

**NIAGARA COUNTY WORKFORCE INVESTMENT BOARD
YOUTH SERVICES RFP FOR SUMMER ARRA - CALENDAR YEAR 2009**



**NIAGARA COUNTY WORKFORCE INVESTMENT BOARD
SUMMER CY 2009 REQUEST FOR PROPOSALS (RFP)
WORKFORCE INVESTMENT ACT (WIA) ARRA
YOUTH SERVICES PROGRAMS**

Issue Date	April 20, 2009
Bidder's Conference <i>Please submit early questions to be addressed at the Bidder's conference via email to the contact person listed below (Subject line: Summer Youth RFP)</i>	Date: Tuesday, April 28, 2009 Place: Niagara County Planning, Development & Tourism / Center for Economic Development (formerly Niagara County Industrial Development Agency) Vantage Centre – Suite One 6311 Inducon Corporate Drive Sanborn, NY 14132-9099 Time: 01:00 pm to 03:00 pm
Deadline for submission:	Friday, May 8, 2009 3:00 PM
Award notification date	by Wednesday, June 10, 2009
Contract year	June 10, 2009 (or actual award) to September 30, 2009
Contact person	David.See@niagaracounty.com

PREPARED BY:

**NIAGARA COUNTY WORKFORCE INVESTMENT BOARD
TROTT ONE-STOP CENTER
1001 ELEVENTH STREET
NIAGARA FALLS, NY 14301**

**NIAGARA COUNTY WORKFORCE INVESTMENT BOARD
YOUTH SERVICES RFP FOR SUMMER ARRA - CALENDAR YEAR 2009**

PLEASE READ CAREFULLY!

SPECIAL INFORMATION

The Niagara County WIB reserves the right to modify this RFP or the scope of the program design to any extent necessary to ensure compliance with state and or federal guidelines or subsequent changes. This may occur anytime during implementation of the 2009 WIA programs. Therefore, all successful applicants must demonstrate the capability to modify their program design to comply with regulatory changes.

All successful applicants must not only demonstrate the capability to modify their program design, but must agree to do so in order to comply with the changed state/federal guidelines or regulations, if any, and to be funded through this RFP. This RFP has been designed to comply with the goals and outcomes of current legislation as well as proposed program guidelines.

NIAGARA COUNTY WORKFORCE INVESTMENT BOARD
YOUTH SERVICES RFP FOR SUMMER ARRA - CALENDAR YEAR 2009
Table of Contents

Section	Page
Part 1: Background and General Information on WIA	4
ARRA Summer Youth Program RFP	6
Eligibility, Definitions, Performance	9
Part 2: General Information, Compliance and Regulations	14
Part 3: Proposal Specifications	17
Part 4: Evaluation of Proposals, Evaluation Criteria	21
Part 5: Application Package (Items to include in your proposal)	22
Public Notice of RFP	24
Proposal Cover Page	25
Executive Summary / Project Summary	26
Attachment A1 – A2: Budget Information Pages	27
Attachment B: Contractor’s Qualifications/Assurances Template	29
Attachment C: Reviewer’s Proposal Review Checklist and Comments	30
Attachment D: Review Summary	34
Attachment E: Key Definitions	35

**NIAGARA COUNTY WORKFORCE INVESTMENT BOARD
YOUTH SERVICES RFP FOR SUMMER ARRA - CALENDAR YEAR 2009**

**Part 1:
BACKGROUND AND GENERAL INFORMATION**

A. Introduction to the Workforce Investment Act (WIA)

Niagara County Workforce Investment Board

The Workforce Investment Board (WIB) has been appointed by the Niagara County Legislature and certified by the Governor of New York State. The local WIB is composed of a majority of representatives of business in the local area, as well as representatives from local educational agencies, labor organizations, community based organizations, economic development agencies, and representatives of mandated One-Stop partners.

The Mission of the Niagara County Workforce Development System is to provide a universally accessible workforce development system that serves our jobseeking customers and our business customers effectively and efficiently. Our vision is to present a seamless service with rapid response to all of the community, and help to improve the economic well-being of individuals and the local economy.

Major Features of ARRA Youth Funds

While the Act does not limit the use of the Recovery Act funds to summer employment, the Congressional explanatory statement for the Act states that “the conferees are particularly interested in these funds being used to create summer employment opportunities for youth.” ETA strongly encourages states and local areas to use as much of these funds as possible to operate expanded summer youth employment opportunities during the summer of 2009, and provide as many youth as possible with summer employment opportunities and work experiences throughout the year, while ensuring that these summer employment opportunities and work experiences are high quality. ETA is also particularly interested in and encourages states and local areas to develop work experiences and other activities that expose youth to opportunities in “green” educational and career pathways.

In addition to emphasizing summer employment as a major component of the funding, the Recovery Act includes two other significant changes to youth activities under WIA. The ARRA increases the **age eligibility to a maximum of 24 years old**. The Recovery Act also states that the **work readiness indicator will be the only indicator to assess the effectiveness of summer employment**.

Niagara County Youth Council

The Niagara County Youth Council is a subgroup of the WIB and has been appointed by the Workforce Investment Board with the approval of the Niagara County Legislature. The Youth Council is composed of community residents and leaders who have an interest or expertise in youth issues. The duties of the Youth Council are to develop a local youth plan, recommend local service providers, conduct oversight, and coordinate youth activities that promote academic and employment success for young people in Niagara County.

The Niagara County Youth Council has approved the following mission statement and vision:

**NIAGARA COUNTY WORKFORCE INVESTMENT BOARD
YOUTH SERVICES RFP FOR SUMMER ARRA - CALENDAR YEAR 2009**

To provide youth a pathway to acquire the necessary skills for success in education and in the workforce. Changing lives by providing a variety of choices to empower youth with skills for success.

- Assist in development toward self-motivation, improve confidence level, and attain self-sufficiency.
- Assist in development of skills related to leadership and independence and exploration.
- Provide businesses with young workers that meet their needs.
- Broaden collaborative partnerships with business (to provide work/learning opportunities).
- Create an individual ladder of success.
- Help youth envision future work life.
- Celebrate Successes!

Purpose of WIA Youth Funds

On August 7, 1998, President Clinton signed into law the Workforce Investment Act of 1998 (WIA). The Act replaced the Job Training and Partnership Act (JTPA) with a new workforce system. The implementation of WIA requires, among other things, a systematic approach to youth services that offers a broad range of coordinated services.

Sec. 129 (a)(1) to provide, to eligible youth seeking assistance in achieving academic and employment services, effective and comprehensive activities, which shall include a variety of options for improving educational and skill competencies and provide effective connections to employers;

Sec. 129 (a)(2) to ensure on-going mentoring opportunities for eligible youth with adults committed to providing such opportunities;

Sec. 129(a)(3) to provide opportunities for training eligible youth;

Sec. 129 (a)(4) to provide continued supportive services for eligible youth;

Sec. 129(a (5) to provide incentives for recognition and achievement to eligible youth; and

Sec. 129(a)(6) to provide opportunities for eligible youth in activities related to leadership development, decision-making, citizenship, and community service.

**NIAGARA COUNTY WORKFORCE INVESTMENT BOARD
YOUTH SERVICES RFP FOR SUMMER ARRA - CALENDAR YEAR 2009**

ARRA Summer Youth guidance stresses the importance of a comprehensive summer program.

