

REQUEST FOR PROPOSALS

**Application Package
For July 1, 2014
Through
June 30, 2016**

**WORKFORCE INVESTMENT ACT
TITLE I-B
YOUTH EMPLOYMENT AND TRAINING PROGRAMS**

**ISSUED BY:
THE ST. LAWRENCE COUNTY WORKFORCE INVESTMENT BOARD
ONE-STOP CAREER CENTER, 80 STATE HIGHWAY 310 SUITE 8
CANTON, NEW YORK 13617-1498**

DEADLINE: May 12, 2014 for consideration of First Round Contract Awards.

Proposals received after deadline will be considered for awards based on merit and the availability of funding.

Conflict of Interest Statement: Any St. Lawrence County Youth Council or Workforce Investment Board member, and their immediate family members, who have been involved in the development of this RFP or in the proposal review, approval and contract awarding process may not submit a proposal for the period of now through June 30, 2016 or until such time as a new RFP is released. Members may excuse themselves from the RFP process in its entirety and thereby submit a proposal free of any possible conflict of interest.

Significant Dates

Youth Request For Proposal (RFP) Timeline

| | |
|-----------------------|--|
| April 11, 2014 | RFP Released |
| April 24, 2014 | Bidders Conference |
| May 12, 2014 | Proposal Due Date |
| June 5, 2014 | Youth Council Review |
| June 11, 2014 | WIB Approval, Contracts Awarded |
| July 1, 2014 | Contracts Begin |

*** Note: All dates after the final proposal submission deadline are approximate and may be adjusted as conditions dictate, without addendum to this RFP.**

**Workforce Investment Act Training Programs for Youth
Request for Proposals – 2014-2016**

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THE PURPOSES OF YOUTH ACTIVITIES UNDER THE WORKFORCE INVESTMENT ACT ARE TO:

1. Provide eligible youth seeking assistance in achieving academic and employment success through effective and comprehensive activities, which shall include a variety of options for improving educational and skill competencies and provide effective connections to employers.
2. Ensure on-going mentoring opportunities for eligible youth with qualified adults.
3. Provide opportunities for training eligible youth.
4. Provide continued supportive services for eligible youth.
5. Provide incentives for recognition and achievement to eligible youth.
6. Provide opportunities for eligible youth in activities related to leadership development, decision making, citizenship, and community service.

SERVICES TO BE PERFORMED

The services to be provided in connection with this RFP include a minimum of one of the youth activity services listed in WIA Chapter 4, Sec. 129 (c), including:

- Tutoring, study skills training, and instruction, leading to completion of secondary school, including dropout prevention strategies
- Alternative secondary school services
- Paid and unpaid work experience (including internships and job shadowing)
- Occupational skill training
- Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours
- Supportive services
- Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months
- Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral
- Follow-up services for not less than 12 months after the completion of participation

TARGET POPULATION

For purposes of this RFP, a youth is identified as an individual who:

1. Is age 16 – 21
2. Is low income; and
3. Is within one or more of the following categories:
 - Low basic skills
 - School dropout (A “dropout” is defined as an individual no longer attending any school, including **any** alternative school)
 - Homeless, runaway, or foster child
 - Pregnant or parenting
 - Offender
 - Needs additional assistance to complete an educational program or secure and retain employment

The intent of the WIA for out-of-school youth is to provide long-term, comprehensive, year round services by reaching out to young people who are **not** currently attached to an educational (school) entity. The NYS Department of Labor has established a goal to increase the out-of-school youth participation. The funds under this RFP are intended to build upon existing programs/models in our community and create new services to assist those youth who have dropped out of school, or who have graduated, but are in need of special assistance

to become successful in the labor market. The June 2, 2011 Employment and Training Administration Advisory System from the US Department of Labor recommends increasing attainment in demand occupations; developing programs that provide career pathways in high demand sectors; using paid and unpaid work experience to improve youth employability skills throughout the year; and increasing partnerships with employers to create student internships and work experience opportunities. A minimum of thirty percent (30%) of available youth funds must be expended on out-of-school youth. An **out-of-school youth** is an individual who, at the time of program enrollment:

