

# REQUEST FOR PROPOSAL

## PART 1

### GENERAL INFORMATION

#### 1. PURPOSE

In compliance with the Workforce Investment Act, the New River/Mount Rogers Workforce Investment Board is soliciting proposals from qualified sources for the following under Title 1 of the Act:

- A. One Stop Operator
- B. Deliverer of Adult Program Services
- C. Deliverer of Dislocated Worker Program Services
- D. Deliverer of Youth Program Services

The purpose of this activity under WIA is to provide an appropriate mix of program activities that will promote an educated, skilled, technology-competent, and adaptable workforce and provide to eligible youth seeking assistance in achieving academic and employment success, effective and comprehensive activities, which shall include a variety of options for improving educational skill competencies and provide effective connections to employers. Successful proposers will offer a full range of resources and services to help meet the needs of all potential customers (clients and employers).

#### 2. PROPOSAL OPTIONS

The following types of proposals will be considered for funding by the Workforce Investment Board:

##### A. One-Stop Operator with no WIA Services Delivery

- (1) May only be a coordinator of service delivery in the center(s), or
- (2) May coordinate service delivery and receive WIA program funds to subcontract for service delivery. One-Stop Operator is responsible for One Stop Center performance and liable for all WIA funds received.

B. One Stop Operator with WIA Service Delivery

May coordinate service delivery in the One Stop Center(s) and receive WIA program funds to deliver one or more WIA Adult/Dislocated Worker/Youth services.

C. Deliverer of WIA Adult/Dislocated Worker/Youth Services Only

May deliver WIA Adult/Dislocated Worker/Youth services in the One Stop Center and/or satellite facilities. The service deliverer would not be the One Stop Operator, yet would be responsible for program performance and liable for program funds.

3. DURATION

The program shall commence on July 1, 2009, and be completed no later than June 30, 2010. The WIB reserves the option of extending the initial contract for one (1) additional year subject to negotiation. This one (1) year contract extension option may be exercised up to three (3) times subject to negotiation. Maximum duration may not exceed four (4) years, which includes all allowable extensions. All extensions are at the sole discretion of the Workforce Investment Board.

4. TYPE OF CONTRACT

Type of contract will be cost reimbursement. All proposers must have sufficient available resources to operate the proposed program(s), if funded, during both start-up and during the time in which invoices are being processed for payment and until such time as payment is received.

5. LIMITATION

This Request for Proposal does not commit the New River/Mount Rogers Workforce Investment Board to award a contract or to pay for any cost incurred in the preparation of a proposal to this request, nor to be bound to procure or contract for these services. The Workforce Investment Board reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any or all qualified sources, or to cancel in part or in its entirety this RFP if it is in the best interest of the Workforce Investment Board to do so. The WIB may require the offerors selected to participate in negotiations and to submit any price, technical, or other revisions to their proposals as many results from negotiations.

6. LEGAL STATUS

All non-governmental agencies must provide verification of legal status of the agency.

7. QUALIFICATIONS

Specific information concerning your qualifications, experience, and related accomplishments must be provided. However, elaborate brochures or other materials beyond that sufficient to present an accurate description are not required or desired.

8. PERFORMANCE

Performance specifications contained in Part II are minimum standards for acceptability.

9. STANDARD OF CONDUCT

Once this Request for Proposals document has been issued, no proposer is allowed to make any contact with any WIB members or CLEO members by phone, fax, e-mail, mail, or in person, to solicit support for their proposal or to attempt to discredit the proposal that may be submitted by any other proposer. Any proposer violating this provision will not be considered for funding under this RFP. Additional data or information may be submitted only if requested by the Workforce Investment Board.

10. EVALUATION CRITERIA

Prospective offerors are advised that the selection of an offeror for contract award is to be made after a careful evaluation of the proposals reviewed by a panel of specialists within the Workforce Investment Board/Chief Local Elected Officials Consortium. Each panelist will evaluate the proposals for acceptability with emphasis on the various factors contained on the following proposal evaluation criteria assigning to that factor a numerical weight. The scores will then be used to select an Offeror or develop a list of offerors with whom negotiations can be conducted if desirable and necessary.

11. FUNDING REQUEST

Proposers may submit a proposal to deliver services to clients for any combination of jurisdictions, however, the total amount of funding requested

cannot exceed the projected total available funding by jurisdiction for those jurisdictions being proposed for Service Delivery contained in this RFP. The Workforce Investment Board is seeking a single entity (or consortium of at least three mandated partner programs) to be the One Stop Operator and a single entity to deliver Dislocated Worker Services to all jurisdictions within WIA 2. The successful proposer to deliver Dislocated Worker Services will also be required to co-enroll TAA clients and to deliver services under any Rapid Response funding that may be received by the Workforce Investment Board. Also the successful proposer agrees to assume continuation of all active clients and furtherance of on going program activities effective July 1, 2009. The Workforce Investment Board will assist in the program transfer to the successful proposer. Additionally, any proposer desiring to bid for Adult or Youth services delivery must bid for **both** Adult and Youth to insure that each jurisdiction is served by a single entity delivering both Adult and Youth services.

## 12. SIGNATURE

The proposal shall be signed only by an official authorized to bind the offeror and is a firm offer for 180 day period. The proposal shall also provide the following information: name, title, address, and telephone number of individual(s) with authority to negotiate and contractually bind the offeror; and also who may be contacted during the period of proposal evaluation. Documentation of resolution by governing body authorizing the official signing the proposal to legally bind the agency must be obtained prior to the proposal submission and submitted to the Workforce Investment Board prior to the effective date of approved contract.

## 13. CONTRACT AWARD

The New River/Mount Rogers Workforce Investment Board may award a contract based on offers received without discussion of such offers with the offerors. Therefore, each offer should be submitted in the most favorable terms from a price and technical standpoint, which the offeror can make. The Workforce Investment Board reserves the right to request additional data, or oral discussion or presentation, in support of written proposals. No additional information will be accepted unless specifically requested by the Workforce Investment Board. A contract shall be awarded only if in the best interest of the Workforce Investment Board, price and other factors being considered. Execution of a contract is contingent upon successful negotiation of the offer and the signing of the contract by all designated parties.

## **PROPOSAL EVALUATION CRITERIA**

### **One Stop Operator (Non-service Delivery)**

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|--|-----------|
| A. The experience and evident capability of the Offeror to perform the work required, the ability to meet the program design specifications as contained in the RFP Part II, and a satisfactory record of past performance. Must also have technical skills to perform work.       | 20 points |
| B. Proposal presentation and the degree to which the offeror demonstrates an understanding of the objectives of the RFP, based on the description of program design, implementation, and flow. The creativity, practicality, and probable effectiveness of the program.            | 20 points |
| C. Offeror has necessary administrative structure, staffing, organization, experience, including operational controls, to meet requirements to be a One Stop Operator.   | 20 points |
| D. Offeror has submitted a reasonable timeline for securing detailed MOUs with required One-Stop Program Partners, developing a cost allocation plan for sharing One-Stop Center costs among required partners, and for finalization and submission of the required business plan. | 15 points |
| E. Proposal costs are only for expenditures necessary to perform functions of the One Stop Operator and are above and beyond costs routinely incurred in daily, required operations.   | 15 points |
| F. A satisfactory record of integrity, business ethics, and fiscal accountability.   | 10 points |

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**TOTAL    100 points**

## **PROPOSAL EVALUATION CRITERIA**

### **One Stop Operator (Service Delivery)**

- |   |           |
|---|-----------|
| A. The experience and evident capability of the Offeror to perform the work required, the ability to meet the program design specifications as contained in the RFP Part II, and a satisfactory record of past performance. Must also have technical skills to perform work.          | 15 points |
| B. Proposal presentation and the degree to which the offeror demonstrates an understanding of the objectives of the RFP, based on the description of program design, implementation, and flow. The creativity, practicality, and probable effectiveness of the program.               | 20 points |
| C. Offeror has submitted a reasonable timeline for securing detailed MOUs with required One Stop Program Partners, developing a cost allocation plan for sharing of One Stop Center costs among required partners, and for finalization and submission of the required business plan. | 15 points |
| D. Planned program outcomes, performance standards, accomplishments, and qualitative content of the program design, including significant segments/target group work and adequate financial resources.  | 15 points |
| E. Offeror has necessary administrative structure, staffing, organization, experience, accounting and operational controls, to meet requirements to be a One Stop Operator and Service Deliverer.   | 15 points |
| F. Proposal costs are only for expenditures necessary to perform functions of the One Stop Operator and are above and beyond costs routinely incurred in daily, required operations and for costs associated with service delivery. Proposal costs are reasonable.                    | 10 points |
| G. Reasonableness of planned program goals as a result of program design and the ability to provide services that can lead to the achievement of competency by the clients.   | 5 points  |
| H. A satisfactory record of integrity, business ethics, and fiscal accountability.  | 5 points  |

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**TOTAL    100 points**

## **PROPOSAL EVALUATION CRITERIA**

### **Deliverer of Title I WIA Adult/Dislocated Worker Services**

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| A. The experience and evident capability of the Offeror to perform the work required, the ability to meet the program design specifications as contained in the RFP Part II, and a satisfactory record of past performance. Must also have technical skills to perform work. | 25 points |
| B. Proposal presentation and the degree to which the offeror demonstrates an understanding of the objectives of the RFP, based on the description of program design, implementation, and flow. The creativity, practicality, and probable effectiveness of the program.      | 20 points |
| C. Planned program outcomes, performance standards, accomplishments, and qualitative content of the program design, including significant segments/target group work and adequate financial resources.   | 15 points |
| D. Administration, staffing, and the necessary organization, experience, accounting and operational controls.  | 10 points |
| E. Reasonableness of proposal costs  | 10 points |
| F. Reasonableness of planned program goals as a result of program design and the ability to provide services that can lead to the achievement of competency by the clients.  | 10 points |
| G. A satisfactory record of integrity, business ethics, and fiscal accountability.   | 10 points |

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**TOTAL    100 points**

## **PROPOSAL EVALUATION CRITERIA**

### **Deliverer of Title I WIA Youth Services**

- A. The experience and evident capability of the Offeror to perform the work required, the ability to meet the program design specifications as contained in the RFP Part II, and a satisfactory record of past performance. Must also have technical skills to perform work. 20 points
- B. Demonstrated success:
- Previous demonstrated success in working with out-of-school youth, including dropouts, with indicators of outcomes that include successful return to and/or completion of education activities, vocational skills training, and entry into unsubsidized employment;
  - Previous document success in providing services to targeted youth groups, including high school dropouts, individuals with disabilities, homeless and runaway youth, youth offenders, and other eligible youth who face serious barriers to employment;
  - Returning dropouts to education programs and the level of success of high school completion;
  - Documented improvements in reading, writing, and/or math skills by basic skill deficient youth;
  - Returning youth who were behind grade level to grade level and/or preventing them from dropping out of the education program;
  - Provision of education and support services to pregnant and parenting youth to allow for school completion;
  - School and work-based learning, including school transition activities that successfully address youth disabilities, including learning disabilities;
  - Programs and activities that have been successful at finding shelter and other support for homeless and runaway youth, while simultaneously providing education and workforce training activities that facilitate return to school or unsubsidized employment, as appropriate;

➤ Programs that successfully provided transition activities to youth offenders, including basic education, job specific skills, work prerequisite skills, counseling, and other services necessary to effectively transition form youth institutions to community life and further education or unsubsidized employment.	15 points
C. Proposal presentation and the degree to which the offeror demonstrates an understanding of the objectives of the RFP, based on the description of program design, implementation, and flow. The creativity, practicality, and probable effectiveness of the program.	15 points
D. Planned program outcomes, performance standards, accomplishments, and qualitative content of the program design, including significant segments/target group work and adequate financial resources. The degree to which the proposal attempts to secure additional funding/resources in the community to increase service levels.	15 points
E. Administration, staffing, and the necessary organization, experience, accounting and operational controls.	5 points
F. Reasonableness of proposal costs	10 points
G. Reasonableness of planned program goals as a result of program design and the ability to provide services that can lead to the achievement of competency by the clients.	10 points
H. A satisfactory record of integrity, business ethics, and fiscal accountability.	10 points
<b>TOTAL 100 points</b>	

## Projected Available Funding

### Administration

One Stop Operator - \$25,000

### Program Cost

Dislocated Worker-WIA 2 - \$455,000

### Jurisdictional Breakdown – Service Delivery

#### PD #3

Jurisdiction	Adult Available Funds	Youth Available Funds
Bland County	\$ 20,405	\$ 9,415
Carroll County	39,365	35,712
Grayson County	20,590	33,114
Smyth County	69,723	37,660
Washington County	36,078	64,822
Wythe County	18,538	40,473
Bristol City	71,360	27,271
Galax City	14,453	18,938
<b>Total</b>	<b>\$290,512</b>	<b>\$267,405</b>

#### PD #4

Jurisdiction	Adult Available Funds	Youth Available Funds
Floyd County	\$ 8,709	\$ 22,834
Giles County	17,048	29,652
Montgomery County	56,940	87,656
Pulaski County	40,840	50,321
Radford City	10,951	9,632
<b>Total</b>	<b>\$134,488</b>	<b>\$200,095</b>

<b>Grand Total</b>	<b>\$425,000</b>	<b>\$467,500</b>
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## PART II

### SPECIFICATIONS

#### 1. GENERAL

The purpose of this RFP is to solicit proposals for a One Stop Operator, and Deliverer of Adult and Dislocated Worker Services as outlined in the Local Strategic Plan leading to the promotion of an educated, skilled, technology-competent, and adaptable workforce. Proposals are also being solicited for Deliverer of Youth Services leading to the attainment of skills, competencies, employment or educational attainment based on needs of the clients served.

