



CHESTER COUNTY
WORKFORCE INVESTMENT BOARD

Advancing Chester County's Workforce

PY 2009 Request for Proposals

Summer Youth Employment Program (SYEP)

Under the American Recovery and Reinvestment Act of 2009

Issued by:



Chester County
Department of Community
Development
601 Westtown Road, Suite 365
P.O. Box 2747
West Chester, PA 19380-0990
Phone: 610.344.6900 or 800.692.1100
TDD: 800.654.5984

Chester County Commissioners:
Terence Farrell, Chair
Carol Aichele
Kathi Cozzone

Issue Date: 27 March 2009

Overview:

The Chester County Department of Community Development (DCD) is the entity designated by the Chester County Workforce Investment Board (WIB) and the Board of Chester County Commissioners to provide staff support to the WIB and act as the administrative entity and the fiscal agent for the operation of Workforce Investment Act (WIA) Programs in the Chester County Local Workforce Area.

It is the mission of the Chester County Council for the Workforce of Tomorrow (CWT) to facilitate a workforce development system designed to provide youth with access to opportunities for educational enrichment and career exploration. The CWT supports youth during the dynamic transition from adolescence to adulthood through the provision of services offering academic, career, and post-secondary preparation, including leadership training.

Under the direction of the Local WIA Youth Council, the DCD is seeking proposals from qualified and experienced employment and training service providers who are interested in providing allowable subcontracted **Summer Youth Employment Program (SYEP)** youth services to eligible youth of Chester County in Program Year 2009, during the time period May 1, 2009 – September 30, 2009.

To be considered, **proposals must be submitted electronically** to ccwib@chesco.org. In addition, one original and two (2) copies of each proposal must be received by the DCD at the address indicated on the cover page of this RFP,

no later than 3:00 p.m. on Monday, May 4th, 2009.

The CWT will place a priority on proposals for services that effectively and creatively serve WIA eligible youth between the ages of 14 and 24 with a summer employment experience that includes:

- Real-world labor expectations;
- Labor market orientation;
- Academic enrichment/remediation activities;
- Financial literacy training, and;
- Social growth

Please be advised that the level of youth funding available is limited. All funding is contingent upon the availability of state and federal funds and also upon the authorization for SYEP activities in Chester County.

Notice of Bidders Conference:

The Chester County Department of Community Development (DCD) will host a 'Bidder's Conference' (question & answer session) to address questions associated with Chester County's Youth Program and the submission of proposals.

Organizations are asked to submit questions in advance so your issues can be addressed thoroughly.

This session will take place on **Tuesday, April 7th, 2009 at 9:00 a.m.** at:

**Chester County Government Services Center
601 Westtown Road, Suite 250
West Chester, PA 19380-0990
610.344.6900**

Please email ccwib@chesco.org or call Michael Weishaar at (610) 344-4069 to confirm your attendance for this meeting.

As of the release date of this RFP, full guidance with regard to the administration of the SYEP has not been received. Additional guidance under the SYEP is forthcoming and will be made available to all interested parties.

PY 2009 SYEP Request for Proposals Table of Contents

- I. General Information**
- II. Summer Youth Employment & Training Program**
- III. Proposal Narrative Directions**
- IV. Budget Information**

Attachments:

- A. Budget Information Summary Form**
- B. Certification of Non-Debarment/Suspension**
- C. Certification of Drug-Free Workplace**
- D. Proposal Summary Form**

Appendix A: Income Eligibility

I. General Information:

A. Solicitation:

To be considered, proposals should be submitted electronically to ccwib@chesco.org. In addition, one original and two (2) copies of each proposal should be sent to:

**Michael Weishaar, DCD Planner II
Chester County Department of Community Development
601 Westtown Road, Suite 365
P.O. Box 2747
West Chester, PA 19380-0990**

B. Due Date:

Responses to this RFP must be received by:

**3:00 p.m. on Monday
May 4, 2009**

Faxed proposals will not be accepted.

C. Funding Source:

Summer Youth Employment Program (SYEP) funds are part of the American Recovery and Reinvestment Act of 2009.

D. Proposal Content:

To be considered, all responses to this RFP must be formatted in the following manner:

1. Proposal Summary Form
2. Proposal Narrative
3. Budget Information Summary Form
4. Budget Back-up
5. WIA Work-Readiness Performance Plan
6. Certification of Non-Debarment/Suspension
7. Certification of Drug-Free Workplace

**Proposals must be signed by an official authorized
to bind the contractor to its provisions.**

The DCD reserves the right to reject any proposal not formatted as stated above. Budget and other forms should be complete and accurate.