- Is an eligible youth who is a **school dropout**; or
- Is an eligible youth who has either graduated from high school or holds a GED, but is basic skills deficient, unemployed, or underemployed

Proposals may serve any or all ages within the allowable 16 – 21 age range. In addition, proposals may be written for specific target groups, including in-school, out-of-school or a combination thereof. While projects involving services exclusively to in-school youth will be considered, proposers are reminded that a **minimum** of 30% of total available youth dollars will be allocated to out-of school youth.

QUALIFICATION CRITERIA

Proposals will be accepted from applicants with demonstrated effectiveness, which are interested and capable of providing the services described. Supplemental information may be required from applicants. Those applicants selected as service providers understand that they will be subject to all federal WIA regulations and other applicable regulations and legislation, as well as State policies and Local Board policies.

PROGRAM BUDGET

All proposers are required to provide a completed Summary Budget with the proposal: see pages 11 and 12 for guidance in developing a Summary Budget. A detailed budget will be required if the proposal is selected for consideration of funding. Technical Assistance will be provided upon request. **Important information regarding restrictions on the use of funds; the need for supporting documentation on the reimbursement of expenditures; and annual audit requirements will be found on page 21 (Attachment F).**

Programs should be aware that funding is contingent upon the solvency of the proposing organization. Organizations or partnerships should be able to operate independent of any funding authorized under the Workforce Investment Act.

Partnerships and/or Organizations that operate programs funded with other funding sources should be prepared to submit a **cost allocation plan**. Non-Profit Program operators may only submit for reimbursement of actual costs. If the applying entity is a for-profit organization, profit margins must be negotiated independent of contract costs. A fiscal review may be conducted prior to negotiation to ensure fiscal integrity.

PRE-AWARD ASSURANCES

All organizations/partnerships awarded contracts will be asked to provide assurances stating:

- Legal organizational status
- They are not barred from receiving federal funding
- Federal dollars will not be used for lobbying on behalf of this program
- A safe and healthy environment will be provided
- Equal Opportunity laws and guidelines will be followed

PROGRAM OPERATION

A. Case Management and Eligibility

The One-Stop Center will determine the eligibility of youth; assess eligible youth and develop an Individual Service Strategy that will contain educational and/or employment goals and the steps that will be followed to achieve them. This will include identification of need and referral to provider services approved through the RFP process that will meet each need. **(Referrals of possible eligible youth from providers is encouraged and expected.)**

One Stop Counselors will refer eligible youth to provider services to assist youth in achieving their planned goals. The provider will be responsible for administering the service and achieving the desired outcome(s). The outcomes will be defined in the contract with each provider. The One Stop will track activities and convene provider meetings as appropriate. All required reporting for Title I Youth will be the responsibility of the One Stop Operator. However, provider agencies will be required to submit youth progress reports on a monthly basis (see Attachment E for template) to the One Stop Center.

St. Lawrence County uses the New York State Department of Labor's computerized case management system, OSOS. The One Stop Center will oversee the reporting on this system.

B. Performance

The Workforce Investment Act has three common performance measures for youth ages 14-21, (Attachment A), and New York State's National Work Readiness is a customer service indicator for out-of-school youth. Youth common measure performance is calculated from data recorded in the OSOS and/or wage and taxation records. Data collection and reporting are done by the One Stop Center. New York State's Customer Service Indicator is calculated from data entered into OSOS. However, provider agencies will be required to provide the One Stop a report on every WIA participant in their individual programs on a monthly basis. This report should include the youth's progress and any achievement of performance measures.

Benchmarks tied to performance may be negotiated with program contractors. Benchmarks, contracted costs and youth progress will be monitored regularly by the One Stop Center. The Workforce Investment Board retains the right to monitor all aspects of approved programs and the provider agrees to retain all records pertinent to this agreement, including financial, statistical, property, participant, and supporting documentation for a period of six (6) years.