The purpose of this RFP is to secure:

- ***Integration of Work-Based and Classroom-Based Learning Activities.*** Complementing work experience with classroom-based learning so that the youth are provided with assistance in developing and refining attitudes, values, and work habits which will contribute to their success in the workplace. Integrating work experience activities and learning to the point that all learning is acquired on the job may be a successful method to reach program goals. While this is an acceptable model for older youth who already possess the necessary academic skills, it may not be appropriate for younger youth and older youth with educational deficiencies. For these youth, a combination of work-based and classroom-based learning activities may be warranted to provide basic skills instruction, career exploration and life skills training. In these situations, classrooms may be transformed into interactive, work-related environments to complement the work experience activities.

- ***Academic and Occupational Linkages.*** Niagara will offer summer youth employment opportunities that link academic and occupational learning. Rather than requiring the linkage to academic and occupational learning for all summer youth participants, we will maintain the flexibility to determine for each youth participant whether academic learning must be directly linked to a summer employment opportunity. We encourage linking summer employment to academic learning for summer employment participants who do not have a high school diploma.

It is the Niagara County WIB's intent to acquire these services through this RFP in a way that will fulfill the above purposes while assuring that performance goals will also be achieved.

The Niagara County WIB will give consideration to (*in no specific order*):

- programs that stress academic and occupational achievement while attempting to address and resolve issues that are particularly relevant to youth, such as substance abuse, lack of adult guidance/mentoring, low self esteem, pregnancy prevention, leadership development, community involvement, and life/career planning.
- programs that target older, out of school youth.
- programs that can exceed performance measures (work readiness credential).
- programs that establish strong partnerships with other youth service providers to maximize services at minimum cost.
- programs that leverage other funding resources to provide WIA youth program services.

The WIB does not dictate specific program design or types of providers in order to allow for flexible program design and innovation based on provider experience. The WIB expects that the array of programs recommended for funding represent the Niagara County population in geography and demographics. Successful programs will provide service to the populations that can benefit from, and succeed in WIA funded programs (based on performance measures).

**NIAGARA COUNTY WORKFORCE INVESTMENT BOARD
YOUTH SERVICES RFP FOR SUMMER ARRA - CALENDAR YEAR 2009**

COORDINATION/ALIGNMENT WITH OTHER PROGRAM COMPONENTS

Other components of a successful summer program are being planned by Niagara County. Proposals that support and develop these activities will help complete a successful summer program. ARRA Summer Youth guidance stresses the importance of these components, and Niagara County, through the operation of the Employment & Training work experience program, will strive for:

- ***Meaningful Work Experience.*** **Work experience is the core component of a summer employment program.** All participating worksites will introduce and reinforce the rigors, demands, rewards, and sanctions associated with holding a job. The program should make an effort to match worksites with participants' interests and goals. Some work experience activities should be developed where the learning of work readiness skills is acquired on the job. This may be an acceptable model for older youth who already possess the necessary academic skills. Also, pre-apprenticeship programs are an effective way of training youth for registered apprenticeship programs and can be a valuable component of summer employment opportunities for youth.

To succeed in the workplace, today's jobseekers and current employees should be able to build relationships with peers, managers, and customers. Consequently, work experience provided to summer employment participants will be structured to impart measureable communication, interpersonal, decision-making, and learning skills.

- ***Objective Assessment and Individual Service Strategies.*** An ISS will be developed for each youth participant identifying age-appropriate career goals and consideration of the assessment results for each youth.

Niagara County Employment & Training (NCET) will conduct an initial assessment and ISS for youth served with Recovery Act funds during the summer months. NCET will not be required to assess basic skills level for out-of-school youth participating in summer employment as part of the objective assessment, since the basic skills portion of the skill attainment rate and the literacy/numeracy gains measure will not be used for summer youth participants.

- ***Age Appropriate Activities and Work Readiness Goals.*** Summer employment activities will be designed to encourage participants to take responsibility for their learning, to understand and manage their career options, and to develop social skills and a maturity level that will help them interact positively with others. This is especially true for at-risk students and high school dropouts, as summer employment may be one of the few opportunities they come across to learn how to enter the world of work. These efforts should rely on developmentally or age-appropriate strategies: what is appropriate for a 24 year-old may not be appropriate for a younger youth. Consequently, the services provided to these youth participants and the work readiness goals set for these individuals should be age appropriate.

- ***Worksites.*** NCET will seek employers that are committed to helping participants receive the experience and training that is required to meet the work readiness goals set for summer employment participants. NCET will attempt to select employers that are willing to work closely with program staff. NCET is considering a combination of public sector, private sector, and non-profit summer employment opportunities. This may also include project-based community service learning opportunities not conducted at an employer worksite. When utilizing service learning opportunities, worksite supervision, including participant to staff ratio, is critical.

**NIAGARA COUNTY WORKFORCE INVESTMENT BOARD
YOUTH SERVICES RFP FOR SUMMER ARRA - CALENDAR YEAR 2009**

- ***Incorporating Green Work Experiences.*** Opportunities for skilled workers in the fields of solar, geothermal, wind power design, and the use of environmentally-friendly building materials will mean increased job opportunities for young people who have had exposure to work experiences that equip them with the appropriate “green” knowledge. Conservation and sustainability efforts representing existing green work can be used to provide training and work opportunities in areas such as the retrofitting of public buildings, the construction of energy-efficient affordable public housing, solar panel installation, reclaiming of public park areas, or the recycling of computers. Mapping “green” educational and career pathways – both short term and long term – is an excellent way to provide youth opportunities to align their skills with those required by the “green” industries and prepare them for entry into registered apprenticeship or technical training. As a part of mapping these pathways, local areas can work with community colleges to ascertain how training opportunities and coursework are being infused with “green” components. Developing a jobs directory that details the community’s “green” industries is another possible way youth can learn more about “green” career opportunities.

- ***Connections to Registered Apprenticeship.*** Registered apprenticeship programs represent collaborative partnerships with schools, employers, labor organizations, community groups, and state apprenticeship offices. In order to better tap into the older, out-of-school pipeline of youth, an increasing number of employers are encouraging workforce professionals to assist with developing and implementing “pre-apprenticeship” training programs. Preapprenticeship programs represent a hands-on training experience that provides an introduction to the skills and knowledge needed in a potential career field and prepares young adults to be eligible for formal apprenticeship programs. Summer employment opportunities can include these introductory programs and combine basic technical skills training in the classroom with experience on the worksite or through a work experience or internship. Frequently, these pre-apprenticeship programs also provide specific life skills training, work readiness or employability skill training, financial literacy classes, and even individual or group counseling. Local areas can connect with registered apprenticeship program sponsors and their individual state apprenticeship office to better determine how best to coordinate a pre-apprenticeship or pre-employment training program.

- ***Continued Services Supporting Older/Out-of-School Youth During Non-Summer Months.*** Out-of-school youth, ages 16-24, experience among the highest rates of unemployment and their future labor market prospects are poor given their lack of education and work experience. ETA encourages states and local areas to develop strategies to engage this population. For older and out-of-school youth who are not returning to school following the summer months, we will consider work experiences and other appropriate activities beyond the summer months including training opportunities and reconnecting to academic opportunities through multiple education pathways.

- ***Focus on the Neediest Youth.*** Niagara will try to incorporate services on the youth most in need including: out-of-school youth and those most at risk of dropping out, youth in and aging out of foster care, youth offenders and those at risk of court involvement, homeless and runaway youth, children of incarcerated parents, migrant youth, Indian and Native American youth, and youth with disabilities.

