WIOA Title I – Youth Program

REQUEST FOR PROPOSALS
MARCH 9, 2020
ISSUED BY THE

PIEDMONT TRIAD REGIONAL
WORKFORCE DEVELOPMENT BOARD

SERVING CASWELL, DAVIE, FORSYTH, ROCKINGHAM, SURRY, STOKES AND YADKIN COUNTIES

Funded by the
WORKFORCE INNOVATION AND OPPORTUNITY ACT

THE PIEDMONT TRIAD REGIONAL WORKFORCE DEVELOPMENT BOARD, IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER OF EMPLOYMENT AND TRAINING PROGRAMS.
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IMPORTANT NOTICE

Under the Workforce Innovation and Opportunity Act, there is a significant change to the use of funds for workforce investment activities for in-school and out-of-school youth. Under the Workforce Innovation and Opportunity Act, out-of-school youth activities are now the priority [“not less than 75 percent of funds available to local areas … shall be used to provide youth workforce investment activities for out-of-school youth”]. Additionally, the Act requires that 20 percent of the funds shall be used to provide work-based activities. To meet that requirement, service providers are required to expend 35% of their budget for work-based activities.

Also, The NCWorks Commission has established additional measures to include:

1. Provide staff-assisted services to at least 2% of the youth living in poverty in the counties served by the WDB in the Workforce Innovation and Opportunity (WIOA) Youth program. Using the April 19, 2016, DWS Bulletin regarding “Determining Youth Living in a High Poverty Area” http://accessnc.ncommerce.com/DWS/hpr_map.html, we have identified 36 Census Tracts in seven counties as “high-poverty” areas. The 36 Census Tracts contain an estimated 10,562 individuals between the ages of 14-24 (Ages 14-21: 5,181, Ages 16-24: 5,381).

2. Enroll at least 25% of youth served in the WIOA Youth program in a work-based learning activity.

As a result, we expect that the proposals submitted in response to this RFP, will provide youth workforce investment activities for out-of-school youth in ALL Seven (7) counties within our Local Area, so we will be able to comply with the Act.

ONE (1) ORIGINAL (clearly marked) AND ONE (1) copy of the proposal and attachments, in three-ring binders, must be received by 3:00 PM EST on April 13, 2020, at:

Piedmont Triad Regional Workforce Development Board, Inc.
1398 Carrollton Crossing Drive
Kernersville, NC 27284

ANY PROPOSAL RECEIVED AFTER THE DUE DATE AND TIME, REGARDLESS OF POSTMARK OR MAILING RECEIPT DATE, OR WITHOUT THE SPECIFIED NUMBER OF COPIES AND CLEARLY MARKED WILL NOT BE CONSIDERED FOR SELECTION.

Thank you for your interest in providing training services to participants in the WIOA Title I Youth Programs.
I. GENERAL INFORMATION

A. PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit competitive proposals for the operation of Workforce Innovation and Opportunity Act of 2014 (WIOA) Title I, Public Law 113-128, Youth Programs in the following Counties: **Caswell, Davie, Forsyth, Rockingham, Surry, Stokes and Yadkin**.

Proposals are being solicited for comprehensive year-round and summer Youth Programs for out-of-school youth between the ages of 16 and 24, and in-school youth between the ages of 14 and 21. The Local Area’s youth program design offers a unique opportunity to provide a creative and innovative mix of services designed to address the academic, vocational, and employment needs of at-risk youth.

Targeted activities include:

1. Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized post-secondary credential
2. Alternative secondary school services, or dropout recovery services, as appropriate
3. Paid and unpaid work experiences that have 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 skill 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 involved, if the local board determines that the programs meet the quality criteria described in section 123
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster
6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate
7. Supportive services
8. Adult mentoring for the period of participation and a subsequent period for a total of not less than 12 months
9. Follow-up services for not less than 12 months after the completion of participation, as appropriate
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate
11. Financial literacy education
12. Entrepreneurial skills training
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services
14. Activities that help youth prepare for and transition to post-secondary education and training
15. Obtaining a National Career Readiness Certificate which focuses on certifying three essential skills — applied math, reading for information and locating information to predict work readiness

The Piedmont Triad Regional Workforce Development Board, (PTRWDB) is interested in cost-efficient, collaborative efforts that result in comprehensive and innovative services that lead youth to academic improvement, high school graduation or GED attainment, employment, military service, advanced or apprenticeship training, paid and unpaid internships, and/or post-secondary education. Programs must link academic and occupational learning. Effective programs require the involvement of local groups
providing input on the proposed program design, and coordinating the delivery of the youth services with local employers, NCWorks Career Centers and other youth services already available in the community.

B. BACKGROUND

The Piedmont Triad Regional Workforce Development Board, is the grant recipient and Administrative Entity for the Workforce Innovation & Opportunity Act Program as designated by the Piedmont Triad Regional Workforce Development Consortium. The contract entered into with WIOA service provider in the area will be a contract with the Piedmont Triad Regional Workforce Development Board. All parties contracting with Piedmont Triad Regional Workforce Development Board, must comply with the USDOL regulations and any other interpretations published by the USDOL. Administration and operation of this program is subject to compliance with the Workforce Innovation and Opportunity Act of 2014, State policies and local policies and procedures as issued by the Piedmont Triad Regional Workforce Development Board. Funded proposals will be required to meet specific Federal, State and local guidelines for participant outcomes and program performance. Local agencies may use Youth funds to provide services for eligible youth that meet the federal Workforce Innovation and Opportunity Act (WIOA) eligibility criteria.


II. SOLICITATION PROCESS AND TERMS

A. INSTRUCTIONS FOR SUBMISSION

Proposals are being solicited for specific services recommended by the PTRWDB for provision in ALL of the Piedmont Triad Local Area’s counties. Any governmental, educational, community-based organization or non-profit agency engaged in public service; or any private-for-profit agency may apply. Each entity proposing to provide WIOA Title I Youth Activities as prescribed by this RFP must do so as an individual company or agency and be prepared to either provide the services directly or establish an agreement with the appropriate provider(s) of the services.

B. SCHEDULE FOR REVIEW, AWARD AND NOTIFICATIONS OF PROPOSING AGENCIES

- RFP Released: March 9, 2020
- General Bidders Conference – 10:00 a.m. March 16, 2020 *(Go-To Meeting from 10:00 a.m. – 12:00 p.m.)*
- Proposals Due – 3:00 p.m. April 13, 2020
- Technical Compliance Review April 30, 2020
- Local Board Review Process May 6 – May 20, 2020
- Notice of Selection No later than June 1, 2020

*A Go-To Meeting Bidder’s Conference will be hosted from 10:00 am – 12:00 pm EST on March 16, 2020. If you would like to participate in this conference, please request an invitation by emailing Tonya D. Welch at twelch@ptrc.org no later than March 13, 2020*

Please submit ONE ORIGINAL (clearly marked) and FOUR COPIES of proposal and attachments, in three-ring binders to:

Piedmont Triad Regional Council - Workforce Development
Attention: Tonya D. Welch
1398 Carrollton Crossing Drive
Kernersville, North Carolina 27284

All proposals are due by 3:00 p.m. on April 13, 2020
III. TERMS OF SELECTION

A. The PTRWDB reserves the right to accept or reject any or all proposals received. The PTRWDB reserves the right to waive informalities and minor irregularities in offers received. All solicitations are contingent upon availability of funds.

B. The PTRWDB may accept any item or group of items of any offer, or award more or fewer slots at the same price bid, unless the proposer qualifies its offer by specific limitations.

C. The PTRWDB may select a service provider based on initial offers received, without discussion of such offers. Accordingly, each initial offer should be submitted on the most favorable terms from a price and technical standpoint that the proposer can submit to the PTRWDB. However, the PTRWDB reserves the right to request additional data or oral discussion or documentation in support of written offers.

D. Any proposer may be requested to make an oral presentation of their proposal(s) to the PTRWDB after its opening. The PTRWDB staff will schedule the time and location for these presentations, if required.

IV. APPEAL PROCEDURES

Appeals by proposing organizations denied funding are limited to procedural appeals only; such appeals shall be based solely on allegations of irregularities in the solicitation and awards procedure and not on the relative merit of the offers submitted. If a proposer believes to have been harmed by the violation or misapplication of procedure or regulation of this program, the proposer has the right to file a grievance. This grievance should be filed according to the written procedures established by the PTRWDB and may be obtained by contacting the Piedmont Triad Regional Workforce Development Board Director at 1398 Carrollton Crossing Drive, Kernersville, NC, 27284.

V. GENERAL PROVISIONS AND REQUIREMENTS

A. This RFP does not commit the PTRWDB to award a grant.

B. No costs will be paid to cover the expense of preparing a proposal or to procure a contract for services or supplies under WIOA.

C. Ownership of all data, material, and documentation originated and prepared by the service provider pursuant to the contract shall belong exclusively to the PTRWDB.

D. Proposals should be submitted in the format set forth in the Proposal Format and Required Forms section of the RFP and adhere to the minimum requirements specified therein.

E. Formal notification to award a contract and the actual execution of a contract are subject to the following:
   • receipt of WIOA funds granted under the WIOA plan
   • results of negotiations between selected service providers and the PTRWDB administrative staff
   • continued availability of WIOA funds.

F. Any changes to the WIOA program, the State of North Carolina WIOA Plan, or the PTRWDB WIOA Plan, may result in a change in contracting. In such instances, the PTRWDB will not be held liable for what is in the Proposer’s proposal or this Request for Proposal package.

G. Each proposer submitting a proposal will be notified in writing of the PTRWDB decision concerning its proposal.

H. Proposals submitted for funding consideration must be consistent with the federal WIOA legislation, all applicable Federal Regulations, the North Carolina Division of Workforce Solutions policies, and the PTRWDB Policies and Procedures.

J. The PTRWDB may require selected service providers to participate in negotiations and to rewrite their proposals as agreed upon during the negotiations.

K. Additional funds received by the PTRWDB may be contracted by expanding existing programs, or by consideration of proposals not initially funded under this RFP, if such proposals were rated in the competitive range. These decisions shall be at the discretion of the PTRWDB.

L. The PTRWDB 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 the PTRWDB, the services proposed are not needed, or the costs are higher than the PTRWDB finds reasonable in relation to the overall funds available, or if past management concerns lead the PTRWDB to believe that the service provider has undertaken more services than it can successfully handle. PTRWDB reserves the right to reject any proposal based upon the total proposed expenditures for staff salaries and compensation that are not considered as “customary and reasonable” for similar staff positions within our Local Area.

M. Any proposal approved for funding is contingent on the results of a pre-award survey that may be conducted by the PTRWDB administrative staff. This survey will establish, to the PTRWDB’s satisfaction, whether the proposed service provider is capable of conducting and carrying out the provisions of the proposed contract. If the results of the survey indicate, in the opinion of the PTRWDB, that the proposed service provider may not be able to fulfill contract expectations, the PTRWDB reserves the right not to enter into contract with the organization, regardless of PTRWDB approval of the Proposer’s proposal.

N. The PTRWDB is required to abide by all WIOA legislation and regulations. Therefore, the PTRWDB reserves the right to modify or alter the requirements and standards as set forth in this RFP based on program requirements mandated by State or Federal agencies.

O. Programs must be operated according to the federal WIOA provisions and all applicable federal regulations, the North Carolina Division of Workforce Solutions policies and PTRWDB policies and procedures.

P. Service Providers will be expected to adhere to PTRWDB procedures to collect, verify, and submit required monthly reports as well as invoices to the PTRWDB.

Q. All grievances arising out of the WIOA or this RFP must be filed according to the PTRWDB’s established grievance procedures.

R. All service providers must ensure equal opportunity to all individuals. No individual in the Northwest Piedmont Local Area shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any WIOA-funded program or activity because of race, color, religion, sex, national origin, age, disability, or political affiliation or belief.

S. Service providers must accept liability for all aspects of any WIOA program conducted under contract with the PTRWDB. Service Providers will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted.

T. Reductions in the funding level of any contract resulting from this solicitation process may be considered during the contract period when a service provider 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.

U. Service providers will allow access to all WIOA records, program materials, staff, and participants to local, state, and federal representatives. In addition, service providers are required to request and receive approval from the PTRWDB before they may destroy WIOA records.

V. The PTRWDB encourages all interested proposers to attend the Bidders’ Conference. While every effort has been made to include all necessary information, specifications and examples, the need for clarification or interpretation is recognized as a possibility. This is the forum the PTRWDB has
selected to answer questions so that all interested parties will have the benefit of the same answer. Minutes of the Bidders’ Conference will be distributed by mail to all potential service providers (individuals who formally request a copy of the solicitation). However, the PTRWDB is under no obligation to send answers to questions, clarifications, or amendments to the RFP to anyone who did not make a formal request for a copy of the solicitation.

W. Service Providers shall give credit to the PTRWDB, as the program activity funding source, in all oral presentations, written documents, publicity and advertisements regarding any activities funded as a result of this RFP.

X. Service Providers will be required to submit status reports and financial updates during the life of this project. Reports will cover areas such as recruitment and enrollment activities, challenges encountered, partnership updates, and other subjects. A sample report will be provided by the Local Area upon the award of the contract.

Y. PROGRAM REQUIREMENTS AND RESTRICTIONS

Program Provisions must be made to ensure the following:

1) That no funds described in Section 129 or Section 134(a) are used to develop or implement education curricula for school systems in the state.

2) Funding of sectarian activities are prohibited.

3) Procedures must be established to prohibit the displacement of current workers, the impairment of existing contracts for services or collective bargaining agreements, the replacement of laid-off workers and the infringement on promotional opportunities of current workers.

4) Working participants must be covered by workers’ compensation or other insurance.

5) That all WIOA individuals in programs shall be provided benefits and working conditions at the same level and to the same extent as other trainees or employees working for similar length of time and doing the same type of work.

6) That no funds are being used to assist, promote, or deter union organizing.

7) That all individuals in programs be compensated at the same rates, including periodic increases, as trainees or employees who are similarly situated in similar occupations by the same employer and who have similar training, experience, and skills. (In no event shall the rate be less than the applicable State or local minimum wage law.)

8) That the use of funds to encourage or induce relocation of a business are prohibited.

9) That the use of funds for customized or skill training and related activities after the relocation of a business are prohibited until after 120 days.

10) That the use of funds for (a) employment generating activities, economic development activities and similar activities that are not directly related to training for eligible individuals, and (b) foreign travel are prohibited.

11) Provisions made that allow for the testing and sanctioning of participants for the use of controlled substances.

12) Provisions made to prohibit any discrimination based on: (a) age, disability, race, color, national origin, or sex; (b) participation in a program or activities that receive funds under this title; and (c) certain non-citizens.

13) Provisions made to ensure that funds are not used to duplicate services available in the area.

14) Provisions made to ensure that participants are not being charged fees for placement or referral.

15) Provisions made to ensure that no financial assistance is provided to any program that involves political activities.

16) Provisions made that ensure that participants are aware of grievance procedures.

17) Provisions for a Contractor agreement to abide by the Act, regulations, and applicable business licensing, taxation and insurance requirements.

18) Provisions made regarding modification, handling of disputes, and termination, including
termination for convenience of the government.

19) Provisions made for record maintenance and retention and access to records by the subrecipient, the LA, the State, and the USDOL.

20) Provisions being made to include liability, sanctions, and debt repayment.


22) Provisions made to prohibit political activities (Hatch Act).

VI. REQUIREMENTS

A. YOUTH ACTIVITIES DESIGN FRAMEWORK

The intent of the Workforce Innovation and Opportunity Act (WIOA) is to provide a systematic approach that offers youth a comprehensive set of service strategies and a closer link to the labor market. WIOA outlines a broader youth vision that supports an integrated service delivery system and gives a framework through which locally-based youth programs can leverage other federal, state, local, and philanthropic resources to support in-school and out-of-school youth.