Following are the performance standards that the St. Lawrence County Workforce Investment Board negotiated with the New York State Department of Labor:

St. Lawrence County Performance Standards

| WIA Common Measure | PY 2013 | PY 2014 |
|---|---|----------------|
| | Assuming 3% Increase (Avg. of 2010-13) | |
| Placement in Employment or Education | 69% | 72% |
| Attainment of Degree or Certificate | 63% | 66% |
| Literacy and Numeric Gains | 53% | 56% |
| NYS Customer Service Indicators for National Work Readiness Credential | | |
| 30% of Out of School Youth will take NWRC exam; 50% will pass | TBD | |

How WIA Youth Common Measures are calculated

Placement in Employment or Education

Positive Outcome: Number in employment, military, post-secondary education and/or advanced training/occupational skills training in the first quarter after the exit quarter.

Participants Included in the Measure: Not in post-secondary education or employment (including military) at the date of participation, (participants in secondary school at exit are included in the measure).

Attainment of a Degree or Certificate

Positive Outcome: Number who attain a diploma, GED or certificate at the end of the third quarter after exit quarter.

Participants Included in the Measure: Enrolled in education (at the date of participation or at any point during the program).

Literacy and Numeric Gains

Positive Outcome: Number who increase one or more educational functioning levels.

Participants Included in the Measure: Out-of-School Youth determined to be basic skills deficient at pre-test, the number who have completed 1-year in the program PLUS the number who exit before completing 1-year in the program.

PROPOSAL EVALUATION CRITERIA

The Workforce Investment Board will consider the merits of all proposals received based on the following criteria.

The minimum standards to be met if the proposal is to be evaluated:

1. The proposing organization is not on a Federal or State Debarment list
2. At least one of the listed activity services of youth programming is present.
3. The proposing agency is fiscally solvent.
4. The proposing agency has additional funding sources and will not be dependent on WIA funds alone for ongoing operations.
5. The person signing the proposal as the submitting officer has the authority to do so.
6. The proposing agency agrees to meet all Federal, State, and local compliance requirements.

Proposals that combine a youth activity from Category A with one or more youth activities from Category C; or a youth activity from Category B combined with one or more youth activities from Category C will be considered to have an optimum program design.

Category A (Improving Educational Achievement)

- Tutoring to improve basic skills
- Study Skills Training
- Instruction leading to secondary school completion
- Instruction/preparation/assistance leading to entry into post secondary education
- Drop out prevention strategies

Category B (Preparing for and Succeeding in Employment)

- Paid or unpaid work experience; internships; job shadowing
- Occupationally specific skills training in demand occupations

Category C (Supporting Youth)

- Adult mentoring
- Instruction in Job Readiness
- Providing youth incentives
- Comprehensive guidance and counseling may include drug and alcohol abuse prevention.
- Leadership development opportunities, which may include community service and other activities to encourage responsibility and other positive social behaviors.
- Training in self-advocacy and conflict resolution
- Exposure to career opportunities that ultimately lead to a living wage

Proposals address the following items:

1. Program purpose: What is the need? How is it addressed? How will this benefit the affected youth? What will be the result of the program? How will this be known?
2. Experience in providing youth programs: How long has the proposing agency been providing youth services? Is this an old, new, or an expanded program?
3. Operational capacity: Is the service location appropriate for youth? Is there experienced staff on hand to provide the proposed services? Is there adequate equipment? Does the proposal contain a method to refer potentially eligible youth to the One Stop Operator?
4. Area (s) to be served: What parts of the County are to be served? Will currently under-served parts of the County receive program services? How?
5. Operational linkages: Are service networks already in place to provide the range of services required?
6. Return on investment: What justification is made for providing these services at the proposed cost? Does the proposal prove that this is a good investment for the expected benefits to be received?