E. Length:

The proposal narrative, excluding the summary page, budget information summary, and any supporting attachments, should not exceed **ten (10) typed-written pages**. Proposals should be prepared simply and economically, and provide a concise description of the proposed project.

F. Limitations:

This RFP does not commit the DCD to award contracts, to pay any costs incurred in the preparation of a response to this RFP; to procure or contract for services or supplies; or to pay any cost incurred by a subcontractor prior to a fully executed contract.

The DCD reserves the right to accept or reject any or all proposals received without negotiation, or to cancel this RFP if it is in the best interests of the DCD to do so. The DCD reserves the right to accept, review and fund unsolicited proposals at anytime.

The DCD may require additional information or may require revisions of proposals resulting from negotiations.

All copies of proposals become the property of the DCD and cannot be returned.

News releases and publicity pertaining to approved projects should not be done until a contract is fully executed between the DCD and the provider.

No federal appropriated funds awarded as a result of this RFP may be used for lobbying activities. Any other funds used for lobbying activities must be properly disclosed.

Funding for all proposals approved for contracting will be contingent upon the continued availability of funds throughout the duration of the contract award.

Each organization selected for funding will be required to operate in accordance with all applicable federal, state and local regulations as they pertain to SYEP youth activities. Provision of services specified in

this RFP requires substantive knowledge and understanding of SYEP programs and regulations.

G. Type of Contract:

If a contract is entered into as a result of this RFP, it will be a **Cost Reimbursement Contract with a line-item budget**. No advance payments will be made. This RFP and your agency's response will be incorporated by reference into any contract agreement. All U.S. Department of Labor limitations on excess profits earned by subcontractors will apply. You will be required to maintain the documentation necessary to support your reported costs. Funding will be awarded to providers for the time period May 1, 2009 – September 30, 2009. **The CWT and Chester County WIB retain the right to extend/renew the contract for an additional program year based on past program performance and effectiveness.**

All approved providers will need to comply with all standard county boilerplate contract items as a result of entering into an agreement. These items may include compliance with, but not limited to:

- Certificates of Insurance
- Certificates of Non-Debarment/Suspension
- Unemployment Compensation/Workers Compensation
- Immigration Reform and Control Act
- Drug-Free Workplace
- Health Insurance Portability and Accountability Act (HIPAA)
- Limited English Proficiency:
- Fraud Prevention Policy (FPP)
- Criminal History Check and Child Abuse Clearance
- Monitoring
- Bonding

H. Evaluation of Proposals:

Proposals will be reviewed, scored and evaluated through an Evaluation Team. The Evaluation Team will make recommendations to the CWT, who will select the youth providers and present their recommendations to the WIB for approval. The WIB's decision will be final.

I. Youth Eligibility Requirements:

Youth must meet federal eligibility requirements under the Workforce Investment Act to participate in any SYEP. Youth must complete the required eligibility application and obtain the required work certifications **prior** to entering into any program.

An eligible youth is:

- A low-income youth as defined in the WIA section 101 (25).
- At least 14 years of age and has not yet reached his/her 24th birthday

And meet one or more of the criteria listed:

Deficient in basic literacy skills

Homeless, runaway or foster child

Pregnant or parenting

An offender.

A youth with a disability, defined by the ADA.

A youth who requires additional assistance to complete an educational program or to secure and hold employment.

II. Summer Youth Employment Program (SYEP)

A. Introduction

The American Recovery and Reinvestment Act (ARRA, or The Recovery Act), signed by President Obama on February 17, 2009, is intended to preserve and create jobs, promote the nation's economic recovery, and to assist those most impacted by the recession.

Under the Recovery Act, funds will be made available to Local Workforce Investment Areas (LWIA's) to support Summer Youth Employment activities during the summer months beginning May 1st through September 30th.

As of the release date of this RFP, full guidance with regard to the administration of the SYEP has not been received. Additional guidance under the SYEP is forthcoming and will be made available to all interested parties.

Recovery Act funding is being made available to provide activities for youth in accordance with WIA requirements. Because Recovery Act funding is separate from WIA Youth formula funds, projects will not be required to incorporate all 10 WIA youth elements. However, proposals that incorporate more than one of the WIA youth elements will receive stronger consideration.

The 10 WIA Youth Elements are:

1. Tutoring and similar services, including dropout prevention strategies, leading to a high school diploma.
2. Alternative education services.
3. Summer employment linked to academic and occupational learning.
4. Paid and unpaid work experience.
5. Occupational skill training.
6. Leadership development, including community service.
7. Supportive services.
8. Adult mentoring during program participation.
9. Follow-up services for at least 12 months.
10. Comprehensive guidance and counseling, including drug and alcohol abuse.

