

*WESTMORELAND-FAYETTE WORKFORCE
DEVELOPMENT BOARD*

REQUEST FOR PROPOSALS

FOR

Workforce Innovation and Opportunity Act (WIOA)

Young Adult Employment and Training Programs

FUNDING PERIOD – July 1, 2019 – JUNE 30, 2021



Equal Opportunity Employer

**Auxiliary aids and services available upon request to individuals with disabilities.*

RFP is available at www.westfaywib.org under the “other Resource” tab.

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SECTION I: GENERAL INFORMATION

A. BACKGROUND

The public workforce system is authorized through the Workforce Innovation and Opportunity Act (WIOA) Public Law (113-128) effective as of July 1, 2015. The Law provides guidance to local workforce board's on their responsibility to meeting the workforce challenges of Westmoreland and Fayette Counties, PA. One of the challenges is designing a system that will provide opportunities for young adults to be prepared with skills for the current and future labor market.

WIOA outlines a broad youth vision that supports an integrated service delivery system. It promotes programs that have evidence-based strategies that meet high levels of performance, accountability, and quality in preparing young people for the workforce. With the youth population, the Law emphasizes the need to connect young adults (youth) with existing services, education, and employment that will lead to meaningful careers.

WIOA requires 75 percent of youth funds available to local areas be spent on workforce investment activities for out-of-school youth. At least 20 percent of youth funds must be used to support work-based learning activities. Additionally, WIOA youth will be provided services based on the needs of each individual participant as part of the young adult's individual service strategy. WIOA requires 14 program elements to be offered and providing relevant work experience.

For more information on WIOA, please go to www.doleta.gov/wioa/.

B. STATEMENT OF PURPOSE

The Westmoreland-Fayette Workforce Development Board (WDB) is soliciting proposals from qualified organizations that will design **innovative** programming and comprehensive services serving in- and out-of-school youth (ISY & OSY). Program design should lead to young adults/youth achieving academic and technical skills as well as employment success. The primary goal of programs funded through this RFP process is to ensure the young adults/youth can serve as a skilled and qualified pipeline to fill local area workforce demands and are prepared (if needed) for post-secondary success. **In addition, Westmoreland-Fayette WDB is looking for innovation, collaboration, and passion** to support the targeted youth in obtaining educational credentials, advance training and/or employment.

All services funded through this solicitation must have one or more of the three core elements.

1. Paid work experience;
2. Learning/training linked to real work opportunities;
3. Support services addressing developmental needs.

In addition: All programs must offer: Post program assistance to enhance the transition to work or advanced education.

C. BRANDING

1. For the 16-24 target population most out-of-school individuals define themselves as “young adults”, we would expect all recruitment materials to reflect this language.
2. All publications, advertising, promotional efforts, and marketing materials must include a prominent display of the Workforce Board Logo. For a facsimile of the Logo, please contact us.
3. In addition, all publications, advertising, promotional efforts, and marketing materials must include a statement: *Funding provided by the Westmoreland-Fayette Workforce Development Board*



D. PROPOSAL CONFERENCE AND QUESTIONS

A Bidders' Conference will be held on:

March 28, 2019 – 9:00 a.m.
Westmoreland-Fayette Workforce Investment Board
145 Pavilion Lane
Youngwood, PA 15697

At the conference Westmoreland-Fayette WIB staff will review the requirements of the RFP and accept questions from the attendees regarding the RFP. All interested applicants are encouraged to attend, although attendance is not required to submit a proposal. Questions for the bidders' conference should be sent to jward@westfaywib.org by **COB March 22, 2019.**

E. CONTRACT AWARD & FUNDING AVAILABILITY

One or more contracts may be awarded under this RFP, in accordance with the Evaluation Criteria. Actual awards and amounts are subject to the availability and appropriation of WIOA funds. Services will commence on July 1, 2019 and end on June 30, 2021 subject to the availability and appropriation of funds. Contract awards may be less or more than the dollar amount requested in the proposal.

Based upon funding availability and contractor performance under the first contract period (July 1, 2019 – June 30, 2020) and, where applicable, the Westmoreland-Fayette WDB reserves the option, as its sole discretion, to extend or renew the contract for an additional year (July 1, 2020 – June 30, 2021) with re-negotiations to be initiated by Westmoreland-Fayette WDB before the expiration of the first contract period.

