

**THE DELAWARE COUNTY
WORKFORCE DEVELOPMENT BOARD**



**Request for Proposals
For the period of July 1, 2021-June 30, 2023
Youth Pre-apprenticeship Program**

Proposals Due: May 5, 2021

RFP Release Date: March 23, 2021

The Delaware County Workforce Development Board is an equal opportunity employer
Auxiliary aids and services are available upon request to persons with disabilities

DCWDB YOUTH PRE-APPRENTICESHIP PROGRAM REQUEST FOR PROPOSAL (RFP)

Table of Contents

Part I	Background and General Information	3
A.	Delaware County Workforce Development Board.....	3
B.	Purpose.....	3
C.	Eligible Respondents.....	3
D.	Scope.....	3
E.	Availability of Funds.....	3
Part II	Instructions to the Bidders	4
A.	Miscellaneous Requirements.....	4
B.	Procedures for Responding.....	5
C.	Proposal Timelines.....	5
Part III	WIOA Program Specifications	6
A.	Population to be Served.....	6
B.	Program Design Framework.....	7
C.	Program Components.....	7
D.	Emphasis on Work Experience.....	8
E.	Assessment Information.....	8
F.	Individual Service Strategy (ISS).....	8
G.	Comprehensive Case Management.....	8
H.	Supportive Services.....	9
I.	Performance Indicators.....	9
J.	Wage and Labor and Health and Safety Standards.....	9
K.	Participant Wage Accounting Requirements.....	9
L.	Data Element Validation and Reporting Requirements.....	9
M.	Equal Opportunity and Non-Discrimination.....	9
N.	Financial Management Responsibilities.....	9
O.	Allowable Costs by Category.....	9
P.	Line Item Budget.....	10
Q.	Leveraged Funds and In-Kind Services.....	10
Part IV:	Evaluation Criteria	10
Part V:	Statement of Work Narrative	12
	Section I: Executive Summary.....	12
	Section II: Design Narrative:	
	A. Program Specifications.....	12
	B. Program Components.....	12
	C. Goals and Outcomes.....	13
	D. Agency Experience & Expertise.....	14
	E. Fiscal Plan.....	14
Attachments (Submission Format)		
A:	Proposal Program Summary Cover Sheet.....	
B:	Statement of Work Narrative Specifications.....	
C:	WIOA OSY 14 Elements Chart.....	
D:	MOU with Registered Apprenticeship Program.....	
E:	Federal Funding & Leveraged/ Matching Funds Charts.....	
E:	Contract Budget Sheets.....	

PART I: BACKGROUND AND GENERAL INFORMATION

A. DELAWARE COUNTY WORKFORCE DEVELOPMENT BOARD

The Delaware County Workforce Development Board (herein referred to as Delaware County WDB) provides coordination and oversight of Title I Workforce Innovation and Opportunity Act (WIOA) programs enacted July 22, 2014 in Delaware County as defined under Federal and State regulations. WIOA supersedes the Workforce Development Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. The Act takes effect on July 1, 2015, the first full program year after enactment.

B. PURPOSE

The DCWDB seek proposals from organizations that can provide pre-apprenticeship training in combination with basic skills preparation and work experience services to WIOA out-of-school youth (OSY) 18-24 in need of and can benefit from youth services. Pre-apprenticeship program strategies should prepare individuals for entry into a registered apprenticeship program (RAP) or other job opportunities and include a broad range of career pathways matching their goals, interests, and education levels. Program design should incorporate classroom training and curriculum based on industry-standards and approved by a RAP partner. A paid work experience component that does not displace paid employees. Strive for an increase in diversity and inclusion and incorporate an enhanced case management approach. Program design should align with the WIOA (14) program elements and lead to attaining an industry-recognized credential and employment or advanced training. Any organization receiving funding for WIOA programming will be required to adhere to this guidance and any other changes or amendments that follow.

C. ELIGIBLE RESPONDENTS

Any governmental, nonprofit or private-for-profit organization, local educational agencies, business or trade organizations that represent a trade or groups of trades, industry associations, labor and joint labor-management organization(s) may apply. All responders must have demonstrated knowledge, background and experience in working with pre-apprenticeship programs and significant qualifications in the provisions of services as described herein. Providers will be selected through a competitive bid process established by the Delaware County WDB. Emphasis will be placed on organizations that propose creative and innovative strategies, incorporate best practices, and demonstrate the capacity to carry out the proposed program.