**NIAGARA COUNTY WORKFORCE INVESTMENT BOARD
YOUTH SERVICES RFP FOR SUMMER ARRA - CALENDAR YEAR 2009**

WIA Eligibility – Required under WIA legislation

Eligibility for services funded under this ARRA RFP is limited to low-income youth 14-21 24 years old, residing in Niagara County, who have one or more of the following barriers to employment:

- Reading, writing or computing at or below the eighth-grade level
- School dropout
- Homeless, runaway or foster child
- Offender (is or has been subject to any stage of the criminal justice process)
- Pregnant or parenting
- Requires additional assistance to complete an educational program or to secure and hold employment

Individuals, age 18 and older, may also receive adult WIA One Stop services. Eligible youth 18- 24 may be co-enrolled in both youth and adult funded programs.

A minimum of 50% of Niagara County's ARRA WIA youth funds should be spent on out of school youth.

Coordination of Resources/Collaboration

Because WIA youth funds are limited, and have restrictive eligibility criteria, applicants are encouraged to secure additional funds or collaborate with additional agencies. This will maximize the number of youth who can be served through the youth system, and maximize the quality of services provided to youth.

DEFINITIONS:

Target Population

For the purpose of this RFP, a **youth** is described as an individual who:

Is a Resident of the Niagara County Workforce Investment Area or receiving full-time residential services in the Niagara County Workforce Investment Area and is:

- A United States Citizen or eligible to work in the United States; **and**
- A male (if applicable) who meets the requirements of Section 3 of the Military Selective Services Act; **and**
- Not less than age 14 and not more than age 24; **and**
- A *low-income* individual as defined below; **and**
 - *Cash welfare recipient*
 - *Income below poverty guideline or 70% lower living standard*
 - *Food Stamp recipient*
 - *Homeless*
 - *Foster Child*
 - *Disabled (an individual is considered a 'Family of one' and income includes applicant only)*
- An individual who is **one or more** of the following:
 1. Deficient in basic literacy skills, defined as:
 - *Computes or solves problems, reads, writes, or speaks English at or below grade level 8.9; or*

**NIAGARA COUNTY WORKFORCE INVESTMENT BOARD
YOUTH SERVICES RFP FOR SUMMER ARRA - CALENDAR YEAR 2009**

- *Is unable to compute or solve problems, read, write or speak English at a level necessary to function on the job, in the individual's family or in society.*
- 2. A school dropout;
- 3. Homeless, or runaway, or a foster child;
- 4. Pregnant or a parent;
- 5. An offender;
- 6. Requires additional assistance to complete an educational program or to secure and hold employment.*(Locally defined sixth barrier)**

***Local definition of the sixth barrier:**

- a) Uses English as a second language
- b) Has a past or present substance abuse problem
- c) Is part of a family who receives public assistance (Temporary Assistance, Food Stamps Medicaid, HEAP, SSI or child welfare services)
- d) Living in a single parent home
- e) Not living with a parent (lives with other family members or friends)
- f) One or more years behind age appropriate grade level (one or more grade levels below the level appropriate for youth's age)
- g) Has poor work history (ages 18+) (*has not maintained unsubsidized employment with the same employer for 6 months or more*)
- h) Has no unsubsidized work history (ages 14-17)
- i) Is attending a school which receives funding from Title I of the *Improving America's Schools Act*
- j) Has a disability
- k) Parents or guardians are unemployed, underemployed, or not in the labor force
- l) Is living in public housing or receives rent subsidy
- m) Is living in a household with 3 or more children
- n) Has a parent who is a seasonal or migrant farm worker

In School Youth and Out of School Youth

In School Youth Eligible youth that are enrolled in an educational program such as middle or high school. Youth that are enrolled in GED classes provided by an educational institution are considered in school youth. In-school youth generally need to remain active participants until they graduate, in order to obtain positive outcomes.

Target groups in this category that will increase performance outcomes are:

- Graduating Seniors – including those enrolled in Technical and Career Education
- Youth completing alternative school programs
- Foster children

Out of School Youth An individual who:

- Is an eligible youth who is a school dropout; or
- Is an eligible youth who has either graduated from high school or who holds a GED, but is basic skill deficient, unemployed or underemployed.

**NIAGARA COUNTY WORKFORCE INVESTMENT BOARD
YOUTH SERVICES RFP FOR SUMMER ARRA - CALENDAR YEAR 2009**

- Is enrolled in a post-secondary (adult job training or college) program and is basic skill deficient.

From TEGL 17-05, Attachment B: (excerpted from http://wdr.doleta.gov/directives/attach/TEGL17-05_AttachB.pdf)

Out-of-School Youth – An eligible youth who is a school dropout, or who has received a secondary school diploma or its equivalent but, is basic skills deficient, unemployed, or underemployed (WIA section 101(33)). For reporting purposes, this term includes all youth except: (i) those who are attending any school and have not received a secondary school diploma or its recognized equivalent, or (ii) those who are attending post-secondary school and are not basic skills deficient.

Disabled Youth

Sec. 101(17)(A) In general.--The term "individual with a disability" means an individual with any disability (as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102)).

Target populations in this category that will likely lead to increased performance outcomes are:

- *Youth progressing from juvenile justice systems*
- *GED graduates or GED students who have completed their program and are waiting to be tested*
- *Young TANF mothers*
- *Court-ordered non-custodial parents*
- *ESL students and immigrant groups*
- *Returning Guardsmen*
- *Recent high school graduates without focus*
- *College students (basic skill deficient) with financial issues*

Note: The term "school dropout" is defined as an individual who is no longer attending any school and who has not received a secondary school diploma or GED.

Up to 5% of youth served may be those above income guidelines, if they are one or more of the following:

- School drop-outs
- Basic skills deficient, 1 or more grade levels below the level appropriate to the youth's age
- Pregnant or parenting
- Individuals with disabilities
- Homeless or runaway youth
- Offenders
- Have a past or present substance abuse problem (*Those with the locally defined barrier to employment*)

Required Program Elements

Because all 10 youth program elements will already be available through existing WIA Youth funds, local areas will not be required to use Recovery Act funds for all 10 program elements.

PROGRAM COMPONENTS

It is expected that the following components will be integrated into the program design.

NIAGARA COUNTY WORKFORCE INVESTMENT BOARD
YOUTH SERVICES RFP FOR SUMMER ARRA - CALENDAR YEAR 2009

1. **Recruitment-** *Niagara County Employment & Training will recruit applicants.* Contractors are also encouraged to recruit and refer applicants to Employment & Training for eligibility.
2. **Case Management-** Effective case management is essential to providing a customized menu of programs and services for each youth. Service continuity, referral and integration are either initiated or implemented in the case management process. Case management must be addressed in the proposal, describing who will have the responsibility for this, and how it is expected to occur.
3. **Intake/Eligibility Determination-** Under WIA legislation, all youth must meet eligibility guidelines as previously identified in this RFP. Certification of eligibility for all WIA funded programs must be completed prior to enrollment. Individual certification includes specific documentation such as birth certificates, social security cards, paycheck stubs, and/or school records. **Niagara County Employment & Training will certify eligibility for all program participants.** Participants must be certified eligible for the program before enrollment or services begin.
4. **Assessment-** Each participant must be provided with an objective assessment as described previously in this RFP. This will be done by Employment & Training, but will also be a part of the service strategy program.
5. **Referrals-** Programs are encouraged to link and share information with other youth-serving organizations. If there are youth requesting services who cannot be certified as eligible under WIA funding, or who are in need of additional services not covered through this RFP, the contractor will be expected to make and document efforts to help the youth secure other appropriate services.
6. **Collaboration-** Contractors will be expected to engage in partnerships to provide resources and services to youth. The provider will be expected to work closely with the Niagara County One-Stop Service Providers, the entities receiving WIA funds to service adults and year-round youth programs. Specifically, programs will be required to provide a seamless transition to the One-Stop system, where appropriate.
7. **Academic Remediation Services** - In order to assist participating youth in both academic and occupational success, services may have a strong emphasis on academic skill gains. Programs may provide academic remediation services to assist in skills gains, and have the capability to utilize instruments that identify skills gains.

