

**WORKFORCE INVESTMENT ACT (WIA)
REQUEST FOR PROPOSAL**

**Comprehensive Youth Program
Issued for Local Workforce Investment Area 11**

On behalf of Southwest Human Resource Agency, Local Workforce Investment Area 11 and its Youth Policy Council announce the release of Workforce Investment Act (WIA) funding to organizations interested in providing youth workforce development services to youth ages 14 – 21 for the following counties:

_____	Chester	_____	Haywood
_____	Decatur	_____	Henderson
_____	Hardeman	_____	Madison
_____	Hardin	_____	McNairy

The Youth Council for LWIA 11 is soliciting proposals for:

- Youth services to be provided to out-of-school youth in the above-mentioned counties
- Youth services to be provided to in-school youth in the above-mentioned counties

The initial contract will be for one twelve (12)-month period beginning July 1, 2014 and ending June 30, 2015 with the option to renew dependent upon available funding and successful performance outcomes.

Service delivery through the Workforce Investment Act is separated into out-of-school youth (OSY) and in-school youth (ISY). An OSY is defined as an eligible youth who is a school dropout; or an eligible youth who has received a secondary school Diploma or General Equivalency Diploma but is basic skills deficient, unemployed, or underemployed. An ISY is defined as a youth who is regularly attending an accredited high school and is in active pursuit of a high school Diploma. Both OSY and ISY must meet the WIA eligibility criteria outlined in Attachment A.

The West Tennessee Workforce Investment Board reserves the right to accept or reject, wholly or in part, any or all proposals submitted. Only completed Requests for Proposals (RFPs) will be considered for funding. A completed RFP will thoroughly respond to all questions and will include all required information.

Service providers will be recommended by the Youth Council to the West Tennessee Workforce Investment Board. Selection will be based on the information provided in the enclosed Request for Proposal. Providers selected for funding under this request for proposal may be eligible for program extensions depending on performance and availability of funds as determined by the West Tennessee Workforce Investment Board. All contracts are contingent upon availability of funding.

Schedule for RFP Submission, Review, and Awards

ACTION	DATE
RFP Notification Released	March 3, 2014
Proposals Due	April 8, 2014 (By 4:00 P.M. CDT)
Youth Council Review	April 17, 2014
Recommendations Made to LWIB Executive Committee	May 24, 2014
Announcement of Awards	May 31, 2014
Contract Start Date	July 1, 2014

An Equal Opportunity Employer

Auxiliary Aids and Services Are Available Upon Request to Individuals with Disabilities

**Tennessee Local Workforce Investment Area 11
REQUEST FOR PROPOSALS
PROPOSAL SIGNATURE SHEET**

Agency Name:

Address:

Agency Telephone #:

Agency Fax #:

Administrative/Fiscal Contact Person:

Title:

Program Contact Person:

Title:

Contact Fax#:

Contact Email:

Agency Type (indicate where appropriate)

Governmental _____ For Profit _____ Corporation _____ Non-Profit _____

Number of Participants to be Served/Funds Requested/Cost Per Participant:

(the Local Workforce Investment Board would like the Proposer to provide different levels of service and related cost to allow for options in purchase)

Number of Participants	Funds Requested	Cost Per Participant

Certification of Proposal Content:

Duplication of Services and Conflict of Interest: To my knowledge, this proposal does not duplicate services or resources available in the area that are or may be provided by non-WIA sources. This organization, its members and collaborators are not now and shall not in the future be engaged in any activity resulting in a conflict of interest, real or apparent, in the selection, award, or administration of a contract for WIA funds.

Cost/Price Data and Proposal Content: This is to certify that, to the best of my knowledge and belief, the cost/pricing data submitted, either actually or by specific identification in writing to the Local Workforce Investment Area 11 in support of this proposal, is accurate, complete and current as of the date below. This certification includes the cost/pricing data supporting any agreements or contracts that may be agreed upon between the Offeror and the Local Workforce Investment Area 11 that are part of the result of submitting this proposal.

Agency understands that the proposal submitted in response to the RFP is not a legally binding document; however, any contract to be awarded shall be based on information contained in the proposal.