D. SCOPE

This RFP contains instructions governing the proposals to be submitted and the documentation to be included in the required format identified in this RFP. All requirements must be met to be eligible for evaluation and consideration. All proposals must be submitted to the email address listed in this RFP by the required due date and time to be considered, no late or incomplete submissions will be accepted.

E. AVAILABILITY OF FUNDS

Please be advised that the level of funding available is subject to change but may not exceed \$160,000 to serve 10 OSY youth. Funding is contingent upon availability of funds and State and Federal authorization in Delaware County. Funding is not guaranteed until the fiscal agent receives the youth funds. The DCWDB reserves the right to withdraw or reduce the amount of an award or to cancel any contract or agreement resulting from this procurement if adequate funding is not received from the U.S. Department of Labor via the Pennsylvania Department of Labor & Industry or other funding sources or due to legislative changes.

PART II: INSTRUCTIONS TO BIDDERS

A. Miscellaneous Requirements

DCWDB

- Will not be responsible for any expenses incurred by any organization in preparing and submitting a proposal. All proposals shall provide a clear and concise delineation of the organization's capabilities to satisfy the requirements of this RFP. Emphasis will be on completeness and clarity of content.
- The submission of this RFP does not commit DCWDB to award a contract or to procure or contract for services or supplies.
- It is the expectation that respondents to this RFP become proficient in their understanding of WIOA services and subsequent regulations and be prepared to adjust programming as necessary to comply with future regulations.
- Reserves the right to negotiate separately with all sources deemed qualified, allow staff to negotiate final budgets and to cancel or amend any part of this RFP.
- Reserves the right to request clarification of proposals submitted if such does not affect the performance of the proposal, and to adjust any conflicting administrative or programmatic requirements that may occur prior to or after the contracting process based upon current or proposed legislative activity.
- May elect to contract with one or any number of organizations for the services as set forth by this RFP.
- The contents of this proposal submitted by organizations awarded funds and this RFP will become part of the contract for these services.
- Price information provided in the successful proposal(s) is a matter of public record under Commonwealth bidding procedures. If a proposal contains any other information that the respondent considers confidential, each sheet of such information must be so marked. Confidential information will not be revealed or discussed with competitors.
- Assumes no responsibility for proposals undeliverable by e-mail. Submissions by fax and mail are not permitted.
- Respondents will assure that in administering any program contracted because of this RFP, will comply with the standards of conduct for maintaining the integrity of the project and avoid any real or apparent conflict of interest in its administration. The respondent shall notify the County of any potential conflict of interest.
- The DCWDB reserves the right to conduct an on-site review of records, systems, procedures, including credit and criminal background checks, etc. of any entity selected for funding. This may occur either before or after the award of a contract or agreement. Misrepresentation of the proposer's ability to perform as stated in the proposal may result in cancellation of any contract or agreement awarded.
- Proposers shall not under penalty of law offer or provide any gratuities, favors, or anything of monetary value to any officer, member, employee, or agent of the DCWDB for the purpose of having an influencing effect toward their own proposal or any other proposal submitted hereunder.
- Reserves the right to deny a contract renewal based on non-compliance with the requirements set forth in the RFP, the corresponding contractor proposal and/ or non-compliance with any requirements DCWDB deems relevant.
- An official authorized to bind the responder to the provisions of this RFP must sign the proposal. The proposal remains valid for one hundred twenty (120) days after the date of submission.
- A sixty (60) day evaluation and contract negotiation period may be needed. Therefore, start dates should be at least sixty (60) days after the submission date and include ample implementation time.

B. PROCEDURES FOR RESPONDING

Submission of Proposals

All proposals must be submitted following the format below with 1-inch margins, 12-point font and page numbers in the footer. Narrative questions should be listed with answers to follow; all attachments and supporting documentation must be included. DCWDB reserves the right to disqualify all proposals that are not submitted in the required format as outlined below:

- A: Proposal Program Summary Cover Sheet
- B: Statement of Work Narrative Specifications
 - Section I: Executive Summary
 - Section II: Design Narrative
 - Section III: Fiscal Plan
- C. WIOA 14 Program Elements Chart
- D. Federal Funding & Leveraged Matching Funds Chart
- E: Budget Information
 - I. Projected Budget Contract Summary Page
 - II. Projected Administrative Costs Budget Summary Page
 - III. Projected Program Costs Budget Summary Page
 - IV. Federal Funding & Leveraged/Matching Funds Chart

C. PROPOSAL TIMELINES

Effective for PY 21 this RFP will be issued for a two (2) year cycle. For PY 21 (7/1/21-6/30/22) contracts will be awarded for a one-year period. Under this solicitation, DCWDB reserves the right to renew contractors for one additional year- PY 22 (7/1/22-6/30/23) based upon receipt of youth allocation, achievement of performance indicators, cost effectiveness, fiscal integrity, and compliance with monitoring requirements for WIOA.