#### 2. COMPREHENSIVE ONE STOP CENTERS

For PY'09, the Workforce Investment Board will continue to utilize the following Tier II Certified Comprehensive One Stop Centers.

Radford Workforce Center (VEC)  
Galax Workforce Center (VEC)  
Bristol Workforce Center (VEC)

Each Center currently complies with all Tier II requirements as contained in the Workforce Investment Act for customer services available on site. Additionally, the WIB will utilize the totally comprehensive and fully integrated center in Wytheville to be completed during PY'09. Until it's completion, the WIB will continue to utilize the Wytheville Workforce Center (VEC) which is also Tier II certified.

The One Stop Operator will be responsible for Service Delivery coordination among all Comprehensive One Stop Centers and also responsible for each Center's continued compliance with all additional Tier Levels of Center Certification as required by the State.

#### 3. ONE STOP OPERATOR

The New River/Mount Rogers Workforce Investment Board will enter into a contractual arrangement with the One Stop Operator, which will allow the Operator to receive WIA Title I funds, enter into sub-agreements, operate specific programs as part of a local workforce investment system and display the Virginia Workforce System name brand and logo.

The following specifications are required for all prospective proposers:

- A. Must ensure that a business plan is developed that details the cost of operating the Center(s) and how each required partner's share will be computed.
- B. Must describe proposed role in relation to the One Stop Center:

- (1) Coordinate partner service delivery in the One Stop Center without directly providing WIA service delivery.
  - (2) Coordinate partner service delivery in the One Stop Center with direct delivery of WIA services.
- C. Is responsible for the attainment of required performance standards as contained here in.
- D. Must ensure compliance with required access to individuals with disabilities as contained in the Americans with Disabilities Act and with the “access checklist” as attached as Attachment A.
- E. Must submit proposed service delivery mechanism for Title I WIA Dislocated Worker and/or Adult Programs in each One Stop Center. If the delivery of Title I WIA Adult/Dislocated Worker Services will be the responsibility of another entity by way of a sub-agreement, the specific service delivery accountability and reporting aspects must be addressed as a part of this proposal.

Note: If a sub-agreement is utilized, the One Stop Center Operator is still responsible to the WIB for fund accountability and performance goals attainment.

- F. Must ensure that Memorandums of Understanding are developed with all required One Stop Program Partners, which complies with required state policy. MOUs must be very detailed and specific with respect to One Stop Program Partner services to be delivered at the One Stop Center and each partner’s “fair share” contribution to the cost of operating the One Stop Center.
- G. Must ensure that the business plan contains the cost allocation formula utilized to determine how the costs of operating the One Stop Center will be shared by all required partners.
- H. Detailed plan for utilizing supplemental centers, as part of the local area One Stop Service Delivery System must be provided.
- I. Must provide a detailed referral process for all customers to access the core services of all required One Stop Program Partners both within the One Stop Center and to outside facilities. Must also specify the method(s) by which the provisions of Core Services will be documented and the need for intensive services will be determined prior to referral occurring.
- J. Universal Access to WIA Core Services
- (1) Universal access means that all customers shall have equal access to WIA Core Services and that no customer shall be at a particular disadvantage or shall encounter unnecessary difficulty in gaining access to those services. The provision of universal access to Core Services must take into account

issues such as: eliminating architectural and programmatic barriers to individuals with disabilities; facilitating access for individuals with poor computer skills to computer-based information and services; excluding place of residence as an eligibility criteria for receiving services; and furnishing access to a physical location with minimal transportation barriers and flexible hours of operation.

- (2) The following are mandatory Core Services that must be accessible to all individuals through the local One Stop Service Delivery System, having no requirements for participant registration, eligibility, qualification or prioritization of service.
  - (a) Outreach, intake and orientation to the information and other services available through the One Stop Delivery System;
  - (b) Initial assessment of skill levels, aptitudes, abilities, and supportive service needs;
  - (c) Provision of employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including —
    - (i) job vacancy listings in such labor market areas;
    - (ii) information on job skills necessary to obtain the listed jobs; and
    - (iii) information relating to local occupations in demand and the earnings and skill requirements for such occupations;
  - (d) Provision of performance information and program cost information on:
    - (i) eligible providers of WIA training services;
    - (ii) eligible providers of WIA youth activities;
    - (iii) providers of adult education described in Title II;
    - (iv) providers of postsecondary vocational education activities and vocational education activities available to school dropouts under the Carl D. Perkins Vocational and Applied Technology Education Act; and
    - (v) providers of vocational rehabilitation program activities described in the Rehabilitation Act of 1973;
  - (e) Provision of information regarding filing claims for unemployment compensation;
  - (f) Provision of accurate information relating to the availability of supportive services, including childcare and transportation, available in the local area, and referral to such services, as appropriate;

- (g) Provision of information regarding how the local area is performing on the local performance measures and any additional performance information with respect to the One Stop Delivery System in the local area;
- (h) Information and assistance in applying for:
  - (i) Department of Social Services work activities;
  - (ii) programs of financial aid assistance for training and education programs that are not funded under this Act and are available in the local area; and
  - (iii) other resources to improve services.
- (i) Self-help job search and placement assistance, however, a log must be maintained on all customers that avail themselves of this service;

Registration in the VWC is required for self-help job search activities in a career/resource center. One-on-one or group instruction on how to conduct a job search using the self-service resources of a career center can be provided without registration. Job referrals that are informational in nature or referrals to labor exchanges do not require registration; and

- (j) Access to the core services and information about all programs of required partner agencies.

At a minimum, partner Core Services must be available at the local comprehensive or “full-service” One Stop Center. Local MOUs should spell out what those partner core services are.

- (3) The following mandatory core services must be accessible by all individuals through One Stop Service Delivery Centers, but require participant registration and determination of program eligibility.

Registration means the process for collecting information to determine eligibility for services under Title I. It is the point at which information that is used in performance measurement under Title I begins to be collected. Registration is not required for customers that receive services in a One Stop Center that are not funded by WIA Title I. In addition, equal employment opportunity data must be collected on individuals when any assessment or discretionary decision regarding a specific individual is made. Such assessments or decisions include: decisions regarding service or program eligibility, either positive or negative; and decisions made by any workforce investment system employee which lead to a targeting of services for the individual.

- (a) Staff-assisted job search, job referral and placement assistance, including career counseling;

This would include such activities as staff-assisted job clubs and workshops as well as one-on-one assistance to clients. It would also include job development when staff works with both jobseeker and employer and job referrals when staff assists with testing and background checks.

- (b) Determination of whether individuals are qualified to receive assistance for WIA intensive services and training and access to those services.
- (4) The following mandatory Core Services must be available to all WIA Adult and Dislocated Worker participants who have been placed in unsubsidized employment:

The term “participant” means an individual who has been determined to be eligible to participate in and who is receiving services (except follow-up services authorized under this title) under a program authorized by WIA Title I. Participation shall be deemed to commence on the first day, following determination of eligibility, on which the individual began receiving subsidized employment, training, or other services provided under this title.

- (a) Follow-up services, including counseling regarding the workplace, for a minimum of 12 months following the first day of employment.

#### 4. DELIVERERS OF ADULT AND DISLOCATED WORKER PROGRAM SERVICES

##### A. Adult Eligibility Criteria

- (1) To be an eligible adult under Title I of the Workforce Investment Act (WIA), an individual must meet all three of the following criteria:
  - (a) Be 18 years of age or over;
  - (b) Comply with the provisions of Military Selective Service Act; and
  - (c) Be lawfully eligible to work in the United States.

##### B. Dislocated Worker Eligibility

- (1) In addition to meeting the requirements listed above for eligible adults, an individual must meet any one of the four following categories (a-d) of eligibility:
  - (a) (i) Has been terminated or laid off or has received a notice of termination or layoff from employment; **and**
  - (ii) Is eligible for or has exhausted entitlement to unemployment compensation, or has been employed for a duration sufficient to demonstrate, to the appropriate entity at a One Stop Center,

attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that was not covered under a State unemployment compensation law; **and**

- (iii) Is unlikely to return to a previous industry or occupation.

“Unlikely to return to a previous industry or occupation” is defined as follows: Unlikely to obtain employment in a previous industry or occupation within six (6) months from date of termination or layoff due to general economic conditions of the area. Consideration will be given to declining industries or occupations or obsolete individual skills in a demand occupation or industry that could preclude an individual from being competitive or finding re-employment in the current occupation without the upgrading of skills.

OR

- (b) Has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise; or is employed at a facility where the employer has made a general announcement that such facility will close within 180 days.

“Substantial layoff” is defined as follows: Any reduction-in-force, which is not the result of a plant closing and which results in an employment loss at a single site of employment during any 30-day period for:

- (i) (a) At least 33 percent of the employees (excluding employees regularly working less than 20 hours per week); and

- (b) At least 50 employees (excluding employees regularly working less than 20 hours per week); or

- (ii) At least 500 employees (excluding employees regularly working less than 20 hours per week).

“Dislocated Workers” do not include workers who are likely to remain with the layoff employer, or who are likely to retire and leave the labor market. A determination of whether an individual is likely to be recalled will be based upon the best available information from the worker and the employer at the time the layoff notice or closure is received.

An individual who is employed at a facility at which the employer has made an unofficial, general announcement of closure with no specific date as to when that closure will occur,

may be eligible to receive staff-assisted core services as a Dislocated Worker.

OR

- (c) (i) Was self-employed (including employment as a farmer, a rancher, or a fisherman); and

Is unemployed as a result of natural disasters or general economic conditions in the community where the individual resides.

“Self-employed” is defined as follows: An individual who has established a business which meets, at a minimum, the definition contained in Internal Revenue Service Publication Number 334, Tax Guide for Small Business Part I. A business is an activity entered into for the purpose of making a profit; two (2) characteristic elements of a business are regularity of activities and transactions and the production of income.

Family members, farm or ranch hands of self-employed individuals may also qualify as dislocated workers to the extent that their contributions to the farm, ranch, or enterprises meet the requirements in a policy established by the WIB.

In determining “general economic conditions,” the WIB’s policy takes into consideration declining industries, current income compared with previous years’ income as a result in demand for products or other circumstances, bank actions against a business, natural disasters, etc.

Natural disasters may include fire, explosion and other similar disasters.

OR

- (d) (i) Is a displaced homemaker who has been providing unpaid services to family members in the home; and
  - (ii) Who has been dependent on the income of another family member but is no longer supported by that income; and
  - (iii) Is unemployed or underemployed; and
  - (iv) Is experiencing difficulty upgrading or obtaining employment.

The definition of displaced homemaker includes only those individuals who were dependent on a family member’s income. Those individuals who have been dependent on public assistance may be served in the Adult Program.

- (2) Eligibility of the dislocated worker is determined at the time of application. If served by the Dislocated Worker Program, this determination remains intact for the period of program participation.