Signature of Authorized Representative

Date

Title of Representative

I. General Information

- A. The Workforce Investment Act of 1998 (P.L. 105-220) was signed into law on August 7, 1998. The West TN Workforce Investment Board is responsible for the administration and oversight of WIA programs operated in Local Workforce Investment Area 11 (LWIA 11). The Act also requires the appointment of a Youth Council which is responsible for the planning, oversight and recommendation of programs and activities for youth, consistent with Title I, Section 129 of the Act. Additionally, the Act specifies that program services for youth shall be procured on a competitive basis except in those areas where waivers are in place.
- B. This Request for Proposal is for the operation of Workforce Investment Act youth programs in LWIA 11, which include: Chester, Decatur, Hardeman, Hardin, Haywood, Henderson, Madison, and McNairy counties.
- C. Funds allocated for eligible youth should offer youth programs that:
- 1) Provide an objective assessment of the academic levels, skill levels, and service needs of each participant.
 - 2) Develop service strategies for each participant that shall identify an employment goal (including, in appropriate circumstances, nontraditional employment), appropriate achievement objectives, and appropriate services for the participant taking into account the assessment conducted.
 - 3) Provide preparation for postsecondary educational opportunities.
 - 4) Provide strong linkages between academic and occupational learning.
 - 5) Provide preparation for unsubsidized employment opportunities.
 - 6) Provide effective connections to intermediaries with strong links to the job market and local and regional employers.
 - 7) Provide continued supportive services that assist youth with barriers to employment and education.

It is the Youth Council's expectation that proposals will include the above-mentioned youth service delivery requirements outlined in WIA, with the possible exception of # 7. Any supportive services will be delivered directly through the WIA Program.

- D. CONTACT PERSON: All questions concerning this RFP should be directed to: Betsy Pickler, Youth Program Coordinator (731-989-0533 x3112) bpickler@swhra.org.
- E. RESOURCES FOR ADDITIONAL INFORMATION
- The Workforce Investment Act P.L. 105-220 can be accessed at www.usworkforce.org
 - The State of Tennessee Department of Labor and Workforce Development WIA Youth Plan can be accessed at www.tn.gov
- F. BIDDER QUALIFICATIONS: Proposals will be accepted from any private for-profit entity, private non-profit entity, government agency, or educational institution that can demonstrate the capacity to successfully provide the services identified in this RFP. Proposals from consortia, partnerships or other combinations of organizations are encouraged, but must identify one organization as the lead agency and prime contractor. In addition, past contractors will be evaluated on history of performance.

- G. **COLLABORATION AND LINKAGES:** Proposals may be a collaborative efforts or a single entity as a sole provider. Local Career Centers have been established to serve as a community-wide resource and a centralized place where community members and employers can access information and resources on education and workforce development. Many services and informational resources already exist that could meet the needs of young people. Each successful bidder is required to develop linkages and access appropriate resources from the Career Center. The goal is to provide young people with exposure to the Career Center’s informational resources and services and to integrate young people into a mainstream system. Each proposal must show tangible ways the Career Center services and resources will be used to support their program design.
- H. **SUBMISSION REQUIREMENTS:** All proposals must be double spaced on white 8 ½” by 11” paper using a 12-point font. Staple the original and each copy firmly in the upper left hand corner. Specialized bindings or coverings, paper clips, or other removable fasteners are not acceptable.

In order to be considered for funding, the following materials **MUST** arrive in the Southwest Human Resource Agency Office, no later than 4:00 PM on April 8, 2014.

- The original proposal, with original signature (s) of the person (s) authorized to sign the proposal using blue ink for signatures.
- Four (4) stapled copies of the proposal.
- A computer disk or other electronic version containing the proposal and the budget. The disk should be formatted in Microsoft Word of Rich Text formats
- All materials should be delivered in a sealed envelope.
- No fax or emailed proposals will be accepted.

Proposals may be mailed to:
Southwest Human Resource Agency
PO Box 264
Henderson, Tennessee 38340
Attn: Betsy Pickler

Proposals may be hand delivered to:
Southwest Human Resource Agency
1527 White Avenue
Henderson, TN 38340
Attn: Betsy Pickler

- I. **ELIGIBLE YOUTH:** Individuals to be served through this RFP are youth ages 14 – 21 who are economically disadvantaged (based on WIA standards). This RFP is directed to provide leadership development, mentoring, case management, college readiness, and workforce preparation to eligible youth, as well as establishing a life plan for successful participation into the labor market.
- J. **PROGRAM ELEMENTS:** The Workforce Investment Act requires the inclusion of ten program elements in all youth programs as referenced in Title 1, Section 129 of the Act. These program elements can be made available directly or through partnerships. All youth do not need to take part in each of these elements, but each element must be available to all youth who are identified through a comprehensive assessment to need that element. Services may be provided through documented partnerships that service the “lead agency”. Youth may also be referred to services currently available within a community, if needed, to meet the required access to all ten elements. Service providers will be required to document activities, attendance and progress of youth enrolled into each element. The successful bidder may access services at no cost to the Workforce Investment Act when alternative resources exist.

