



DUTCHESS  
COUNTY NY  
WIOA YOUTH  
PROGRAM RFP  
2021

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# **PY21 REQUEST FOR PROPOSALS WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) TITLE I YOUTH PROGRAM SERVICES**

## **WIOA Youth RFP For Dutchess County, NY**

### **Issue Date**

Wednesday, March 31, 2021

### **Deadline for Submission**

Wednesday, April 28, 2021 at 2:00 PM ET

### **Award Notification Date**

Friday, May 28, 2021 (on or about)

### **Contract Year**

July 1, 2021 – June 30, 2022 with possible extensions.

The Dutchess County Workforce Development Board (DCWDB) is a policy-making board comprised of 23 representatives from local businesses, labor organizations, educational institutions, public government, community agencies, and other entities interested in workforce development issues.

The Dutchess County Workforce Investment Board (DCWIB) Inc., administers the federal funds for the board and develops and implements their policies regarding the allocation and spending of the area's funding for services to adults, dislocated workers, and youth.

The mission of the DCWIB is to foster a skilled and competitive workforce by promoting an understanding of workforce trends and issues in a dynamic economy and to facilitate lifelong learning for individuals and businesses.

### **Purpose of this Request for Proposals**

The DCWIB is soliciting proposals for the provision of employment and training services to eligible youth applicants in Dutchess County at 191 Main Street, Poughkeepsie NY 12601.

Services will be funded by the federal Workforce Investment and Opportunity Act (WIOA) signed into law by President Obama on July 22, 2014. The entire text of the Workforce Investment and Opportunity Act can be accessed at <https://www.congress.gov/113/bills/hr803/BILLS-113hr803enr.pdf>. The service delivery area will be Dutchess County, NY. Funding is dependent upon the availability of WIOA funds. Proposals can be submitted for the entire or partial scope of services, or through a collaborative effort. However, agencies submitting a proposal for the entire scope of services must demonstrate a history of effective community collaboration, linkages and partnerships. The

Dutchess One Stop Career Center is an integral component of the workforce system. Any agency applying for youth funding under WIOA must be co-located with and work cooperatively with the Career Center at 191 Main Street, Poughkeepsie NY 12601, to support job seekers between the ages of 18 and 24.

The DCWIB reserves the right to accept or reject any or all proposals received as a result of this request; to negotiate with all qualified sources; or to cancel in part or in its entirety this RFP. This RFP does not commit DCWIB to award a contract, to pay costs incurred for the preparation of proposals, to pay for any legal liability in refusing to award a contract or to procure or contract for services.

## Timeline

### Schedule for RFP Submission, Review & Award

RFP Released: March 31, 2021

Proposals Due: April 28, 2021

- Bidders Conference: April 6, 2021, 8:00 AM
  - Join Zoom Meeting  
<https://us02web.zoom.us/j/84080189828?pwd=RFBtS0pyd2ZocDNzcZlrdEY3ZELdz09>  
Meeting ID: 840 8018 9828  
Passcode: 161447
- Deadline for Asking Questions: April 9, 2021 at 4:00 PM
- Answers to questions will be posted by noon on April 13, 2021
- Proposals must be loaded on or before the due date to  
<https://www.dropbox.com/request/5R8Pq736utfv6Y5XetsO>
- Program Presentations: May 11, 2021 beginning at 1:00 PM. You will receive your start time after your submission has been received and it has been confirmed that all required documents are provided.
- Contract Development and Transition Plan Meeting (As Necessary): June 14, 2021 at 2:00 PM.
- Contract begins on: July 1, 2021

*\*\*The DCWIB reserves the right to make changes to the above schedule.*

***Required: Times New Roman (font), 12 point (type size) and double spaced. Proposals must meet all criteria and/or requirements as outlined in this RFP to be considered. Incomplete proposals will not be accepted.***

## Funding

For Program Year 2020, DCWIB awarded \$385,628 for the WIOA youth program provider. Program Year 2021 funding will be contingent on WIOA Youth funding received by Dutchess County. Thirty Five Percent (35%) of the total amount of program year allocations will be spent on Work Experience Opportunities (WEO) for youth. Ten Percent (10%) of program year county allocations will be targeted for services to In-School Youth (ISY) with a maximum of 15% targeting ISY, the remaining 85-90% of funding is to serve Out-of School Youth (OSY).

All awards are contingent upon availability of funds. In addition, the contract extension may be contingent upon demonstrated administrative capacity and performance which may be determined by site visits and staff interviews and performance reports.

The proposal(s) most advantageous to the DCWIB, the DCWDB and the County's youth in terms of quality and cost will be recommended for funding. Bidders may apply for all or part of this grant. If applying for part, all questions must be answered but can show how the organization will support the efforts of the winning applicant.

### **Term**

Initial funding will be for the period of July 1, 2021- June 30, 2022. This contract may be extended for three additional years, under the terms of this RFP. The contract budget may be amended as necessary.

### **Eligible Applicants**

Proposals will be accepted from any private for-profit agency, private, non-profit organization, government agency, or educational institution that have experience in youth employment and training programs that can demonstrate capacity to successfully provide the services identified in this RFP.

Entities that are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency are not eligible to respond to this RFP or to receive a contract.

Respondents must disclose and rectify any and all outstanding monitoring and/or audit concerns from any of the respondent's other contracts in the prior three (3) years to receiving a contract resulting from this RFP. Additionally, respondents must disclose any legal judgments, claims arbitration proceedings, lawsuits or other legal proceedings pending or outstanding (unresolved) against the organizations, its owners, officers, or principals.

Respondents are expected to have the technical competence, knowledge and expertise in management and administration, the professional staff, and the administrative and fiscal management systems to accomplish the scope of work and the goals and objectives stated in this RFP and must meet high standards of public service and fiduciary responsibility.

Respondents are responsible for being knowledgeable of all laws, regulations, rules, and policies of the specific funding sources involved and applying them in developing the RFP response.

### **Public Records**

Proposers are advised that documents, with the exception of personnel files, in the possession of the DCWIB are considered public records and subject to disclosure under the federal and state public record laws.

## **DCWIB Website Information**

The website [www.dcwib.org](http://www.dcwib.org) will be used as the primary source of communication between the DCWIB and proposers. Interested parties can download the full RFP and forms from the website. Frequently Asked Questions (FAQ) document will be posted on the website and updated as necessary. It is the proposer's responsibility to check the website frequently for pertinent information.

## **Dutchess County Workforce Goals and Priorities**

### **Dutchess One Stop Career Center**

The new WIOA Youth program will operate within the Dutchess County One Stop Career Center located at 191 Main Street in Poughkeepsie NY. The One Stop WIOA Youth Navigator will continue to assist with eligibility and the work experience component.

### **Center Partnerships & Collaborations**

Building a strong network of partners is a mandatory program requirement. An example of a youth program network would include employers, post-secondary education, high school equivalency programs, and veterans' service organizations, organizations that serve youth with disabilities, Career Centers, probation, and local youth bureaus.

It will be the Provider's responsibility to ensure that linkages are in place to provide a coordinated case management system to refer youth to all the services whether or not they are WIOA-funded. The provider will ensure that the non-funded WIOA elements will be available within the system to youth through referrals to other agencies that provide these services without WIOA funding. It is the intent of WIOA to avoid duplication where other funding can provide the service.

If a provider does not directly provide the services listed, it must provide a written agreement between the lead agency and each partner agency upon contract execution. This written agreement must be in the form of a Memorandum of Agreement (MOA) and specify roles and responsibilities for access/delivery of each youth program service element to be provided. **WIOA YOUTH FUNDS SHOULD NOT BE USED WHEN OTHER FUNDING IS AVAILABLE.**

#### Components of the Memorandums of Agreement

- A brief overview of the agency or organization.
- A description of the services the partner will deliver and how the service will lead to a performance outcome(s)
- How the costs of the services will be funded (include all revenue sources)
- Method of information and referral between partners.
- Method of data collection and sharing for entry into OSOS.