All proposals will be reviewed by the Youth Council Review Committee utilizing the attached Proposal Evaluation Worksheets, (Attachment C). Proposals will be reviewed and rated for comprehensiveness, demonstrated ability, program design, cost reasonableness and bidder's fiscal capability. Preference will be given to programs that are innovative: programs that effectively combine youth activities as described previously: identify and address the needs of the target population; serve traditionally underserved geographic regions and that detail the specifics regarding follow up activities and their plan to meet performance standards. The Committee's ratings will be brought before the full Youth Council for discussion. The final decision on funding any proposals will be made by the St. Lawrence County Workforce Investment Board based on the recommendations forwarded from the Youth Council.

The Workforce Investment Board, Youth Council members and staff reserve the right to periodically visit funded programs to conduct informal program evaluations including interviews with youth being served.

Programs receiving funding through this RFP process may be required to do a brief program presentation for the Youth Council and full WIB during the program year. The dates of these presentations will be established during the regularly scheduled Youth Council meetings with programs receiving prior notice of these dates.

This RFP does not commit the St. Lawrence County Workforce Investment Board to award a contract or to pay any costs incurred in the preparation of a proposal.

The St. Lawrence County Workforce Investment Board reserves the right to:

- Accept or reject any or all proposals received as a result of this request
- Modify any portion or other terms of this RFP
- Negotiate with all qualified proposing organizations/individuals
- Cancel in part or its entirety this RFP if it is in the best interest of the Workforce Investment Board to do so.
- Solicit additional proposals as necessary

Only Proposals accepted by the Youth Council and Workforce Investment Board will be used. If approved, services are done on an individual case basis. There is no guarantee of a referral for any program or service. Referrals are contingent upon continued sufficient levels of WIA funding.

**ST. LAWRENCE COUNTY WORKFORCE INVESTMENT ACT TITLE I-B
YOUTH EMPLOYMENT AND TRAINING PROGRAMS
Request for Proposal**

ASSURANCES

I recognize that I must give assurance for each item below. If I cannot, this proposal will be automatically rejected. The assurances are:

1. I am authorized by my Board of Directors, Trustees, other legally qualified officer, or as the owner of this agency or business to submit this proposal.
2. We are not currently on any Federal, or State Debarment List.
3. We will provide records to show that we are fiscally solvent, if needed.
4. We have, or will have, all of the fiscal control and accounting procedures needed to ensure that WIA funds will be used as required by law and contract.
5. We have additional funding sources and will not be dependent on WIA funds alone.
6. **We will meet all applicable Federal, State, and local compliance requirements.** These include, but are not limited to:
 - Records accurately reflect actual performance.
 - Maintaining record confidentiality, as required.
 - Reporting financial, participant, and performance data, as required.
 - Complying with Federal and State non-discrimination provisions.
 - Meeting requirements of Section 504 of the *Rehabilitation Act of 1973*.
 - Meeting all applicable labor law, including Child Labor Law standards.

We will not:

- Place a youth in a position that will displace a current employee.
- Use WIA money to assist, promote, or deter union organizing.
- Use funds to employ or train persons in sectarian activities.
- Use funds for youth in the construction, operation, or maintenance of any part of a facility to be used for sectarian instruction or religious worship.
- Use WIA funds for activities that would interfere with or replace regular academic requirements for eligible youth who are not dropouts.
- Use WIA funds to carry out programs funded under the *School-to-Work Opportunities of 1994* unless the program(s) are only for youth eligible to participate under WIA.

I hereby assure that all of the above are true.