Activities for youth should be designed as a year-round program, including summer months. Programs that are funded must also provide effective and comprehensive activities, with a variety of options for improving educational and skill competencies and provide effective connections to employers through the following ten required program elements

- **Tutoring and Study Skills Training:**

This element is designed to improve the basic and study skills of the eligible population. Tutoring and/or study skills training shall be structured to ensure intensive individualized assistance is provided for youth in need of remediation or skills improvement. This element includes any instruction leading to the completion of secondary school and enhancement of likelihood of success in post-secondary school. This activity shall lead to improvement in participant's test scores and overall academic performance. Service providers may refer participants for this service or provide the service through scheduled activities. However, it is the responsibility of the service provider to document activities conducted and progress of students participating in this element.

- **Alternative Secondary School Services:**

Participants may be referred for scheduled alternative educational opportunities that are designed to improve the student's academic performance and will lead to continuation in secondary school, receipt of a credential, and enrollment into post secondary education. Scheduling of alternative education activities and the definition for successful outcomes will be consistent with local school district policies. Service providers will be required to document the activities conducted and the progress of the students participating in this element.

- **Summer Employment Opportunities:**

Summer employment opportunities are to be viewed as one element among many available to youth as part of a menu of activities offered by the local providers. Summer employment opportunities must be directly linked to academic and occupational learning and be based on the interest and needs of each youth served. Service providers must develop summer employment opportunities that are related to each student's career goal and integrated with the student's education plan. Employment opportunities should be based on an as needed basis. Work experience sites shall be made available at convenient times and locations for participating youth. Service providers will be made responsible for the following activities: development of summer worksites in public and/or private sector, orientation of work site supervisors and participants, completing worksite agreements between worksite and service provider, maintenance of participant timesheets, monitoring worksites and documenting work activities.

- **Paid and Unpaid Work Experiences:**

Work experiences are planned, structured learning experiences that take place in a workplace for a limited period of time. Work experiences are designed to enable youth to gain exposure to the world of work and its requirements and may include internships and job shadowing. Work experience should be designed to help youth acquire personal attributes, knowledge, and skills needed to obtain a job and advance in employment. The purpose is to provide the youth participant with opportunities for career exploration and skill development and not exclusively to benefit the employer. Work experience may be subsidized or unsubsidized (consistent with Wage and Hour Laws) and may include the following elements:

- 1) Instruction in employability skills or generic workplace skills
- 2) Progressively more complex tasks;
- 3) Internships and job shadowing (unpaid work experience);
- 4) The integration of basic academic skills into work activities;
- 5) Supported work, work adjustment, and other transition activities;
- 6) Entrepreneurship; and
- 7) Exposure to various aspects of an industry.

Work experience can occur in the public, private, for-profit, or non-profit sectors when the assessment and individual employment plan (IEP) indicates that work experience is appropriate. Participants must take the Career Scope before being placed on a worksite, this assessment (Career Scope) is available at the local Career Center.

- **Occupational Skills Training:**

For youth, ages 18-21, assistance with the cost of occupational skills training may be available through youth funding. Occupational skills training includes short-term (2 years or less) training for a specific occupation shown to be in demand in LWIA 11. A demand occupation is defined as an occupation with projected positive job growth or job replacement ratios within 12-24 months, according to the best available sources of state/local labor market information and according to needs identified by local employers. Occupational skills training shall lead to a credential in the field of study (certificate, degree, or diploma) and related full-time employment.

- **Leadership Development opportunities for youth may include:**
 - 1) Exposure to post secondary educational opportunities;
 - 2) Community and service learning projects
 - 3) Peer-centered activities, including peer mentoring and tutoring;
 - 4) Organizational and team work training, including team leadership;
 - 5) Training in decision-making, including determining priorities;
 - 6) Citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources;
 - 7) Employability skills improvement; and
 - 8) Positive social behaviors, often referred to as soft skills, may include, but are not limited to, the following: Positive attitudinal development, self esteem building; cultural diversity training, and work simulation activities.

- **Youth Mentoring:**

This element shall be available to participants as a means of career exploration and personal development. Service providers will be responsible for identifying adult mentors who are interested in the advancement of youth in the community.

Adult mentoring activities may include:

- 1) Job shadowing and guidance provided by an adult to assist the participant in increasing his/her academic performance;
- 2) Goal-setting;
- 3) Support meetings to increase the motivation of the youth served;
- 4) Career exploration assistance;
- 5) World of Work and social skills improvement.

- **Comprehensive Guidance and Counseling:**

This element provides eligible youth with intensive guidance and counseling related to career exploration, personal counseling, drug and alcohol abuse counseling, financial counseling, and goal setting. Specialized counseling and services may be conducted through a referral to an appropriate organization or counselor experienced in counseling and guidance in the particular area of concern. This may be an ongoing activity throughout the duration of services and follow up.