*Note: The County of Dutchess and its Workforce Development Board supports collaboration among agencies in provision of services. This does not mean that all proposals must directly provide themselves or through subcontracts, all 14 elements of WIOA youth programming but*

*they must show that there is a plan in place for referral to other programs when appropriate with MOA's between agencies stating such. It is preferred that WIOA youth funds are allocated for training and work experiences.*

## Program Components

The WIOA youth program is named the “Youth One Stop” and this name will not be changed. WIOA youth services are intended to equip participants with the resources necessary to achieve educational and employment success. The successful provider(s) will ensure that there is a comprehensive year-round system to serve youth within the area. This system requires establishing linkages with other organizations serving youth in the local area and to coordinate those youth services. A major strategy of this system is to design comprehensive programs based on principles such as preparation for postsecondary opportunities, linkages between academic and occupational learning, and connections to the local job market.

### Service Population

The DCWIB intends to serve WIOA eligible youth throughout the county with funds from this RFP. **Proposals that have focus on serving out-of-school youth, ages 16-24 will be given priority as will proposals that focus on serving youth with disabilities and proposals serving youth outside of the City of Poughkeepsie.** It is recognized by the DCWIB that WIOA eligible youth often have multiple barriers and needs that must be addressed in order for that youth to succeed in the workforce. A program funded under this RFP must be aware of and responsive to these particular issues, and tailor programs to fit the needs of the local youth population.

### In School Youth and Out of School Youth

WIOA defines two distinct youth populations that may receive services; in-school youth (ISY) and out-of-school youth (OSY). Between 85% and 90% of funds awarded under this RFP should be devoted to service for the out-of-school populations with 10% to 15% devoted to a vibrant ISY program.

The DCWIB is seeking programs which allocate funding to WIOA eligible Dutchess County and include the following components:

1. Recruitment of WIOA youth, demonstrate an ability to work with community partners.
2. Determine WIOA youth eligibility, collect proper documentation and enter data in the NYS OSOS data operating system.
3. Provide an objective assessment of the academic level, skill levels, and service needs of each participant, which assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interest, aptitudes, (including interest and aptitudes for nontraditional jobs), supportive service needs, and development needs of such participant for the purpose of identifying appropriate services and career pathways for participants.
4. Develop service strategies for each participant that shall identify career pathways that

- include education and employment goals, appropriate achievement objectives, and appropriate services for the participant taking into account the assessment conducted.
5. Provide:
    - Activities leading to the attainment of a secondary school diploma or its recognized equivalent or a recognized postsecondary credential
    - Preparation of postsecondary educational and training opportunities
    - Strong linkages between academic and occupational education
    - Preparation for unsubsidized employment opportunities, and when appropriate, effective connections to employers in in-demand industry sectors and occupations of the local and regional labor markets
  6. Incorporate the 14 required WIOA Program Elements. The list of the 14 required services local programs must provide to youth per Section 129 (c) (2) of WIOA is available in Attachment A. If any of the 14 elements are provided outside the bidder's organization, bidders must have clear processes in place for determining how youth are referred to these services, how services and related youth outcomes are tracked, and how leveraged resources are identified and managed. A Memorandum of Agreement must be included from partners if they are providing this element upon contract execution.
  7. Provide a strong work component.

## Data Requirements

### Data Entry and Reporting

The Provider will be required to create/maintain a hardcopy file and an electronic record of participants. The Dutchess County Workforce Development Area currently uses the One Stop Operating System (OSOS) to enter participant and program data and to run performance reports. The successful bidder will be expected to use OSOS.

### Data Entry:

- All data entry and record keeping is done by the contractors and reviewed (via OSOS and site visits) by local, state and possibly federal program monitors. The Contractor must adhere to the guidelines established in all Technical Advisories regarding the method and timeliness of data entry into the OSOS system. The Contractor will be held accountable for data entry and failure to adhere to the policy may have an adverse effect on future funding.

### Reports:

- OSOS WIOA Local Management Reports: The Workforce Development Board and DCWIB staff will review reports on a regular basis to monitor performance. Such reports include but are not limited to WIOA Youth Active Participants, Registrations, and Exiters reports. Access to these reports will be made available to the contractor(s). Program Performance reporting will occur quarterly or monthly as needed.
- Fiscal Reporting: Billing vouchers are prepared by the contractors and sent to the DCWIB for processing. Vouchers and expenditure reports are submitted to the DCWIB

monthly. Failure to meet the reporting deadline will result in a delay in payment. The County also monitors contractor expenditures. Contractors will be responsible for all disallowed costs (e.g., monies spent on ineligible youth or activities.) Disallowed costs must be paid with non-WIOA funds.

### **Monitoring Procedures: Eligibility and Services**

Program and fiscal monitoring will occur regularly throughout the length of the contract by local and state staff. Programmatic and financial oversight activities will include site visits, desk reviews and analyses of program and fiscal activities, administrative activities, records and reports. These reviews ensure WIOA Youth compliance with federal, state and local rules and regulations. Contractor is expected to fully cooperate with all monitoring activities.

### **Program Staffing**

Program staff must have post-secondary education preferably in human services or a related course of study or at least five years' comparable experience working with the programmatic components listed in this RFP.

All staff working in the program must have clearance from the NY State Child Abuse Registry, have received NYS fingerprinting clearance or NYS verifiable equivalent.

Where human resource or financial responsibilities are outsourced to a third party a company description and statement of capacity are required.

All program staff will be REQUIRED to attend the annual NYATEP Youth Academy. In addition, program managers and front-line staff will be expected to attend other training deemed necessary by DCWIB as well as the regularly scheduled Youth Services calls coordinated by the New York State Department of Labor.

It is expected that program staffing and structure as described in the proposal and approved by the DCWIB will remain the same for the duration of the initial contract and subsequent contracts.

### **The DCWIB reserves the right to deny future funding if:**

- the contractor fails to meet the Performance Measures
- the contractor fails to serve youth in accordance with the agreed upon proposal
- the contractor fails to implement corrective action plans
- the contractor fails to follow local, state and federal policies including but not limited to Technical Advisories, Training and Employment Guidance Letters, the OMB Omni Circular (also referred to as the super circular) or local policies
- the contractor or staff representing the contractor have an egregious breach in confidentiality

## **Contract Reimbursement**

This is a cost reimbursement contract, although an advance may be available provided the proposer can demonstrate the need for forward funding. Providers will be required to submit a



monthly voucher to the DCWIB. This voucher will include the actual expenses by line item category incurred by the Provider during the prior month in a format as provided by the DCWIB.

Payment will not be made for any voucher until all required reports are received, and expenses are reviewed and approved as well as the most recent audit reports as required by USDOL are submitted to the DCWIB.

### **Insurance Requirements**

At all times during the term of this Agreement, the Contractor and his sub-contractors, if any, shall maintain at his own cost the following insurance and shall provide proof thereof to DCWIB and the County, in the form of a Certificate of Insurance, prior to commencing work under this Agreement. Please be aware that dependent on the full scope of services, not all of the insurance types may be required.

**Worker's Compensation Employer's Liability** (statutory limits). In compliance with the Workers' Compensation Law of the State of New York, each contractor shall provide:

- a. A certificate of insurance on an Acord form indicating proof of coverage for Worker's Compensation, Employer's Liability, OR
- b. A New York State Workers Compensation Notice of Compliance (Form C-105, Form U-26.3, Form SI-12 or Form SI-105.2P).
- c. In the event that the Contractor is exempt from providing coverage, he must provide a properly executed copy of the Certificate of Attestation of Exemption from NYS Workers' Compensation Board, Form CE-200.
- d. A certificate of participation in a self-insurance program. The department responsible for the implementation of the Agreement will obtain verification from the Director of Risk Management for those municipalities participating in the Dutchess County Self-Insured Plan.