Name

Signature

Title

Date

**WORKFORCE INVESTMENT ACT TITLE I-B
YOUTH EMPLOYMENT AND TRAINING PROGRAMS
Request for Proposal**

Application/Signature Sheet Form

| | |
|-------------------|-------|
| Agency Name | _____ |
| Program Name | _____ |
| Agency Address | _____ |
| Contact Person | _____ |
| Telephone# | _____ |
| Federal ID Number | _____ |

Agency Status

| |
|--|
| Public Non-Profit _____ Corporation _____ Private Non-Profit _____ Other _____ |
| Private for Profit _____ Government _____ Years in Operation _____ |

Program Description: Briefly describe the program, i.e. type of services, in/out-of-school etc.

| |
|---|
| Group Size <input type="checkbox"/> Number of Participants _____ <input type="checkbox"/> Individual Referral _____ |
| _____ |
| _____ |
| (Up to three typed pages may be attached.) |

Target Population (check all that apply)

| | | |
|--|--|--|
| Older Youth <input type="checkbox"/> 19 - 21 _____ | Out of School <input type="checkbox"/> _____ | Other Targets (Identify): <input type="checkbox"/> _____ |
| Younger Youth <input type="checkbox"/> 16 - 18 _____ | In-School <input type="checkbox"/> _____ | _____ |
| _____ | _____ | _____ |

| | | | |
|-----------------------------------|----------|------------------------------|----------|
| Total Funds Requested | \$ _____ | Cost per Youth Served | \$ _____ |
| In-Kind Contribution: Cash | \$ _____ | In-Kind | \$ _____ |

Proposed Services (check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Tutoring, study skills training, and instruction, leading to completion of secondary school, including dropout prevention strategies | <input type="checkbox"/> Paid and unpaid work experience (including internships and job shadowing) |
| <input type="checkbox"/> Alternative secondary school services | <input type="checkbox"/> Occupational skill training |
| <input type="checkbox"/> Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours | <input type="checkbox"/> Supportive services |
| <input type="checkbox"/> Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months | <input type="checkbox"/> Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral |
| | <input type="checkbox"/> Follow-up services for not less than 12 months after the completion of participation |

In compliance with the request for proposals noted above, and subject to the conditions thereof, the undersigned offers to furnish the services requested and certifies he/she has read, understands, and agrees to all term, conditions, and requirements of this proposal and is authorized to contract on behalf of the firm named above.

Name

Title

Signature

Date

**WORKFORCE INVESTMENT ACT I-B
YOUTH EMPLOYMENT AND TRAINING PROGRAMS
Request for Proposals**

Youth Program RFP Budget & Instructions

Vendor Name: _____

Program Name: _____

Program Period: _____

Funds Requested

| Category | Basis | Total Amount |
|---|-----------------|--------------|
| Staff Positions | | |
| | | |
| | | |
| | | |
| | Subtotal | |
| Fringes (Describe) | | |
| | | |
| | | |
| | | |
| | Subtotal | |
| Other Costs (Describe) | | |
| <i>Rent</i> | | |
| <i>Supplies</i> | | |
| <i>Travel</i> | | |
| <i>Communication</i> | | |
| <i>Equipment</i> | | |
| <i>Allowances</i> | | |
| <i>Wages</i> | | |
| | | |
| | Subtotal | |
| Youth Supportive Services Costs (Describe) | | |
| | | |
| | | |
| | | |
| Subcontracts (Describe) | | |
| | | |
| | | |
| | | |
| | Total | |

I. In-Kind Funds

| Description | Source | Amount |
|-------------|--------------|--------|
| | | |
| | | |
| | Total | |

Youth Program RFP Budget Form Instructions

Vendor Name: Enter the name of the vendor.

Program Name: Enter the name of the program.

Program Period: Enter the program period in the MMDDYYYY to MMDDYYYY format.

I. Funds Requested: Funds being requested in the proposal

Category: The cost line items, some **examples** are:

Staff Positions: List the title of all staff positions funded by the grant.

Fringe: List the fringe benefits provided to the staff.

Other Cost: If not included in following list, please describe.

Rent: Cost of space for the program.

Supplies: Cost of office supplies and materials.

Travel: Cost of staff travel.

Communications: Postage, telephone, and Internet cost.

Equipment: Cost of real property purchased for the program.