In addition, the Act requires connections between youth programs and the One-Stop system which are known as NCWorks Career Centers in North Carolina, providing information on the full array of appropriate services that are available to youth.

The design framework of local youth programs must:

- Provide an objective assessment of each youth participant.
- Develop an individual service strategy for each youth participant.
- Provide preparation for post-secondary educational opportunities, provide linkages between academic and occupational learning, provide preparation for employment, and provide effective connections to employers in in-demand industries and occupations.

Comprehensive Year Round & Summer Services to Youth

Local programs must make the following services available to youth participants:

- Tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies
- Alternative secondary school offerings
- Summer employment opportunities directly linked to academic and occupational learning
- Paid and unpaid work experiences, including internships and job shadowing
- Occupational skill training
- Leadership development opportunities, which include community service and peer-centered activities encouraging responsibility and other positive social behaviors
- Supportive services
- Adult mentoring
- Follow-up services and
- Comprehensive guidance and counseling
- Financial literacy education
- Entrepreneurial skill training
- Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area
- Activities that help youth prepare for and transition to post-secondary education and training

Local programs have the discretion to determine what specific program services will be provided to a youth participant, based on each participant’s objective assessment and individual service strategy. Critical to the success is integrating a youth development strategy that focuses on a young person’s assets, provides a variety of interventions and supports allowing the youth to grow, learn and mature—successfully transitioning to careers and productive adulthood. Youth development activities include leadership development opportunities that encourage responsibility, employability, and other positive social behaviors.
It is expected that each youth will participate in more than one of the fourteen program elements required as part of any local youth program. The overall goal of the youth program is to help youth complete a high school diploma or equivalent GED and to prepare for a career pathway that will transition into skilled employment and/or post-secondary education. Youth program outcomes should prepare youth for post-secondary educational opportunities, provide better linkages between academic and occupational learning, prepare youth for employment; and offer effective connections to intermediary organizations that provide strong links to the job market and employers. All youth must receive some form of follow-up services for a minimum period of 12 months following the completion of participation in the program.

Services to Out-of-School Youth

Careful consideration must be given to the development of a year-round program that substantially engages out-of-school young adults. At least 75% of the Local Area’s youth funds must be used to provide services to out-of-school youth. To improve the general recruitment of out-of-school youth, all personnel funded by WIOA Out-of-School Youth programs must be located in NCWorks Career Centers. This approach may provide an additional point of entry for young adults to participate in the WIOA program and may increase the likelihood of enrolling out-of-school youth who no longer have ties to school networks.

A youth’s school status is determined at the time of application. This designation remains throughout the youth’s WIOA participation. For example, a youth determined to be out-of-school at the time of WIOA application can continue to be counted as out-of-school for purposes of tracking youth expenditures, even if the youth enrolls in an alternative school as part of the service strategy.

B. PROGRAM PERIOD

The initial funding period is from July 1, 2020 through June 30, 2021. Continuation beyond June 30, 2021, is subject to future funding and legislative authority. Based on funding availability, the option to extend the contract for a second year beginning July 1, 2021, exists with the opportunity for re-negotiation to be initiated in writing by the PTRWDB at least sixty days before the expiration date of the first year contract. In order for the PTRWDB to exercise its second year option, the contractor must meet the performance requirements as outlined in the contract. However, the PTRWDB is not bound to exercise a second year contract solely on stated performance criteria.

C. TYPE OF CONTRACT

Bidders must propose a cost reimbursement contract. A Cost Reimbursement Contract is one that establishes an estimate of total costs for the purpose of obligating funds and a ceiling that the contractor may not exceed (except at contractor’s risk) unless the awarding party agrees to amend the contract to provide additional funds. A line item budget shall be based on all legitimate costs to be incurred by the contractor in carrying out the training activity. The contractor is reimbursed for actual expenses according to the approved line item budget.

D. COUNTIES TO BE SERVED

In preparing a bid, a proposer must outline services to be provided in ALL counties within the Piedmont Triad Local Area: Caswell, Davie, Forsyth, Rockingham, Surry, Stokes and Yadkin counties.

E. ELIGIBLE TARGET POPULATION

OUT-OF-SCHOOL YOUTH WIOA Section 129(a)(i)(b) — In WIOA Title I, the term “out-of-school youth” means an individual who is -

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

IN-SCHOOL YOUTH WIOA Section 129(a)(i)(c)—In WIOA Title I, the term “in-school youth” means an individual who is—
- attending school (as defined by State law)
- not younger than age 14 or (unless an individual with a disability who is attending school under State law) older than age 21
- a low-income individual and
- one or more of the following:
  - Basic skills deficient
  - An English language learner
  - An offender
  - A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6))), a homeless child or youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement
  - An individual who is pregnant or parenting
  - A youth who is an individual with a disability
  - An individual who requires additional assistance to complete an educational program or to secure or hold employment

In North Carolina, “requires additional assistance to complete an educational program or to secure or hold employment” is defined as all youth, including youth with a disability, who meet the criteria in either 1 or 2 below:

1) In-School-Youth and
   a) Has poor attendance patterns in an educational program during the last 12 calendar months or
   b) Has been expelled from school within the last 12 calendar months or
   c) Has been suspended from school at least within the last 12 calendar months or
   d) Has below average grades or
   e) Has previously been placed in out-of-home care (foster care, group home, or kinship care) for more than 6 months between the ages of 14-21 or
   f) Has a currently incarcerated parent(s)/guardian

2) Out-of-School Youth and
   a) Has dropped out of a post-secondary educational program during the past 12 calendar months or
   b) Has a poor work history, to include no work history, or has been fired from a job in the last 6 calendar months or
   c) Has previously been placed in out-of-home care (foster care, group home, or kinship care) for more than 6 months between the ages of 16-21 or
   d) Currently has an incarcerated parent(s)/guardian

Low-Income Individual [WIOA Section 3(36)]

The term “low-income individual” means an individual who—
receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received, assistance through the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.), the program of block grants to States for temporary assistance for needy families program under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), or the supplemental security income program established under title XVI of the Social Security Act (42 U.S.C. 1381 et seq.), or State or local income-based public assistance

- is in a family with total family income that does not exceed the higher of—
  - the poverty line or
  - 70 percent of the lower living standard income level
- is a homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6))), or a homeless child or youth (as defined under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)))
- receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.)
- is a foster child on behalf of whom State or local government payments are made; or
- is an individual with a disability whose own income meets the income requirement of clause (ii), but who is a member of a family whose income does not meet this requirement

The Youth must be a resident within Caswell, Davie, Forsyth, Rockingham, Surry, Stokes or Yadkin counties. The WIOA youth service provider will be responsible for certifying and documenting participant eligibility. The WIOA youth service provider will be required to follow the USDOL requirements on acceptable verification sources as identified by the North Carolina Division of Workforce Solutions. Additionally, the WIOA youth service provider will be required to comply with the PTRWDB’s eligibility file maintenance requirements.
F. AVAILABLE WIOA YOUTH FUNDING BY COUNTY

<table>
<thead>
<tr>
<th>County</th>
<th>Year Round</th>
<th>Summer Youth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caswell County</td>
<td>61,343.00</td>
<td>12,171.00</td>
</tr>
<tr>
<td>Davie County</td>
<td>111,302.00</td>
<td>22,084.00</td>
</tr>
<tr>
<td>Forsyth County</td>
<td>441,000.00</td>
<td>87,500.00</td>
</tr>
<tr>
<td>Rockingham County</td>
<td>237,592.00</td>
<td>47,141.00</td>
</tr>
<tr>
<td>Stokes County</td>
<td>120,393.00</td>
<td>23,888.00</td>
</tr>
<tr>
<td>Surry County</td>
<td>189,680.00</td>
<td>37,635.00</td>
</tr>
<tr>
<td>Yadkin</td>
<td>98,690.00</td>
<td>19,581.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1,260,000.00</strong></td>
<td><strong>250,000.00</strong></td>
</tr>
</tbody>
</table>

The above amounts are based on Program Year 2019 allocations and will serve as initial estimates for Program Year 2020. Respondent’s proposed budgets must be within the amounts indicated and must be reasonable based on proposed service level and service delivery plans. Subsequent revisions and negotiations of final contract budgets may be required due to actual allocation received and funding award decisions. The Summer Youth funding is strictly for participant services. Administrative or overhead costs are not allowable expenditures covered by Summer Youth funding.

G. NORTH CAROLINA’S CAREER READINESS CERTIFICATE INITIATIVE:

North Carolina continues to respond to the demand-driven models of business and industry by working collaboratively with the workforce development system and education partners to develop strategies for bringing youth successfully into the workforce pipeline with the right skills through its involvement with the National Career Readiness Certificate program.

The National Career Readiness Certificate initiative is a mandatory activity for all WIOA funded programs within the Northwest Piedmont Local Area. It is administered in partnership with the NC Community College system, NC Department of Public Instruction, the Workforce Development Board, and other key workforce and economic development partners. The Certificates focus on certifying three essential skills – applied math, reading for information, and locating information.

These Certificates and the skills they verify, help assure employers that the individuals will succeed. To assist our WIOA Title 1-funded participants in achieving the highest possible level of certification, we have invested in the WIN Career Readiness Courseware which helps learners master the foundational, behavioral, and attitudinal skills that employers demand. It closes skill and educational gaps with personalized learning to prepare learners for life-long learning. Staff assistance will be provided to service providers concerning the WIN Career Readiness Courseware.

VII. PROPOSAL FORMAT AND REQUIRED FORMS

Proposals should include all items listed below in the order shown. The following forms should be completed with all information requested and executed properly. Proposals that fail to include all applicable forms and information will not be considered. DO NOT include pages 1-12, or any of the attachments provided in this package (except Attachments E and F), as a part of your proposal. Number each page.

A. WIOA RESPONSE PACKAGE COVER SHEET - Complete the information and indicate the type of activities proposed.

B. STATEMENT OF WORK NARRATIVE – This portion of the bid should give reviewers a clear picture of the design of the program, the anticipated outcomes, and the capability of the proposer to deliver the proposed services. Proposers should follow the alphabetical and numerical sequence of the attached format. If a section does not apply, write “N/A” or “Does not apply” by the respective section. A statement of work narrative must be submitted for each separate training program proposed and its various components.

C. TECHNOLOGY AND FACILITY MANAGEMENT- In preparing your bid, please address
an IT support structure and the provision of IT services, such network capacities, wired and wireless internet and telephone service. Additionally as current facility leases expire, the contractor will work with the board to determine new, if applicable and suitable locations for career centers. The contractor will be fiscally responsible for procuring space, lease execution, facility support, maintenance and all office equipment.

D. PLANNED OUTCOMES DATA SHEET – Identify planned participant outcomes to be achieved during the PY2020-2021 program year.

E. PARTICIPANT SERVICES – Carefully review each section. Identify the appropriate agency staff responsible for compliance.

F. PROGRAM AND FINANCIAL MANAGEMENT – Carefully review each section. Identify the appropriate agency staff member responsible for compliance.

G. ASSURANCES AND CERTIFICATION - Requires signature of authorized representative.

H. STATEMENT OF COMPLIANCE - Requires signature of authorized representative.

I. CERTIFICATE REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS - Requires signature of authorized representative.

J. JOB DESCRIPTION - Complete for each member of the WIOA staff.

K. BUDGET – Complete the Budget Summary and supporting worksheets for all costs required to implement the program design.

L. OTHER - ATTACH THE FOLLOWING ITEMS:

1. Federal ID Number
2. Copy of Most Recent Audit or Financial Statements (refer to page 30)
3. Agency Grievance Procedures
4. Agency Personnel and Travel Policies
5. Copy of Bond Coverage (or explanation of planned coverage if an award is made)
6. Current Organization Chart
7. Charter and Bylaws of Organization, attach list of Current Board Members
8. Cost Allocation Plan (if applicable, provide a copy of the agency Indirect Cost Plan)
9. Proposed Youth Program Elements (Attachment D)
10. Linkages
PY 2020 WIOA RESPONSE PACKAGE COVER SHEET

Piedmont Triad Regional Workforce Development Local Area

1. Agency Name: ____________________________________________________________
   Street Address: __________________________________________________________
   Mailing Address: _________________________________________________________
   Contact Person(s): ________________________________________________________
   Telephone Number(s): (      ) (      )
   Fax Number(s): (      ) E-Mail: __________________________________________

Check the box that most appropriately describes your organization.

☐ Unit of Local Government ☐ Private Non-Profit Organization
☐ For-Profit Organization ☐ Other:__________

2. Program Activity: ________________________________________________________
   ☐ In-School ☐ Out-of-School

   Indicate the number of participants to be served in each county:

   Caswell ☐ Davie ☐ Forsyth ☐
   Rockingham ☐ Surry ☐ Stokes ☐
   Yadkin ☐

   **Target Groups** Check all that apply
   ☐ Females ☐ Other Minority ☐ Age 14 to 18 ☐ Black
   ☐ Dropouts ☐ Disabled ☐ Age 16 to 24 ☐ Offenders
   ☐ TANF Recipients ☐ Long Term TANF ☐ Post HS Attendees
   ☐ Basic Skills Deficient ☐ Homeless/Runaway/Foster Child
   ☐ Requires additional assistance to complete an educational program or secure and hold
   employment

3. Attach a one page summary of the proposed program, include the specific program
   goals and projected outcomes. Discuss any innovative, creative, and/or non-traditional
   aspects of this program design. Describe any partnerships that have been established
   for this project. Describe any in-kind services and contributions to the program.

4. Summary of Proposed Budget:

<table>
<thead>
<tr>
<th>COST OBJECTIVES/CATEGORIES</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL COST OF PROPOSED PROGRAM</td>
<td></td>
</tr>
<tr>
<td>Total Number of Participants</td>
<td></td>
</tr>
<tr>
<td>Cost Per Participant</td>
<td></td>
</tr>
</tbody>
</table>

Are funds from other funding sources being requested in order to implement this proposed WIOA program? ☐ Yes
☐ No
If the answer to the above question is yes, please complete the following to indicate sources, amounts and expected dates of funding approval.

<table>
<thead>
<tr>
<th>OTHER EXPECTED FUNDING SOURCES</th>
<th>EXPECTED AMOUNT</th>
<th>EXPECTED DATE OF APPROVAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CERTIFICATION:** I certify that the information contained in this proposal, fairly represents this entity and its operating plans and budget necessary to conduct the proposed WIOA Employment, Training and Services Program Activities described herein. I acknowledge that I have read and understand the requirements of the Request For Proposal (RFP) and that this entity is prepared to implement the proposed activities as described herein. I further certify that I am authorized to sign this proposal and any contractual agreement emanating there from on behalf of the entity submitting the proposal. This PROPOSAL or OFFER is firm for a period of at least ninety (90) days from the closing date for submission, which is April 13, 2020, at 3:00 PM. This Response Package Cover Sheet has the following PARTS attached:

1. Statement of Work Narrative with all appropriate attachments.
2. Planned Outcomes Data Sheet
3. Participant Services Form
4. Program and Financial Management Form
5. Assurances and Certification Form (SIGNED & DATED)
6. Statement of Compliance Form (SIGNED & DATED)
7. Certificate Regarding Debarment, Suspension, etc., (SIGNED & DATED)
8. Position Description(s)
9. Budget Summary and Worksheets
10. Other Items as requested

(SIGNATURE and DATE of Signatory Official)

(Typed or Printed NAME and JOB TITLE of Signatory Official)
STATEMENT OF WORK NARRATIVE

This portion of the bid should give reviewers a clear picture of the design of the program, anticipated outcomes, and the capability of the proposer to deliver the proposed services. Proposers should follow the alphabetical and numerical sequence of the format described below. If a section does not apply, write “N/A” or “Does not apply” by the respective section.