C. Qualification for Intensive Services

- (1) An eligible adult or dislocated worker may receive intensive services if he/she:
  - (a) Is unemployed and is unable to obtain employment through core services; and has been determined by a One Stop Operator to be in need of more intensive services beyond core services in order to obtain employment; **or**
  - (b) Is employed, but who is determined by a One Stop Operator to be in need of intensive services in order to obtain or retain employment that allows for self-sufficiency.
  - (c) If funds are limited, federal statutory priority of service guidelines must be considered in the case of adults, but do not apply to dislocated workers.
- (2) Intensive services are listed in WIA Section 134 (d) (3) (C).

D. Qualification for Training Services

- (1) To be eligible for training services, adults and dislocated workers must have already been found to be eligible and qualified for intensive services and must meet all four of the following:
  - (a) Have received intensive services and are unable to obtain or retain employment through such services; **and**
  - (b) Who after an interview, evaluation, or assessment, and case management, have been determined by a One Stop Operator or One Stop Partner, as appropriate,
    - (i) To be in need of training services; **and**
    - (ii) To have the skills and qualifications to successfully participate in the selected program of training services; **and**
    - (iii) To have selected programs of training services that are directly linked to the employment opportunities in the local area involved or in another area in which the adults or dislocated workers receiving such services are willing to relocate; **and**
  - (c) Have applied for other grant assistance, including Federal Pell Grants established under Title IV of the Higher Education Act of 1965; **and**

- (i) Are unable to obtain other grant assistance for such services; **or**
  - (ii) Require assistance beyond the assistance made available under other grant assistance programs, including Federal Pell Grants; **or**
  - (iii) Are waiting for an application for a Federal Pell Grant to be processed, except that if such individual is subsequently awarded a Federal Pell Grant, appropriate reimbursement shall be made to the local area from such Federal Pell Grant.
- (d) If funds are limited, federal statutory priority of service guidelines must be considered in the case of adults, but do not apply to dislocated workers.
- (2) Training services are listed in WIA Section 134 (d) (4) (D).
- (3) A dislocated worker participating in training under Title I of WIA is deemed to be in training with the approval of the Virginia Employment Commission Unemployment Insurance Program. This ensures that unemployment compensation cannot be denied to the individual solely on the basis that the individual is not available for work because he or she is in training.

#### E. Priority of Service

Federal law stipulated that in the event that funds allocated to a local area for adult employment and training activities are limited, priority shall be given to recipients of public assistance and other low-income individuals for intensive services and training services.

Federal priority guidelines apply to adult funds only. Funds allocated for dislocated workers are not subject to this requirement.

Funds in WIA #2 have been determined to be limited, therefore, priority service must be provided based on the federal criteria above.

The Program Operator is responsible for initial eligibility determination for services and responsible for maintaining adequate documentation. Eligibility records will be reviewed periodically by WIB Staff.

Employed workers may be served if in compliance with the “Self Sufficiency and Employed Worker Policy” approved by the Workforce Investment Board and posted on the WIB website.

The program operator is liable for any repayment of funds necessitated by serving an ineligible client.

Residency may not be used for priority of services regarding core services. Core services shall be universally available to all adults and dislocated workers regardless of where they live. Adults and dislocated workers cannot be categorically denied enrollment into intensive and training services based on residency.

F. Scope of Work

All planned activities must be in compliance with allowable adult/dislocated worker activities as contained in State Policy 00-6, “Universal Access, Adult Eligibility and Priority of Services.” ([www.vwn.virginia.gov/pdfs/policy006.pdf](http://www.vwn.virginia.gov/pdfs/policy006.pdf))

G. Level of Service

The New River/Mount Rogers Workforce Investment Board will negotiate the level of activities in accordance with the adult/dislocated worker portion of the strategic plan to insure that area-wide we are in compliance with all Federal and State requirements.

H. Adult/Dislocated Worker Performance Requirements

Under WIA there are four (4) required core performance measures for the Adult Program and four (4) required core performance measures for the Dislocated Worker Program. Additionally, two (2) customer satisfaction measures are also being required. The performance measure and cost specifications are minimum standards required for all proposals submitted.

**Adult Program**

Adult Entered Employment Rate	80%
Adult Retention Rate at 6 months	<u>85%</u>
Adult Average Earnings	<u>\$ 7,500</u>
Adult Employment and Credential Rate	<u>70%</u>

**Dislocated Worker Program**

Dislocated Worker Entered Employment Rate	85%
Dislocated Worker Retention Rate at 6 months	<u>90%</u>
Dislocated Worker Average Earnings	<u>\$12,500</u>
Dislocated Worker Employment and Credential Rate	<u>70%</u>

### Customer Satisfaction

Employer	72%
Participant	72%
Average cost per client served	\$ 3,500
Average cost per placement (Dislocated Worker)	\$ 4,500
Average cost per placement (Adult)	\$ 5,000

### Virginia Workforce Council Requirement

CRC Attainment (Adult/DLW)	5%
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## 5. DELIVERER OF YOUTH PROGRAM SERVICES

### A. YOUTH ELIGIBILITY TO RECEIVE SERVICES

An eligible youth is an individual who:

1. Is age 14 through 21;
2. Is a low income individual; and
3. Is within one or more of the following categories: (as defined here-in)
  - Deficient in basic literacy skills;
  - School dropout;
  - Homeless, runaway, or foster child;
  - Pregnant or parenting;
  - Offender; or
  - Is an individual (including a youth with a disability) who requires additional assistance to complete an educational program, or to secure and hold employment.

In addition to the above listed criteria, all youth applying for services must meet these additional programmatic requirements:

- Must have complied with the requirements of the Military Selective Service Act by providing documentation to demonstrate compliance with those requirements.
- Be lawfully eligible to work in the United States.

An eligible youth who requires additional assistance to complete an educational program, or to secure and hold employment, means, an individual who **meets at least one of the following target group requirements:**

Deficient in basic literacy skills,  
A school dropout,  
Homeless, a runaway, or a foster child,  
Pregnant or a parent, or  
An offender, **and is either**

Enrolled in an eligible education program, but also requires additional assistance beyond that offered by the service provider in order to complete the activity or program; or

An eligible youth who is near the point of being ready for a job or employment, but requires additional assistance under Title I to acquire or retain a job. The additional requirements in each instance will be specified by the educational program operator to avoid failure in the program, a prospective employer to avoid failure in obtaining a specific job, or a present employer to prevent an employed youth from losing employment.

An eligible youth who requires additional assistance to complete an educational program, or to secure and hold employment, means an individual who is:

Enrolled in an eligible education program, but also requires additional assistance beyond that offered by the service provider in order to complete the activity or program; or

An eligible youth who is near the point of being ready for a job or employment, but requires additional assistance under Title I to acquire or retain a job.

The additional requirements will be specified by the educational program operator to avoid failure in the program, a prospective employer to avoid failure in obtaining a specific job, or a present employer to prevent an employed youth from losing employment.

These additional requirements must be documented in the youth's individual service strategy.

Up to **five percent** of the youth participants served by youth programs may be individuals **who do not meet the income criteria for eligible youth**, providing that they are in one or more of the following groups **and prior written approval is received from WIB Staff**:

School dropouts;  
Basic skills deficient;  
One or more grade levels below the grade level appropriate to the individual's age;  
Pregnant or parenting;  
Possess one or more disabilities, including learning disabilities;

Homeless or runaway;  
Offender; or  
Face serious barriers to employment as identified by the local Board and established in a local Youth policy.

A disabled youth whose family does not meet the income eligibility criteria under the Act may be eligible for services as a “low income individual” if an individual’s own income:

Meets the income criteria established at WIA Section 101, (25)(B); **or**  
Meets the income eligibility criteria for cash payments under any Federal, State or local public assistance program.

A youth attending “an alternative school” is not a “dropout” under the Workforce Investment Act.

The following definitions are applicable to the eligibility for youth services under WIA:

Low income individual – The term “low income individual” means an individual who —

- A. Receives or is a member of a family that receives cash payments under a Federal, State or local income-based public assistance program;
- B. Received an income or is a member of a family that received a total family income, for the 6-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, cash payments under a Federal, State or local income-based public assistance program; and old-age and survivors insurance benefits received under Section 202 of the Social Security Act) that, in relation to family size, does not exceed the higher of —
  - OMB Poverty Level, **or**
  - 70 percent of the Lower Living Standard Income Level.
- C. Is a member of a household that receives (or has been determined within the 6-month period prior to application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act;
- D. Qualifies as a homeless individual, as defined by in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act;
- E. Is a foster child on behalf of whom State or local government payments are made; or
- F. In cases permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability whose own income meets the requirements

of a program described in (A) receives or is a member of a family that receives, cash payments under a Federal, State or local income-based public assistance program; or of (B) received an income or is a member of a family that received a total family income, for the 6-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, cash payments under a Federal, State or local income-based public assistance program; and old-age and survivors insurance benefits received under Section 202 of the Social Security Act that, in relation to family size, does not exceed the higher of

- OMB Poverty Level; **or**
- 70 percent of the Lower Living Standard Income Level.

Basic Skills Deficient – the term “basic skills deficient” means, with respect to the individual, that the individual has English reading, writing, or computing skills at or below the 8<sup>th</sup> grade on a generally accepted standardized test or a comparable score on a criterion-referenced test.

Offender – the term “offender” means any adult or juvenile –  
Adult – (Older Youth, ages 19-21) Juvenile – (Younger Youth, ages 14-18)

1. for whom services under this Act may be beneficial; or
2. who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

Out-of-School-Youth – the term “out-of-school” means —

1. an eligible youth who is a school dropout; or
2. an eligible youth who has received a secondary school diploma or its equivalent but is basic skills deficient, unemployed or under employed.

School Dropout – the term “school dropout” means an individual who is no longer attending any school and who has not received a school diploma or its recognized equivalent.

Participant – the term “participant” means an individual who has been determined to be eligible to participate in and who is receiving services (except follow-up services) under a program authorized by Title I of the Workforce Investment Act.

Participation shall be deemed to commence on the first day, following determination of eligibility, on which the individual began receiving subsidized employment, training or other services provided under Title I of the Workforce Investment Act.

Older Youth – the term “older youth” means an individual who is between the ages of 19 and 21 on the date of initial program participation.

Younger Youth – the term “younger youth” means an individual who is between the ages of 14 and 18 on the date of initial program participation.

Pregnant or parenting – the term “pregnant or parenting” means an individual who is under 22 years of age and who is pregnant, or a youth (male or female) who is providing custodial care for one or more dependents under age 18.

Runaway Youth – the term “runaway youth” means an individual under the age of 18 years of age who absents himself or herself from home or place of legal residence without the permission of parents or legal guardian.

Homeless – the term “homeless” means an individual who lacks a fixed, regular, and adequate nighttime residence; and who has a primary nighttime residence that is:

A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including congregate shelter, and transitional housing for the mentally ill);

An institution that provides a temporary residence for individuals intended to be institutionalized; or

A public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.

Note: This does not include a person who is imprisoned or detained pursuant to an Act of Congress or State law.

Unemployed – the term “unemployed” means an individual who, during the 7 consecutive days prior to registration, did not do any work at all as a paid employee, in his or her own business, profession or farm, worked 15 hours or more as an unpaid worker in an enterprise operated by a member of the family, or is one who was not working, but has a job or business from which he or she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time off, and whether or not seeking another job.

One or more grade levels below the grade level appropriate to the individual’s age: means an individual whose grade level achievement level is below the individual’s age. (For example: a youth is age 16 and is reading at the 7<sup>th</sup> grade level.).

B. SCOPE OF WORK

All planned activities must be in compliance with allowable youth activities as contained in State Policy 00-5, “Youth Programs under Title I of the Workforce Investment Act.” ([www.vwn.virginia.gov/pdfs/policy005.pdf](http://www.vwn.virginia.gov/pdfs/policy005.pdf))

C. YOUTH PROGRAM DESIGN, ELEMENTS AND PARAMETERS

Local youth programs must be designed and built around the following framework:

Provide an objective assessment of the academic levels, skill levels, and service needs of each participant.

This assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs of such youth, except that a new assessment of a youth is not required if the provider carrying out such a program determines it is appropriate to use a recent assessment of the youth conducted as part of another education or training program; and includes a review of the academic as well as the services needs, of each youth.

For purposes of this section:

**Recent Assessment** means any assessment conducted **within the last 6 months** by an education or training program; and includes a review of the academic as well as the services needs, of each youth.

