



REQUEST FOR PROPOSALS

for

**EMPLOYABILITY PROGRAMS FOR
ECONOMICALLY DISADVANTAGED YOUTH**

in the

**South Central Connecticut
Workforce Investment Area**

Funded by the Workforce Investment Act (WIA)

Issue Date:
Friday, March 20, 2009

Proposers' Conference:
Thursday, March 26, 2009
11:00am
Workforce Alliance
Waterfront Conference Room (use rear entrance of building)
560 Ella T. Grasso Boulevard
New Haven, CT

Proposals Due:
Wednesday, April 29, 2009
12:00 noon

Issued by
Workforce Alliance
The Workforce Investment Board of South Central Connecticut

I. PURPOSE

The Workforce Investment Act (WIA) of 1998 established Local Youth Councils as part of each local Workforce Investment Board. As a standing sub-committee of the Board of Directors, the Youth Council has the responsibility for improving the efficiency and quality of services by identifying duplications and gaps in the services and activities offered to area youth. As such, the Youth Council has a key role in planning youth programs, determining eligible youth providers and recommending funding for various programs, in accordance with WIA goals and requirements, that meet the needs of the areas' youth population.

The Youth Council of the South Central Connecticut Workforce Investment Area, through the regional Workforce Investment Board, Workforce Alliance, is issuing this Request for Proposals (RFP) to fund qualified applicants with the demonstrated capacity to provide services for youth that will allow them to gain the work attitudes, behaviors, skills and experience that employers require.

Programs should be designed to meet the needs of youth residing in the thirty towns that make up the South Central Workforce Investment Area, and to assist them in attaining WIA performance standards, as outlined in this document. The thirty towns are Branford, Chester, Clinton, Cromwell, Deep River, Durham, East Haddam, East Hampton, East Haven, Essex, Guilford, Haddam, Hamden, Killingworth, Madison, Meriden, Middlefield, Middletown, Milford New Haven, North Branford, North Haven, Old Saybrook, Orange, Portland, Wallingford, Westbrook, West Haven, and Woodbridge.

II. WIA PROGRAM REQUIREMENTS

Under WIA, comprehensive youth services consist of ten program elements that are grouped around four major themes:

- **Improving educational achievement** (including such elements as tutoring, study skills training, and instruction leading to secondary school completion; drop out prevention strategies, and alternative secondary school offerings);
- **Preparing for and succeeding in employment** (including summer employment opportunities, paid and unpaid work experience, and occupational skills training);
- **Supporting youth** (including meeting supportive services needs and providing adult mentoring, follow-up services, and comprehensive guidance and counseling); and
- **Offering services intended to develop the potential of youth as citizens and leaders.**

WIA- Required Youth Program Elements

1. Tutoring, study skills training and instruction leading to completion of secondary school, including dropout prevention strategies. Examples include GED

preparation; English language learners' tutoring; tutoring in reading, writing and math skills, and test-taking workshops.

2. Alternative secondary school services, including collaboration with public schools alternative programs
3. Summer employment opportunities that are directly linked to year-long academic and occupational learning; Continuation and application of skills learned (i.e. a healthcare program student working in a hospital or other healthcare facility)
4. Paid and unpaid work experiences, including internships and job shadowing, through enhancing relationships with local businesses and organizations, so that youth have opportunities to practice skills
5. Occupational skills training (in a documented in-demand field); Engaging youth, especially drop outs and others who feel disenfranchised and need help connecting to jobs. This may involve supportive short-term employment where young people earn income and find adult role models, which in turn increases lifetime employability and earnings. Involves relationship building with local businesses and trade unions to help young people transition to steady employment and careers.
6. Leadership development opportunities, which include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours. Opportunities to display leadership, for example, could include positions as a group facilitator, teacher's aide, academic peer tutor, assistant recreation leader, camp counselor, newsletter editor, etc.
7. Supportive services may include activities such as driver's education, health and wellness classes, child care, gender-specific counseling, substance abuse services and other services appropriate to the needs of the population served. Agencies may also network and develop collaborative relationships with agencies that already provide needed services.
8. Adult mentoring for the period of participation; for example, a separate mentoring program that recruits elders and/or local professionals, or a program that intentionally builds in mentoring as part of a community service or employment opportunity.
9. Follow up services for not less than 12 months after completion of participation, including plans that enable them to successfully continue educational activities and/or employment activities, via provision of, or referral to, appropriate agencies and services.
10. Comprehensive guidance and counseling, which address the holistic needs of youth. This usually includes networking with community agencies and organizations that provide a particular service.