- **Supportive Services:**

Supportive services are defined as those necessary to assist youth to be successful in achieving their goals and will be made available based on the needs of the individual if other sources of funding or services are not available to assist. It is the responsibility of a service provider to ensure that other sources of supportive service funding are coordinated and accessed prior to utilizing Title I WIA funds. These supportive services will be available, consistent with Board policy, through a service provider contract or directly to individuals served.

- **Follow-up Services for Youth:**

Follow-up services may include one or more of the following activities:

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

All WIA participants must receive follow-up services for a minimum duration of twelve (12) months after participation.

- K. **PERFORMANCE MEASURES:** The Workforce Investment Act requires a comprehensive performance accountability system to assess the effectiveness of States and Local Areas in achieving continuous improvement of workforce investment activities funded under Title I of the Act. The intent of continuous improvement is to optimize the return on investment of Federal funds in statewide and local workforce investment activities. The Act specifically mandates three youth core indicators of performance and two additional customer satisfaction measures which are conducted by the University of Memphis

Performance Measures for Youth:

- 1) Attainment of a Degree or Certificate: Of those youth enrolled in education (at the date of participation or at any point during the program), the number of youth who attain a diploma, GED or certificate by the end of the third quarter after exit will be counted as a positive exit. The goal for this measure is 70%.
- 2) Placement in Employment or Education: This measure is calculated on all youth who are not in post-secondary education or employment (including military) at the date of participation. A positive outcome for youth is placement into postsecondary education and/or employment and attainment of a Credential (as defined above) in the first quarter after exit from the program. Placement rate in order to obtain this measure must be at least 66%.
- 3) Literacy and Numeracy Gains: To count as a positive exit, at least 33% of out-of-school youth who are basic skills deficient must increase one or more educational functioning levels to meet this measure.

II. Evaluation Criteria

In response to this RFP, each proposal received which meets minimum requirements will be evaluated and scored based on the criteria in the following categories:

Year Round Program Evaluation	Points
Background of agency	15
Statement of need	15
Coordination and linkages (define partnerships)	20
Strategy for recruitment (reasonable and quality)	15
Program training design and implementation	30
Program outcomes (goals and objectives)	30
Participant assessment (comprehensive)	10
Participant attendance and progress	10
Training facility and project staff	10
Budget (including financial systems)	20
Participant support services and counseling	15
Follow up services	10
Total points	200

WIA 11 Youth Service Proposals - Guide for Scoring

Background of Agency (maximum total of 15 pts)	
<ul style="list-style-type: none"> ▪ History of success as a WIA contractor (maximum of 10 pts.) 	
<ul style="list-style-type: none"> ▪ General background – consider: agency longevity and stability, experience with post secondary preparation, experience with workforce development services, history of services to youth (maximum of 5 pts) 	
Statement of Need (maximum total of 15 pts.)	
<ul style="list-style-type: none"> ▪ Use of significant indicators of local service needs, such as: populations demographics about youth 16-21, school completion rate, rate of unemployment for persons 16-21 (maximum of 3 pts) 	
<ul style="list-style-type: none"> ▪ Demonstrated need for program services in proposed locale (maximum of 5 pts) 	
<ul style="list-style-type: none"> ▪ Sound statement of need for WIA-funded youth services (maximum of 7 pts.) 	
Coordination and Linkages (maximum total of 20 pts.)	
<ul style="list-style-type: none"> ▪ Documented partnership arrangement with local TDOLWD Career Center (maximum of 20 pts) 	
Strategy for Recruitment (maximum total of 15 pts)	
<ul style="list-style-type: none"> ▪ Reasonable goal for number of participants to be served (maximum of 5 pts) 	
<ul style="list-style-type: none"> ▪ Strategy describes methods and efforts to recruit participants apparently adequate to accomplish the proposed goal (maximum of 5 pts) 	
<ul style="list-style-type: none"> ▪ Strategy included methods and effort necessary to recruit 15% of the goal by the end of the first quarter of operations, and to recruit 75% of the goal by the end of the third quarter of operations (maximum of 5 pts) 	
Program training design and implementation (maximum total of 30 pts)	
<ul style="list-style-type: none"> ▪ Adequately addresses the seven purposes identified in the Workforce Investment Act (maximum of 5 pts) 	
<ul style="list-style-type: none"> ▪ Describes methods and efforts likely to accomplish successful placement of participants in post secondary training and/or employment (maximum total of 15 pts) 	
<ul style="list-style-type: none"> ▪ Methods and efforts described include adequate case management to address participant barriers to post secondary education and/or workforce entry (maximum total 10 pts) 	
Program Outcomes (maximum total of 30 pts)	
<ul style="list-style-type: none"> ▪ Presents clear goals and objectives for accomplishment of 70% of participants to receive acceptable credentials and for 70% of participants to be exited to post secondary education and/or placement into the workforce (maximum total 15 pts) 	
<ul style="list-style-type: none"> ▪ Goals and objectives that include specific dates for accomplishment (maximum total 5 pts) 	
<ul style="list-style-type: none"> ▪ Goals and objectives have specific measures of accomplishment (maximum total 5 pts) 	
<ul style="list-style-type: none"> ▪ Goals and objectives adequately address the program training design (maximum 5 pts) 	

