

REQUEST FOR PROPOSALS

PY 2005 WORKFORCE INVESTMENT ACT (WIA) TITLE I ~ YOUTH ACTIVITIES

Issued By:



**Chester County
Department of Community Development**

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Issued: 11 February 2005

**REQUEST FOR PROPOSALS
TO PROVIDE
YOUTH EMPLOYMENT AND TRAINING ACTIVITIES
UNDER THE PROVISIONS OF THE
WORKFORCE INVESTMENT ACT**

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.

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 WIA youth services to eligible residents of Chester County during Program Year 2005 (7/1/05-6/30/06).

To be considered, one original and four (4) copies of your 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 Friday April 22, 2005.**

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 continued authorization for WIA activities in Chester County.

Youth proposals submitted should address one or more of the ten WIA youth elements described in this solicitation. In addition, the Chester County Youth Council will consider proposals, which address placing WIA eligible youth in unsubsidized private sector summer employment.

The Youth Council will review and evaluate all proposals received and make recommendations for project approvals to the WIB. The WIB will make final funding decisions. General information and procedures for submitting a proposal may be found enclosed with this announcement.

All proposals should be assembled following the proposal format described in this announcement. Additional questions may be addressed to Mr. Walter Urban, Jr., DCD Deputy Director at (610) 344-6900 or by email at burban@chesco.org. Thank you for your continued interest in providing employment and training services to the youth of Chester County.

Chester County Board of Commissioners

***Donald A. Mancini
Carol Aichele
Andrew E. Dinniman***

NOTICE OF BIDDERS CONFERENCE

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

Please contact the DCD to confirm your attendance for this meeting. Organizations are asked to submit questions in advance so your issues can be addressed thoroughly. This session will take place at the Chester County Government Services Center, 601 Westtown Road, West Chester, PA, Suite 250, on **Friday, March 11, 2005 at 9:00 a.m.**



Chester County Department of Community Development

Youth Employment and Training Activities
Request for Proposals
Issued 2/11/05

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I. GENERAL INFORMATION

A. SOLICITATION:

To be considered, one (1) original, and four (4) copies of each response to this Request for Proposals (RFP) should be submitted to:

**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 Friday April 22, 2005. Faxed and/or e-mailed proposals will not be accepted.

C. FUNDING SOURCES:

PY 2005 Workforce Investment Act Title I Youth funds.

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) Agency Information Form, which includes Workman's Compensation and Fidelity Bond information
- 6) WIA Performance Requirements for Youth Providers
- 7) Certification of Non-Debarment Suspension.
- 8) 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) double spaced, 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 contract; 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 revisions of proposals as may result 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 WIA activities. Provision of services specified in this RFP requires substantive knowledge and understanding of WIA programs and regulations.

G. CERTIFICATES OF INSURANCE:

Those agencies whose proposals are approved for funding will be required to submit original Certificates of Insurance showing all types of insurance coverage currently in force, including liability and workers compensation, and showing "The County of Chester" as the certificate holder, prior to a contract being signed. Per County contracting policies, the Certificate of Insurance must also list the "County of Chester" as an additional insured party. Certificates of Insurance do not have to be submitted with your proposal. They

will be due immediately upon approval of your proposal in order to execute the contract agreement.

H. CERTIFICATES OF NON-DEBARMENT/SUSPENSION:

Those agencies submitting proposals for consideration are required to include a certification of non-debarment and suspension from obtaining Federal Assistance, according to Executive Order 12549. A form is enclosed.

I. UNEMPLOYMENT COMPENSATION/WORKER'S COMPENSATION:

Those agencies whose proposals are approved for funding must be in compliance with the Pennsylvania Unemployment and Worker's Compensation laws.

J. IMMIGRATION REFORM AND CONTROL ACT:

Those agencies whose proposals are approved for funding must be in compliance with the Immigration Reform and Control Act of 1986 and recognize their responsibility to assure identity and employment eligibility for their own employees. I-9 forms must be completed for all participants hired in a youth employment activity and copies forwarded to the DCD for WIA compliance reviews. Youth must also be reported by employers under the Pennsylvania New Hire reporting program, as applicable.