B. Summer Youth Employment Programming

Requirements of Project Operator

Those agencies responding to this RFP and seeking a subcontract to serve as a Project Operator for SYEP:

- ✓ Should be prepared to serve as the employer of record for their subsidized Summer Youth Employment Program (SYEP) participants;
- ✓ Follow all WIA and County of Chester contracting requirements;
- ✓ Have the administrative capability of processing their subsidized participants' payroll;
- ✓ Have the ability to operate the program on a monthly cost-reimbursement basis. (No advance payments are permitted)
- ✓ Provide Insurance Coverage for all youth participants. All participants must be covered by Workers Compensation Insurance.

In addition to executing a financial contract for reimbursement of approved expenditures, the youth program also requires a non-financial "Worksite Agreement" with each project worksite, which will include:

- ✓ Effective dates of the Agreement
- ✓ A Statement of Program Purpose
- ✓ Job Descriptions of Participants
- ✓ Statement of Union Concurrence (If Applicable)
- ✓ Acknowledgement of Supervisor Orientation
- ✓ EEO Poster
- ✓ Participant's Right and Grievance Procedures
- ✓ Minimum Wage Poster
- ✓ Abstract of the Child Labor Laws
- ✓ Schedule of Work Hours for Participants Under 18 Years Old
- ✓ Emergency Contacts Form

The DCD will provide worksite agreement forms to each approved contractor.

Orientations

The SYEP requires that all staff and participants receive specific orientations.

Leader and Supervisor Orientation:

- ✓ Crew Leaders, worksite supervisors and alternate supervisors receive an orientation which covers their responsibilities under the program.
- ✓ The DCD will prepare and distribute to each Agency approved for funding, a worksite supervisors orientation packet to facilitate this orientation.

- ✓ Agencies should be prepared to customize the orientation material to fit their particular project. Your proposal must indicate your planned orientation day for these individuals.
- ✓ A representative from DCD will attend each orientation session.
- ✓ Documentation (sign-off) that each crew leader, worksite supervisor, and alternate supervisor received an orientation, and the day it occurred must be provided.
- ✓ No participant can start work at a worksite prior to the completion of crew leader, worksite supervisor, alternate supervisor orientation.
- ✓ Every worksite utilized must complete the worksite agreement form.

Participant Orientation:

- ✓ The SYEP requires that all participants receive an orientation prior to the end of their first week of work.
- ✓ Participants should clearly understand basic employment rules and requirements and employer expectations, including the need to perform well in a structured educational setting as well as on the job.
- ✓ The DCD strongly recommends that agencies incorporate a group orientation session for all their participants prior to assigning them to their worksites.
- ✓ The DCD will prepare and distribute to each agency approved for funding, a participant orientation packet to facilitate this orientation.
- ✓ Agencies should be prepared to customize the orientation material to fit their particular project, by adding information such as worksite names, supervisor's names, hours of work, payroll procedures, etc. and provide documentation (sign-offs) that each participant received an orientation.

Labor Market Orientation (LMO):

- ✓ All participants must receive a labor market orientation or pre-employment / work-maturity assessment that must be covered over the course of the summer either in group or individual settings.
- ✓ LMO includes such topics as local employment opportunities, types of careers available, qualifications required for certain positions, job search interviewing techniques, completing employment applications, resume writing, etc.
- ✓ The booklet prepared by the DCD will address these areas.

Project/Proposal Guidelines and Child Labor Laws

Wage Rates and Timesheets

Participants in subsidized work activities must be paid minimum wage, currently \$7.15/hour (increases to \$7.25/hour effective 7/24/09) for all work and class time in the program. Staff pay levels may be set by the proposing agency, but are subject to CWT approval.

Ideally, work projects should offer a variety of opportunities for education/work learning integration and teaching opportunities between the crew leaders and participants. ***Paid work and class time may not exceed 35 hours per week.***

Timesheets, documenting hours worked and hours spent in class must be maintained for all youth participants. Specific procedures must exist for the timekeeping and the maintenance of timesheets.

Working Papers/Employment Certificates

All youth, under the age of 18 must obtain a completed general or vacation employment certificate prior to beginning work. Applications for employment certificates are issued by school authorities and can be obtained through a youth's home school district.

Traditionally, youth ages 14-15 are issued vacation employment certificates. These certificates are only valid for one year. Youth, ages 16-17 are issued transferable work permits. Transferable work permits may be valid for multiple years and do not require youth to obtain a new work permit when taking on a new job. A photocopy of all work permits must be maintained on file by the employer.