**NIAGARA COUNTY WORKFORCE INVESTMENT BOARD
YOUTH SERVICES RFP FOR SUMMER ARRA - CALENDAR YEAR 2009**

PERFORMANCE MEASURES

The United States Department of Labor has released a series of common measures to be implemented by all DOL funded programs. These common measures will be tracked and reported for year round Youth programs.

However, for the Summer ARRA Youth program, the federal common measure indicator will be the Work Readiness Credential. The WIB will also measure program performance by number enrolled into the component, number successfully completing the component, as well as other monitoring reports.

- Any youth served with Recovery Act funds will be included in a separate Youth Recovery Act report. (Guidance will be provided in an upcoming Recovery Act Performance and Reporting TEG L.)
 - Any youth served with only Recovery Act funds that participates in summer employment only, will only be included in the Youth Recovery Act report and the work readiness indicator will be the only measure that applies to such youth.
 - If a youth served with Recovery Act funds does not participate in summer employment or is served beyond the summer months, he/she would also be included in the regular WIA reporting mechanisms and be subject to the full set of WIA Youth measures.
- Any contractor not fully familiar with this process, that would propose program elements outside of the May 1 to September 30 timeframe, will need to contact the WIB for a copy of the year- round RFP that explains the 10 program elements and the performance measures : common measures and system indicators.

Each program objective and activity must be linked to the relevant performance measure(s). The WIB will be working with successful bidders on detailed implementation of these measures.

The WIB expects bidders to develop a clear strategy for investing program dollars in their clients in a way that generates positive performance outcomes corresponding to the program goals.

**NIAGARA COUNTY WORKFORCE INVESTMENT BOARD
YOUTH SERVICES RFP FOR SUMMER ARRA - CALENDAR YEAR 2009**

Part 2: General Information, Compliance and Regulations

A. Future Changes

Niagara County Workforce Investment Board reserves the right to make changes to these policies based on clarifications in the regulations, State Legislation, or other guidance provided the State or Federal Government regarding the implementation of the Workforce Investment Act or its successor.

B. Bidder's Conference

Attendance at the Bidder's Conference is not required but is highly recommended. **Please bring your copy of the RFP. Copies of the RFP will not be available at the conference.**

Date: **Tuesday, April 28, 2009**

Place: Niagara County Planning, Development & Tourism / Center for Economic Development
(formerly Niagara County Industrial Development Agency)
Vantage Centre – Suite One
6311 Inducon Corporate Drive
Sanborn, NY 14132-9099

Time: **01:00 pm to 03:00 pm**

C. Deadline for Submission of Proposals

Proposals must adhere to the instructions outlined in this RFP package.

Applications must be on standard 8.5" x 11" paper, one sided. *Do not use hard covers, binders, or staples on the original (allowable on the copies); removable binder clips are acceptable on original.* Do not include extraneous materials. Proposals will be limited to a maximum of 8 pages; *this does not include cover sheet, 2 page summary, and budget/budget narrative.*

In order to be considered for funding, nine copies (the original proposal with original signature, together with eight (8) complete copies), must be hand or courier delivered (do not fax proposal), by no later than 3:00 p.m. EST, on the deadline date in the cover of this document, to the following address:

**Niagara County Workforce Investment Board
Trott One-Stop Center, 2nd Floor
1001 11th Street
Niagara Falls, NY 14301**

Timely submission of proposals is the sole responsibility of the proposing agency. Any applications received after the deadline date and time will not be considered for the first round of funding. There is no limit on the number of proposals; however, budgetary constraints and client characteristics to be served will limit the number of proposals funded.

**NIAGARA COUNTY WORKFORCE INVESTMENT BOARD
YOUTH SERVICES RFP FOR SUMMER ARRA - CALENDAR YEAR 2009**

D. Eligible Applicants

Any private-for-profit business entity, private non-profit corporation or public entity with the ability to provide skills-based workforce development services to youth age 14 – 24 is eligible to apply. These eligibility requirements apply to the organization which will serve as a lead agency in a collaborative effort and to any joint applicant.

E. Funds Available

Summer youth funding targets work experience as the primary component. It is expected that the amount of funds available under this RFP will be approximately \$100,000., but may be decreased or increased depending upon worksites and number of participants. Actual contract award will be determined based on allocation of program funds other than youth wages, and rated quality of programs.

Funding will be for the period based on the date of award (likely June 10, 2009) and will end on September 30, 2009. Contracts may, however, be extended beyond the end, to no later than June 30, 2010, if funding and programming allow, upon consent of both parties.

F. Size of Funding Requests

The Workforce Investment Board will determine funding amounts based on the review process of proposals. Funding amounts may increase or decrease during the contract review process based on the funds available through allocation. A minimum of two programs are expected to be funded.

The Board does not expect to ask for revision of proposals (narrative or budget) before recommendation of award levels; proposals should be realistic and reasonable to accomplish their goals. The Board reserves the right to award amounts based on availability of funding and quality of proposals.

G. Technical Assistance

Requests for technical assistance may be made by calling the Niagara County Workforce Investment Board. A Bidder's Conference has been scheduled. All prospective bidders should plan to attend. Please bring your copy of the RFP. Copies of the RFP will not be available at the conference.

H. Proposal Review Process

Proposals will be reviewed by a committee that will include members of the WIB and the Youth Council, and who will score each proposal. An average rating and recommendation for each proposal will be determined. The Executive Summary and necessary narrative and performance information on each proposal will be submitted to the WIB along with funding recommendations based on the terms of this RFP. (Attachment D is the proposal review form that will be used.) The Review Team will submit their recommendations to the WIB, and the Workforce Investment Board will make the final decision of award. This action will be duly noted in the WIB's minutes.

I. Contract Term

The funding period will be June 10, 2009 through September 30, 2009. The funding period will begin no earlier, however, than the award date. The WIB and Niagara County reserve the right to modify the scope of the program to any extent necessary to ensure compliance with State and/or Federal guidelines. Contracts may be extended beyond the end date, if funding and programming allow, upon consent of both parties.

J. Data Reporting/Management

**NIAGARA COUNTY WORKFORCE INVESTMENT BOARD
YOUTH SERVICES RFP FOR SUMMER ARRA - CALENDAR YEAR 2009**

The contractor is responsible for recording data (individual by individual) on a day-to-day basis in paper or computer form.

The contractor will maintain proper file documentation to audit programs and services provided under this RFP. The One-Stop Operating System (OSOS) will be used as the data reporting method for all programs funded under this RFP.

the contractor will provide the Niagara County Employment & Training Department (NCET) with information in a form designed by Employment & Training in a way to facilitate data entry input. Information which changes a participant's status shall be provided to Employment & Training within 3 business days of occurrence. NCET staff will be responsible for data entry of all information in (OSOS) unless a contractor is trained in data entry.

