



# **REQUEST FOR PROPOSAL**

## **WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)**

### ***Title I Youth Work Experience***

**Application Package  
For July 1, 2021  
Through  
June 30, 2022**

**Submission Deadline  
April 23, 2021 at 4 PM**

***Late submissions will not be accepted***

**St. Lawrence County Workforce Development Board  
One Stop Career Center 80 State Highway 310, Suite 8  
Canton, NY 13617  
Phone: 315-386-3276  
Hours of operation are Monday-Friday, 8:00 AM to 4:00 PM**

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<b>Request for Proposal (RFP) Timeline</b> (*All dates after proposal due date are subject to change)	
<b>March 22, 2021</b>	<b>RFP Released</b>
<b>April 1, 2021</b>	<b>Bidders Conference</b> <ul style="list-style-type: none"> <li>➤ Bidders Conference will be held from 10:00 am-12:00 pm. The Conference will be held by Zoom.</li> <li>➤ Please reserve your spot by calling Penny Taylor at 315-229-3360.</li> <li>➤ A summary of the conference will be posted to the SLC One Stop website, <a href="http://www.slconestop.com">www.slconestop.com</a> by April 9, 2021.</li> </ul>
<b>April 23, 2021</b>	<b>Proposal Due Date</b> <ul style="list-style-type: none"> <li>➤ Bidders are required to submit a proposal that arrived before 4pm that includes a narrative of program design, system experience, overall budget, staff costs, projected outcomes, and a list of anticipated partners/subcontractors as outlined in RFP.</li> </ul>
<b>May 10, 2021</b>	<b>Proposal evaluation process initiated</b> <ul style="list-style-type: none"> <li>➤ A designated committee of the SLCWDB will evaluate proposals. The committee reserves the right to request additional information and/or revisions from the bidders at any time during the evaluation process.</li> </ul>
<b>June 9, 2021</b>	<b>SLCWDB Approval, Contracts to Sub-Awardees/Sub-Recipients</b>
<b>July 1, 2021</b>	<b>Contracts Begin</b>

**Publication:** This Request for Proposals has been made available to prospective applicants through publication in the Watertown Daily Times, North Country Now, the SLCWDB website at [www.slconestop.com](http://www.slconestop.com) on or about March 22, 2021, and through e-mail to all current contractors and applicants who have requested that they be included on the mailing list for solicitations of proposals.

## SECTION 1: OVERVIEW

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

WIOA presents an extraordinary opportunity to improve job and career options for our nation's workers and jobseekers through an integrated, job driven public workforce system that links diverse talent to businesses. It supports the development of strong, vibrant regional economies where businesses thrive and people want to live and work.

WIOA fosters a nationwide system of one-stop centers, which directly provide an array of employment services and connect customers to work related training and education. WIOA furthers a high quality one-stop delivery system by continuing to align investments in workforce, education, and economic development.

WIOA reinforces the partnerships and strategies necessary for one-stops to provide job seekers and workers with high-quality career services, education and training, and supportive services they need to get good jobs and stay employed, and to help businesses find skilled workers and access other supports, including education and training for their current workforce.

WIOA seeks to improve the effectiveness of, and streamline the governing structures of, the public workforce development system, empower elected officials and workforce boards, establish structures with regional economies, and engage the key stakeholders needed to lead the system to achieve the goals of WIOA.

The SLCWDB is required to meet six (6) Primary Indicators of Performance established by WIOA for the Title I Youth program. Each proposal must include a description of how the program will achieve the expected outcomes as identified below.

- *Attainment of a Degree or Certificate* - youth who are enrolled in secondary (above the 9<sup>th</sup> grade level), post-secondary education or training (other than OJT and customized training) at the date of participation OR become enrolled in education at any point during the program are included in this measure. Positive outcomes include participants who obtain a recognized postsecondary credential during the program or within one year after exit or those who were in secondary education program and obtained a secondary school diploma or its recognized equivalent during the program or within one year after exit and were also employed, or in an education or training program leading to a recognized postsecondary credential within one year after exit Measurable Skills Gain – “documented” progress.

The educational or occupational skills credential may be approved by one of the following:

- State educational or vocational and technical educational agencies;
  - Institutions of higher education;
  - Professional, industry or employer organizations;
  - Registered apprenticeship programs;
  - Public regulatory agencies;
  - Programs approved by the Department of Veterans Affairs;
  - Office of Job Corps and Tribal Colleges
- *Placement in Employment or Education (2nd quarter after exit)* – the percentage of program participants who are in education or training activities, or in unsubsidized employment, during the 2nd quarter after exit from the program.

- *Placement in Employment or Education (4th quarter after exit)* – the percentage of program participants who are in education or training activities, or in unsubsidized employment, during the 4th quarter after exit from the program.
- *Median Earnings* - the median earnings of program participants who are in unsubsidized employment during the 2nd quarter after exit from the program.
- *Measurable Skills Gains* - the percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains toward such a credential or employment.
- *Serving Employers* - the indicators of effectiveness in serving employers.

For more information on the indicators of performance see TEGL 10-16 Change 1 at [https://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=3255](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=3255) and the WIOA performance page at <http://labor.ny.gov/workforcenypartners/wioa/wioa-performance.shtm>.

## **1.2 Purpose of WIOA Youth Funds**

- To increase, for individuals in the United States, particularly those individuals with barriers to employment, access to and opportunities for the employment, education, training, and support services they need to succeed in the labor market.
- To support the alignment of workforce investment, education, and economic development systems in support of a comprehensive, accessible, and high-quality workforce development system in the United States.
- To improve the quality and labor market relevance of workforce investment, education, and economic development efforts to provide America's workers with the skills and credentials necessary to secure and advance in employment with family-sustaining wages and to provide America's employers with the skilled workers the employers need to succeed in a global economy.
- To promote improvement in the structure of and delivery of services through the United States workforce development system to better address the employment and skill needs of workers, jobseekers, and employers.
- To increase the prosperity of workers and employers in the United States, the economic growth of communities, regions, and States, and the global competitiveness of the United States.
- For purposes of subtitle A and B of title I, to provide workforce investment activities, through statewide and local workforce development systems that increase the employment, retention, and earnings of participants, and increase attainment of recognized postsecondary credentials by participants, and as a result, improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet the skill requirements of employers, and enhance the productivity and competitiveness of the Nation.

## **1.3 Roles and Responsibilities of the SLCWDB**

The SLCWDB is a policy making board comprised of representatives from local businesses, labor organizations, educational providers, public agencies and other entities interested in workforce development

issues. Additionally, the SLCWDB develops and implements policies regarding the allocation and spending of the County's WIOA funds for adults, dislocated workers and youth.