Develop the necessary service strategies appropriate for each youth that identifies an employment goal (including participation in nontraditional employment opportunities), achievement objectives, and services for the participant utilizing the results of an objective assessment process, except that a new service strategy for a youth is not required if the provider carrying out such a program determines it is appropriate to use a recent service strategy developed for the youth under another education or training program; **and**

For purposes of this section:

**Recent service strategy** means any service strategy developed **within the last 6 months** by an educational or training program; and includes a review of the academic as well as the services needs of each youth.

Provide —

Preparation for postsecondary educational opportunities, in appropriate cases;  
Strong linkages between academic and occupational learning;  
Preparation for unsubsidized employment opportunities, in appropriate cases; and  
Effective connections to intermediaries with strong links to:

The job market; and  
Local and regional employers.

The following ten program elements shall be available to all youth, however, the services provided to each youth must meet that individual's needs and be based on the results of an objective assessment and individual service strategy:

Tutoring, study skills training, and instruction, leading to completion of secondary school, including dropout prevention strategies;

Alternative secondary school services;

Summer employment opportunities that are directly linked to academic and occupational training;

Paid and unpaid work experiences, including internships and job shadowing;

Occupational skill training;

Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours;

Supportive services;

Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;

Follow-up services for not less than 12 months after the completion of participation, as appropriate; and

Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.

Additional Requirements -

Information and Referrals – the participant or applicant who meets the minimum income criteria to be considered an eligible youth must be provided with -

Referral to appropriate training and educational programs that have the capacity to serve the participant or applicant either on a sequential or concurrent basis.

For applicants not meeting the enrollment requirements -

An eligible applicant who does not meet the enrollment requirements of the particular program or who cannot be served shall be referred for further assessment, as necessary, and referred to appropriate programs to meet the basic skills and training needs of the applicant.

Involvement in Design and Implementation -

Parents, participants, and other members of the community with experience relating to programs for youth are involved in the design, implementation and evaluation of the programs described in the local plan.

Case Manager to Client Ratio -

The average Case Manager to client ratio should be at least 1:25 but no higher than 1:50. Exceptions to this standard may be granted when justified.

D. PRIORITY OF SERVICE

At a minimum, 40 percent of the local workforce area youth funds shall be used to provide youth activities to out-of-school youth.

No more than 5 percent of the youth participants served in each local area may be individuals who do not meet the minimum income criteria to be considered eligible youth, if such individuals are within one or more of the following categories:

Individuals who are school dropouts;

Individuals who are basic skills deficient;

Individuals with educational attainment that is one or more grade levels below the grade level appropriate to the age of the individuals;

Individuals who are pregnant or parenting;

Individuals with disabilities, including learning disabilities;

Individuals who are homeless or runaway youth;

Individuals who are offenders; or

Other eligible youth who face serious barriers to employment as identified by the local workforce investment board and reflected in a youth policy statement.

E. SUPPORTIVE SERVICES FOR YOUTH

Supportive services may include the following:

Linkages to appropriate community services;

Assistance with child care and dependent care costs;

Assistance with transportation;

Assistance with housing costs;

Referrals to medical services; and

Assistance with uniforms or other appropriate work attire and work-related tool costs, including such items as eyeglasses and protective eye gear.

Other supportive services as may be approved by the Workforce Investment Board.

F. FOLLOW-UP SERVICES FOR YOUTH

Follow-up services for youth may include:

Leadership development and supportive service;

Leadership development activities include the following:

- Exposure to postsecondary educational opportunities;
- Community and service learning projects;
- Peer-centered activities, including peer mentoring and tutoring;
- Organizational and teamwork training, including team leadership training;
- Training in decision-making, including determining priorities;
- Citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources;
- Employability; and
- Positive social skills.

Positive social skills – the term “positive social skills” means those soft skills that may be incorporated into local programs as part of a menu of services. These skills may include:

- Positive attitudinal development;
- Self-esteem building;
- Cultural diversity training; and
- Work simulation activities.

- Regular contact with a youth participant’s employer, including assistance in addressing work-related problems;

- Assistance in securing better paying jobs, career development and further education;

- Work-related peer support groups;

- Adult mentoring; and

- Tracking the progress of youth in employment after training.

All youth participants must receive some form of follow-up services for a minimum duration of 12 months. Follow-up services beyond the 12-month minimum are at the discretion of the local Board. Services beyond the 12-

month period should be based on the needs of the individual youth.

#### G. WORK EXPERIENCES FOR YOUTH

Work experiences are planned structured learning experiences that take place in a workplace for a limited period of time. These activities are designed to provide youth with exposure to working world and the demands and requirements of going to work. These experiences should assist youth in gaining the necessary personal attributes, knowledge, and skills needed to obtain a job and advance in employment.

These experiences may be paid or unpaid.

Work experience workplaces may be in the private, for-profit sector; the non-profit sector, or the public sector.

Participation in work experience activities, as with any other activity funded under WIA, should be based on the needs identified by the objective assessment of the individual youth participant and documented in the youth's individual service strategy.

#### H. PROCUREMENT REQUIREMENTS

All required program elements not directly provided by the Youth Services Program Operator must be competitively procured. This includes, but not limited to, occupational skills training, tutoring, and supportive services. Documentation of all competitive procurement activities must be maintained on site and are subject to verification during annual compliance monitoring reviews conducted by Workforce Investment Board staff.

#### I. CONCURRENT ENROLLMENT FOR YOUTH

For purposes of WIA, eligible youth are 14 through 21 years of age. Adults are defined as individuals 18 and older. Individuals 18 through 21 may be eligible for both adult and youth programs.

Eligible individuals who are 18 through 21 years old may concurrently participate in adult and youth programs. These individuals must meet the eligibility requirements of both the youth and adult programs applicable to the services they are receiving.

#### J. APPLICABILITY OF INDIVIDUAL TRAINING ACCOUNTS (ITA) FOR YOUTH

Individuals aged 18 and older may be eligible for training services under adult and dislocated worker programs, and may receive an Individual Training Account through the One-Stop System programs. To the extent possible, all youth participants should be involved in the selection of educational and training activities.

## K. SUMMER EMPLOYMENT PROGRAMS

Summer employment opportunities that link academic and occupational learning as one part of the comprehensive local program design. Summer programs under WIA are not intended to be stand alone programs. Rather, the summer program is part of a comprehensive service strategy for addressing youth employment and training needs. Youth, who participate in summer employment opportunities, must be provided a minimum of 12-month follow-up services.

## L. ONE STOP SERVICES TO YOUTH

Connections between local youth programs and the local One Stop system should be developed to accommodate older youth and facilitate:

The coordination and provision of youth activities;

Linkages between the job market and employers;

Access for eligible youth to information and services, to include:

Tutoring, study skills training, and instruction, leading to completion of secondary school, including dropout prevention strategies;

Alternative secondary school services;

Summer employment opportunities that are directly linked to academic and occupational learning;

Paid and unpaid work experiences, including internships and job shadowing;

Occupational skill training;

Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours;

Supportive services;

Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;

Follow-up services for not less than 12 months after the completion of participation, as appropriate; and

Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.

Other activities designed to achieve the purposes of the youth programs in the local areas.

One-Stop services for non-eligible youth must be funded by programs that are authorized to provide services to these youth. For example, basic labor exchange services under Wagner-Peyser Act may be provided to any youth.

M. LEVEL OF SERVICE

The New River/Mount Rogers Workforce Investment Board will negotiate the level of activities in accordance with the youth portion of the strategic plan to insure that area-wide we are in compliance with all Federal and State requirements.

N. YOUTH PERFORMANCE REQUIREMENTS

Under WIA there are seven required core performance measures for youth. Four of these measures apply to older youth (ages 19-21): entered employment, retention in employment, earnings change, and credential attainment rate. The other three measures apply to younger youth (ages 14-18): skill attainment rate, diploma and equivalent attainment rate, and retention rate (refers to retention in employment, postsecondary education, military, qualified apprenticeship, or advanced training). The core performance measures for youth have been defined to reflect the comprehensive services, linkages between summer activities to academic and occupational learning, flexibility of program design, and continuum of services that are called for under the WIA.

Older Youth (age 19-21) Core Performance Measures:

**Older Youth Entered Employment Rate – 75%**

Of those who are not employed at registration and who are not enrolled in postsecondary or advanced training in the first quarter after exit:

Number of older youth who have entered employment by the end of the first quarter after exit.

**Older Youth Employment Retention Rate at Six Months – 85%**

Of those who are employed in the first quarter after exit and who are not enrolled in postsecondary education or advanced training in the third quarter after exit:

Number of older youth who are employed in third quarter after exit divided by the number of older youth who exit during the quarter.

**Older Youth Average Earnings Change in Six Months – \$ 2,500**

Of those who are employed in the first quarter after exit and who are not enrolled in postsecondary education or advanced training in the third quarter after exit:

Total post-program earnings (earnings in quarter 2 + quarter 3 after exit) minus pre-program earnings (earnings in quarter 2 + quarter 3 prior to registration) divided by the number of older youth who exit during the quarter.

**Older Youth Credential Rate – 55%**

Number of older youth who are in employment or postsecondary education or advanced training in the first quarter after exit and received a credential by the end of the third quarter after exit divided by the number of older youth who exit during the quarter.

**Virginia Workforce Council Requirement**

CRC Attainment – 5%

Younger Youth (age 14-18) Core Performance Measures:

**Skill Attainment Rate – 85%**

Of all in-school youth and any out-of-school youth assessed to be in need of basic skills, work readiness skills, and/or occupational skills:

Total number of basic skills goals attained by younger youth plus the number of work readiness skills goals attained by younger youth plus the number of occupational skills goals attained by younger youth divided by the total number of basic skills goals plus the number of work readiness skills plus the number of occupational skills goals set.

**Diploma or Equivalency Attainment Rate – 70%**

Of those who register without a diploma or equivalent:

Number of younger youth who attain secondary school diploma or equivalent by the end of the first quarter after exit divided by the

number of younger youth who exit during the quarter (except those still in secondary school at exit).

**Retention Rate – 65%**

Number of younger youth in one of the following categories in the third quarter following exit:

- Postsecondary education
- Advanced training
- Employment
- Military service
- Qualified apprenticeships

Divided by the number of younger youth who exit during the quarter (except those still in secondary school at exit).

Youth (age 14-21) – Common Measures

The following measures are not currently being counted in performance, however, they are being tracked and reported on. Each Youth Operator must develop practices to ensure successful performance outcomes for each measure.

Placement in Employment or Education

Attainment of a degree or certificate

Literacy and Numeracy Gains

**Cost** – The average cost per participant to be served cannot exceed \$5,000.

Appropriate Youth Performance Measures for Youth

A youth must be included in the set of measures that applies based on their age at registration (i.e. if a youth is between the ages of 14 and 18 at registration, they will be included in the younger youth measures and a youth between the ages of 19 and 21 at registration will be included in the older youth measures) regardless of how old the participant is at exit.

## O. LINKAGES TO PARTNER SERVICES

To encourage integration of services across programs (WIA Title I funded and non-Title I funded) and recognize shared contributions toward outcomes, the following strategy for tracking and reporting on the core measures across programs will be used. WIA Title I funded youth programs can count participants, who receive services provided by non-WIA Title I funded school-to-work (i.e. schools) and one-stop partner programs in the WIA core measures as long as the individual has been registered for WIA Title I youth services (all individuals receiving youth services will be registered) and:

1. is concurrently receiving WIA Title I funded youth services while receiving partner services; **or**
2. is scheduled to receive WIA Title I funded youth services at a future date while receiving partner services or upon exit of the partner services.

Tracking youth across WIA Title I and non-WIA Title I programs can be more effectively implemented in communities with strong school-to-work partnerships linking schools to workforce investment services.

## P. WHEN TO COUNT OUTCOMES

All of the core measures for youth are assessed at the time a youth exits except the younger youth skill attainment rate. For that measure, positive outcomes are recorded as they occur. The youth has one year from the anniversary of the date the goal was set to achieve the goal.

For the exit-based measures, outcomes are determined when the individual leaves the program (i.e. exit). The following definition of “exiter” has been developed to determine when to count an individual in a specified reporting period.

