the applicable State minimum wage law.

Health and safety standards under Federal and State law otherwise applicable to working conditions of employees are equally applicable to working conditions of WIOA customers engaged in work experience or experiential learning activities under WIOA. Workers' compensation insurance coverage must be secured for WIOA customers in work experiences or experiential learning activities.

## **K. Budgets and Invoices**

The amounts on the funding availability are intended to be used as guidelines for applicants and are subject to revision based upon final notification of WIOA funding availability from Iowa Workforce Development. The budget worksheet will provide a summary of the proposed cost by line item with a budget narrative to provide back-up detail of projected budgets. It is understood that customer expenses will be difficult to accurately predict at this time; however, a projection of these expenses based on plans for services to customers is requested. More detailed budgets will be developed after the applicant is selected and allocation amounts are more defined.

Proposed budgets must be within the amounts indicated and must be reasonable based on proposed staffing, service levels, and service delivery plans. The amount awarded will be determined on a competitive basis, but not necessarily based on the lowest proposed cost. Subsequent revisions and negotiations of final contract budgets may be required due to funding award decisions.

Since this is a reimbursement contract, the applicant will be expected to incur the costs for all program services and make payments on behalf of the enrolled customers, then report each month's expenses by the 20th day of the following month for each of the fund sources in the contract. The monthly reimbursement submission will include a line item invoice, with budgets, current month expenses, unexpended balances, and accrued expenses. As backup to the invoice, a summary line item expenditure report and detailed line item expenditure report by fund source that support the invoice amounts should be submitted each month.

Since the program year and fiscal year runs from July 1st through the following June 30th, final payment for each program year's WIOA expenses will occur with the June invoice that will be submitted by the applicant to the Iowa Workforce Development during the month of July along with end of year Financial Closeout documents. Applicants are expected to expend at least 80% of their contracted funds by the end of each program year.

## **PART 4 - INSTRUCTIONS AND GUIDELINES FOR SUBMISSION OF PROPOSALS**

The Regional Workforce Development Board must receive your proposal by **4:00 PM Central Standard Time on Friday, April 8, 2016**. Any Proposals received after this deadline will be rejected and returned to applicants unopened.

### ***Place the following items in a sealed package:***

1. Your original proposal and six (6) copies (only one copy of the audit) and,
2. Your entire proposal with required attachments, saved in PDF (except audit) on a labeled thumb drive

**Submit Package to:**     **Sara Messerly**  
                                  **Regional Workforce Investment Board**  
                                  **Three Triton Circle**  
                                  **Fort Dodge, IA 50501**  
                                  **sara.messerly@iwd.iowa.gov**

Make sure your organization's name and Workforce Innovation and Opportunity Act – Title I Youth and Young Adult Services is on the exterior of your sealed proposal package. The date and time that the RWDB received your proposal will be written on the outside of the sealed packet and recorded on the cover page of your original proposal.

Use a clamp to hold the proposal. Do not staple the pages or put the proposal in a binder. Incomplete proposals and proposals received after 4:00 PM, Friday, April 8, 2016 will not be evaluated.

If you have questions regarding this Request for Proposals or any WIOA, please contact the issuing officer (Sara Messerly, sara.messerly@iwd.iowa.gov)

- A. This RFP does not commit the RWDB to award a grant, to pay any costs incurred in the preparation of a proposal, or to procure or contract for services or supplies prior to issuance of a written agreement. The RWDB retains the right to:
- Accept or reject any or all proposals received. (RWDB may request that bidders participate in negotiations and rewrite their applications as agreed upon during the negotiations.)
  - Discuss a proposed program with anyone potentially involved in the program.
  - Review the bidder's administrative and fiscal procedures relating to the potential award as part of the proposal review process. Proprietary rights to all data, materials, and documentation originated and prepared for the RWDB pursuant to a sub-award shall belong exclusively to the RWDB.
- B. All proposals submitted will be subject to competitive review. The Proposal Evaluation Process is discussed in Section VII. Proposal funding decisions will be made by the Region 5 Workforce Development Board upon recommendation of the Proposal Review Sub-Committee.
- C. The funding period for sub-awards under this solicitation will be from July 1, 2016-June 30, 2017 provided performance remains acceptable during that period. Any contract awarded from this RFP will include an option to renew for up to three additional years.

## **PART 5 – PROPOSAL FORMAT, SPECIFICATIONS AND QUALIFYING CONDITIONS**

The proposal must clearly demonstrate the Bidder's ability to provide requested services. The RFP provides information regarding the format in which proposals should be submitted, the requirements that must be met to be eligible for consideration, the Bidder's responsibilities and the documents that must be included.

### **Required Documents and Page Limits**

Bidder's must include the following documents and must adhere to the following page limits:

- Application Package Cover Sheet (Attachment A)
- Table of Contents
- Executive Summary (Attachment B)- 2 page limit
- Business Description and Qualifications- 2 page limit
- Program Narrative- 25 page limit
- Budget (Attachment C)
- Budget Narrative(Attachment D)
- Required Attachments: Organizational Chart( key staff and lines of authority)-1 page limit
- Required Attachments: Job Descriptions for staff positions that will be WIOA funded
- Required Attachments: Assurances and Certification (Attachment E)
- Required Attachments: Certificate Regarding Debarment (Attachment F)
- Required Attachments: Conflict of Interest (Attachment G)

The proposal should also include the following attachments:

- Cost Allocation Plan
- Indirect Cost Agreement (if applicable)
- Audited Financial Statements
- Copy of Bond Coverage

### **Resources:**

**Appendix A** – Fourteen Program Elements Definition/Description of Services to be Provided

**Appendix B** – Proposal Review Checklist

**Appendix C** - Request for Proposals – Evaluation Review Criteria

### **Formatting Requirements**

Bidders must adhere to the following formatting requirements:

- Font size: 12 point
- Font: Times New Roman or Arial
- Margins: At least one inch
- Line spacing: Single spaced, double space in between paragraphs

## **Application Packet, Table of Contents, and Executive Summary (5 points)**

### ***Application Cover Sheet:***

Complete the information in Appendix A, include authorized signature and submittal date.