**Commercial General Liability Insurance** coverage including blanket contractual coverage for the operation of the program under this Agreement with limits not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate. This insurance shall be written on an occurrence coverage form and include bodily injury and property damage liability. The County must be listed as additional insured. The additional insured endorsement for the Commercial General Liability insurance required above shall not contain any exclusion for bodily injury or property damage arising from completed operations.

**Automobile Liability Insurance** coverage for all owned, scheduled, hired, and non-owned vehicles with a combined single limit of liability of not less than \$1,000,000. This insurance shall include coverage for bodily injury and property damage. The County must be listed as additional insured.

**Professional Liability** with limits not less than \$1,000,000 per claim; \$3,000,000 in the aggregate. In the event of expiration or termination of this Agreement, each party hereto shall either maintain the abovementioned insurance coverage for a period of not less than three (3)

years, or shall provide an equivalent extended reporting endorsement (commonly known as a ‘tail policy’).

**Cyber/Network Security and Data Privacy Liability Insurance** (“Cyber Policy”) of \$2,000,000 per claim and annual aggregate with a Retroactive Date as defined above that covers losses arising from actual or alleged acts, errors or omissions and intentional, fraudulent or criminal acts. Further, the policy will expressly provide, but not be limited to, coverage for losses arising from the following: (a) unauthorized use/access of computer systems (including mobile devices), servers, client’s data or software; (b) defense of any regulatory action involving a breach of privacy; (c) failure to protect the confidential or proprietary information (personal and commercial information) and intellectual property from unauthorized disclosure or unauthorized access; (d) failure to adequately protect physical security of servers and systems including from cyber terrorism; (e) the costs for: notification, whether or not required by statute, credit file or identity monitoring, identity restoration, public relations or legal experts; (f) third party liability; (g) cyber extortion and cyber terrorism; and (h) no exclusion for actual or alleged breaches of professional services agreements associated with the above.

**Pollution/Asbestos Liability** insurance in the sum of \$1,000,000 per occurrence and \$2,000,000 in the aggregate. This insurance shall include coverage for the following activities, including but not limited to: removal, replacement, enclosure, encapsulation and/or disposal of asbestos, or any other hazardous materials, along with any related pollution events, including coverage for third party liability claims for bodily injury, property damage and clean up costs. If a retroactive date is used, it must pre-date the inception of the Contract. If motor vehicles are to be used for transporting hazardous materials, the Contractor shall provide Pollution Liability Broadened Coverage (ISO Endorsement CA 9948), as well as the MCS-90 endorsement. The owner and all other parties as required by contract shall be listed as additional insureds.

**Garage Liability** - Garage Liability coverage providing the coverage described in the Commercial General Liability and Automobile Liability sections above will be acceptable.

**Garagekeepers Coverage** - Garagekeepers comprehensive and collision coverage with limits of \$1,000,000 (minimum) on a primary direct basis for County owned or leased property held for repair in the service shop’s care, custody and control.

**Excess/Umbrella Liability**, if required, with limits not less than \$5,000,000 per occurrence with a \$5,000,000 aggregate. The County must be included as additional insured.

The Acord form certificate of insurance must contain the following provisions:

- (A) The County of Dutchess must be listed as certificate holder and additional insured on the commercial general, umbrella/excess, and automobile liability policies. In addition, the commercial general liability policy must include the additional insured endorsement forms cg 2037 July 2004 edition and the cg 2010 April 2013 edition or their equivalent.
- (B) The commercial general and automobile policies are primary and noncontributory.

(C) The commercial general liability, auto liability and workers compensation policies must contain a waiver of subrogation in favor of the County of Dutchess.

(D) The umbrella/excess policy is primary and noncontributory and must contain a waiver of subrogation in favor of the County of Dutchess.

(E) If the workers compensation Notice of Compliance is used instead of the Acord certificate of insurance, the Notice of Compliance must indicate that a waiver of subrogation in favor of the County of Dutchess is provided.

All policies of insurance referred to above shall be underwritten by companies authorized to do business in the State of New York with an A.M. Best financial strength rating of A- or better. In the alternative, the policies of insurance referred to above may be underwritten by Non-Admitted companies with an A.M. Best financial strength rating of A+ or higher. In addition, every policy required above shall be primary and noncontributory. Any insurance carried by the County, its officers, or its employees shall be excess and noncontributory insurance to that provided by the Contractor. The Contractor and his sub-contractor(s), if any, shall be solely responsible for any deductible losses under each of the policies required above.

Payment(s) to the Contractor may be suspended in the event the Contractor and his sub-contractor(s), if any, fails to provide the required insurance documentation in a timely manner.

Prior to cancellation or material change in any policy, a thirty (30) day notice shall be given to the County Attorney at the address listed below:

Dutchess County Attorney  
County Office Building  
22 Market Street  
Poughkeepsie, New York 12601

On receipt of such notice, the County shall have the option to cancel this Agreement without further expense or liability to the County, or to require the Contractor to replace the cancelled insurance policy, or rectify any material change in the policy, so that the insurance coverage required by this paragraph is maintained continuously throughout the term of this Agreement in form and substance acceptable to the County. Failure of the Contractor to take out or to maintain, or the taking out or the maintenance of any required insurance, shall not relieve the Contractor from any liability under this Agreement nor shall the insurance requirements be construed to conflict with or to limit the obligations of the Contractor concerning indemnification.

All losses of County property shall be adjusted with and made payable directly to the County.

All Certificates of Insurance shall be approved by the County's Director of Risk Management or designee prior to commencement of any work under this Agreement.

In the event that claims in excess of these amounts are filed in connection with this Agreement, the excess amount or any portion thereof may be withheld from payment due or to become due the Contractor until the Contractor furnishes such additional security as is determined necessary by the County.

## **Application Submission**

To be considered for an award, proposals must be received no later than 2:00 p.m. on April 28, 2021.

Proposals must be uploaded on or before the due date to:

<https://www.dropbox.com/request/5R8Pq736utfv6Y5XetsO>

Proposals must be combined into a single PDF and labeled “WIOA PY21 Youth Program Proposal by <AGENCY NAME>” and should be uploaded directly to DCWIB’s Dropbox. Proposals with file names that do not follow the labeling format will be discarded. Proposals that are not submitted in accordance with the terms set forth in this RFP will not be considered.

Acknowledgment of proposal receipt will be given to the proposing agency, indicating time and date received. Applicants assume responsibility for proposal submission and adherence to deadlines.

All proposals are to be submitted in accordance with the terms, conditions and procedures stated in the RFP. Applications must be typewritten on 8 ½” x 11” paper size, double-spaced, using twelve (12)-point Times New Roman font, with page numbers. The information should be supplied in the order specified. Extraneous materials such as promotional brochures, slides, tapes, etc, may be included in an appendix at the end. Proposer must use the attached forms, facsimiles thereof, or request electronic forms from the DCWIB office. Letters of recommendation will not be accepted.

Applications will not be considered for funding for, but not limited to, the following:

- Where the application components are not addressed.
- Proposal is incomplete or is not considered responsive to this RFP;
- Program is not cost effective;
- Program is not responsive to needs of population to be served;
- Applicant lacks demonstrated administrative and/or fiscal capacity to operate the proposed program;
- Applicant is seeking to start up a new training institution or business;
- Proposed program duplicates existing services.



## Dutchess County Workforce Investment Board

3 Neptune Road Poughkeepsie, NY 12601 Telephone (845) 463-0517 Fax (845) 463-0100

### **WIOA YOUTH COVER SHEET 2021**

### **Request for Proposals – Application**

The PY21 funds have not been allocated. It is advisable that submitted proposals be accompanied by a flexible budget.

Program Name \_\_\_\_\_

Organization \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_

Program Cost \$ \_\_\_\_\_ Budget Request \$ \_\_\_\_\_

Program Locations \_\_\_\_\_

Day and Hours \_\_\_\_\_

# Youth served by this grant \_\_\_\_\_ Cost per youth \$ \_\_\_\_\_

# of Program Staff \_\_\_\_\_

CERTIFICATION: I hereby certify that all the information stated herein is true and accurate. I have read and understand the program parameters and I am authorized to submit this application on behalf of the applicant.

NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

# DCWIB WIOA YOUTH 2021 APPLICATION

(Be sure to consult the Workforce Innovation Opportunity Act for definitions and explanations of service components. H.R. 803- Chapter 2- Youth Workforce Investment Activities as well as the Department of Labor, Federal Registers Vol. 81, No. 161 Parts V and VI.) These can be viewed by appointment at 191 Main Street, Poughkeepsie NY.

## 1. Cover sheet

## 2. Proposal summary

### UP TO 5 POINTS

Present a brief, concise summary of the proposed program. Identify the number of youth to be served, the types of activities and services to be provided, the length of training, the training methods and the anticipated outcomes. (100 words or less).

## 3. A description of the organization's experience serving the target population-

### UP TO 5 POINTS

- a. A list of the demographics of youth recently served in similar programs and the experience your agency has working with low income or special populations such as youth who are homeless or run away, youth in foster care, youth with involvement in the criminal justice system, youth with disabilities or youth who are also veterans. What types of services do/have you provided to them? What was your success rate in delivering those services? Include the ages of the youth you have served.
- b. Include a copy of at least the last years' performance and monitoring reports from your primary and/or most relevant funding sources.

## 4. A description of the organization's capacity to run this program

### UP TO 5 POINTS

- a. Describe the company or organizations capacity to run this program.
- b. Include a complete organizational chart representing all titles, and number of each, employed by the agency; and indicate the number of years in business.
- c. Include a complete program chart for all employees assigned and billed to this program or a program chart for all job titles to be assigned and billed to this program.
- d. Include resumes of current staff.
- e. Include a statement that the program will be co-located with the Dutchess One Stop at 191 Main Street, Poughkeepsie NY.
- f. Highlight your organization's longevity and how this proposal will connect to your mission and organizational goals as well as the Dutchess County Workforce Development Board NY Local Plan. This can be found here: <https://www.dcwib.org/sites/default/files/documents/Dutchess-County-Local-Plan-For-Public-Comment-2017-2021.pdf>

## 5. Youth recruitment plan

### UP TO 10 POINTS

- a. Describe your recruitment plan for WIOA eligible Out of School youth (OSY). Include partners by name whenever possible. Include number of OSY to be served.

- b. Describe your recruitment plan for WIOA eligible In School youth (ISY). Include partners by name whenever possible. Include number of ISY to be served.
- c. Transition Plan - how currently enrolled youth will be incorporated into your program (number and status i.e. active vs. follow-up to be provided at bidder's conference).
- d. Include outreach plan to recruit eligible out-of-school youth from multiple locations in the county.
- e. Include outreach plan to recruit eligible youth with disabilities, youth who are runaway/homeless and youth in foster care.

**6. Program narrative**

**UP TO 15 POINTS**

**A description of the Youth One Stop Center System (Not to exceed 5 pages) narrative should include:**

- a. Explain how your design framework will provide intake, eligibility, assessment, development of the Individual Service Strategy and follow-up services.
- b. How your service delivery strategy includes the required WIOA program elements.
- c. The method of case management you propose to use in this program. Discuss how this method keeps the youth engaged.
- d. Your plans to coordinate with other local organizations/service agencies to co-enroll, increase performance, maximize the use of available funds, and avoid duplication and enhance the delivery of services.
- e. How is this program equipped/prepared to be accessible to youth from around the county?

**7. WEO (Work Experience Opportunities)**

**A description of the Youth One Stop WEO experience.**

**UP TO 20 POINTS**

**This narrative should include: (Not to exceed 5 pages).**

- a. Describe your service delivery model and the specific services you plan to provide on Work Experience Opportunities for youth.
- b. Describe your knowledge, experience and expertise in working within the business community as it pertains to development of work experiences for youth.
- c. Estimated number of OSY and ISY to participate in a work experience.
- d. Attach a copy of the worksite agreement template to be used.
- e. Demonstrate your agency's capacity and experience in creating work experience opportunities for youth in demand occupations, industry sectors or that lead to self-sufficiency.
- f. Include program design and numbers and types of employment locations.

**8. Partnership and Collaboration**

**UP TO 10 POINTS**

**Describe current and planned partnerships.**

- a. How you will work collaboratively with the WIOA Youth Navigator at the Career Center who is responsible:
  - i. To recruit and enroll WIOA eligible youth.

- ii. To work with all WIOA funded youth with ITA's (Individual Training Awards) to assist WIOA youth funded program staff with placing youth in a subsidized internship and then unsubsidized employment.
- iii. To refer and follow up on youth referred to the Youth One Stop from the Career Center.
- iv. To assist with Work Crews (Work Crews are short term work experiences that are set up by the Youth Navigator).
- v. To meet with enrolled WIOA youth with an ISS goal to find employment as needed.
- vi. To assist WIOA enrolled youth in their transition to adult WIOA or other services.

b. Please discuss how you will work with community partners. Include a chart, like the example below.

Organization	Address	Program Element	Contact Person	Contact Information
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**9. Budget**

**UP TO 30 POINTS**

Proposed budget\* 7/1/21-6/30/22

- a. Budget narrative
- b. Copy of most recent financial audit or review

*Note: The budget that is proposed may not necessarily be the amount funded.*

*\*In compliance with Public Laws 110-161, none of the federal funds appropriated in the Act under the heading 'Employment and Training' shall be used by a sub-recipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II.*

Total Points Available – 100



# WIOA YOUTH RFP SCORE SHEET

1. Score each section.
2. Total your scores.
3. Each reviewer will be assigned a number- be sure to write your number on the last page.

## 1. PROPOSAL SUMMARY- Up to 5 pts.

Present a brief, concise summary of the proposed program. Identify the number of youth to be served, the types of activities and services to be provided, the length of training, the training methods and the anticipated outcomes. (100 words or less).		
<b>Excellent</b> Statement is concise, logical, answers the questions and is within word count.	<b>Good</b> Statement is logical and may or may not answer the questions and/or be outside word count.	<b>Poor</b> Statement is confusing, may not answer all the questions and may be outside word count.
<b>4.0-5.0 points</b>	<b>3.5-4.4 points</b>	<b>3.4 points or less</b>

## 2. ORGANIZATION’S EXPERIENCE (TARGET POPULATION) - Up to 5 pts.

<ul style="list-style-type: none"> <li>✓ A list of the demographics of youth recently served in similar programs and the experience your agency has working with low income or special populations such as youth who are homeless or run away, youth in foster care, youth with involvement in the criminal justice system, youth with disabilities or youth who are also veterans. What types of services do/have you provided to them? What was your success rate in delivering those services? Include the ages of the youth you have served</li> <li>✓ .Include a copy of at least the last years’ performance and monitoring reports from your primary and/or most relevant funding sources.</li> </ul>		
<b>Excellent</b> Answers all the questions. Has experience serving the target population. Previous performance and monitoring reports are excellent.	<b>Good</b> Answers some/all the questions. May not have a lot of experience serving the target population. Previous performance and monitoring reports are good.	<b>Poor</b> Answers some/all the questions. May not have a lot of experience serving the target population. Previous performance and monitoring reports are poor.
<b>4.0-5.0 points</b>	<b>3.5-4.4 points</b>	<b>3.4 points or less</b>

GO TO NEXT PAGE

**TOTAL THIS PAGE:  
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### 3. ORGANIZATIONS CAPACITY TO RUN THIS PROGRAM - Up to 5 pts.