Exiter is defined as: a customer who has a case closure within the quarter (case closure date) or who does not receive any WIA funded or non-WIA funded partner services for 90 days and is not scheduled for future services except follow-up services (soft exit date). Participants may have a gap in service greater than 90 days and be excluded from the core measures due to health/medical conditions and delays before training begins. Once a participant has not received any WIA funded or partner program funded services for 90 days and has no planned gap in services after case closure then the participant will be soft exited by the VWC system retroactive to the last date of service. Once a client has been soft exited by the system then that participant will be included for the purpose of measurements in the exit based measure.

Q. SETTING APPROPRIATE GOAL(S)

Within the skill attainment rate, three types of skills are being assessed within this one measure: basic skills, work readiness skills, and/or occupational skills. All younger youth who are determined basic skills deficient (defined as, an individual who has English reading, writing, or computing skills at or below the 8<sup>th</sup> grade level on a generally accepted standardized test or a comparable score on a criterion-referenced test) must have a basic skills goal that will be held accountable to the skill attainment rate. In addition, to that basic skills goal, the participant may also have a work readiness and/or occupational skills goal. If the participant is not basic skills deficient and therefore does not have a basic skills goal, the individual must have a work readiness and/or occupational skills goal if they are an in-school youth. If the participant is an out-of-school youth (not in need of basic skills), it is the local option whether or not a work readiness goal and/or occupational skills is necessary.

R. TIMING OF SKILL ATTAINMENT MEASURE

For those youth who will have skill attainment goals, at least one goal must be set upon initial assessment of the participant. Once the goal is set, the participant has up to a year to achieve each goal set. Attainment of a goal is counted as it is achieved (i.e., goal attainment counted in the quarter in which the goal was achieved). If the goal is not achieved by the one-year anniversary of the date the goal was set, the failure is counted in the quarter of the anniversary date. Only three (3) goals may be set and each participant is allowed only three goal attainments each year. Participants may have any combination of the three types of skill goals (three skill goals in the same category, two skill goals in one category and one skill goal in another, or one skill goal in each category, etc.).

S. COORDINATION OF RESOURCES/SERVICES

All program activities must be coordinated with available resources to insure proper utilization of available resources/services and non-duplication of available services. Proposal must reflect efforts made by the proposer to attempt to secure additional funding/resources in the community to increase service levels to participants.

T. HANDICAPPED ACCESSIBILITY

All offerors must ensure that their facilities comply with all provisions and requirements as contained in the Americans with Disabilities Act. Additionally, offerors must ensure compliance with the access checklist for disabilities as contained in State Policy #00-9.

U. SIGNIFICANT SEGMENT SERVICE LEVELS

In-school youth served —	60%
Out-of-school youth served —	40%

6. ADMINISTRATIVE FUND AVAILABILITY

Administrative funds are only allowable for the One Stop Operator when administrative functions are provided that are over and above those normally provided and are those functions as contained in the WIA Final Rule. The maximum amount available to the One Stop Operator is \$25,000.

7. COST SPECIFICATIONS

All costs incurred by sub-recipients associated with agreements that are for the delivery of services are considered program cost. Any incidental administration in the process of service delivery is also considered a program cost.

8. BONDING

All proposers must have in place a current, in force, fidelity bond in order to be considered for the awarding of a contract. Coverage will be in the sum of \$100,000. Once contracts are awarded, the face value of the bond must be at least the total of all WIA contracts awarded or \$100,000 whichever is less. The bond must be applicable only to the Workforce Investment Board and irrevocable during the contract period.

9. LIABILITY DISTRIBUTION POLICY

All entities/organizations funded, either partially or wholly using Workforce Investment Act funds, will be required to obtain, have in force and produce documentation of coverage necessary to cover any disallowed cost that may result from their activities under the Workforce Investment Act. All entities must meet this requirement as a condition of receiving a contract with the WIB and subsequent funding.

10. AREAS OF SERVICE

Only jurisdictions within Planning Districts 3 and 4 of Virginia.

PART III  
PROPOSAL PACKAGE

- a. Proposal Summary Form
- b. Proposal and Award Sheet
- c. Contract Performance and Statement of Work Responsibilities Form
- d. Certification Regarding Indemnification
- e. Certification Regarding Drug-Free Workplace
- f. Certification Regarding Debarment/Suspension
- g. Certification Regarding Lobbying
- h. Certification Regarding Compliance with Nondiscrimination and Equal Opportunity Laws and Regulations
- i. Offeror's Standard Information
- j. Statement of Work
- k. Budget Information
- l. General Terms and Conditions





**PROPOSAL AND AWARD SHEET**

1. ISSUING ACTIVITY: New River/Mount Rogers Workforce Investment Board  
For: WIA #2

2. SEND TO: New River/Mount Rogers Workforce Investment Board  
6580 Valley Center Drive, Box 23  
Radford, VA 24141

3. PROGRAM: 4. SOLICITATION NO.: 5. DATE ISSUED: 01/16/09

6. CONTRACT NO.: 7. DURATION: FROM July 1, 2009 TO June 30, 2010

**GENERAL SOLICITATION REQUIREMENTS**

- 1. Sealed offers must be returned to the address noted above in Block No. 2 no later than **4:30 p.m. on March 20, 2009.**
- 2. All offers are subject to compliance with items listed in the schedule below.

**SCHEDULE**

- I. Certifications
- II. Offeror=s Standard Information
- III. Statement of Work
- IV. Budget Information
- V. Special Terms and Conditions
- VI. General Terms and Conditions

8. TYPE OF ORGANIZATION: (Check ones appropriate):

<input type="checkbox"/> Proprietorship	<input type="checkbox"/> Local Govt. Agency	<input type="checkbox"/> Non-profit	<input type="checkbox"/> Other (Specify)
<input type="checkbox"/> Partnership	<input type="checkbox"/> State Govt. Agency	<input type="checkbox"/> Minority Owned	_____
<input type="checkbox"/> Corporation	<input type="checkbox"/> Profit-making	<input type="checkbox"/> Small Business	_____

**OFFER**

The undersigned offers and agrees to furnish and abide by all items listed in the Schedule and the price offered within the time specified. This offer is firm for 120 days.

9. OFFEROR (LEGAL NAME AND ADDRESS): 10. TYPED NAME AND TITLE OF PERSON AUTHORIZED TO SIGN CONTRACT:

PHONE NO.: \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

11. AWARDED WITH FOLLOWING STIPULATION(S):

**CONTRACT FUNDING SUMMARY**

12. CONTRACT PY 09 TITLE I 13. INITIAL AWARD AMOUNT: \$ \_\_\_\_\_

Period: From 7/1/09 To 6/30/10

NOTE: Should additional funds become available during the program year, Program Operator is entitled to consideration of such additional monies. This is not a guarantee of additional funding but only an option that may be exercised by the Workforce Investment Board.

14. WIB EXECUTIVE DIRECTOR: 15. WORKFORCE INVESTMENT BOARD CONCURRENCE:

\_\_\_\_\_  
SIGNATURE SIGNATURE OF CHAIRPERSON

## CONTRACT PERFORMANCE AND STATEMENT OF WORK RESPONSIBILITIES

In acceptance of program funding, I agree to provide/comply with the following:

1. Client Outreach/Recruitment
2. Client Suitability Determination
3. Initial Assessment/Referral for Certification
4. Objective Assessment
5. Development and implementation of an Individual Service Strategy
6. Documented counseling contacts
7. Proper completion and maintenance of applicable required program documentation forms.
8. Reporting for reimbursement only allowable expenditures contained in approved contract budget
9. Adhere to all performance standards as specified in the RFP and contained herein.
10. Specific training/services activities and components to be provided are outlined below. Activities are a part of overall program operations but all activities are not applicable to all clients. Client participation in specific activities will be based on each individual client's objective assessment and Individual Service Strategy.

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_
- D. \_\_\_\_\_
- E. \_\_\_\_\_
- F. \_\_\_\_\_
- G. \_\_\_\_\_
- H. \_\_\_\_\_
- I. \_\_\_\_\_
- J. \_\_\_\_\_
- K. \_\_\_\_\_
- L. \_\_\_\_\_

11. Adherence to specifications contained in the following:

- A. General Provisions
- B. Workforce Investment Act
- C. All Applicable Federal/State Policies
- D. All Applicable WIB Policies

We the undersigned agree to abide by the terms and conditions outlined above and changes are acceptable only if mutually agreed to by way of a signed contract modification.

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AGENCY REPRESENTATIVE

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WIB STAFF REPRESENTATIVE

I. CERTIFICATIONS

- A. Certification Regarding Indemnification
- B. Certification Regarding Drug-Free Workplace Requirements
- C. Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion
- D. Certification Regarding Lobbying
- E. Certification Regarding Compliance with Nondiscrimination and Equal Opportunity Laws and Regulations

# **CERTIFICATION REGARDING INDEMNIFICATION**

It is understood by the agency and signatory for the receiving agent that, hereafter, they will accept responsibility for the funds and their program. It is understood that each receiving agency is responsible for adhering to the rules/regulations promulgated by the Workforce Investment Act, U.S. Department of Labor, Virginia Employment Commission, and New River/Mount Rogers Workforce Investment Board in the performance of their contract.

With this understanding of responsibility, all WIA contractors will account for all Federal funds, WIA property and program income, if generated. The receiving agency hereby agrees to indemnify, reimburse and save harmless the New River/Mount Rogers Workforce Investment Board and Chief Local Elected Officials, for any mistakes, errors of judgments, malfeasance, theft, or other actions by the receiving agency or their staff which result in disallowed cost.

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Name of Agency

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Name and Title of Authorized Representative

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Signature of Authorized Representative

Date

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## Certification Regarding Drug-Free Workplace Requirements

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This certification is required by the regulations implementing the Drug-Free Workplace Act of 1978, 29 CFR Part 98, Sections 98.305, 98.320, and Subpart F.

In addition, this certification is a material representation of fact upon which reliance is placed when the agency determines to award the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.

- A. The prospective grantee certifies that it will 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 a 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 by 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 of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;

- (e) Notifying the agency within ten days after receiving notice under subparagraph (d)(2), with respect to any 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.
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

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, and zip code)

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Name of Organization

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Name and Title of Authorized Representative

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Signature of Authorized Representative

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Date

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

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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 COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principles 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.

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Name and Title of Authorized Representative

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Signature of Authorized Representative

Date

## *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 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 transaction 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 title “Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary ExclusionBLower 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 determines 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 suspended, debarred, 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 LOBBYING

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## Certification for Contracts, Grants, Loans, and Cooperative Agreements

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The undersigned 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 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.

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Grantee/Contractor Organization

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Name of Certifying Official

Signature

Date

## ***INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES***

This disclosure form shall be completed by the reporting entity, whether sub-awardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity 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 a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state, and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or sub-award recipient. Identify the tier of the sub-awardee, e.g. the first sub-awardee of the prime is the 1<sup>st</sup> tier. Sub-awards include but are not limited to subcontracts, sub-grants, and contract awards under grants.
5. If the organization filing the report in item 4 checks “sub-awardee,” then enter the full name, address, city, state, and zip code of the prime Federal Recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g. Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/ proposal control number assigned by the Federal agency). Include prefixes, e.g. ARFP-DE-90-001.@

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10.
  - (a) Enter the full name, address, city, state, and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
  - (b) Enter the full names of the individual(s) performing services, and include full address if different from 10.(a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.



DISCLOSURE OF LOBBYING ACTIVITIES  
CONTINUATION SHEET

Reporting Entity: \_\_\_\_\_ Page \_\_\_\_ of

**CERTIFICATIONS REGARDING COMPLIANCE WITH NONDISCRIMINATION  
AND  
EQUAL OPPORTUNITY LAWS AND REGULATIONS**

*Certification of Contracts, Grants, Loans, and Cooperative Agreements*

The undersigned certifies, to the best of his or her knowledge and belief, that:

As a condition to the award of financial assistance under WIA from the Department of Labor, the grant applicant assures, with respect to operation of the WIA-funded program or activity and all agreements or arrangements to carry out the WIA-funded program or activity, that it will comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Investment Act of 1998, Title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR part 34. The United States has the right to seek judicial enforcement of this assurance.

This certification is a material representation of fact upon which reliance was placed when this agreement was made or entered into. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the nondiscrimination and equal opportunity laws and regulations, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the nondiscrimination and equal opportunity laws and regulations.