In accordance with Section I, the award of contracts will be made on the basis of the best proposals and other criteria, such as performance history, recommendation, etc. as determined by Westmoreland-Fayette WDB, which meet the requirements and criteria set forth in this solicitation. The Westmoreland-Fayette WDB may fund all or part of a proposal, and Westmoreland-Fayette WDB will only accept proposals for the services requested herein.

The proposal submitted in response to this solicitation is not a legally binding document; however, the contents of the proposal(s) of the successful Bidder(s) will become contractual obligations and failure to accept these obligations in a contractual agreement may result in cancellation of the award. Staff will negotiate and execute contracts with the Bidder(s) approved for funding. These discussions will take place after final funding approval and may include such items as budget, cost, program design, service levels, location, target population, projections, and clarifications.

Actual funding available under this RFP is determined by Westmoreland-Fayette WDB allocation of formula youth funds from the Pennsylvania Department of Labor and Industry and the U.S. Department of Labor.

Procurement Timeline

<u>I.</u>	Release RFP	March 11, 2019
<u>II.</u>	Questions for Bidders Conference	March 22, 2019
<u>III.</u>	Proposal Conference	March 28, 2019
<u>IV.</u>	Proposal Due	April 25, 2019
<u>V.</u>	Expected Date for Notification of Award	June 14, 2019
<u>VI.</u>	Start Date for Contract	July 1, 2019

F. SUBMISSION OF PROPOSALS

Submission of proposal unnecessarily elaborate or lengthy is not encouraged; neither are special bindings nor coverings. Program narratives are limited to fifteen (15) pages, excluding the coversheet and attachments. Proposals must be submitted in 12-point font, using standard 8.5” by 11” paper with 1” margins. Page numbers must be provided in the footer. Three (3) hard copies of the proposals (original and two copies) and One (1) emailed copy of the proposal **must be received no later than 4:00 P.M (EST) on April 25, 2019.**

Hard copy packages should be submitted to:

Westmoreland-Fayette Workforce Development Board
145 Pavilion Lane
Youngwood, PA 15697
RE: WIOA Youth Program Proposal

Digital Copies can be emailed to:

Janet Ward: jward@westfaywib.org
Subject Line: WIOA Youth Program Proposal

Proposals received after this time and date, whether by US Mail, commercial delivery or hand carry, will not be considered for the review. Timely receipt of the proposals is the sole responsibility of the proposer.

G. PROGRAM COST REIMBURSEMENT

The programs procured through this RFP are cost reimbursement programs. Successful bidders must have the ability to pay monthly program costs up front. Westmoreland-Fayette WDB will require an invoice, proof of expenses, and required documentation to process a reimbursement. Westmoreland-Fayette WDB will only reimburse the provider for the actual expenses incurred during the effective dates of the contract. Allowable costs will be determined by all applicable federal, state and local regulations, including but not limited to the Uniform Guidance.

H. WHO MAY APPLY

Eligible applicants include non-profit organizations, private-for-profit entities, local education agencies, trade associations or unions, and PA Department Labor & Industry approved pre-apprenticeship programs. A group of two or more applicants may apply as a consortium, but the lead applicant/fiscal agent must be clearly identified.

I. EVALUATION CRITERIA

Completion of RFP	5 points
<ul style="list-style-type: none">• Application is responsive and comprehensive in all areas• All required attachments are included	
Program Description and Operations	50 points
<ul style="list-style-type: none">• Organizational overview that clearly identifies staffing and capacity to deliver a quality program• Innovative program model that addresses items listed in the Program Model-Scope of Services section of this RFP• Program model that clearly defines outreach and recruitment activities to reengage disconnected youth• A plan to provide work-based learning and/or industry recognized credentials• Action steps are clearly identified for each of the fourteen program elements• Evidence of strong employer partnerships	
Integration with PA CareerLink® One-Stop and Alignment with (local Board activity)	10 points
Outcomes & Performance	15 points
Budget and Budget Narrative	15 Points
References, Letters of Recommendations, Partner MOU's	5 Points
<hr/> Total	100 Points

SECTION II. PROGRAM OVERVIEW

A. PROGRAM MODELS UNDER THE RFP

1.) Programs to Transition Out-of-School Youth (16-24) to Employment

Funds will support 16-24 year old at-risk young adults to acquire career specific and/or employment preparation skills leading to certification and/or employment. Examples of services under this project type include but are not limited to:

- ✓ Skills training coupled with internships in the private or public sector.
- ✓ Paid and unpaid work experiences, including: apprenticeship, pre-apprenticeship, internships, job shadowing, and or employer mentorships.
- ✓ Re-engagement of youth into education/training resulting in obtainment of GED certification and/or industry certification.
- ✓ Education concurrent with workforce preparation including; soft skill training, job search, completion of pre-employment skills training, increasing educational functioning-level gains for those who are basic skills deficient, that will provide strong linkages between academic institutions and occupation placement for local high-priority occupations.