In keeping with the intent of the WIOA, the SLCWDB is committed to helping disadvantaged in- and out-of-school youth prepare for and enter employment, increase occupational and academic skills, attain a high school equivalency diploma or recognized certificate, enroll in job training or higher education and increase earnings. The SLCWDB is inviting proposals from organizations that have a successful record of assisting in- and out-of-school youth and can demonstrate the ability to meet the challenge of creating more effective, performance-based services. Youth-serving organizations are invited to respond to this RFP as an important step toward building a system of integrated youth services that provide the region's youth with the necessary skills and opportunities to succeed in education, at work and as members and leaders in their communities. For more information about WIOA you can access the following:

- <https://www.doleta.gov/WIOA> - Workforce Innovation and Opportunity Act of 2014 law and regulations.
- <https://www.congress.gov/113/bills/hr803/BILLS-113hrs803enr.pdf> - WIOA Law
- <https://labor.ny.gov/workforcepartners/wioa/shtm> - NYSDOL WIOA Program Information
- [https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/circulars/A133/2017/Compliance\\_Supplement\\_2017.pdf](https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/circulars/A133/2017/Compliance_Supplement_2017.pdf) - OMB - 2 CFR Part 200 Compliance Supplement, WIOA Cluster, specifically CFDA #17.259 WIOA Youth Activities

The Mission of the St. Lawrence County Workforce Development Board, as a partnership of private and public community resources, is to ensure the economic vitality of our county by building and maintaining a quality workforce development system that strengthens and provides economic, educational, and developmental opportunities for all citizens and employers.

#### **1.4 Roles and Responsibilities of the WIOA Program Staff**

The WIOA staff consists of employment counselors and an employment and training coordinator. They will be responsible for the following:

- **Recruitment** – WIOA program staff will be responsible for the recruitment of the youth. Contractors are encouraged to assist with the recruitment process. The intent is to use WIOA funds to serve youth who would benefit from year-round service and otherwise would have limited access to comprehensive services.
- **Case Management** - The WIOA program staff will develop the Individual Service Strategies (ISS) for the eligible youth. To be successful in developing the ISS, the WIOA employment and training counselors will be responsible for assessing and interpreting the needs for eligible youth. They will be developing strategies to help reach educational, training and employment goals. The counselors will provide the tools and resources to help overcome personal barriers. Documentation will be kept to track youth participation, referral outcomes, service decisions, summaries of one-to-one meetings and achievements. The WIOA counselors will also provide the necessary follow up services. By providing these activities the employment and training counselors have the opportunity to build a working relationship with the participants and with key organizations in order to assist the youth in meeting their objectives.
- **Individual Service Strategies (ISS)** – These are written plans done by the WIOA employment and training counselors. They contain long and short-term goals addressing educational, occupational or vocational, strengths, and personal support service needs. The ISS must be age appropriate, developed with each participant and linked to targeted performance outcomes for each youth. The ISS is regularly reviewed and updated as changes occur in employment goals, barriers, program services or support service needs.
- **Information and Referrals** – The WIOA program staff will link and share information with other youth-serving organizations provided the necessary release of information has been signed. If there are youth

that cannot be certified as eligible under WIOA guidelines, the WIOA program staff makes efforts to help the youth secure other appropriate services.

- **Collaboration** – The WIOA program staff will work in partnership with the sub-awardees to provide resources and services to the youth. The staff will work closely with the sub-awardees to ensure a smooth transition for the youth.
- **Intake/Eligibility Determination** – Under WIOA legislation, all youth must meet eligibility guidelines. Certification of eligibility for all WIOA funded programs must be completed prior to enrollment. The WIOA staff will be responsible for determining eligibility.

WIOA staff will refer eligible youth to providers to assist youth in achieving their planned goals. The provider will be responsible for administering services and achieving the desired outcome(s). The outcomes will be defined in the contract with each provider. The WIOA staff will track activities and convene service provider meetings as appropriate. All required reporting for Title I Youth will be the responsibility of the WIOA staff. Provider agencies will be required to submit youth progress reports minimally on a monthly basis to the WIOA staff. However, provider agencies will also be required to report any significant changes in events within five days of occurrence.

WIOA staff will be responsible for case management. St. Lawrence County uses the NYSDOL computerized case management system, the One-Stop Operating System (OSOS). WIOA staff will oversee the reporting on this system.

## **SECTION 2: PROGRAM DESCRIPTION**

### **2.1 Background**

St. Lawrence County Workforce Development Board seeks proposals from organizations to administer Title I Youth Work Experience programs in St. Lawrence County. Work experience is defined in 20 CFR 681.600 as a planned, structured learning activity that takes place in a workplace setting for limited period of time. The intent of work experience is to help participants understand proper workplace behavior and what is necessary in order to attain and retain employment. Work experiences should help youth acquire the personal attributes, knowledge, and skills needed to obtain a job and advance in employment. Work experience can serve as a stepping stone to unsubsidized employment and is an important step in the process of developing a career pathway for youth. All work experiences should expose youth to realistic working conditions and tasks as much as possible.

The specific work experience being provided, as well as the duration must be based on the skill levels and needs of the youth, as well as the complexity of the work experience itself. Paid and unpaid work experience must include academic and occupational education. Work experiences may include:

- ☐ Summer employment opportunities and other employment opportunities available throughout the year;
- ☐ Pre-apprenticeship programs;
- ☐ Internships and job shadowing; and
- ☐ On-the-job training opportunities

Work experience may be conducted in the private-for profit, private non-profit and public sectors. Although a business, public agency or non-profit may also receive some benefit from work experience in the form of work being done or recruiting a potential new employee, the primary goal of work experience is to benefit the participant.

## Definitions:

*Summer employment opportunities*-An activity conducted mainly during the summer months which involves work experience as the primary strategy and must provide direct linkages to academic and occupational learning.

*Other employment opportunities* –A paid skills-based workplace experience designed to promote participant exposure to new careers, develop pre-employment and soft skills, and build occupational knowledge and technical competencies for individuals who have recent experience but require additional exposure in order to segue to a new industry or occupation.