Signature of Authorized Certifying Official	Title
Applicant Organization	Date Submitted

## ***OFFEROR'S STANDARD INFORMATION***

One copy of the following information regarding the offeror's agency must be submitted. Number your responses to correspond with the numbers here:

1. Name, title, address, and telephone number of person(s) with authority to negotiate and contractually bind the offeror.
2. Name, title, and telephone number of person(s) who may be contacted during the period of proposal evaluation.
3. If your organization is a corporation, a Certificate of Incorporation must be submitted with the proposal. If the certificate is over 30 years old, then the proposer must also submit a copy of the latest annual report for the State Corporation Commission. For all other non-governmental organizations, it is necessary for the proposer to submit a signed, notarized affidavit which specifies how the business is organized (partnership or proprietorship). If not a partnership or proprietorship, then the organization must be explained. For governmental organizations, no certification of legal status is necessary.
4. If your organization claims non-profit status, evidence of the non-profit status must be submitted.
5. Provide a brief synopsis of your experience relating to this program.
6. Briefly describe your organization and related administrative structure. An organizational chart of the program staff with an explanation of the minimum qualifications and responsibilities for each non-clerical position must be submitted.
7. Describe the financial management system that your agency operates. In answering this part, be sure to include the following in your reply:

- a. Type of accounting system: cash or accrual
- b. List of subsidiary books and registers that are maintained
- c. What your accounting month is (example: calendar month of 16th-15th)

Describe the internal control procedures currently in force to safeguard all monies and property (example: blank checks kept in locked safe with limited access by duly-authorized individuals). Also, list the name, title, address, and telephone number of the individual who will be responsible for the accounting functions of the proposed contract.

8. Offerors must include a copy of their employee grievance procedure.
9. All proposers must have in place a current, in force, fidelity bond in order to be considered for the awarding of a contract. Coverage will be in the sum of \$100,000. Once contracts are awarded, the face value of the bond must be at least the total of all WIA contracts awarded or \$100,000, whichever is less.
10. All proposers must have in force and produce documentation of coverage necessary to cover any disallowed cost that may result from their activities under the Workforce Investment Act. This requirement applies only if a contract is awarded.
11. List all job titles and job descriptions of any position funded by this contract. This includes positions funded totally or in part by this contract.
12. For proposers leasing office space, a copy of the lease is required to be submitted. The lease must specify, at a minimum, space to be leased and square footage cost of leased space. Documentation of the reasonableness of square footage cost must be submitted.

For agencies occupying agency-owned space which is not being leased, a statement must be submitted specifying the agency space being contributed to WIA staff for the operation of the program. At a minimum, this must include square footage contributed and the number of individual offices/rooms occupied for WIA purposes.

**STATEMENT OF WORK**  
**ONE STOP OPERATOR/ADULT/DLW**

The Statement of Work will describe how the offeror proposes to meet the specifications described in the Request for Proposal (RFP) Part II. Number your responses to correspond to the numbers here. **If an item is not applicable, write "NA" next to the appropriate number.** Responses must be in statement form.

1. Identify the type(s) of program(s) being proposed.
2. Provide a detailed description of proposed program activities, including justification and documentation. All objective assessment processes, including development of an Individual Service Strategy, must be addressed. Program activities must be justified by the Objective Assessment and Individual Service Strategy. Proposal must reflect the availability of all required Program elements to all clients being served.
3. Provide a detailed overview of how RFP Part II (3) specifications for One Stop Operators will be adhered to. All required areas in RFP Part II (3) must be addressed in this section. For One Stop Operators proposing to receive WIA funding for Adult/Dislocated Worker services that will be subcontracted to other entities, please provide a detailed description of the subcontracting process, proposed or anticipated subrecipients, methodology to be utilized to select subrecipients and program/fund accountability processes and safeguards.
4. For proposed programs to deliver Adult/Dislocated Worker Services, elaborate on how the proposed program will adhere to specifications contained in RFP Part II, Item 4.
5. Complete a flowchart on the proposed One Stop Delivery System and customer referral within the system. Illustrate how a participant will proceed through the proposed program, and how clients will avail themselves of the required program elements. A narrative description of this delivery system and flowchart is required.

6. Provide specific information on how the proposed program will achieve customer satisfaction and continuous improvement.
7. Provide a description of the participant outreach/recruitment process.
8. Describe the target groups and the significant segments to be served.
9. Describe the proposed supportive services to be offered participants including the method used to determine need, if applicable; if not, respond with "NA."
10. Describe how the program adheres to the performance standards as outlined in Part II of the specifications.
11. Indicate how the program will be promoted to the public and area businesses.
12. Describe the non-WIA resources utilized to provide additional services to participants.
13. State the geographic area to be served.
14. Provide a statement indicating that your agency will comply with the General Terms and Conditions as contained in this package and all changes thereto.

**STATEMENT OF WORK**  
**TITLE I YOUTH ACTIVITIES**

The Statement of Work will describe how the offeror proposes to meet the specifications described in the Request for Proposal (RFP) Part II. Number your responses to correspond to the numbers here. If an item is not applicable, write "NA" next to the appropriate number. Responses must be in statement form.

1. Identify the type(s) of program(s) being proposed.
2. Provide a detailed description of proposed program activities, including justification and documentation. All objective assessment processes, including development of an Individual Service Strategy, must be addressed. Program activities must be justified by the Objective Assessment and Individual Service Strategy. Proposal must reflect the availability of all required Youth Program elements to all clients being served.
3. Complete a Flowchart to illustrate how a participant will proceed through the proposed Youth activities, and how clients will avail themselves of the required program elements. Provide a narrative description of the Flowchart.
4. Describe the proposed supportive services to be offered participants including the method used to determine need, if applicable; if not, respond with "NA."
5. Provide a description of the participant outreach/recruitment process.
6. Describe the target groups and the significant segments to be served.
7. Describe how the program adheres to the performance standards as outlined in **Part II** of the specifications.
8. Describe how proposed program activities adhere to the Youth portion of the Strategic Plan.
9. Indicate how the program will be promoted to the public and area businesses.
10. Describe the non-WIA resources utilized to provide additional services to participants.
11. State the geographic area to be served.
12. Provide a statement indicating that your agency will comply with the General Provisions as contained in this package and all changes thereto.

**BUDGET DATA**

**COST REIMBURSEMENT CONTRACTS**

**ONE STOP OPERATOR/DELIVERER OF WIA TITLE I SERVICES**

Contract No. \_\_\_\_\_  
Modification No. \_\_\_\_\_  
Date: \_\_\_\_\_

CONTRACTOR \_\_\_\_\_

	<b>% of Total</b>	<b>Amount</b>
1. Administrative Costs		\$
2. Operational Costs		\$
3. Client Services Costs		
4. Direct To Client Costs		\$
<b>TOTAL CONTRACT AMOUNT</b>	100%	\$

**ONE STOP OPERATOR ADMINISTRATIVE COSTS**

CONTRACTOR: \_\_\_\_\_  
CONTRACT NO. : \_\_\_\_\_  
MODIFICATION NO. : \_\_\_\_\_  
DATE: \_\_\_\_\_

Specify individual categories/items for which funds are being budgeted.

Note: All requests for administrative funds must be in compliance with Section 667.220 of the WIA Final Rule as attached.

	<i>Item</i>	<i>Budget</i>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
	<b>TOTAL</b>	\$

667.20 What Workforce Investment Act title I functions and activities constitute the costs of administration subject to the administrative cost limit?

- (a) The cost of administration are that allocable portion of necessary and reasonable allowable costs of State and local workforce investment boards, direct recipients, including State grant recipients under subtitle B of title I and recipients of awards under subtitle D of tile I, as well as local grant recipients, local grant subrecipients, local fiscal agents and One Stop operators that are associated with those specific functions identified in paragraph (b) of this section and which are not related to the direct provision of workforce investment services including services to participants and employers. These costs can be both personnel and non-personnel and both direct and indirect.
- (b) The cost of administration are the costs associated with performing the following functions:
  - (1) Perform Performing the following overall general administrative functions and coordination of those functions under WIA title I:
    - i. Accounting, budgeting, financial and cash management functions;
    - ii. Procurement and purchasing functions;
    - iii. Personnel management functions;
    - iv. Payroll functions
    - v. Coordinating the resolution of finding arising from audits, reviews, investigations and incident reports;
    - vi. Audit functions;
    - vii. General legal services functions; and
    - viii. Developing systems and procedures, including information systems, required for these administrative functions;
  - (2) Performing oversight and monitoring responsibilities related to WIA administrative functions;
  - (3) Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space;
  - (4) Travel costs incurred for official business in carrying out administrative activities or the overall management of the WIA system; and
  - (5) Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting and payroll systems) including the purchase, system development and operating costs of such systems.
- (c)
  - (1) Awards to subrecipients or vendors that are solely for the performance of administrative functions are classified as administrative costs.
  - (2) Personnel and related non-personnel costs of staff who perform both administrative functions specified in paragraph (b) of this section and

programmatic services or activities must be allocated as administrative or program costs to the benefiting costs objectives/categories based on documented distributions of actual time worked or other equitable cost allocation methods.

- (3) Specific costs charged to an overhead or indirect cost pool that can be identified directly as a program cost are to be charged as a program cost. Documentation of such charges must be maintained.
- (4) Except as provided at paragraph ©(1), all costs incurred for functions and activities of sub recipients and vendors are program costs.
- (5) Costs of the following information systems including the purchase, systems development and operating (e.g. data entry) costs are charged to the program category:
  - i. Tracking or monitoring of participant and performance information;
  - ii. Employment statistics information, including job listing information, job skills information, and demand occupation information;
  - iii. Performance and program cost information on eligible providers of training services, youth activities, and appropriate education activities;
  - iv. Local area performance information; and
  - v. Information relating to supportive services and unemployment insurance claims for program participants;

Continuous improvement activities are charged to administration or program category based on the purpose or nature of the activity to be improved. Documentation of such charges must be maintained

**PROGRAM COSTS**

CONTRACTOR \_\_\_\_\_  
CONTRACT NO. \_\_\_\_\_  
MODIFICATION NO. \_\_\_\_\_  
DATE \_\_\_\_\_

**I. OPERATIONAL COSTS**

A. Personal Services (From Staff Worksheet) \$ \_\_\_\_\_

B. Fringe Benefits (Staff) \$ \_\_\_\_\_

C. Travel \$ \_\_\_\_\_

D. Communications \$ \_\_\_\_\_

E. Utilities \$ \_\_\_\_\_

F. Materials/Supplies \$ \_\_\_\_\_

G. Insurance \$ \_\_\_\_\_

H. Contractual Services (Specify) \$ \_\_\_\_\_

1. \_\_\_\_\_ \$ \_\_\_\_\_

2. \_\_\_\_\_ \$ \_\_\_\_\_

3. \_\_\_\_\_ \$ \_\_\_\_\_

I. Leases/Rentals \$ \_\_\_\_\_

J. Miscellaneous \$ \_\_\_\_\_

1. Advertising \$ \_\_\_\_\_

2. Reproduction \$ \_\_\_\_\_

3. Other (Specify) \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**OPERATIONAL COSTS TOTAL** \$ \_\_\_\_\_

II. CLIENT SERVICES COSTS

A. Personal Services (From Staff Worksheet)	\$	
	<hr/>	
B. Fringe Benefits (Staff)	\$	
	<hr/>	
C. Travel	\$	
	<hr/>	
<b>CLIENT SERVICES COSTS TOTAL</b>		\$
		<hr/>

III. DIRECT TO CLIENT COSTS

A. Basic Work Readiness		\$
		<hr/>
B. Internships		
1. Wages	\$	
	<hr/>	
2. Fringe Benefits	\$	
	<hr/>	
<b>INTERNSHIPS SUBTOTAL</b>		\$
		<hr/>
C. Work Experience		
1. Participant Personal Services	\$	
	<hr/>	
2. Participant Fringe Benefits	\$	
	<hr/>	
<b>WORK EXPERIENCE SUBTOTAL</b>		\$
		<hr/>
D. Out of Area Job Search		\$
		<hr/>
E. Follow-up Services		\$
		<hr/>
F. Other Intensive Services		
1. _____	\$	
	<hr/>	
2. _____	\$	
	<hr/>	
3. _____	\$	
	<hr/>	
<b>OTHER SUBTOTAL</b>		\$
		<hr/>
G. On-the-Job Training		\$
		<hr/>
H. Customized Training		\$
		<hr/>