- ✓ Describe the company or organizations capacity to run this program.
- ✓ Include a complete organizational chart representing all titles, and number of each, employed by the agency; and indicate the number of years in business.
- ✓ Include a complete program chart for all employees assigned and billed to this program or a program chart for all job titles to be assigned and billed to this program.
- ✓ Include resumes of current staff.
- ✓ Include a statement that the program will be co-located with the Dutchess One Stop at 191 Main Street, Poughkeepsie NY.
- ✓ Highlight your organization’s longevity and how this proposal will connect to your mission and organizational goals as well as the Dutchess County Workforce Development Board NY Local Plan. This can be found here:  
<https://www.dcwib.org/sites/default/files/documents/Dutchess-County-Local-Plan-For-Public-Comment-2017-2021.pdf>

<b>Excellent</b> Answers all the questions. Has the capacity to run this program.	<b>Good</b> Answers some/all the questions. May not have a lot of experience serving the target population. Overall the responses are good- yet not excellent.	<b>Poor</b> Answers some/all the questions. May not have a lot of experience serving the target population. Overall, the responses are poor.
<b>4.0-5.0 points</b>	<b>3.5-4.4 points</b>	<b>3.4 points or less</b>

### 4. YOUTH RECRUITMENT PLAN - Up to 10 pts.

- ✓ Describe your recruitment plan for WIOA eligible Out of School youth (OSY). Include partners by name whenever possible. Include number of OSY to be served.
- ✓ Describe your recruitment plan for WIOA eligible In School youth (ISY). Include partners by name whenever possible. Include number of ISY to be served.
- ✓ Transition Plan - how currently enrolled youth will be incorporated into your program (number and status i.e. active vs. follow-up to be provided at bidder’s conference).
- ✓ Include outreach plan to recruit eligible out-of-school youth from multiple locations in the county.
- ✓ Include outreach plan to recruit eligible youth with disabilities, youth who are runaway/homeless and youth in foster care.

<b>Excellent</b> Answers all the questions. Has an excellent recruitment, transition and outreach plan.	<b>Good</b> Answers some/all the questions. Has a good recruitment, transition and outreach plan.	<b>Poor</b> Answers some/all the questions. Has a poor recruitment, transition and outreach plan.
<b>8.0-10.0 points</b>	<b>7.0-7.9 points</b>	<b>6.9 points or less</b>

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## 5. Program Narrative - Up to 15 pts.

<b>A description of the Youth One Stop Center System (Not to exceed 5 pages) narrative should include:</b>		
<ul style="list-style-type: none"> <li>✓ Explain how your design framework will provide intake, eligibility, assessment, development of the Individual Service Strategy and follow-up services.</li> <li>✓ How your service delivery strategy includes the required WIOA program elements.</li> <li>✓ The method of case management you propose to use in this program. Discuss how this method keeps the youth engaged.</li> <li>✓ Your plans to coordinate with other local organizations/service agencies to co-enroll, increase performance, maximize the use of available funds, and avoid duplication and enhance the delivery of services.</li> <li>✓ How is this program equipped/prepared to serve youth from around the county?</li> </ul>		
<b>Excellent</b> Answers all the questions. Has an excellent strategy.	<b>Good</b> Answers some/all the questions. Has a good strategy. May be over page length.	<b>Poor</b> Answers some/all the questions. Has a poor strategy. May be over page length
<b>12.0-15.0 points</b>	<b>10.5-11.9 points</b>	<b>10.4 points or less</b>

## 6. WEO (Work Experience Opportunities) Up to 20 pts.

<b>A description of the Youth One Stop WEO experience.</b>		
<p>This narrative should include: (Not to exceed 5 pages).</p> <ul style="list-style-type: none"> <li>✓ Describe your service delivery model and the specific services you plan to provide on Work Experience Opportunities for youth.</li> <li>✓ Describe your knowledge, experience and expertise in working within the business community as it pertains to development of work experiences for youth.</li> <li>✓ Estimated number of OSY and ISY to participate in a work experience.</li> <li>✓ Attach a copy of the worksite agreement template to be used.</li> <li>✓ Demonstrate your agency’s capacity and experience in creating work experience opportunities for youth in demand occupations, industry sectors or that lead to self-sufficiency.</li> <li>✓ Include program design and numbers and types of employment locations.</li> </ul>		
<b>Excellent</b> Answers all the questions. Has an excellent strategy.	<b>Good</b> Answers some/all the questions. Has a good strategy. May be over page length.	<b>Poor</b> Answers some/all the questions. Has a poor strategy. May be over page length
<b>16.0-20.0 points</b>	<b>14.0-15.9 points</b>	<b>13.9 points or less</b>

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**TOTAL THIS PAGE:  
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## 7. PARTNERSHIP AND COLLABORATION - Up to 10 pts.

- ✓ Describe current and planned partnerships.
- ✓ How you will work collaboratively with the WIOA Youth Navigator at the Career Center who is responsible:
  - To recruit and enroll WIOA eligible youth.
  - To work with all WIOA funded youth with ITA's (Individual Training Awards) to assist WIOA youth funded program staff with placing youth in a subsidized internship and then unsubsidized employment.
  - To refer and follow up on youth referred to the Youth One Stop from the Career Center.
  - To assist with Work Crews (Work Crews are short term work experiences that are set up by the Youth Navigator).
  - To meet with enrolled WIOA youth with an ISS goal to find employment as needed.
  - To assist WIOA enrolled youth in their transition to adult WIOA or other services.
  
- ✓ Please discuss how you will work with community partners. Include a chart, like the example below.

Organization	Address	Program Element	Contact Person	Contact Information
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<b>Excellent</b> Answers all the questions. Has an excellent plan and an excellent list of partners.	<b>Good</b> Answers some/all the questions. Has a good plan and a good list of partners.	<b>Poor</b> Answers some/all the questions. Has a poor plan and a poor list of partners.
<b>8.0-10.0 points</b>	<b>7.0-7.9 points</b>	<b>6.9 points or less</b>

## 8. Budget - UP TO 30 POINTS

Proposed budget* 7/1/21-6/30/22		
<ul style="list-style-type: none"> <li>✓ Budget narrative</li> <li>✓ Copy of most recent financial audit or review</li> </ul>		
<b>Excellent</b> Budget is reasonable and budget narrative fully explains how the allocation would be spent.	<b>Good</b> Budget is reasonable. Budget narrative does not fully explain how the allocations would be spent.	<b>Poor</b> Budget may or may not be reasonable. Budget narrative is poorly written.
<b>24.0-30.0 points</b>	<b>21.0-23.9 points</b>	<b>20.9 points or less</b>

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## **Reviewer #**

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Applications must have 70 points or more to be considered for funding.

**Total Points Awarded:**

**TOTAL THIS PAGE:  
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<b>Total Direct Client Expenses</b>	<b>\$ -</b>
-------------------------------------	-------------

Personnel -Program	\$	-
Fringe - Program	\$	-
Personnel - Admin	\$	-
Fringe - Admin	\$	-
Operating Program Expenses	\$	-
Operating Admin Expenses	\$	-
Direct Client Expenses	\$	-
<b>Total</b>	<b>\$</b>	<b>-</b>

*I hereby certify that the requested budget amounts are necessary for the implementation of this program, that this*

---

Name

Signature

Date

---

(print name and title of signatory)



Program Name:

Budget Narrative – Please explain how the budget was developed for each of the sections below:

Do not enter in shaded cells.  
They contain formulas.

Program Personnel	\$ -	
Administrative Personnel	\$ -	
Program Personnel Fringes	\$ -	
Administrative Personnel Fringes	\$ -	
Operating Program Expenses	\$ -	
Operating Administrative Expenses	\$ -	
<b>Sub Total</b>	\$ -	
Direct Client Expenses		
Tutoring, Study Skills, & Dropout Prevention	\$ -	
Alternative Secondary School Services	\$ -	
Occupational Skills Training	\$ -	
Education Offered concurrently with and in the same context as Workforce Preparation	\$ -	
Leadership Development Opportunities	\$ -	
Supportive Services	\$ -	
Adult Mentoring	\$ -	
Comprehensive Guidance & Counseling	\$ -	
Follow-up Services	\$ -	
Financial Literacy Education	\$ -	
Entrepreneurial Skills Training	\$ -	
Labor Market & Employment Information Services	\$ -	
Activities that Prepare for Transition to Postsecondary Education & Training	\$ -	
Incentives	\$ -	
<b>Sub Total</b>	\$ -	
<b>Proposed Budget Total</b>	\$ -	

Funding associated with Individual Training Awards and direct youth wages and fringe for Work Experience Opportunities is retained by  
Funding amounts allocated to these components will be determined by the actual program allocations awarded to Dutchess County.