Allowances: Cost of stipends paid to participants.

Wages: 50 participants earning \$8.00 an hour for a six week, 30 hour a week, work experience program.

Youth Supportive Services Cost: Cost of bus passes provided to participants.

Subcontract: Tutoring subcontract for 20 participants for 50 hours each of computer assisted instruction.

Basis: The method used to determine the actual line item cost, some **examples** are:

Staff Positions: 50% of Staff Director Salary of \$52,000, 3 counselors at \$30,000 per year.

Fringe: 17.9% of salary includes FICA and medical.

Rent: 2000 square feet at \$15.50 a square foot.

Supplies: \$300 per year per staff.

Travel: 5000 miles at 32 cents per mile.

Allowances: 100 participants receiving a \$40 a week stipend for 12 weeks.

Wages: 50 participants earning \$8.00 an hour for a six week, 30 hour a week, work experience program.

Youth Supportive Services Cost: Cost of bus passes provided to participants.

Subcontract: Tutoring subcontract for 20 participants for 50 hours each of computer assisted instruction.

Total Amounts: Enter the actual dollar amounts calculated from the basis column.

II. In-Kind Funds: Other funds being used to support program activities.

Description: Activities of/for the program paid for by other sources.

Source: Source of in-kind funds, i.e. TANF, ADA, etc.

Amount: Amount of the in-kind funds by source.

Common Measures

Under WIA there are three youth measures recognized by New York State. These are referred to as “common measures”.

Placement in Employment or Education – Of those who are not in post-secondary education, employment, or the military at the date of participation: Number of participants in employment, military, or enrolled in post-secondary education and/or advanced training/occupational skills training in the first quarter after exit *divided* by the number of participants who exit during the quarter.

Attainment of a Degree or Certificate – Of those who are enrolled in education at the date of participation or at any point during the program: Number of participants who attain a diploma, GED, or certificate by the end of the third quarter after the exit quarter *divided* by the number of participants who exit during the quarter.

Literacy and Numeracy Gains – Of those out-of-school youth who are basic skills deficient: Number of participants who increase one or more educational functioning level(s) divided by the number of participants who have completed a year in the program (i.e., one year from the date of program participation) plus the number of participants who exit before completing a year in the program.

**WORKFORCE INVESTMENT ACT
TITLE I-B
YOUTH EMPLOYMENT & TRAINING PROGRAMS
PROPOSAL CHECKLIST**

(THIS CHECKLIST WILL BE THE INITIAL SCREENING TOOL USED PRIOR TO PROPOSAL REVIEW)

Proposing Agency: _____

Proposal Number: _____ It Is: Complete Not Complete

Reviewer: _____ Date: _____, 20

(Staff: Please process this proposal. Only proposals that meet the standards listed below will be presented to the Youth Advisory Council Proposal Evaluation Team for review, evaluation, and recommendation for funding.)

By signing above,

- I state that I screened the Proposal.
- I checked off the elements that I found in the Proposal.

To the Reviewer: Required elements must be provided directly by the proposing entity or by subcontract, agreement, or referral. If it is by a third party, there must be a written statement or agreement by the actual providing entity that it will provide the stated services(s). More than one entity may provide one or more of the required elements

- The proposal, was submitted before the closing time and date
- The proposing organization is not on a Federal or State Debarment list
- Required elements of a youth program are present
- Tutoring, study skills training, and instruction, leading to completion of secondary school, including dropout prevention strategies
- Alternative secondary school services, as appropriate
- As appropriate, paid and unpaid work experiences, including internships and job shadowing
- Occupational skill training, as appropriate
- Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours, as appropriate
- Supportive services
- Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months
- Follow-up services for not less than 12 months after the completion of participation, as appropriate
- Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate
- The proposing agency is fiscally solvent
- The proposing agency has additional funding sources and will not be dependent on WIA funds alone for ongoing operations
- The person signing the proposal as the submitting officer has the authority to do so
- The proposing agency agrees to meet all Federal, State, and local compliance requirements

PROPOSAL EVALUATION

MANAGEMENT/ADMINISTRATION

Proposal Number: _____

Reviewer: _____ Date: _____, 2014

Final proposal recommendation will be based in part on the sum of scores. The final decision for funding recommendation will be based on the following:

- The sum of Proposal Evaluation Worksheet scores (up to 60% of the final total. The final 40% will be based on the Review Team discussion).