### ***Table of Contents:***

Include a clear identification of the material in the proposal by section and page number

### ***Executive Summary:***

Use the format provided in Attachment B. Include a brief overview of the entire proposal and an overview of the proposed scope of work.

## **Business Description and Qualifications (10 points)**

- Bidder must provide an overview of lead organization including: primary location of the organization, type of organization (for-profit, not-for-profit), size of the organization, years in business, history, mission and vision, and any other relevant information that helps provide an overview of the organization.
- Bidder must provide evidence of the organization's ability to successfully perform the services described in the RFP, including descriptions of past projects completed with a similar scope of work.
- Describe the organization's knowledge, expertise, and experience working with youth facing challenges within the workforce development industry and/or nonprofit sector.
- Describe the approach for recruitment, training, staff development and support for all staff involved in the program. Include how the approach to staffing takes into account the varied needs of youth served.
- Describe the staffing plan and qualifications of staff.
- Bidder must provide an organizational chart.

## **Program Content (Total 70 points)**

Responses to this section must not exceed 25 pages and must include the following sections:

### **Program Design (30 points)**

#### ***Target Population, Recruitment, and Enrollment***

- Describe the demographics and characteristics of the region to be served and/or the priority populations. (e.g. justice-involved, foster youth, homeless, etc.)
- Describe the potential challenges that may arise in engaging and enrolling this population.
- Describe your organization's plan to recruit eligible out-of-school youth and young adults to participate in the program including areas to be served.
- Outline the process to be used for selection of youth into the program.
- Describe how many youth and young adults you will enroll in year one and describe your plan to identify, recruit and enroll out-of-school youth into the program.
- Discuss how your outreach strategy will combine with the work of the One-Stop Center and youth-serving agencies.
- Describe the intake process, including collection of basic information from potential clients, informing potential clients of available services in your organization and determination of client suitability for program services.
- Required Attachments: Organizational Chart( key staff and lines of authority)-1 page limit
- Required Attachments: Job Descriptions for staff positions that will be WIOA funded

### ***Customer Experience***

- Describe the key steps and milestones youth and young adults will experience from outreach to program exit. Visuals, such as a flow chart, are strongly encouraged to show the program design.
- Describe how you will ensure, measure and continuously improve the experience of the youth and young adults in your program.

### ***Supportive Services***

- Describe barriers to successful reconnection and completion of education and/or employment that the target population faces.
- Outline the process of how assessment results will be used to determine appropriate services and identify needs.
- Describe what incentives, support services you will use to address these barriers.
- Describe how you will incorporate mental/behavioral health services, case management and other support you will provide to program participants.

### ***Performance, Administration, and Project Management***

- Describe your strategy for understanding, monitoring and measuring youth performance measures and outcomes.
- Describe retention strategies for youth that will be implemented to increase the likelihood that youth will actively participate in needed activities over time and will successfully achieve WIOA performance measures.
- Describe your process for ensuring quality, compliance and proper documentation for all youth files.
- Describe how you will ensure funds are used properly and according to the spending plan.
- Describe local procedures to track and monitor expenditure of funds for in-and-out-of-school youth.
- Summarize internal evaluation and control procedures to ensure compliance with financial, regulatory and contractual requirements.
- Provide your organization's policies and procedures to identify and track the funding streams which pay costs of services provided to individuals who are participating in youth and adult programs concurrently.

### ***Access and Locations***

- Demonstrate how the proposed program will increase access and address transportation and other barriers for program participants.
- Describe how the WIOA youth program will be connected to the One-Stop System in the counties included in the WDB Region.
- Address whether the bidding organization will maintain a main office, a satellite office or co-locate in the One-Stop Center or with other organizations in the targeted counties.

### ***Partnerships***

- Demonstrate meaningful partnerships that support jobs, internships, and educational opportunities for youth and young adults, such as government agencies, education systems, community/ faith-based organizations and other partners that serve similar populations and can support the goals of the programs.
- Describe specific partner roles and, if applicable, how the proposed partnerships will leverage additional funding to serve program participants.

- Describe how partner organizations will be a part of the program design, including what their specific responsibilities will be in the delivery of services.
- Describe how your organization's business services/ job development efforts in the business community will align with the One-Stop Center's business service efforts.

### ***Employer Connections***

- Describe your relationship with employers in key industry clusters and the specific roles employers will play in the region.
- Describe past outcomes and how you have developed internships, job shadows, occupational skills training, apprenticeships, work experience, placement in employment and /or other work-based learning outcomes with employer partners.
- Describe your approach to job placement and how the business service representative will be used to identify employment and work-based learning opportunities for program participants.

## **Program Components (40 points)**

### ***Educational Services***

- Describe how you will implement tutoring, study skills training, and proven dropout recovery strategies to assist youth and young adults in the completion of secondary school resulting in the attainment of a high school diploma or its recognized equivalent.
- Describe activities that help youth and young adults prepare for and transition to training or post-secondary education.
- Describe your education/training programs, which can include occupational skills training, apprenticeship program, post-secondary bridge programs and/or post-secondary education.
- Describe how your proposed education/ training programs will lead to jobs with livable wages.
- Describe how your organization plans to provide services to in-school youth.