*Pre-apprenticeship Programs*- Programs or set of strategies designed to prepare individuals to enter and succeed in Registered Apprenticeship programs **and have a documented partnership with at least one, if not more, Registered Apprenticeship programs** and include the following elements:

- a) Training and curriculum that aligns with the skill needs of employers in the economy of the State or region involved;
- (b) Access to educational and career counseling and other supportive services, directly or indirectly;
- (c) Hands-on, meaningful learning activities that are connected to education and training activities, such as exploring career options, and understanding how the skills acquired through coursework can be applied toward a future career;
- (d) Opportunities to attain at least one industry-recognized credential; and
- (e) A partnership with one or more registered apprenticeship programs that assists in placing individuals who complete the pre-apprenticeship program in a registered apprenticeship program.

*Internships*-A paid workplace experience which is designed to promote participant exposure to initial or renewed careers and build occupational knowledge and technical skills for individuals who are transitioning from education or training to a new industry or occupation but lack the experience to gain entry-level employment in the applicable field.

*Job Shadowing*-Work experience option where youth learn about a job by walking through the work day as a shadow to a competent worker. The job shadowing work experience is a temporary, unpaid exposure to the workplace in an occupational area of interest to the participant. Youth witness firsthand the work environment, employability and occupational skills in practice, the value of professional training, and potential career options. A job-shadowing experience can range from a few hours to a week or more. Job shadowing is designed to increase career awareness, help model appropriate behavior, and reinforce in the youth the link between academic classroom learning and occupational work requirements. It provides an opportunity for youth to conduct short interviews with people in their prospective professions to learn more about those fields. Job shadowing is like an expanded informational interview. By experiencing a workplace first-hand, youth can learn a great deal more about a career than through research alone.

*On-The-Job Training*-The term “on-the-job training” means training by an employer that is provided to a paid participant while engaged in productive work in a job that:

- (a) provides knowledge or skills essential to the full and adequate performance of the job;
- (b) is made available through a program that provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, except as provided in section 134(c)(3)(H), for the extraordinary costs of providing the training and additional supervision related to the training;
- (c) is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate [WIOA Sec. 3 (44)]

Labor standards apply in any work experience where an employee/employer relationship, as defined by the Fair Labor Standards Act or applicable State law, exists. Consistent with 20 CFR 680.840, funds provided for work

experiences may not be used to directly or indirectly aid in the filling of a job opening that is vacant because the former occupant is on strike, or is being locked out in the course of a labor dispute, or the filling of which is otherwise an issue in a labor dispute involving a work stoppage. Work experiences provide the youth participant with opportunities for career exploration and skill development.” Additional information on the employer/employee relationship may be found on the United States Department of Labor (DOL) Wage and Hour Division website: <https://www.dol.gov/whd/>.

TEGL No. 8-15 provides further discussion of allowable expenditures that may be counted toward the work experience expenditure requirement and articulates that program expenditures on the work experience program element can be more than just wages paid to youth in work experience. Allowable work experience expenditures include the following:

- Wages/stipends paid for participation in a work experience;
- Staff time working to identify and develop a work experience opportunity, including staff time spent working with employers to identify and develop the work experience;
- Staff time working with employers to ensure a successful work experience, including staff time spent managing the work experience;
- Staff time spent evaluating the work experience;
- Participant work experience orientation sessions;
- Employer work experience orientation sessions;
- Classroom training or the required academic education component directly related to the work experience;
- Incentive payments directly tied to the completion of work experience; and
- Employability skills/job readiness training to prepare youth for a work experience.

Supportive services cannot be counted toward the work experience expenditure requirement even if supportive services assist the youth in participating in the work experience.

*Academic and occupational education component.* As discussed in 20 CFR § 681.600, work experiences must include academic and occupational education. The educational component may occur concurrently or sequentially with the work experience. The academic and occupational education component may occur inside or outside the work site. The work experience employer can provide the academic and occupational component or such components may be provided separately in the classroom or through other means. The academic and occupational education component refers to contextual learning that accompanies a work experience. It includes the information necessary to understand and work in specific industries and/or occupations.

Targeted populations include out-of-school or drop-out youth, youth with disabilities, current or former foster youth, homeless or run-away youth, pregnant or parenting youth, and youth re-entry populations.

The top four characteristics of the individuals served in the Youth program are: out-of-school youth; basic skills deficient with respect to education; drop-outs or did not receive a high school diploma; or receiving temporary assistance. There is a high need in the local area for youth employment services. As these youth transition to adulthood, they often lose contact with traditional social groups and organizations which creates challenges for outreach and retention of program participants. Additionally, these youth may be intimidated by or will not engage with an adult oriented one-stop center.

SLCWDB intends to fund programs that help empower youth with the education and workforce skills necessary to overcome obstacles and optimize employment and training opportunities. Furthermore, through training and education, youth participants will be empowered to find and maintain employment as they advance in the workforce. Programs funded by the SLCWDB will contribute to an increase in the number of youth successfully engaged in a career pathway closely linked to labor market needs; forge strong connections

between community youth programs and provide a holistic approach to the development of youth. Services must be tailored to meet the specific needs of the individual

### **In-School Youth Definition**

For purposes of this RFP, the term “in-school youth” (ISY) is identified as an individual who is:

1. Attending school (as defined by State law), including secondary and post-secondary school; AND
2. Not younger than age 14 or (unless an individual with a disability who is attending school under State law) older than age 21 at time of enrollment. Because age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 21 once they are enrolled in the program; AND
3. A low income individual; AND
4. One or more of the following:
  - a. Basic skills deficient;
  - b. An English language learner;
  - c. An offender;
  - d. A homeless individual (as defined in sec. 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), a homeless child or youth (as defined in sec. 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;
  - e. An individual with a disability; or
  - f. An individual who requires additional assistance to complete an educational program or to secure or hold employment. (WIOA secs. 3(27) and 129(a)(1)(C)).

### **Out-of-School Youth Definition**

For purposes of this RFP, the term “out-of-school youth” (OSY) means an individual who is:

1. Not attending any school (as defined under State law); AND
2. Not younger than age 16 or older than age 24 years; AND
3. One or more of the following:
  - a. A school dropout.
  - b. A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter.
  - c. A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual AND
    - basic skills deficient; OR
    - an English language learner
  - d. An individual who is subject to the justice system.
  - e. A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), a homeless child or youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement.
  - f. An individual who is pregnant or parenting.
  - g. A youth who is an individual with a disability.
  - h. A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

4. Detailed youth eligibility requirements: <https://www.labor.ny.gov/youth/PDFs/wioa-youth-eligibility.pdf>.

The intent of WIOA for OSY 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. WIOA has established a goal to increase the OSY participation. The funds under this RFP are intended to build upon existing programs/models in our community and create new services to assist those youths 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 (ETA) Advisory System from the USDOL 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.