Program Prohibitions

WIA prohibits the use of any WIA funded participants in any activity or work-detail involving political campaigning or in the construction, operation, or maintenance of any facility used for sectarian instruction of worship.

Attention should be given to ensure that work experience arrangements do not unfavorably impact current employees and do not impair existing contracts for services or collective bargaining agreements. In addition, the work experience of the participants should not replace the work of employees who have experienced layoffs (see 20 CFR 667.270 for non-displacement requirements). Youth summer employment should be a work experience intended to increase work readiness skills of participants and not impact the profit margin of a for-profit company.

No funds will be authorized for building construction materials.

Supervisor-to-Youth Ratios

It is critical that projects ensure proper worksite supervision in cooperation with both worksite supervisors and program monitors. Employers should be flexible in working with youth who have issues that may have barriers to employment. When utilizing service learning opportunities, worksite supervision, including participant to staff ratio, is critical.

Projects must provide adequate supervision by supervisors/crew leaders who are knowledgeable of the SYEP goals. At a non-profit worksite a minimum of one (1) supervisor per twelve (12) participants should be maintained by the worksite. At a Summer Youth Service Corps worksite a minimum of six (6) to a maximum twelve (12) participants should be maintained by the worksite. All worksites must designate alternate worksite supervisor(s) who are also knowledgeable of SYEP goals.

Safe and Meaningful Worksites and Child Labor Laws

In addition to providing a safe and meaningful summer work experience for eligible youth, the project operator must adhere to Bureau of Labor Compliance's Child Labor Law provisions. The federal child labor laws provide for the health, safety and welfare of minors by:

- ✓ Prohibiting their employment or work in certain establishments and occupations;
- ✓ Under certain ages, restricting their hours of labor;
- ✓ Regulating certain conditions of their employment; and
- ✓ Requiring employment certificates (general or vacation) for minors under the age of 18.

Information related to Child Labor Laws can be found on-line at:

<http://www.dli.state.pa.us/landi/lib/landi/laborlaw/pdf/lc-5.pdf>.

Additionally, the DCD will require the posting of various state/federal notices, including the abstract of the child labor laws.

C. Program Design Considerations

When considering submitting proposals for Summer Youth Employment Program opportunities, projects are encouraged to include the following design elements into their proposals:

- **Objective Assessments and Individual Service Strategies** – Per WIA regulations, the design framework of local youth programs must provide a comprehensive objective assessment of each youth participant, including a review of the academic and occupational skill levels, as well as the service needs of each youth. DCD will develop and provide an Individual Service Strategy (ISS) for each youth receiving services through the program. The ISS will help in identifying age-appropriate career goals and consideration of assessment results for each youth.

Projects should specify the type(s) of assessment tools that will be utilized. Youth who are in need of basic skills remediation services must be provided such services while participating in the program.

- **Age Appropriate Activities and Work Readiness Goals** – Summer employment activities should be designed to encourage participants to take responsibility for their learning, to understand and manage their career options, and to develop social skills and a maturity level that will help them interact positively with others. This is especially true for at-risk youth as summer employment may be one of the few opportunities they come across to learn how to enter the world of work. These efforts should rely on developmentally or age-appropriate strategies. For example, what is appropriate for a 24 year-old may not be appropriate for a younger youth. Consequently, the services provided to these youth participants and the work readiness goals set for these individuals should be age appropriate.

Under the Recovery Act, projects must show that a measurable increase in work readiness skills has occurred for each participant. DCD will develop and provide a methodology for determining work readiness skills upon beginning and completing the summer experience in order to determine whether a measurable increase has occurred. This instrument will assist projects in determining pre- and post-work readiness skills.

For more information regarding Work Readiness goals and performance, see TEGE No. 17-05 at http://wdr.doleta.gov/directives/attach/TEGE17-05_AttachB.pdf.

- **Allowable Types of Work Activities** – Projects that offer either a Non-profit or a Private Sector Work Experience for participants, or a Summer Youth Service Corps project for a group of participants, will be considered for Recovery Act funding.

The primary purpose of a work experience program is to provide youth with a job in which they can earn needed income, develop positive work habits and attitudes, establish a good work record, learn job seeking skills, develop work readiness skills, and begin to formulate realistic career choices.

The combination of the paid work experience and class time academic enrichment/remediation may not exceed 35 hours per week. It will be each agency's responsibility to solicit worksites for their work experience participants. Each worksite to be used must be approved in writing by the DCD via a fully executed worksite agreement. Worksites utilized must provide on-site, daily supervision for youth participants, to assure a meaningful and productive work experience. No funds may be utilized to pay for worksite supervision in the non-profit work experience program.