2.) Programs Serving In-School Youth (14-21) limited to:

- ✓ Programs that would provide valuable work experience, job shadowing, mentorship, pre-apprenticeship/apprenticeship opportunities with local employers in high demand occupations.
- ✓ Programs affording youth in high school the ability to concurrently earn college credits and/or meaningful industry recognized credentials.
- ✓ Programs assisting young adults/youth currently in school with career planning, work experience, job placement, and/or enrollment into occupational skills training.
- ✓ Programs serving youth at risk of dropping out of high school, or those at risk of becoming disconnected from employment and post-secondary education after graduation.

A successful program will also address the following as part of their Scope of Services:

1. Program design will address how to outreach to and recruit the different target young adult/youth populations we are seeking to serve in Westmoreland and Fayette Counties. Successful proposals will include a clear plan for outreach indicating the specific target population for programming, identify outreach targets, include recruitment partners, and timeline for recruitment.
2. Program design must provide an objective assessment of service needs of each prospective participant prior to enrollment. The assessment should include a review of basic skills, suitability for programming and career goals. After this assessment has been completed the young adult should be enrolled in services if they are an appropriate fit for the program. WIOA services are not appropriate for all young adults/youth. Youth should not be enrolled in programming solely to meet recruitment numbers.
3. Provide support to youth during the application period, distribute applications for referrals to the Pennsylvania CareerLink® locations, and assist in gathering eligibility documentation.
4. Program design will build on young adults' strengths, provide them with support to foster resiliency, and promote healthy youth development. Program will be designed to

accommodate diversity in age, work experience, past participation, so the each participant can meaningfully add to their academic and employment experience and further advance toward achieving their personal goals.

5. All program designs should include a work-based learning plan, including paid or unpaid work experience, pre-apprenticeship, job shadowing, and other opportunities. Each young adult does not need to participate in work experience, but a work experience component should be included. For youth participating in grant funded paid work experience, effort should be made to pay up to \$10.35/hr. to be in line Pennsylvania's combined WIOA stat plan. A minimum of \$9.00/hr would be expected to be provided to young adults/youth.
6. Program design will reflect strong partnerships with secondary and post-secondary educational providers, community colleges, employers in high-growth and high-demand industries, other relevant organizations, and youth service providers that support work experiences and educational opportunities for youth.
7. Program design should assist young adults in identifying their career interests, employment needs and career goals through the development of an Individual Service Strategy (ISS). The ISS should be developed in close coordination with the young adult outlining goals, roles, responsibilities, and action steps toward achieving employment and/or placement in post-secondary education. All services, including academic supports, training, supportive services, and incentives given to the participants must be linked to the ISS.
8. A strong process for evaluating program success, skill gains for program participants, and surveys for staff and worksites.
9. Programs that are designed to produce maximum results for expected program performance measurements for OSY WIOA Youth.
10. Provide a process that will provide the required twelve (12) month follow-up services for all eligible youth. Follow up services are critical to help ensure successful employment/or post-secondary education and training after a youth exits from the program. Services should include regular contact with a participant's employer, including assistance in addressing work-related problems that arise. Follow up services may also include, supportive services, adult mentoring, career counseling, etc. Follow up services must include more than an attempt to contact.
11. Complete and provide all required documentation and data tracking information to the Westmoreland-Fayette WDB in a timely manner.

Customer Flow and Capacity Level in all program models

Unless otherwise noted in your proposal, program models are assumed to operate on an open-entry/open exit throughout the year. As youth exit the program, contractors must be able to quickly enroll new eligible youth into the program. Successful respondents must strategize on how to manage customer flow to meet the needs of youth and young adults within their program model and achieve performance. While we recognize the work of smaller programs and appreciate their contributions to workforce readiness, proposals will only be considered from organizations or partnerships proposing to serve 25 or more youth annually.

The required program retention is 80%. Program retention is defined as 80% of young adults enrolled complete the program and are successfully employed or enrolled in post-secondary education.