I. Occupational Skills Training (Using vouchers/ITAs)

1. Tuitions/Fees	\$	<hr/>
2. Books/Supplies	\$	<hr/>
3. Other (Specify)	\$	<hr/>
_____	\$	_____
_____	\$	_____
_____	\$	_____

OCCUPATIONAL SKILLS TRAINING SUBTOTAL \$ 

---

J. Other Training Services

1. _____	\$	<hr/>
2. _____	\$	<hr/>
3. _____	\$	<hr/>

OTHER TRAINING SERVICES SUBTOTAL \$ 

---

K. Supportive Services

1. _____	\$	<hr/>
2. _____	\$	<hr/>
3. _____	\$	<hr/>

SUPPORTIVE SERVICES SUBTOTAL \$ 

---

L. Needs Based Payments

\$ 

---

**DIRECT TO CLIENT COSTS TOTAL** \$ 

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**PROGRAM COSTS TOTAL** \$ 

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WORKSHEET  
FOR  
INTERNSHIP ACTIVITIES

CONTRACT NO. \_\_\_\_\_  
MODIFICATION NO. \_\_\_\_\_  
DATE \_\_\_\_\_

<b><i>PERSONAL SERVICES</i></b>					
	AVERAGE NO. OF JOBS	AVERAGE NO. OF HRS. PER WEEK	AVERAGE NO. OF WEEKS	WAGE RATE	TOTAL WAGES
INTERNSHIP					
Less Lost Time -					
Adjusted Wages					

<b><i>FRINGE BENEFITS</i></b>		
INTERNSHIP FRINGE BENEFITS	% OR UNIT COST	AMOUNT
FICA		\$
WORKER'S COMPENSATION		\$
OTHER (SPECIFY)		\$
<b>TOTAL</b>		<b>\$</b>

WORKSHEET  
FOR  
PARTICIPANT PERSONAL SERVICES/FRINGE BENEFITS

CONTRACT NO. \_\_\_\_\_  
MODIFICATION NO. \_\_\_\_\_  
DATE \_\_\_\_\_

<b><i>PERSONAL SERVICES</i></b>					
	AVERAGE NO. OF JOBS	AVERAGE NO. OF HRS. PER WEEK	AVERAGE NO. OF WEEKS	WAGE RATE	TOTAL WAGES
WORK EXPERIENCE					
Less Lost Time -					
Adjusted Wages					

<b><i>FRINGE BENEFITS</i></b>		
WORK EXPERIENCE FRINGE BENEFITS	% OR UNIT COST	AMOUNT
FICA		\$
WORKER'S COMPENSATION		\$
OTHER (SPECIFY)		\$
<b>TOTAL</b>		<b>\$</b>

**WORKSHEET STAFF WAGES**

CONTRACTOR \_\_\_\_\_  
 CONTRACT NO. \_\_\_\_\_  
 MODIFICATION NO. \_\_\_\_\_  
 DATE \_\_\_\_\_

Staff Position	Annual Salary	No. Pay Periods	Pay Per Period	Personal Services					
				Program Costs				Other WIA	Non- WIA
				Operational		Client Services			
				%	Amount	%	Amount	%	%
<b>TOTALS</b>									

**PROGRAM SUMMARY**

CONTRACTOR \_\_\_\_\_  
 CONTRACT NO. \_\_\_\_\_  
 MODIFICATION NO. \_\_\_\_\_  
 DATE \_\_\_\_\_

Cumulative Enrollment and Termination

	I.	A.	B.	II.	A.	A.1	B.	C.	III
Report Period	Total Participants	New Enrollments	Carryovers	Total Terminations	Entered Unsubsidized Employment	Employed Who Rec'd Recognized Credential	Other Positive	Non Positive	Current on Board
1 <sup>st</sup> Qtr. 7-1 to 9-30									
2 <sup>nd</sup> Qtr. 7-1 to 12-31									
3 <sup>rd</sup> Qtr. 7-1 to 3-31									
4 <sup>th</sup> Qtr. 7-1 to 6-30									

RELATIONSHIPS: I – II = III; A + B + C = II

**SIGNIFICANT SEGMENTS  
 CUMULATIVE SUMMARY**

Significant Segments	1 <sup>st</sup> Qtr.	2 <sup>nd</sup> Qtr.	3 <sup>rd</sup> Qtr.	4 <sup>th</sup> Qtr.	Significant Segments	1 <sup>st</sup> Qtr.	2 <sup>nd</sup> Qtr.	3 <sup>rd</sup> Qtr.	4 <sup>th</sup> Qtr.
Male					Handicapped				
Female					White (Non-Hispanic)				
18 – 21					Black (Non-Hispanic)				
22 – 44					Hispanic				
45 – 54					American Indian and Alaskan Native				
55 & Over					Asian & Pacific Islander				
					Dropouts				

***CUMULATIVE MONTHLY PROJECTED EXPENDITURES***

CONTRACTOR \_\_\_\_\_  
 CONTRACT NO. \_\_\_\_\_  
 MODIFICATION NO. \_\_\_\_\_  
 DATE \_\_\_\_\_

COST CATEGORY	JULY 2009	AUG. 2009	SEPT. 2009	OCT. 2009	NOV. 2009	DEC. 2009
Administration						
Operational Costs						
Client Service Costs						
Direct to Client Costs						
TOTAL						
COST CATEGORY	JAN. 2010	FEB. 2010	MAR. 2010	APR. 2010	MAY 2010	JUNE 2010
Administration						
Operational Costs						
Client Service Costs						
Direct to Client Costs						
TOTAL						

**BUDGET DATA**

**COST REIMBURSEMENT CONTRACTS**

**DELIVERERS OF WIA ADULT/DLW SERVICES**

Contract No. \_\_\_\_\_  
Modification No. \_\_\_\_\_  
Date: \_\_\_\_\_

CONTRACTOR \_\_\_\_\_

	<b>% Of Total</b>	<b><i>Amount</i></b>
1. Operational Costs		\$
2. Client Services Costs		\$
3. Direct To Client Costs		\$
<b>TOTAL CONTRACT AMOUNT</b>	100%	\$

**PROGRAM COSTS**

CONTRACTOR \_\_\_\_\_  
CONTRACT NO. \_\_\_\_\_  
MODIFICATION NO. \_\_\_\_\_  
DATE \_\_\_\_\_

**I. OPERATIONAL COSTS**

A. Personal Services (From Staff Worksheet) \$ \_\_\_\_\_

B. Fringe Benefits (Staff) \$ \_\_\_\_\_

C. Travel \$ \_\_\_\_\_

D. Communications \$ \_\_\_\_\_

E. Utilities \$ \_\_\_\_\_

F. Materials/Supplies \$ \_\_\_\_\_

G. Insurance \$ \_\_\_\_\_

H. Contractual Services (Specify) \$ \_\_\_\_\_

1. \_\_\_\_\_ \$ \_\_\_\_\_

2. \_\_\_\_\_ \$ \_\_\_\_\_

3. \_\_\_\_\_ \$ \_\_\_\_\_

I. Leases/Rentals \$ \_\_\_\_\_

J. Miscellaneous \$ \_\_\_\_\_

1. Advertising \$ \_\_\_\_\_

2. Reproduction \$ \_\_\_\_\_

3. Other (Specify) \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**OPERATIONAL COSTS TOTAL** \$ \_\_\_\_\_

II. CLIENT SERVICES COSTS

A. Personal Services (From Staff Worksheet)	\$	
	<hr/>	
B. Fringe Benefits (Staff)	\$	
	<hr/>	
C. Travel	\$	
	<hr/>	
<b>CLIENT SERVICES COSTS TOTAL</b>		\$
		<hr/>

III. DIRECT TO CLIENT COSTS

A. Basic Work Readiness		\$
		<hr/>
B. Internships		
1. Wages	\$	
	<hr/>	
2. Fringe Benefits	\$	
	<hr/>	
<b>INTERNSHIPS SUBTOTAL</b>		\$
		<hr/>
C. Work Experience		
1. Participant Personal Services	\$	
	<hr/>	
2. Participant Fringe Benefits	\$	
	<hr/>	
<b>WORK EXPERIENCE SUBTOTAL</b>		\$
		<hr/>
D. Out of Area Job Search		\$
		<hr/>
E. Follow-up Services		\$
		<hr/>
F. Other Intensive Services		
1. _____	\$	
	<hr/>	
2. _____	\$	
	<hr/>	
3. _____	\$	
	<hr/>	
<b>OTHER SUBTOTAL</b>		\$
		<hr/>
G. On-the-Job Training		\$
		<hr/>
H. Customized Training		\$
		<hr/>

I. Occupational Skills Training (Using vouchers/ITAs)

1. Tuitions/Fees	\$	<hr/>
2. Books/Supplies	\$	<hr/>
3. Other (Specify)	\$	<hr/>
_____	\$	_____
_____	\$	_____
_____	\$	_____

OCCUPATIONAL SKILLS TRAINING SUBTOTAL \$ 

---

J. Other Training Services

1. _____	\$	<hr/>
2. _____	\$	<hr/>
3. _____	\$	<hr/>

OTHER TRAINING SERVICES SUBTOTAL \$ 

---

K. Supportive Services

1. _____	\$	<hr/>
2. _____	\$	<hr/>
3. _____	\$	<hr/>

SUPPORTIVE SERVICES SUBTOTAL \$ 

---

L. Needs Based Payments \$ 

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**DIRECT TO CLIENT COSTS TOTAL** **\$ 

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**PROGRAM COSTS TOTAL** **\$ 

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WORKSHEET  
FOR  
INTERNSHIP ACTIVITIES

CONTRACT NO. \_\_\_\_\_  
MODIFICATION NO. \_\_\_\_\_  
DATE \_\_\_\_\_

<b>PERSONAL SERVICES</b>					
	AVERAGE NO. OF JOBS	AVERAGE NO. OF HRS. PER WEEK	AVERAGE NO. OF WEEKS	WAGE RATE	TOTAL WAGES
INTERNSHIP					
Less Lost Time -					
Adjusted Wages					

<b>FRINGE BENEFITS</b>		
INTERNSHIP FRINGE BENEFITS	% OR UNIT COST	AMOUNT
FICA		\$
WORKER'S COMPENSATION		\$
OTHER (SPECIFY)		\$
<b>TOTAL</b>		<b>\$</b>

WORKSHEET  
FOR  
PARTICIPANT PERSONAL SERVICES/FRINGE BENEFITS

CONTRACT NO. \_\_\_\_\_  
MODIFICATION NO. \_\_\_\_\_  
DATE \_\_\_\_\_

<b>PERSONAL SERVICES</b>					
	AVERAGE NO. OF JOBS	AVERAGE NO. OF HRS. PER WEEK	AVERAGE NO. OF WEEKS	WAGE RATE	TOTAL WAGES
WORK EXPERIENCE					
Less Lost Time -					
Adjusted Wages					

<b>FRINGE BENEFITS</b>		
WORK EXPERIENCE FRINGE BENEFITS	% OR UNIT COST	AMOUNT
FICA		\$
WORKER'S COMPENSATION		\$
OTHER (SPECIFY)		\$
<b>TOTAL</b>		<b>\$</b>

**WORKSHEET STAFF WAGES**

CONTRACTOR \_\_\_\_\_  
 CONTRACT NO. \_\_\_\_\_  
 MODIFICATION NO. \_\_\_\_\_  
 DATE \_\_\_\_\_

Staff Position	Annual Salary	No. Pay Periods	Pay Per Period	Personal Services					
				Program Costs				Other WIA	Non- WIA
				Operational		Client Services			
				%	Amount	%	Amount	%	%
<b>TOTALS</b>									

**PROGRAM SUMMARY**

CONTRACTOR \_\_\_\_\_  
 CONTRACT NO. \_\_\_\_\_  
 MODIFICATION NO. \_\_\_\_\_  
 DATE \_\_\_\_\_

	I.	A.	B.	II.	A.	A.1	B.	C.	III
Report Period	Total Participants	New Enrollments	Carryovers	Total Terminations	Entered Unsubsidized Employment	Employed Who Rec'd Recognized Credential	Other Positive	Non Positive	Current on Board
1 <sup>st</sup> Qtr. 7-1 to 9-30									
2 <sup>nd</sup> Qtr. 7-1 to 12-31									
3 <sup>rd</sup> Qtr. 7-1 to 3-31									
4 <sup>th</sup> Qtr. 7-1 to 6-30									