Participant Assessment (maximum total 10 pts)	
<ul style="list-style-type: none"> ▪ Plan for assessment describes methods and tool to be used to conduct the assessment (maximum 3 pts) 	
<ul style="list-style-type: none"> ▪ Plan includes provision for assessment of basic education skills and instruments used to determine (maximum 4 pts) 	
<ul style="list-style-type: none"> ▪ Plan includes provision for review of the participant's life situation to determine barriers for progress in education or workforce development (maximum total 3 pts) 	
Participant attendance and progress (maximum 10 pts)	
<ul style="list-style-type: none"> ▪ Describe procedures for measuring participant progress (maximum of 7 pts) 	
<ul style="list-style-type: none"> ▪ Accurate recording methods used to determine time and attendance (maximum of 3 pts) 	
Training facility and project staff (maximum total 10 pts)	
<ul style="list-style-type: none"> ▪ Describes the role, responsibilities, and qualifications of each staff person in detail (maximum 7 pts) 	
<ul style="list-style-type: none"> ▪ Describes adequate training facilities and/or sites to accomplish program design (maximum 3 pts) 	
Budget (maximum total 20 pts)	
<ul style="list-style-type: none"> ▪ Reasonableness of budget to accomplish the proposed program design- special consideration should be given to plans with cost per/participant less than \$1500 (maximum 15 pts) 	
<ul style="list-style-type: none"> ▪ States dedication and means to submit invoicing on a timely basis (maximum 5 pts) 	
Participant support services and counseling (maximum total 15 pts)	
<ul style="list-style-type: none"> ▪ Adequately describes methods and efforts to provide the planned services (maximum 5 pts) Includes development of an individualized plan of service (maximum 5 pts) 	
<ul style="list-style-type: none"> ▪ Includes development of an individualized plan of service (maximum 5 pts) 	
Follow up services (maximum total 10 pts)	
<ul style="list-style-type: none"> ▪ Plan for twelve months of participant follow up (maximum 5 pts) 	
<ul style="list-style-type: none"> ▪ Describe adequate methods and efforts to accomplish proposed plan (maximum 5 pts) 	
Total Points of proposal (maximum 200 pts)	

Reviewer Notes:

III. Request for Proposal Information

The West TN Workforce Investment Board will consider the recommendations of the Youth Council with regard to each proposal reviewed. The decision of the West TN Workforce Investment Board will be final.

The West TN Workforce Investment Board and the Youth Council reserve the right to accept or reject any or all proposals at any time during the bidding and review process. The Board also reserves the right to waive any formalities in bids where acceptance, rejection, or waiver is considered in the best interest of the West TN Workforce Investment Board and its Youth Council. In the event proposals are rejected due to programming changes, regulatory changes, or budget constraints, bidders will be notified in writing.

If a proposal is denied, an appeal for non-award of funds may be made by submitting a written request for reconsideration and an explanation justifying the need for reconsideration within 10 days of notice of non-award to the following:

Jimmy Bell, WIA Director
Workforce Investment Act, Area-11
PO Box 26
Henderson, Tennessee 38340
731-989-0533

TECHNICAL ASSISTANCE: All questions during this process must be submitted in writing (fax and e-mail acceptable) to the following: Phone calls will not be accepted due to fairness to all interested contractors.

Attn: Betsy Pickler
Workforce Investment Act, Area-11
Fax: 731-983-3149
Email: bpickler@swhra.org

Any questions received will be responded to at the bidder's conference. Questions will be discussed during the Bidders Conference. This will ensure that all interested parties have equitable access to any technical assistance or clarifications issued by staff.

IV. PRE-AWARD CONDITIONS

The West Tennessee Workforce Investment Board reserves the right to request additional information to amplify, clarify, or support proposals. The WTWIB and the Youth Council also reserves the right to conduct an on-site pre-award review of the proposer's facilities, including an on-site review of the proposer's administrative and programmatic delivery system. The proposing agency will be contacted in advance of such a delivery system. The proposing agency will be contacted in advance of such a visit and the proposing agency will be expected to have at least one staff member available to respond to questions.

As part of the pre-award survey evaluation process, performance data from other jurisdictions and funding sources may be requested regarding the proposer's ability to meet planned goals and funding requirements.