K. DRUG-FREE WORKPLACE:

Those agencies whose proposals are approved for funding must certify that they will provide a drug-free workplace in accordance with the requirements of the Drug-Free Workplace Act.

L. MONITORING:

The DCD reserves the right to monitor and audit all programs which receive funding, at any time, to assure proper program management, contract compliance, adherence to the performance standards stipulated in the contract, and any other area deemed necessary by the United States Department of Labor or Pennsylvania Department of Labor and Industry. WIA Youth Program regulations also require that the DCD perform on-site administrative, worksite, and participant monitoring visits for all projects approved for funding.

M. BONDING:

WIA requires that agency staff persons involved in the preparation and distribution of subsidized participant's paychecks, and in the preparation of invoices and the receipt of reimbursements from the DCD, must be bonded. You must submit bonding information (policy number, amount of coverage, name of carrier) with your proposal.

N. 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.

O. EVALUATION OF PROPOSALS:

The Chester County Youth Council will evaluate proposals received. Recommendations for approval will be made to the Workforce Investment Board. The WIB's decision will be final.

P. YOUTH ELIGIBILITY REQUIREMENTS

Youth must meet federal eligibility requirements under the Workforce Investment Act to participate in any Title I Youth Activity. Youth must complete the required eligibility application prior to entering into any program. Program funds cannot be used to make retroactive payments for youth who have enrolled into the program prior to completing an eligibility application.

The DCD and the Chester County *CareerLink* will provide staff to determine eligibility for youth entering into programs. Application dates will be scheduled with approved projects prior to project start dates. Youth may not enroll into any program until eligibility is certified by the DCD.

Youth eligibility is further described in the **Appendix** of this RFP package.

Q. OUT-OF-SCHOOL YOUTH:

For WIA purposes, an out-of-school youth is a school dropout; or is a high school graduate or GED recipient who is deficient in basic skills, unemployed, or underemployed. A school dropout is an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent. A youth attending an alternative school is not a dropout.

R. ORIENTATIONS

Orientation Requirements for Youth

The Youth Employment Program requires that all participants receive an orientation prior to the end of their first week of work. Participants should clearly understand basic program/employment rules and requirements and expectations, including the necessary skills 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 a program or a worksite. 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.

The overall participant orientation will also include "Labor Market Orientation" (LMO) or pre-employment/work maturity information that must be covered over the course of the program either in group or individual settings. The 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.

Orientation Requirements for Provider Staff, Worksite/Alternate Supervisors

The Youth Program also requires that provider staff, 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, and alternate supervisor orientation. Every worksite utilized must complete the worksite agreement form. The DCD will provide these forms to the approved projects.

II. PROPOSED SERVICE AREAS

A. WORKFORCE INVESTMENT ACT BACKGROUND TITLE I YOUTH PROGRAMS

On January 1, 2000, the State of Pennsylvania implemented programs and services authorized under the federal Workforce Investment Act (WIA) replacing those programs previously authorized under the Job Training Partnership Act (JTPA). For the purpose of youth activities, this means:

- A greater focus on academic achievement, high school graduation and post-secondary readiness outcomes.
- A single funding allocation for summer programs and school year activities.
- Priority for activities that integrate the ten required WIA youth elements.
- Thirty per cent (30%) of youth funds must support programs for out of school youth.
- A required twelve (12) month follow-up for all eligible youth that receive WIA funded services.

A stand-alone youth employment program during the summer months has been an established part of past DCD youth services for several years. While still permitted under WIA, a youth employment program during the summer is just one of ten youth elements required by WIA. ***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. TYPES OF ACTIVITIES

Youth proposals submitted must address one or more of the WIA youth elements described above. The Youth Council will attempt to coordinate WIA funded youth activities with other community programs, which address the youth elements, required by WIA, in order to prevent duplication of services and stretch available resources.

A subsidized *work experience program or youth service corps work project* for eligible youth during the summer is still permitted under WIA, however, youth providers are encouraged to submit proposals that offer year round services to youth incorporating as many of the youth elements as possible.

All WIA follow-up requirements and performance outcome measures must be observed.