Management reports shall be generated by the LWIB and by NCET management staff and shared with the contractor and the Youth Council to help manage the program towards its required performance goals. (However, long term performance measurements will fall outside the timeframe provided under this RFP; programs shall be designed to ensure long term success of youth past the end date of this RFP).

K. Monitoring

The contractor will need to establish a timeline and frequency schedule for monitoring. In addition, both the LWIB and the New York State Department of Labor will perform required monitoring of program and financial systems and procedures consistent with its plan submitted to NYS. Monitoring guides approved by the NYSDOL will be used to do this. Performance will be monitored on a quarterly basis so that failing performance levels can be identified early, well before the end of the contract. Monitoring and performance outcomes will be reported to the Youth Council. Periodic meetings shall be scheduled between the contractor and LWIB/NCET Youth staff. Contractors will be expected to make timely changes within their programs to ensure enrollment levels and outcomes are being achieved in a way to measure the success of the program. The Youth Council may make recommendation to the WIB to terminate the contract.

Monitoring will consist of enrollment levels, worksite monitoring, fiscal monitoring, and performance outcomes.

Monitoring Procedures: Performance Outcomes

1. **Monthly Monitoring.** Each month, the contractor will review a monthly progress report with the NCET Coordinator. The Coordinator will review reports and give feedback to the contractors. Number of enrollments and outcomes will be checked against the contractor's proposed schedules. If the contractor is not accomplishing the projected program goals, the Coordinator will meet with the contractor to discuss concerns and develop new strategies.
2. The WIB reserves the right to terminate a contract with 30 days' notice if a contractor continues to fail to reach enrollment and performance goals.

**NIAGARA COUNTY WORKFORCE INVESTMENT BOARD
YOUTH SERVICES RFP FOR SUMMER ARRA - CALENDAR YEAR 2009**

Part 3: Proposal Specifications

A. Target

All programs must target service to WIA eligible youths aged 14 to 24. Eligible persons with disabilities shall be given full opportunity to participate in training programs. All participants must meet WIA eligibility criteria prior to enrollment in any program. WIA ARRA CY 2009 youth programs can serve persons 14 to 24 years of age (at time of enrollment). The WIB has not limited service to specific groups, and expects that the array of programs recommended for funding represent the population in geography and demographics. Successful programs will provide service to the populations that can benefit from, and succeed in WIA funded programs (based on performance measures).

B. Format of your submitted proposal

The proposal must be typed in accordance with the requested information. This format may serve as the basis for a finalized contract. All proposals must use a copy of the **Cover Page** (included) or a duplicate copy with the exact signatory statement as it appears on that page. The **Executive / Program Summary** must be included, along with the **Budget**, and **Contractor Qualification Assurances**, as well as all other materials required to comply with the terms of this RFP.

Nine copies of the proposal (one with original signature and eight copies, 8.5" x 11" single sided) must be submitted. Proposals, excluding cover sheet, 2 page summary, and budget should be limited to no more than 8 pages.

Please number the pages in your proposal.

One copy of additional documentation (such as curriculum and letters of support) may be submitted as a separate attachment; however such additional documentation will not be distributed directly to reviewers and will only be used in the case of clarifying a proposal, if needed. Such attached data should be summarized and included in the narrative of the proposal.

Please be clear, specific, and concise in your proposal.

C. Budget

All costs must be real, allowable, and necessary (according to the Workforce Investment Act of 1998) to the operation of the program. A line item budget must be submitted; if you have any questions with the classification of costs, our office will help you, before or after proposal submittal. Budgets should be close to actual with little unexpended funding.

Provide a budget narrative to clarify the costs in your proposal.

D. Liability

Agencies must carry adequate liability insurance coverage. Agencies that are bonded should include a statement as such in their proposal.

E. Selection

Not all proposals will be funded due to budgetary restrictions and programmatic considerations. Selection of service providers will take into account past performance in job training or related activities, fiscal accountability, and ability to meet performance standards and will be judged upon effectiveness in terms of the likelihood of meeting performance goals, cost, quality of training, and characteristics of participants.

**NIAGARA COUNTY WORKFORCE INVESTMENT BOARD
YOUTH SERVICES RFP FOR SUMMER ARRA - CALENDAR YEAR 2009**

F. Disclaimer

This RFP does not commit the WIB to award any contract. The WIB reserves the right to:

- a. Accept or reject any or all proposals.
- b. Modify the terms of this RFP in the interest of assuring the most effective program design.
- c. Negotiate with all qualified sources. The WIB may require that the selected applicants participate in negotiations and submit such price, technical, or other revisions to their respective proposals as may result from the aforementioned negotiations.
- d. Re-issue the RFP at a later date.

G. Notification

Each agency will receive notice of the final disposition of their proposal after the final selection approval process by the WIB. Upon award of a contract, each contractor will receive an approval letter detailing eligibility, contracting, and vouchering procedures.

H. Monitoring /Data Management

The WIB is responsible for and will conduct monitoring, including observing training sessions, interviewing staff, interviewing participants, etc. Data collection and recording will be a function of Niagara County Employment & Training staff. Contractors will submit monthly and quarterly reports which document participant levels and status. Program progress and outcomes will be reported to the WIB Director, Youth Council, and the WIB Evaluation Committee.

I. Non-Duplication

Funds provided under WIA shall not be used to duplicate facilities or services available in the area with or without reimbursement from Federal, State, or local sources. No funds may be used for any lobbying activities, sectarian activities, or maintenance of effort. Agencies/individuals receiving funding may not be under suspension or be debarred from receiving federal, state, or county funding.

J. Audit

Each applicant will be required to submit a copy of the applicant's most recent financial audit before a contract is executed.

K. Contractor Qualifications

All businesses/organizations must meet the following administrative and fiscal contractor qualifications in order to contract with the Niagara County Area Workforce Investment Board to provide Workforce Investment Act Title I-B services for youth. **All bidders must certify that they and their subcontractors/partners meet the following Contractor Qualifications. Such attestation/documentation will be required as part of the application. A Certification Form is included in this package and must be signed by any agency submitting a proposal. If any elements cannot be addressed the agency must address that/those items in the proposal.**

- Demonstrable competency in the administration and operation of youth specific programs.
- Such competency may be acquired or be demonstrated by the organization itself, by key administrative and operational staff in that organization or through partnerships with organizations that operate youth- specific programs and must:

**NIAGARA COUNTY WORKFORCE INVESTMENT BOARD
YOUTH SERVICES RFP FOR SUMMER ARRA - CALENDAR YEAR 2009**

- Demonstrate the ability to address the required program elements.
- Be legally authorized to conduct business in the State of New York and have established administrative and program resources in the Niagara County area.
- Be eligible to receive Federal funds.
- Be able to provide the following policies/procedures which comply with the Workforce Investment Act and are otherwise acceptable to the Niagara WIB:
 1. Personnel policies: Programs working with youth under age 18 must include a provision for criminal background checks for all staff that have contact with the youth. Acknowledgement of labor laws for minors must be included in said policies.
 2. Conflict of interest statement for staff and governing Board of Directors.
 3. Follow grievance procedure for clients/customers.

