



Beaver County • Greene County • Washington County

Request for Proposal
for
Provider to Deliver
Workforce Innovation and Opportunity Act (WIOA)
and
Transitional Aid for Needy Families (TANF)
Youth Services
In Beaver, Greene, and Washington Counties in
Southwest Corner, Pennsylvania

For the period of July 1, 2023 through June 30, 2024,
with an option to extend based on performance

Issued: March 1, 2023

Deadline for Submission: April 3, 2023

Solicited by

SOUTHWEST CORNER WORKFORCE DEVELOPMENT BOARD

Serving the Pennsylvania Counties of Beaver, Greene and Washington

351 WEST BEAU STREET

SUITE 300

WASHINGTON, PA 15301

(724) 229-5083

*The enclosed specifications may be modified as required by
The Pennsylvania Department of Labor and Industry, the United States Department of Labor,
Southwest Corner Workforce Development Board Chief Local Elected Officials,
and/or the Southwest Corner Workforce Development Board without prior notice to Proposers.*

This request for proposals is supported by the Workforce Innovation and Opportunity Act Youth funding through the United States Department of Labor and Industry as part of the local award totaling \$1,067,626.72 during program year 2022 with 50% funded by WIOA/USDOL; and is supported by the Transitional Aid for Needy Families funding through the United States Department of Health and Human Services as part of the local award totaling \$551,040.00 during program year 2022 with 50% funded by TANF/USDHHS.

*Auxiliary aids and services are available upon request to individuals with disabilities.
Equal Opportunity Employer/Program-PA Relay 711*

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REQUEST FOR PROPOSAL SOLICITATION SCHEDULE

| <u>DATE</u> | <u>ACTION</u> |
|-------------|---|
| 03/01/2023 | Release of RFP |
| 04/03/2023 | Due Date for Proposals |
| 04/17/2023 | SCWDB Youth Council Review and Evaluation Meeting |
| 05/08/2023 | May CLEO Meeting |
| 05/30/2023 | Quarterly SCWDB Meeting |
| 05/31/2023 | Notification to Service Providers |

I. INTRODUCTION

On behalf of the Chief Elected Official Board of the Pennsylvania Counties of Beaver, Greene, and Washington, the Southwest Corner Workforce Development Board (SCWDB) Youth Council is soliciting proposals for activities to serve youth eligible for the Workforce Innovation and Opportunity Act (WIOA) (formerly the Workforce Investment Act – WIA), Temporary Assistance for Needy Families (TANF), and any other youth funding sources that may be received by the SCWDB. The activities will be funded by WIOA and TANF funds. Youth will be recruited from Beaver, Greene, and Washington Counties in Pennsylvania.

It is the intent of SCWDB to enter into a contract with the successful bidder for a one-year period, July 1, 2023, through June 30, 2024. If approved by PA Department of Labor and Industry, based on performance and available funding, SCWDB reserves the right to extend the contracts for a second year. All contractors are required to serve those participants already enrolled in the WIOA and TANF youth programs as of June 30, 2023. These participating youth will be assigned accordingly by SCWDB based on contract negotiations. Applicants for this RFP may apply to offer the full range of program components, or choose to focus on certain components of program need.

II. BACKGROUND INFORMATION

On July 22, 2014, the President signed the Workforce Innovation and Opportunity Act (WIOA) into law - <http://www.doleta.gov/WIOA/>. The Law provides guidance to local workforce boards on their responsibility to meeting the workforce challenges including designing a system that will provide opportunities for young adults to be prepared with skills for the current and future labor market. With the youth population, the Law emphasizes the need to connect young adults (youth) with existing services, education, and employment that will lead to meaningful careers

SCWDB Youth Council envisions a youth workforce development system that guides youth from basic 21st century skills to postsecondary education and sustainable employment. This vision requires strong partnerships with the region's youth programs and employers to provide a seamless continuum of career exploration, work readiness activities, life skills development, work-based learning opportunities, and internships. Incorporating the updated aspects and requirements of WIOA will be beneficial to the area youth and the local economy.

Youth entering a workforce development program should be directed based on individual skills and needs. Some youth will be focused on college readiness; others will be dedicated to gaining employment, while others will require supportive services and soft skills training. Therefore, it is unlikely that one provider will offer the full array of quality services that youth will require or request. In order to successfully serve our region's youth, collaboration amongst the region's youth programs and initiatives is essential and encouraged for the purposes of this RFP.

SCWDB envisions tracking the footsteps of every youth and reporting common outcomes regardless of the service provider and will implement a database to do this. The SCWDB will work with youth providers and key stakeholders to build a continuum of care that retains youth in the system as they transition from service provider to service provider. Youth providers will be measured not only on individual outcomes, but also on how well they connect to other providers, social services, etc. on behalf of the youth's needs. SCWDB does not want youth to fall through the cracks based on age, service level, social service needs, and/or funding availability. This connectivity will enable us to keep the youth on a progressive pathway,

while understanding the impact and effectiveness of each component of the youth workforce development system.

SCWDB is fully aware that WIOA and TANF are only the start to creating a youth system in the Southwest Corner. The implementation of WIOA youth guidelines will strengthen the connection between youth and career awareness, especially in the traditionally hard-to serve out-of-school youth population. To create a comprehensive youth workforce development system, different programs and initiatives outside of the constraints of the WIOA or TANF legislation and funding are essential. SCWDB envisions a partnership with the local foundation community and other potential funders to create a source of funding that would include WIOA and TANF, but allow for increased flexibility. This more flexible funding would enable us to build the system, provide technical assistance wherever needed, and allow us to serve younger youth, an audience that we know from growing research is the most important to address. The earlier we work with youth to keep them in school and connect the relevance of future careers to current education, the more likely they will be positioned for success. The majority of funding for this RFP will focus on leading youth towards entering employment or postsecondary education.