A. PROGRAM MANAGEMENT

1. Provide a brief background/history/mission of your organization. Include a program organizational chart that outlines the administration of the organization for the proposed project.
2. Describe the organization's specific experience in serving individuals with significant barriers to employment. The information should include specific programs or grants, the targeted populations served, and the employment outcomes that were achieved.
3. Identify all staff positions necessary for the operation of this program. Complete a job description form for each of the WIOA staff positions. Include staff job duties, education, and experience.
4. Specify the location where services will be delivered and amount of space available. Discuss the facility's capabilities of serving the handicapped.
5. Describe any in-kind contributions to the program that will be contributed to the program. Specify the estimated dollar amount of in-kind contributions.
6. Indicate the time frames and the strategy for effectively implementing the proposed program within the first sixty days after the award of the contract.
7. Describe specific program goals and measurable outcomes for the program.
8. Describe how internal monitoring activities will occur.

B. SELECTION AND REFERRALS

1. Describe the targeted populations [include specific age groups, and specify whether program is targeted toward in-school or out-of-school youth].
2. Describe the outreach and recruitment methods to focus WIOA services on the neediest youth to include youth in foster care, those aging out of foster care, youth offenders, and children of incarcerated parents and migrant youth.
3. Describe how your organization will provide outreach to target and serve at least 2% of the youth living in poverty in the counties served by the WDB in the Workforce Innovation and Opportunity (WIOA) Youth program.
4. For serving out-of-school youth, describe plans for providing services in the local NCWorks Career Center to include: Career services (outreach, intake, eligibility determination, referrals, assessment of skills, and identification of the specific employment barriers, counseling and case management; and supportive services).
5. Describe the process for selecting eligible applicants for program enrollment.
6. Describe the procedures for providing referrals, to other programs, for youth that do not meet the enrollment requirements or who may not qualify for WIOA funded youth services.
7. Describe the program orientation process.

C. ASSESSMENT AND CASE MANAGEMENT

1. Describe planned assessment activities to determine the youths’ skill levels and needs. (The Local Area uses TABE as the basic skills instrument to be used to determine the Literacy and Numeracy skills levels.)
2. Describe when and how the Individual Service Strategy will be developed, reviewed, and updated to include planned assessment activities to determine the youths’ skill levels and needs.
3. Describe how and when counseling will be provided to participants. Describe how participant's progress and attendance will be monitored. List staff responsible for counseling/case management activities.

D. SUPPORTIVE SERVICES, COORDINATION, AND LINKAGES

1. Identify types of supportive services which the WIOA program will make available to youth and
which will be made available by other agencies.

2. Describe how the Service Provider will ensure non-duplication of supportive services.

3. Describe strategies to develop and/or link youth to adult mentors. Include a description of how mentors will be recruited and trained. Provide an outline showing their specific responsibilities and provide an implementation schedule as to when adult mentors will be assigned to youth. Include how youth will be encouraged to serve as a peer mentor.

E. EDUCATION

1. Describe planned academic activities to ensure that basic skills goals are established and achieved for youth who are basic skills deficient.

2. Describe the activities to prepare youth for post-secondary educational opportunities.

3. Describe planned occupational skills activities and projected outcomes for attainment of occupational skills.

4. Describe how each of the following activities will be offered:
   a.) Tutoring
   b.) Study skills training and instruction
   c.) Alternative secondary school offerings
   d.) Adult and peer mentoring
   e.) Leadership development opportunities
   f.) Financial literacy education
   g.) Entrepreneurial skills training
   h.) Services to provide in-demand industry sector labor market and employment information in the local area
   i.) Preparation for postsecondary education and training

5. Describe how the mandatory North Carolina Career Readiness Certificate Program will be implemented in your planned program activities. Describe how each participant will prepare for and take the WorkKeys assessments.

6. Describe incentives, diplomas, or certificates of completion, or academic credit that will be awarded to participants. Describe your agency’s plan of action to monitor and document how incentives are provided as a means to recognize and reward a youth’s success.

F. PAID AND UNPAID WORK EXPERIENCE, INCLUDING INTERNSHIPS AND JOB SHADOWING, AND ON-THE-JOB-TRAINING (OJT)

1. Describe the paid and unpaid work experiences component and identify the targeted occupations. Attach a list of the proposed worksites.

2. Describe the process of selecting worksites.

3. Describe planned job shadowing or internships activities.

4. Describe how and when the youth will be paid.

5. Describe how OJT will be integrated into the program design.

6. Describe how your organization will ensure that a minimum of 25% of participants are enrolled in a work-based learning activity.

7. Describe how your organization will ensure that a minimum of 35% of the budget is expended on work-based learning activities.

G. PERFORMANCE OUTCOMES AND FOLLOW-UP ACTIVITIES

1. Describe how your agency will ensure projected performance outcomes for participant attainment of academic, occupational, and/or work readiness skill as appropriate. Describe how your agency will deliver the necessary training curricula and or training programs to attain the project outcomes.

2. Describe follow-up activities and timelines to be used in conducting follow-up services.

3. If employment is the outcome, describe how follow-up services will occur to assure that participants are employed through the one-year follow-up period.

4. Describe planned follow-up activities for participants who do not enter employment.

5. Describe procedures that will be used to obtain feedback from participants, employers, and other appropriate parties on the effectiveness of the training and services provided.

H. FISCAL MANAGEMENT
1. **PTRWDB** requires that contractors expend at least 80% of current year allocations within the program year. Describe your agency’s plan of action to ensure that expenditures and accruals are reported to the Local Area on a monthly basis.

2. Provide your agency’s projected cumulative expenditure levels for the following reporting periods:

<table>
<thead>
<tr>
<th>Projected Expenditure Plan:</th>
<th>YTD TARGETED EXPENDITURES² DECEMBER 31, 2019</th>
<th>YTD TARGETED EXPENDITURES² MARCH 31, 2020</th>
<th>YTD TARGETED EXPENDITURES² JUNE 30, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>YOUTH</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

3. Describe your agency’s plan of action to monitor expenditures in the area of allowable costs, costs limits and appropriate documentation of need such as appropriate books, supplies, re, transportation, etc. All costs can only be incurred after participant has been enrolled in WIOA.

4. Describe your agency’s plan of action to conduct internal monitoring of obligations in comparison to approved submitted budget(s) and program narrative(s). Provide staff person’s name and title as to who will be responsible for review and monitoring of expenditure levels. How will this information be used and shared within your agency to ensure performance goals are met?

5. Describe your agency’s internal process to ensure that participants do not exceed the allotted work time hours.
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)  
PY 2020 PLANNED OUTCOMES DATA SHEET  
IN/OUT-OF-SCHOOL YOUTH

Proposer Name: ____________________________________________________________________________

Contract Period: July 1, 2020 through June 30, 2021

WIOA Program:  [ ] In-School  [ ] Out-of-School

BASED ON NEGOTIATIONS BETWEEN THE U.S. DEPARTMENT OF LABOR, THE NORTH CAROLINA DIVISION OF WORKFORCE SOLUTIONS, AND THE PIEDMONT TRIAD REGIONAL WORKFORCE DEVELOPMENT BOARD, PERFORMANCE GOALS HAVEN’T BEEN ESTABLISHED FOR THE NORTHWEST PIEDMONT LOCAL AREA. CONTRACTORS MUST AGREE TO MEET OR EXCEED THESE GOALS. PLEASE COMPLETE THE APPROPRIATE PORTION BELOW TO SHOW YOUR PLANNED OUTCOMES [NUMBERS].

<table>
<thead>
<tr>
<th>PLANNED YOUTH PARTICIPANT DATA</th>
<th>Planned</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In-School</td>
</tr>
<tr>
<td># of Participants carried over to PY 2020 (July 1, 2020 – June 30, 2021)</td>
<td></td>
</tr>
<tr>
<td># of New Enrollments for PY 2020 (July 1, 2020 – June 30, 2021)</td>
<td></td>
</tr>
<tr>
<td>Total PY 2020 Enrollments (carryovers plus new enrollments)</td>
<td></td>
</tr>
<tr>
<td># of Participants to be exited during PY 2020 (July 1, 2020 – June 30, 2021)</td>
<td></td>
</tr>
</tbody>
</table>

PLEASE COMPLETE THE APPROPRIATE PORTION BELOW TO SHOW YOUR PLANNED OUTCOMES [NUMBERS] FOR PARTICIPANTS EXITING THE PROGRAM.

<table>
<thead>
<tr>
<th>PLANNED OUTCOMES FOR YOUTH</th>
<th>Local Area Goals</th>
<th>Planned Youth Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment/Placement Rate 2nd Quarter After Exit</td>
<td>68.0%</td>
<td></td>
</tr>
<tr>
<td>Employment/Placement Rate 4th Quarter After Exit</td>
<td>68.0%</td>
<td></td>
</tr>
<tr>
<td>Credential Attainment within 4 Quarters After Exit</td>
<td>62.0%</td>
<td></td>
</tr>
</tbody>
</table>

Summer Youth

Please provide a brief narrative describing proposed summer youth activities, including the number of youth to be served, where applicable.
PARTICIPANT SERVICES

Case Management: Case Management is the provision of a client-centered approach in the delivery of services, designed to:

a. prepare and coordinate comprehensive employment plans, such as service strategies, for participants to ensure access to necessary workforce investment activities and supportive services using, where feasible, computer–based technologies and

b. provide job and career counseling during program participation and after placement.

Case management also includes maintaining participant files on each youth who is enrolled and compiling all data regarding participants, activities and follow-up for entry into NCWorks Online. Case files must include the application, eligibility determination and verification documents, assessment results, the Individual Service Strategy, counseling notes, and status changes for enrollment, activity changes, exits, and follow-up. All WIOA forms will be provided by the WDB.

A. Outreach and Recruitment

The service provider will be responsible for recruiting and identifying youth that are potentially eligible for WIOA services. WIOA service providers are expected to coordinate outreach efforts and disseminate information on program services with local NCWorks Career Centers to make all efforts to inform potential participants and the business community of the services available through their agency. Special efforts shall be made to recruit economically disadvantaged youth with the most serious skill deficiencies and other barriers to employment.

B. Intake and Eligibility Determination/Verification

Prior to enrollment in any WIOA activity, all applicants must be certified as eligible to receive WIOA services by authorized service providers in accordance with the Division of Workforce Solutions (DWS) policy/guidance. The service provider is responsible for reviewing each client’s WIOA application to ensure that services are provided only to applicants who have been determined eligible for the appropriate title. The service provider is responsible for reviewing each WIOA application to ensure that services are provided only to applicants who have been determined and verified eligible. Verification documents include, but are not limited, to the following:

Application and Eligibility Determination form signed by client and parent as applicable
Applicant Work History
Participant Rights, Benefits, and Complaint Procedures Form
Individual Service Strategy
Information Release Statements
Verification of County Residence
Verification of Applicant’s Age and Place of Birth
Selective Service Registration (if applicable)
Prior six months family income or verification of public assistance, or verification of food stamps

These verification documents must be secured in the participant’s permanent file as well as uploaded into NCWorks Online and will be subject for review by the LA and Data Validation personnel from the Division of Workforce Solutions. In the event that ineligible participants/enrollees are identified, the service provider is responsible for immediately notifying the PTRWDB. In compliance with the regulations, appropriate steps must be taken to immediately terminate the ineligible participant/enrollee from the program. Any costs associated with ineligible participants will be disallowed.

C. Selection and Referral

If a participant is determined through objective assessment and the ISS to be better served by another program other than one under Title I, the participant will be referred to the appropriate program and the referral will be documented in the ISS. If there is a continuing relationship with an individual, referral to another program for specific services will be part of the participant’s program participation and will be documented in the ISS. WIOA service providers are responsible for providing information regarding appropriate services and making necessary arrangements for individuals to be referred for those services. The service provider will document the referral in the participant’s ISS. The service provider will track all referrals to non-WIOA services for eligible applicants, participants and enrollees.
D. Orientation

The service provider will provide orientation to all WIOA participants. As part of the intake process, a general orientation will be provided to clients and must include an explanation of:

- Training programs (purpose and service available)
- Objective Assessment process (time, length, results)
- Individualized Service Strategy
- Grievance Policies and Procedures
- Participant Rights, Benefits, Complaint procedures
- EEO Designee
- Hatch Act
- Labor Market Information
- Services Available from non-WIOA sources

Additional information will be provided to all participants and include, but are not limited to, the following:

- Length of Participation (program specific and formal limitations as appropriate)
- Review/Analysis of assessment results
- Designation of counselor, services available and schedules
- Enrollee’s responsibilities
- Job description or training plan and schedule (if applicable)
- Work site and supervisor (if applicable)
- Time sheet and attendance requirements
- Payroll or needs-based payment policies (if applicable)
- Completion of tax withholding forms (if applicable)
- Available Supportive Services

E. Assessment

WIOA youth service providers will be required to conduct an objective assessment for each eligible youth. The assessment provides the necessary foundation for the service provider in partnership with the youth to establish a service strategy that addresses their academic and vocational potential, ultimately leading to employment. The assessment consists of a review of the youth's academic levels, skills levels, and services needs to include:

- family situation
- education
- basic skills
- occupational skills
- motivation
- interest and aptitudes
  (including interests and aptitudes for non-traditional occupations)
- attitudes toward work
- supportive services needs, and developmental needs
- prior work experience
- employability/work maturity skills
- financial resources and needs

Pre-Assessment results will be used as baseline data for determining improvements in basic skills levels and work readiness levels as a result of participation in the programs. Pre-assessment measures proficiencies in basic skills, work readiness skills, and occupational skills for the purpose of identifying deficiencies at program entry. The results are then used to establish skill attainment goals. Post-assessment will be required to determine goal attainment. The service provider must clearly identify the method of determining skill levels. Assessment must be standardized and may include a standardized test or performance-based assessment with a standardized scoring method. In cases where a standardized test or a performance based assessment is not available, such as for work-readiness skills, assessment techniques must be objective, unbiased and widely accepted, and must include clearly defined criteria, be field tested for utility, consistency, and accuracy, and provide for the training of appropriate assessment staff. All assessment results will be reviewed with the youth. Results will be used to develop an Individual Service Strategy. The service provider will be responsible for utilizing the assessment information in the design and delivery of the proposed curriculum and/or program activities. Prior to the end of the program, youth must be post-tested for determining skill development. The results of the pre- and post-assessment will form one of the benchmarks for
Setting Skill Attainment Goals
As the youth’s pre-assessment results indicate, one or more goals are set. Each skill goal must clearly articulate, prior to commencement of training or instruction, what the youth must achieve in order to attain the goal. Goals may be intermediate-type benchmarks that ordinarily would not take more than 12 months to achieve, providing Local Areas a mechanism to take credit for a youth’s skill development during their WIOA participation.

F. Development of Individualized Service Strategy
WIOA youth service providers will be required to develop an Individual Service Strategy (ISS) for each eligible youth that meets the WIOA requirements. The Individual Service Strategy (ISS) contains the results of the objective assessment required for all youth by the WIOA statute at 129(c)(1)(A), including any results related to basic skills, work readiness skills, or occupational skills, and must clearly describe assessment results and planned services. Each skill attainment goal must be clearly articulated and recorded on the ISS in NCWorks online. The youth and the case manager must acknowledge understanding of the goal and agree to work cooperatively toward attaining that goal during the time period established for its achievement. Others providing services to the youth can contribute to the goal attainment and should be included in the ISS process as appropriate. The ISS should identify realistic basic skills, occupational skills and/or workplace readiness skills goals as appropriate. The ISS contains education and employment goals (including, in appropriate circumstances, non-traditional employment), associated achievement objectives, including competency levels to be attained by participants as a result of program participation, time frames for achievement of objectives, appropriate services for participants, documentation that the participant was told of the requirements for self-sufficiency and the occupational demands within the labor market.

A periodic review of the ISS must be made to evaluate the progress of each participant in meeting the objectives of the service strategy. The participant’s progress in acquiring basic skills, work readiness, and/or occupational skills as appropriate, and the adequacy of any supportive services provided will also be included in the periodic evaluation. The ISS will be used as the basic instrument for the service provider to document the appropriateness of the decisions made concerning the combination of services for the participant, including referrals to other programs for specified activities.