In addition, the applicant organization must demonstrate that it:

- Does not discriminate against nor deny employment services to any person on the grounds of race, religion, sex, national origin, age, disability, citizenship, political affiliation or belief.
- Complies with the 1990 Americans with Disabilities Act.
- Has proven fiscal capacity for fund accounting.
- Has current annual revenues equivalent to or greater than the amount proposed.
- Has access to non-WIA funds sufficient to cover any disallowed costs that may be identified through the audit process.
- Has or is able to obtain up to \$1,000,000 liability, motor vehicle and Worker's Compensation insurance.
- Agrees that the federal, state and/or local auditors to ensure compliance with funding requirements may review provider facilities and relevant financial and performance records.
- Has the ability to collect outcome data, which measures performance to plan.
- Has Internet capability and e-mail address and fax access for staff working with WIA funds.
- Provides staff training opportunities for designated staff.

**NIAGARA COUNTY WORKFORCE INVESTMENT BOARD
YOUTH SERVICES RFP FOR SUMMER ARRA - CALENDAR YEAR 2009**

Bidders who do not meet these minimum qualifications shall be deemed non-responsive and will receive lower priority consideration. Any proposal that does not have the ability to meet the contractor qualifications must include a discussion of any items that the contractor cannot successfully maintain.

L. Partnerships and Collaborations

Building a strong network of partners is a desired program requirement. An example of a youth program network would include employers, K-12 school systems, post-secondary education, ABE and GED programs, One-Stop Centers, probation, local youth bureaus, and youth service providers, as needed.

For proposals utilizing other partners please provide a description of the services the partner will deliver and how the service will lead to a performance outcome.

**NIAGARA COUNTY WORKFORCE INVESTMENT BOARD
YOUTH SERVICES RFP FOR SUMMER ARRA - CALENDAR YEAR 2009**

Part 4: Evaluation of Proposals, Evaluation Criteria

Proposals will be evaluated in the following categories:

A. Program Design - up to 40 points

This category will evaluate how well the proposed program has been designed, the extent to which all required services will be available, how services will be provided to each of the three groups of youth, the extent of collaboration/services integration, extent and nature of youth and parent involvement, plan for development of employer relations, ease and feasibility of implementation, innovativeness, its likelihood to lead to the desired outcomes for youth, and the inclusion of the WIA elements.

B. Demonstrated Ability – up to 20 points

This category will evaluate the applicant's experience in providing services and/ or programs similar to those being proposed, including the ability to attain, track and report performances as required by the WIA Performance Indicators. It will include experience in collaboration, targeting of services, outcomes, service provision, and staff qualifications.

C. Budget – up to 30 points

This category will evaluate the cost of the proposed program to determine if it is fair and reasonable. It may include such factors as length and intensity of program design, staff-to-youth ratio, support services, competitiveness of staff salaries, cost for each of the groups of participants identified herein, and leveraging of funding from other resources. Budgets will be reviewed for accuracy, completeness, appropriateness, and reasonableness of cost. 90 to 100% of contract award is expected to be expended so as to serve the maximum number of youth and have no excess or de-obligated carryin funds.

D. Collaborative Funds/Resources – up to 10 points

Points will be awarded based on the evidence of collaboration and combined resources presented. Who are your collaborators and what are their roles for building in connections for youth to education, employment, youth development and youth support services? Describe how your collaborators will combine existing financial and other resources to maximize effectiveness. How is the private sector (business and industry) involved in this program – planning, beginning, middle, and/or end (placement)? How will program participants transition successfully to employment/further education?

**NIAGARA COUNTY WORKFORCE INVESTMENT BOARD
YOUTH SERVICES RFP FOR SUMMER ARRA - CALENDAR YEAR 2009**

Part 5: Application Package

The general information, goals, program descriptions, budget information, etc., may become part of the final contract. Please be specific and realistic; unclear writing will not be interpreted in your favor.

PROJECT SUMMARY

Please provide the Executive Summary/ Project Summary (page number 30), clearly present the information listed on the form, and use up to the rest of that page and one more page (maximum 2 pages). This page will be provided to each Board member as your agency's proposal summary.

Then provide specifics to your program by addressing the following suggested questions **as needed** to fully present your proposed program:

A. Program Design

1. What are your **program's goals** and **measurable objectives**? (Be specific).
2. What **target group(s)** of youth do you plan to serve? Specifically, what are the demographics of the targeted population? (*for example, not limited to or required to be: high school dropouts in need of a diploma or GED or both; in-school youth in need of summer employment opportunities linked to academic and occupational learning; young TANF mothers; youth from the juvenile justice system; etc.*)
3. What geographic **area** will you serve?
4. How **many** youth do you plan to serve?
5. How many hours will each participant be involved?
6. What is the minimum amount of time a participant will need to participate to receive the full benefits of the program? When will you start enrolling participants?
7. Will you establish any key partnerships with other organizations to ensure success?
8. Describe how you will determine the length of time a participant will remain in your program. What is the average length of time expected for your participant population?
9. How will you measure success and compliance with WIA performance indicators? With the goals of your program?
10. Describe the educational and/or work readiness components in your program.
11. Include a copy of curricula to be utilized **if it is essential** to presenting the impact of your program. Copies of such curricula **will not be distributed** to reviewers but will be used in the case of clarification. Please include a summary in your narrative of such attachments. That summary information will then be seen by all reviewers.
12. Include staff roles, qualifications, and job specifications for staff. What is the staff/student ratio for this program, and why is it set at this level?
13. Describe the facilities you will use including physical description, equipment and handicapped accessibility.
14. Describe how a participant's needs will be assessed on an ongoing basis.
15. List and describe the assessment tools to be used.
16. Describe your plan for providing continuous improvement of your program.
17. Describe how you will elicit and use customer feedback.
18. Will you engage the private sector in this program? If so, how?

**NIAGARA COUNTY WORKFORCE INVESTMENT BOARD
YOUTH SERVICES RFP FOR SUMMER ARRA - CALENDAR YEAR 2009**

B. Demonstrated Ability

1. Provide a brief organizational summary.
2. Describe the types of clients you generally serve.
3. What is your history of providing youth employment/youth development programs for targeted populations?
4. If previously funded through WIA, provide a brief summary of recent past performance.
5. How have you evaluated the success of your program(s)?
6. How will this program meet performance standards?

C. Budget

1. Provide a cost reimbursement line item budget of Staff Expenses, Participant Wages, Participant Expenses and Other Expenses as indicated in the WORKFORCE INVESTMENT ACT YOUTH PROGRAM BUDGET (Attachment A).
2. Please provide a **clear, concise budget narrative** to describe the costs charged in this program.
3. Describe the fiscal controls to be utilized to ensure proper expenditure of funds. 90% to no more than 100% of contract award is expected to be expended so as to serve the maximum number of youth and have no excess or de-obligated carryin funds.
4. Describe how you will leverage/utilize funding from other resources.
5. List the matching funds and in-kind funds to be utilized in execution of the program (there is no required minimum).
6. What is the **cost per participant**?
7. Attachment A indicates the format to be used in budget calculations.
8. Subcontracted costs (generally counseling or additional services) are discouraged. Costs contracted out through another agency need to be specified. Contracted costs need to be procured through procurement methods acceptable to County standards, and any costs that are vouchered against an awarded contract must provide auditable evidence of the method of procurement, and will be monitored.

D. Collaboration

1. How will your program begin to coordinate and fit in with a youth system described by the Mission and Guiding Principles of the Youth Council?
2. Who are your collaborators and what are their roles for building in connections for youth to education, employment, youth development and youth support services?
3. Describe how your collaborators will combine existing financial and other resources to maximize effectiveness.
4. How will you **involve the private sector** (business and industry) in this program?
5. How will program **participants transition successfully** to employment/further education?