SCWDB strongly encourages bidders to identify the strengths and weaknesses of their proposed programs and partner with other organizations to fill any gaps that may exist. At its core, the SCWDB Youth Council would seek bidders that will:

1. Identify and serve the most at-risk youth
2. Provide detailed explanation on the WIOA required 75% out-of-school youth and 20% on work experience activities.
3. Provide youth with multiple paths to recognized education credentials
4. Prepare youth for employment in emerging high growth industries
5. Maintain the highest quality of services while producing measurable results
6. Track youth through the life of their program participation

A. Participant Eligibility

Youth Participants must meet eligibility for any program served by this RFP, including WIOA and TANF. Under WIOA, separates service delivery to youth by differentiating between in-school youth (ISY) and out-of-school youth (OSY). These categories each contain their own requirements and eligibility.

ISY are defined as:

1. Aged 14 through 21
2. Youth who are regularly attending an accredited high school
3. Low-income
 - a. Youth who receive or are eligible to receive free or reduced-price school lunch are eligible for youth-related services, or
 - b. Living in a high-poverty area
4. One or more of the following:
 - a. Basic skills deficient
 - b. English as a Second Language (ESL)
 - c. Offender
 - d. Homeless
 - e. Pregnant or parenting
 - f. Youth with Disability

- g. Requires additional assistance to attain or maintain educational program or secure job

OSY are defined as:

1. Aged 16 through 24
2. Not attending school
3. One or more of the following:
 - a. Dropout/has not attended school that calendar year
 - b. Secondary diploma, but basic skills deficient or ESL
 - c. Youth in juvenile justice system
 - d. Homeless
 - e. Pregnant or parenting
 - f. Youth with disability
 - g. Low-income individual
 - h. Requires additional assistance to attain or maintain educational program or secure job

Section 129 of WIOA also states that funds allocated for eligible youth providers should offer youth programs that:

1. Provide an objective basic skill, prior work experience, identification of career pathways, need for supportive services.
2. Provide service strategies for each participant.
3. Provide activities leading to attainment of secondary diploma or recognized postsecondary credential
4. Provide preparation for post-secondary educational and training opportunities.
5. Provide strong linkages between academic institutions and occupational education
6. Provide effective connections with in-demand occupations in local labor market

Proposals should include at least the minimum youth service delivery requirements outlined in the WIOA and TANF youth service guidelines.

B. Recruitment

Program operators must actively participate in the recruitment of youth. Final selection of participants is the responsibility of SCWDB or designated youth service provider.

C. Allowable Activities

WIOA encourages “learn to work by working” models. Service providers should plan activities that meet the 14 required WIOA youth program elements. **Whether offering the activities themselves, or partnering with a community partner to offer**, bidders will ensure that youth have access to all 14 WIOA elements:

1. Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies
2. Alternative secondary school services, or dropout recovery services
3. Paid and unpaid work experiences that have as a component academic and occupational education which may include:
 - a. Summer employment opportunities and other employment opportunities available throughout the school year
 - b. Pre-apprenticeship programs

- c. Internships and job shadowing
- d. On-the-job training opportunities
- 4. Occupational skills training, which shall include priority consideration for training programs that lead to recognized post-secondary credentials that are aligned with in-demand industry sectors or occupations in the local area
- 5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster
- 6. Leadership development opportunities, which may include community service and peer-centered activities
- 7. Supportive services
- 8. Adult mentoring for a period of participation and a subsequent period, for a total of no less than 12 months
- 9. Follow up services for no less than 12 months after the completion of participation
- 10. Comprehensive guidance and counseling
- 11. Financial literacy education
- 12. Entrepreneurial skills training
- 13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area
- 14. Activities that help youth prepare for and transition to postsecondary education and training

D. SCWDB Youth Program Design Elements

A successful program will include the following program design elements:

1. **Coordinate and collaborate to ensure that youth have access to the required 14 WIOA elements found in WIOA Section 129 and listed in section C above.** Programs must identify which of the 14 WIOA elements their program will focus on and which elements they will rely on referral agencies to provide. More information on the WIOA requirements can be found at www.doleta.gov/wioa
2. **Focus on accountability for outcomes,** especially the obtainment of a certificate/degree and placement in post-secondary education/ employment.
3. **Focus on building a youth workforce development system** that leverages the strengths of multiple organizations and funding streams, both through partnerships and through tracking/reporting of outcomes.
4. **Focus on youth with barriers to employment-** WIOA requires programs to serve youth who meet the eligibility definitions, including barriers listed in the Eligibility section of this RFP (section (A) above).
5. **Demonstrate how job readiness activities will be instituted into the program.** Preparing youth for participation in today's job market must be stressed. Please include how this will be a priority for out-of-school youth.
6. **Partner with employers within industry clusters** that are conducive to youth employment/entry-level opportunities: business and finance, building and construction, energy, health and human services, energy, logistics & transportation, metals & metal fabrication, health care, and construction. Programs must build relationships with employers from these industry clusters so youth can experience career exploration, workplace learning opportunities, summer employment, and ultimately garner sustainable employment.
7. **Partner with school districts and career and technology centers (In-School Youth only)** by articulating and providing evidence of how school districts and CTCs will be leveraged as an integral

resource to ensure youth are graduating high school on time, receiving a wealth of career exploration resources and experiences, and are successfully placed in sustainable employment/post-secondary education.

8. **Develop innovative intake activities** with creative recruitment strategies.
9. **Collaborate with the SCWDB Initiatives and Partners** - The SCWDB is seeking innovative ideas for connecting WIOA programs and participants to other publicly funded workforce development programs. Successful bidders will be expected to support SCWDB policies and priorities.
10. **Utilize the resources available through PA CareerLink®**- Programs should leverage the resources available through PA CareerLink®, which can be used to assist job seekers in finding job openings, preparing resumes and cover letters, job training opportunities and gaining computer training skills.