Review Team discussion will consider the items listed below, as well as the following:

- The funding amount applied for compared to the funding amount available.
- The proposal's utilization of funds for Out-of-school youth.
- The geographical areas to be served.
- Cost analysis of service provided and number of youth served.
- Overall program design that leads to employment; and/or educational or skills credentials.

Review Team Member: Please review the proposal for the following elements. The maximum points that can be awarded are stated. Place the points in the right hand column. Sum the right column points when done. Put this sum on the Proposal Evaluation Summary Worksheet.

| <u>Item</u> | <u>Question</u> | <u>Score</u> |
|-------------|--|---------------|
| 1. | Administration (5 Points Possible) <ul style="list-style-type: none"> • The proposal states the Proposer's vision & mission to youth • The management structure is outlined or stated (e.g., one Director, Operations and/or Program Manager, etc.) and appropriate to the proposal. | |
| 2. | Program Operations (5 Points Possible) <ul style="list-style-type: none"> • Program resources such as equipment, supplies, labor, facilities are in place or readily accessible and an experienced staff is familiar in acquiring and organizing the resources to provide the services in a timely manner. | |
| 3. | Fiscal Operations (10 Points Possible) <ul style="list-style-type: none"> • All required information, including staff, operational, and other needed costs, is provided in the required budget format according to instructions. • The proposing agency is fiscally solvent. • The agency will have multiple funding sources and not be WIA dependent. • All needed fiscal reports can be provided on a regular basis or promptly if required to do so. • The Fiscal staff is trained and experienced in standard fiscal procedures. | |
| | Total Possible, 20 Points | Total: |

PROPOSAL EVALUATION WORKSHEET

OPERATIONS

Proposal Number: _____

Reviewer: _____

Date: _____, 2014

Final proposal recommendation will be based in part on the sum of scores. The final decision for funding recommendation will be based on the following:

- The sum of Proposal Evaluation Worksheet scores (up to 60% of the final total. The final 40% will be based on the Review Team discussion).

Review Team discussion will consider the items listed below, as well as the following:

- The funding amount applied for compared to the funding amount available.
- The proposal's utilization of funds for Out-of-school youth.
- The geographical areas to be served.
- Cost analysis of service provided and number of youth served.
- Overall program design contributes effectively to employment; and/or educational or skills credentials.

Review Team Member: Please review the proposal for the following elements. The maximum points that can be awarded are stated. Place the points in the right hand column. Sum the right column points when done. Put this sum on the Proposal Evaluation Summary Worksheet.

| Item | Question | Score |
|-------------|--|--------------|
| 1. | Customer Identification (5 Points Possible) <ul style="list-style-type: none">• The age of youth to be served is stated clearly.• Youth to be served are In-School, Out-of-School, or both.• Youth in these optional groups are targeted for services: Pregnant and Parenting Teens, Youth on Probation and/or Parole, Foster Youth, Youth who are Basic Skills Deficient.• The needs of the youth to be served and how they are known is supported by data and data source.• Proposal includes referral method of possible eligible youth. | |
| 2. | Purpose (5 Points Possible) <ul style="list-style-type: none">• The Proposer's own program purpose is stated and measurable.• The WIA purposes are supported and named. For example, training will lead to a type of credential or Employment. | |
| 3. | Required Elements (5 Points Possible) <ul style="list-style-type: none">• How the required WIA service elements will be provided is clearly stated. | |