Proposals may serve any or all ages within the allowable 14 – 24 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 ISY will be considered, proposers are reminded that a minimum of 75% of total available youth dollars will be allocated to OSY.

## **2.2 Budget Period and Amount**

The initial contract will be for Program Year (PY) 2021 (July 1, 2021-June 30, 2022). The SLCWDB estimates that up to \$75,000 of funding will be available for PY 2021. Two additional one-year extensions may be available upon successful completion of each year. Each year the funding is estimated to be up to \$75,000. The extensions would be for PY 2022 (7/1/22-6/30/23) and PY 2023 (7/1/23-6/30/24). The Available Funding is an estimate provided solely for the purpose of offering guidance to bidders and is based on PY 2020 WIOA allocations. The monetary amount allocated to each contract will be dependent upon the number of successful proposals that are approved by the Workforce Development Board.

All proposers are required to provide a completed Summary Budget with the proposal: see pages 20 and 21 for guidance in developing a Summary Budget. A detailed budget will be required if the proposal is selected for consideration of funding. On the budget summary page identify the name and contact information for the staff person who the SLCWDB may contact with any questions regarding the budget. 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 27 (Attachment E).**

The amount awarded in years two and three will not exceed the amount awarded in year one. An updated Youth Program RFP Budget needs to be submitted each year by June 1<sup>st</sup>. Extensions are at the option of the SLCWDB. Extensions will be based on evaluation of achievement of performance, availability of funds, and capacity of the sub-recipient to meet new or revised goals, objectives and standards of the SLCWDB.

Proposers should be aware that funding is contingent upon the solvency of the proposing organization. Organizations or partnerships should be able to operate independently of any funding authorized under WIOA.

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 independently of contract costs. A fiscal review may be conducted prior to negotiation to ensure fiscal integrity.

## **2.3 Spending Requirements**

Services funded under WIOA will be governed by WIOA Title I, and subject to the Final Rule, published in the Congressional Federal Register. Applicants are also encouraged to propose augmenting their proposals by also providing “non-WIOA” services, which are to be funded through cash and in-kind contributions. Numbers to be served will depend on the needs of youth residing in St. Lawrence County. Providers are to determine the cost of services on a per person cost basis. Costs incurred in the delivery of all services pursuant to this RFP will be allocated in accordance with Office of Management and Budget (OMB) 2 CFR Part 200.

Final contracts will be based on actual PY 2021 allocations which have not yet been announced. A minimum of 75% of contract spending must be for OSY. Expenditures that count towards this latter requirement are as follows: on-the-job training, work experience, pre-apprenticeship training, and salaries and fringe benefits related to the management of the work-based learning activities.

All funding is dependent upon performance and the availability of Federal Funding each year through WIOA; funds may increase or decrease in any given year. The SLCWDB will review expenditures and performance on a quarterly basis. The SLCWDB may modify or reduce the sub-award at its own discretion in order to ensure that the established requirements are being met. Sub-awardees may submit budget modifications to the SLCWDB for review and approval.

## **2.4 Restriction on the use of 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 (not including cost of physicals for participants)
- Costs for attendance at conferences or meetings of professional organizations
- Lodging or meal costs
- On-The-Job training (OJT) that is NOT for use in employment as part of a registered apprenticeship program, as defined in WIOA. OJT for work experience is an allowable cost.
- 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 (see OMB Circular A-87)

## **2.5 Annual Fiscal Monitoring and Audit**

Contractors will be subject to an annual fiscal review to determine compliance with all financial provisions which 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. The fiscal review will determine if the amounts reported as cash expenditures are accurate, allowable and properly supported by documentation. The cost allocation methodologies are reviewed for compliance and to ensure that costs are properly and equitably distributed to the benefitting cost objective(s) and documentation is maintained in support of the allocations. In accordance with policy, budgets will be reviewed to ensure they are being updated/modified and that costs are being tracked against the budget parameters. The adequacy and reliability of the internal controls for the financial management system will also be reviewed.

## **2.6 Program Monitoring**

The WIOA staff will visit contractors on a quarterly basis – with a strong focus on the 1<sup>st</sup> and 2<sup>nd</sup> quarters when enrollment activity is expected to be the highest – to review that guidelines are followed and that appropriate documentation is being completed. Meetings may coincide with NYSDOL’s monitors meetings.

The WIOA staff will cross-reference hard copy occupational accomplishments documentation with data entered into OSOS. During desk review audits, the WIOA staff will review youths’ ISS and the progression of services received by individuals to ensure that each youth is receiving appropriate services and the need for these services is documented. Technical assistance and corrective action plans will be given to contractors that are not complying with the WIOA requirements. If the contractors do not comply, the SLCWDB has the right to deny reimbursement.

## **2.7 Submitting requests for reimbursement of expenditures**

All awarded entities will submit for reimbursement of expenditures at least monthly. Supporting documentation such as invoices, timesheets, payroll registers, time distributions and fringe benefit detail will need to be submitted with requests unless the entity is determined to be a contractor and not a sub-recipient.

2 CFR 200.330 discusses the distinction between a subrecipient and a contractor. A contractor would have characteristics indicative of a procurement relationship. A contractor would have some or all the following characteristics:

- Provides goods or services within normal business hours
- Provides similar goods or services to many different purchasers
- Normally operates in a competitive environment,
- Provides goods or services that are ancillary to the operation of the program; and
- Are not subject to the federal compliance requirements of the program as a result of the agreement, though similar requirements may apply of other reasons

## **SECTION 3: RFP INTRODUCTION**

### **3.1 Solicitation**

This Request for Proposal (RFP) solicits qualified respondents to provide Workforce Innovation and Opportunity Act (WIOA) Title I Youth employment program services that places primary emphasis on serving out-of-school youth ages 16 to 24, while also offering in-school youth, ages 14 to 21, services in the St. Lawrence County. The selected respondents must provide services in accordance to the provisions of the Workforce Innovation and Opportunity Act (WIOA), the New York State Department of Labor, and the St. Lawrence Workforce Development Board.