**Programs need not include all of the ten elements listed above, however, each program should offer a menu of services that include some or all of the elements listed above, as appropriate for the target population and individual participants' needs. In addition, programs should ensure that participants are referred appropriately, as needed, to various providers of the services outlined above.*

Youth Council Priority Program Option – Youth/Young Adult Offenders

The Youth Council of the South Central Connecticut Workforce Investment Area has identified youth/young adult offenders, individuals aged 19-24, who have been, or are currently involved with, the criminal justice system, as a priority for provision of services under this Request for Proposal process. The Youth Council is seeking qualified applicants with the demonstrated capacity to provide services for youth/young adult offenders that will allow them to gain the work attitudes, behaviors, skills and experience that employers require.

Youth/Young Adult Offender Program Components

As a means to addressing the specific workforce challenges of youth/young adult offenders, and preparing them for job opportunities, the following types of services may be funded under the auspices of WIA and this RFP:

- Work readiness training
- Basic skills (reading and math) remediation to assist youth offenders to succeed in education and training programs
- Occupational skills training;
- On-the-Job training
- Apprenticeships
- Paid internships and other work-based learning opportunities
- Efforts to help youth offenders already employed upgrade to higher-skills positions
- Efforts to keep youth offenders in secondary education or enter post-secondary educational institutions

Follow-up services for a minimum duration of twelve months after exit from the program must be provided and documented for all participants.

Please note that programs that specifically target the youth/young adult offender population are the ***only*** program types funded under this RFP that may:

- serve individuals from ages 19 – 24 (WIA programs typically serve younger youth ages 14-18, and older youth ages 19-21), and
- may be funded at amounts up to \$200,000.00 per program (vs. the typical WIA youth program award cap of \$100,000.00).

Those entities submitting proposals for Youth/Young Adult Offender programs must indicate their intention by checking the appropriate box on the required “Proposal Cover Page” included in this RFP.

Additional Requirements for ***All*** Programs

In addition to the WIA-required program elements listed above, the Youth Council of the South Central Connecticut Workforce Investment Area has determined that each of the following elements are a priority for programs funded through this process, and ***each must be included in any program considered for funding:***

1. **Collaboration** –All programs must be comprehensive in nature and include strategic relationships with relevant entities such as employers, education and

training providers, juvenile justice agencies, child welfare agencies, and faith-and/or community-based organizations, as relevant to the target population and program design. Collaboration efforts must be specifically described within the proposal narrative, and Memoranda of Agreement (MOA) must be included for each collaborating entity specified within the proposal.

2. **Leveraged Resources** - All programs must leverage funds and/or other resources from the proposed partners. All proposals must include a description of matching resources, whether in-kind or cash contributions, and applicants will be evaluated in part on their ability to demonstrate the commitment of resources that will provide for cost-effective and impact-broadening provision of services.
3. **Work-based learning activities** – All programs must include employer partnerships and work/employer-based learning activities, including employer tours, employer presentations, updates on occupational outlooks from experts in focus industries, paid employment, paid or unpaid work experience/internships, job shadowing opportunities, job and career fairs with employer participation, professional mentors, etc.
4. **Leadership development opportunities**, with particular emphasis on peer or older youth/younger youth mentoring activities such as group facilitator, teacher's aide, academic peer tutor, assistant recreation leader, camp counselor, newsletter editor, and other types of activities that encourage positive social behaviors. .
5. **Community service/volunteer opportunities** – All programs should incorporate some opportunity to participate in a community service/volunteer project. Such opportunities have been shown to promote responsibility and increase youth engagement, retention, commitment to achieving goals and leadership development.
6. **Comprehensive Intake and Assessment Strategies** – All programs must demonstrate that intake and assessment include academic testing as well as consideration of issues such as youth who are parenting, living alone, have aged out of foster care, experience substance abuse or mental health issues, and any other relevant issues. Each program must include a strategy for providing case management and wrap-around/support services that will promote attachment, retention and successful outcomes for participants

Additional resources and information about national best practices for increasing successful outcomes for youth can be found at the National Youth Employment Coalition (NYEC)/Promising and Effective Practices Network (PEPNet) website: www.nyec.org. PEPNet is a system for enhancing the quality of programs that link young people (ages 12 to 25) to work and education to promote a successful transition to adulthood.