An agency applying under this RFP must be willing to submit revisions to its proposal to adapt the project to specific funding guidelines or changes in WIB Policies and/or Local, State, or Federal policies and regulations.

Proposals may be negotiated prior to a contract being awarded.

V. CONTRACT AWARD

Contracts shall be awarded on the basis of the best interest of the program in terms of price, content, and other factors being considered in the RFP.

All contracts will be written as Cost reimbursement contracts with backup documentation to support expenditures.

All entities awarded contracts under this Request for Proposal will be required to attend training on Workforce Investment Act methods, approved tools, tracking systems, and documentation methods including but not limited to:

- WIA Youth Management Information System Procedures
- WIA Financial and Accounting Procedures
- WIA Youth Performance Measures
- WIA Youth Skills Attainment
- WIA Individual Employment Plans
- Other Capacity Building Activities for Contractors

VI. PERIOD OF CONTRACT PERFORMANCE

The contract period is July 1, 2014 through June 30, 2015.

However, The West Tennessee Workforce Investment Board reserves the right to extend the contract on a month to month basis if necessary. Demonstration of performance will be the primary criterion for extension of a contract. Considerations in granting a contract extension will include the meeting or exceeding of required performance goals, quality of service that has been provided, timeliness of start-up and meeting of delivery schedules, level of customer satisfaction, and cost projections.

All WIA youth participants must receive follow-up services for a minimum duration of twelve (12) months after participation.

VII. Proposal Content Pages

The following information must be completed and submitted in the order provided. Use the form found on page 3 of this Request for Proposal package as your cover page followed by the responses to the information requested below.

REQUEST FOR PROPOSAL FORMAT

LWIA-11 COMPREHENSIVE YOUTH PROGRAM

(Refer to applicable sections of this RFP for further explanation of each requested item.)

A. DATE:

B. APPLICANT:

What is the organization name and complete address of the fiscal applicant?

C. CONTACT PERSON, TITLE AND PHONE NUMBER:

D. COUNTY OR COUNTIES TO BE SERVED:

Please indicate the county or counties in which you propose to operate your program by indicating the number of youth participants you propose to serve in each county:

_____ Chester	_____ Haywood
_____ Decatur	_____ Henderson
_____ Hardeman	_____ Madison
_____ Hardin	_____ McNairy

E. AMOUNT OF FUNDING REQUESTED:

Please indicate the total amount of funding requested. This amount must be supported by and consistent with the amounts indicated on the RFP Budget Sheets.

F. SUMMARY OF PROPOSAL:

Please provide a one-page summary of your proposal.

G. BACKGROUND OF AGENCY:

Provide evidence that the organization has the capability and commitment to operate a program that will achieve the required participant outcomes. Describe the organization’s experience and performance in providing the proposed services for youth.

H. STATEMENT OF NEED:

Detailed explanation as to why this program is needed in the proposed area of service.

I. COORDINATION AND PARTNERING EFFORTS:

If you plan to partner or coordinate, please provide detail of planned coordination efforts, combined funding, and referral processes. Include property, staff, services, facilities, and other in-kind contributions. Agency should have referral process in place with cooperating agencies, give examples. Any statement of partnership (support letter) should be reported as a statement of agreement for a referral agency.

J. LINKAGE WITH THE LOCAL CAREER CENTER:

Explain how the Career Center services and resources will be utilized in your program and how youth will be introduced to the Career Center System for continued support after completion of youth programs. (Mandatory partner)

K. RECRUITMENT:

Describe in detail your process for outreach and recruitment of eligible youth. This shall include your enrollment goal and your plan for requirement. This plan should propose a method to enroll 15% of the total enrollment goal by the end of first quarter with 75% of the goal met by the end of the third quarter. Failure to meet enrollment objectives, may lead to the agency being subject to sanctions.

L. PROGRAM DESIGN:

Provide a comprehensive, detailed narrative of the proposed program. Describe how the seven purposes identified (please refer to page 4) in the Workforce Investment Act are supported through your program design and the types of program activities proposed to meet each purpose. Also, describe how the program will meet the West TN Workforce Investment Board's direction for successful placement into post secondary training and/or employment and attainment of a Credential (as described on page 10).

M. PROGRAM ACTIVITIES:

Describe how the 10 required WIA program elements are supported through your program design, the activities proposed to meet each, and the proposed duration of each program activity. Include how the required elements will be made available to program youth based on assessed need. Describe in detail activities and instruction that will be included in training design.

N. PARTICIPANT ASSESSMENT:

Describe planned efforts for participant pre-assessment to determine skills to be learned and skill standards to be obtained during the program. Include how individual barriers to employment will be addressed. These barriers should be addressed in the participant plan.