The goal is to receive a wide variety of high-quality innovative proposals that will assist youth to become life-long learners with the necessary skills to support long-term success in the job market. The overall goal of this RFP is to identify programs that assist at-risk youth ages 16-24 in achieving workforce skill development and employment. Respondents are invited to submit a proposal for the following:

<b>Target Population:</b>	WIOA Title I Eligible Youth  16-24 year-old population  A focus on out-of-school youth, with a minimum of 75% of contract spending on out-of-school youth
<b>Initial Service Period</b>	July 1, 2021 – June 30, 2022
<b>Type of Sub-Award:</b>	Cost-Reimbursement Sub-Award
<b>Option to Extend (if applicable):</b>	Two additional one-year extensions may be available. The funding is estimated to be up to \$75,000 each year for PY 2022 (7/1/22-06/30/23) and PY 2023 (7/1/23-6/30/24) with total funding over all periods being \$225,000. Extension will be based on evaluation of achievement of performance, availability of funds, and capacity of the sub-recipient to meet new or revised goals, objectives and standards of the SLCWDB
<b>Estimated Total Funding Available for First Twelve (12) months:</b>	The SLCWDB estimates that up to \$75,000 of funding will be available for Program Year (PY) 2021. An estimated (3) contracts will be awarded.

St. Lawrence County Workforce Development Board (SLCWDB) is soliciting proposals from qualified respondents to provide Federal DOL WIOA Title I Youth employment program services. Eligible respondents may include:

- For-profit organizations
- Non-profit organizations
- Faith-based organizations
- Community-based organizations
- Public agencies

The SLCWDB encourages the participation of respondents who are certified as small businesses, minority-owned firms and women's business enterprises. The SLCWDB is committed to Equal Opportunity in its procurement process.

Organizations that have managed Federal, State, or local funds to deliver a similar program design, served a similar population, and have participated in a collaborative service delivery approach, are encouraged to apply.

This RFP contains the requirements that respondents must meet in order to submit a responsive proposal. A responsive proposal is one that complies with all format and content requirements of the RFP, as well as amendments to it, if any. This RFP provides information regarding eligibility to submit proposals and the format requirements in which proposals must be submitted.

The SLWDB encourages respondents to submit proposals that have:

- Programs that honor the USDOL Priority of Service for Veterans and Eligible Spouses.
- Programs that stress occupational achievement while attempting to address and resolve issues that are particularly relevant to youth such as substance abuse, lack of adult guidance/mentoring, low self-esteem, pregnancy prevention, leadership development, community involvement, homelessness and life/career planning.

- Programs that establish and maintain proven strong partnerships with providers that serve youth with an emphasis on those programs that serve youth with disabilities.
- Programs that leverage other funding resources to provide WIOA youth program services.
- Programs that target eligible, out of school youth (below) as described in section 129(a) (1) (B).
- Programs that emphasize Work Experience.
- Programs that target youth with disabilities transitioning from school to work.
- Programs that incorporate the St. Lawrence County's demand occupations, which can be located at <http://www.labor.ny.gov/workforcenypartners/lwda/lwda-occs.shtm#tabs-8>

### 3.2 Bidders' Conference

Organizations that intend to submit proposals are encouraged to attend a bidders' conference. If attending the bidders' conference, please reserve your spot by calling Penny Taylor at 315-229-3360. Spots need to be reserved by Thursday, March 30, 2021. The bidders' conference will convene at the following date, time and location:

Date:	April 1, 2021
Time:	10:00 AM
Location:	Will be held via Zoom

Questions regarding the RFP process will be answered during the conference. Summaries of the questions and answers from the bidders' conference will be posted to the St. Lawrence County One Stop website, [www.slconestop.com](http://www.slconestop.com) by April 9, 2020.

### 3.3 Qualifications

- The proposing organization is not on a Federal or State Debarment list.
- The proposing agency is fiscally solvent.
- The proposing agency has additional funding sources and will not be dependent on WIOA funds alone for ongoing operations.
- The proposing agency agrees to meet all Federal, State, and local compliance requirements.

Proposals will be accepted from applicants with demonstrated effectiveness, who are interested in providing and capable of providing the services described. Supplemental information may be required from applicants. Neither St. Lawrence County Workforce Development Board members nor their immediate family members nor organizations in which they hold responsible positions may submit a proposal in response to this RFP. Members may excuse themselves from the RFP process in its entirety; if they do this, they and organizations that employ them may submit proposals free of any possible conflict of interest. Adequate support must be maintained to enable oversight to draw the conclusion that a conflict of interest did not prevail.

### 3.4 Submittal of Proposals

Please submit 5 hard copies and 1 electronic copy of your proposal (one with **original** signatures) **on or before:**

<b>Date:</b> April 23, 2021 <b>Time:</b> 4:00 PM <b>Location:</b> St. Lawrence County Workforce Development Board <b>Attn:</b> Youth Services Review Committee 80 State Highway 310, Suite 8 Canton, NY 13617
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Proposal packets lacking signatures or the complete number of copies will be returned and no further consideration will be given to them.

Proposals submitted solely by fax or email will not be accepted.

Proposals received after the submission deadline will not be accepted.

Staff will review all proposals first to assure compliance with the requirements of the RFP. Proposals not meeting minimum requirements will be rejected. Proposals will be evaluated using the rating sheet attached (Attachment A).

All inquiries regarding the RFP must be submitted in writing to the address above or emailed to Barbara Lashua at [blashuaslcwdb@gmail.com](mailto:blashuaslcwdb@gmail.com).

Respondents must submit their proposals in a format that is easy to read and understand. The respondents must avoid repetitious material. Each proposal should clearly demonstrate the respondent's ability to effectively manage and operate a program under WIOA Title I and provide the services requested.

If a respondent sends its proposal via U.S. Postal Service, UPS, or any other type of delivery service, the respondent is responsible for requesting proof of delivery date and time from their chosen carrier.

Respondents who wish to amend a proposal, previously submitted, must re-submit the entire proposal prior to the deadline noted in this RFP. In the event that multiple versions of the same proposal are submitted by the same entity, only the last RFP submission received prior to the deadline will be reviewed.

### **3.5 Selection Process Priority Criteria**

The proposal review and evaluation process will be conducted utilizing a fair and objective process that adheres to St. Lawrence County Procurement Policy and all other applicable State and Federal regulations.

All proposals will be reviewed by a designated committee of the SLCWDB utilizing the attached "Proposal Evaluation Worksheets", (Attachments B & 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, e.g., programs that effectively combine youth activities; 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 final decision on funding any proposals will be made by the SLCWDB based on the recommendations forwarded from the designated committee of the SLCWDB.

The SLCWDB, the designated committee and staff reserve the right to periodically visit funded programs to conduct informal program evaluations including interviews with youth being served.

Program proposers receiving funding through this RFP process may be required to do a brief program presentation for the designated committee and full SLCWDB during the program year. The proposers will receive prior notice of the date of presentation.