Minimum Wage Requirements

The provisions under the amendments to the Fair Labor Standards Act (FLSA), which resulted from the Minimum Wage Increase Act of 1996, apply to all participants enrolled in programs operated under WIA. Individuals employed in activities authorized under the Act must be paid at the prevailing minimum wage rate in Connecticut. Currently, the minimum wage in Connecticut is \$8.00 per hour.

III. WIA PERFORMANCE MEASURES AND REQUIREMENTS

All youth programs funded through this RFP process will be assessed using the performance measures defined by the Workforce Investment Act, as outlined below.

Specific performance measures for each program will be negotiated with program administrators and operators. Guidance regarding specific reporting requirements will also be provided to the selected program administrators and operators during contract negotiations and on an ongoing basis. Service providers will also be required to attend mandatory training sessions on reporting, as arranged by Workforce Alliance.

Performance Measures for Younger Youth (ages 14-18)

- **Skill Attainment** - The skill attainment rate is measured while a participant is enrolled in the program and must be assessed within one year of the skill attainment goal being set. Within the skill attainment measurement rate, three types of skills are assessed: basic skills, work readiness skills, and/or occupational skills. All younger youth that are determined basic skills deficient (defined as an individual who has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test or a comparable score on a criterion-referenced test) must have a basic skills goal.

The Connecticut Department of Labor specifies that the testing of youth must be conducted with a tool that is compatible with the U.S. Department of Education's National Reporting System. Using the Connecticut Competency System (CCS), youth will be given an appraisal (placement) test. If the youth is found to be basic skills deficient in reading or math, an assessment pre-test is given in this area. The youth is post-tested in that area at a later time. Training in the use of this system will be offered to youth service provider staff. The following will be quantifiable through the use of this system:

- ⌘ Determining and documenting baseline skill levels;
- ⌘ Targeting one or more skills for improvement (as a collaborative effort between youth and program staff);
- ⌘ Identifying appropriate learning activities (collaboratively);
- ⌘ Documenting completion of assigned activities;
- ⌘ Determining scores through evaluation of work and other evidence of learning;
and
- ⌘ Recording points earned and levels attained for targeted skills.

- **Diploma/Equivalency and the Retention Measure** –The diploma/equivalency and the retention measure are outcome measures that are assessed when a youth exits the program. However, younger youth are excluded from the diploma/equivalency and the retention measures computations if they remain in secondary school.

***Please Note** that younger youth, enrolled as high school freshmen or sophomores need to receive services until graduation to achieve this measure – in some cases up to 3 – 4 years, even though WIA funding for selected programs cannot be guaranteed for more than one year at a time. As such, the Youth Council has decided to fund programs through this process for in-school youth who are juniors and seniors in high school only.*

- **Retention** - Determination of successful retention shall occur via the utilization of an assessment for each participant. Retention must be achieved in one or more of the following areas: post-secondary education; advanced training; employment; military service; qualified apprenticeships.

Performance Measures for Older Youth (ages 19-21)

All older youth are included in the four older youth measures:

- **Entered Unsubsidized Employment** – Those participants who were not employed at registration, and who do not move on to post-secondary education or advanced training, must be employed in the first quarter after exit from the program.
- **Retention** – Those participants who do not move on to post-secondary education or advanced training must be employed in the 3rd quarter after exit from the program.
- **Earnings Change** - Those participants who are employed after exit from the program and do not move on to post-secondary education or advanced training must attain an increase in earnings. If a participant is not employed at registration, the entire amount earned after exit from the program will constitute the earnings change.
- **Credential Attainment** - A credential must be attained by the end of the 3rd quarter after exit from the program by any participant who is employed and/or enrolled in post-secondary education and/or advanced training at the end of the 1st quarter following exit from the program. A credential is defined under the Act as follows:

A certificate is awarded in recognition of an individual's attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation. These technical or occupational skills are based on standards developed or endorsed by employers. Certificates awarded by the workforce investment board are not included in this definition. Work readiness certificates are also not included in this

definition. A certificate is awarded in recognition of an individual's attainment of technical or occupation skills by:

- 1. A state educational agency or a state agency responsible for administering vocational or technical education within a state.*
- 2. An institution of higher education described in Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in the student financial assistance programs authorized by Title IV of that Act. This includes community colleges, proprietary schools, and all other institutions of higher education that are eligible to participate in federal student financial aid programs.*
- 3. A professional, industry, or employer organization (e.g., National Institute for Automotive Service Excellence certification, National Institute for Metalworking Skills, Inc., Machining Level I credential) or a product manufacturer or developer (e.g., Microsoft Certified Database Administrator, Certified Novel Engineer, Sun Certified Java Programmer) using a valid and reliable assessment of an individual's knowledge, skills, and abilities.*
- 4. A registered apprenticeship program.*
- 5. A public regulatory agency, upon an individual's fulfillment of educational, work experience, or skill requirements that are legally necessary for an individual to use an occupation or professional title or to practice an occupation or profession (e.g., FAA aviation mechanic certification state certified asbestos inspector).*
- 6. A program that has been approved by the Department of Veterans Affairs to offer education benefits to veterans and other eligible persons.*
- 7. Job Corps centers that issue certificates.*
- 8. Institutions of higher education which are formally controlled, or have been formally sanctioned, or chartered, by the governing body of an Indian tribe or tribes.*

Note: Work Readiness certificates will not count toward attainment of the credential measure.

Assessment and Testing. All out-of-school youth served with WIA funding must receive a basic skills assessment, as well as prescribed pre- and post-intervention testing to measure gains (typically ECS testing is used for this measure). Assessment and development of Individual Service Strategies (ISS) or Individual Training Plans (ITP) must be completed for all eligible youth prior to participation in any activity. The proposal should include a detailed description of the assessment tools to be used in the determination of basic skills levels and work readiness.

Additional guidance regarding specific performance benchmarks and reporting requirements will be provided to selected program operators during contract negotiations and on an ongoing basis. Service providers will also be required to attend mandatory training sessions on testing and reporting, as arranged by Workforce Alliance.

IV. WIA ELIGIBILITY

General WIA eligibility for all potential program participants will be determined by the Workforce Alliance/One-Stop Operator, utilizing the CT WORKS Business System (CTWBS) as the main tool for eligibility determination and certification. Eligibility will only be determined upon receipt of *all* required information from program operators and potential participants. *Subsequently, individuals will only be recognized by Workforce Alliance as enrolled and countable in a program after eligibility has been determined and certified.* A youth must meet each of the following criteria to be eligible for programs funded by WIA:

- ♣ 14 to 21 years old

and

- ♣ Low income defined as 70% of the Lower Living Standard Income Level as follows (these figures current as of the release of this RFP and may be subject to change for the 2009-2010 program year):

Family Size	1	2	3	4	5	6
Annual Family Income	\$10,400	\$15,469	\$21,231	\$26,208	\$30,932	\$36,170

For families larger than six persons, an amount equal to the difference between the six and five person family levels should be added to the six-person family income level for each additional person in the family.

and

- ♣ An individual who is one or more of the following:
 - Deficient in basic literacy skills
 - A school dropout
 - Homeless, a runaway or foster child
 - Pregnant or a parent
 - An offender
 - An individual who requires additional assistance to complete an educational program, or to secure and hold employment including an individual with a disability

Recruitment of youth program participants will be the responsibility of both program operators and Workforce Alliance. Programs should be designed accordingly, and recruitment plans clearly and fully outlined in the proposal. A plan for *selection of eligible youth for participation* must be clearly outlined in each proposal (i.e. a most-in-need determination, first come-first served, lottery system, etc.).

V. GENERAL CONTRACT INFORMATION

Contracts will be written for a one-year period beginning on or after July 1, 2009 and ending on or before June 30, 2010. Execution of any contract is based on agreement of terms acceptable to both Workforce Alliance and the selected vendors.

Workforce Alliance will require selected vendors to participate in negotiations to submit any cost, technical or other revisions of their proposal as may result from negotiations. Specific performance requirements will be included and finalized during contract negotiations. Contracts will be cost-reimbursement-based, and it is anticipated that 20% of the total contract amount will be available for start-up costs associated with program operations, once a final contract is executed. ***No individual program award will be made in excess of \$100,000, except as noted under the Youth Council Priority Program Option – Youth/Young Adult Offenders section of this RFP.***

Typically, contract payments will be issued within 30 days of receipt of vendor invoices. Completion and submission of information regarding activities, training, placement into employment or other approved activities and retention will be verified by Workforce Alliance prior to contract payments.

Performance of the services specified within the Statement of Work section of any contract may not be assigned or subcontracted unless specifically agreed upon in writing by Workforce Alliance. Additionally, all staffing changes potentially affecting delivery of program services must be reported immediately to Workforce Alliance.