### ***Career Pathways***

- Describe your approach to assessing youth and young adults, and the instruments that will be used.
- Pathway identification: Describe the sector(s)/ industries you will focus on and why you have selected that industry/ sector focus.
- Awareness: Describe how you will help youth and young adults become aware of the career pathways in these sectors/ industries.
- Training: Describe how you will connect youth to education that leads to post-secondary degrees and/or industry-recognized certifications.

### ***Work-Experience/ Experiential Learning***

- Describe how you will provide youth with work-based learning opportunities (internships, work experience, pre-apprenticeship, job shadows, etc.).
- Describe how a minimum of 20% of WIOA funds will be spent on work experience.

### ***Work-Readiness, Financial Literacy and Entrepreneurship Training***

- Describe the proposed work readiness training program including techniques, evidence-based curriculum, competencies, assessments and standards for completion.
- Describe the financial literacy education skills training you will offer. Outline the specific activities proposed.
- Discuss how your organization will provide entrepreneurship training/ activities to youth and young-adults.



**Youth Development**

- Describe leadership development opportunities including community service and peer-centered activities encouraging responsibility, and other positive social and civic behaviors.
- Describe how you plan to incorporate adult mentoring for program participants.

**Cost Effectiveness of Proposed Budget (Total 15 points)**

The board will conduct a Cost Price Analysis of the proposed budget details to determine effectiveness and allowability of costs. Bidders must complete the following Budget documents and prepare a budget in accordance with Budget Instructions (Attachment C):

- Budget Shell (e.g., personnel, non-personnel, contracts, indirect, profit)
- Budget Narrative (Attachment D)
- Cost Allocation Plan (if applicable)
- Indirect Cost Agreement( if applicable)



**EXECUTIVE SUMMARY**

**Instructions:** Provide a concise summary highlighting each of the following areas:

- A.** Highlight your organization's qualifications (capability and demonstrated performance) for delivering WIOA-funded services for youth.
- B.** Summarize the overall design of your program.
- C.** Discuss relationships with businesses that will be the key to providing work-related services for youth in the WIOA program
- D.** Highlight the strengths of your proposed program and how it will contribute to the overall goals of serving youth and young adults who are WIOA eligible.

**PY 2016 BUDGET  
WIOA Youth and Young Adult Program**

**Leveraged funds:** Leveraged funding (or match) contributions on behalf of all bidders for WIOA youth services are encouraged. Many youth-serving agencies utilize multiple funding sources in their program operation. Note in the budget and budget narrative where these various resources may be brought to bear in support of WIOA-eligible youth.

Complete the Budget outlined below. If no amount is indicated in a line item, please record \$0.

Applicants may **not** claim more than 10% for administrative costs.

**NOTE:** Applicants **MUST** indicate whether expenses are for In-School Youth or Out-of-School Youth, or in the cases of shared line items, divide amounts accordingly.

**A. Salaries and Wages:**

Provide a breakdown of your staff costs by completing the following.

Position/Title	Hourly Rate	Total Hrs. Per Week	Hrs. per Week Charged to WIOA	# Weeks Charged to WIOA	In-School	Out-of-School	Total WIOA Cost	Leveraged Funds Contribution

Total Salaries \_\_\_\_\_

**B. Fringe Benefits:**

Represents payments other than salaries and wages, made to staff or paid in behalf of or on their account, e.g., pensions, insurance, etc. Important – Government mandated fringe benefit components must be consistent with known or planned tax rates and the bases must be consistent with the ceilings on these. Non- tax generated benefits must be fully supported by your agency’s personnel manual.

Fringe Benefit	% Benefit is of Salaries	In-School	Out-of-School	Total WIOA Cost	Leveraged Funds Contribution
FICA					
Worker Compensation					
Health Insurance					
Retirement					
Other					

Total Benefits \_\_\_\_\_

**C. Other Line Items:**

List your proposed cost for each additional line item wherever applicable. Indicate the total cost proposed for each line item by listing it under the Total WIOA Cost column. Line items paid for by other resources, either in part or in full, should have such costs represented in the Leveraged Funds Contribution column.

Please note that the line items listed below reflect the types of costs that have historically been proposed. You are not limited to these, nor are you required to propose a cost for each one.

	Total Agency Line Item Cost	% of Line Item Charged to WIOA	In School	Out-of-School	Total WIOA Cost	Leveraged Funds Contribution
Instructional Supplies						
Office Supplies						
Equipment						
Facilities						
Communications						
Insurance						
Travel						
Professional Services						
Contractual						
Support Services						
Incentives						
Work-Based Learning						
Training						
Other (printing etc.)						
Administrative Costs						
Indirect Costs						

Total Other Line Items \_\_\_\_\_

\*

**GRAND TOTAL** \$ \_\_\_\_\_ (A+B+C)

**LEVERAGED FUNDS CONTRIBUTION (%)** \$ \_\_\_\_\_

**BUDGET NARRATIVE**

Please complete written documentation concerning any budget line item. Include detailed descriptions of *match contributions* as well.