Procurement Timeline

- Public Notice March 15-22
- Bidder's Conference March 23, 2021 at 1pm
- Release RFP on website March 23, 2021
- Proposals Due May 5, 2021 at 5pm
- Expected Date for Notification of Award June 16, 2021
- Start Date for Contract July 1, 2021

Bidders' Conference and Questions

A bidders' conference will be held virtually on March 23, 2021 at 1pm. Information will be provided on the DCWDB's website found at www.delcoworks.org. Registration by email to schwabeh@co.delaware.pa.us will be required.

At the conference, the DCWDB staff will review the requirements of the RFP and accept questions from the attendees regarding the RFP. All interested applicants are encouraged to attend, although attendance is not required to submit a proposal.

Any changes to this RFP will be posted on the DCWDB website (www.delcoworks.org).

This RFP solicitation is for WIOA OSY pre-apprenticeship models only. Proposals will only be accepted by email and must be received no later than **5:00 p.m. EST on May 5, 2021**. Late or incomplete proposals will not be accepted. Proposal must be emailed to chickloj@co.delaware.pa.us with a subject line of "WIOA Pre-apprenticeship OSY Proposal".

PART III: WIOA PROGRAM SPECIFICATIONS

A. POPULATION TO BE SERVED

An eligible WIOA Out-of-School Youth is defined as an individual who is:

- Not attending any school (as defined by State law).
- Not younger than 16 or older than age 24; **and**
- Identified as one or more of the following:
 - A school dropout or a youth who is within the age compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter, and is not enrolled with the in-school provider with plans to return or remain in school
 - A recipient of a secondary school diploma who is a low-income individual and is-basic skills deficient or 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 752 (2) of the Mc Kinney-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 477the 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.

The term “low-income”, used with respect to an individual, also includes youth living in a high-poverty area. High Poverty Area (HPA) designation is determined by the American Community Survey Data. A link will be provided.

It is the responsibility of the contractor (s) to gather the appropriate documentation and complete the eligibility process in its entirety. The applicant file must be reviewed and certified as eligible by your designated staff person at your location prior to submitting the file to DCOWD for review. Contracted service providers will be responsible for data entry of eligible files into the Commonwealth Workforce Development System (CWDS) before participation begins. Staff training will be provided by the youth department. Files deemed in-eligible must be retained with the provider for up to one year and referred to an appropriate service when applicable. Providers will be required to pay for any disallowed costs for files deemed in-eligible after submission.

B. PROGRAM DESIGN FRAMEWORK

Programs shall be designed to support the development of evidence-based programs and other activities that enhance the choices available to eligible youth including career exploration and guidance, continued support for educational attainment, progression through career pathways, emphasis on work experience, opportunities for skill training in in-demand industries and occupations leading to unsubsidized employment along a career pathway or enrollment into post-secondary education.

C. PROGRAM COMPONENTS

WIOA -youth funds allocated for eligible youth shall be used to carry out programs that:

- A. Provide an objective assessment of the academic levels, skill levels, and service needs of each participant, which assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interest and aptitudes for non-traditional jobs), supportive service needs, and developmental needs of such participant, for the purposes of identifying appropriate services and career pathways;
- B. Develop service strategies for each participant that are directly linked to one or more of the indicators of performance described in section 116(b)(2)(A)(ii), and that shall identify “career pathways to attain career objectives” be prepared for all youth that include education and employment goals (including, in appropriate circumstances, non-traditional employment), appropriate achievement objectives, and services for the participant considering the assessment conducted;
- C. Provide:
 1. Basic literacy instruction
 2. Work readiness employability skills instruction
 3. Career awareness, counseling, exploration and career pathways instructions in in-demand industry-sectors
 4. Academic, technical, or occupational training leading to measurable skill gains (MSG)
 5. Pre-apprenticeship skills training in in-demand industry sectors, based on RAP industry standards and approved by a RAP; leading to an industry recognized credential
 6. A variety of meaningful work experiences, including non-traditional experiences that have an academic and occupational education component
 7. A description of effective connections to employers, including small employers, in in-demand industry sectors and occupations and how these connections will help prepare youth for future entry into a RAP, unsubsidized employment., advanced training or post-secondary education