B. EMPLOYER CONNECTIONS

WIOA allows for a unique opportunity to solicit new approaches to the preparation of youth about to enter the workforce.

“Our vision is to contribute to a well-prepared, skilled regional workforce through informed investments, successful engagement of all youth, and the provision of access to opportunities through the effective use of technology.”

Bon-a-fide connections to employers are essential in the creation of a system of providers that can effectively assist youth to become highly skilled and employable. The Westmoreland-Fayette WDB has identified several strategies for doing this. They include both systemic and program level approaches to meaningful, quality connections to employers.

Applicants should demonstrate meaningful employer connections. These connections should lead to increased placements in employment or continuing education, as well as, meaningful exposure to the world of work leading to measurable skill increases. Programs with clearly articulated pathways between their work and occupational skills training, apprenticeships, and/or employment will be given priority in funding. All proposals funded will have placed employment or post-secondary enrollment as primary goals.

The Workforce Development Board in their Strategic Plan has adopted the following selected clusters as an economic development strategy to support the area employers.

Advanced Manufacturing
Health Care and Biotechnology
Logistics & Transportation

Building and Construction Trades
Hospitality & Tourism
Energy

Program Design And Content Should Address These Cluster Areas.

Applicants are encouraged to make employer connections to leverage resources in the form of staff, funds for training, wages, and operational needs related to training space, equipment, etc.

C. WORKFORCE INNOVATION AND OPPORTUNITY ACT REQUIRED ELEMENTS

Local Areas must make each of the 14 elements available:

The full list of the 14 program elements under WIOA section 129(c)(2) consists of:

- (1) Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized post-secondary credential;
- (2) Alternative secondary school services, or dropout recovery services, as appropriate;
- (3) Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences:
 - (i) summer employment opportunities and other employment opportunities available throughout the school year;
 - (ii) pre-apprenticeship programs;
 - (iii) internships and job shadowing; and
 - (iv) on-the-job training opportunities;
- (4) Occupational skill training, which includes priority consideration for training programs that lead to recognized post-secondary credentials that align with in-8 demand industry sectors or occupations in the local area involved, if the Local Board determines that the programs meet the quality criteria described in WIOA sec. 123;
- (5) Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- (6) Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors;
- (7) Supportive services;
- (8) Adult mentoring for a duration of at least 12 months that may occur both during and after program participation;
- (9) Follow-up services for not less than 12 months after the completion of participation;
- (10) Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth;
- (11) Financial literacy education;
- (12) Entrepreneurial skills training;
- (13) Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
- (14) Activities that help youth prepare for and transition to post-secondary education and training.

Local areas have the discretion to determine what program element a participant receives based on Individual Service Strategy. Local areas are not required to provide each program element to each participant.

Expanded Work Experience Focus. WIOA section 129(c)(4) prioritizes work experiences with the requirement that local areas must spend a minimum of 20 percent of non-administrative local area funds on work experience. Under WIOA, paid and unpaid work experiences that have as a component academic and occupational education may include the following four categories: summer employment opportunities and other employment opportunities available throughout the school year; pre-apprenticeship programs; internships and job shadowing; and on-the-job training opportunities. The Department encourages local programs to coordinate work experiences, particularly summer employment, with other youth serving organizations and agencies.

D. YOUTH ELIGIBILITY

Every young adult/youth participant must have eligibility determined before receiving services. This includes securing appropriate documentation to prove eligibility. Program eligibility is completed by the Title I staff at the local PA CareerLink® offices.

All recruited youth served must meet the following eligibility requirements:

- (a) Be a citizen or noncitizen authorized to work in the U.S.
- (b) Meet selective service registration requirements (males over 18 only)
- (c) Enroll in the PA CareerLink® system
- (d) Meet WIOA Youth Eligibility Requirements

WIOA In-School Youth Eligibility Requirements:

Under WIOA, an **in-school youth** is an individual who is:

- (a) Attending any school (as defined under State law); and
- (b) Not younger than 14 or (unless an individual with a disability who is attending school under state law) older than age 21 at time of enrollment; and
- (c) Is a low-income individual; and
- (d) Has one or more of the following:
 - (1) Basic skills deficiency;
 - (2) Is an English language learner;
 - (3) An individual who is subject to the juvenile or adult justice system;
 - (5) A homeless individual, a runaway, an individual who is 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, or an individual who is in an out-of-home placement;
 - (6) An individual who is pregnant or parenting;
 - (7) An individual with a disability;