**A. Salaries and Wages – Address the following:**

Explain the justification for each staff position proposed. The number of hours per week and number of weeks proposed should correspond with the length of program operation. Bidders proposing several staff should complete a staff time schedule for each position proposed. Bidders proposing more than one staff position during the same time periods must explain why. Proposed wage rates must be justified (i.e. skill, experience, responsibility, seniority)

**B. Fringe Benefits – Fully explain each component of your fringe benefit package.**

**C. Other Line Items-** Fully explain and justify each proposed cost in the space provided. Be sure to include the rationale for each proposed cost (i.e., historical data, units per participant, etc.). Use additional space if necessary.

**ASSURANCES AND CERTIFICATION**

As an agency requesting WIOA funding, we assure and certify that our agency will comply with the following provisions:

1. That it will fully comply with the requirements of the WIOA; all federal regulations issued pursuant to the Act; the Iowa State Unified Plan Strategic Plan; the Region 5 Local Plan; and Iowa Workforce Development;
2. That it will administer the program in full compliance with safeguards against fraud and abuse as set forth in the law and regulations; that no portion of its program will in any way discriminate against, deny benefits or employment to, or exclude from participation any person on the grounds of race, color, national origin, religion, age, sex, disability, sexual orientation, or political affiliation, or any other non-relevant factor;
3. That it will house all WIOA service provider staff at the career center of each county to the greatest extent possible for which it receives a contract and will accept all associated workforce roles and responsibilities;
4. That total project costs will not exceed the amount agreed upon during contract negotiations and included in contracts;
5. That all customer information will be keyed into the client management information system, IWORKS, in accordance with state and local policy, both in terms of content and timeframe expectations;
6. That eligibility verification will be completed and documented in accordance with federal, state, and local policy;
7. That it will maintain customer files according to local area policies and guidance and adhere to data validation expectations;
8. That reports to the Region 5 WDB/ IWD will be provided in a timely fashion, as requested;
9. That it will fully cooperate with monitoring reviews and other site visits by any representative of the WIOA;
10. That it will, in carrying out the contract, refrain from activities involving either actual or the appearance of conflict of interest according to Iowa General Statutes and Region 5 WDB's Conflict of Interest Policy;
11. That it will not place customers in WIOA-subsidized work settings which are designed to provide maintenance to the employers' place of business;
12. That it will operate the program in full compliance with health and safety standards established under state and federal law and that conditions of employment and training will be appropriate and reasonable in light of such factors as the type of work, geographical area, and proficiency of the customers;
13. That ineligible applicants will be referred to other appropriate services, including career services available at the career center;
14. That other resources will be exhausted prior to using WIOA funds;



15. That all customers employed by the program who are not covered under state workers' compensation laws and all customers enrolled in classroom training shall be provided with adequate on-site medical/accident insurance;
16. That all WIOA customers participating in on-the-job training activities or individuals employed in other activities under WIOA be compensated at the same rates, including periodic increases and working conditions, as trainees or employees who are similarly situated in similar occupations by the same employer and who have similar training, experience, and skills and such rates shall be accordance with applicable law. In no event shall the wage be less than the applicable state or local minimum wage law;
17. That no customer will be employed to fill a job opening when any other person is on layoff from same or equivalent job, or when employer terminates the employment of any regular employee or otherwise reduces its workforce with the intention of filling vacancies with WIOA participants.
18. That no WIOA funds will be used for contributions on behalf of any customers to retirement systems or plans; to impair existing contracts for services for collective bargaining agreements; to assist, promote, or deter union activities; or to displace any currently employed worker;
19. That customer loans will not be made from WIOA funds;
20. That it will adhere to the Iowa records retention policy and all WIOA financial and programmatic records (including customer files) will be maintained by each service provider for a minimum of five years from the date the program year audit is completed.
21. That it will have an annual single audit performed in accordance with current federal regulations and that upon receipt of completed audit, contractor will submit a copy to the Region 5 WDB/ IWD within thirty days (30) unless a longer period is agreed to;
22. That it will comply with Title VI of the Civil Rights Act of 1964 (PL 88-352);
23. That it will comply with the Immigration Reform and Control Act of 1986 by completing and maintaining on file an I-9 form for each customer receiving WIOA wages;
24. That it will comply with the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (PL 91-646) which requires fair and equitable treatment of persons displaced as a result of federally assisted programs;
25. That the organization is not debarred, suspended, proposed for debarment, or declared ineligible from participation in this project;
26. That it does not use federal funds for lobbying purposes. If lobbying has occurred utilizing funds other than federal funds, the contractor agrees to file a disclosure report, if applicable;
27. That no WIOA funding will be used for sectarian activities and that employees paid from WIOA funds will not participate in sectarian religious activities in the execution of their job duties;
28. That no WIOA funds will be used to encourage or induce the relocation of a business;
29. That no WIOA funds will be used for foreign travel;
30. That no WIOA funds will be used to duplicate services available in the area;
31. That customers will not be charged fees for placements or referrals;

- 32. That no WIOA financial assistance will be provided to any program that involves political activities and the contractor agrees to comply with the provisions of the Hatch Act which limits the political activity of certain state and local government employees and enrollees in federally funded programs;
- 33. That all WIOA customers and WIOA funded staff are aware of grievance procedures and the Contractor assures and certifies that the Contractor has in place an established grievance procedure to be utilized for grievances or complaints about its program and activities from participants/enrollees, sub-grantees, and subcontractors and other interested parties.
- 34. The Contractor assures and certifies that it, and all of its subcontractors, will comply with applicable provisions of the following laws as they relate to employment and training procedures:

The Drug Free Workplace Act The Immigration Reform Act The American's with Disabilities Act	The Davis-Bacon Act Child Labor Laws The Fair Labor Standards Act
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This is to certify that all specifications contained in the Region \_\_\_ WDB's RFP have been read, understood, and addressed in the proposal; that the required format has been followed; that all of the information contained in this proposal is true and correct; that the Contractor organization will comply with all of the above assurances; and that this proposal has been duly authorized by the governing body of the Contractor organization.