Thank you for your time and effort in preparing a program to serve Niagara's youth!

**NIAGARA COUNTY WORKFORCE INVESTMENT BOARD
YOUTH SERVICES RFP FOR SUMMER ARRA - CALENDAR YEAR 2009**

This ad appeared in the Niagara Gazette, Lockport Sun & Journal and the
Tonawanda News on April 21, 2009.

The Niagara County Workforce Investment Board (WIB) will release a Request for Proposals on
April 20, 2009, soliciting proposals to provide work readiness training in the following areas:

*** YOUTH SERVICES RFP FOR SUMMER ARRA - CALENDAR YEAR 2009***

The WIB is the Administrative Agent for the Workforce Investment Act funding for Niagara County.
Training will be targeted to participants meeting eligibility requirements.

To receive a copy of the proposal package, and information on the Bidder's Conference,
interested parties may request a copy by calling:

716 278 8213

or writing:

**Niagara County Workforce Investment Board
Youth Programs *Request for Proposal*
Trott One-Stop Center
1001 Eleventh Street
Niagara Falls, NY 14301-1201**

David See, Executive Director
Niagara County Workforce Investment Board
An Equal Opportunity/Affirmative Action/ADA Agency

**NIAGARA COUNTY WORKFORCE INVESTMENT BOARD
YOUTH SERVICES RFP FOR SUMMER ARRA - CALENDAR YEAR 2009**

Name of Program _____

Total Number to be Served _____ New Enrollments _____

Target Population _____

Total Funding Requested _____

Project Operational Dates _____

Name and Address of Agency

Name, Title, Phone #, and Email Address of Contact Person

Printed Name _____

Title _____

Phone _____

Email Address _____

Signature, Title, and Date of Agency Director Empowered to Submit This Application

I certify that to the best of my knowledge and belief, the cost data contained in this proposal are accurate, complete, and current at the time of this submittal, are real and necessary to the operation of this program, do not permit excess program income or program profit, and training will be offered without any duplication of costs (e.g. instructional grants, PELL grants, etc.)

Signature _____

Printed Name _____

Title _____

Date _____

**NIAGARA COUNTY WORKFORCE INVESTMENT BOARD
YOUTH SERVICES RFP FOR SUMMER ARRA - CALENDAR YEAR 2009**

EXECUTIVE SUMMARY / PROJECT SUMMARY

A. Agency/Provider Name			
B. Program / Project Name			
C. Funding Request			
		D3. Total Participants Served	
E. Cost Per Participant (C/D3)			
F1. Number of In-School			
F2. Number of Out of School			
		H. Planned Participants to be Exited by September 30, 2009	
I. Geographic Area(s) Served			
J. Characteristics of the Population the Program Serves			

Please provide an executive summary that describes the goals and methods of your program (use no more than the rest of this page and one additional page, 12 point type, spacing 1.5 lines or greater).

**NIAGARA COUNTY WORKFORCE INVESTMENT BOARD
YOUTH SERVICES RFP FOR SUMMER ARRA - CALENDAR YEAR 2009**

SAMPLE FORMAT FOR LINE ITEM BUDGET –

Attachment A1

These 2 budget pages should reflect the dollar amounts requested..

WORKFORCE INVESTMENT ACT YOUTH PROGRAM BUDGET (Page 1 of 2)											
STAFF EXPENSES											
TITLE OF POSITION	SALARY OR HOURLY RATE	FTE OR HOURS	WAGES	FICA	UNEMPLOYMT. INSURANCE	WKRS' COMP	RETIREMENT	BENEFITS	TOTAL FRINGES		TOTAL
										TOTAL STAFF SALARY & BENEFITS	
PARTICIPANT WAGES											
NUMBER OF PARTICIPANTS	SALARY OR HOURLY RATE	FTE OR HOURS	WAGES	FICA	UNEMPLOYMT. INSURANCE	WKRS' COMP	RETIREMENT	HEALTH BENEFITS	TOTAL FRINGES		TOTAL
										TOTAL PARTICIPANT WAGES	

SAMPLE FORMAT FOR LINE ITEM BUDGET

Attachment A2

These 2 budget pages should reflect the dollar amounts requested.

WORKFORCE INVESTMENT ACT YOUTH PROGRAM BUDGET (Page 2 of 2)											
PARTICIPANT EXPENSES											
SUPPLIES & INCENTIVES											
TRANSPORTATION											
CHILDCARE											
FIELD TRIPS											
										TOTAL PARTICIPANT EXPENSES	
OTHER EXPENSES											
OFFICE SUPPLIES											
INSTRUCTIONAL MATERIALS											
STAFF MILEAGE											
FACILITY RENTAL											
STIPENDS											
CURRICULUM DEVELOPMENT											
STAFF TRAVEL/CONFERENCE											
CONTRACTED <i>(see Part 5 - C. Budget #8 & #9, page 27)</i>											
										TOTAL OTHER EXPENSES	
										GRAND TOTAL	

**NIAGARA COUNTY WORKFORCE INVESTMENT BOARD
YOUTH SERVICES RFP FOR SUMMER ARRA - CALENDAR YEAR 2009**

Attachment B

SUMMARY OF CONTRACTOR QUALIFICATIONS ATTESTATION

**THE UNDERSIGNED ATTESTS TO THE FOLLOWING CRITERIA
FOR OPERATING A WIA-FUNDED PROGRAM.**

The agency hereby submitting a proposal:

- Demonstrates competency in the administration and operation of youth specific programs.
- Such competency may be acquired or be demonstrated by the organization itself, by key administrative and operational staff in that organization or through partnerships with organizations that operate youth- specific programs and must:
 - Demonstrate the ability to address the required program elements.
 - Be legally authorized to conduct business in the State of New York and have established administrative and program resources in the Niagara County area.
- Be eligible to receive Federal funds.
- Be able to provide the following policies/procedures which comply with the Workforce Investment Act and are otherwise acceptable to the Niagara WIB:
 - Personnel policies: Programs working with youth under age 18 must include a provision for criminal background checks for all staff that have contact with the youth. Acknowledgement of labor laws for minors must be included in said policies.
 - Conflict of interest statement for staff and governing Board of Directors.
 - Follow grievance procedure for clients/customers.

In addition, the applicant organization certifies that it:

- Does not discriminate against nor deny employment services to any person on the grounds of race, religion, sex, national origin, age, disability, citizenship, political affiliation or belief.
- Complies with the 1990 Americans with Disabilities Act.
- Has proven fiscal capacity for fund accounting.
- Has current annual revenues equivalent to or greater than the amount proposed.
- Has access to non-WIA funds sufficient to cover any disallowed costs that may be identified through the audit process.
- Has or is able to obtain up to \$1,000,000 liability, motor vehicle and Worker's Compensation insurance.
- Agrees that the federal, state and/or local auditors to ensure compliance with funding requirements may review provider facilities and relevant financial and performance records.
- Has the ability to collect outcome data, which measures performance to plan.
- Has Internet capability and e-mail address and fax access for staff working with WIA funds.
- Provides staff training opportunities for designated staff.