WIOA Out-of-School Youth Eligibility Requirements:

Under WIOA, an **out-of-school youth** is an individual who is:

- (a) Not attending any school (as defined under State law);
- (b) Not younger than 16 or older than age 24 at time of enrollment. Because age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 24 once they are enrolled in the program; and
- (c) One or more of the following:
 - (1) A school dropout;
 - (2) A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter. School year calendar quarter is based on how a local school district defines its school year quarters;
 - (3) A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner;
 - (4) An individual who is subject to the juvenile or adult justice system;
 - (5) A homeless individual, a runaway, an individual who is 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, or an individual who is in an out-of-home placement;
 - (6) An individual who is pregnant or parenting;
 - (7) An individual with a disability;
 - (8) A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment. (WIOA sections 3(46) and 129(a)(1)(B).)

E. PERFORMANCE MEASURES

Selected providers will be required to meet, at a minimum, the State required Performance Measures, for WIOA Youth.

Under WIOA regulations the following Performance Requirements are measured for youth:

- Placement in Employment, Education, or Training
- Retention in Employment, Education or Training- percentage of participant in education, training or unsubsidized employment measured in quarter 4 after exit.
- Earnings after Entry into Unsubsidized Employment- earnings of participants in subsidized employment during quarter 2 after exit.
- Credential Rate
- Literacy and Numeracy Gains
- In-Program Skills Gain-to increase the skills obtained through education leading to a credential or employment during the program year. Definition: Percentage of participants in education leading to credential or employment during program year, achieving measurable gains. Measured in real-time.
- Indicators of effectiveness in serving employers

The current negotiated Youth Performance Levels for the Westmoreland-Fayette WDB are:

WIOA Youth Performance Measure	Negotiated Goal
Employment (Second Quarter After Exit)	60%
Employment (Fourth Quarter After Exit)	60%
Median Earnings (Second Quarter after Exit)	Baseline
Credential Attainment Rate	65%
Measurable Skill Gains	Baseline
Effectiveness in Serving Employers	Baseline

**Performance Measures and Levels are subject to change based on guidance for the US Department of Labor and the PA Department of Labor and Industry's Bureau of Workforce Development Administration*

SECTION III – PROPOSAL FORMAT

INFORMATION REQUIRED IN YOUR PROPOSALS

In creating an innovative competitive and high quality proposal, it is necessary to address each of the components outlined below in a thoughtful and complete manner. If all requested information and materials are not submitted, the Youth Committee cannot confidently ascertain the quality of a proposal. **For this reason, it is vital that each question be answered in detail and in the requested format.**

A. EXECUTIVE SUMMARY

1. The Executive Summary Sheet should be the front cover page for the entire proposal.
2. Please complete Appendix A which will serve as your cover page.

B. PROGRAM NARRATIVE *(Should not be more than 15 pages in total)*

1. **ORGANIZATION OVERVIEW, STAFFING AND CAPACITY** *(No more than 2 of the total 15 pages of the narrative)*
 - a. Please provide a basic organizational description.
 1. Explain how the proposed innovative program fits into your organization’s mission and goals.
 2. Describe what makes your organization uniquely qualified to provide workforce development services to young adults/youth in Westmoreland and Fayette counties and how your program aligns with the mission and goals of Westmoreland-Fayette WDB’s Youth Committee vision and mission.
 3. If submitting as part of a partnership, please identify all the partners and proposed subcontractors and explain their role, services to be provided, expertise, and rationale for participation in the program.
 - b. Describe your past experience and results delivering services in similar projects and/or to similar populations.
 - c. Describe your proposed staffing plan to support the programmatic, administrative, and executive components of the program.
 1. A list of principles in the organization (not included in page limits) is a required attachment.
 2. Address how you will ensure a high level of staff performance, retention, and services to young adults/youth, and maintain regular and clear communication between proposed staff and Westmoreland-Fayette WDB staff.
 - d. Explain the process for retaining current staff, training current and new staff on WIOA, Westmoreland-Fayette WDB regulations and program requirements.
 1. Identify your annual staff turnover rate for the past three (3) years and explain any recent turnover of key positions.
 2. How does your organization maintain the level of service to young adult/youth clients when staff leave the organization?
 3. How do you measure the success of individual program staff and invest in their continued development?

2. PROGRAM DESCRIPTION AND DESIGN

Please refer to the Program Model Scope of Services section of this RFP to address those items listed for each of these topics.