Signature of Authorized Representative	Date
Name	Title

**Certification Regarding Debarment and Suspension**

The Bidder certifies that neither it nor its principals:

1. Are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency.
  
2. Have within the 3 year period preceding this Application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.
  
3. Are presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with the commission of any of the offenses enumerated in paragraph 2 above.
  
4. Have within the 3-year period preceding this application had one or more public transactions (Federal, State or local) terminated for cause or default.

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Signature of Authorized Officer

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Date

**Conflict of Interest**

Regional grantee(s) shall avoid conflicts of interest or any appearance of conflicts of interest in all transactions involving the awarding of financial assistance or procurement of services or property using the Agreement funds.

Conflict of interest guidelines as established in the State WIOA Handbook referenced at the end of the FAQs will take precedence over any Regional Grantee or sub-recipient conflict of interest policies and procedures, unless otherwise specified in the State WIOA Handbook.

**Definitions**

Nepotism: No person may be placed in a WIOA employment activity if a member of that person's immediate family is directly supervised by or directly supervises that individual. However if a State or local legal requirement regarding nepotism is more restrictive than this provision, that State or local requirement must be followed. This policy also applies to counselors and participants and pertains to anyone that the counselor is related to by blood, marriage or adoption or domestic partnership.

Conflict of Interest: A situation, real or perceived, in which individuals—including board and council members who are in a decision-making capacity, their immediate family, their partner(s), their employers or employers of any of the above, or organizations which they represent—may benefit from decisions or actions which those individuals may control or influence.

Immediate Family: As used in the determination of conflict of interest and nepotism, the following members of an individual's family: wife, husband, son, daughter, mother, father, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, step-parent, step-child, grandparent or grandchild.

# **APPENDIX**

**A** – Fourteen Program Elements Definition/Description of Services to be Provided

**B** – Proposal Checklist

**C**- Request for Proposals – Evaluation Review Criteria

**Fourteen (14) Youth Program Elements:  
Definition/Description of Services to Be Provided**

**Source:**

[www.doleta.gov/wioa](http://www.doleta.gov/wioa)

WIOA legislation mandates that fourteen (14) specific program elements must be included in the WIOA Youth program design (these can be available by direct service provision, through partnerships with other organizations, or by referral to other organizations as appropriate).

The fourteen (14) youth program elements are defined and listed below:

1. **ADULT MENTORING FOR YOUTH** - Pairing a youth with a caring adult in a one-to-one relationship, challenging the youth to do well, helping the youth make the connection between school and work, and providing first-hand exposure to the world of work. Typically, mentors become advocates for the youth, working in consultation with the youth's teacher(s), supervisor, counselor/caseworker and parent(s), as appropriate. Adult mentoring, if provided, is for duration of at least twelve months and may occur both during and after program participation.
2. **ALTERNATIVE SECONDARY SCHOOL OFFERINGS** - Instruction leading to a high school diploma. Instruction may be provided outside of the traditional school setting, but programs must meet applicable state and local educational standards. Offerings may also provide instruction leading to the receipt of certification that an individual has completed a level of education attainment equivalent to completion of high school or GED.
3. **COMPREHENSIVE GUIDANCE AND COUNSELING** - Provided to assist youth in achieving success in school and at the workplace. Assistance may include drug and alcohol abuse counseling, as well as referrals to counseling. Services may be provided on an individual or group basis, using a variety of processes and techniques. Services may require counseling beyond the scope of most WIA staff training and should be provided through referral to appropriate health agencies.
4. **FOLLOW-UP SERVICES** - Services that continue for a period of not less than twelve months after the completion of participation and may include:
  - Leadership development activities
  - Supportive Services
  - Regular contact with a youth participant's employer, including assist in addressing work-related problems that arise
  - Assistance in securing better paying jobs, career development and further education
  - Work-related peer support groups
  - Adult mentoring
  - Tracking the progress of youth in employment after training.

All youth must receive follow-up services for duration of twelve (12) months following exit from WIOA.

Follow-up services must be provided to WIOA youth for a minimum of 12 months following entry into unsubsidized employment, post-secondary education or exit from program services. During this period, the customer and/or employer will be contacted periodically to assist in employment retention and to make certain that the customer's employment situation is going well and that the participant is still enrolled in post-secondary education. During follow-up, WIOA staff may assist the participant to work toward future goals such as career advancement and/or other job-related issues.

All participants will be contacted and asked to participate in surveys conducted by the Division of Workforce Solutions on the services received at the Workforce Center.

5. **LEADERSHIP DEVELOPMENT OPPORTUNITIES** - Community services and peer-centered activities encouraging responsibility, employability, and other positive social behaviors during the non-school hours, as appropriate, and may include:

- Exposure to post-secondary educational opportunities
- Community and service learning projects
- Peer-centered activities, including peer mentoring and tutoring
- Organizational and teamwork training, including team leadership training
- Training in decision-making, including determining priorities
- Citizenship training, including life skills training such as parenting, work behavior training and budgeting of resources.