Training provided by the service provider should be in accordance with the ISS. The staff will evaluate the adequacy of the supportive services to determine the appropriate assistance and/or intervention needed. The ISS will be reviewed and updated with the participant every thirty days and completed one year after exit. Changes in the youth’s circumstances and reports on the youth’s progress toward meeting his/her employment objective will be documented.

Modifications to the ISS may be implemented if major changes occur that impact the youth’s ability to achieve the stated goals. The youth and the staff will sign any modification to the ISS. A copy of the ISS will be given to the youth. The ISS and copies of the assessment results will be maintained in the youth’s file. All follow-up activities will be documented in the ISS and in the case notes.

WIOA service providers shall utilize the ISS document on NCWorks Online.

Curricula and Training Approaches
Curricula, instructional strategies, and training content and approaches must be developed to impart the skills and behaviors necessary to enable the youth to achieve each skill goal identified in the youth’s Individual Service Strategy (ISS).

G. Comprehensive Guidance and Career Counseling
Comprehensive guidance and career counseling will be provided at regular intervals to assist youth with achieving employment-related success. Counseling services will occur, at a minimum, biweekly during each month of participation, then on an “as needed” basis. Counseling sessions will be documented in the youth’s file and in the case notes. These services may be offered on an individual or group basis through a variety of counseling methods based on the individual’s needs.

Counseling sessions may address such issues as developing an awareness of the workplace culture, requirements, and acceptable behavior. Counseling may also include drug and alcohol abuse
counseling and referral. The WIOA service provider staff may provide referral to other community resources as needed and initiate requests for additional services where necessary. Referrals will be documented and progress tracked on the participant’s ISS. The WIOA service provider staff will be the primary contact for the participant, and will be responsible for evaluating the progress of the participant in meeting his/her employment goal, including the acquisition of basic skills, work readiness and occupational skills as appropriate.

H. Basic Skills Requirements

All youth participants selected for enrollment must be tested during the assessment process to determine their grade level in reading and math using the Test of Adult Basic Education (TABE) or another generally accepted standardized test approved by the local area. All participants who score below the 8.9 grade level in reading and/or math are determined "deficient”. The service provider must provide these youth basic skills enhancement instruction in reading (vocabulary and comprehension) and/or math (computations, concepts and applications) using computer assisted instruction and/or teacher initiated activities. At a minimum, the service provider's objective will be to raise the score of each participant with a basic skills deficiency to a grade level equivalent to 9.1 or higher in the area(s) of identified deficiency. This level of basic skills competency is determined by the results of a post-assessment.

Post-Assessment

Post-assessment must be conducted during and upon completion of instruction or training to measure skill gains toward goal attainment for in-school youth and literacy/numeracy gains for out-of-school youth. Information regarding goal attainment and goal failure or literacy/numeracy attainment or failure must be recorded in case files, and all data and methods used to determine goal attainment or failure or literacy/numeracy attainment or failure are subject to subsequent review and must be maintained on file. A series of documentation is required to record progress towards an attainment of a skill goal or literacy/numeracy attainment. Attainment must be based on individual assessment using widely accepted and recognized measurement techniques.

I. Supportive Services

The WIOA youth service provider will provide supportive services to youth through arrangements with other human services agencies in order to avoid duplication and maximize resources. Where community resources are not available to provide the supportive services as documented in the participant's ISS, the WIOA youth service provider may use WIOA youth funds to provide for such supportive services. “Supportive services” means services that are necessary to enable an individual to participate in activities authorized under this Act, and may include:

- Linkages to community services
- Assistance with transportation costs
- Assistance with child care and dependent care costs
- Assistance with housing costs
- Assistance with needs-related payments

J. Employment Services

Work experiences for youth are planned, structured experiences that take place in a workplace for a limited period of time and should be based on the youth’s Individual Service Strategy (ISS). The maximum time period to participate in the work experience component is no more than 520 hours per participant per program year.

Work experiences are designed to enable youth to gain exposure to the working world and its requirements. Work experiences should help youth acquire the personal attributes, knowledge, and skills needed to obtain a job and advance in employment.

Work experience may be paid or unpaid as appropriate. A work experience may take place in the private for-profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience where an employee/employer relationship, as defined by the Fair Labor Standards Act or applicable State law, exists. Work experiences provide the youth participant with opportunities for
career exploration and skill development. Work experiences must include academic and occupational education.

The purpose of the work experience element is to provide the youth participant with opportunities for career exploration and skill development. Work experiences may be subsidized or unsubsidized and may include the following elements:

- Exposure to various aspects of an industry
- Progressively more complex tasks
- Internships and job shadowing
- Pre-Apprenticeship programs
- On-the-Job Training opportunities as referenced at WIOA 3(44)
- The integration of basic academic skills into work activities
- Supported work, work adjustment, and other transition activities
- Entrepreneurship
- Other elements designed to achieve the goals of work experience

Work Experience can occur in public, private, for-profit or non-profit sectors where the objective assessment and individual service strategy indicate that work experience is appropriate. Service providers will be responsible for developing work experience sites, providing orientation to work-site supervisors and participants, completing a work site agreement, payment of participant wages, completion of necessary tax and W-2 forms, monitoring and documenting work experience activities and progress, and maintaining time sheets of participants. If State workers’ compensation law applies to a participant in a work experiences element, workers’ compensation benefits must be provided. If State workers’ compensation law does not apply to a participant in a work experiences element, insurance coverage must be secured to cover potential injuries to the participant that may be incurred in the course of such work experiences.

K. Worksite Selection

Service providers will be responsible for: the development of work sites, orientation of work site supervisors and participants; completing work site agreements between worksite and service provider; maintenance of participant timesheets; monitoring worksites and documenting work activities; payment of youth work experience wages at the minimum wage rate.; completion of I-9 and W-4 forms with participants; and issuing W-2 forms at the end of each calendar year. In many cases, the service provider may determine that the youth would benefit more from private sector work experience and may choose to place the individual in private sector employment where wages would be paid by the employer.

All worksite supervisors will be provided with an orientation to explain their role in providing a positive and meaningful work experience to participants. Selections of worksites will be based upon the following criteria:

1) Compliance with Child Labor Laws
2) Educational enrichment opportunities for the participants
3) Worksite safety including:
   a) occupational hazards
   b) adequacy of skilled supervision
   c) the provision of safe tools and equipment to perform the required tasks
   d) the agency’s policies for safeguarding employees, providing first aid and/or their access to emergency medical services
4) Meaningful Work Experience in terms of:
   a) job skills the participant will be taught
   b) consistency with the participant’s interests
   c) the importance of the work to the community
5) Past performance as a youth worksite in terms of:
   a) the quality of supervision
   b) participant satisfaction
   c) cooperation with the contractor’s staff
L. Mentoring

Adult mentoring is the pairing of a youth with a caring adult in a one-to-one relationship, challenging the youth to do well, often helping the youth make the connection between school and work, and providing first-hand exposure to the world of work. Typically, mentors become advocates for the youth, working in consultation with the youth’s teacher(s), supervisor, counselor/caseworker and parent(s) as appropriate. Adult mentoring services are required for a duration of at least twelve months that may occur both during and after program participation.

M. Leadership Development Opportunities

Leadership Development Opportunities (129(c)(2)(F) may include community service and peer-centered activities encouraging responsibility, employability and other positive social behaviors during the non-school hours as appropriate. Leadership opportunities for youth may include:

- Exposure to post-secondary educational opportunities
- Community and service learning projects
- Peer-centered activities, including peer mentoring and tutoring
- Organizational and team work 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

Positive social behaviors are outcomes of leadership opportunities, often referred to as soft skills, which are incorporated by many local programs as part of their menu of services. Positive social behaviors focus on areas that may include the following:

- Positive attitudinal development
- Self-esteem building
- Openness to working with individuals from diverse racial and ethnic backgrounds
- Maintaining healthy lifestyles, including being alcohol and drug free
- Maintaining positive relationships with responsible adults and peers, and contributing to the well-being of one’s community, including voting
- Maintaining a commitment to learning and academic success
- Avoiding delinquency
- Postponed and responsible parenting
- Positive job attitudes and work skills

N. Follow-up Services 129(c)(2)(I)

WIOA service providers will ensure that comprehensive career guidance and follow-up services will be integrated into the overall youth program design. Youth service providers will be responsible for conducting appropriate follow-up services for all youth to ensure continued success. One or more of the following strategies must be used in conducting follow-up services. The types of services provided and the duration of services will be determined based on the needs of the youth.

1) Leadership development activities
2) Referrals for supportive services
3) Regular contact with a youth participant’s employer, including assistance in addressing work-related problems that arise
4) Assistance in securing better paying jobs, career development and further education
5) Work-related peer support groups
6) Adult mentoring
7) Tracking the progress of youth in employment after training

All youth participants must receive appropriate follow-up services for at least twelve months after program participation.

O. Insurance and Working Conditions

The service provider shall provide adequate on-site medical and accident insurance for all enrollees not covered by North Carolina’s Workers’ Compensation law. This coverage shall not include income maintenance. Contributions to a self-insurance plan, to the extent that they are comparable in costs
and extent of coverage had insurance been purchased, are allowable upon prior approval by the State of North Carolina, Division of Workforce Solutions, through the LA. Requests for such approval are to be submitted in writing to the LA. OJT employers must provide proof of workers’ compensation or comparable coverage prior to execution of the OJT contract. No WIOA participant will be permitted to work, or receive services or training in a building or surroundings or under working conditions which are unsanitary, hazardous, or dangerous to the client’s health or safety.

P. Coordination/Linkages

WIOA service providers must ensure coordination with the appropriate links to entities that will foster the participation of eligible youth. This coordination will ensure that eligible youth receive information on the full array of services available to them and referrals to appropriate training and educational programs. Such services will help youth to understand that they have a variety of education and training options to consider including one-year certificate, registered apprenticeship, a two-year degree, and information for obtaining their four-year degree. Other service options include establishing linkages between academic learning with occupational learning, preparing youth for employment, and providing effective connections to the job market and employers. Such links include connections to:

1) NCWorks Career Centers
2) Local area justice and law enforcement officials
3) Local public housing authorities
4) Local education agencies
5) Job Corps representatives
6) Representatives of other area youth initiatives, including those that service homeless youth and other public and private youth initiatives

Q. Incentives [681.650]

Youth funds may be used to provide incentives for recognition and achievement to eligible youth provided that the provision of an opportunity for an incentive is included in the participant’s individual assessment and service strategy. **WIOA allows incentive payments to youth participants for recognition and achievement directly tied to training activities and work experiences.**

WIOA Youth Service Providers should take into account the cost effectiveness of providing incentives based upon local youth funding levels and the capacity of the local youth program to provide a quality offering of the required youth program elements. The local program must adhere to the Local Area’s written policies and procedures in governing the awarding of incentives and must ensure that such incentive payments are:

1) Tied to the goals of the specific program
2) Outlined in writing before the commencement of the program that may provide incentive payments
3) In alignment with the local program’s organizational policies
4) In accordance with the requirements contained in 2 CFR 200

Federal funds may not be spent on entertainment costs. Therefore, incentives may not include entertainment, such as movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment. Additionally, under 2 CFR part 200, there are requirements related to internal controls to safeguard cash which also apply to safeguarding of gift cards, which are essentially cash.

R. Reporting Requirements and Management Information System (MIS)

Service Providers are responsible for providing complete and accurate participant data information. Service providers must utilize North Carolina’s NCWorks Online for WIOA which is a browser-based (internet) case management system that can be accessed by authorized individuals from any computer with internet access. NCWorks Online stores participant data that will be used to report the required information to U.S. Department of Labor, the North Carolina General Assembly, and other interested parties. The data is also used to calculate the State and Local Area’s performance against the mandated performance measures.

WIOA service providers will be required to adhere to policies and guidance provided by the Local Area
and DWS to insure that these forms are being properly completed. The service provider must maintain a copy of each form in the agency’s participant/enrollee files.

**Indicate the staff person(s) responsible for case management.**

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<th>Staff Assigned</th>
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PROGRAM AND FINANCIAL MANAGEMENT

Instructions: Please complete the following section. Areas that address compliance issues must identify the appropriate member of the agency’s staff responsible for compliance. Add any comments you find necessary for clarification.

A. Equal Employment Opportunity (EEO)

The Program Applicant (hereinafter referred to as the “Contractor”) assures compliance with Section 188 of the Workforce Innovation and Opportunity Act as amended; Age Discrimination Act of 1975; Section 504 of the Rehabilitation Act of 1973; the American with Disabilities Act of 1990; and Title VI of the Civil Rights Act of 1964 which govern the contractor’s responsibilities in upholding laws pertaining to equal opportunity employment.

(Name of EEO Officer)

(Position Title) Phone #

All participants and staff will be informed of EEO policies and guidelines and the name of the EEO Officer during a formal orientation prior to participating in any activity funded by WIOA.

The contractor is required to develop and adhere to affirmative action policies. **ATTACH a copy of agency grievance procedures.**

All grievances and complaints submitted by WIOA participants involving allegations of discrimination, violations of the WIOA, or criminal fraud, abuse or misconduct must be processed according to the Northwest Piedmont Local Area Grievance/Complaint Procedures.

B. Internal Program Management

All WIOA contractors are required to establish internal program management procedures to assure compliance and to review program progress. The contractor agrees to monitor and review the following major areas of operation.

1. Compliance with the provisions of the Workforce Innovation and Opportunity Act and regulations or any applicable federal or state regulations
2. Compliance with the provisions of the WIOA contract
3. Compliance with all applicable State and PTRWDB policies
4. Compliance with WIOA regulations and PTRWDB policies regarding records maintenance

The internal program management procedures must be sufficient to prevent fraud and abuse. All reports of information creating suspicion of, or instances of criminal misconduct, fraud or willful and gross misconduct, in connection with any WIOA program shall be reported immediately to the PTRWDB, the North Carolina Division of Workforce Solutions, and the U.S. Department of Labor.

Internal program management procedures must also ensure that auditable and otherwise adequate records are maintained to support the eligibility of all WIOA participants and confirm adherence to specific program requirements and limitations. The PTRWDB will require that WIOA contractors adhere to the established monitoring procedures for ensuring program compliance with federal regulations.

Indicate how this will be accomplished by your agency:

________________________________________________________________________

Identify the staff person(s) responsible for internal program management, compliance monitoring and performance reviews.

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<th>Staff Assigned</th>
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C. Monitoring Procedures
The PTRWDB has developed a systematic monitoring system for evaluating the quality and effectiveness of WIOA funded programs. Monitoring is the quality control system whereby the PTRWDB gathers and analyzes information to detect problems, identify strengths and weaknesses, and propose improvements to the program. Monitoring activities are conducted periodically to determine whether programs are in compliance with contractual agreements, PTRWDB policies, WIOA regulations, and PTRWDB requirements. The PTRWDB monitors performance, programmatic, and fiscal activities. In many instances, the different types of monitoring are interrelated and conducted simultaneously.

Oversight and monitoring is required by Section 107(d)(8). Contractors must cooperate with any monitoring, inspection, audit or investigation of activities related to WIOA contracts. These activities may be conducted by the North Carolina Division of Workforce Solutions, the State of North Carolina, the U.S. Department of Labor and the PTRWDB or their designated representatives. This cooperation includes access to the premises for the purpose of interviewing employees or participants and permitting the examination of and/or photocopying of books, records, files, or other documents related to the contractual agreement.