RELATIONSHIPS: I – II = III; A + B + C = II

**SIGNIFICANT SEGMENTS  
 CUMULATIVE SUMMARY**

Significant Segments	1 <sup>st</sup> Qtr.	2 <sup>nd</sup> Qtr.	3 <sup>rd</sup> Qtr.	4 <sup>th</sup> Qtr.	Significant Segments	1 <sup>st</sup> Qtr.	2 <sup>nd</sup> Qtr.	3 <sup>rd</sup> Qtr.	4 <sup>th</sup> Qtr.
Male					Handicapped				
Female					White (Non-Hispanic)				
18 – 21					Black (Non-Hispanic)				
22 – 44					Hispanic				
45 – 54					American Indian and Alaskan Native				
55 & Over					Asian & Pacific Islander				
					Dropouts				

**CUMULATIVE MONTHLY PROJECTED EXPENDITURES**

CONTRACTOR \_\_\_\_\_  
 CONTRACT NO. \_\_\_\_\_  
 MODIFICATION NO. \_\_\_\_\_  
 DATE \_\_\_\_\_

COST CATEGORY	JULY 2009	AUG. 2009	SEPT. 2009	OCT. 2009	NOV. 2009	DEC. 2009
Operational Costs						
Client Service Costs						
Direct to Client Costs						
TOTAL						
COST CATEGORY	JAN. 2010	FEB. 2010	MAR. 2010	APR. 2010	MAY 2010	JUNE 2010
Operational Costs						
Client Service Costs						
Direct to Client Costs						
TOTAL						

**BUDGET DATA**

**COST REIMBURSEMENT CONTRACTS**

**DELIVERERS OF WIA YOUTH SERVICES**

Contract No. \_\_\_\_\_  
Modification No. \_\_\_\_\_  
Date: \_\_\_\_\_

CONTRACTOR \_\_\_\_\_

	<b>% Of Total</b>	<b><i>Amount</i></b>
1. Operational Costs		\$
2. Client Services Costs		\$
3. Direct To Client Costs		\$
<b>TOTAL CONTRACT AMOUNT</b>	100%	\$

# PROGRAM COSTS

CONTRACTOR \_\_\_\_\_  
CONTRACT NO. \_\_\_\_\_  
MODIFICATION NO. \_\_\_\_\_  
DATE \_\_\_\_\_

## I. OPERATIONAL COSTS

- A. Personal Services (From Staff Worksheet) \$ \_\_\_\_\_
- B. Fringe Benefits (Staff) \$ \_\_\_\_\_
- C. Travel \$ \_\_\_\_\_
- D. Communications \$ \_\_\_\_\_
- E. Utilities \$ \_\_\_\_\_
- F. Materials/Supplies \$ \_\_\_\_\_
- G. Insurance \$ \_\_\_\_\_
- H. Contractual Services (Specify) \$ \_\_\_\_\_
  - 1. \_\_\_\_\_ \$ \_\_\_\_\_
  - 2. \_\_\_\_\_ \$ \_\_\_\_\_
  - 3. \_\_\_\_\_ \$ \_\_\_\_\_
- I. Leases/Rentals \$ \_\_\_\_\_
- J. Equipment \$ \_\_\_\_\_
- K. Miscellaneous \$ \_\_\_\_\_
  - 1. Advertising \$ \_\_\_\_\_
  - 2. Reproduction \$ \_\_\_\_\_
  - 3. Other (Specify) \_\_\_\_\_ \$ \_\_\_\_\_
  - \_\_\_\_\_ \$ \_\_\_\_\_
  - \_\_\_\_\_ \$ \_\_\_\_\_
  - \_\_\_\_\_ \$ \_\_\_\_\_

**OPERATIONAL COSTS TOTAL** \$ \_\_\_\_\_

## II. CLIENT SERVICES COSTS

- A. Personal Services (From Staff Worksheet) \$ \_\_\_\_\_
- B. Fringe Benefits (Staff) \$ \_\_\_\_\_
- C. Travel \$ \_\_\_\_\_

**CLIENT SERVICES COSTS TOTAL** \$ \_\_\_\_\_

# PROGRAM COSTS

III. DIRECT TO CLIENT COSTS		\$
A. Work Experience Incentives		-----
B. Occupational Skills Training		
1. Tutions/Fees	\$	-----
2. Books/Supplies.	\$	-----
3. Other (Specify)		
a. _____	\$	-----
b. _____	\$	-----
OCCUPATIONAL SKILLS TRAINING SUBTOTAL		\$
		-----
C. Tutoring/Study Skills		\$
		-----
D. Internships/Job Shadowing		
1. Participant Personal Services	\$	-----
2. Participant Fringe Benefits	\$	-----
INTERNSHIPS/JOB SHADOWING SUBTOTAL		\$
		-----
E. Mentoring		\$
		-----
F. Summer Employment Activities		
1. Wages	\$	-----
2. Fringe Benefits	\$	-----
3. Occupational Skills Training	\$	-----
4. Supportive Services	\$	-----
5. Mentoring	\$	-----
6. Follow-up Services	\$	-----
7. Other (Specify)		
a. _____	\$	-----
b. _____	\$	-----
SUMMER EMPLOYMENT ACTIVITIES SUBTOTAL		\$
		-----

G. Follow-up Services

\$ \_\_\_\_\_

H. Supportive Services (Specify)

- 1. \_\_\_\_\_ \$ \_\_\_\_\_
- 2. \_\_\_\_\_ \$ \_\_\_\_\_
- 3. \_\_\_\_\_ \$ \_\_\_\_\_

SUPPORTIVE SERVICES SUBTOTAL

\$ \_\_\_\_\_

I. Other (Specify)

- 1. \_\_\_\_\_ \$ \_\_\_\_\_
- 2. \_\_\_\_\_ \$ \_\_\_\_\_
- 3. \_\_\_\_\_ \$ \_\_\_\_\_
- 4. \_\_\_\_\_ \$ \_\_\_\_\_
- 5. \_\_\_\_\_ \$ \_\_\_\_\_

OTHER SUBTOTAL

\$ \_\_\_\_\_

DIRECT TO CLIENT COSTS TOTAL

\$ \_\_\_\_\_

TOTAL PROGRAM COSTS

\$ \_\_\_\_\_

WORKSHEET  
FOR  
PARTICIPANT INTERNSHIP

CONTRACT NO. \_\_\_\_\_  
MODIFICATION NO. \_\_\_\_\_  
DATE \_\_\_\_\_

<b><i>PERSONAL SERVICES</i></b>					
	AVERAGE NO. OF JOBS	AVERAGE NO. OF HRS. PER WEEK	AVERAGE NO. OF WEEKS	WAGE RATE	TOTAL WAGES
INTERNSHIP					
Less Lost Time -					
Adjusted Wages					

<b><i>FRINGE BENEFITS</i></b>		
INTERNSHIP FRINGE BENEFITS	% OR UNIT COST	AMOUNT
FICA		\$
WORKER'S COMPENSATION		\$
OTHER (SPECIFY)		\$
<b>TOTAL</b>		<b>\$</b>

WORKSHEET  
FOR  
SUMMER WORK EXPERIENCE

CONTRACT NO. \_\_\_\_\_  
MODIFICATION NO. \_\_\_\_\_  
DATE \_\_\_\_\_

<b><i>PERSONAL SERVICES</i></b>					
	AVERAGE NO. OF JOBS	AVERAGE NO. OF HRS. PER WEEK	AVERAGE NO. OF WEEKS	WAGE RATE	TOTAL WAGES
SUMMER WORK EXPERIENCE					
Less Lost Time -					
Adjusted Wages					

<b><i>FRINGE BENEFITS</i></b>		
SUMMER WORK EXPERIENCE FRINGE BENEFITS	% OR UNIT COST	AMOUNT
FICA		\$
WORKER'S COMPENSATION		\$
OTHER (SPECIFY)		\$
<b>TOTAL</b>		<b>\$</b>

**WORKSHEET STAFF WAGES**

CONTRACTOR \_\_\_\_\_  
 CONTRACT NO. \_\_\_\_\_  
 MODIFICATION NO. \_\_\_\_\_  
 DATE \_\_\_\_\_

Staff Position	Annual Salary	No. Pay Periods	Pay Per Period	Personal Services					
				Program Costs				Other WIA	Non- WIA
				Operational		Client Services			
				%	Amount	%	Amount	%	%
<b>TOTALS</b>									

**YOUNGER YOUTH PROGRAM SUMMARY**

CONTRACTOR \_\_\_\_\_  
 CONTRACT NO. \_\_\_\_\_  
 MODIFICATION NO. \_\_\_\_\_  
 DATE \_\_\_\_\_

Cumulative Enrollment and Termination

	I.	A.	II.	A.	A (1).	B.	III.	IV.	V.
Report Period	Total Participants	Carry-overs	Total Terminations	Positive	Post Secondary Education Advanced Training Employment Military Service Apprenticeship	Non-Positive	Current Participants on Board	Attained Skills Goals	Attained Second. Dip. /Equiv.
1 <sup>st</sup> Qtr. 7-1 to 9-30									
2 <sup>nd</sup> Qtr. 7-1 to 12-31									
3 <sup>rd</sup> Qtr. 7-1 to 3-31									
4 <sup>th</sup> Qtr. 7-1 to 6-30									

RELATIONSHIPS: I – II = III; II A + II B = II

**SIGNIFICANT SEGMENTS  
 CUMULATIVE SUMMARY**

Significant Segments	1 <sup>st</sup> Qtr.	2 <sup>nd</sup> Qtr.	3 <sup>rd</sup> Qtr.	4 <sup>th</sup> Qtr.	Significant Segments	1 <sup>st</sup> Qtr.	2 <sup>nd</sup> Qtr.	3 <sup>rd</sup> Qtr.	4 <sup>th</sup> Qtr.
Male					Handicapped				
Female					White (Non-Hispanic)				
14 - 18					Black (Non-Hispanic)				
					Hispanic				
					American Indian and Alaskan Native				
					Asian & Pacific Islander				
					Dropouts				

**OLDER YOUTH PROGRAM SUMMARY**

CONTRACTOR \_\_\_\_\_  
 CONTRACT NO. \_\_\_\_\_  
 MODIFICATION NO. \_\_\_\_\_  
 DATE \_\_\_\_\_

Cumulative Enrollment and Termination

	I.	A.	II.	A.	A (1).	B.	C.	III.
Report Period	Total Participants	Carry-overs	Total Terminations	Entered Unsub. Employment	Employed & Received Credentials	Other Positive	Non-Positive	Current Participants on Board
1 <sup>st</sup> Qtr. 7-1 to 9-30								
2 <sup>nd</sup> Qtr. 7-1 to 12-31								
3 <sup>rd</sup> Qtr. 7-1 to 3-31								
4 <sup>th</sup> Qtr. 7-1 to 6-30								

RELATIONSHIPS: I – II = III; II A + II B + IIC = II

**SIGNIFICANT SEGMENTS  
 CUMULATIVE SUMMARY**

Significant Segments	1 <sup>st</sup> Qtr.	2 <sup>nd</sup> Qtr.	3 <sup>rd</sup> Qtr.	4 <sup>th</sup> Qtr.	Significant Segments	1 <sup>st</sup> Qtr.	2 <sup>nd</sup> Qtr.	3 <sup>rd</sup> Qtr.	4 <sup>th</sup> Qtr.
Male					Handicapped				
Female					White (Non-Hispanic)				
19 - 21					Black (Non-Hispanic)				
					Hispanic				
					American Indian and Alaskan Native				
					Asian & Pacific Islander				
					Dropouts				

***CUMULATIVE MONTHLY PROJECTED EXPENDITURES***

CONTRACTOR \_\_\_\_\_  
 CONTRACT NO. \_\_\_\_\_  
 MODIFICATION NO. \_\_\_\_\_  
 DATE \_\_\_\_\_

COST CATEGORY	JULY 2009	AUG. 2009	SEPT. 2009	OCT. 2009	NOV. 2009	DEC. 2009
Operational Costs						
Client Service Costs						
Direct to Client Costs						
TOTAL						
COST CATEGORY	JAN. 2010	FEB. 2010	MAR. 2010	APR. 2010	MAY 2010	JUNE 2010
Operational Costs						
Client Services Costs						
Direct to Client Costs						
TOTAL						