Positive Social Behaviors are outcomes of leadership opportunities, often referred to as soft skills, which are incorporated by many local programs as part of their menu of services. Positive social behaviors focus on areas that may include the following:

- Positive attitudinal development
- Self-esteem building
- Openness to working with individuals from diverse racial and ethnic backgrounds
- Maintaining healthy lifestyles, including being alcohol and drug free
- Maintaining positive relationships with responsible adults and peers, and contributing to the well-being of one's community, including voting
- Maintaining a commitment to learning and academic success
- Avoiding delinquency
- Postponed and responsible parenting
- Positive job attitudes and work skills

6. **OCCUPATIONAL SKILLS TRAINING** - Instruction tie to an occupational code, usually in a classroom setting, designed to provide individuals with technical skills and/or information required to perform a specific job or group of jobs.

### **ON-THE-JOB TRAINING**

Training by an employer that is provided to a paid participant while engaged in productive work in a job that provides knowledge or skills essential to the full and adequate performance of the job.

The two unique features of OJT are: (1) The individual begins training as an employee of the employer and is subject to the same conditions of employment as other similarly employed individuals; and (2) The individual receives training in a production setting, under appropriate supervision, thus acquiring occupational skills and knowledge in an "on-the-job" training environment.

OJT is for individuals whose skill levels are inadequate to gain employment without special consideration from the employer. OJT is directed at employers who are not able to fulfill their skilled labor force needs with qualified, experienced workers. Employers may use OJT in these instances by hiring and then training eligible individuals. Reimbursement is provided to those employers to pay for their extraordinary costs of training because these costs exceed the costs involved in training persons normally hired in the occupation involved.

Contractors may utilize OJT Slots for Older Youth (19-24). 18 year olds may be considered if the youth possess a high diploma or GED.

7. **PAID AND UNPAID WORK EXPERIENCE** - Planned, structured learning experiences that take place in a workplace for a limited period of time and may be paid or unpaid. Work experiences may take place in the private, for-profit sector; the non-profit sector; or the public sector. **A minimum amount of 20 percent (20%) of WIOA Youth funds shall be used for paid work experience (includes OJT, work experience, limited internships, and apprenticeships).**

Work experiences are appropriate and desirable activities for many youth throughout the year, as determined by the youth's Individual Service Strategy (ISS). Work experiences should help youth acquire the personal attributes, knowledge, and skills needed to obtain a job and advance in employment. The purpose is to provide a participant with the opportunities for career exploration and skill development; it is not to benefit the employer, although the employer may, in fact, benefit from activities performed by the youth. Youth funds may be used to pay wages and related benefits for work experiences in the public, private, for-profit or non-profit sectors when an employee/ employer relationship has been established (as determined under the Fair Labor Standards Act), and where the objective assessment and ISS indicate that a work experience element is appropriate.

Work experiences may be subsidized or unsubsidized and may include the following:

- Instruction in employability skills or generic workplace skills
- Exposure to various aspects of an industry
- Progressively more complex tasks
- Internships and job shadowing
- The integration of basic academic skills into work activities
- Supported work, work adjustment and other transition activities
- Entrepreneurship
- Service learning
- Paid and unpaid community service
- Other activities designed to achieve the goals of the work experiences element.

8. **SUMMER EMPLOYMENT OPPORTUNITIES** - Provision of direct linkages to academic and occupational learning and may provide other elements and strategies, as appropriate, to serve the needs and goals of a participant. Summer Employment Opportunities create an employee/employer relationship, requiring the payment of a wage. The wage rate will be no less than the current federal minimum hourly wage, or the prevailing wage rate, whichever is higher. Summer Employment Opportunities subsidized with WIOA funds may take place in the private for-profit sector; the private non-profit; or the public sector.

Summer Employment Opportunities are to be linked with academic and occupational learning. The approach often referred to as "work-based learning" or "contextual learning".



Learning may occur totally at the employment site or may involve a classroom component as a supplement to the work assignment.

Academic learning is defined as the enhancement of the traditional education skills of reading, mathematics, and writing. Occupational learning involves those skills that are necessary to perform specific tasks. Pre-employment/job readiness activities **do not** meet the learning requirements of this WIOA element.

Youth who participate in summer employment must be provided with the twelve (12) month follow-up services as required in 664.450.

In Iowa, Summer Employment Opportunities linked to academic and occupational learning make available subsidized or unsubsidized jobs for youth during the months of June – August.. Summer Employment Opportunities create an employer/employee relationship, requiring the payment of a wage. The wage rate will be no less than the current federal minimum hourly wage or the prevailing wage rate, whichever is higher. Summer Employment Opportunities subsidized with WIO funds may take place in the private for-profit sector; the private non-profit sector; or the public sector. To the extent possible, the experience provided by the assigned site should be consistent with the youth's career interests/goal as identified in the youth's Individualized Service Strategy (ISS).

In developing Summer Employment Opportunities for youth in the private for-profit sector, Youth program operators are reminded that certain vulnerabilities are inherent in this activity. Some examples include:

- the occurrence or perception of favoritism shown to one employer over another;
- placing low-income youth in subsidized jobs that they can obtain on their own;
- displacing low-income youth from jobs that they normally secure in the summer.

To avoid these vulnerabilities, the selection of private employers to participate in this activity shall be based on an objective analysis of the relative "value-added" contributions to the youth's development the employer is willing to make. Examples of such contributions might include:

- Structured development/refinement of work maturity skills;
- Integration of work and learning;
- Provision of educational services;
- Exposure to skill training;
- Mentoring;
- Vocational exploration/career guidance;
- Commitment to hire the youth in a part-time or full-time job upon successful completion of the Summer Employment Opportunity, substantial progress in or graduation from high school, or both. This job should be compatible with the youth's occupational interest.