To support the attainment of a secondary school diploma or its recognized equivalent, entry into post-secondary education, and career readiness for participants, the program shall provide or make available the fourteen (14) WIOA elements listed below:

- a. 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;
- b. Alternative secondary school services, or dropout recovery services, as appropriate;
- c. Paid and unpaid work experiences that have as a component academic and occupational education which may include:
 - i. Summer employment opportunities and other employment opportunities available throughout the school year;
 - ii. Pre-apprenticeship programs;
 - iii. Internships and job shadowing;
 - iv. On-the-job training opportunities;
- d. Occupational skills training, which shall include priority consideration for training programs that lead to recognized post-secondary credentials that are aligned with in-demand industry sectors or occupations in the local area;
- e. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- f. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate;
- g. Supportive services;
- h. Adult mentoring for a period of participation and a subsequent period, for a total of no less than 12 months;
- i. Follow up services for no less than 12 months after the completion of participation;
- j. Comprehensive guidance and counseling, which may include drug & alcohol abuse counseling & referral;
- k. Entrepreneurial skills training;
- l. Services that provides 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; and
- m. Activities that help youth prepare for and transition to postsecondary education and training.

D. EMPHASIS ON WORK EXPERIENCE

At least 20% percent of local youth formula funds must be used for paid and unpaid work experiences that have as a component academic and occupational education, such as summer and other opportunities throughout the school year; pre-apprenticeship; on-the-job training; internships and job shadowing. Providers are encouraged to develop a program design that emphasizes a career pathways approach and should include matching youth's skill levels, skill needs, and individual interests to appropriate sites. These experiences should assist the youth to obtain the personal attributes, knowledge and skills needed to obtain and retain unsubsidized employment. All sites developed must be in occupations in high demand within the Local Workforce Development Area, based on the needs identified by the objective assessment; outlined in the youth ISS; developed in conjunction with the youth and employer needs, adhere to child labor law requirements for youth under age 18 years of age. Sites must be monitored, results documented, and significant findings reported immediately to the Youth Program Manager.

E. ASSESSMENT INFORMATION

WIOA requires that youth providers complete an in-depth assessment of each youth's academic level, skill levels, and service needs at the time of enrollment into a WIOA funded program. The DCWDB Title II provider will be responsible for administering basic skills deficiency assessment testing. To determine youth's academic level, the DCWDB provider utilizes the CASAS reading and math testing series. CASAS testing is approved under the WIOA requirements and meets the Department of Labor regulations to determine basic skills deficiency and measure EFL gains under Common Measures. CASAS is a National Reporting System (NRS) approved measurement tool. CASAS reading, and math assessments measure a youth's academic proficiency levels from beginning literacy through a secondary level and high school diploma preparation.

Pre-tests determine the WIOA basic skills deficient educational function level (EFL). Post-tests measure EFL gains to count towards the measurable skills gain performance measure. Service providers will be responsible for assessment testing to include basic and work readiness skills, prior work experience, barriers to employment, family situation, occupational interest and aptitudes, supportive service, and developmental needs. This information can be acquired through various testing methods, including but not limited to standardized tests, competency-based assessment tools, career strategy tools. Also, assessment instruments, especially on-line tools used to measure learning styles, life skills, must conform to accepted standards and be age-appropriate for youth. Staff should have adequate training on the administration and proper use of testing protocols. Testing is at set intervals throughout program participation is required. When administering assessment tests, youth with disabilities must be provided with reasonable accommodations, as appropriate, considering guidelines associated with assessment testing; and state laws or policy. Information collected from the assessment process becomes part of the Individual Service Strategy (ISS). Assessments should be an on-going process throughout WIOA participation to evaluate a youth's progress and measure skill goal attainment and planned performance achievement.

F. INDIVIDUAL SERVICE STRATEGY (ISS)

Each youth enrolled in WIOA programs are required to have an Individual Service Strategy (ISS) created at the start of their program participation that includes a plan of services and activities along with an appropriate mix of the (14) required program elements, including learning objectives and employment goals, to include non-traditional employment when appropriate, based on the initial objective assessment information. Each ISS should be developed in partnership with the youth; capture the sequence of services provided; identify clear and realistic goals along with expected timeframes; include career pathways and be flexible in adjusting/changing plans as the youth's needs and situations change. The ISS is an ongoing process, developed with the participant, and linked to one or more performance indicators.

The Commonwealth Workforce Development System (CWDS) youth Individual Service Strategy (ISS) form captures barriers, interest, current skill sets, and employment and goal details along with planned services. This ISS document replaces any ISS form previously used for WIOA customers. Service provider case management staff will be required to create and maintain the ISS document data entry into the CWDS. Training on the process will be provided by workforce staff.