## THE WORKFORCE INNOVATION AND OPPORTUNITY ACT

**The next few pages outline the Workforce Innovation and Opportunity Act (WIOA) in regards to the offering of youth services.**

### **Federal Considerations**

Federal regulations for the WIOA were released by the US Department of Labor on April 2, 2015. Those regulations can be found at <https://www.federalregister.gov/documents/2016/08/19/2016-15975/workforce-innovation-and-opportunity-act>. The Dutchess County Workforce Investment Board (DCWIB) reserves the right to cancel or modify this request for proposal or the scope of funding of an approved WIOA program to any extent necessary to ensure compliance with state and/or federal guidelines. This may occur at any time prior to/or during implementation of the WIOA programs for Program Year (PY) 2019 (July 1st – June 30th) or any applicable contract extensions. Therefore, all successful proposers must demonstrate the capability and agree, in advance, to modify their program design to comply with the new regulations and/or changes to available funds.

On December 26, 2014, Department of Labor announced that the OMB Circulars had been revised. A-133, A-87, and A-122 were combined into one OMB circular. All WIOA funding will be subject to the new OMB circular, 2 CFR 200. The successful proposer will need to be familiar with the new OMB circular, and should reference TEGL 15-14, “Implementation of the New Uniform Guidance Regulations,” for further information. All policies pertaining to the administration of federal funds must meet these guidelines.

### **Veteran Priority of Service**

This award is subject to the provisions of the “Jobs for Veterans Act” (JVA), Public Law 107-288 (38 USC 4215). The JVA provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services. Please note that to obtain priority service, a person must still meet the program’s eligibility requirements. Training and Employment Guidance Letter (TEGL) No. 5-03 (September 16, 2003) and Section 20 of the Code of Federal Regulations (CFR) Part 1010 (effective January 19, 2009) provide general guidance on the scope of the veterans priority statute and its effect on current employment and training programs. Where applicable, the grant applicant agrees to comply with the Veteran’s Priority Provisions.

### **Requirements for Customers with Disabilities**

All awards made under WIOA shall comply with Federal, State and County Law in the provision of equal access of services to customers with disabilities.

Section 188 of WIOA is clear that programs funded under WIOA must be fully accessible to individuals with disabilities, and that people with disabilities are entitled to reasonable accommodations and modifications that allow them to fully participate in WIOA funded programs.

### **Preferential or Discriminatory Practices Prohibited**

Agencies shall not give or grant any undue preference or advantage to any person or subject any person to prejudicial disadvantage on the basis of age, race, color, national origin, disability, political affiliation or belief or citizenship.

The Contractor shall also adhere to the Equal Employment Opportunity (EEO) and Non-Criminal Complaint Policies and Procedures adopted by the DCWIB.

## **Workforce Innovation and Opportunity Act (WIOA) Goals**

Proposers should be cognizant of WIOA and align their RFP proposals toward providing services under the law. Proposers must agree to flexibility and change. Programs will need to adapt to new policies in response to legislation and regulations as they are issued. To avoid possible confusion over language, the former One-Stop employment and training system is now being referred to at the national level as the American Job Centers (AJC).

### **Available resources include:**

- Vice President Joe Biden’s report to President Obama: Ready to Work: Job Driven Training and American Opportunity  
[https://obamawhitehouse.archives.gov/sites/default/files/docs/skills\\_report.pdf](https://obamawhitehouse.archives.gov/sites/default/files/docs/skills_report.pdf)
- USDOL Workforce Innovation and Opportunity Act Resource Page <http://www.doleta.gov/wioa/>
- Training and Employment (TEN) #5-14 (WIOA Announcement and Initial Informational Resources) [http://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=3556](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=3556)
- Training and Employment Guidance Letter (TEGL) # 23-14 (Workforce Innovation and Opportunity Act (WIOA) Youth Program Transition  
[http://wdr.doleta.gov/directives/attach/TEGL/TEGL\\_23-14\\_Acc.pdf](http://wdr.doleta.gov/directives/attach/TEGL/TEGL_23-14_Acc.pdf)
- Training and Employment Guidance Letter (TEGL) #3-14 (Implementing a Job Driven Workforce System) [http://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=5483](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=5483)
- Training and Employment Guidance Letter (TEGL) #19-14 (Vision for the Workforce System and Initial Implementation of the Workforce Innovation and Opportunity Act of 2014)  
[http://wdr.doleta.gov/directives/attach/TEGL/TEGL\\_19-14.pdf](http://wdr.doleta.gov/directives/attach/TEGL/TEGL_19-14.pdf)

## **Required Core Partners Under WIOA**

WIOA required partner programs that are a party to the MOU and that the contractor operating the Washington Career Center and associated WIOA services will be required to coordinate with include:

### **The Six WIOA core programs:**

- WIOA Title I.B - Adult
- WIOA Title I.B - Dislocated Workers
- WIOA Title I.B - Youth
- WIOA Title II - Adult Education and Literacy
- WIOA Title III - Wagner/Peyser
- WIOA Title IV - Vocational Rehabilitation

## **WIOA Guiding Principles**

The Workforce Innovation and Opportunity Act is based on several guiding principles to be adopted by state and local workforce development systems:

1. Increase access to education, training, and employment - particularly for people with barriers to employment.
2. Create a comprehensive, high-quality workforce development system by aligning workforce investment, education and economic development.
3. Improve the quality and labor market relevance of workforce investment, education and economic development efforts.
4. Promote improvement in the structure of and delivery of services.

5. Increase the prosperity of workers and employers.
6. Improve the quality of the workforce, reduce welfare dependency and increase economic self-sufficiency.
7. Meet the skill requirements of employers and enhance the productivity and competitiveness of the nation.

**Eligibility:**

A resident of the Dutchess County Workforce Development Area (DCWDA) or receiving full-time residential services in the Dutchess County Workforce Development Area AND at enrollment is:

- Eligible to work in the United States (see revised Homeland Security I-9 form available at <http://www.uscis.gov/files/form/i-9.pdf>); AND
- (if applicable) a male who meets the requirements of Section 3 of the US Military Selective Services Act; AND an

***OUT-OF-SCHOOL YOUTH*** Section 129(a)(1)(B)

- I. Not attending any school (as defined under State law);
- II. Not younger than age 16 or older than age 24 at the time of enrollment; and
- III. One or more of the following:
  - a. A school dropout.
  - b. A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter based on the local school district definition of school year quarters.
  - c. A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is-
    - i. basic skills deficient; or
    - ii. an English language learner.
  - d. An individual subject to the juvenile or adult justice system.
  - e. A homeless individual, a homeless child or youth, a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement.
  - f. An individual who is pregnant or parenting.
  - g. A youth who is an individual with a disability.
  - h. A low-income\* individual who requires “additional assistance” to enter or complete an educational program or to secure or hold employment.

***Or an***

***IN-SCHOOL YOUTH*** Section 129(a)(1)(C)

- I. Attending school (as defined by State law);
- II. Not younger than age 14 or (unless an individual with a disability who is attending school under State law) older than age 21;
- III. A low-income\* individual; and one or more of the following:
  - a. Basic skills deficient.
  - b. An English language learner.
  - c. An offender.

- d. A homeless individual, a homeless child or youth, a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement.
- e. Pregnant or parenting.
- f. A youth who is an individual with a disability.
- g. An individual who requires “additional assistance” to complete an educational program or to secure or hold employment.

\*Special Rule: Under WIOA, the term “low income” includes a youth living in a high-poverty area or if he or she is an ISY receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act.