This RFP does not commit the SLCWDB to award a contract or to pay any costs incurred in the preparation of a proposal.

The SLCWDB reserves the right to:

- Waive any informalities in proposals
- 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 SLCWDB to do so.
- Solicit additional proposals as necessary.

### **3.6 Award Process**

The St. Lawrence County Workforce Development Board will only contract with organizations whose proposals have been recommended by the designated committee and approved by the Workforce Development Board itself. Respondents will be notified in writing of the SLCWDB decision concerning their proposals.

Legally, the Workforce Development Board's agreement with the selected respondent(s) will either be a contract or sub-award. Formal notification to award contracts or sub-awards and the actual execution of the agreements are subject to, but not limited to, the following conditions:

- Approval by the SLCWDB
- Receipt of WIOA Title I funds from Federal and State administering agencies
- Continued availability of WIOA Title I funds

Respondents may be required to participate in negotiations and modify their proposals based on the outcome of those negotiations. The SLCWDB reserves the right not to accept all components of the proposal.

## **SECTION 4: REQUIRED PROPOSAL CONTENT**

The proposal must clearly demonstrate the respondent's ability to provide the requested services. A responsive proposal is one that complies with the format and content requirements of the RFP. The RFP provides information regarding the format in which proposals must be submitted, the requirements that must be met to be eligible for consideration, the respondents' responsibilities, and the documents to be included.

### **Proposals should 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? How successful have you been?
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 WIOA staff?

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?

**Proposals must include the following required forms:**

1. Assurances Form – page 20
2. Application/Signature Sheet Form – Page 21
3. Proposal Budget Form – Page 22
4. Terms and Conditions – Attachment E, Pages 29-33

**SECTION 5: EVALUATION ELEMENTS – PROGRAMMATIC NARRATIVE**

All respondents must respond to the following questions and instructions. Questions must be answered in concrete language, using quantifiable measurements whenever possible, and be specific about the role of each collaborator.

**5.1 Organization Description**

Describe your business or organization, including its mission, vision, current customer base, staffing and service expertise. Highlight your organization's longevity and how this proposal will connect to your mission and organizational goals as well as the SLCWDB's current Local Plan (see <http://www.slconestop.com/assets/files/2014%20Local%20Plan.pdf>). Describe your organization's experience with youth outlined in this RFP. Describe your organization's experience in administration and contract management. If your organization has a Board of Directors, please provide their contact information.

**5.2 System Experience and Collaboration**

Describe your organization's experience in working as a partner within a system that delivers youth development and/or employment and training services to youth. Describe how your organization integrates services and shares customers with other providers.

**5.3 Budget**

Provide relevant financial information on the proposal budget form provided in the Required Forms.

*Budget Basis:* Please provide an explanation to support each item of costs listed on the budget forms. Include a description of your cost per participant and how you determined that cost. Also please include amount and source of all in-kind funding and an explanation of how such funding is calculated.

**5.4 Program Design**

Explain the target population's needs, your proposed services and related performance outcomes your proposed services will produce. Past performance outcomes will be considered where applicable. Describe the curriculum, methods, activities and partnerships you will employ to meet the performance measures. All program design aspects must be focused on attaining the WIOA performance measures discussed previously in this RFP. In this context, describe:

- How many youth will be enrolled?
- What is/are the target population(s) of this program?
- What are program objectives, activities and projected outcomes?
- How will program design support attainment of WIOA youth performance measures?
- How will you collaborate with employers especially with the identified Demand Occupations?
- How will you collaborate with the local Career Centers?
- How youth will be recruited and retained in the program?

Bidders must describe how each element bid upon will be provided.

## **5.5 Performance Outcomes**

Identify the specific elements of the program design that will lead to attainment of anticipated federal WIOA performance measures.

## **SECTION 6: ASSURANCES**

As a condition to the award of financial assistance from USDOL, under Title I of WIOA and consistent with 2 CFR Part 200, the respondent assures that it has the ability to comply with the nondiscrimination and equal opportunity provisions of the following laws and will remain in compliance for the duration of the award of Federal assistance:

- Section 188 of WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I financially assisted program or activity
- Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities
- The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age
- Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs

The respondent also assures that, as a recipient of WIOA Title I funding, it will comply with 2 CFR Part 200. This assurance applies to the respondent's operation of the WIOA Title I funded programs or activities, and to all agreements the respondent makes to carry out the WIOA Title I funded programs or activities. The respondent understands that the United States has the right to seek judicial enforcement of this assurance

Also 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

**ST. LAWRENCE COUNTY WORKFORCE INNOVATION AND OPPORTUNITY 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 WIOA funds will be used as required by law and contract.
5. We have additional funding sources and will not be dependent on WIOA 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*, as amended.
  - 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 WIOA money to assist, promote, or deter union organizing.
- Use WIOA funds to employ or train persons in sectarian activities.
- Use WIOA 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 WIOA funds for activities that would interfere with or replace regular academic requirements for eligible youth who are not dropouts.
- Use WIOA funds to carry out programs funded under the *School-to-Work Opportunities of 1994*, as amended, unless the program(s) are only for youth eligible to participate under WIOA.

**I hereby assure that all of the above are true.**

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**Name**

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**Signature**

---

**Title**

---

**Date**

---

**Organization**

**WORKFORCE INNOVATION AND OPPORTUNITY 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 _____ _____ _____
(Up to three typed pages may be attached.)

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

**Proposed Services** (*check only those that apply*):

<input type="checkbox"/> At least 20% of funds budgeted for paid and unpaid work experiences, including internships, OJT, summer employment opportunities that are directly linked to academic and occupational learning and job shadowing.	

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
<b>Staff Positions</b>		
<b>Subtotal</b>		
<b>Fringes (Describe)</b>		
<b>Subtotal</b>		
<b>Other Costs (Describe)</b>		
<i>Rent</i>		
<i>Supplies</i>		
<i>Travel</i>		
<i>Communication</i>		
<i>Advertising</i>		
<b>Subtotal</b>		
<b>Work Experience (Describe)</b>		
<i>Wages</i>		
<i>Fringe</i>		
<b>Subtotal</b>		
<b>Youth Supportive Services Costs (Describe)</b>		
<i>Safety</i>		
<i>Books</i>		
<i>Travel</i>		
<i>Other</i>		
<b>Subcontracts (Describe)</b>		
<b>Total</b>		

**I. In-Kind Funds**

Description	Source	Amount
<b>Total</b>		

## 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.

*Allowances:* Cost of stipends paid to participants.