Projects should identify worksites that are committed to helping participants receive the experience and training that is required to meet the work readiness goals set for summer employment participants.

Non-profit Work Experience Project – Eligible youth participants may be placed in entry-level positions at DCD-approved public and private non-profit worksites. Job positions may vary and should be dependent on the needs, skills, and residence of individual participants, as well as the requirements of the worksite.

Private Sector Work Experience - Eligible youth may also be placed into private sector employment opportunities within companies that offer work experience within the High Priority Occupations (HPO's). These opportunities should be designated for age-appropriate and work maturity skills-appropriate youth. Projects must clearly communicate to participants that placement into private sector jobs is limited to May 1, 2009 through September 30, 2009.

Private sector employers:

- ✓ Should be flexible in working with youth who may have barriers to employment.
- ✓ Must ensure that work experience arrangements do not unfavorably impact current employees and do not impair existing contracts for services or collective bargaining agreements.
- ✓ Must ensure the work experience of participants should not replace the work of employees who have experienced layoffs.
- ✓ Must ensure the summer work experience will assist in increasing work readiness skills of participants and not impact the profit margin of a for-profit company.

Summer Youth Service Corps (SYSC) Project – A Summer Youth Service Corps project is an effort to join the ideals of community service with the Summer Youth Employment Program.

Work projects should be of sufficient scope and duration to require a substantial part of the summer to complete. Projects should not be so large that youth can only accomplish a small portion of the desired result. Alternate activities for inclement weather should be anticipated and stated in the proposal.

The SYSC differs from the non-profit or other summer work experience program in that:

- ✓ It provides long-term benefits to the public through youth development and community services;
- ✓ It instills a work ethic and sense of public service in the participants through high quality community service projects and citizenship education;
- ✓ Projects are labor intensive and involve youth operating in crews. Crews should include a minimum of 6 and a maximum of 12 youth and 1 crew leader working together on the same project;
- ✓ Projects are planned and initiated promptly; and

- ✓ Participation in SYSC enhances skill development, education and leadership skills of participants.
- ✓ Learning goals are focused on self-development, increased reading and math skills, increased competence, improved self-esteem and self worth, and the importance and value of individual contributions to the community.

Examples of the community service nature of work projects might be public housing rehabilitation for the poor; stream reclamation; park land clearing and landscaping; community clean-up; or work at nursing homes and day care centers.

- **Academic Enrichment, including Work-Based and Classroom-Based Learning Services** – Academic enrichment is a strategy for maintaining and increasing participants existing skill levels, adding new skills and exposing participants to new experiences and ideas. Projects should integrate work-based and classroom-based learning activities into their projects. These types of activities provide youth with assistance in developing and refining attitudes, values, and work habits which will contribute to their success in the workplace. All participants should receive remediation assessment by the end of the first week of the program. Those who are in need of basic skills remediation services must be provided such services during their participation.

A combination of work-based learning and classroom-based learning activities may be warranted to provide basic skills instruction, career exploration and life skills training. In these instances, classrooms may be transformed into interactive, work-related environments to complement the work experience activities. A minimum of eight (8) classroom hours per week should be provided for academic enrichment and/or classroom learning.

Innovative approaches to all aspects of academic enrichment, tailored to the widely varying backgrounds and skill levels of the youth, are strongly encouraged. Activities designed to improve overall educational performance, activities which enhance citizenship skills, field trips, workshop presentations, etc., are examples of academic enrichment activities.

Participants may be paid for time spent in academic enrichment, but may not exceed a total of thirty-five (35) hours per week for combined work and class time.

- **Special Consideration** – Special consideration will be given to proposals that incorporate the following components into their summer programming:

Incorporating Green Work Experiences- Providing employment opportunities for eligible youth in the fields of solar, geothermal, wind

power design, and the use of environmentally friendly building materials will mean increased job opportunities for young people who have had exposure to work experience that equip them with appropriate 'green' knowledge. Projects may choose to work with community colleges to ascertain how work experience projects and coursework are being infused with 'green' components. Connecting with Chester County's Smart Energy Initiative (SEI) is another possible way youth can learn about 'green' career opportunities.

Connections to Regional Apprenticeships – Registered Apprenticeship programs represent collaborative partnerships with schools, employers, labor organizations, and state apprenticeship offices. In order to better tap into the pipeline of youth, an increasing number of employers are encouraging workforce professionals to assist with developing and implementing 'pre-apprenticeship' training programs. Summer Employment programs can include these introductory programs and combine basic technical skills training in the classroom with experience on the worksite. Projects may connect with state apprenticeship office to better determine how best to coordinate a pre-apprenticeship or pre-employment training program.