Youth program operators must maintain documentation to demonstrate why certain private sector employers (worksites) were selected or not selected to provide subsidized Summer Employment Opportunities for youth.

## Worksite Selection

All worksite supervisors will be provided with an orientation, prior to participants placed at a worksite, to explain their role in providing a positive and meaningful work experience to participants. The Region 5 WDB Worksite Agreement and the Youth/Worksite Evaluation document must be used for all worksites. **Selections of worksites will be based upon the following criteria:**

- 1) Compliance with Child Labor Laws
  - 2) Educational enrichment opportunities for the participants
  - 3) Worksite safety including
    - a) occupational hazards
    - b) adequacy of skilled supervision
    - c) the provision of safe tools and equipment to perform the required tasks
    - d) the agency's policies for safeguarding employees, providing first aid and/or their access to emergency medical services.
  - 4) Meaningful Work Experience in the terms of:
    - a) job skills the participant will be taught;
    - b) consistency with the participant's interests; and
    - c) the importance of the work to the community.
  - 5) Past performance as a youth worksite in terms of:
    - a) the quality of supervision;
    - b) participant satisfaction
    - c) cooperation with the contractor's staff.
9. **SUPPORTIVE SERVICES** - Services such as transportation, childcare, dependent care and housing payments that are necessary to enable an individual to participate in WIOA. For youth, those services may also include:

- Linkages to community services
- Assistance with transportation
- Assistance with childcare and dependent care
- Assistance with housing costs
- Referrals to medical services
- Assistance with uniforms or other appropriate work attire and work related tool costs including such items as eyeglasses and protective gear

WIOA funds may be used to provide WIOA-enrolled youth with needed supportive services if the following conditions apply: a.) the WIOA customer is unable to obtain supportive services through other programs, and, b.) supportive services are necessary to enable the individual to participate in WIOA services, training or work activities. WIOA funds may only be spent on supportive services for WIOA customers who are enrolled in one or more allowable/ appropriate WIOA activity(s). Other resources that provide supportive services in the county must be utilized first before expending WIOA funds for the supportive service.

Allowable types of WIOA supportive services include the following: transportation assistance; child; emergency housing, utilities, or car repairs; records required for employment such as a background check; appropriate work attire; safety equipment; or work-related tools for OJT or Work Experience; special services/supplies for persons with a disability; and uniforms and other required items for specialized or health occupations training.

WIOA contractors are responsible for obtaining written verification of the actual costs for any of the above expenses prior to authorizing WIOA funds for supportive services. All such payments must be authorized in writing by staff and must be issued as payment directly to a vendor or as reimbursement to a WIOA customer who has valid receipts for purchases or payments. Written authorization by staff must precede payment or reimbursement. Payment or reimbursement of costs for penalties, court costs, and other related criminal fees are not allowable supportive service costs.

Staff is responsible for ensuring that transportation and childcare supportive services are paid only for actual days in school, at work, and/or days of participation in a WIOA activity. Licensed daycare providers that have a policy requiring continued payment of the regular weekly or daily daycare charge during school breaks/holidays is an allowable exception. The use of a timesheet or other attendance record is required to document attendance and authorize supportive service payments.

Funds for supportive services are limited and may only be provided as needed.

10. **TUTORING, STUDY SKILLS TRAINING** - Instruction leading to secondary school completion, including dropout prevention strategies. Additional, special or remedial assistance provided to a participant, often on an individual basis.
11. **Financial Literacy Education.**
12. **Entrepreneurial Skills Training.**
13. **Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services**
14. **Activities that help youth prepare for and transition to postsecondary education and training.**

## APPENDIX B

### PROPOSAL TECHNICAL REVIEW CHECKLIST

WIOA Title I Adults and Dislocated Worker Services – PY 16

*RWDB staff will screen the proposals to ensure that the proposals meet the technical review standards listed below. A proposal review team will then evaluate proposals meeting all these technical review standards.*

*Check if the proposal/bidder meets the following standards...*

#### *Technical Review Standards*

- The original proposal, with the last financial audit, six (6) copies of the proposal and a thumb drive containing the proposal.*

*The proposal contains all the following:*

- Cover Sheet/ Application Packet
- Table of Contents
- Executive Summary
- Business Description
- Program Narrative
- Budget
- Budget Narrative
- Required Attachments:
  - Organization Chart
  - Job Descriptions
  - Assurances
  - Certificate Regarding Debarment
  - Conflict of Interest
  - Cost Allocation Plan (if applicable)
  - Indirect Cost Agreement (if applicable)
  - Audited Financial Statement
  - Copy of Bond Coverage
  - Proof of Liability Insurance
- The proposal contains all the necessary signatures.

## APPENDIX C

### EVALUATION CRITERIA AND SELECTION OF SERVICE PROVIDERS

(For Providing Services to Youth and Young Adults for Program Year 2016 – July 1, 2016 to June 30, 2017)

The criteria, which will be used to evaluate proposals, are listed below along with their point values. A total of 100 points is possible. An application must achieve a minimum score of 75 points in order to be considered for funding. The criteria can also be used by the bidder to ensure all items in the RFP are addressed.