O. GOALS AND OBJECTIVES:

Describe goals and objectives for the proposed program. Include planned outcomes and how they will be measured. Refer to the performance measures for older youth in section X.

P. PARTICIPANT ATTENDANCE AND PROGRESS:

Explain the methods that will be used to record time and attendance of participants. Describe procedures for measuring participant progress. Note: WIA will provide standardize forms for time and attendance recording.

Q. TRAINING FACILITIES AND PROJECT STAFF:

Describe locations of all planned training sites and worksites and how they contribute to the program. Describe the role, responsibilities, and qualifications of each staff person or portion of each staff person devoted to the program.

R. PARTICIPANT SUPPORTIVE SERVICES AND COUNSELING SERVICES:

Provide a detail plan of the supportive services that will be available to participants. Describe the methods that will be used to link participants to these supportive services, including counseling services, as determined by participant assessment. Detail case management steps for successful entry into the workplace either through training or direct placement.

S. FOLLOW-UP SERVICES:

Describe plans and strategies to provide the required 12 months of participant follow-up. Include all activities and supportive services that will be available to these youth. Include activities to assist participant with development of a personal plan for continue workforce development, success after exit from services with emphasis on options for post-secondary education.

T. FINANCIAL SYSTEMS:

Describe your financial systems to demonstrate fiscal control and accounting procedures that comply with generally accepted accounting principles. Financial systems shall include effective internal controls to safeguard assets and assure their proper use.

U. PROGRAM BUDGET:

Provide a proposed budget summary according to cost reimbursement expenditures. Please provide budget along with the computer disk provided with this RFP. Return the disk along with the proposal.

V. INVOICING REQUIREMENTS:

Invoices must be submitted on a monthly basis by the 10th day of the subsequent month. Invoices must be accompanied by supporting backup documentation for cost reimbursement. The reimbursement must be directly related to participant cost. Timesheets for staff must accompany invoices and should include detailed breakdown of wages for appropriate staff.

**Workforce Investment Area-11
Monthly Financial Status Report**

Contractor Name, Address and Phone	Period Ending: _____		Invoice # _____	
	Contract Period: _____		to _____	
	WIA Contract Number: _____			
	State Contract Number: _____			
	Contract Budget	YTD Accrued Expenditures	This Month Accrued Expenditures	Contract Balance
COST CATEGORY I - Administration				
010 Personnel Cost				\$0.00
020 Personnel Benefits				\$0.00
030 Travel				\$0.00
040 Printing, Duplicating, Film Processing				\$0.00
050 Utilities				\$0.00
060 Communication				\$0.00
070 Maintenance, Repair & Service				\$0.00
080 Professional Services				\$0.00
090 Supplies				\$0.00
140 Other				\$0.00
TOTAL ADMINISTRATION	\$0.00	\$0.00	\$0.00	\$0.00
COST CATEGORY II - Training Related & Support				
200 Non-Instructor Cost				\$0.00
201 Non-Instructor Fringe Benefit				\$0.00
202 Travel				\$0.00
203 Communications				\$0.00
204 Supplies				\$0.00
205 Premises-Expense				\$0.00
206 Capitalized Equipment				\$0.00
207 Other				\$0.00
246 Counseling				\$0.00
247 Other (specify)				\$0.00
TOTAL PARTICIPANT SUPPORT	\$0.00	\$0.00	\$0.00	\$0.00
COST CATEGORY III - Direct Training Services				
310 Instructors Cost				\$0.00
311 Instructor Fringe Benefits				\$0.00
312 Non-Instructors Cost				\$0.00
313 Non- Instructors Fringe Benefits				\$0.00
315 Training Equipment				\$0.00
316 Training Material				\$0.00
320 Tuition & Fees				\$0.00
360 Other				\$0.00
TOTAL TRAINING	\$0.00	\$0.00	\$0.00	\$0.00
GRAND TOTAL	\$0.00	\$0.00	\$0.00	\$0.00

This is to certify that the information shown above is accurate and the supporting documents for expenditures included.	Account Code	
	Recommended for Payment	
Signature _____	Date _____	WIA Authorized Signature _____ Date _____
Title _____	Phone _____	WIA Authorized Signature _____ Date _____
		SWHRA Authorized Signature _____ Date _____