G. COMPREHENSIVE CASE MANAGEMENT

The case management strategy for youth should be a youth-centered approach in the delivery of services. At a minimum; the case management strategy should include: an assessment of the youth to determine basic skills, strengths, interests, prior work history, and family situation, guidance and counseling, advocacy, mentoring, identifying and providing solutions to needs and barriers as they arise, employment, education, and career counseling, maintaining consistent contact with participants as appropriate to monitor a participant's progress towards their employment goals; description of youth program elements provided; assistance in the development and attainment of realistic, measurable objectives and goals as agreed upon in the Individual Service Strategy (ISS) and follow-up contacts. WIOA Case management staff will be required to complete data entry of case notes into the CWDS 2.0. system. Training will be provided by workforce staff. Staff should possess the skills necessary to serve as role models and establish a working

relationship with the youth, providing regular contact. Case management staff should have training in trauma-informed care. Timely and accurate data entry should be a priority. Content, access and use of these notes must be kept confidential.

H. SUPPORTIVE SERVICES

Supportive services are based on a youth participant's individual needs and may be delivered while a participant is enrolled in one or more of the fourteen required program elements. Services may only be provided after it has been determined that said services are necessary for participation authorized under WIOA program activities and determined that without the services, participation could be adversely affected. Supportive services include assistance with transportation, childcare, educational testing, uniforms or other appropriate work attire and work-related tools (eyeglasses and protective eye gear) and reasonable accommodations for youth with disabilities.

I. PERFORMANCE INDICATORS (See Training and Employment Guidance Letter (TEGL) 10-16, Change 1 for reference)

WIOA PRIMARY INDICATORS OF PERFORMANCE
Placement in Employment/Education/Training
Retention in Employment/Education/Training
Median Average Earnings
Credential Attainment
Measurable Skills Gain

J. WAGE AND LABOR AND HEALTH AND SAFETY STANDARDS

Youth participating in work experience opportunities must be compensated in accordance with applicable laws, but not less than the higher of the rate specified in the Fair Labor Standards Act of 1938 or the applicable State minimum wage law and all statutory deductions, for those wages are to be deducted. The DCWDB recommends a work experience wage rate of \$8.50 per hour.

K. PARTICIPANT WAGE ACCOUNTING REQUIREMENTS

The DCWDB require all participant wages and statutory deductions, for those wages, to be paid directly by the provider and documentation of payment(s) and corresponding timesheet submitted to the DCOWD youth department.

L. DATA ELEMENT VALIDATION AND REPORTING REQUIREMENTS

Organizations awarded funds are required to collect, retain and submit personally identifiable information (PII) on WIOA activities and program outcomes. Organizations must ensure accuracy and integrity of information collected, stored, and reported to the DCOWD youth department. Disposing of information must follow the WIOA records retention requirements.

M. EQUAL OPPORTUNITY AND NONDISCRIMINATION

The respondent assures that WIOA funded services, activities and agreements will comply fully with the provisions of WIOA, Section 188, Nondiscrimination and Equal Opportunity regulations (29 CFR Part 38), Title VI of the Civil Rights Act of 1964, The Americans with Disabilities Act of 1990, The Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments of 1972 and practice Diversity, Equity and Inclusion.

N. FINANCIAL MANAGEMENT RESPONSIBILITIES

When presenting your financial information and budget, the proposing contractor(s) needs to be clear and specific regarding guidelines designed to carry out sound financial management. This system must include provisions that provide specific documentation and designated staff responsibilities to ensure the program is properly managed and fiscally sound. Provide a complete description, as required, to the questions in the narrative.

O. ALLOWABLE COSTS BY CATEGORY

Costs shall be limited to those necessary and reasonable for, and directly related to, the proper and efficient operation of services to youth. Costs are allocated to a cost category to the extent that benefits are received by such category. In addition, in any single costs, which are properly chargeable to more than one cost category, shall be prorated among the appropriate cost categories.

Administrative costs involved in furnishing allowable administrative activities may be chargeable to the administration cost category. Costs may include any staff salaries, fringe benefits, office supplies, equipment, rent and maintenance of office space, utilities, postage, duplication and printing, advertising, insurance and other reasonable expense associated with the provision of administrative activities. Such costs may include, but are not limited to advertising, insurance, duplication and printing, dissemination of program activity information, coordination activities (w/agencies), data collection for program evaluation.