E. Performance and Case Management Tracking

The Commonwealth Workforce Development System (CWDS) is an Internet-based system of services for use by customers and potential customers of the PA CareerLink® offices and youth service providers. Included within CWDS, PA CareerLink® provides online access to job openings; information about employers; services and training opportunities for job seekers; and labor market information. All successful bidders will be required to use CWDS to record and track all youth activities and program services. PA Department of Labor and Industry, SCWDB, and the service provider will utilize CWDS reports to determine program performance. Therefore, knowledge of the system, accuracy, and timely entry of information are critical. System training will be facilitated by the PA Department of Labor and Industry, but it is the contractor's responsibility to ensure on-going staff expertise and cooperation.

In addition, contractors may be asked to provide additional documentation or information not accessible through CWDS to evaluate performance outcomes, as well as program strengths and weaknesses.

F. Branding

All publications, advertising, promotional efforts, and marketing materials must include the following statement:

Youth services are supported by the Southwest Corner Workforce Development Board:

*SCWDB serves Beaver, Greene, and Washington Counties under the sponsorship of the
Southwest Corner Chief Local Official Board*

Also, a prominent display of the SCWDB Workforce Board logo must be included. For a facsimile of the logo, please contact the SCWDB main office.



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G. Funding Allocation/Awards

For the program years covered by this RFP, funding awards will be based on incorporation of program goals. Applicants for this RFP may apply to offer the full range of program components, or choose to focus on certain components of program need. Applications should also be clear as to how WIOA and/or TANF funding streams will be incorporated into program operations. Components may include 1) Recruitment, Eligibility, tracking, monitoring and case management; 2) summer work experience; 3) job readiness; 4) other relevant program component as outlined by the applicant.

For purposes of this RFP, SCWDB cannot project the total allocation (administrative and programmatic funds) for year one of the contract period at this time. SCWDB anticipates knowing the projected amount on or about the time of the final negotiations of contracts.

The Workforce Innovation and Opportunity Act (WIOA), which reauthorizes WIA, was implemented July 1, 2015. WIOA mandates that 75% of youth funding is spent on out-of-school youth services and 20% on work experience activities.

III. CONTRACTOR GUIDELINES

All contracts for services are awarded by means of a competitive proposal process. In order to ensure conformity in the proposal evaluation process, all proposals submitted must follow the format as presented in this package.

SOUTHWEST CORNER WORKFORCE DEVELOPMENT BOARD YOUTH COUNCIL reserves the right to accept or reject any proposal, request additional information, or to cancel any part of the proposal. SOUTHWEST CORNER WORKFORCE DEVELOPMENT BOARD YOUTH COUNCIL may request the service provider to participate in negotiations or to submit revisions to the proposal.

If the proposal is approved and accepted for funding by SOUTHWEST CORNER WORKFORCE DEVELOPMENT BOARD YOUTH COUNCIL, the service provider is required to enter into a contract with a youth fund operator. The contract will incorporate the proposal and bind SOUTHWEST CORNER WORKFORCE DEVELOPMENT BOARD YOUTH COUNCIL and the service provider to all Federal and State regulations under the funding sources and outlines the responsibilities and reporting requirements of both parties.

Regulations mandate that the service provider be comprehensively monitored and determined to be in compliance. All participants and program operators are subject to this monitoring process, which includes financial and participant records and program operations.

The applicant will perform internal program monitoring on summer employment activities. Details of monitoring activities, findings and reports must be provided to SCWDB monitor. When necessary, monitoring visits will occur during regular business hours.

The service provider will not contract any training and/or services to another organization without first notifying in writing and receiving in writing the approval of the SCWDB.

The contractor is responsible for keeping attendance records and submitting the time sheets to the youth fund operator on schedule. The trainee and a designee of the service provider must sign the time sheet.

IV. PROVISIONS AND DISCLAIMERS

1. All solicitations are contingent upon availability of funds.
2. It is the intent of SCWDB to enter into a contract with the successful bidder for a one-year period, July 1, 2023, through June 30, 2024. If approved by PA Department of Labor and Industry, based on performance and available funding, SCWDB reserves the right to extend the contracts for a second year.
3. SCWDB reserves the right to reject any or all proposals received and to negotiate with any and all bidders on modifications to proposals.
4. SCWDB reserves the right to waive informalities and minor irregularities in the proposals received.
5. This RFP does not commit SCWDB to award a contract, nor does entering into a contract with a successful bidder constitute exclusivity of youth services in the Workforce Development Area.
6. This RFP is for WIOA and TANF youth services and other related programs and funding streams which may become available to SCWDB during this funding period.
7. SCWDB may accept any item or group of items of any proposal, unless the proposal qualified its offer by specific limitations.
8. SCWDB may select a service provider based on its initial proposal received, without discussion of the proposal. Accordingly, each proposal should be submitted on the most favorable terms from a price and technical standpoint that the bidder can submit to SCWDB.
9. Proposals should follow the format set forth in the RFP and adhere to the minimum requirements specified therein.
10. SCWDB retains the right to request additional information from any applicant, request oral presentations from applicants, or conduct site visits from any applicant before a contract award.
11. No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies under WIOA or TANF.
12. All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to the SCWDB and be subject to disclosure under the Freedom of Information Act, Right-to-Know Law, or other applicable legislation.
13. The final award and execution of a contract is subject to receipt of WIOA and TANF youth funds, SCWDB's satisfactory negotiation of the terms of the contract, and the continued availability of funds.
14. Any changes to the WIOA program, TANF youth program, performance measures, funding level, or SCWDB direction may result in a change in contracting. In such instances, SCWDB shall not be liable for any damage arising from this Request for Proposals package or subsequent contract.
15. Proposals submitted for funding consideration must be consistent with, and if funded operated according to, the federal WIOA and TANF youth legislation, all applicable federal regulations, Commonwealth of Pennsylvania policies, and SCWDB policies and procedures.
16. Applicant shall comply with all applicable laws and rules and regulations having the force of law, which deal or relate to performance hereunder or the employment by the Applicant of the employee necessary for such performance. The Applicant will be subject to the following administrative standards and provisions:
 - a. Title VI of the Civil Rights Act of 1964 (P.L. 88-352).
 - b. "Super Circular" Uniform Guidance 2 CFR 200 including:
 - i. Introduction
 - ii. 2 CFR 200. Subpart A: Acronyms and Definitions
 - iii. 2 CFR 200.100 Subpart B: General Provisions