Services for Out-of-School Youth (OSY) – OSY ages 16-24 experience among the highest rates of unemployment and their future labor market prospects are poor given their lack of education and work experience. DCD encourages projects to develop strategies for priority of service to and for OSY. Projects that propose strategies to transition OSY who complete SYEP to the year-round WIA Youth Programs will receive special consideration.

Focus on Neediest Youth – Consistent with WIA's strategic vision, DCD encourages that projects focus services on youth most in need including: out-of-school youth and those most at risk of dropping out, youth in and aging out of foster care, youth offenders and those at risk of court involvement, homeless and runaway youth, children of incarcerated parents, migrant youth, Indian and Native youth, and youth with disabilities.

Service for Veterans and eligible spouses – Projects that provide a priority of service for veterans and eligible spouses who have a particularly high incidence of unemployment immediately upon discharge will provide special consideration.

Connections to Industry Partnerships and High Priority Occupations - Projects that provide work-experience or service corps opportunities in high-priority occupations, and projects that demonstrate a direct linkage to Chester County's 5 Industry Partnerships will receive special consideration.

Subsidized Wage Rates for Private-Sector Employment – Projects that identify private-sector employers who will subsidize the minimum wage rate for youth will receive special consideration.

D. Performance Measure Requirements

In accordance with the accountability guidelines in the Recovery Act, projects will not be subject to the performance guidelines for WIA youth. However, projects will be required to collect and report information as conveyed in an upcoming Recovery Act Performance and Reporting Training, Employment and Guidance Letter (TEGL) notice as it relates to Work Readiness.

Under the Recovery Act, projects must show that a measurable increase in work readiness skills has occurred for each participant. DCD will develop and provide a methodology for determining work readiness skills upon beginning and completing the summer experience in order to determine whether a measurable increase has occurred. DCD will develop and provide an Individual Service Strategy (ISS) for each youth receiving services through the program. These instruments will assist projects in determining pre- and post-work readiness skills.

Work-readiness is further defined at:

http://wdr.doleta.gov/directives/attach/TEGL17-05_AttachB.pdf.

III. Proposal Narrative Directions

The proposal narrative, not including cover sheets and attachments, should not exceed 10 typed-written pages. Proposals will be evaluated on a **160 point system**, with the opportunity to earn additional points for the Special Consideration items.

All proposals for Summer Youth Employment Activities should be structured in the format as outlined below and provide a complete but concise response to the questions contained within.

The Narrative should be structured to include the following sections:

A. Organizational Capacity and Program Management: (40 points)

1. Demonstrate effectiveness of the agency in achieving goals of previous programs and/or experience with programs in a youth serving capacity.
2. Assurance that the Agency has absolute commitment to the success of the program and has adequate and experienced staff to ensure proper direction and management of the program.
3. Describe the administrative capability of your agency to subcontract with the DCD and, if applicable, serve as the employer for youth participants.
4. Describe roles and contributions of staff whose background, experience, and other qualifications are sufficient to carry out their designated roles.

B. Program Description and Performance: (90 points)

1. Concisely describe the type of project being proposed (Non-profit work experience, Private-sector work experience or Youth Service Corps) and the justification for the project.
2. Include a detailed time frame for activities, including start and end dates, for the duration of the project. (number of weeks, hours per week, etc.).
3. Identify the population to be served and demonstrate sufficient experience working with disadvantaged youth. Describe how your agency will assist in the recruitment and orientation of these participants.

4. Articulate your plan to provide an orientation to crew leaders/worksites/ and worksite supervisors.
5. Describe how program design will enable youth to obtain work-readiness skills.
6. Describe the type of Remediation and/or Academic Enrichment activities being provided. Indicate if the project will include remediation and identify the curriculum to be used, location of the class, duration, and academic credit to be awarded and type of instructors to be utilized. Indicate your plans to integrate work-based learning and classroom-based learning to ensure that they are complimentary and mutually reinforcing.
7. Indicate what the age group of participants will be and, if any, the percentage of participants that are out of school youth?
8. Describe how your agency will identify and partner with worksites that offer meaningful employment experiences (include letters of commitment). Include plans that include successful transitioning, depending on the chosen service area, in a creative and effective manner.
9. Describe the specific program objectives for the project. How will the community benefit from the work to be performed? Identify the levels of performance you will attain for the youth segment served.