Program costs allocated to the program services category must be directly beneficial to the education, training, and subsequent placement of a participant into employment, post-secondary Ed and /or advanced training. Costs may include staff salaries, fringe benefits, materials, supplies, rent, utilities, participant transportation, meals, health care and medical services, counseling, job search assistance, outreach activities, and incentives based on documented and approved performance goals associated with the provision of these program activities. Costs not included are staff travel associated with conference attendance.

P. LINE ITEM BUDGET

All proposing agencies must submit a detailed line item budget by using the attached budget summary sheets. (Attachment E). A detailed breakdown of all costs between administration and program must be provided and comply with the requirements of all federal and state regulations applicable to federally funded programs. Note: costs shall be limited to those necessary and reasonable for and, related to, the proper and efficient operation of the proposed program. The budget must follow the requirements and format identified in this RFP. No handwritten submissions will be accepted.

Q. LEVERAGED FUNDS AND IN-KIND SERVICES

Proposals should demonstrate a willingness and ability to leverage funds and in-kind services in their program design to address the needs of out-of-school youth. This portion of the proposed proposal will be given strong consideration when reviewed by the review team.

PART IV: EVALUATION CRITERIA

A DCWDB review team will independently evaluate each proposal. Selection will be made based on the criteria listed below. A proposal *must* receive a minimum total score of 65% to be considered for funding.

PROPOSAL SECTIONS	POINTS AWARDED PER CATEGORY
Program Specification	10
Program Components	30
Goals and Outcomes	15
Agency Experience and Expertise	15
Fiscal Plan	30
Total	100

PROPOSAL PROGRAM SUMMARY COVER SHEET

Agency Name: _____

Agency Address: _____

Program Name: _____

Site Address: _____

Program Contact Person: _____

Contact Information: Phone#: _____ FAX#: _____ E-Mail: _____

Number of Youth Planned: WIOA OSY: _____

Total Funds Requested: \$ _____

Cost Per Youth Planned: Participant: \$ _____ Placement: \$ _____

AGENCY STATUS: (Check all that apply)

Non-Profit _____ For-Profit _____ Corporation _____ Partnership _____

Governmental _____ Local Education Agency _____ Labor Union _____

Business or Trade Organization _____ Labor Management Organization _____ Industry Association _____

Private Licensed School by Pa. Department of Ed. _____ Community- Based Organization _____

Number of Years in Operation: _____ Federal I.D. # _____

Number of years operating the pre-apprenticeship model being proposed: _____

Number of years operating the same or similar model being proposed _____

Provide contact information for other Workforce Development areas or administrative entities you have provided youth program services to:

In compliance with this RFP format, and subject to the conditions thereof, the undersigned offers to furnish the services requested and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the firm named above.

Contractor (Agency)

Date

Printed Name & Title of Authorized Signatory

Signature of Authorized Signatory

Attachment B PART V: STATEMENT OF WORK NARRATIVE

Submissions must be on letter size paper with 1- inch margins and a 12-pt. font and include page numbers. Proposals not submitted in the required format will be disqualified.

Section 1: Executive Summary (1-page maximum)

All proposals must include an Executive Summary, which should be clearly identified as such, attached to this form and include a clear and concise description of the following:

- Your agency’s vision/mission statement
- A summary of the proposed program

Section 2: Design Narrative (10 pages maximum)

The Statement of Work narrative must include all aspects of your proposed program design. The purpose is to provide an in-depth description of your overall program, how goals and objectives will be achieved and demonstrate how the requirements of WIOA will be met.

A. PROGRAM SPECIFICATIONS

a. Target Population

1. Describe the population of WIOA eligible youth to be served; specify age and any barriers your target group may possess.

b. Outreach/Recruitment Methods

1. Describe your outreach and recruitment methods. Define your strategy to meet your proposed enrollment numbers and include evidence to document there are enough numbers in the group you are proposing to serve.

c. Eligibility, Certification and Orientation Process

1. Describe your eligibility and certification process and how orientation will be conducted.
2. Describe your referral procedures and include partnerships and collaborations in place with other community partners for both eligible and in-eligible youth. Referral of in-eligible youth to the DCOWD youth department is not considered a referral.

d. Dates of Enrollment & Program Accessibility

1. Identify start dates and if the program will be open/entry-open exit.
2. Identify program location (if available); accessibility by public transportation & ADA compliance.