| | | |
|----------------------------------|--|---------------|
| 4. | <p>Proposer's Program Elements (10 Points Possible)</p> <ul style="list-style-type: none"> • Elements that make this proposal unique are stated and measurable. • The proposer provides a combination of services elements. • The proposer provides a combination of services elements that lead to increased employability; and/ or increased educational attainment. • The proposer clearly identifies an ongoing system for continual improvement through oversight, feedback, and evaluation. • Proposer (clearly and briefly) shows how this proposal will provide a cost beneficial return on the public's investment. | |
| 5. | <p>Program Site(s) (5 Points Possible)</p> <ul style="list-style-type: none"> • Sites for Program operations (including training) are clearly identified. • Program and service sites are located conveniently for the target youth. • These sites are clean, healthy, and have passed fire marshal safety inspection, if appropriate. | |
| 6. | <p>Program Outcomes (10 Points Possible)</p> <ul style="list-style-type: none"> • The proposal states the number of persons expected to be served in each major program area. • The proposal states the <u>short-term</u> benefits for youth in each major program function. • The proposal states the <u>long-term</u> benefits for youth in each major program function. | |
| Total Possible, 40 Points | | Total: |

PROPOSAL EVALUATION WORKSHEET

SUMMARY AND COMMENTS

Proposal Number: _____

Reviewer: _____ Date: _____, 2014

Final proposal recommendation will be based in part on the sum of scores. The final decision for funding recommendation will be based on the following:

- The sum of Proposal Evaluation Worksheet scores (up to 60% of the final total. The final 40% will be based on the Review Team discussion).

Review Team discussion will consider the items listed below, as well as the following:

- The funding amount applied for compared to the funding amount available.
- The proposal's utilization of funds for Out-of-school youth.
- The geographical areas to be served.
- Cost analysis of service provided and number of youth served.
- Overall program design contributes effectively to employment; and/or educational or skills credentials.

YAC Team Member: Please enter the Management/Administration, Operation, and Evaluation Analysis Worksheet scores below and sum them. If there are important items to consider in making your recommendations, note them on the Summary Worksheet below.

_____ MANAGEMENT/ADMINISTRATION (20 possible)

_____ OPERATIONS (40 possible)

_____ REVIEW TEAM DISCUSSION/ANALYSIS (40 possible)

_____ TOTAL (100 possible)

CIRCLE ONE:

My recommendation is that this program **should** **should not** be funded.

WHY OR WHY NOT? (EVALUATION ANALYSIS, 40 POINTS POSSIBLE. POINTS _____)

Restriction on the Use of these funds

Funds awarded under this solicitation may not be used to pay for the following:

- Equipment Costs
- Capital Expenditures for improvement or acquisition of facilities
- Entertainment costs, including social activities or cost of alcoholic beverages
- Software
- Interest costs incurred by contractors
- Cost of organized fundraising
- Medical costs
- Costs for attendance at conferences or meetings of professional organizations
- Advertising costs
- Lodging or meal costs
- On-The-Job training that is NOT for use in employment as part of a registered apprenticeship program, as defined in WIA Regulations 663.700-710
- Costs for preparation of continuation agreements and other proposal developments
- Costs that do not comply with the intent of this RFP; and
- Any other costs deemed inappropriate by the NYSDOL

Submitting requests for reimbursement of expenditures

Contractors will submit for reimbursement of expenditures monthly or quarterly. Supporting documentation such as invoices, timesheets, payroll registers and time distributions, fringe benefit detail will need to be submitted with requests unless the contractor is determined to be a vendor and not a sub-recipient.

Annual Fiscal Monitoring and Audit

Contractors will be subject to an annual audit to determine compliance with all financial provisions in the contract with includes, but is not limited to, all the financial records, accounts and documents, as well as the budget line items and the budget narrative pertaining to this contract.

Annual Program Monitoring

Contractors, at the time of the Fiscal Audit, will be subject to an annual program audit to determine that all services are in compliance with the WIA Act and other regulations or laws, such as EEO, that are applicable to the WIA program.