C. Cost Effectiveness:

(30 points)

1. Describe the total program budget in terms of a unit cost per participant. Justify the budget in terms of the length of time and types of activities. List proposed rates of pay for participants, crew leaders or other staff.
2. Indicate your understanding of the contracting process and your agency's ability to serve as the employer of record, and to operate the program utilizing a cost-reimbursement contract.
3. Indicate sources and amounts of any non-WIA funds that you have acquired to leverage the total cost of the program.

D. Special Considerations:

(5 points each)

1. Describe how *Green Work Experience* activities will be incorporated into the program.
2. Describe how the program will connect youth to regional apprenticeship opportunities and/or programs.
3. Indicate intended services for out-of-school youth. Describe how they will be recruited for summer opportunities and transitioned upon completion of the summer component.
4. Describe how your project will focus program services on the serving the *neediest youth*.
5. Describe how your program will provide priority of services for veterans and their spouses. Describe how they will be recruited for summer opportunities and transitioned upon completion of the summer component.
6. Describe how work-based and classroom based activities will connect with Chester County's Industry Partnerships and High Priority Occupations.
7. Describe how the program will provide for subsidy of wage rates for youth in private-sector work experience activities.

IV. Budget Information

The enclosed ***Budget Information Summary*** (Attachment B) must be completed using a Summary form for ***each*** proposed program track or service area. If you have questions identifying which of the cost categories to report a specific line item, please contact the DCD. In general, the following definitions for the cost categories will apply:

- **Administrative Costs:** Direct or indirect costs associated with the overall management and supervision of the program, which are not directly related to the provision of services to participants. Indirect costs requested may not exceed the rate approved by your cognizant state or federal agency. Documentation of your indirect cost rate approval must be submitted if indirect costs are requested in your budget. Total administrative costs **may not exceed 5%** of your total budget.
- **Program Costs:** All other costs including training and support. Costs associated with the actual training of participants, such as salaries, fringe benefits, and supplies of personnel directly engaged in providing training (including remedial instruction, recruitment, job placement, counseling, academic enrichment, etc.), books and other teaching aids and materials used in providing training to participants, classroom space, utility costs, crew leader training, and participant wages and fringe benefits, are examples of program costs.

Disallowable Costs and Activities:

All proposal costs must be necessary and reasonable in accordance with WIA guidelines. Although the proposed youth activity may contain some of these elements, the youth grant award cannot be used to pay for the costs associated below. However, additional partnering agencies and programs may be available to assist with some of the provisions related to a comprehensive youth strategy.

- Building and Construction
- Web Sites
- Administrative Costs in excess of 5%
- Indirect Fees
- Funds cannot be used to reduce the workforce or displace workers
- Projects cannot violate any conditions of a collective bargaining agreement
- Reimbursement for meals that do not require overnight travel
- Reimbursement for mileage that exceeds the approved County rate (55 cents per mile maximum)
- Equipment (Any equipment that is purchased must be authorized by the CWT. Any equipment purchased with grant funds becomes the property of the CWT)
- Non-related rental costs/overhead expenses for home agency
- Costs for worksite supervision at non-profit and private sector worksites

Disallowed costs are those charges to a grant that the County determines not to be allowed in accordance with the WIA principles.

**Chester County Department of Community Development
Budget Information Summary Form**

Agency: _____

Contact Person: _____

Administration: *(total administrative costs cannot exceed 10% of the total budget)*

Salaries: _____

Fringes: _____

Supplies: _____

Telephone: _____

Travel: _____

Other (SPECIFY) _____

Total: _____

Program costs:

Salaries: _____

Fringes: _____

Supplies: _____

Telephone: _____

Travel: _____

Other (SPECIFY): _____

Total: _____

Grand total: _____

*** Attach detailed budget back-up for each Service Area proposed**

Debarment/Suspension Certification Statement

The proposer certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal, Commonwealth, or any other State department or agency. The proposer certifies that it will provide immediate written notice to the DCD if at any time the proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstance.

Name of Organization: _____

Address: _____

Authorized Signature: _____

Title: _____

Date: _____

Drug-Free Workplace Certification Statement

The proposer will provide a drug-free workplace in accordance with the requirements of the Drug-Free Workplace (DFW) Act, issued by the Office of Management and Budget, effective March 18, 1989.

The statute requires those who receive federal funds in excess of \$25,000 to certify to the agency served that it will provide a drug-free workplace.

A drug-free workplace, as defined by the regulations, is a worksite at which the employees are prohibited from the unlawful manufacture, possession, distribution, or use of a controlled substance.