B. PROGRAM COMPONENTS

a. Objective Assessment

1. Describe your objective assessment strategy to include review of academic & skill levels and service needs, types of tools to be used, testing process; and documentation of results and how assessment results will be used to determine appropriate services.

b. Individual Service Strategy-(ISS)

1. Describe your methodology for developing the Individual Service Strategy (ISS), include how you will incorporate results from the objective assessment; ensure the ISS will address the specific needs of the individual; link one or more indicators of performance and identify career pathways that include education and employment goals.
2. Describe the process to complete the ISS. Include staff member, name and title, responsible for ISS management and ongoing data entry into the Commonwealth Workforce Development System (CWDS).

c. Case Management Strategy

1. Describe your case management process and how it will be integrated into your program from enrollment through exit and follow-up. Include the ratio of case manager to participant and experience in trauma-informed care.
2. Provide an example of a case note narrative.
3. Describe the process to enter case notes into the CWDS system. Provide your case notes policy to include frequency of notes and timeline for data entry. Include the staff member name and title responsible for data entry.

d. Program Elements and Service Strategy

Describe your pre-apprenticeship program and how the services will be integrated into your overall program design.

1. Describe how your pre-apprenticeship program design will incorporate basic literacy skills instruction leading to an educational functioning level (EFL) increase using CASAS reading, and math assessment testing provided by a DCWDB Title II provider.
2. Describe how your pre-apprenticeship program design will incorporate work readiness employability skills and behaviors such as personal and interpersonal skills, independent living skills and employer expectations.

3. Describe how your program will incorporate career pathways, career awareness, career counseling, and career exploration services and how these services will prepare youth to transition to post-secondary education, advanced training or unsubsidized employment increasing placement and retention results.
4. Describe your plan to provide pre-apprenticeship education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster into your overall program design. Identify skills and knowledge competency standards of measurement leading to a measurable skill gain (MSG).
5. Describe any pre-apprenticeship skills training. Include how the training will lead to an industry recognized certificate or credential aligned with RAP industry standards, in in-demand-industry sectors and high priority occupations approved by a RAP in the local area. See www.paworkstats.dli.pa.gov for Delaware County High Priority Occupations (HPO) list.
6. Describe and include examples of how meaningful paid and unpaid work experiences, including non-traditional experiences, that have as a component pre-apprenticeship academic and occupational education will be:
 - a. Designed, supervised, and monitored
 - b. Describe and provide examples of the type of industries represented and work experience positions planned
 - c. Number of work sites available; identify if for profit or non-profit
 - d. Planned wage amount, number of weeks and hours to be worked
7. Describe your connection to registered apprenticeship programs (RAP), and employers, including small employers, in in -demand industry sectors or occupations and how these connections will help prepare youth for future entry into a RAP, unsubsidized employment, advanced training or post-secondary educational opportunities.
8. Describe and include examples of PA. CareerLink®, partner services incorporated into your program design. Include any formal connections to Delaware County systems that serve youth from juvenile justice, Children and Youth Services and foster care agencies. Describe your recruitment strategy. Include formal agreements in place.
9. Attach a customer flow chart that describes the services provided to youth as they progress through your program.

Answer questions #: 10-20 on Attachment C, Program Element Narrative Chart:

10. Describe how 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) will be provided.
11. Describe alternative secondary school services, or dropout recovery services, as appropriate.
12. Describe leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate.
13. Describe strong linkages between academic instruction and occupational education leading to the attainment of recognized post-secondary credentials if applicable;
14. Describe the type, reason, frequency and amount of supportive services planned. Include documentation process.
15. Describe adult mentoring for a period of participation and a subsequent period, for a total of no less than 12 months.
16. Describe your plan for comprehensive guidance & counseling, to include drug & alcohol abuse counseling & referral.
17. Describe your financial literacy education program. Successful applicants will collaborate with the DCWDB-funded Financial Literacy provider to coordinate delivery of programming.
18. Describe entrepreneurial skills training planned.
19. Describe services that provide labor market information in in demand industries and occupations.
20. Describe your retention and follow-up services plan to include, but not limited to, methods and frequency of contacts, identified strategies used to keep the participant engaged from entry, through exit and follow-up.

C. GOALS AND OUTCOMES

a. Performance Indicators:

1. Provide a description of your planned WIOA performance goals and objectives and include planned percentages to be achieved for each performance goal.
2. Describe how your proposed services will assist participants in achieving your planned performance outcomes.
3. Describe how your program will assess performance and strategies for improving performance throughout the grant period.
4. Describe strategies to be used to obtain feedback from youth, parents, community partners, employers or schools to improve the effectiveness of services. Provide copy of Customer Satisfaction Survey if applicable.