Program Evaluation

The current case management and information system mandated by the Connecticut Department of Labor, CTWBS, requires real time entry of information regarding participant status and outcomes, from the point of eligibility determination to exit and follow up. All vendors **MUST** provide information to the Workforce Alliance/One Stop Operator as specified, in order for performance to be appropriately managed and attained. **Failure on the part of any vendor to provide timely updates and information may result in withholding of payments and/or contract termination.**

Minimally, on a quarterly basis, Workforce Alliance will assess program performance utilizing data submitted by the program vendor. If minimum performance for relevant measures is not met, corrective action must be developed and implemented by the vendor, as approved by Workforce Alliance. If in the following quarter there has been no measurable improvement in performance, a monthly holdback on contract payments will be implemented until minimum standards are met.

VI. PROPOSAL GUIDELINES AND REQUIREMENTS

Submission of Proposals

1. Proposals are due Wednesday, April 29, 2009, no later than 12:00 noon. The official time is determined by Workforce Alliance. No proposals will be accepted after this date and time. Timely delivery of proposals to the Workforce Alliance is the sole responsibility of the proposer. **No exceptions will be made.**
2. One (1) original and ten (10) complete copies of the proposal must be delivered to Marita Shurkus by the date and time listed above at Workforce Alliance, 560 Ella T. Grasso Boulevard, New Haven, CT 06519. Proposals which do not include one (1) original and ten (10) copies will not be accepted. Proposals may be delivered prior to the due date. No proposals will be accepted by fax or e-mail.
3. Any proprietary information contained in proposals must be clearly identified as such
4. Proposals must be prepared in accordance with the sequence of questions and requirements that appear in the Proposal Narrative Format section of this RFP. Specialized bindings or covers (including cover letters), colored paper or displays, or promotional materials, are discouraged. Instead emphasis should be placed on addressing all the requirements of this RFP in a clear and concise manner. Certification against lobbying and other required forms are included in the RFP. These forms **MUST** be included in your proposal.
5. General letters of support for your proposal are not required and should not be included. However, contact information for previous contract references may be included.
6. Proposal narratives must use a minimum 12-point font size and may not exceed 20 single-spaced pages (excluding attachments). Any proposal that does not meet these requirements will not be reviewed or considered for funding.
7. The Proposal Checklist included in this RFP must be completed and submitted with your proposal. Any proposal that does not include the minimum requirements outlined in the proposal checklist will not be reviewed or considered for funding
8. A copy of the organization's most recent audit (or audit summary) must be attached to the original proposal only.
9. Any non-profit organization that is awarded funds from Workforce Alliance and receives over \$25,000 in federal funds (from Workforce Alliance and any other programs) must meet the OMB Circular A-133 audit requirements. This audit must be available to Workforce Alliance at the end of the program.
10. Any vendor who wishes to grieve the award process will utilize the Workforce Alliance grievance procedure.

Funds are available pursuant under the U.S. Department of Labor Workforce Investment Act of 1998. With the submission of a proposal, the selected vendors agree to comply with all the regulations and requirements of these laws

Technical Assistance

1. Proposals are available for download at the Workforce Alliance website, www.workforcealliance.biz, or by calling (203) 867-4030, ext. 231, for a copy.
2. On Thursday, March 26th, 2009, at 11:00am, Workforce Alliance will hold a proposers' conference at its office on 560 Ella Grasso Boulevard, New Haven, CT. This conference will afford an opportunity to discuss *technical questions* relevant to the development of proposals solicited by this RFP.
3. After this RFP is issued, and with the exception of the proposers' conference, only written questions will be accepted by email, addressed to:

Marita Shurkus: mpshurkus@workforcealliance.biz

Questions will be responded to, to the extent possible, and all questions and answers will be provided via email to all entities who have submitted contact information at the Proposers' Conference, to ensure that potential proposers are informed on an equitable basis. Workforce Alliance staff may not provide individual assistance in writing or design of proposals; only technical questions may be answered.