SWHRA - LWIA-11 YOUTH CONTRACT BUDGET WORKSHEET

Line Item # 8	Cost per Months	# of Months	Total Cost	Cost Sharing		
Student: Tuition & Fees				WIA	In-Kind	Total
1.						
2.						
3.						
4.						
Tuition & Fees Total						
Line Item # 9	Cost per Months	# of Months	Total Cost	Cost Sharing		
Students: Books & Supplies				WIA	In-Kind	Total
1.						
2.						
3.						
Books & Supplies Total						
Line Item # 10	Cost per Months	# of Months	Total Cost	Cost Sharing		
Student: Transportation				WIA	In-Kind	Total
1.						
2.						
3.						
4.						
Transportation Total						
Line Item # 11	Cost per Months	# of Months	Total Cost	Cost Sharing		
Student: Wages				WIA	In-Kind	Total
1. do not submit in this						
2. budget						
3.						
4.						
Wages Total						
Line Item # 12	Cost per Months	# of Months	Total Cost	Cost Sharing		
Student: Other Support				WIA	In-Kind	Total
1.						
2.						
3.						
Other Support Total						
Line Item # 13	Cost per Months	# of Months	Total Cost	Cost Sharing		
Student : Incentive				WIA	In-Kind	Total
1. do not submit in this.						
2. budget unless in-kind						
Incentive Total						
Line Item # 14	Cost per Months	# of Months	Total Cost	Cost Sharing		
Other Expenses				WIA	In-Kind	Total
1.						
2.						
3.						
4.						
Other Expenses Total						
GRAND TOTAL						

PAYMENT CONDITONS

This Section should be completed to fit the program that the Contractor is operating. SWHRA/WIA standard definitions of some possible payment points can be found in the RFP Memorandum. The instructions given in that Memorandum are applicable.

INSTRUCTIONS FOR CERTIFICATION – LOWER TIER TRANSACTIONS

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds are providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” “ and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions,” without modification, in all lower tiers covered transactions and in all solicitations for lower tier covered transactions. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to check the List of Parties Excluded from Procurement or Non-procurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

I, the undersigned, do certify that the proposal submitted by _____, has been prepared in accordance with the foregoing program description and is in full compliance with the same.

Agency Name _____

Signatory Name _____

Title _____

Date _____

Signature _____

ASSURANCES STATEMENT

- 1) Proposed is in compliance with the Immigration Reform and Control Act of 1986.
- 2) The "WIA Financial Management Handbook" distributed by TDOL/WD will be adhered to and will be a requirement for all service providers.
- 3) All activities for youth shall be in compliance with the Tennessee Child Labor Laws.
- 4) Proposer shall follow all USDOL and TDOL/WD policies concerning the prohibition of discrimination, sectarian activities, political activities, conflict of interest, and other such policies.
- 5) No WIA client will be required or permitted to work in or receive training or services in a building or surrounding environment, or under working conditions, which are hazardous or dangerous to the client's health or safety.
- 6) No currently employed worker shall be displaced by a WIA participant, including partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits.
- 7) Proposer agrees to clearly identify in all media releases any funded program as being funded by the Workforce Investment Act, Southwest Human Resource Agency LWIA 11. All promotional material paid for wholly, or in part, with WIA funds, must have prior approval from LWIA 11.
- 8) This proposal, if funded, is subject to negotiation at the discretion of Southwest Human Resource Agency, Workforce Investment Act.
- 9) All training facilities or work sites shall be in compliance with the Drug Free Workplace laws.
- 10) All program activities, when viewed in their entirety, will be accessible to persons with disabilities and persons of limited or non-English speaking ability. TDD 1-800-848-0298
- 11) Service providers will monitor their programs and will cooperate with LWIA 11, TDOL/WD, and Federal monitors/auditors.
- 12) Eligibility determination and verification will be performed by SWHRA/WIA staff.
- 13) Every effort will be made to provide equitable services among substantial segments of the eligible population.

I, the undersigned, do certify that the proposal submitted by _____, has been prepared in accordance with the foregoing program description and is in full compliance with the same.

Agency Name _____

Signatory Name _____

Title _____

Date _____

Signature _____

CERTIFICATION REGARDING LOBBYING
CERTIFICATION FOR CONTRACTS, GRANTS, LOANS,
AND COOPERATION AGREEMENTS

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

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal Contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

*(3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Grantee/Contractor Organization

Program/Title

Name of Certifying Official

Signature

Date

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

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENT

Instructions for Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.
2. The certification set out below is a material representation of act upon which reliance was placed when the agency determined to award the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.

Certification Regarding Drug-Free Workplace Requirements

- A. The grantee certifies that it will provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
 - (b) Establishing a drug-free awareness program to inform employees about—
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse-violations occurring in the workplace.
 - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a):
 - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

- (1) Abide by the terms of the statement: and
- (2) Notify the employer of any criminal drug statue conviction for a violation occurring in the workplace no later than five days after such conviction:

(e) Notifying the agency within ten (10) days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such convictions;

(f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted—

- (1) Taking appropriate personnel action against such an employee, up to and including termination; or

- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee shall insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (must be an established and regular street address, city, county, state, zip code):

NAME AND TITLE OF AUTHORIZED REPRESENTATIVE