1. 200.112 Conflict of Interest
- iv. 2 CFR 200.200 Subpart C: Pre-award Federal Requirements and Contents of Federal Awards
- v. 2 CFR 200.300 Subpart D: Post-Federal Award Requirements
 1. 200.302 Financial Management
 2. 200.313 Property Management
 3. 200.314 Supplies (Definition at 200.94)
 4. 200.318 Procurement
 5. 200.330 Monitoring
 6. 200.335 Electronic Records
- vi. 2 CFR 200.400 Subpart E: Cost Principles
 1. 200.402 Direct and Indirect Costs
 2. 200.430 Personal Services
 3. 200.420-475 Allowable and Unallowable Costs
- vii. 2 CFR 200.500 Subpart F: Audit Requirements
- viii. Appendices I-XI
- c. 41 CFR 29-70 "Public Contracts and Property Management" Federal Standards for Federally funded grants and agreements";
- d. Commonwealth of Pennsylvania, Governor's Office Management Directive 215.6 as amended "Contract Management";
- e. 41 CFR I-15 "Contract Cost Principles and Procedures";
- f. US Treasury Department Circular I075 (fourth revision).
- g. 48 CFR, Chapter 1, Part 31 Cost Principles
- h. 29 CFR, Part 95 Administrative Requirements
- i. 29 CFR, Part 96 Audit Requirements
- j. 20 CFR 663.730; "No funds will be used to assist, promote or deter union organizing"
- k. Fair Labor Standards Act (FSLA) 1938 "Child Labor Laws"
- l. 29 CFR, Part 95 Appendix A(4)/29 CFR Part 97 "Worksite Provider Responsibilities"
- m. 29 CFR, Part 95 Appendix A(4)/29 CFR Part 97 "Safety Rules and Procedures"
- n. 29 CFR Part 95.34;29, 29 CFR 95.35;29, 29 CFR 95.36;29, CFR Part 97 – Property and equipment purchased with funds from this contract.
- o. 65 P.S. 67.101-3104 "Right to Know Law" – information found at http://openrecords.state.pa.us/portal/server.pt/community/open_records/4434/right-to-know_law/466460
- p. WIOA promulgating regulations, *Department of Labor Only*, 20 [Code of Federal Regulations, or CFR Parts 603, 651, 652, et al., Final Rule, published August 19, 2016](#)
- q. WIOA promulgating regulations *Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions*, 20 [CFR Parts 676, 677 and 678, Final Rule, published August 19, 2016](#)
- r. WIOA Section 188 and its promulgating regulations 29 CFR Part 38; Final Rule, published December 2, 2016
- s. Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule),
- t. Section 504 of the Rehabilitation Act of 1973, as amended
- u. The Americans with Disabilities Act of 1990 (Public Law 101-336)

- v. The Jobs for Veterans Act (Public Law 107-288) pertaining to priority of service in programs funded by the U.S. Department of Labor
- w. Training and Employment Guidance Letter (TEGL) 37-14, Update on Complying with Nondiscrimination Requirements: Discrimination Based on Gender Identity, Gender Expression and Sex Stereotyping are Prohibited Forms of Sex Discrimination in the Workforce Development System and other guidance related to implementing WIOA sec. 188
- x. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR part 99)
- y. Confidentiality requirements governing the protection and use of personal information held by the VR agency (34 CFR 361.38)
- z. The confidentiality requirements governing the use of confidential information held by the State UI agency (20 CFR part 603)
- aa. Copeland Anti-Kickback Act;
- bb. Davis Bacon Act;
- cc. Compliance with all applicable standards, orders, or requirements issued under the Clean Air Act, Clean Water Act, and the Environmental Protection Agency regulations for contacts/grants exceeding \$100,000;
- dd. Mandatory standards and policies relating to energy efficiency that are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act;
- ee. Patent rights;
- ff. Copyrights and rights to data;
- gg. Byrd Anti-Lobbying Amendment; and
- hh. Debarment and suspension requirements
- ii. Stevens Amendment
- jj. All amendments to each and all requirements imposed by the regulations issued pursuant to these acts.

17. Other Legal Requirements

- a. Lobbying or Fundraising with Federal Funds – In accordance with Section 18 of the Lobbying Disclosure Act of 1995 (Public Law 104-65) (2 U.S.C. 1611), non-profit entities incorporated under Internal Revenue Service Code Section 501(c) (4) that engage in lobbying activities are not eligible to receive Federal funds and grants. No activity, including awareness-raising and advocacy activities, may include fundraising for, or lobbying of, U.S. Federal, State or Local Governments (see OMB Circular A-122).
- b. Transparency Act Requirements – Subrecipient must ensure that it has the necessary processes and systems in place to comply with the reporting requirements of the Federal Funding Accountability and Transparency Act of 2006 (Pub. Law 109-282, as amended by section 6202 of Pub. Law 110-252) (Transparency Act), as follows:
 - i. All applicants, except those exempt from the Transparency Act under subparagraphs 1, 2, and 3 below, must ensure that they have the necessary process and systems in place to comply with the sub award and executive total compensation reporting requirements of the Transparency Act.
 - ii. Reporting requirements of the Transparency Act, as described in 2 CFR Part 170, Appendix A can be found at the following website:
<http://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf>.
 - iii. The following types of awards are not subject to the Federal Funding Accountability and Transparency Act:

1. Federal awards to individuals who apply for or receive Federal awards as natural person (i.e. unrelated to any business or non-profit organization he or she may own or operate in his or her name);
 2. Federal awards to entities that had a gross income, from all sources, of less than \$300,000 in the entities' previous tax year; and
 3. Federal awards, if the required reporting would disclose classified information.
- c. Right to Know Law, 65 P.S. §§ 67.101-67.3104 – Applicant must establish policy, responsibilities, and procedures for compliance with individual requests to release Applicant records.
 - d. Sexual Harassment Policy – Applicant and any subrecipient shall establish and maintain a written sexual harassment policy and shall inform their employees of the policy. The policy must contain a notice that sexual harassment will not be tolerated and employees who practice it will be disciplined.
 - e. All staff working under this contractual agreement must be knowledgeable of the Child Labor Law (Act of 1915 No. 177), (including the Amendment to the Law, House Bill 1064, 1997), and the Regulations Governing the Employment of Minors in Industry (R- 1). The Child Labor Law provides for health, safety and welfare of minors under the age of 18 by: requiring employment certificates issued by attending school districts; prohibiting employment of minors in certain types of work, in certain establishments and occupations; restricting hours of work by youth under certain ages; regulating certain conditions of employment; etc. All youth placed at employer worksites and all employers must be informed of the Child Labor Law and the restrictions and all required documents must be posted at the employer worksites.
 - f. Hourly wages paid to client trainees shall be not less than the highest of the following:
 - i. The minimum wage specified in the Fair Labor Standards Act
 - ii. The minimum wage specified in the PA Minimum Wage Act of 1968 (Act of 1968, P.L.11, No. 5 amended 2012)
 - iii. The prevailing wage for persons similarly employed
 - iv. The prevailing wage rate established by the Secretary of Labor according to the Davis Bacon Act when required.
 - v. The minimum entrance wage for workers in the same occupation and establishment, or required by collective agreement with the local bargaining unit.
 - g. No funds will be used to assist, promote, or deter union organizing in accordance with the Workforce Innovation and Opportunity Act of 2014 (WIOA) and detailed in OMB Super Circular
18. All contractors shall purchase annually an organization-wide audit according to the requirements of the Single Audit Act and Office of Management and Budget Super Circular, as appropriate. Commercial organizations will purchase appropriate audits. Include audit costs in the proposed budget detail.
 19. Bidders will be expected to adhere to SCWDB procedures to collect, verify, and submit required data and submit monthly invoices to SCWDB.
 20. Additional funds received by SCWDB may be contracted by expanding existing programs or by consideration of proposals not initially funded under this RFP. These decisions shall be at the sole discretion of SCWDB.

21. SCWDB may decide not to fund part or all of a proposal even though it is found to be in the competitive range if, in the opinion of SCWDB, the services proposed are not needed, or the costs are higher than SCWDB finds reasonable in relation to the overall funds available, or if past management concerns lead SCWDB to believe that the bidder has undertaken more services than it can reasonably provide.
22. SCWDB has a right to fund a lower ranked proposal over a higher ranked proposal because of valid policy considerations, including but not limited to, organizational experience, geographical considerations, leveraging of outside resources, and target populations.
23. SCWDB is required to abide by all WIOA and TANF youth legislation and regulations. Therefore, SCWDB reserves the right to modify or alter the requirements and standards set forth in this RFP based on program requirements mandated by funding agencies, including state or federal agencies.
24. All contractors must ensure equal opportunity to all individuals. No individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any WIOA or TANF funded program or activity because of race, color, religion, sex, national origin, age, disability, sexual orientation, or political affiliation or belief.
25. All contractors must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.
26. Contractors must accept liability for all aspects of any WIOA or TANF youth program conducted under contract with SCWDB. Bidders will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted.
27. Reductions in the funding level of any contract resulting from this solicitation process may be considered during the contract period when a bidder fails to meet expenditure, participant, and/or outcome goals specified in the contract or when anticipated funding is not forthcoming from the federal or state governments.
28. Contractors will allow local, state, and federal representatives access to all WIOA and TANF youth records, program materials, staff, and participants. In addition, bidders are required to maintain all records for three years, beginning on the last day of the program year.
29. The contract award will not be final until SCWDB and the successful bidder have executed a mutually satisfactory contractual agreement. SCWDB reserves the right to make an award without further discussion of the proposal submitted. No program activity may begin prior to final SCWDB approval of the award and execution of a contractual agreement between the successful bidder and SCWDB.
30. SCWDB reserves the right to cancel an award immediately if new state or federal regulations or policy makes it necessary to change the program purpose or content substantially, or to prohibit such a program.
31. SCWDB reserves the right to determine both the number and the funding levels of contracts finally awarded. Such determination will depend upon overall fund availability and other factors arising during the proposal review process. Bids submitted which are over the maximum amount of funds allocated to be served by this RFP may be rejected.
32. The submission of the proposal warrants that the costs quoted for services in response to the RFP are not in excess of those that would be charged any other individual for the same services performed by the bidder.
33. Each party shall be responsible for the negligence of its own employees or agents in the performance of this contract. All successful bidders shall provide a certificate of liability insurance, providing commercial general liability coverage in the amount of \$1,000,000.00 for each occurrence, automobile liability, workers compensation and professional liability insurance, if applicable. The contractor will provide a certificate of insurance satisfactory to SCWDB.

34. Applicants are advised that most documents in the possession of SCWDB are considered public records and subject to disclosure.

V. EVALUATION CRITERIA

SOUTHWEST CORNER WORKFORCE DEVELOPMENT BOARD YOUTH COUNCIL will evaluate training proposals using a number of factors as outlined in the attached evaluation point system. In addition to the technical program and cost factors described, service providers should be aware that proposals may be eliminated from consideration because of failure to address all requirements and directions, or, for legal reasons such as, but not limited to, debarment, audit reasons, etc.

EVALUATION CRITERIA/POINT SYSTEM

MAXIMUM
POSSIBLE
POINTS

 20 TECHNICAL FACTORS

- (5) Is the package complete, including background, budget, and program information?
- (7) Background information
- (3) The program location is accessible to concentrations of eligible youth
- (5) Does the program demonstrate readiness for immediate implementation?

 25 DEMONSTRATED EFFECTIVENESS

- (25) Prior performance with public-funded programs and/or reasonable objective expectation that program will succeed based on program design, staff qualifications and references.