Income Exception: In each local area, not more than 5 percent of the individuals assisted as ISO or OSY may be persons who would be covered individuals except that the persons are not low-income individuals.

## **Fourteen Required Program Elements**

**1. Tutoring, Study Skills Training, Instruction and Evidence based Drop-out Prevention and Recovery Strategies** - that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized post-secondary credential;

**2. Alternative Secondary School Services or Drop-out Recovery Services**

**3. Paid and Unpaid Work Experiences**

(a) Work experiences are a planned, structured learning we experience that take place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate. A work experience may take place in the private for-profit sector, the non-profit sector or the public sector. Labor standards apply in any work experience where an employee/employer relationship, as defined by the Fair Labor Standards Act or applicable State law, exists. Work experiences provide the youth participant with opportunities for career exploration and for skill development.

(b) Work experiences must include academic and occupational education (i.e. Career Zone).

(c) The types of work experiences include the following categories:

- a. Summer employment opportunities and other employment opportunities available throughout the school year; *Summer employment opportunities are a component of the work experience program element. Providers administering the work experience program element must be selected by the Local Board by awarding a grant or contract on a competitive basis as described in WIOA sec. 123, based on criteria contained in the State Plan. However, the summer employment administrator does not need to select the employers who are providing the employment opportunities through a competitive process.*
- b. Pre-apprenticeship programs; *A pre-apprenticeship is a program or set of strategies designed to prepare individuals to enter and succeed in a registered apprenticeship program and has a documented partnership with at least one, if not more, registered apprenticeship programs.*
- c. Internships and job shadowing; and
- d. On-the-job training opportunities;

\*Please Note: WIOA places increased emphasis on work-based learning and work experience opportunities for eligible youth. This type of service element (i.e., summer employment opportunities and other employment opportunities, pre-apprenticeship training, on-the-job training, shadowing and internships that have academic and occupational education as a component) should be integral to youth program design. Thirty-five percent (35%) of your funds must be spent on work related activities. WIOA sections 129(c) (4) prioritizes work experiences.

#### **4. Occupational Skills Training**

The Department defines occupational skills training as an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Local areas must give priority consideration to training programs that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations in the local area. Such training must:

- be outcome-oriented and focused on an occupational goal (i.e. Career Zone) specified in the Individual Service Strategy (ISS);
- be of sufficient duration to impart the skills needed to meet the occupational goal; and
- result in attainment of a recognized post-secondary credential.

The chosen occupational skills training must meet the quality standards in WIOA sec. 123. In order to enhance individual participant choice in their education and training plans and provide flexibility to service providers, WIOA allows ITAs for out-of-school youth, ages 18 to 24 using WIOA youth funds when appropriate.

#### **5. Education Offered Concurrently with and in the same context as Workforce Preparation**

This program element reflects the integrated education and training model and requires integrated education and training to occur concurrently and contextually with workforce preparation activities and workforce training. This program element describes how workforce preparations activities, basic academic skills, and hands-on occupational skills training are to be taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway. (WIOA sec. 129(c)(2)(E))

**6. Leadership Development** - including community service and peer centered activities encouraging responsibility and focusing on other positive social and civic behaviors opportunities that encourage responsibility, confidence, employability, self-determination and other positive social behaviors such as:

- Exposure to post-secondary educational possibilities;
- Community and service learning projects;
- Peer-centered activities, including peer mentoring and tutoring;
- Organizational and team work training, including team leadership training;
- Training in decision-making, including determining priorities and problem solving;
- Citizenship training, including life skills training such as parenting and work behavior training;
- Civic engagement activities which promote the quality of life in a community; and
- Other leadership activities that place youth in a leadership role such as serving on youth leadership committees, such as a Standing Youth Committee. (WIOA sec. 129(c)(2)(F))

Positive social and civic behaviors are outcomes of leadership opportunities, which are incorporated by local programs as part of their menu of services. Positive social and civic behaviors focus on areas that may include the following:

- Positive attitudinal development;
- Self-esteem building;
- Openness to work with individuals from diverse backgrounds;
- Maintaining healthy lifestyles, including being alcohol and drug-free;
- Maintaining positive social relationships with responsible adults and peers, and contributing to the well-being of one's community, including voting;
- Maintaining a commitment to learning and academic success;
- Avoiding delinquency;
- Postponing parenting and responsible parenting, including child support education;
- Positive job attitudes and work skills; and
- Keeping informed in community affairs and current events.

**7. Supportive Services** - are services that enable an individual to participate in WIOA activities. These services include, but are not limited to the following:

- Linkages to community services;
- Assistance with transportation;
- Assistance with child care and dependent care;
- Assistance with housing;
- Needs-related payments;
- Assistance with educational testing;
- Reasonable accommodations for youth with disabilities;
- Referrals to health care; and
- Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear.

Supportive Services are for youth who are participating in programs with authorized activities and who are unable to obtain such supportive services through other programs providing such services;

WIOA allows incentive payments to youth participants for recognition and achievement directly tied to training activities and work experiences. The local program must have written procedures in place governing the awarding of incentives and must ensure that such incentive payments are:

- Tied to the goals of the specific program;
- Outlined in writing before the commencement of the program that may provide incentive payments;
- Align with the DCWIB's organizational policies; and
- Accord with the requirements contained in 2 CFR 200.
- Not for entertainment of any type (including gift cards to entertainment venues)

**8. Adult Mentoring** - for duration of at least 12 months, that may occur both during and after program participation. Mentoring activities should use an evidence based model. Proposals should detail how the mentors are selected, screened, trained and matched to young people.

Adult mentoring for youth must:

- Last at least 12 months, be documented, and may take place both during the program and following exit from the program;

- Be a formal relationship between a youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement to develop the competence and character of the mentee;
- Include a mentor who is an adult other than the assigned youth case manager; and
- While group mentoring activities and mentoring through electronic means are allowable as part of the mentoring activities, at a minimum, the local youth program must match the youth with an individual mentor with whom the youth interacts on a face-to-face basis.
- Mentoring may include workplace mentoring where the local program matches a youth participant with an employer or employee of a company.

**9. Follow-up Services** - Critical services are provided following a youth's exit from the program to help ensure the youth is successful in employment and/or post-secondary education and training.

Follow-up services for youth may include:

- The leadership development and supportive service activities listed in §§ 681.520 and 681.570;
- Regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise;
- Assistance in securing better paying jobs, career pathway development, and further education or training;
- Peer work-related support groups;
- Adult mentoring; and/or
- Services necessary to ensure the success of youth participants in employment and/or post-secondary education.

All youth participants must receive some form of follow-up services for a minimum duration of 12 months. Follow-up services may be provided beyond 12 months at the State or Local Board's discretion. The types of services provided and the duration of services must be determined based on the needs of the individual and therefore, the type and intensity of follow-up services may differ for each participant. However, follow-up services must include more than only a contact attempted or made for securing documentation in order to report a performance outcome. (WIOA sec. 129(c)(2)(I))

**10. Comprehensive Guidance and Counseling** - provides individualized counseling to participants. This includes career and academic counseling, drug and alcohol abuse counseling, mental health counseling, and referral to partner programs, as appropriate. (WIOA sec. 129(c)(1)(C)(J)) When referring participants to necessary counseling that cannot be provided by the local youth program or its service providers, the local youth program must coordinate with the organization it refers to in order to ensure continuity of service.