VII. PROPOSAL EVALUATION

Each proposal section, as scored by the review panel, carries the relative point weight indicated below:

Proposal Section	Maximum Points Per Section
Past Performance/Organizational Capacity	15
Project Design, Management & Implementation Plan	40
Collaboration with Key Partners/Leveraged Resources	30
Budget	15
Total Possible Points	100

Please Note: Workforce Alliance reserves the right to disqualify any proposal based on unacceptable past performance as determined by Workforce Alliance and WIA performance requirements, and compliance with data submission requirements

Other Evaluation Criteria

While the feedback and point scores provided by the proposal review panel are important factors in determining funding recommendations, other important criteria are considered in awarding funds. They include:

1. **Geographic service mix:** The overall menu of programs and services funded by the Workforce Alliance must be accessible to residents in the entire workforce investment area.
2. **Menu of services:** The overall menu of employment and training programs and services must be diverse enough to meet the labor market demands and workforce needs of various employers in the region, as well as the particular training, placement and support services needs of the individuals served.

PROPOSAL COVER PAGE

Employability Programs for Economically Disadvantaged Youth
for the
South Central Connecticut
Workforce Investment Area

Name of Organization Submitting Proposal (Lead entity in a collaborative proposal):

Name of Chief Executive Office of Agency:

Name, Title, Address and Telephone Number of the Individual To Whom All Inquiries About This Proposal Should Be Addressed:

Permanent Main Office Address:

Telephone Number:

Fax Number:

E-mail address:

Number of Years Engaged in Services

Name of Proposed Program:

Type of Program Proposed:

___ In School Youth ___ Number to be served
___ Out of School Youth ___ Number to be served
___ Youth/Young Adult Offender ___ Number to be served

Amount of Funding Requested:

Cost per Participant:

Proposal Summary: (150 words maximum):

PROPOSAL NARRATIVE

A. Past Performance/Organizational Capacity

1. Describe your and your partners' experience and qualifications in work similar in size and scope of services outlined in this RFP; outline the ways in which the services required by the RFP are similar to what your organization currently does or has done in the past, and what outcomes have been achieved. Please include specific program outcomes, and whether performance requirements were met. **This performance information must be included in your proposal in order to be considered for funding.**
2. Describe your organization's administrative and fiscal system capacity and ability to provide financial reports, management reports and outcome documentation. How will you ensure that required information for performance management and attainment is provided to Workforce Alliance within required timeframes?

B. Program Design, Management and Implementation Plan

1. Provide a detailed description of the proposed program: The following information must be included:
 - a. How many individuals do you propose to serve?
 - b. Where will services take place?
 - c. How will individuals be recruited for/referred to your program? Discuss the role of the local educational system, community-based agencies, the juvenile justice system and other relevant entities in referring youth to the program.
 - d. Identify the assessment tools and/or methods to be used to determine the skills, aptitudes and needs of the participants. Please describe how initial screening for acceptance into the program, intake, assessment, and service strategy development will be conducted. How will participants' progress in programs be evaluated?
 - e. Describe the services to be provided, including the sequence of services (i.e. assessment, training, etc) will be provided. Identify the entity that will provide assessment and/or training services, and describe how the curricula will upgrade the basic, work readiness and occupational skills of the participants, how the curricula and skills to be attained meet the requirements of employers, and what job placement strategies will be utilized.

Please include in this service description how each of the required program elements and Youth Council Priorities will be incorporated into the overall program design, i.e. collaboration, comprehensive assessment, work-based learning and employer partnerships, community service opportunities, case management, supportive services, etc.
 - f. Please attach a detailed program/course outline and program schedule indicating the total number of weeks of the program, as well as the total number of hours per day; days per week and weeks per cycle (if applicable). ***This attachment must be included with your proposal.***

- g. Describe how program participants will be connected (or re-connected) to their local education system as part of an ongoing strategy to promote educational advancement, skill attainment and employability.
- 2. Discuss how your project will attain each of the applicable, required outcomes for the program:
 - a. Placement into employment/education
 - b. Attainment of degree, diploma, certificate (must be recognized credential)
 - c. Basic skills gains (improvement in reading and math levels, if deficient at time of program entry)
- 3. Outline your specific plan for providing a minimum of twelve (12) months of *post-exit* follow-up for all program participants. Describe your capacity to conduct such follow up beyond the contract ending date, how you will determine appropriateness of follow up activities and how follow up will be linked to coordination with appropriate juvenile justice and educational entities, youth service providers, employers or others, as appropriate.
- 4. Describe the plan of oversight, operational, performance and fiscal management for all collaborators or partners involved in this proposal.
- 5. Describe the staffing plan proposed, including all positions, responsibilities, and related qualifications necessary to accommodate the planned service levels, participant characteristics, geographic areas, reporting and performance requirements, as outlined in this RFP.