D. Records Retention

The following records and documents must be maintained for WIOA participants and employees. The proposed contractor agrees to make these records available for monitoring and review by the PTRWDB and agrees to retain these records, subject to audit, for three years from completion of services. Release of responsibility to retain records after the three (3) year period will not be authorized until final resolution of all audit findings and will be determined by the PTRWDB. In the event the contractor goes out of business or ceases to be an organization prior to the expiration of records retention responsibility, the contractor will deliver all records required to be retained hereunder to the PTRWDB. The following records shall be transmitted to the PTRWDB for acceptance in an orderly fashion, with documents properly labeled and filed and in an acceptable condition for storage:

1. General ledger or equivalent
2. Cash receipts and cash disbursement journals/reports or equivalent
3. Bank statements, reconciliation, deposit slips, and canceled checks for each bank account through which WIOA funds were received or disbursed
4. Contract with PTRWDB, including all amendments
5. All financial reports and requests for reimbursement
6. Payroll records including Individual Earning Record, Employee Withholding Authorization (W-4), FICA reporting forms, Federal and State Withholding, Unemployment taxes, Employee Personnel Files, Time Records and Employee Time/Salary Allocation plan
7. Invoices and/or supporting data for non-payroll disbursements
8. Participant records including data forms, verification/documentation items, assessment tests and results and the Employment Plan (or Individualized Service Strategy)
10. Any other financial records requested by the PTRWDB

E. Internal Financial Management

The Contractor agrees to conduct internal financial reviews of the following major areas:

1. Compliance with the provisions of the Workforce Innovation and Opportunity Act and its regulations and the WIOA program
2. Compliance with the provisions of the WIOA Contract
3. Compliance with the applicable State and PTRWDB Policies
4. Compliance with the WIOA contract regarding record maintenance
5. Compliance with accepted financial management and accounting practices as appropriate (20 CFR Part 652)
6. Compliance with applicable OMB Circulars and CFRs

Internal financial management procedures shall be sufficient to prevent fraud and abuse. All suspicion of, or instances of, criminal misconduct, fraud or willful and gross misconduct, in connection with any WIOA program shall be reported immediately to the PTRWDB, the North Carolina Division of Workforce Solutions, and to the U.S. Department of Labor. Internal financial management procedures must also ensure that auditable and otherwise adequate records are maintained which support all expenditures
of WIOA funds and confirm adherence to policies regarding allowable costs and allocations of costs to proper cost categories. The contractor shall document all internal financial compliance reviews.

List the name and title of the person(s) responsible for maintaining financial records, monitoring fiscal activities for contractual compliance and assisting monitors/auditors during on-site visits.

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<th>Staff Assigned</th>
<th>Job Title</th>
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F. Invoicing, Reporting and Contractor Close-out

The PTRWDB will reimburse the contractor for total allowable costs incurred as agreed upon between the PTRWDB and the WIOA contractor. The contractor will submit a Monthly Financial Status Report and Invoice form (invoice) for reimbursement of incurred allowable costs. The invoice must be submitted to the PTRWDB within time frames established by the PTRWDB.

In order to assure that the PTRWDB reimbursements are used in accordance with the provisions of the contract, the contractor shall: (a) use such fiscal, audit, and accounting procedures as may be necessary to assure proper accounting for reimbursements received; and (b) provide the PTRWDB and authorized representatives of the U.S. Department of Labor or the Comptroller General of the United States access to and the right to examine any books, documents, papers, records, property and equipment pertaining to funds provided or activities undertaken concerning the program.

All contractor invoices and other reports must contain information required by the PTRWDB. The final contract closeout report must be furnished to the PTRWDB within thirty (30) days after the ending date of the contract.

G. Submission of Most Recent Audit

As a recipient of WIOA funds, WIOA contractors will comply with the audit requirements of OMB Circular A-133 at 29 CFR 95.26 for institutions of higher education, hospitals, and other non-profit organizations, and at 29 CFR 97.26 for governmental organizations. For-Profit WIOA Contractors must have an annual financial and compliance audit performed as required by the PTRWDB. The audit shall be performed by an independent Certified Public Accountant selected by methods recommended by the NC Local Government Commission.

This requirement will be met by providing PTRWDB a copy of the annual audit. The audit should be submitted within 30 days after the completion and acceptance by the contractor’s Board, but not later than one year after the end of the audit period. The audit expense cannot be billed to the WIOA program.

ATTACH a copy of the organization’s most recent annual financial and compliance audit. If a copy of the most recent audit has previously been submitted, please indicate below.

<table>
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<tr>
<th>Audit Firm</th>
<th>Audit Period</th>
<th>Date Submitted to PTRWDB</th>
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Note: If the Contractor is not required to have an annual audit and has not had an annual audit, the Contractor must submit copies of the three most recent financial statements including balance sheets, income statements, summary of aging reports for payables and receivables, and statements of cash flow.

H. Bonding Insurance Requirements

Agencies must meet bonding requirements as required through the Office of Management and Budget Circulars or other applicable regulations. Public agencies are required by the North Carolina General Statute to be bonded. Non-governmental agencies shall procure a blanket fidelity bond, position bond, or name schedule fidelity bond for all persons or positions authorized to receive or disburse WIOA funds. The Contractor must maintain all bonding in force for the period of the contractual agreement. The proposed contractor must submit a written notice to the PTRWDB within fifteen (15) calendar days prior to any reduction in the limits stated on the bonding document. Similarly, the contractor must provide written notice of any cancellation of the bonding policy to the PTRWDB immediately upon receipt of the cancellation notices. The bond coverage limit shall be for the total contracted amount or
$50,000.00, whichever is less.

Attach a copy of the current bonding document, issued by the vendor’s insurance company, clearly indicating the staff/job titles covered.

I. Requirements for Depository Accounts Holding WIOA Funds

Provide the name of the depository with whom the proposed program funds will be deposited.

Name/Address of Depository

Will the depository account for WIOA funds be an interest bearing account?  Yes_____No_____

The contractor must assure the U.S. Treasury restrictions on excess cash will be observed and that interest will be properly tracked and used for WIOA operations as program income.

J. Program Income Requirements

The contractor assures that it will comply with the addition method, described at 29 CFR 95.24 or 29 CFR 97.25 (g)(2), as appropriate, for all program income earned under the WIOA. Indicate how program income will be tracked by the contractor and recorded on financial reports to the PTRWDB:

K. Property Management Requirements

The contractor agrees to maintain careful accountability of all WIA or WIOA purchased non-expendable property (property with a life expectancy of one year or more and a unit cost of $500.00 or more) and to maintain an inventory of all properties issued by the PTRWDB or subsequently acquired with WIOA funds. Acquisition of non-expendable property with a unit cost of $500.00 (including taxes, shipping and handling costs) or more must be approved by the PTRWDB, prior to the purchase. The PTRWDB will maintain a fixed-asset listing to be verified for physical location and serviceability at your agency at least annually.

1. Any purchases made for $5,000 or more with WIOA funds must be approved by the PTRWDB and the State. The State will monitor the inventory of all items purchased or leased with a value of $5,000 or more.

2. The contractor agrees not to dispose of or transfer any non-expendable property purchased with WIOA funds which has a unit cost of $500 or more and/or a life expectancy of one year or more until written authorization is received from the PTRWDB. Any disposal of WIOA property must be according to applicable Federal, State and local disposal procedures. Any revenues derived from the sale of property purchased with WIOA funds must revert to a WIOA activity.

3. The contractor will be responsible for maintaining an accurate inventory of all PTRWDB property in their possession. A copy of the updated annual inventory shall be submitted by the contractor to the PTRWDB with the contract closeout document.

4. In the event property purchased with WIA or WIOA funds is stolen or destroyed by criminal act, the contractor will notify appropriate law enforcement officials immediately. The PTRWDB Director must be notified within three (3) working days of discovering the loss or damage. A copy of the police report will be maintained as documentation of loss and a copy forwarded to the PTRWDB.

5. The contractor agrees to pay for or replace any property purchased with WIA or WIOA funds that is lost, damaged or destroyed. Neither Federal nor WIOA funds may be used to pay for, or replace, the missing property.

6. The contractor will identify the staff specifically assigned to maintain property inventory records and serve as a liaison with the PTRWDB Director (or designee) regarding matters of non-expendable
property, inventory and accountability.

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**L. Accident Insurance**

The contractor shall provide adequate on-site accident insurance for all enrollees not covered by the North Carolina Workers’ Compensation law. This coverage shall not include income maintenance. Contributions to a self-insurance plan, to the extent that they are comparable in cost and extent of coverage had insurance been purchased, are allowable upon prior approval by the State (NC Division of Workforce Solutions) through the PTRWDB. Requests for such approval are to be submitted in writing to the PTRWDB.

**M. General Liability Insurance**

General public liability insurance coverage in the amount of $500,000 single limit coverage is required of all WIOA proposed contractors. NOTE: Contractors that are state agencies or political subdivisions of the State of North Carolina are exempt from the public liability insurance requirement referenced above. Provide information about your organization’s General Liability Insurance Carrier as specified below:

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<th>Name/Address of Liability Insurance Carrier</th>
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<th>Amount</th>
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**N. Automobile Insurance**

Contractors using motor vehicles in conducting program activities shall provide automobile insurance which clearly specifies that the Piedmont Triad Regional Workforce Development Consortium, and/or staff are held harmless against claims arising from ownership, maintenance, or use of said vehicle. The PTRWDB requires a minimum coverage of $100,000 per person and $300,000 per accident for bodily injury and $25,000 per accident for property damage.

The PTRWDB strictly prohibits the use of personal vehicles to transport WIOA participants. If a WIOA contracting agency is found to be in non-compliance, then said agency would be in breach of contract as pursuant to "section 3.11 - Sanctions; Financial Liability" of the contract document. Provide a copy of insurance policy for all vehicles to be used in conducting WIOA program activities. It is the responsibility of the contractor to adhere to procurement for transportation services and compliance for requirements.

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<th>Name/Address of Liability Insurance Carrier</th>
<th>Policy #</th>
<th>Amount</th>
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**O. Personnel Policy**

Provide a copy of the agency’s most recent personnel policies, including the agency’s hiring practices (for example, criminal background checks) and separation policies (for example, severance packages). It is recommended that each Contractor conduct a federal and state criminal background check for new employees.
ASSURANCES AND CERTIFICATION

General Assurances

A. The Program Applicant (hereinafter referred to as the "Contractor") assures that it will fully comply with the requirements of the Workforce Innovation and Opportunity Act (Public Law 113-128) and its regulations, and the WIOA Local Area Plan approved by the PTRWDB, the Chief Elected Official for the Piedmont Triad Regional Workforce Development Consortium, and the North Carolina Division of Workforce Solutions.

B. The Contractor assures that it will administer its services under the WIOA in full compliance with safeguards against fraud and abuse as set forth in WIOA and the WIOA regulations; that no portion of its WIOA service will in any way discriminate against, deny benefits to, deny employment to, or exclude from participation any person on the grounds of race, color, national origin, religion, age, sex, disability, or political affiliation or belief; that it will target employment and training services to those most in need of them.

C. The Contractor assures that it will administer its services funded under the WIOA in accordance with these provisions: (1) a trainee will receive no payments for training activities in which the trainee fails to participate without good cause; (2) on-the-job training participants will be compensated by the employer at the same rate, including periodic increases, as similarly situated employees or trainees and in accordance with applicable law, but in no event less than the higher of the rate specified in Section 6(a)(1) of the Fair Labor Standards Act of 1938 of the applicable State Minimum Wage Law; and (3) participants employed in activities authorized under the Act must be paid wages which will not be less than the highest of (a) the minimum wage under Section 6(a)(1) of the Fair Labor Standards Act of 1938, (b) the minimum wage under the applicable State Minimum Wage Law, or the prevailing rates of pay for individuals employed in similar occupations by the same employer.

D. The Contractor assures that it will administer its services under the WIOA in full compliance with health and safety standards established under State and Federal law and that conditions of employment and training be appropriate and reasonable in light of such factors as the type of work, geographical area and proficiency of the participant.

E. The Contractor assures that all staff and participants/enrollees paid from the grant funds and employed in any service will be covered by workers compensation benefits in accordance with State law; that enrollees in WIOA work-related training will be provided accident or medical insurance to cover any injury resulting from participation in the program; and that enrollees employed in subsidized jobs will be provided benefits and working conditions at the same level and to the same extent as other employees working a similar length of time and doing the same type of work.

F. The Contractor assures that no funds available under the WIOA will be used for contributions on behalf of any enrollee to retirement systems or plans; to impair existing conditions for services or collective bargaining agreements; to assist, promote, or deter union organization; and to displace any currently employed worker.

G. The Contractor assures that no enrollee will be employed or fill a job opening when any other individual is on layoff from the same or substantially equivalent job, or when the employer terminates the employment of any regular employee or otherwise reduces its work force with the intention of filling vacancies so created by hiring participants subsidized under the Act; and no funds may be used to create promotional lines that infringe upon any current promotional opportunities.

H. The Contractor assures compliance with all federal rules and regulations which prohibit the use of WIOA funds to lobby the Executive or Legislative Branches of the Federal Government in connection with a specific contract, grant or loan. If lobbying has occurred utilizing other than Federal appropriated funds, the contractor agrees to file a disclosure report if applicable.

I. The Contractor assures and certifies that it is in compliance with federal rules and regulations, Debarment and Suspension, 29 CFR Part 98 and is not presently debarred, suspended for debarment, declared ineligible, or involuntarily excluded from participation in this transaction by any
Federal department or agency.

J. The Contractor assures and certifies that the Contractor has in place an established grievance procedure to be utilized for grievances or complaints about its program and activities from participants/enrollees, sub-grantees, and subcontractors and other interested parties.

K. The Contractor will comply with the provisions of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (Public Law 91-646) which requires fair and equitable treatment of persons displaced as a result of Federal and federally assisted programs.

L. The Contractor will comply with the provisions of the Hatch Act which limits the political activity of certain State and local government employees.

M. The Contractor will comply with NC-GS-234 which contains a provision that prohibits public officials and employees from having a personal interest in any contract to which she/he is also a party in an official capacity.

N. The Contractor assures and certifies that it will comply with restrictions regarding conducting business with businesses on the Environmental Protection Agency’s List of Violating Facilities. Contracts and subcontracts in excess of $100,000, or circumstances where the Division of Workforce Solutions has determined that orders under an ‘indefinite quantity financial agreement’ in any year will not exceed $100,000, or if a facility to be used has been the subject of a conviction under the Clean Air Act [42 U.S.C. 1319 (c)] and is listed by the Environmental Protection Agency (EPA) or is not otherwise exempt, the Contractor assures that: (1) no facility to be utilized in the performance of the grant has been listed on the EPA List of Violating Facilities; and (2) it will notify the PTRWDB, prior to award of the receipt of any communication from the Director of Federal Activities, U.S.E.P.A., indicating that a facility to be utilized for a contract is under consideration to be listed on the EPA List of Violating Facilities.

O. The Contractor assures and certifies that it, and all of its subcontractors, will comply with applicable provisions of the following laws as they relate to employment and training procedures:

- The Drug Free Workplace Act
- The Immigration Reform Act
- The American’s with Disabilities Act
- The Davis-Bacon Act
- Child Labor Laws
- The Fair Labor Standards Act

Certification

This is to certify that all specifications contained in the PTRWDB’s Request for Proposal have been read, understood, and addressed in the proposal; that the required format has been followed; that all of the information contained in this proposal is true and correct; that the Contractor organization will comply with all of the above assurance; and that this proposal has been duly authorized by the governing body of the Contractor organization.