 35 PROGRAM REQUIREMENTS

- (5) Innovative recruitment strategies
- (15) Provides a continuum of services
- (15) The proposal includes an innovative program design

 20 COST

- (20) Reasonable compared to a similar program (hours of training vs. dollars per individual), program design, equipment, etc.

 100 TOTAL POINTS

PROPOSAL INSTRUCTIONS

Proposals are to be prepared and sequenced in accordance with the instructions in this Section. They are to be completed on the Request for Proposal Package forms attached, adding summaries and attachments as indicated below, and be assembled as follows:

1. PROPOSAL IDENTIFICATION FORM

Complete the enclosed form and affix to the front of the proposal package.

2. TECHNICAL/DEMONSTRATED EFFECTIVENESS INFORMATION

1. Service Provider Background Information - Complete the enclosed form.
2. Summary - In two (2) pages or less, prepare a summary on the following:
 - a. Qualifications/References -Provide relevant information including experience and expertise of your organization in dealing with youth. Specifically identify outcomes for programs funded by public funds. If references are identified, please list Type of Reference, Organization Name, Contact Person, Address and Telephone Number
 - b. Location/Facilities - Briefly describe the facility(ies) where the program is to be operated; include size, location, accessibility and special features relevant to the program.
3. Articles of Incorporation - If applicable, attach copy.
4. Certifications
 - a. Attach a Certificate of Liability Coverage
 - b. Debarment Certification (Complete enclosed form and attach)
 - c. Service Provider Certification (Complete enclosed form and attach)
 - d. Attach Certification Regarding Lobbying (Complete enclosed information and attach)

3. PROGRAM INFORMATION FORM

All questions must be answered. Responses should be brief and to the point. If additional explanation or comments are necessary, insert additional pages and number 1a, 1b, etc.

4. COST INFORMATION

Refer to the attached Line-Item Budget Instructions. Complete forms accordingly.

GENERAL FORMAT

- Unnecessarily elaborate or lengthy proposals are not encouraged; neither are special bindings nor coverings.
- Please use the indicative mood (will, shall, etc.) rather than the subjective (would, should, etc.) such that the proposals can be easily converted into contract form.
- Numbering of pages - if additional pages are necessary, insert and number pages in sequence (1a, 1b, 2a, 2b, etc.) in the center of the bottom margin.
- The proposal document should be stapled or bound firmly in the upper left-hand corner.

Five (5) hard copies of the proposal and electronic copy on a USB Thumb Drive or attached in an email must be received no later than 3:30 P.M. (EST) on April 3, 2023.

Hard copy packages can be mailed to:

**Southwest Corner Workforce Development Board
Washington Greene County Job Training Agency, Inc.
351 West Beau Street Suite 300
Washington, PA 15301
RE: 2023 YOUTH PROPOSAL**

If emailing proposal, please send to rrussell@washingtongreene.org. Please put 2023 YOUTH PROPOSAL in the subject line of the email.

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

PROPOSAL PACKAGE

I. PROPOSAL IDENTIFICATION PAGE

Submitted by

SERVICE PROVIDER NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

CONTACT PERSON: _____

EMAIL ADDRESS: _____

II. TECHNICAL INFORMATION

SERVICE PROVIDER BACKGROUND INFORMATION

| | |
|--|---|
| 1. Name of Organization | |
| Address | |
| Telephone | |
| 2. Contact Person | |
| 3. The Organization is a: | Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Other <input type="checkbox"/> _____ |
| 4. The Organization is: | For-Profit <input type="checkbox"/> Non-Profit <input type="checkbox"/> |
| 5. Number of years in existence | |
| 6. Number of employees: | Full time: Part time: |
| 7. Do you employ a qualified accountant? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 8. Are all of your required business permits current? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 9. Is the organization in receivership or bankruptcy, or are any such proceedings pending? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 10. Has your organization ever been cited, fined, or reprimanded for any law or code violations within the last three (3) years, or had any business license suspended or revoked? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 11. Has your organization ever been placed on the debarred list by the Federal Government? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 12. Are any audit findings unresolved? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 13. Are you able to provide documentation to show that you are in complete compliance with Equal Opportunity Policy? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 14. Will any training or work efforts be subcontracted? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 15. Are work spaces you are proposing to offer services ADA compliant? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 16. Does the organization carry general liability insurance? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 17. If no, will the coverage be obtained and proof provided prior to program start date? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 18. Are you willing to enter a performance based contract? | Yes <input type="checkbox"/> No <input type="checkbox"/> |

SERVICE PROVIDER CERTIFICATION

The authorized representative of the potential service provider certifies to the best of his/her knowledge and belief that all information contained in the attached proposal is true and accurate. If the proposal is selected for funding, the service provider agrees to comply with all Federal and State regulations under the WIOA, TANF and other funding source and all terms of the contract negotiated SCWDB.

Name of the Organization:

Address:

Telephone:

Signature of Authorized Representative

Date

Name/Title of Authorized Representative

Designated Contact Person/Liaison (if different than authorized representative)

CERTIFICATION REGARDING DEBARMENT

By signing and submitting this proposal, the prospective recipient of federal assistance funds is providing the certification as set out below.

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.

The prospective recipient of Federal assistance shall provide immediate written notice to the person to whom 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.

The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier-covered transaction", "principal", "proposal", and "voluntary 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 whom this proposal is submitted for assistance in obtaining a copy of these regulations.

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.

The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled, "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier-covered Transactions", without modification, in all lower tier-covered transactions and in all solicitations for lower tier-covered transactions.

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.

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 are not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

Certification Regarding

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

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

The prospective recipient of Federal assistance funds certifies by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

CERTIFICATION REGARDING LOBBYING

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

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

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.

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.

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 the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for such failure.

Organization

Program

Name of Certifying Official

Signature

Date

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

III. PROGRAM INFORMATION

All proposals submitted must contain the following information. Please respond to every question. Responses should be brief and to the point.