C. Collaboration with Other Programs and Services/Leveraged Resources

1. Provide the specific responsibilities of each entity included as a collaborator or partner in this proposal. Proposals must include an attached Memorandum of Agreement (MOA) signed by each collaborator. The MOA must clearly identify the "lead organization" which will assume fiscal, legal, managerial, operational and reporting responsibilities for the collaboration, as well as the specific responsibilities of each collaborator.
2. Identify the contributions (cash or in-kind services) that will be provided by each collaborating agency, that will leverage funds provided through this grant. Include the dollar value of non-cash contributions. Please identify such contributions as matching resources in your proposed line-item budget, as well.

D. Budget

Develop a line item program budget and budget narrative using the form on the following page; include as an attachment to your proposal. Be sure to demonstrate leveraged resources from your organization, partners and other sources, include all matching funds and in-kind contributions

E. Proposal Checklist

Please complete the proposal checklist to ensure that all minimally required information is included. Include the completed checklist as the first page of your proposal submission, on top of the cover page.

F. Assurances and Certifications

Federal regulations require Workforce Alliance to determine if a contractor is debarred, suspended, ineligible or voluntarily excluded from applying for or receiving federal funds. Other organizational practices and activities, including lobbying, hiring and workplace requirements, must be adhered to. The proposer(s) must sign and include in the proposal all attached forms. The proposer(s) will be held accountable for the information provided.

BUDGET FORM*

Applicant/Program Name: _____

Expense	Description	Amount	Matching, In-Kind, Leveraged Resources: Description	Amount
Personnel				
Fringe Benefits				
Sub-Contracts (as applicable)				
Equipment				
Instructional/ Educational/Career- Related Supplies/Materials				
Transportation/Mileage				
Student Stipends/Wages (as applicable)				
Other				
Sub-Total				
Overhead Costs (max 10%)				
Total				

**Line items may be added or amended as applicable to individual programs*

PROPOSAL CHECKLIST

Name of Organization Submitting

Proposal:_____

Name of

Program:_____

Please review proposal for accuracy and completeness, then complete and *include this checklist as the first page of your proposal, on top of the cover page.*

Proposal Components	Proposers' Checklist	Reviewers' Checklist
Cover page fully completed		
1 original and 10 complete copies included		
Proposal narrative follows specified order of RFP questions		
Specific past performance requirements and outcomes included		
Budget form completed with leveraged resources identified		
Certifications and Assurances forms completed and signed		
Job Descriptions for Program Staff included		
MOUs with all partners signed and included		
12 point font requirement/20-page narrative limit adhered to		

Assurances/Certifications/Other Required Forms

These forms must be completed, signed and returned with your proposal.

**Certification Regarding Debarment, Suspension, and Other Responsibility Matters
Primarily Covered Transactions
Instructions for Certification**

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
 2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
 3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
 4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
 5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transactions be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
 6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
 7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determined the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from procurement or Non-Procurement Programs.
 8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
 9. Except for transactions authorized under Paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is debarred, suspended, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies including suspension and/or debarment.
-

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

Before Signing Certification

Read all the instructions which are an integral part of the certification.

1. The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, And Cooperative Agreements

The undersigned certifies, to the best of their 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(s) 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(s) 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 undersigned shall require that the language of this certification be included in the award documents for all* sub-awards at all tiers (including subcontracts, sub-grants and contracts under grants, loans, and cooperative agreements) and that all* sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact 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. Code. 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.

Grantee/Contractor Organization

Program/Title

Name of Certifying Official

Signature

Date

* Note: In these instances "all", in the Final Rule is expected to be clarified to show that it applies to covered contract/grant transactions over \$100,000 (per OMB).

Certification Regarding Drug-Free Workplace Requirements

- A. The grantee certifies that it will or will continue to provide a drug-free workplace by:
- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - b. Establishing an on-going drug-free awareness program to inform employees about:
 1. The dangers of drug abuse in the workplace;
 2. The grantee's policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation, and employee assistance programs; and
 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required in paragraph (a);
 - d. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 1. Abide by the terms of the statement; and
 2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such violation;
 - e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction;
 - f. Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
 1. Taking appropriate personnel action against such an employee, up to and including termination; or
 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- B. The grantee shall insert in the space provided below, or include as a separate attachment, a listing of the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, State, zip code)

Name of Organization

Name and Title of Authorized Representative

Signature