______________________________________________________________________________
Signature of Authorized Representative

______________________________________________________________________________
Name

______________________________________________________________________________
Date

______________________________________________________________________________
Title
STATEMENT OF COMPLIANCE

As the authorized signatory official for: ____________________________

Submitted Firm/Organization

I hereby certify:

that the above-named proposer is duly approved to submit this application requesting funding under the Workforce Innovation and Opportunity Act (P.L. 113-128);

that the above-named proposer does hereby agree to execute all work related to this application in accordance with the WIOA regulations, the North Carolina Division of Workforce Solutions Issuances and Policy Statements, Piedmont Triad Local Area policies and guidelines, and other administrative requirements issued by the Governor of North Carolina. The vendor shall notify the PTRWDB within 30 calendar days after issuance of any amended directives if it cannot so comply with the amendments; and

that the above-named proposer will ensure special efforts to prevent fraud and other program abuses, such as but not limited to, deceitful practices, intentional misconduct, willful misrepresentation and improper conduct which may or may not be fraudulent in nature; and

that the contents of the application are truthful and accurate and the above named vendor agrees to comply with the policies stated in this application; and

that the above-named proposer has received and is in agreement with Governor’s Coordination Criteria for North Carolina’s Workforce Development Programs; and

that this application represents a firm request subject only to mutually agreeable negotiations; and

that the above-named proposer is in agreement that the Piedmont Triad Local Area reserves the right to accept or reject any proposal for funding; and

that the above-named proposer has not been debarred or suspended from receiving federal grants, contracts, or assistance; and that if awarded a contract for the service, assures that no subcontracts, grants or assistance will be made, or permitted to any debarred or suspended organization as provided under Executive Order 12549; and

that the above-named proposer waives any right to claims against the members and staff of the Piedmont Triad Regional Workforce Development Board, Northwest Piedmont Workforce Development Consortium, or the Piedmont Triad Local Area in their individual capacities.

Authorized Representative Signature

Notary Name/Date

Affix Notary Seal

Typed Name/Title
CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
LOWER TIER COVERED TRANSACTIONS

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

BEFORE SIGNING THIS CERTIFICATION, READ THE ATTACHED INSTRUCTIONS WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION

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

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

______________________________________________
NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

______________________________________________
SIGNATURE DATE
INSTRUCTIONS FOR CERTIFICATION-LOWER TIER TRANSACTIONS

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification 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, including suspension and/or debarment, this transaction may be terminated.

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.


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 or proposed for debarment, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the grantor agency.

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

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred or proposed for debarment, suspended, or voluntarily excluded from 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. The participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs. [http:epls.arnet.gov]

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 or proposed for debarment, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, this transaction may be terminated.
POSITION DESCRIPTION

Proposer/Service Provider: ________________________________

Job Title: ________________________________

Complete a separate Job Description for each Position/Job Classification that will provide WIOA services under the terms of this agreement, whether funded in full, in part, or not at all, with WIOA funds from this program. The Job Title used above should agree with the Job Title used in the Budget Summary Worksheet.

1. Describe actual job duties or tasks to be performed in relation to the above named WIOA program and job title:

2. Minimum education and experience qualifications required of the person to perform the above job duties:

3. This person will devote time to this WIOA program as follows:
   a. ______ hours per day, (maximum of 8 hours);
   b. ______ hours per week (maximum of 40 hours).

4. This person will normally devote a total of ______ hours per week to all programs (including both WIOA and non-WIOA). Maximum of 40 hours.

5. This person will devote ______ % (#3.b./#4.) of his/her time to this WIOA program on a weekly basis. This % should agree with the % used on the Budget Summary Worksheet.
## BUDGET SUMMARY

**Workforce Innovation and Opportunity Act Title I - Youth**  
Program Year July 1, 2020 through June 30, 2021

Contractor: 

<table>
<thead>
<tr>
<th>Line Item Description</th>
<th>Line Item #</th>
<th>Line Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Salaries</td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td>Staff Fringe Benefits</td>
<td>1010</td>
<td></td>
</tr>
<tr>
<td>Other Staff Expenses</td>
<td>1020</td>
<td></td>
</tr>
<tr>
<td>Participant Compensation</td>
<td>1030</td>
<td></td>
</tr>
<tr>
<td>Participant Fringe Benefits</td>
<td>1040</td>
<td></td>
</tr>
<tr>
<td>Employer On-the-Job Incentive</td>
<td>1060</td>
<td></td>
</tr>
<tr>
<td>Other Training Costs</td>
<td>1070</td>
<td></td>
</tr>
<tr>
<td>Equipment (Over $500)</td>
<td>1080</td>
<td></td>
</tr>
<tr>
<td>Equipment (Under $500)</td>
<td>1082</td>
<td></td>
</tr>
<tr>
<td>Equipment Repair and Maintenance</td>
<td>1084</td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td>1090</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>1100</td>
<td></td>
</tr>
<tr>
<td>Occupancy</td>
<td>1110</td>
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<tr>
<td>Participant Support Costs</td>
<td>1120</td>
<td></td>
</tr>
<tr>
<td>Indirect Costs</td>
<td>1130</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL BUDGET**

I CERTIFY THIS BUDGET SUMMARY REPRESENTS ACCURATE ACCOUNTING OF COSTS

Authorized Signatory ___________________________  Date ___________________________
Program: WIOA - Youth
Agency Name: __________________________

(1000) Staff Salaries

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Monthly Salary of Position</th>
<th>% of Time Applied to Training</th>
<th>Months Applied to Training</th>
<th>Salary Cost to be Charged to Training</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

TOTAL STAFF SALARIES: ........................................................................................................$ 1000

(1010) Staff Fringe Benefits

FICA: $______ Salaries X 7.65 % Rate .................................................................$ _____

Worker's Compensation: $______ Salaries X ____ % Rate per $100.00 .........................................$ _____

Insurance: Mo. Premium $ _______ X ______ % of time X _______ months applied to Trng........$ _____

Insurance: Mo. Premium $ _______ X ______ % of time X _______ months applied to Trng........$ _____

Staff Bonding: Mo. Premium $ _______ X ______ % of time X _______ months applied to Trng........$ _____

Pension (Retirement): $______ Salaries X ____ % Rate ...........................................................$ _____

Unemployment Insurance: $______ Salaries X ____ % Rate .......................................................$ _____

Other Fringe Benefits (Specify and Attach Itemization): ..........................................................$ _____

TOTAL STAFF FRINGE BENEFITS: ..........................................................................................$ 1010

(1020) Other Staff Expenses

Mileage _______ Miles Per Month X ________ Months X $______ Per Mile ..................................$ _____

Subsistence ________ Days X $______ Rate Per Day .................................................................$ _____

Conferences/Workshop Fees .................................................................................................$ _____

Dues to Professional Organizations Related to WIOA ..........................................................$ _____

Other Staff Expense (Specify and Attach Itemization) ..........................................................$ _____

TOTAL OTHER STAFF EXPENSES: ......................................................................................$ 1020

PTRWDB Youth RFP December 23, 2019
Program: WIOA - Youth
Agency Name: ________________________________

(1030) Participant Compensation

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Wages per Hour</th>
<th># of hours per Week</th>
<th># of Weeks</th>
<th>Total Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

TOTAL PARTICIPANT COMPENSATION: .................................................................................................................................................. $ 1030

(1040) Participant Fringe Benefits

FICA: $ __________________ Salaries X 7.65 % Rate ................................................................. $ 

Worker’s Compensation Salaries X _ % Rate per $100.00 .................................................................................................................. $ 

Other Fringe Benefits (Specify and attach itemization): ................................................................................................................. $ 

TOTAL PARTICIPANT FRINGE BENEFITS: ............................................................................................................................................. $ 1040

(1060) Employer On-The-Job Incentive

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Earnings per Hour</th>
<th># of hours per Week</th>
<th># of Weeks</th>
<th>Participant Earnings</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

TOTAL EMPLOYER ON-THE-JOB INCENTIVE: ........................................................................................................................................ $ 1060
Program: WIOA - Youth
Agency Name: ________________________________

(1070) Other Training Costs

Miscellaneous Training Costs: (Specify and attach itemization): ................................................................. $ 

TOTAL OTHER TRAINING COSTS: ......................................................................................................................... $ 1070

(1080) Equipment (Over $500)

Equipment Purchases (Attach Itemization) ........................................................................................................ $ 

TOTAL EQUIPMENT (Over $500) COSTS: ........................................................................................................... $ 1080

(1082) Equipment (Under $500)

Equipment Purchases (Attach itemization): ........................................................................................................ $ 

TOTAL EQUIPMENT (Under $500) COSTS: ........................................................................................................... $ 1082

(1084) Equipment Repair and Maintenance

Equipment Repairs and Maintenance (Attach itemization): .......................................................... $ 

TOTAL EQUIPMENT REPAIR AND MAINTENANCE: ....................................................................................... $ 1084

(1090) Supplies

Postage $__________ Avg. Cost/Mo. X ________ Months ............................................................... $______

Consumable Supplies $__________ Avg. Cost/Mo. X ________ Months ....................................................... $______

TOTAL SUPPLIES: ................................................................................................................................................. $ 1090

(1100) Miscellaneous

(Attach Itemization) $_________________ Avg. Cost/Mo. X ________ Months ........................................... $______

TOTAL MISCELLANEOUS: ................................................................................................................................. $ 1100

(1110) Occupancy

Owned space _________ sq. ft. X $__________ monthly rate/sq. ft. X ________ Months ....................... $______

Telephone $_________ Avg. Cost/Mo. X ________ Months................................................................. $______

Rent $_________ Avg. Cost/Mo. X ________ Months............................................................................... $______

Utilities (electric/water/sewer) $_________ Avg. Cost/Mo. X ________ Months................................. $______

PTRWDB Youth RFP December 23, 2019
Program: WIOA - Youth
Agency Name: 

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost/Itemization</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property/Casualty Insurance</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Avg. Cost/Mo. X Months</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Other Occupancy Cost (Specify and Attach Itemization)</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>TOTAL OCCUPANCY</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>(1120) Participant Support Costs</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>(Specify and Attach Itemization)</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>TOTAL PARTICIPANT SUPPORT COSTS</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>(1130) Indirect Costs</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>(Specify and Attach Itemization)</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>TOTAL INDIRECT COSTS</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

TOTAL BUDGET: $
ATTACHMENT A

EVALUATION CRITERIA AND SELECTION OF SERVICE PROVIDERS

A. EVALUATION CRITERIA The criteria which will be used to evaluate proposals are listed below along with their point values. A proposal must achieve a minimum score of 75 points in order to be considered for funding.

**POINT VALUE**

<table>
<thead>
<tr>
<th>POINT VALUE</th>
<th>A. Probable Program Effectiveness</th>
<th>B. Proposer Qualifications</th>
<th>C. Budget</th>
<th>D. RFP Responsiveness</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>1.</td>
<td>Information to indicate a Proposer’s ability to:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>Achieve the specified goals as proposed in the scope of work response package</td>
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<tr>
<td>b.</td>
<td>Provide services to the eligible population</td>
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<tr>
<td>c.</td>
<td>Demonstrate prior successes in providing services to Youth</td>
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<tr>
<td>d.</td>
<td>Describe required program elements in program design</td>
<td></td>
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<tr>
<td>e.</td>
<td>Provide individual case management services</td>
<td></td>
<td></td>
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<tr>
<td>f.</td>
<td>Address individual participant supportive service needs and barriers to employment</td>
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<tr>
<td>g.</td>
<td>Provide participant follow-up for twelve months after the participant is employed</td>
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<tr>
<td>25</td>
<td></td>
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<tr>
<td>1.</td>
<td>Experience in providing employment and training services for similar target groups</td>
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<td></td>
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<tr>
<td>2.</td>
<td>Past performance</td>
<td></td>
<td></td>
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<tr>
<td>3.</td>
<td>Current staff job duties, education, experience, and/or job duties, required education and/or experience of additional staff</td>
<td></td>
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<tr>
<td>15</td>
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<tr>
<td>1.</td>
<td>Staff, operating and total program cost</td>
<td></td>
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<tr>
<td>2.</td>
<td>Cost per participant, by category, and supportive service costs</td>
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<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Demonstrated an understanding of and conformance to the format of the RFP.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Provides adequate, specific and thorough information in response to the narrative questions and responds with logic, consistency and accuracy.</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
B. SELECTION OF SERVICE PROVIDERS

The primary consideration in selecting agencies or organizations to deliver services will be the effectiveness of the agency or organization in delivering comparable or related services based on demonstrated performance, in terms of the likelihood of meeting performance goals, cost, quality of training, and characteristics of participants.

Determinations will take into consideration such matters as whether the organization has:

1. Adequate financial resources or the ability to attain them
2. The ability to meet the program design specifications at a reasonable cost, as well as the ability to meet performance goals
3. A satisfactory record of past performance (in employment and training related activities), including demonstrated quality of training, the ability to provide or arrange for appropriate supportive services, retention in employment at follow-up and earning rates of participants
4. The ability to provide services that can lead to long-term unsubsidized employment for participants with identified deficiencies
5. A satisfactory record of integrity, business ethics and fiscal accountability
6. The necessary organization, experience, accounting and operational controls
7. The technical skills to perform the work
8. An adequate plan to provide services and all related aspects of providing services as described in the proposer’s proposal
DEFINITIONS OF KEY TERMS

Adult mentoring: Primarily provided to assist a youth in achieving academic success, a youth is paired with a caring adult in a one-to-one relationship, challenging the youth to do well in school — making the connection between school and work. Typically, mentors become advocates for the youth, working in consultation with the youth’s teacher(s) and counselor/caseworker.

Alternative secondary school: Offerings provide instruction leading to high school diploma. Instruction may be provided outside of the traditional school setting, but programs must meet applicable state and local educational standards. Offerings may also provide instruction leading to the receipt of certification that an individual has completed a level of education attainment equivalent to completion of high school (GED).

Assessment/Employment Plan Development (also to be used for Intake and Eligibility Determination): This activity is used to document the assessment of skill levels service needs of each participant. This may include a review of basic skills, occupational skills, prior work experience, employability interests, aptitude (including interest and aptitudes for non-traditional jobs) and supportive service needs which will result in the development of service strategies that shall identify the employment goal (including inappropriate circumstances, non-traditional employment, appropriate achievement objectives, and appropriate services for participants). Other agency assessment information will be used if available to avoid unnecessary duplication of services.

Basic skills deficient: The term “basic skills deficient” refers to an individual who has English, reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test or a comparable score on a criterion-referenced test. In North Carolina, the 8th grade levels means that the individual tested at grade level 8.9 when the score is expressed in a grade/year and grade/month format. Therefore, the assessment instrument used must yield a score in a grade/year and grade/month format.

Career Pathway: The term “career pathway” means a combination of rigorous and high-quality education, training, and other services that
a. aligns with the skill needs of industries in the economy of the State or regional economy involved
b. prepares an individual to be successful in any of a full range of secondary or post-secondary education options
c. includes counseling to support an individual in achieving the individual’s education and career goals
d. includes, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster
e. organizes education, training, and other services to meet the particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable
f. enables an individual to attain a secondary school diploma or its recognized equivalent, and at least 1 recognized postsecondary credential
g. helps an individual enter or advance within a specific occupation or occupational cluster

Case management: The term “case management” means the provision of a client-centered approach in the delivery of services, designed to:
a. prepare and coordinate comprehensive employment plans, such as service strategies, for participants to ensure access to necessary workforce investment activities and supportive services, using, where feasible, computer-based technologies
b. provide job and career counseling during program participation and after job placement

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

Community-based organization: The term “community-based organization” means a private non-profit organization that is representative of a community or a significant segment of a community and that has demonstrated expertise and effectiveness in the field of workforce investment.
Comprehensive Guidance and Counseling: Comprehensive guidance and counseling is primarily provided to assist a youth in achieving academic success. It may also include drug and alcohol abuse counseling and referral. Services may be provided on an individual or group basis, using a variety of processes or techniques.

Credential: A nationally recognized degree or certificate or State/locally recognized credential. Credentials include, but are not limited to a high school diploma, GED or other recognized equivalents, post-secondary degrees/certificates, recognized skills standards, licensure or industry-recognized certificates, and State Education Agency recognized credentials. Credentials in this context are designed to recognize successful completion of training services that are designed to equip individuals to enter or re-enter employment, retain employment, or advance into better employment. (Please note: this term applies to the WIOA statutory adult, dislocated worker, and older youth measures only, it does not apply to common measures.)

Date of Exit: Represents the last day on which the individual received a service funded by the program or a program partner (see definition of “exit”).