GENERAL INFORMATION

| | |
|---|--|
| 1. What is the name of the proposed youth program? | |
| 2. What is proposed number of youth served? | |
| 3. What is the proposed number of classes, if applicable? | |
| 4. What is the length of the activity? | |
| 5. What are the actual hours per day? | |
| 6. Specify start and end times each day. | Start: End: |
| 7. Check the days of the week the program will operate | M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> H <input type="checkbox"/> F <input type="checkbox"/> Sa <input type="checkbox"/> Su <input type="checkbox"/> |
| 8. What is the proposed start date(s) of the program? List date staff is expected to report and all proposed class start dates. | |
| 9. Are program start dates adjustable? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 10. What is the proposed program staff/participant ratio? | |
| 11. Please attach to this proposal: | Copy of program curriculum. Copy of the program calendar. Copy of the Attendance, Progress and Dismissal Policies. Outline of an Individual Service Strategy. |

ORGANIZATIONAL EXPERIENCE AND PAST PERFORMANCE

- Describe your agency's vision, mission, staffing and service expertise, services provided, current customer base, funding sources, and funding stability. Describe how this proposal relates to your organization's goals and to the purpose of WIOA and TANF youth funded programs.
- Describe your organization's experience and outcomes from serving youth through workforce development programs who are **economically disadvantaged and have little or no work experience**. If you don't have experience serving these types of youth, describe your proposed service delivery plan and outcomes.

3. Describe your organization's and staff's experience related to program design, delivery, and management, financial management (including use of acceptable accounting practices and controls), performance management, and capacity to carry out your proposed program design. Include the number of people that would work on your proposed program and the skill sets of each (counselor, case manager, career interest coach, etc.)

4. Describe your organization's success in meeting and exceeding performance measures. What were the measures? How many youth were served? How many were placed in employment? How many were placed in postsecondary education? What were your greatest challenges in achieving your outcomes and how did you overcome them?

5. Describe your organization's experience in managing WIA, WIOA and/or TANF youth funded programs, including knowledge and experience with federal funding sources, regulations, and federal, state, and local performance measures. If you have no experience with WIA, WIOA and/or TANF youth funding, describe your experience managing youth workforce development programs. Demonstrate how you partnered with other organizations to achieve your necessary outcomes.

6. If you have received WIA, WIOA and/or TANF youth funding in the past, please provide a list of your common measure achievements for each year you received funding, (please provide both In- School and Out-of-School if both populations were served).

RELATIONSHIPS AND COLLABORATION

1. Demonstrate how your organization will collaborate and provide students with the placement opportunities and training programs available through other publicly funded workforce development programs.

2. Describe specifically how your program will collaborate with PA CareerLink® to seamlessly serve OSY (16-24 year old) and how you will ascertain if a youth would be best served in the adult system or through the youth system.

3. Describe how your program will connect with partner agencies to ensure that youth receive access to all 14 of the elements required under WIOA and describe which of the 14 elements your programs plan to focus on.

4. The SCWDB Youth Council envisions the youth providers as being a conduit that connects all human services for WIOA and TANF eligible youth. Describe your method for ensuring constant communication with a participant's, social workers, probation officers, teachers, IEP team, parents, etc. so that services and needs can be coordinated as a system.

5. Identify your key partners and how they were involved in the development of your proposal. List the roles and responsibilities of each partner organization and how they will be a contributing partner in the obtainment of all the WIOA and TANF youth measures for all participants. Provide a detailed strategy for how each identified partner agency will be held accountable to the obtainment of each of the individual WIOA and TANF youth measures.

PROGRAM DESIGN

If you are proposing a joint or collaborative proposal, the roles and responsibilities of each proposed contractor and how they will structure their relationship(s) must be described throughout this section.

1. Describe your programs service methodology and program design.

2. Describe the experience youth will have in your program and proven success with your delivery model. Be specific in describing how many staff people the youth will see, when and how the youth will be referred for other services and the length of the program before the youth attains a job or post-secondary education.

3. How does your agency plan to achieve the 75% OSY/25% ISY and 20% work experience WIOA funding/program operation requirements?

4. How will your program connect OSY to career skill opportunities, including, but not limited to, work experience placements, job readiness training, education advancements, on-the-job training, and direct placements. Also include how you plan to serve more out-of-school youth.

5. How will your program determine if an individual training account (ITA) is appropriate for OSY?

6. Describe how the program will achieve the integration of the 14 WIOA elements and ensure provision of appropriate support services for WIOA and TANF youth based on individual need.

7. How will the development of individual service strategies for every participant be carried out to ensure that all youth are receiving the services needed? Additionally, how will the program identify the needs of the at-risk populations being served and assist participants in overcoming barriers through the use of an individual service strategy?

8. Describe how your program will utilize an innovative recruitment method to continually reach youth in need? Provide detail about how the program will integrate an effective process and plan for 12-month follow-up with all youth enrolled in the program, as well as describing your transition plan for youth to move along a service continuum when the program concludes.

9. Describe how the proposed program provides ISY with ongoing support and encouragement toward the attainment of a degree or certificate, or how the proposed program assists OSY through classroom instruction in the obtainment of a degree or certificate?

10. What is your approach to job placement, and how will dedicated staff and employer contacts be used to identify employment openings that can be filled by WIOA and TANF youth participants?

11. Describe how the program will address the following industry clusters: energy, logistics & transportation, metals & metal fabrication, health care, and construction.

12. Demonstrate how your relationships with employers from different industry clusters have been built and how relationships with employers will continue to be fostered. Provide a history of your relationship with these employers by listing outcomes within but not limited to the following categories:
 - a. Internships
 - b. Job shadows
 - c. Sustainable placement in employment
 - d. Engagement of the employer in advisory groups or other ongoing programming

13. Describe how you developed/will develop a plan to deliver academic assistance to raise the skill level of youth who are identified as basic skills deficient.