Name of Organization: _____

Address: _____

Authorized Signature: _____

Title: _____

Date: _____

Proposal Summary Form

Please complete all lines

Agency Information

Date proposal submitted: _____ Proposal contract person: _____

Agency name: _____ Phone: _____

Agency address: _____

Email address: _____ FAX #: _____

Fiscal contact: _____ Phone: _____

Type of organization Government agency Local education agency

Non-profit community organization For profit training organization

Other _____

List any agency licenses or accreditations: _____

Program Description(s):

Program Name: _____

Proposal amount: \$ _____ Cost per participant: \$ _____

Program Description: _____

Program start date: _____ Program end date: _____

Specify the youth elements to be met: _____

INSURANCE and ADMINISTRATIVE CAPACITY

circle one

Does your agency have an adequate financial management system to maintain effective control and accountability over all funds covered by this proposal? Yes No

Does your agency have the ability to maintain sufficient books, records, documents and files to be made available for review and audit? Yes No

Does your agency have any outstanding audit deficiencies? Yes No

Does your agency carry all required insurance (general liability and workmans compensation) and adequate amounts? Yes No

Insurance carrier: _____ Policy #: _____

CERTIFICATION

I hereby certify that the information provided in this proposal package is true and accurate to the best of my knowledge. My agency has authorized me to submit this proposal.

Typed name of agency official

Title

Signature

Date

Chester County Youth Income Eligibility

GENERAL ELIGIBILITY REQUIREMENTS

Citizenship or Eligible to Work – Participation in programs and activities financially assisted in whole or part under WIA shall be open to citizens and nationals of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees, and other individuals authorized by the Attorney General to work in the United States (applies to all programs under Title I).

Selective Service Registrant – The Secretary shall ensure that each individual participating in any program established under WIA, or receiving any assistance or benefit under WIA, has not violated Section 3 of the Military Selective Service Act (MSSA) (50 U.S.C. App. 453) by not presenting or submitting to registration as required pursuant to such section. The Director of the Selective Service System shall cooperate with the Secretary in carrying out this section.

Age – for youth is not less than age 14 and not more than age 21.

I. ECONOMICALLY DISADVANTAGED REQUIREMENT

Youth must meet the definition of one of the six Low-income categories AND must meet the definition of one of the six youth Barriers. If the youth is not Low-income with a Barrier, youth must meet the definition of one of the eight Exception categories.

A Low-income Individual is an individual who:

- (A) receives, or is a member of a family that receives cash payments under a Federal, State, or local income-based public assistance program;
- (B) received an income, or is a member of a family that received a total family income, for the six-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, payments described in subparagraph (A), and old-age and survivors insurance benefits received under Section 202 of the Social Security Act (42 U.S.C. 402) that, in relation to family size, does not exceed the higher of
 - (i) the poverty line, for an equivalent period; or
 - (ii) 70 percent of the lower living standard income level for an equivalent period;
- (C) is a member of a household that receives (or has been determined within the six month period prior to application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.);

Appendix A: Youth Income Eligibility

- (D) qualifies as a homeless individual, as defined in subsections (a) and (c) of Section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302);
- (E) is a foster child on behalf of whom State or local government payments are made; or
- (F) in cases permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability whose own income meets the requirements of a program described in subparagraph (A) or of subparagraph (B), but who is a member of a family whose income does not meet such requirements.

II. **SERIOUS BARRIER TO EMPLOYMENT REQUIREMENT**

Youth must meet the definitions of having one of the following 'Hard to Serve' Barriers to Employment

Deficient in Basic Literacy Skills – An individual who:

- o Computes or solves problems, reads, writes, or speaks English at or below the 8th grade level on a generally accepted standardized test or a comparable score on a criterion-referenced test; or
- o Is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family or in society.

School Dropout - An individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent.

Homeless, Runaway Youth, or Foster Child -

Homeless – qualifies as a homeless individual that is an individual who lacks a fixed regular, adequate nighttime residence, and any adult or youth who has a primary nighttime residence that:

- o is a publicly or privately operated shelter for temporary accommodation;
- o an institution providing a temporary residence for individuals intended to be institutionalized; or
- o a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.

Runaway Youth – a youth (14–18) who absents himself or herself from home or place of legal residence without the permission of parents or legal guardian.

Foster Child – a foster child is an individual on behalf of whom State or local government payments are made.

Appendix A: Youth Income Eligibility

Pregnant or Parenting Youth – an individual who is under 22 years of age and who is pregnant, or a youth (male or female) who is providing custodial care for one or more dependents under age 18.

Offender – any adult or juvenile:

- (A) who is or has been subject to any stage of the criminal justice process, for whom services under this Act may be beneficial; or
- (B) who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

Requires Additional Assistance- An individual (including youth with a disability) who requires additional assistance to complete an educational program, or to secure and hold employment.