Date of Participation: Represents the first day, following a determination of eligibility (if required), that the individual begins receiving a service funded by the program (see definition of a participant).

Diploma: The term diploma means any credential that the state education agency accepts as equivalent to a high school diploma. The term also includes post-secondary degrees including Associate (AA and AS) and Bachelor Degrees (BA and BS).

PTRWDB: The Piedmont Triad Regional Workforce Development Board, Inc.

Educational Gain: At post-test, participant completes or advances one or more educational functioning levels from the starting level measured on entry into the program (pre-test).

Employed at the Date of Participation: An individual employed at the date of participation is one who:

- did any work at all as a paid employee on the date participation occurs (except the individual is not considered employed if: he/she has received a notice of termination of employment or the employer has issued a Worker Adjustment and Retraining Notification (WARN) or other notice that the facility or enterprise will close or he/she is a transitioning service member
- did any work at all in his/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
- was not working, but has a job or business from which he/she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, regardless of whether paid by the employer for time off, and regardless of whether seeking another job

Employed at Registration: An employed individual is one who, during the seven consecutive days prior to registration, did 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

Employed in Quarter after Exit Quarter: The individual is considered employed if UI wage records for the quarter after exit show earnings greater than zero. UI wage records will be the primary data source for tracking employment in the quarter after exit. When supplemental data sources are used, individuals should be counted as employed if, in the calendar quarter after exit, they did any work at all as paid employees (i.e., received at least some earnings), worked their own business, profession, or worked on their own farm.

Exit: A participant who: (A) has a date of case closure, completion or known exit from WIOA-funded or non-WIOA funded partner service within the quarter (hard exit) or (B) does not receive any WIOA Title I funded or non-WIOA funded partner service for 90 days and is not scheduled for future services except follow-up services (soft exit).

Exiter: A customer who has an inactivation or termination date within the quarter (hard exit date) or who does not receive any WIOA-funded or non-WIOA funded partner service 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 WIOA service for 90 days except follow-up services and there are no future services scheduled (or there is no planned gap in service, then that participant has exited WIOA for the purposes of measurement in the exit based measures.

**Exit Date:** The last date on which WIOA Title I funded or partner services were received by the individual excluding follow-up services.

**Exit Quarter:** Represents the calendar quarter in which the date of exit is recorded for the individual.

**Follow up:** Follow-up services for youth may include leadership development and supportive service activities; regular contact with a youth participant’s employer, including assistance in addressing work-related problems that may arise; 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.

**Full-time employment (Unsubsidized):** The participant entered unsubsidized employment of at least 30 hours per week. Participants may or may not still be receiving another service, such as support or training.

**Last Expected Service:** Occurs when the participant completes the activities outlined in his or hers’ service strategy plan and there are no additional services expected other than supportive or follow-up services. Last expected service may also occur in situations where the participant voluntarily or involuntarily discontinues his or hers’ services outlined in the service plan.

**Leadership development opportunities:** Are opportunities that encourage responsibility, employability, and other positive social behaviors such as exposure to post-secondary educational opportunities; community and service learning projects; peer-centered activities, including peer mentoring and tutoring; organizational and team work training, including team leadership training; training in decision-making, including determining priorities; and citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources.

**Local Area:** The agency designated to administer the Workforce Innovation and Opportunity Act funds selected by the Piedmont Triad Regional Workforce Development Consortium.

**Lower living standard income level:** The term “lower living standard income level” (family size) determined annually by the Secretary based on the most recent lower living family budget issued by the Secretary.

**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, and old-age and survivors insurance benefits received under section 202 of the Social Security Act (42 U.S.C. 402) that, in relation to family size, does not exceed the higher of:

1. the poverty line, for an equivalent period or
2. 70 percent of the lower living standard income level, for an equivalent period

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 of 1977 (7 U.S.C. 2011 et seq.)

d. qualifies as a homeless individual, as defined in subsections (a) and (c) of section 103 of the Steward B. McKinney Homeless Assistance Act (42 U.S.C. 11302)

e. is a foster child on behalf of whom State or local government payments were made

f. is an individual with a disability whose own income meets the requirements of a program described in subparagraph (a) or of subparagraph (b), but who is a member of a family whose income does not meet such requirements.

**Nontraditional employment:** The placement of females into an occupation in which there is currently less than 25% female employment.

**Not employed at the Date of Participation:** An individual is also considered not employed at the date of participation when he/she did not work at all as a paid employee on the date the participation occurs, or has
received a notice of termination of employment or the employer has issued a WARN or other notice that the facility or enterprise will close, or is a transitioning service member.

**Occupational Skills Goal:** Primary occupational skills encompass the proficiency to perform actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels. Secondary occupational skills entail familiarity with and use of set-up procedures, safety measures, work related terminology, record keeping and paperwork formats, tools, equipment and materials, and breakdown and clean-up routines.

**Occupational Skill Training:** Provides instruction, usually in a classroom setting, designed to provide individuals with technical skills and/or information required to perform a specific job or groups of jobs. Training must be tied to an occupational code.

**Offender:** The term “offender” means any adult or juvenile:

a. who is or has been subject to any stage of the criminal justice process, for whom services under this Act may be beneficial
b. who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction

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

a. provides knowledge or skills essential to the full and adequate performance of the job
b. provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training
c. is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate

**Out-of-school youth:** The term “out-of-school youth” means:

a. is a school dropout OR
b. has graduated from high school receiving a diploma, certificate of achievement, graduation certificate or GED, and is basic skills deficient OR
c. has graduated from high school receiving a diploma, certificate of achievement, graduation certificate or GED, and is unemployed OR
d. has graduated from high school receiving a diploma, certificate of achievement, graduation certificate or GED and is underemployed

**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 authorized under this title) under a program authorized by this title. 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.

**Participant Quarter:** Represents the calendar quarter in which the date of participation is recorded for the individual.

**Part-time Employment (Unsubsidized):** The participant entered unsubsidized employment under 30 hours per week.

**Positive Social Behaviors:** Often referred to as soft skills, are incorporated by many local programs as part of their menu of services which focus on areas that may include, but are not limited to, the following: Positive attitudinal development, self-esteem building, cultural diversity training, and work simulation activities.

**Post-Secondary Education:** A program at an accredited degree-granting institution that leads to an academic degree (e.g. AA, AS, BA, BS). It does not include programs offered by degree-granting institutions that do not lead to an academic degree.

**Post-test:** A test administered to a participant at regular intervals during the program.

**Pre-test:** A test used to assess a participant’s basic literacy skills, which is administered to a participant up to
six months prior to the date of participation, if such pre-test scores are available, or within 60 days following the date of participation.

**Qualified Apprenticeship:** A program approved and recorded by the ETA/Bureau of Apprenticeship and Training (BAT) or by a recognized State Apprenticeship Agency (i.e., NC Department of Commerce). Approval is by certified registration or other appropriate written credential.

**School dropout:** The term “school dropout” means an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent.

**Supportive services:** Supportive services for youth may include the following: linkages to community services, assistance with transportation, assistance with child care and dependent care, assistance with housing, referrals to medical services, and assistance with uniforms or other appropriate work attire and work-related tolls, including such items as eye glasses and protective eye gear, that are necessary to enable an individual to participate in activities authorized under this Request for Proposal.

**Tuition:** Tuition is defined as charges for training or education provided by an institution of higher education as defined in section 1201 (a) of the Higher Education Act of 1965, or a proprietary institution of higher education (as defined in Section 481 (b) of such Act). The following conditions must be met regarding tuition charges:

a. Tuition is charged to the general public to receive the same training, and it must be commercially available and off-the-shelf.

b. The costs/charges are not more than the educational institution’s catalogue price. The charges as well as the packages/courses must be published/advertised through catalogues, brochures or other promotional materials that evidences the packages/courses are commercially available. Copies of the published prices and description for the package/courses must be submitted with the proposal.

c. Performance criteria, content, grade requirements (credits if applicable, knowledge skills and competencies are the same for all participants, not just WIOA participants).

d. The courses must be commercially available, regularly sold, and accessed in sufficient quantities by populations other than WIOA prior to it being submitted as a part of funding through this RFP.

**Tutoring:** Study skills training and instructions leading to secondary school completion, including dropout prevention strategies that offer additional, special or remedial assistance often on an individualized basis.

**Work Experiences:** Work experiences are planned, structured learning experiences that take place in a workplace for a limited period to time and may be in private, for-profit sector; the non-profit sector; or the public sector. The maximum time period to participate in the work experience component is no more than 1040 hours per participant per program year. Work experiences are designed to enable youth to gain exposure to the working world and its requirements. Work experiences should help youth acquire the personal attributes, knowledge, and skills needed to obtain a job and advance in employment. The purpose is to provide the participant with the opportunities for career exploration and skill development and is not to benefit the employer, although the employer may, in fact, benefit from activities performed by the youth.

**Work Readiness Skill Goal:** Work readiness skills include world of work awareness, labor market knowledge, occupational information, values clarification and personal understanding, career planning and decision making, and job search techniques (resumes, interviews, applications, and follow-up letters). They also encompass survival/daily living skills such as opening a bank account. They also include positive work habits, attitudes, and behaviors such as punctuality, regular attendance, presenting a neat appearance, getting along and working well with others, exhibiting good conduct, following instructions and completing tasks, accepting constructive criticism from supervisors and co-workers, showing initiative and reliability, and assuming the responsibilities involved in maintaining a job. This category also entails developing motivation and adaptability, obtaining effective coping and problem-solving skills, and acquiring an improved self-image.
DESCRIPTION OF WIOA YOUTH PROGRAM ELEMENTS

EDUCATIONAL ACHIEVEMENT SERVICES

Tutoring, study skills training and instruction leading to secondary school completion, including dropout prevention strategies offer additional, special or remedial assistance, often on an individualized basis.

Alternative secondary school offerings provide instruction leading to high school diploma. Instruction may be provided outside of the traditional school setting, but programs must meet applicable state and local educational standards. Offerings may also provide instruction leading to the receipt of certification that an individual has completed a level of education attainment equivalent to completion of high school (GED).

Occupational Skill Training provides instruction, usually in a classroom setting, designed to provide individuals with technical skills and/or information required to perform a specific job or groups of jobs. Training must be tied to an occupational code.

EMPLOYMENT SERVICES

Work experiences are planned, structured learning experiences that take place in a workplace for a limited period of time and may be paid or unpaid. Work experiences may take place in the private, for-profit sector; the non-profit sector; or the public sector.

Work experiences are designed to enable youth to gain exposure to the working world and its requirements. Work experiences are appropriate and desirable activities for many youth throughout the year, as determined by the youth’s Individual Service Strategy (ISS). Work experiences should help youth acquire the personal attributes, knowledge, and skills needed to obtain a job and advance in employment.

The purpose is to provide the participant with the opportunities for career exploration and skill development and is not to benefit the employer, although the employer may, in fact, benefit from activities performed by the youth. Youth funds may be used to pay wages and related benefits for work experiences in the public, private, for-profit or non-profit sectors when an employee/employer relationship has been established (as determined under the Fair Labor Standards Act), and where the objective assessment and Individual Service Strategy indicate that a Work Experiences element is appropriate.

Work experiences may be subsidized or unsubsidized and may include the following:
- Exposure to various aspects of an industry
- Progressively more complex tasks
- Internships and job shadowing
- The integration of basic academic skills into work activities
- Supported work, work adjustment, and other transition activities
- Entrepreneurship
- Service learning
- Paid and unpaid community service
- Other activities designed to achieve the goals of the work experiences element

The Work Experiences element may include on-the-job training.

ADDITIONAL SUPPORT

Adult mentoring is the pairing of a youth with a caring adult in a one-to-one relationship, challenging the youth to do well, often helping the youth make the connection between school and work, and providing first-hand exposure to the world of work. Typically, mentors become advocates for the youth, working in consultation with the youth’s teacher(s), supervisor, counselor/caseworker and parent(s) as appropriate. Adult mentoring services are required for a duration of at least twelve months that may occur both during and after program participation.

Comprehensive Guidance and Counseling is primarily provided to assist a youth in achieving success in school and at the workplace. Assistance may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth. Services may be provided on an individual
or group basis, using a variety of processes and techniques.

**LEADERSHIP DEVELOPMENT OPPORTUNITIES**

Leadership Development Opportunities may include community service and peer-centered activities encouraging responsibility, employability and other positive social behaviors during the non-school hours as appropriate.

Leadership opportunities for youth may include:
- Exposure to post-secondary educational opportunities
- Community and service learning projects
- Peer-centered activities, including peer mentoring and tutoring
- Organizational and team work 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

Positive social behaviors are outcomes of leadership opportunities, often referred to as soft skills, which are incorporated by many local programs as part of their menu of services. Positive social behaviors focus on areas that may include the following:
- Positive attitudinal development
- Self-esteem building
- Openness to working with individuals from diverse racial and ethnic backgrounds
- Maintaining healthy lifestyles, including being alcohol and drug free
- Maintaining positive relationships with responsible adults and peers, and contributing to the well-being of one’s community, including voting
- Maintaining a commitment to learning and academic success
- Avoiding delinquency
- Postponed and responsible parenting
- Positive job attitudes and work skills

**SUPPORTIVE SERVICES**

Supportive Services means services such as transportation, child care, dependent care, housing and needs-related payments that are necessary to enable an individual to participate in WIOA. For youth, supportive services may also include:
- Linkages to community services
- Assistance with transportation costs
- Assistance with child care and dependent care costs
- Assistance with housing costs
- Assistance with needs-related payments

**FOLLOW-UP SERVICES**

Follow-up Services for youth may include:
- Leadership development activities
- Supportive services
- Regular contact with a youth participant’s employer, including assistance in addressing work-related problems that arise
- Assistance in securing better paying jobs, career development and further education
- Work-related peer support groups
- Adult mentoring
- Tracking the progress of youth in employment after training

*All youth must receive some form of follow-up services for a minimum duration of 12 months.*
### Specify Proposed Youth Program Elements

<table>
<thead>
<tr>
<th>Youth Program Elements</th>
<th>WIOA funded Activity</th>
<th><strong>Specify Agency Providing Services</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Academic Learning Services</strong></td>
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<tr>
<td>a. Tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies</td>
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<tr>
<td>b. Alternative secondary school offerings</td>
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<tr>
<td>c. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours</td>
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<td>d. Adult mentoring primarily provided to assist a youth in achieving academic success</td>
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<tr>
<td>e. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, primarily provided to assist a youth in achieving academic success</td>
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<td>f. Activities that help youth prepare for and transition to post-secondary education and training</td>
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<tr>
<td><strong>2. Work-Related Services</strong></td>
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<tr>
<td>a. Paid (and unpaid) work experiences, including internships and job shadowing</td>
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<tr>
<td>b. Occupational Skills Training</td>
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<tr>
<td>c. Adult mentoring primarily provided to assist a youth in achieving employment-related success</td>
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<tr>
<td>d. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, primarily provided to assist a youth in achieving employment related-success</td>
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<tr>
<td>e. Financial literacy education</td>
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<td>f. Entrepreneurial skills training</td>
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<tr>
<td>g. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services</td>
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<td><strong>3. Summer Related Services</strong></td>
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<tr>
<td>a. Summer Employment Opportunities that are directly linked to academic and occupational learning</td>
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<td><strong>4. Other Services Information</strong></td>
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<tr>
<td>a. Supportive Services</td>
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<tr>
<td><strong>5. Follow-up Services</strong></td>
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<tr>
<td>a. Follow-up Services</td>
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PERFORMANCE STANDARDS

The following is based on the Department of Labor issued *Training and Employment Guidance Letter (TEGL) No. 10-16*, which provides the most current information on common measures for the WIOA Youth program.

**Title I Youth Education and Employment Rate – 2nd Quarter After Exit**

Title I Youth Education and Employment Rate – 2nd Quarter After Exit is the percentage of Title I Youth program participants who are in education or training activities, or in unsubsidized employment, during the second quarter after exit from the program.