IV. COST INFORMATION

LINE-ITEM BUDGET INSTRUCTIONS

The Line-Item Budget is a detailed breakout of the proposed program. This budget provides back up for all costs for the categories of Program costs and Supportive Services. Definitions of these categories are as follows:

I. OPERATION COSTS

The costs are directly related to the operation of the program. Activities are planned, systematic sequences of instruction or other work-related experience on an individual or group basis under competent supervision, which is designed to impart skills, knowledge, or abilities to prepare individuals for employment.

Costs in this category must be directly beneficial to the actual management, instruction, education, and subsequent placement of the participant. Costs may include staff salaries and fringe benefits of personnel directly engaged in providing program operations; space and utility costs; equipment, materials, and supplies for use by participants while in the activity.

1. STAFF SALARY & FRINGES

Identify all staff personnel to be employed in the operation of the program. List the position title; hours per week; percentage of time devoted to the program; the hourly rate; the total hours; and the wage, include director, supervisors, clerical and accounting personnel. Identify all personnel including Instructor(s), Teacher's Aid(s), etc.

Identify participants receiving a wage, the rate, hours per week, total hours and total wages. Include fringe benefit rate per employee.

2. TEMPORARY PERSONNEL WAGES

Identify all participant personnel to be employed in the operation of the program. List the position title; hours per week; percentage of time devoted to the program; the hourly rate; the total hours; and the wage. This will include any youth managers, monitors, or other temporary program personnel.

In-School and Out-of-School Youth participant work experience wages will be including in the training section below.

3. EMPLOYER'S SHARE OF STAFF AND PARTICIPANT MANDATED BENEFITS

Prorate employer's share of staff and participant benefits for the above personnel and participants with each type of cost shown separately.

Social Security – Indicate the current Social Security Rate.

Unemployment Compensation – The approved unemployment compensation rate can only be applied against the maximum allowable wages per person.

4. RENT AND UTILITIES

This section applies only to space and utilities for purposes directly identifiable and attributable to this project. If exact utility cost cannot be identified, make a reasonable

proration. The proration formula must be included and explained. Indicate location of services and cost.

5. TRAVEL, MATERIALS, EQUIPMENT AND SUPPLIES

Enter an estimated total of travel costs associated with operating the program for staff and participants.

Also, enter the total amount for textbooks, workbooks, materials, equipment, and supplies used in providing the youth activities. If purchasing these items, an itemized list must be attached. Identify each item, number of each item, unit cost and total cost.

List any other costs not included in the other categories. Supportive documentation of other costs must be provided as an attachment.

6. SUPPORTIVE SERVICES

These are services that are necessary to enable an eligible individual, who cannot afford to pay for such services, to participate. Examples of such services include: transportation, medical services, assistance in securing bonds. Describe any supportive services to be provided.

Supportive service costs are not considered training. These costs are staff and operating costs

II. TRAINING COSTS

7. TRAINING ACTIVITIES

These costs are related to any training received by participants in the program. Costs may include any WIOA approved activity, including but not limited to ITA, OJT, and work experience wages.

List budgeted costs ITA, OJT, or other types of training to be offered separately. If training costs consist of wages, please list position title; hours per week; percentage of time devoted to the program; the hourly rate; the total hours; and the wage.

LINE-ITEM BUDGET

Complete all item costs under the categories of Training, and Supportive Services. All charges must be traceable to source documentation for audit purposes. Auditable records must be maintained.

DETAILED BUDGET NARRATIVE MUST BE ATTACHED

I. OPERATION COSTS

1. STAFF SALARIES & FRINGES

| Position/Title | Annual Hours | | Hourly Rate | Salary | Fringe Benefit Percentage | Fringe Amount | Salary/ Fringe Package |
|----------------|--------------|---|-------------|--------|---------------------------|---------------|------------------------|
| | | X | | | | | |
| | | X | | | | | |
| | | X | | | | | |
| | | X | | | | | |
| | | X | | | | | |
| | | | | | | | |
| | | | | | | | Total 1. |

2. TEMPORARY PERSONNEL WAGES

| Position/Title | Annual Hours | | Hourly Rate | Salary | Fringe Benefit Percentage | Fringe Amount | Salary/ Fringe Package |
|----------------|--------------|---|-------------|--------|---------------------------|---------------|------------------------|
| | | X | | | | | |
| | | X | | | | | |
| | | X | | | | | |
| | | X | | | | | |
| | | X | | | | | |
| | | | | | | | |
| | | | | | | | Total 2. |

3. EMPLOYER'S SHARE OF STAFF AND PARTICIPANT MANDATED BENEFITS

| Benefit | Applicable Costs | | Benefit Percentage | Benefit Cost |
|------------------------|------------------|---|--------------------|-----------------|
| Social Security Amount | | X | | |
| Retirement Amount | | X | | |
| Worker's Comp. Amount | | X | | |
| Other | | X | | |
| | | | | Total 3. |

4. RENT AND UTILITIES

| Location | Rent/Utility Cost |
|-----------------|-------------------|
| | |
| | |
| | |
| | |
| | |
| | |
| Total 4. | |

5. TRAVEL, MATERIALS, EQUIPMENT, SUPPLIES

(Enter total amount for each category)

ATTACH AN ITEMIZED LIST WHICH SPECIFIES ITEM, PRICE AND QUANTITY.

| Description | Cost |
|-----------------|------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| Total 5. | |

6. SUPPORT SERVICES

| Description | Cost |
|-----------------|------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| Total 6. | |

II. **TRAINING COSTS**

7. TRAINING ACTIVITY

| Activity | Anticipated Participants | | Cost per Training | Total |
|-----------------|--------------------------|---|-------------------|-------|
| ITA | | X | | |
| OJT | | X | | |
| Work Experience | | X | | |
| Other | | X | | |
| | | | Total 7. | |

| | |
|--|-----------|
| TOTAL STAFF/OPERATING COSTS (items 1 – 6) | \$ |
| TOTAL TRAINING COSTS (item 7) | \$ |
| TOTAL PROJECT COST | \$ |