- a. Describe your proposed program model and identify outreach and recruitment strategies for target populations you will be serving.

1. Include partnerships with youth serving agencies, organizations, and schools to reach target populations.
2. List criteria that will be used to select youth to be enrolled into the program.
3. Provide a timeline for recruitment activities., a service flow chart, and calendar depicting program entry, progress, and exit. * List total hours young adult will participate on a monthly basis and total hours young adult will participate during entire program.

Highly rated responses will clearly demonstrate how the proposed program components connect young adults with opportunities in sustainable career pathways.

- b. Describe orientation/assessment activities. Include assessment tools, instruments, and methods your program will use to gather the necessary assessment information to develop Individual Services Strategies.

1. Provide detailed description of how program will address individuals who are basic skill deficient.
2. Describe the process for determining whether a young adult is suitable for WIOA services.

- c. Describe how the Individual Services Strategy (ISS) Plan for participants will be developed.

1. Describe how participant's individual goals will be developed, evaluated, and coordinated.
2. Identified how the ISS will be updated throughout the youth adult's time in the program.

- d. Describe the case management strategy for providing consistent support, follow-through for service plans and referrals, and tracking for individual participants.

1. Outline the retention strategy that will be utilized to track data and provide consistent relationships with program participants.

- e. Provide a detailed schedule of participant activities.

1. Describe the location of activities.
2. Provide a service flow chart, and calendar depicting program entry, progress, and exit.
3. List total hours young adult will participate on a monthly basis and total hours young adult will participate during entire program.

Highly rated responses will clearly demonstrate how the proposed program components connect young adults with opportunities in sustainable career pathways.

- f. Provide a detailed description of the intended use of incentives and/or stipends (if applicable). A programmatic incentive and/or stipend plan must be documented and

individualized for attendance or per participant. These must go beyond for attendance or participation in the program. *Gift Cards are NOT allowable.*

1. Stipend - A stipend is a fixed payment made to a WIOA youth participant during his/her enrollment to encourage the youth to participate in certain activities (seat/participation time payments). The stipend can be used for activities such as classroom instruction. Attendance in the activity must be documented as the basis of stipend payments. Stipends may be paid to participants for their successful participation in and completion of education or training services.
2. Supportive Service - A supportive service is an assistance provided to a WIOA youth participant that is necessary to enable participation in activities as part of the WIOA youth program. Such services may include, but not limited to, assistance with transportation, child care, housing and assistance with uniforms or other appropriate work clothing and tools.
3. Incentive - A payment to a WIOA youth participant for successful participation and achievement of expected outcomes as defined in the youth's ISS. The incentive must be linked to an achievement and must be tied to training and education, work readiness skills and/or an occupational skills attainment goal as identified in the ISS. Such achievements must be documented in the participants file as the basis for an incentive payment. WIOA requires that incentive payments be related to the goals of the specific youth program and must be provided in accordance with the requirements in 2 CFR 200, which says that Federal funds may not be spent on entertainment costs.

3. ELEMENTS

- a. Describe how you will provide for the required elements.
 1. Identify any leveraged resources your program will use to support and enhance the delivery of these elements.
 2. If services are not provided in-house, what is the referral process and plan for ensuring that participants follow through on referrals?

4. ACADEMIC OPPORTUNITIES

- a. Describe the activities that will prepare youth to be academically ready for post-secondary and/or employment activities.
 1. Specifically describe how to address those participants who are basic skills deficient.
 2. How will you determine when participants are ready for training and which training participants will be referred to? Will you provide training in-house or refer out?

5. CAREER DEVELOPMENT AND EMPLOYMENT OPPORTUNITIES

- a. What type of work-based learning and career development opportunities will be offered to youth?
- b. Describe linkages you have made with employers. Describe placement process. List employee included in placement activities.

6. INTERGRATION WITH PA CAREERLINK® ONE-STOP

- a. Describe how program staff and the program itself will integrate with the local PA CareerLink® offices and align with local board activity.
Physical Integration with local CareerLink offices will receive bonus rating during evaluation.

7. OUTCOMES AND PERFORMANCE

- a. Describe how the program design will address and meet all required outcomes and performance for WIOA.