**Methodology:**

*Calculation includes all Title I Youth program participants:*

The number of Title I Youth program participants who exited during the reporting period who are found to be employed, either through direct UI wage record match, Federal or military employment records, or supplemental wage information, OR found to be enrolled in secondary education, post-secondary education, or occupational skills training (including advanced training) in the second quarter after the exit quarter DIVIDED by the number of Title I Youth program participants who exited the program during the reporting period.

**Title I Youth Education and Employment Rate – 4th Quarter After Exit**

Title I Youth Education and Employment Rate – Fourth Quarter After Exit is the percentage of program participants who are in education or training activities, or in unsubsidized employment, during the fourth quarter after exit from the program.

**Methodology:**

*Calculation includes all Title I Youth program participants who exit from the program:*

The number of Title I Youth program participants who exited the program during the reporting period who are found to be employed, either through direct UI wage record match, Federal or military employment records, or supplemental wage information, OR found to be enrolled in secondary education, postsecondary education, or occupational skills training (including advanced training) in the fourth quarter after the exit quarter DIVIDED by the number of title I Youth program participants who exited the program during the reporting period.

**Median Earnings – 2nd Quarter After Exit**

Median Earnings – 2nd Quarter After Exit is the median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program, as established through direct UI wage record match, Federal or military employment records, or supplemental wage information.

**Methodology:**

*To calculate the median earnings for all participants employed in the second quarter after exit from any of the core programs, including the Title I Youth program:*

Total quarterly earnings for all participants employed in the second quarter after exit are collected by either direct wage record match or supplemental wage information. The collected quarterly wage information values are listed in order, from the lowest to the highest value. The value in the middle of this list is the median earnings value, where there is the same quantity of numbers above the median number as there is below the median number.

**Credential Attainment**

Credential Attainment is the percentage of those participants enrolled in an education or training program (excluding those in OJT and customized training) who attained a recognized *post-secondary* credential or a *secondary* school diploma, or its recognized *equivalent*, during participation in or within one year after exit from the program. A participant who has attained a *secondary* school diploma or its recognized *equivalent* is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent only if the participant also is employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program.
Methodology:
Calculation includes all participants who exited from a program and were in either a post-secondary education or training program (other than OJT and customized training) OR in a secondary education program at or above the 9th grade level without a secondary school diploma or its equivalent:
The number of participants who exited during the reporting period who obtained a recognized post-secondary credential during the program or within one year after exit PLUS those who were in a secondary education program and obtained a secondary school diploma or its recognized equivalent during the program or within one year after exit and were also employed, or in an education or training program leading to a recognized postsecondary credential within one year after exit DIVIDED by the number of participants enrolled in an education or training program (excluding those in OJT and customized training) who exited during the reporting period.

Definition of Credential: This indicator measures attainment of two types of credentials: either a recognized post-secondary credential, or a secondary school diploma or its recognized equivalent.
A recognized post-secondary credential is defined as a credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State involved or Federal government, or an associate or baccalaureate degree, as well as graduate degrees for purposes of the VR program as required by section 103(a)(5) of the Rehabilitation Act of 1973, as amended by title IV of WIOA. A recognized post-secondary credential is awarded in recognition of an individual’s attainment of measurable technical or industry/occupational skills necessary to obtain employment or advance within an industry/occupation. These technical or industry/occupational skills generally are based on standards developed or endorsed by employers or industry associations. Neither certificates awarded by workforce development boards (WDBs), nor work readiness certificates, are included in this definition because neither type of certificate documents the measurable technical or industry/occupational skills necessary to gain employment or advance within an occupation. Likewise, such certificates must recognize technology or industry/occupational skills for the specific industry/occupation rather than general skills related to safety, hygiene, etc., even if such general skills certificates are broadly required to qualify for entry-level employment or advancement in employment.
A variety of different public and private entities issue recognized post-secondary credentials. Below is a list of the types of organizations and institutions that award recognized post-secondary credentials (not all credentials by these entities meet the definition of recognized post-secondary credential):
- A State educational agency or a State agency responsible for administering vocational and technical education within a State
- An institution of higher education described in Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in the student financial assistance programs authorized by Title IV of that Act. This includes community colleges, proprietary schools, and all other institutions of higher education that are eligible to participate in Federal student financial aid programs
- An institution of higher education that is formally controlled, or has been formally sanctioned or chartered, by the governing body of an Indian tribe or tribes
- A professional, industry, or employer organization (e.g., National Institute for Automotive Service Excellence certification, National Institute for Metalworking Skills, Inc., Machining Level I credential) or product manufacturer or developer (e.g., recognized Microsoft Information Technology certificates, such as Microsoft Certified IT Professional (MCITP), Certified Novell Engineer, a Sun Certified Java Programmer, etc.) using a valid and reliable assessment of an individual’s knowledge, skills and abilities
- ETA’s Office of Apprenticeship or a State Apprenticeship Agency
- A public regulatory agency, which awards a credential upon an individual’s fulfillment of educational, work experience, or skill requirements that are legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession (e.g., Federal Aviation Administration aviation mechanic license, or a State-licensed asbestos inspector);
• A program that has been approved by the Department of Veterans Affairs to offer education benefits to veterans and other eligible persons

• Job Corps, which issues certificates for completing career training programs that are based on industry skills standards and certification requirements.

**Definition of a Secondary School Diploma:** For purposes of the credential attainment performance indicator, a secondary school diploma (or alternate diploma commonly referred to as high school diploma) is one that is recognized by a State and that is included for accountability purposes under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act (ESSA). A secondary school equivalency certification signifies that a student has completed the requirements for a high school education. The types of recognized equivalents, for those not covered under ESEA, that would satisfy this performance indicator are those recognized by a State.

• Examples of secondary school diplomas, alternate diplomas, and recognized equivalents recognized by individual States include:

  • Obtaining certification of attaining passing scores on a State-recognized high school equivalency test
  • Earning a secondary school diploma or State-recognized equivalent through a credit bearing secondary education program sanctioned by State law, code, or regulation
  • Obtaining certification by passing a State recognized competency-based assessment
  • Completion of a specified number of college credits

**Types of Acceptable Credentials:** The following are acceptable types of credentials that count toward the credential attainment indicator:

• Secondary School diploma or recognized equivalent
• Associate’s degree
• Bachelor’s degree
• Graduate degree for purposes of the VR program
• Occupational licensure
• Occupational certificate, including Registered Apprenticeship and Career and Technical Education educational certificates
• Occupational certification
• Other recognized certificates of industry/occupational skills completion sufficient to qualify for entry-level or advancement in employment

**Who is included in the Calculation of the Credential Attainment Indicator:** Participants who exit and are in a post-secondary education or training program, or who are in a secondary education program (at or above the 9th grade level) without a secondary school diploma or equivalent, are included in the credential attainment indicator, subject to the “Special Rule” below. However, participants enrolled in work-based OJT or customized training are excluded from this indicator because such training does not typically lead to a credential.

**Special Rule Relating to Secondary School Diplomas and Recognized Equivalents in the Calculation of the Credential Attainment Indicator:**
Participants who obtain a secondary school diploma or its recognized equivalent must also meet an additional condition before they are counted as a successful outcome and included in the numerator of the credential attainment indicator. These participants must be employed, or enrolled in an education...
or training program leading to a recognized post-secondary credential within one year following exit. For each core program, a description of who is considered to be enrolled in an “education or training program”, and thus included in the credential attainment indicator, follows:

**Title I Youth:** All in-school Youth (ISY) are included in the credential attainment indicator since they are attending secondary or post-secondary school. Only out-of-school Youth (OSY) who participate in one of the following are included in the credential attainment indicator:

- the program element occupational skills training
- secondary education during participation in the Title I Youth program
- post-secondary education during participation in the Title I Youth program
- Title II-funded adult education during participation in the Title I Youth program
- YouthBuild during participation in the Title I Youth program
- Job Corps during participation in the Title I Youth program

To view additional information on Common Measures Policy go to: https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=8226
## WIOA ASSIGNMENT OF EXPENSES TO COST CATEGORIES

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Examples/Explanation</th>
<th>Supporting Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>Staff Salaries</td>
<td>Wages paid to staff assigned to directly work with the participants. Examples include assessment and development of ISS/IEP after eligibility is determined, teach a class, monitor a work-site, counsel participant, development of training plans and curriculum for participants. Titles might include: Teacher, Instructor, Counselor, Case Manager, Job Developer, Secretary or Administrative Assistant who supports one of the above.</td>
<td>Evidence of employment by agency. Job Description, staff works schedule, time and attendance records, justification of any pro-rations of salary, daily logs/reports, payroll records/ledgers, etc.</td>
</tr>
<tr>
<td>1010</td>
<td>Staff Fringe Benefits</td>
<td>Paid on the wages of the aforementioned staff: FICA, WC, Pension, and U.I, other. Staff bonding costs.</td>
<td>Payroll records, proof of FICA and taxes being properly withheld and paid, proof of other fringes being properly paid, etc.</td>
</tr>
<tr>
<td>1020</td>
<td>Other Staff Expenses</td>
<td>Travel expenditures for staff noted in the staff salary section above. Includes: mileage and related conference/ workshop costs (lodging, transportation, meals, attendance fees, etc.). Also includes dues to professional organizations related to WIOA (e.g., SETA) for staff noted above.</td>
<td>Properly approved travel requests, travel vouchers, mileage forms, receipts, copies of checks, finance records, proof of attendance, application, membership notice, etc.</td>
</tr>
<tr>
<td>1030</td>
<td>Participant Compensation</td>
<td>On-the-Job Training wages and work experience wages.</td>
<td>WIOA eligibility and enrollment showing on State MIS system. Property signed time sheets, payroll records, I-9, W-4, NC-4. Proper selection of work-sites. etc.</td>
</tr>
<tr>
<td>1040</td>
<td>Participant Fringe Benefits</td>
<td>Paid on the wages of the aforementioned participants: FICA, WC, insurance.</td>
<td>Payroll records, copies of insurance coverage, proof of FICA and taxes being properly withheld and paid, etc.</td>
</tr>
<tr>
<td>1070</td>
<td>Other Training Costs</td>
<td>Costs of items needed to enter a training course such as: physicals and immunizations needed to enter a medical course, cost of a driving record printout (needed for truck driving course), background check (needed for a child care or law enforcement course), cost of taking entrance exams, licensing exams or standardized tests, cost of uniforms, special shoes, protective clothing, tools of the trade required for course (stethoscope, BP kits, etc.), etc. Dues to professional organizations (e.g., National Student Nurses Association). Graduation fees and other costs associated with placement. Must be required according to curriculum guide or written notice from instructor. Expenses to be used to provide staff support and services to participant, TABE, reference books, Tutor costs, and videos. Field Trip expenses such as transportation &amp; fees.</td>
<td>Course description or list of needs required for training course by agency, list of required tools of trade needed for training, copies of completed forms (e.g., application to take exam or test, application to join professional organization), etc.</td>
</tr>
<tr>
<td>1080</td>
<td>Equipment (Over $500)</td>
<td>To be used to provide staff support and services to participants: computer, printer, testing equipment, and filing cabinets. Includes software.</td>
<td>Documentation of need. Required approvals from Local Area to purchase. Evidence that public agency's procurement procedure was followed. (Nonprofit agencies are to follow the Local Area's procurement procedures for major purchases). Purchase orders, invoices, packing slips, vendor invoices, records of payment within discount period, canceled checks, physical evidence of equipment.</td>
</tr>
<tr>
<td>1082</td>
<td>Equipment (Under $500)</td>
<td>To be used to provide staff support and services to participants: computer, printer, testing equipment, and filing cabinets. Includes software.</td>
<td>Same documentation as above Equipment (Over $500)</td>
</tr>
<tr>
<td>1084</td>
<td>Equipment Repair and Maintenance</td>
<td>Rotate repair and maintenance to Equipment. Example: service to copy machine</td>
<td>Same documentation as Equipment (Over $500) and Equipment (Under $500)</td>
</tr>
<tr>
<td>1090</td>
<td>Supplies</td>
<td>Costs of items used to the direct benefit of the participant or used by staff who provides direct services to the participants. Examples: copy costs, paper, pencils, pens, reference material, subscriptions, postage, etc.</td>
<td>Evidence of need, purchase order, invoice, packing slip, voucher, bills, copies of advertisements, copies of lease documents, physical evidence of receipt/use, etc.</td>
</tr>
<tr>
<td>1100</td>
<td>Miscellaneous</td>
<td>Cost of items used to the direct benefit of the participant or used</td>
<td>Evidence of need, purchase order, invoice, packing slip, voucher, bills, copies of advertisements, copies of lease documents, physical evidence of receipt/use, etc.</td>
</tr>
</tbody>
</table>

**ATTACHMENT F**
<table>
<thead>
<tr>
<th>Item</th>
<th>Documentation of Need</th>
<th>Test of Usual, Reasonable, and Customary</th>
<th>Test of WIOA Payment</th>
<th>Limitations/Exclusions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel</td>
<td>Request from participant for mileage, cab, bus or other transportation fees to attend school, field trip, or travel to other place for required exams.</td>
<td>For private vehicle use verification of Driver’s License and Insurance. Mileage rate set by Local Area; cost set by vendor of service.</td>
<td>Use a source to verify mileage. (Yahoo, Mapquest, etc.)</td>
<td>Paid for own vehicles only—not for riding with others (except vendor). Use WIOA or provider’s travel voucher for mileage. Mileage limited to $300.00 per month for miles traveled while actively engaged in training activities.</td>
</tr>
<tr>
<td>Shelter/housing Utilities: electric, water, heating</td>
<td>Demand letter for payment of rent or mortgage in participant’s name. Documentation from social agency of individual being homeless. Demand letter from vendor in participant’s name.</td>
<td>Amount stated in demand letter. Local knowledge of cost of shelter in area.</td>
<td>Participant to provide proof of being turned down for help by DSS and other appropriate agencies available in area.</td>
<td>Pay only one time (one month) per fiscal year for each participant.</td>
</tr>
<tr>
<td>Child Care</td>
<td>Request from participant for daycare, dependent care or after school care. Proof that child, children, or dependent for whom request is made is a blood relative of the participant and that they reside in the same household. (copies of birth certificates, marriage or divorce documents, lease or DSS document showing child or dependent as residing with participant, etc.)</td>
<td>Use judgment. After school care costs or dependent care costs are not warranted unless participant attends training program during the time period and days for which care is to be paid.</td>
<td>Participant to provide proof of being turned down for help by DSS, Smart Start and other appropriate agencies available in area. If participant is approved for assist by one of the above, but there is a documented waiting list and waiting would delay participant’s entry or continuation in training—cost may be allowable.</td>
<td>Take into account amount available in budget and encumbered funds to assure that the child care can continue through the remainder of the fiscal year. Check with DSS regarding classification of daycare—attempt to avoid placements in daycare not approved by DSS. Use Head Start whenever possible.</td>
</tr>
<tr>
<td>Other emergency assistance Food/meals Specify: ___</td>
<td>Participant request. Corroborating statement from someone other than a family member stating need.</td>
<td>Use judgment and evaluate cost/benefit.</td>
<td>Participant to provide proof of being denied for assistant by DSS and other appropriate agencies available in area.</td>
<td>Take into account amount available in supportive services budget. Requires approval from Local Area Director or designee.</td>
</tr>
</tbody>
</table>

**Line Item 1120: Participant Support Cost**

**Note:** Checks are to be made out and mailed to vendor. Need must be documented in the ISS/IEP. Adequacy of support services to be evaluated and documented at least quarterly and adjusted to meet current need.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Examples/Explanation</th>
<th>Supporting Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1130</td>
<td>Indirect Costs</td>
<td>Indirect Costs are only allowed if the service provider has an approved indirect costs rate</td>
<td>A copy of the rate approval (a fully executed, negotiated agreement) must be attached.</td>
</tr>
</tbody>
</table>