Category	Criteria	Score
<p>Application Packet, Table of Contents, Executive Summary</p> <p><i>(5 points possible)</i></p>	<p>Proposal includes required organizational information as outlined in the provided Application Packet.</p> <p>Proposal includes a clear identification of the material in the proposal by section and page number.</p> <p>Proposal includes an overview of the entire proposal including a summary of the understanding of the program and proposed scope of work.</p>	
<p>Business Description and Qualifications</p> <p><i>(10 points possible)</i></p>	<p>Proposal provides an overview of the lead organization including: primary location, type of organization, years in business, mission/vision.</p> <p>The proposal provides evidence of program success consisting of past program performance and integration of principles and practices in program design of program success.</p> <p>Proposal describes the organization's knowledge, expertise and experience working with youth facing challenges within the workforce development industry.</p> <p>Proposal describes the organizational capacity and staff qualifications, skills, knowledge and experience to successfully deliver proposed services and activities.</p> <p>Proposal described the staffing plan and provided an organizational chart.</p>	
<p><b>Program Design</b></p> <p><i>(30 points possible)</i></p> <p><i>Recruitment and Enrollment</i></p>	<p>Proposal describes targeted population and number of youth to be served.</p> <p>Proposal describes program recruiting and retention methods.</p> <p>Proposal describes the intake process, including the collection of basic information needed from potential clients, and determination of client suitability for program services.</p> <p>Proposal describes the assessments and assessment process to be used at intake.</p> <p>Proposal describes the key steps and milestones youth will experience from outreach to program exit.</p>	

<p><i>Customer Experience</i></p> <p><i>Supportive Services</i></p> <p><i>Performance, Administration, and Project Management</i></p> <p><i>Partnerships</i></p> <p><i>Employer Connections</i></p>	<p>Proposal outlines how the organization will ensure, measure and continuously improve the experience of the youth in the program.</p> <p>Proposed methods of service delivery provide youth with high expectations, accountability and structure.</p> <p>Proposed methods of service delivery address youth needs holistically.</p> <p>Proposal describes where and how services will be delivered to meet the needs of targeted populations.</p> <p>Proposal describes what incentives, supportive services and stipends that will be used to address barriers.</p> <p>Proposal demonstrates provider understanding of the relationship between WIOA performance measures, youth development and the 14 program elements.</p> <p>Proposal clearly describes the relationship between WIOA performance measures addressed and proposed services.</p> <p>Proposal describes the process for ensuring quality, compliance and proper documentation for all youth files.</p> <p>Proposal describes how reporting requirements will be met.</p> <p>Proposal describes how the organization will ensure funds are used properly and according to the spending plan.</p> <p>Proposal describes the relationship and commitments of other agencies providing program elements and provides evidence of established relationship and commitments of cooperating agencies.</p> <p>Proposal describes how services will be coordinated by cooperating agencies for program participants</p> <p>Proposal describes specific partner roles and how the proposed partnerships will leverage additional funding to serve program participants.</p> <p>Proposal describes the relationships with employers in key industry clusters and the specific roles these employers will play in the youth program.</p> <p>Proposal outlined past outcomes which relate to work-based learning opportunities and how the organization developed internships, work experience, job shadows, occupational skill training and placement with employer partners.</p>	
<p><b>Program Components</b> (40 points possible)</p>	<p>The proposal describes principles and practices used for each of the 14 elements to be provided.</p> <p>Proposal describes the strategies that will be used to provide</p>	

<p><i>Educational Services</i></p>	<p>the educational program elements to assist youth in the completion of secondary school resulting in the attainment of a high school diploma or its recognized equivalent.</p> <p>Proposal describes activities that assist youth prepare for and transition to training or post-secondary education.</p> <p>Proposal describes the education/ training programs, which can include occupational skills training, pre-apprenticeship, post-secondary bridge programs and/or post-secondary education.</p> <p>Proposal describes how the education/ training programs will lead to jobs with livable wages.</p>	
<p><i>Career Pathways</i></p>	<p>Proposal describes the assessments to be used to measure youth success and justification for career choices/ success in education/ training.</p> <p>Proposal outlines the sector (s)/ industries that will be the focus of program services, and why these sectors were selected.</p> <p>Proposal describes strategies to assist youth to become aware of career pathways in these sectors.</p> <p>Proposal describes how youth will be connected to education that leads to a post-secondary degree or industry-recognized certification.</p>	
<p><i>Work-Based Learning</i></p>	<p>Program details how career choices are linked to applicable work experience and how they are tied to in-demand industry sectors for the region.</p> <p>Proposal describes how youth will be provided with work-based learning opportunities.</p> <p>Proposal details how the organization will meet the 20% requirement of funds used for work experience.</p>	
<p><i>Work Readiness, Financial Literacy and Entrepreneurship Training</i></p>	<p>Proposal describes the work readiness training program to be used outlining the curriculum, competencies, assessments and standards for completion.</p> <p>Proposal described the financial literacy education strategies used for youth and young adults.</p> <p>Proposal outlines the strategies to introduce and engage youth and young adults in entrepreneurial skills.</p>	
<p><i>Youth Development</i></p>	<p>Proposal describes the youth development strategies that will be integrated in the youth program.</p> <p>Proposed methods of service delivery provide youth with opportunities to establish relationships with mentoring adults.</p>	
<p><i>12 month follow-up Activities</i></p>	<p>Proposal describes creative, innovative and successful methods to ensure communication with program participants after exit.</p>	

	The proposal demonstrates the relationship between proposed follow-up activities and post-exit performance measures.	
<b>Budget/ Budget Narrative</b> (15 points possible)	<p>Budget is reasonable and well-defined for collaborative service delivery.</p> <p>Budget Narrative justifies the need for all costs built into the line-item detail and the methodology used to derive each cost.</p>	

**TOTAL SCORE:** \_\_\_\_\_