Printed Name of Authorized Signator

Signature

Agency or Provider

Date

B. DEMONSTRATED ABILITY 20

Have the certifications and assurances been addressed? Yes No
Evidence of ability to provide services and/or programs similar to those being proposed
History of program services to youth
Has program run in prior years?
Participant/program records maintenance

C. BUDGET 30

Look for reasonable cost categories and how much the program will spend on each youth, based on length of program and degree of involvement
Budget sheets are complete
Budget sheets are correct
Budget narrative is clear and complete and adds to understanding of program
Budget instructions were followed
Budget is reasonable for program
Cost per participant is reasonable
Costs are reasonably distributed to direct participant benefit

**NIAGARA COUNTY WORKFORCE INVESTMENT BOARD
YOUTH SERVICES RFP FOR SUMMER ARRA - CALENDAR YEAR 2009**

D. COLLABORATION 10

Is there sufficient collaboration with other agencies in the program design?

Match not required, but could leverage funds in proposal.

Required program elements are met

Strength of network of services

Builds upon existing programs/services

Private sector involvement and planning

<i>RATINGS</i>	<i>NUMBER OF POINTS FOR EACH</i>	
Program Design	up to 40 Points	_____
Demonstrated Ability	up to 20 Points	_____
Budget	up to 30 Points	_____
Collaboration	up to 10 Points	_____

AWARDED TO THIS PROPOSAL: _____

PROPOSAL SUMMARY REVIEW SUMMARY FORM **Attachment D**

AGENCY _____

FUNDING REQUEST \$ _____

NUMBER OF YOUTH TO BE SERVED _____

NUMBER OF **IN-SCHOOL** YOUTH _____

NUMBER OF **OUT OF SCHOOL** YOUTH _____

COST PER PARTICPANT _____

RATINGS

NUMBER OF POINTS FOR EACH

Program Design up to 40 Points _____

Demonstrated Ability up to 20 Points _____

Budget up to 30 Points _____

Collaboration up to 10 Points _____

TOTAL POINTS AWARDED TO THIS PROPOSAL: _____

:
GENERAL COMMENTS, RECOMMENDATIONS AND RANKING:

RECOMMENDED FOR FUNDING NO YES

PRIORITY LEVEL _____

RECOMMENDED FUNDING AMOUNT _____

**NIAGARA COUNTY WORKFORCE INVESTMENT BOARD
YOUTH SERVICES RFP FOR SUMMER ARRA - CALENDAR YEAR 2009**

Attachment E

Key Definitions for WIA Youth Performance Measures

Advanced Training - an occupational skills employment/training program, not funded under Title I of the WIA, which does not duplicate training received under Title I. Includes only training outside of the one-stop, WIA and partner, system (i.e., training following exit).

Basic literacy skills deficient - the individual computes or solves problems, reads, writes, or speaks English at or below the 8th grade level or is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society. In addition, States and locals have the option of establishing their own definition, which must include the above language. In cases where States and/or locals establish such a definition, that definition will be used for basic literacy skills determination.

Basic Skills Goal - measurable increase in basic education skills include reading comprehension, math computation, writing, speaking, listening, problem solving, reasoning, and the capacity to use these skills.

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

- 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.
- A professional, industry, or employer organization (e.g., National Institute for Automotive Service Excellence certification, National Institute for Metalworking Skills, Inc., Machining Level I credential) or a product manufacturer or developer (e.g., Microsoft Certified Database Administrator, Certified Novell Engineer, Sun Certified Java Programmer) using a valid and reliable assessment of an individual's knowledge, skills, and abilities.
- A registered apprenticeship program.
- A public regulatory agency, upon an individual's fulfillment of educational, work experience, or skill requirements that are legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession (e.g., FAA aviation mechanic certification, state certified 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 centers that issue certificates.
- Institutions of higher education which is formally controlled, or has been formally sanctioned, or chartered, by the governing body of an Indian tribe or tribes.

Credential - 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 skill standards, and licensure or industry-recognized certificates. States should include all State Education Agency recognized credentials. In addition, States should work with local Workforce Investment Boards to encourage certificates to recognize successful completion of the training services listed above 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 current WIA statutory 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 (see definition of exit).

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

Educational Functioning Level –

- Programs assess participants at intake or within 60 days of their date of participation to determine their educational functioning level. There are two sets of educational functioning levels – six levels for Adult Basic education (ABE) and six levels for English as a second language (ESL) students. The ABE levels roughly equate to two grade levels.

- Each ABE and ESL level describes a set of skills and competencies that students entering the program at the level demonstrate in the area of reading, writing, numeracy, speaking, listening, functional, and workplace skills. These descriptors provide guidelines for placing participants in educational functioning levels, based on performance on standardized tests. After a participant has completed a uniform, standardized assessment procedure, programs use these descriptors to determine the appropriate initial ABE or ESL level in which to place students.

- If a participant is functioning at different levels in reading, writing, numeracy, speaking, listening, functional, and workplace areas, the individual is placed in different ABE and ESL levels across the functioning areas. In the post-test assessment, if the participant demonstrates an increase to the next functioning level in any of the areas – reading, writing, numeracy, speaking, listening, functional, and workplace areas – he/she has made an educational gain and should be included in the numerator.

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 Registration - An employed individual is one who, during the 7 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 in a quarter after the exit quarter if wage records for the quarter show earnings greater than zero. When supplemental data sources are used, individuals should be counted as employed if, in the calendar quarter of measurement after exit, they did any work at all as paid employees (i.e., received at least some earnings), worked in their own business, profession, or worked on their own farm.

**NIAGARA COUNTY WORKFORCE INVESTMENT BOARD
YOUTH SERVICES RFP FOR SUMMER ARRA - CALENDAR YEAR 2009**

Exit – The term “program exit” means a participant does not receive a service funded by the program or funded by a program partner for 90 consecutive calendar days and is not scheduled for future services.

Exit Date - the last date on which WIA Title I funded or partner services were received by the individual. *(An additional type of service, follow-up services, must be provided to a youth for 12 months after exit. However, the participant is not current nor counted at this point, since she/ he has exited).* Performance Measures are determined based on this exit date.

Exit Quarter - quarter in which the last date of service (except follow-up services) takes place.

High School Diploma Equivalent - a GED or high school equivalency diploma recognized by the State.

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.

Participant – A participant is an individual who is determined eligible to participate in the program and receives a service funded by the program in a physical location or remotely through electronic technologies. *Note: Each program enrollment is based on documentation for income eligibility, residence, age, selective service registration status, citizenship or eligibility to work, and barriers to work. Examples of acceptable documentation include copies of tax returns; pay stubs; or SSI, SSD, and/or DSS documents.*

Planned Gap in Service - no participant activity of greater than 90 days due to a delay before the beginning of training or a health/medical condition that prevents an individual from participating in services.

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

Pre-test – A test administered to a participant within 60 days following the date of participation (date of first youth program service). It is allowable to use pre-tests that are administered up to six months prior to the date of first WIA youth service, if such pre-test scores are available. If prior pre-test are not available, administration of the pre-test must occur within 60 days following the date of first youth program service.

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

Training Services - Include WIA funded and non-WIA funded partner training services. These services include: occupational skills training, including training for nontraditional employment; on-the-job training; programs that combine workplace training with related instruction, which may include cooperative education programs; training programs operated by the private sector; skill upgrading and retraining; entrepreneurial training; job readiness training; adult education and literacy activities in

combination with other training; and customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

Work Readiness Skills 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 using the phone, telling time, shopping, renting an apartment, opening a bank account, and using public transportation. 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.