The Youth Council also encourages unsubsidized private sector job development and placement activities for eligible youth **throughout the course of the year.**

The strongest proposals will be those proposals that address multiple youth elements, not just one.

All subsidized work projects and all subsidized work experience job sites may only be in public and/or private non-profit locations. **Program funds cannot be used to subsidize the wages of youth placed in private sector jobs.**

Those agencies responding to this RFP and seeking a subcontract to provide Youth Activities:

- Should be prepared to serve as the employer of record for their subsidized Youth Employment Program (YEP) 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 Worker's Compensation Insurance**)

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

Participants in subsidized work activities must be paid minimum wage (currently \$5.15/hour) for all work and class time in the program. Staff pay levels may be set by the proposing agency, but are subject to Youth Council approval.

No payments will be made to participants in non-work, classroom only activities.

(1) YOUTH SERVICE CORPS WORK PROJECTS

Youth Service Corps (YSC) projects are efforts to join the ideals of community service with the long established Youth Employment and Training Program. The YSC differs from the traditional 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 YSC 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.

Corps members must be economically disadvantaged youth who meet the eligibility requirements of the WIA.

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.

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.

WORK PROJECTS MUST COMPLY WITH ALL APPLICABLE FEDERAL AND STATE CHILD LABOR LAWS. IF AN AGENCY EMPLOYS UNION WORKERS IN SIMILAR OCCUPATIONS TO THOSE OF THE SYSC WORK CREW, THEN UNION CONCURRENCE MUST ALSO BE SUBMITTED.

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.

Ideally, work projects should offer a variety of opportunities for education/work learning integration and teaching opportunities between the crew leaders and participants. Also, it is recommended that participants keep a journal of their summer experiences. Paid work and class time may not exceed 35 hours per week.

Special consideration will also be given to projects, which identify non-WIA funds that can be utilized to leverage the total cost of the work project. Examples might be corporate, philanthropic, local, or in-kind funds, which might be utilized to pay instructors, crew leaders, staff, or purchase materials and supplies for the work project.

WIA FUNDS CANNOT BE AUTHORIZED FOR PURCHASE OF BUILDING MATERIALS.

Crew leaders must participate in a program orientation prior to participants beginning work.

(2) TRADITIONAL WORK EXPERIENCE PROGRAMS

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.

In addition to executing a financial contract for reimbursement of approved expenditures, the youth program also requires a non-financial "Worksite Agreement" with approved worksites as explained above. The DCD will provide worksite agreement forms to each approved subcontractor.

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, and begin to formulate realistic career choices.

Paid work and class time **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 traditional work experience program. Worksite supervisors must receive an orientation to the program prior to participants beginning work.

(3) UNSUBSIDIZED PRIVATE SECTOR JOB ACTIVITIES

One of the national objectives set by the U.S. Department of Labor is to work with the private sector to provide more unsubsidized employment opportunities for economically disadvantaged youth.

Toward that end, the DCD is seeking proposals, which involve the private sector in cooperative and creative approaches to community-wide jobs programs.

WIA funds may not be used to pay the wages of youth placed in private sector jobs. WIA funds may be used to offset the costs of employer outreach and recruitment campaigns, job development, advertising, office space and staff for securing private sector jobs for youth, and matching eligible youth with those jobs.

Non-WIA eligible youth may also be served in this activity, provided that the ratio of WIA funded staff to non-WIA funded staff is proportionate to the ratio of WIA eligible youth to non-eligible youth served. In other words, if there is more than one funding stream for the program, both WIA eligible and non-eligible youth can be served. If WIA funds comprise 75% of the project budget, then 75% of those youth placed must be WIA eligible youth.

(4.) JOB READINESS AND OTHER PROGRAMS

The Youth Council will also consider proposals that are geared to introducing youth to the world of work. These activities may include job readiness activities, job search activities, leadership activities, occupational training or job coaching/placement activities. The Youth Council will also consider programs exclusively designed to serving Out-of-School youth.

As mentioned previously, proposals should incorporate the WIA youth elements (see page 7). The strongest proposals will be those proposals that address multiple youth elements, not just one.