**11. Financial Literacy Education** - includes activities which:

- Support the ability of participants to create budgets (i.e. Career Zone), initiate checking and savings accounts at banks, and make informed financial decisions;
- Support participants in learning how to effectively manage spending, credit, and debt, including student loans, consumer credit, and credit cards;
- Teach participants about the significance of credit reports and credit scores; what their rights are regarding their credit and financial information; how to determine the accuracy of a credit report and how to correct inaccuracies; and how to improve or maintain good credit;
- Support a participant's ability to understand, evaluate, and compare financial products, services, and opportunities and to make informed financial decisions;



- Educate participants about identity theft, ways to protect themselves from identify theft, and how to resolve cases of identity theft and in other ways understand their rights and protections related to personal identity and financial data;
- Support activities that address the particular financial literacy needs of non-English speakers, including providing the support through the development and distribution of multilingual financial literacy and education materials;
- Provide financial education that is age appropriate, timely, and provides opportunities to put lessons into practice, such as by access to safe and affordable financial products that enable money management and savings; and
- Implement other approaches to help participants gain the knowledge, skills, and confidence to make informed financial decisions that enable them to attain greater financial health and stability by using high quality, age-appropriate, and relevant strategies and channels, including, where possible, timely and customized information, guidance, tools, and instruction.

**12. Entrepreneurial Skills Training** - Entrepreneurial skills training provides the basics of starting and operating a small business. Such training must develop the skills associated with entrepreneurship (i.e. Career Zone-Financial Literacy and Customer Service). Some examples of entrepreneurial skill development include, but are not limited to, the ability to:

- Creatively seek out and identify business opportunities;
- Develop business plans and budgets and forecast resource needs;
- Understand various options for acquiring capital and the trade-offs associated with each option.

Approaches to teaching youth entrepreneurial skills include but are not limited to the following:

- Entrepreneurship education that provides an introduction to the values and basics of starting and running a business. Entrepreneurship education programs often guide youth through the development of a business plan and may also include simulations of business start-up and operation.
- Experiential programs that provide youth with experience in the day-to-day operation of a business. These programs may involve the development of a youth-run business that young people participating in the program work in and manage. Or, they may facilitate placement in apprentice or internship positions with adult entrepreneurs in the community.
- Enterprise development which provides supports and services that incubate and help youth develop their own businesses. Enterprise development programs go beyond entrepreneurship education by helping youth access small loans or grants that are needed to begin business operation and by providing more individualized attention to the development of viable business ideas.

**13. Labor Market and Employment Information Services** - Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services. The Labor Market Area is an economically integrated geographic area within which individuals can reside and find employment within a reasonable distance or can readily change employment without changing their place of residence.

**14. Activities that Prepare for Transition to Postsecondary Education and Training**

## Performance Outcomes

WIOA has six performance measures that Youth program providers will be responsible for meeting for in school and out of school youth:

**Placement in Employment or Education (2nd quarter after exit)** - the percentage of program participants who are in education or training activities, or in unsubsidized employment, during the 2nd quarter after exit from the program

**Placement in Employment or Education (4th quarter after exit)** - the percentage of program participants who are in education or training activities, or in unsubsidized employment, during the 4th quarter after exit from the program

**Median Earnings** - the median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program

**Attainment of a Degree or Certificate** - the percentage of program participants who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent during participation in or within 1 year after exit from the program

**Skills Gains** - the percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains toward such a credential or employment

**Serving Employers** - the indicators of effectiveness in serving employers  
Proposed performance outcomes will be subject to negotiations pending the determination of specific numerical goals, or any other performance-related requirements/information/revisions, imposed by the New York State Department of Labor (NYSDOL) and/or United States Department of Labor (USDOL).

### A few notes regarding the measures:

All successful subcontractors will be held accountable for performance measure rates which include future performance outcomes as they become available through the USDOL and the NYSDOL. Continued funding may be contingent upon meeting performance measure rates.

**Placement in Employment or Education** - youth who are not in post-secondary education or employment (including the military) at the date of participation are included in this measure.

Positive outcomes include placement, within 30 days of program exit, in:

Military service;

Post-secondary education;

Advanced training and additional occupational skills training;

Full-time employment; or

Qualified apprenticeship

**Attainment of a Degree or Certificate** - youth who are enrolled in education at the date of participation OR become enrolled in education at any point during the program are included in this measure. Youth count as positive in this measure if they attain a diploma, high school equivalency, or qualified certificate/degree by the end of the third quarter after the exit quarter.

The educational or occupational skills credential must be approved by one of the following:

- State educational or vocational and technical educational agencies;
- Institutions of higher education;
- Professional, industry or employer organizations;
- Registered apprenticeship programs;
- Public regulatory agencies;
- Programs approved by the Department of Veterans Affairs;
- Office of Job Corps and Tribal Colleges

## Components

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

**Recruitment** - Contractors are responsible for the recruitment of applicants. The intent is to use WIOA funds to serve in school and out of school youth who would benefit from year-round service and otherwise have limited access to comprehensive services.

**Employer Connections** - Connections to employers are essential in the creation of a system of providers that can effectively assist youth to become highly skilled and employable. These connections should lead to Work Experience placements as well as unsubsidized employment. Bidders are also encouraged to leverage employer support in terms of leveraged funds for training or wages, staff or operational needs related to training.

**Worksite Agreements** - the proposing organization will be responsible for the development and execution of formal worksite agreements with employers that participate in paid and unpaid work experience, summer employment, job shadowing and internship activities. This agreement will stipulate the roles and responsibilities of each party and identify the duties and expectations for the job or activity to be provided, as well as, the terms, conditions, stipulations, and assurances related to the relationship. All such relationships will include supervisors and participant orientations prior to start.

**Integration with AJCs** - In the interest of establishing a seamless delivery of services for all prospective customers and in keeping with both the spirit and letter of the WIOA legislation as it pertains to the participation of all mandatory partner agencies and programs, it is essential that all of the WIOA Title I funded programs be operated in the most effective and integrated manner possible. Proposers will need to understand the general expectation that the outreach and recruitment functions associated with the delivery of any proposed Out-of-School activities will need to be coordinated out of the AJC to the extent possible in order to best utilize other Partner programs.

**Retention** - Contractors are responsible for all youth currently active and in follow-up. A plan must be included which details the approach for engaging these youth and transitioning them to the proposed program.

**Case Management** - Effective case management is essential to providing a customized menu of programs and services for each youth. Service continuity, referral and integration are either initiated or

implemented in the case management process. Case Management must be documented in the State OSOS (One Stop Operating System) system in a timely manner. Successful bidders will receive access to and training for the OSOS.

**Intake/Eligibility Determination** - Under WIOA legislation, all youth must meet eligibility guidelines as identified in this RFP. Certification of eligibility for all WIOA funded programs must be completed prior to enrollment. Orientation - All participants must receive information on the services available for them in the Dutchess Workforce Development Area.

**Objective Assessment** - The proposing organization will provide each participant with an objective assessment of his/her academic levels, skill levels, work experience, employability and service needs at the time of WIOA enrollment. Standardized assessment tests will be used for assessment of basic skills (TABE), career interests and aptitudes (including interests and aptitudes for nontraditional jobs), and work readiness needs.

**Individual Service Strategy (ISS)** - An approved form, a written plan of long and short-term goals addressing educational, occupational or vocational, and personal support service needs. The ISS must be age-appropriate, developed with each participant and **linked to targeted performance outcomes for each youth**. The ISS must be regularly reviewed and updated as changes occur in employment goals, barriers, program services or supportive service needs.

**Information and Referrals** - Programs are encouraged to link and share information with other youth-serving organizations provided the appropriate releases of information have been signed. If there are youth requesting services that cannot be certified as eligible under WIOA guidelines, the contractor will be expected to make efforts to help the youth secure other appropriate services.

**Collaboration** - Contractors will be expected to engage in partnerships to provide resources and services to youth. The provider will be expected to work closely with the Dutchess One Stop Career Center Service Providers, the entities receiving WIOA funds to service adult populations. Specifically, programs will be required to provide a seamless transition to the Dutchess Career Center system.

**Academic Remediation Services** - In order to assist participating in school and out of school youth in both academic and occupational success, services must have a strong emphasis on achieving measurable skill gains toward such credential or employment. All programs must provide academic remediation services, where appropriate, to assist in skills gains and have the capability to utilize instruments that identify skill gain. This may be done in-house or through partnerships with educational service providers.