REQUIRED ATTACHMENTS

- 1.) Articles of Incorporation
- 2.) List principles in the organization
- 3.) Liability Insurance to cover participants. It is the policy of the Westmoreland-Fayette WDB to require a minimum of \$500,000.00 per occurrence coverage. A current Certificate of Insurance **must** be furnished.
- 4.) Professional Liability Insurance coverage for participants in those training programs where professional insurance is required (i.e., LPN, geriatric aide, home health care, etc.)
- 5.) Proof of State Licensing.
- 6.) Support letters from public & non-profit worksites.
- 7.) Support letters from school district identifying resources and linkages as part of this program.
- 8.) Copy of most recent audit report.
- 9.) Stipend/Incentive/Supportive Service Policy. *Gift Cards are not allowable.*

EXECUTIVE SUMMARY

Please complete Appendix A and **attach to the front of the proposal.**

ORGANIZATIONAL SHEET

Please complete Appendix B.

ASSURANCES

Please complete Appendix C.

C. BUDGET

Complete a one-year budget as well as a one-year budget explanation. Example provided.

An important factor in public investments in training is return on investment. Cost per participant will be used to gauge this investment. Cost per participant is defined by: (Total funds requested divided by total participants to be served)

BUDGET EXAMPLE – 1st Year Budget Only

Period July 1, 2019 – June 30, 2020

PLEASE ADJUST LINE ITEMS TO MEET YOUR ORGANIZATION'S NEEDS

	WIOA	MATCH
Staffing Costs		
Salaries		
Fringe Benefits		
Mileage		
Total Staffing Costs		
Operating Costs		
Supplies		
Materials		
Postage		
Telephone		
Maintenance		
Printing		
Equipment Rental		
Rental		
Insurance		
Indirect Operating Expenses		
Total Operating Costs		
Participant Training Costs		
Books		
Tuition		
Teaching Aids		
Total Participant Training Costs		
Participant Work Experience Costs		
Work Experience Wages		
Work Experience Fringe Benefits		
Total Participant Work Experience Costs		
Participant Stipends/Supportive Service/Incentives		
Stipends		
Supportive Services		
Incentives		
Total Participant Stipends/Supportive Services/Incentives		
GRAND TOTAL		

Budget Explanation - 1st Year Budget Only

Period July 1, 2019 – June 30, 2020

PLEASE ADJUST ITEMS TO MEET YOUR ORGANIZATION'S NEEDS

Staffing Costs

PERSONNEL SALARIES

<u>Position Title</u>	<u>Hours Per Week</u>		<u>Hourly Rate</u>	<u>Total Hours</u>	<u>Salary</u>
_____	_____	x	\$ _____	_____	= \$ _____
_____	_____	x	\$ _____	_____	= \$ _____
_____	_____	x	\$ _____	_____	= \$ _____
_____	_____	x	\$ _____	_____	= \$ _____
_____	_____	x	\$ _____	_____	= \$ _____

EMPLOYER'S SHARE OF PERSONNEL BENEFITS

Social Security Amount	_____	X	_____	= \$ _____
Retirement Amount	_____	X	_____	= \$ _____
Worker's Comp. Amount	_____	X	_____	= \$ _____
Other	_____	X	_____	= \$ _____
			Total	= \$ _____

Operating Costs

(Supplies, materials, postage, telephone, maintenance, printing, equipment rental, rent, utilities, etc. please list all operating costs your organization will be billing for adding lines if needed)

_____	= \$ _____
_____	= \$ _____
_____	= \$ _____
_____	= \$ _____
_____	= \$ _____
_____	= \$ _____
_____	= \$ _____
	Total = \$ _____

Participant Costs

<u>Worker Position</u>	<u>Hours Per Week</u>		<u>Hourly Rate</u>	<u>Total Hours</u>	<u>Salary</u>
_____	_____	x	\$ _____	_____	= \$ _____
_____	_____	x	\$ _____	_____	= \$ _____
Total					= \$ _____

EMPLOYER'S SHARE OF WORK EXPERIENCE FRINGE BENEFITS

Social Security Amount	_____	X	_____	= \$ _____
Worker's Comp. Amount	_____	X	_____	= \$ _____
Total				= \$ _____

Participant Training Costs

(Enter total amount for each category)

Tuition (GED Tests, etc.)	\$ _____
Textbooks, Workbooks, Materials, Equipment, Supplies, Etc.	\$ _____
Other Costs – Fees, Labs	\$ _____
_____	= \$ _____
_____	= \$ _____
Total = \$ _____	

Participant Stipend/Supportive Services/Incentives

Stipends (Per participant x # of Participants)	_____	= \$ _____
Supportive Services (Per participant x # of Participants)	_____	= \$ _____
Incentives (Per participant x # of Participants)	_____	= \$ _____
TOTAL Stipend/Supportive Services/Incentives		= \$ _____

APPENDIX A

EXECUTIVE SUMMARY

Organization Name: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

Contact Person: _____

Total Amount of Funds Requested: _____

Total Number of Individuals to be served year round: _____

Lowest funding level acceptable to be able to operate project: _____

Proposal is for (Name or Type of Activity): _____

Geographic area(s): Identify the geographic area served by the project.