*Wages:* 50 participants earning \$11.10 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 58 cents per mile. Mileage is reimbursed at the IRS rate.

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

*Wages:* 50 participants earning \$11.10 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, e.g., TANF, American with Disabilities Act (ADA), etc.

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

**WORKFORCE INNOVATION AND OPPORTUNITY ACT  
TITLE I-B  
YOUTH EMPLOYMENT & TRAINING PROGRAMS  
PROPOSAL CHECKLIST**

**(THIS CHECKLIST WILL BE THE INITIAL SCREENING TOOL USED BY STAFF PRIOR TO PROPOSAL  
REVIEW BY THE DESIGNATED COMMITTEE)**

Proposing Organization: \_\_\_\_\_

Proposal Number: \_\_\_\_\_ It Is: Complete Not Complete

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_, 2021

(Staff: Please process this proposal. Only proposals that meet the standards listed below will be presented to the designated committee of the SLCWDB 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. More than one entity may provide one or more of the elements.

☐ The proposal was submitted before the closing time and date.

☐ The proposing organization is not on a Federal or State Debarment list.

☐ Please check only those elements that apply.

- ☐ Tutoring, study skills training, instruction, and dropout prevention services.
- ☐ Alternative secondary school services or dropout recovery services.
- ☐ Paid and unpaid work experiences
- ☐ Occupational skill training
- ☐ Education offered concurrently with workforce preparation and training for specific occupation
- ☐ Leadership development opportunities
- ☐ Supportive services
- ☐ Adult mentoring
- ☐ Follow-up services
- ☐ Comprehensive guidance and counseling
- ☐ Financial literacy education
- ☐ Entrepreneurial skills training
- ☐ Services that provide labor market information.
- ☐ Postsecondary preparations and transition activities

☐ The proposing organization is fiscally solvent.

☐ The proposing organization has additional funding sources and will not be dependent on WIOA funds alone for ongoing operations.

☐ The person signing the proposal as the submitting officer has the authority to do so.

☐ The proposing organization agrees to meet all Federal, State and local compliance requirements.

**PROPOSAL EVALUATION**  
**MANAGEMENT/ADMINISTRATION**

Proposal Number: \_\_\_\_\_

Reviewer: \_\_\_\_\_

Date: \_\_\_\_\_, 2021

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

- The averaged sum of Proposal Evaluation Worksheet Management/Administration and Operations scores, will equal up to 60% of the final total. The final 40% will be based on the Designated Review Committee discussion.

The final decision on funding any proposals will be made by the SLCWDB based on the recommendations forwarded from the designated committee of the SLCWDB.

Review Committee 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.

<b>Item</b>	<b>Question</b>	<b>Score</b>
<b>1.</b>	<b>Administration (10 Points Possible)</b> <ul style="list-style-type: none"> <li>• The proposal states the Proposer's vision &amp; mission to youth</li> <li>• The management structure is outlined or stated (e.g., one Director, Operations and/or Program Manager, etc.) and appropriate to the proposal.</li> </ul>	
<b>2.</b>	<b>Program Operations (5 Points Possible)</b> <ul style="list-style-type: none"> <li>• 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.</li> </ul>	
<b>3.</b>	<b>Fiscal Operations (5 Points Possible)</b> <ul style="list-style-type: none"> <li>• All required information, including staff, operational, and other needed costs, is provided in the required budget format according to instructions.</li> </ul>	
	<b>Total Possible, 20 Points</b> <span style="float: right;"><b>Total:</b></span>	

## PROPOSAL EVALUATION WORKSHEET

### OPERATIONS

Proposal Number: \_\_\_\_\_

Reviewer: \_\_\_\_\_

Date: \_\_\_\_\_, 2021

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 average sum of Proposal Evaluation Worksheet Management & Operation scores, which when combined equal up to 60% of the final total. The final 40% will be based on the Review Committee discussion.

Review Committee 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.

<b>Item</b>	<b>Question</b>	<b>Score</b>
<b>1.</b>	<b>Customer Identification (5 Points Possible)</b> <ul style="list-style-type: none"> <li>The age of youth to be served is stated clearly.</li> <li>Youth to be served are In-School, Out-of-School, or both.</li> <li>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.</li> <li>The needs of the youth to be served and how they are known is supported by data and data source.</li> <li>Proposal includes referral method of possible eligible youth.</li> </ul>	
<b>2.</b>	<b>Purpose (5 Points Possible)</b> <ul style="list-style-type: none"> <li>The Proposer's own program performance objectives are stated and measurable.</li> <li>The WIOA Indicators of Performance are supported and named. For example, training will lead to a type of credential or Employment.</li> </ul>	
<b>3.</b>	<b>Required Elements (5 Points Possible)</b> <ul style="list-style-type: none"> <li>How will the required WIOA work experience element be provided is clearly stated.</li> </ul>	
<b>4.</b>	<b>Proposer's Program Elements (10 Points Possible)</b> <ul style="list-style-type: none"> <li>The proposer provides a service that leads to increased employability; and/ or increased educational attainment.</li> <li>The proposer clearly identifies an ongoing system for continual improvement through oversight, feedback, and evaluation.</li> </ul>	
<b>5.</b>	<b>Program Site(s) (5 Points Possible)</b> <ul style="list-style-type: none"> <li>Sites for Program operations are clearly identified.</li> <li>Program and service sites are located conveniently for the target youth.</li> <li>These sites are clean, healthy, and have passed fire marshal safety inspection, if appropriate.</li> </ul>	
<b>6.</b>	<b>Program Outcomes (10 Points Possible)</b> <ul style="list-style-type: none"> <li>The proposal states the number of persons expected to be served in each major program area.</li> <li>The proposal states the benefits for youth in each major program function.</li> </ul>	
<b>Total Possible, 40 Points</b>		<b>Total:</b>

## PROPOSAL EVALUATION WORKSHEET

### DESIGNATED REVIEW COMMITTEE SUMMARY WORKSHEET

#### SUMMARY AND COMMENTS

Proposal Number: \_\_\_\_\_

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_, 2021

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

- The sum of Proposal Evaluation Worksheet scores, which when combined add up to 60% of the final total. The final 40% will be based on the Review Committee discussion.