There is no requirement for the Youth Council to fund any of the above programs, unless funds are provided under a specific initiative.

Approval of any program and selection of program providers is contingent upon the availability of funds and need for such programs to exist, as determined by the Youth Council.

(5.) REMEDIAL EDUCATION SERVICES

Projects that include a remedial education component for participants who have been assessed as in '*need of remediation*' will receive special consideration. WIA defines remediation for youth purposes as assistance in two subject areas, basic reading and basic mathematics skills, in which the participant was deficient at the time of enrollment.

A minimum of eight (8) classroom hours per week should be provided.

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

Proposals should indicate your ability to obtain/administer proper assessments to document a student's need for remediation. WIA does not require a separate test to determine need. Teacher and school counselors' documented recommendations, based on current school records and provided on a school letterhead, are acceptable.

Pre-and-post program testing to document educational gains must be administered. Your ability to obtain academic credit for remedial participants should be addressed. Describe the amount of credit to be awarded and who will award academic credit in your proposal.

Instructors utilized for remediation need not be certified, but it is recommended that they be. Indicate whether certified teachers or others trained in instructing remediation will be utilized.

Costs for instructors, space, educational materials, etc., are allowable, and may be included in your proposed budget.

(6.) ACADEMIC ENRICHMENT

Academic enrichment is a strategy for maintaining and increasing participants existing skill levels, adding new skills and exposing participants to new experiences and ideas. Academic enrichment is separate and distinct from the remedial basic reading and mathematics instruction described above.

A minimum of four hours per week of academic enrichment activities should be provided, over and above the eight classroom hours per week of remediation.

Participants may be paid for academic enrichment time, but this, combined with remediation time, and work time, may not exceed thirty-five (35) hours per week.

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. Explain your plan to

enhance education through work-based learning and other academic enrichment activities in your proposal.

C. PRE and POST ASSESSMENT REQUIREMENTS -- **New for PY 2005**

The PA Department of Labor & Industry's Bureau of Workforce Development Partnership (BWDP) is currently in the process of implementing a set of common performance measures that will allow them to evaluate current programs and determine if they are meeting the needs of our youth. These new common measures represent one component of the state's development of a new, single comprehensive system to collect, record and report program performance for all workforce programs across state.

As a result of these new reporting requirements, **Youth Providers must provide both PRE and POST Assessment Services to all youth who enroll into approved programs.**

This new assessment process will assist the DCD and the BWDP measure **Literacy and Numeracy Gains** for youth enrolled in Title I WIA Youth Programs.

Assessment protocols should include:

- Providing youth a **pre-test** within 14 days of the date of participation.
- Providing youth a **post-test** at regular (pre-determined) intervals during the program.
- The use of an Assessment Procedure comprised of a standardized test or a performance assessment with standardized scoring protocols (assessment tools must be approved by the Youth Council prior to being utilized).
- Ensuring that the same assessment tool is administered to youth for both the pre and post-test.
- Providing tests to individuals with disabilities (as defined in 29 CFR 37.4) with reasonable accommodations, as appropriate.

D. FOLLOW-UP REQUIREMENTS

Youth programs funded under the Workforce Investment Act require that follow-up services be provided to youth for a minimum of twelve (12) months after program completion. The types of services provided and the duration of services should be based on the needs of the individual. The scope of these follow-up services may be less intensive for youth who have only participated in summer youth employment activities.

Follow-up services may include but are not limited to the following:

1. Tutoring and studying skills.
2. Comprehensive guidance and counseling.
3. Leadership development and supportive services activities.
4. Regular contact with a youth participant's employer, including assistance in addressing work related problems that arise.
5. Assistance in securing better paying jobs, career development, and further education.
6. Work related peer support groups.
7. Adult mentoring.
8. Tracking the progress of youth in employment after training.
9. Linkages and connecting activities with youth's home school.