APPENDIX B

Site Data Form

I. Organizational Background

The following requested information relates to your status, experience, qualifications, etc. All questions must be answered.

- 1.) Full Legal name of Organization _____
Address _____
Contact Name: _____ Phone #: _____
- 2.) Corporation _____ Partnership _____ Individual Ownership (Proprietorship) _____
Federal Employers Identification Number (FEIN) _____
DUNS Number: _____
- 3.) Profit Making _____ Non-Profit _____
- 4.) Number of years in business of providing training _____
- 5.) Number of permanent employees (both salaried & hourly) _____
- 6.) If needed, would your organization be able to provide documentation to show that you are in compliance with the Equal Employment Opportunity (EEO) Policy?
Yes _____ No _____
- 7.) Do you have any minorities (e.g., African Americans, females, limited English speaking, etc.) and/or people with disabilities currently employed?
Yes _____ No _____
- 8.) Is there a procedure established to solve complaints and problems with employees?
Yes _____ No _____
- 9.) Is your facility accessible to persons with disabilities?
Yes _____ No _____

10.) Are there any Equal Employment Opportunity posters visible to the employees?

Yes _____ No _____

11.) Are you in receivership or bankruptcy, or are any such proceedings pending?

Yes _____ No _____

12.) Has your organization ever been cited, fined, or reprimanded for any law or code violations within the last three (3) years, or had any business license suspended or revoked?

Yes _____ No _____

13.) Has your organization ever been placed on the debarred list by the Federal Government?

Yes _____ No _____

14.) Is your organization now on strike or is a strike pending?

Yes _____ No _____

15.) Are all of your required business permits current?

Yes _____ No _____

16.) Do you employ a certified accountant?

Yes _____ No _____

If yes, list name _____

Certified by whom _____

17.) Will you sub-contract any of the training?

Yes _____ No _____

18.) Is your training organization accredited?

Yes _____ No _____

If yes, by whom _____

19.) Is your training organization currently licensed?

Yes _____ No _____

If yes, by whom _____

20.) Are participants attending your school eligible to apply for PELL/PHEAA/SEOG Grants?

Yes _____ No _____ N/A _____

21.) Are participants attending your school eligible to apply for the following loans?

Federal Stafford Loans	Yes _____	No _____	N/A _____
Federal Supplemental Loans (SLS)	Yes _____	No _____	N/A _____
Federal Perkins Loans	Yes _____	No _____	N/A _____

22.) Are you bonded?

Yes _____ No _____

For what amount \$ _____

23.) Does the organization carry statutory workers compensation and employer's liability insurance?
(Please attach a copy for our records.)

Yes _____ No _____

24.) Does the organization have comprehensive, all risks general liability coverage for personal injury and property damage of not less than \$1 million for each occurrence and \$2 million annual aggregate? (Please attach a copy for our records.)

Yes _____ No _____

25.) Does the organization provide comprehensive automobile bodily injury and property damage coverage liability of not less than \$1 million combined single unit? (Please attach a copy for our records.)

Yes _____ No _____

APPENDIX C

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, State of PA, or local 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 Workforce Innovation and Opportunity and Act funds will be used as required by law and contract.
5. We have additional funding sources and will not be operating WIOA funds alone.
6. **We will meet all applicable Federal, State, and local compliance requirements.**
 - ❖ Records accurately reflect actual performance.
 - ❖ Maintaining record, confidentially, as required.
 - ❖ Reporting financial, participant, and performance data, as required.
 - ❖ Complying with Federal and State non-discrimination provision.
 - ❖ Meeting requirements of Section 504 of the Rehabilitation Act of 1973.
7. **We will not:**
 - ❖ Place an individual in a position that will displace a current employee.
 - ❖ Use WIOA or TANF money to assist, promote, or deter union organizing.
 - ❖ Use funds to employ or train individuals in sectarian activities.

I hereby assure that all of the above are true.

Name	Title	Date
------	-------	------