Review Committee discussion will consider the items listed below:

- The proposal's utilization of funds.
- 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 COMMITTEE DISCUSSION/ANALYSIS NOTES

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REVIEW COMMITTEE DISCUSSION/ANALYSIS SCORE \_\_\_\_\_ POINTS (40 possible)

Designated Committee Member: Please enter the Management/Administration, Operation, and Review Committee 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 COMMITTEE DISCUSSION/ANALYSIS (40 possible)

\_\_\_\_\_ TOTAL (100 possible)

My recommendation is that based on score order and funding availability, this program \_\_\_\_ **should** \_\_\_\_ **should not** be funded.

WHY/WHY NOT? \_\_\_\_\_

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## Attachment D

Month

[illegible]

Signature and title of person providing report

Reviewed by:

**FEDERAL CERTIFICATIONS**

The funding for the awards granted under this contract is provided by the United States Department of Labor which requires the following certifications:

**A. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION-LOWER TIER COVERED TRANSACTIONS**

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statement in this certification, such prospective participant shall attach an explanation to this proposal.
3. The prospective lower tier participant shall pass the requirements of A.1. and A.2., above, to each person or entity with whom the participant enters into a covered transaction at the next lower tier.

**B. CERTIFICATION REGARDING LOBBYING - Certification for Contracts, Grants, Loans, and Cooperative Agreements**

By accepting this grant, the signee hereby certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The signer shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of facts upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### **C. DRUG FREE WORKPLACE**

By signing this application, the grantee certifies that it will provide a Drug Free Workplace by implementing the provisions at 29 CFR 94, pertaining to the Drug Free Workplace. In accordance with these provisions, a list of places where performance of work is done in connection with this specific grant will take place must be maintained at your office and available for Federal inspection.

### **D. NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE**

As a condition to the award of financial assistance from the Department of Labor under Title I of WIOA, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

1. Section 188 of WIOA which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I - financially assisted program or activity;
2. Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the basis of race, color, and national origin;
3. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
4. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
5. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The grant applicant also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of WIOA Title I - financially assisted program or activity, and to all agreements the grant applicant makes to carry out WIOA Title I-financially assisted program or activity. The

grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

#### **E. BUY AMERICAN NOTICE REQUIREMENT**

The grant applicant assures that, to the greatest extent practicable, all equipment and products purchased with funds made available under WIOA will be American made. See WIOA Section 502 – Buy American Requirements.

#### **F. SALARY AND BONUS LIMITATIONS**

In compliance with Public Laws 110-161, none of the federal funds appropriated in the Act under the heading ‘Employment and Training’ shall be used by a subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. This limitation shall not apply to vendors providing goods and services as defined in OMB Circular A- 133. See Training and Employment Guidance Letter (TEGL) number 5-06 for further clarification. Where applicable, the grant applicant agrees to comply with the Salary and Bonus Limitations.

#### **G. VETERANS’ PRIORITY PROVISIONS**

Federal grants for qualified job training programs funded, in whole or in part, by the U.S. Department of Labor are subject to the provisions of the “Jobs for Veterans Act” (JVA), Public Law 107-288 (38 USC 4215). The JVA provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services. Please note that to obtain priority service, a person must meet the program’s eligibility requirements. Training and Employment Guidance Letter (TEGL) No. 10-09 (November 11, 2009) and Section 20 of the Code of Federal Regulations (CFR) Part 1010 (effective January 19, 2009) provide general guidance on the scope of the veteran’s priority statute and its effect on current employment and training programs. Where applicable, the grant applicant agrees to comply with the Veteran’s Priority Provisions.

### **STATE CERTIFICATIONS**

#### **H. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND OUTSTANDING DEBTS**

The undersigned, as a duly sworn representative of the contractor/vendor, hereby attests and certifies that:

1. No principal or executive officer of the contractor’s/vendor’s company, its subcontractor(s) and/or successor(s) is presently suspended or debarred;

2. The contractor/vendor, its subcontractor(s) and/or its successor(s) is not ineligible to submit a bid on, or be awarded, any public work contract or sub-contract with the State, any municipal corporation or public body for reason of debarment for failure to pay the prevailing rate of wages, or to provide supplements, in accordance with Article 8 of the New York State Labor Law; and
3. The contractor/vendor, its subcontractor(s) and/or its successor do not have any outstanding debts owed to the Department, including but not limited to, contractual obligations, fines related to Safety and Health violations, payments owed to workers for public works projects or the general provisions of the Labor Law, unemployment insurance contributions or other related assessments, penalties or charges.

**I. CERTIFICATION REGARDING "NONDISCRIMINATION IN EMPLOYMENT IN NORTHERN IRELAND: MacBRIDE FAIR EMPLOYMENT PRINCIPLES"**

In accordance with Chapter 807 of the Laws of 1992 the bidder, by submission of this bid, certifies that it or any individual or legal entity in which the bidder holds a 10% or greater ownership interest, or any individual or legal entity that holds a 10% or greater ownership interest in the bidder, either:

(answer Yes or No to one or both of the following, as applicable.)

1. Has business operations in Northern Ireland:

\_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes:

2. Shall take lawful steps in good faith to conduct any business operations they have in Northern Ireland in accordance with the MacBride Fair Employment Principles relating to nondiscrimination in employment and freedom of workplace opportunity regarding such operations in Northern Ireland, and shall permit independent monitoring of its compliance with such Principles.

\_\_\_\_\_ Yes \_\_\_\_\_ No

**J. NON-COLLUSIVE BIDDING CERTIFICATION**

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his or her knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit to bid for the purpose of restricting competition.

#### **K. IRAN DIVESTMENT ACT**

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Bidder/Contractor (or any assignee) certifies that it is not on the "Entities Determined To Be Non-Responsive Bidders/Offerers Pursuant to The New York State Iran Divestment Act of 2012" list ("Prohibited Entities List") posted on the OGS website at: <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf> and further certifies that it will not utilize on such a Contract any subcontractor that is identified on the Prohibited Entities List. Additionally, Bidder/Contractor is advised that should it seek to renew or extend a Contract awarded in response to the solicitation, it must provide the same certification at the time the Contract is renewed or extended.

During the term of the Contract, should Labor receive information that a person (as defined in State Finance Law §165-a) is in violation of the above-referenced certifications, Labor will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then Labor shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, seeking compliance, recovering damages, or declaring the Contractor in default.

Department reserves the right to reject any request for renewal, extension, or assignment for an entity that appears on the Prohibited Entities List prior to the renewal, extension, or assignment of the Agreement, and to pursue a responsibility review with Contractor should it appear on the Prohibited Entities List hereafter.

I, the undersigned, attest under penalty of perjury that I am an authorized representative of the Bidder/Contractor and that the foregoing statements are true and accurate.

Signature of Authorized Representative \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_