D. AGENCY EXPERIENCE AND EXPERTISE

1. Describe your experience in providing these or similar proposed services, including the number of years of experience, program year(s) funded, number of participants served, and outcomes achieved.
2. Identify all staff that will be dedicated to the proposed program and identify their qualifications to provide the full scope of services. Provide job descriptions and resumes. Note: All staff resumes will be required at contracting.
3. Identify the primary contact(s) for information and reporting for this program (Attach your agency's organizational chart)
4. Describe how your organization collaborates with other community organizations to design and implement services to youth. Include the organization name, number of years working with the organization, and services provided.

E. FISCAL PLAN: Answer the following questions in addition to completion of the budget pages contained in **Attachment C**.

1. Provide a brief narrative justifying the proposed budget.
2. Describe your ability to be compliant with program reporting and record keeping, and the capability to generate accurate and timely fiscal and programmatic reports to the Delaware County Workforce Development Board (DCWDB) as required.
3. Describe what procedures are in place to ensure accounting records are supported by source documentation for each transaction.
4. Describe what procedures are in place to assure that allowable costs will be limited to those necessary and reasonable for and directly related to the proper and efficient operation of the youth program.
5. Provide job descriptions for fiscal positions funded under this proposal that include duties and responsibilities necessary to verify adequate personnel capabilities necessary to implement the fiscal activities required by DCWDB.
6. Describe and complete the following:
 - a. What are the total costs of your program?
 - b. Identify how many participants you are planning to serve and what are the total costs per participant? (Include cost per participant at enrollment and placement)
 - c. What part of the total program costs are you requesting from the DCWDB?
7. Identify the businesses, as well as any community, education and workforce partners etc. that have supported your programs; and describe any monetary or non-monetary contributions received to support your program.
8. Describe where you are getting additional funds (leveraged funds) and identify the source for all additional funds.
 - a. In-kind contributions
 - b. Direct funds from other funding sources
 - c. Contributions of supplies & equipment from your organization /or outside contributors
 - d. The value of voluntary labor
 - e. Complete the Federal Funding & Leveraged /Matching Funds chart (**Attachment D**)

Attachment C

<p><i>WIOA OSY 14 Elements Chart Questions # 10-20</i></p>	<p><i>Identify the Local Provider Organization & Contact Information</i></p>	<p><i>Include Number Served for Each Element</i></p>	<p><i>Indicate how the elements are integrated into the program design; include timeframe providing each element.</i></p>	<p><i>Provide examples of program element completion & skill gains Include examples of supporting documentation</i></p>
Tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies				
Alternative secondary school offerings or dropout recovery services (specify)				
Leadership development activities, e.g., community service, peer-centered activities				
Linkages between academic & occupational education preparation and transition activities leading to attainment of Post-secondary Ed. credential				
Supportive Services				
Adult mentoring for a period of participation and longer for not less than 12 months				
Comprehensive guidance and counseling, including drug and alcohol abuse counseling				
Financial Literacy Instruction in collaboration with DCWDB-funded provider				
Entrepreneurial skills training				
Services that provide labor market information about in-demand industry sectors and occupations				
Retention and Follow-up services				

Attachment D

Federal Funding Chart

Complete the table below for determination of the need of your organization to undergo either an organization-wide or program specific audit. Indicate \$0 if no federal funds have been received or anticipated to be expended in the future. If your organization's federal funding levels fall within OMB circular guidelines necessitating an audit, it is the responsibility of the proposing entity to have one performed in accordance with the circulars. Include dollar amount and funding source.

Total federal funds your organization received during the period: July 01, 2020~June 30, 2021	\$
Total federal funds, excluding this proposal, your organization anticipates receiving during the period: July 01, 2021~June 30, 2022	\$

Leveraged/Matching Funds Chart

Leveraged funds are a very important resource that we cannot overlook when we evaluate the true costs of services and resources provided to our customers. Complete the chart below and clearly describe the amount of all funds that are being leveraged or provided in-kind to support your program to assist us in our on-going effort to evaluate total program costs. Actual costs, minus the funds that DCWDB awards to your program, are known as Leveraged funds. These include in-kind contributions, the value of voluntary labor, contributed supplies and equipment, and additional costs not included in your proposal for cost reimbursement, but are legitimate costs for the services and resources you are providing.

IN-KIND CONTRIBUTIONS	DIRECT FUNDS FROM OTHER SOURCES	SUPPLIES & EQUIPMENT	VALUE OF VOLUNTARY LABOR	TOTAL
Total Funds leveraged/Matched				