E. PERFORMANCE MEASURES REQUIREMENTS

Projects must be designed to ensure that they meet the minimum established performance measures indicated by the PA Department of Labor & Industry. During the course of the program year, projects will be asked to submit data to support project performance. Following are the required performance measures for approved projects:

1. For youth 19-21 years of age:

- a. Entry into unsubsidized employment (**61%**).
- b. Retention in unsubsidized employment six months after entry into employment (**78%**).
- c. Earnings received in unsubsidized employment six months after entry into employment (**\$2,610**).
- d. Attainment of a recognized credential related to achievement of educational skills and occupational skills for those participants who enter post-secondary education, advanced training or employment (**42%**).

2. For youth 14-18 years of age:

- a. Attainment of a minimum of 3 skill attainment goals (**73.44%**)
- b. Attainment of a secondary school diploma or its recognized equivalent (**52%**).
- c. Placement and retention in post-secondary education, advanced training, military service, employment or qualified apprenticeships. (**56.1%**)

Youth Activity Providers should complete and incorporate into their Proposal the *WIA Performance Requirements sheet* (Attachment 6). This sheet summarizes last year's performance for youth providers and outlines planned performance for the current year.

III. **PROPOSAL NARRATIVE DIRECTIONS:**

The Narrative should be structured to include the following sections:

A. **Introduction to Agency**

- Describe the demonstrated effectiveness of your agency.
- Describe the administrative capability of your agency to subcontract with the DCD and, if applicable, serve as the employer for youth participants.
- Describe the staffing for the proposed program. Provide an organizational chart of your agency. Provide staff job descriptions for positions funded in whole or part by this program. Indicate your willingness and ability to provide an orientation to crew leaders/worksites/ and worksite supervisors.

B. **Program Description**

- Each proposal should contain a concise description of the proposed activities.
- Describe the type of project being proposed and the justification for the project. (Specify Youth Service Corp, Work Experience, private sector activities, etc).
- Describe the project's Assessment Process. All youth must be provided both a pre and post-assessment. Identify the type of Assessment Tools that will be utilized and the frequency of testing.
- Describe the type of Remediation and/or Academic Enrichment activities being provided.
- Provide a detailed time frame, including start and end dates, for the duration of project (number of weeks, hours per week, etc.).
- Describe how your agency will assist in the recruitment and orientation of participants and worksites.
- Indicate what the age group of participants will be. Will participants be Out-of-School youth eligible?
- 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 if the project will include academic enrichment and identify planned academic enrichment activities.
- Indicate your plans to integrate work-based learning and classroom-based learning to ensure that they are complimentary and mutually reinforcing.
- Indicate the 12-month follow-up activities you will provide (see II-D).

C. Program Performance

- 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 (*see Attachment 6*).

D. Cost Effectiveness

- 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.
- Indicate your understanding of the contracting process and your ability to operate the program utilizing a cost reimbursement contract.
- Indicate sources and amounts of any non-WIA funds that you have acquired to leverage the total cost of the program.

IV. BUDGET INFORMATION

A. The enclosed Budget Information Summary (BIS) must be completed. If you have questions identifying which of the cost categories in which to report a specific line item, call 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.

Also, costs associated with services which are necessary to enable individuals to participate in the program, such as transportation and protective work clothes (tee shirts, hats, gloves, boots, etc.), and award ceremonies at the end of the program, are also considered program costs.

B. A budget back-up must be provided which includes calculations used to arrive at each line item on the B.I.S. You must also show the computation used to arrive at a single unit charge per participant. The cost of providing remediation must be shown separately in the spaces indicated on the B.I.S. The cost for providing academic enrichment must also be indicated.

V. PROPOSAL FORMAT

Projects should assemble proposals in the following manner:

- Proposal Summary Form (Attachment 1)
- Proposal Narrative
- Budget Information Summary Form (Attachment 2)
- Budget Back-up
- Agency Information Form (Attachment 3)
- WIA Performance Requirements for Youth Providers (Attachment 6)
- Certification of Non-Debarment Suspension (Attachment 4)
- Certification of Drug-Free Workplace (Attachment 5)

Workforce Investment Act (WIA) Title I Youth Eligibility

I. 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 – youth is not younger than age 14 and not older than age 21.

II. 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.);

- (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.

III. **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:

- 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
- 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:

- is a publicly or privately operated shelter for temporary accommodation;
- an institution providing a temporary residence for individuals intended to be institutionalized; or
- 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.

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.

