



Request for Proposals--issued February 6, 2018
Intent to Apply Notices-- due by 5:00 p.m., March 8, 2018
Proposals--due by noon April 4, 2018

**REQUEST FOR PROPOSALS
FOR
WIOA YOUTH SERVICES IN STEPHENSON COUNTY
(Elevate-Stephenson Program)**

Program Year 2018 (7/1/18-6/30/19)

*Funding for the Youth Services in Stephenson County will be provided under
Title I-B of the Workforce Innovation and Opportunity Act (WIOA).*

The Workforce Connection

The Workforce Connection
303 North Main Street
Rockford, Illinois 61101

The Workforce Connection
998 Belvidere Road, Suite 7
Belvidere, Illinois 61008

The Workforce Connection
27 West Stephenson Street
Freeport, IL 61032

**The entire RFP is located on The Workforce Connection website, www.theworkforceconnection.org
Click on The Workforce Connection Board, then click on Procurement.**

Bidders' Meeting

Date: Thursday, February 15, 2018
3:30 p.m.
The Workforce Connection
27 West Stephenson Street
Freeport, IL 61032

Public Opening of Proposal Packages

Date: Wednesday, April 4, 2018
12:30 p.m.
The Workforce Connection
303 North Main Street (Room 2A, Second Floor)
Rockford, IL 61101

TABLE OF CONTENTS
The Workforce Connection, Inc.

Request for Proposals

WIOA YOUTH SERVICES in STEPHENSON COUNTY
(ELEVATE-Stephenson Program)

- I. Services Sought..... 1
 - A. Services/Activities Sought..... 1
 - B. Expected Results..... 2
 - C. Eligible Bidders 2
 - D. Notice of Intent to Apply 2
 - E. Proposal Due Date 2
 - F. Management and Financial Requirements.....3
 - G. Cost and Price Analysis.....4
 - H. Audit Requirements.....4
 - I. Type of Contract.....4
 - J. Outreach, Public Relations and Branding.....4

- II. WIOA Youth Services Model..... 5

- III. Specifications..... 9
 - A. Expectations Regarding the Elevate-Stephenson Program Provider 9
 - B. Stephenson Youth Services Implementation Timeframe..... 9
 - C. Population to be Served (WIOA Eligibility)..... 9
 - D. Duration of Services/Service Levels..... 9
 - E. Experience and Qualifications of the Bidder and the Bidder’s Staff..... 10
 - F. Scope of Services Provided by Elevate-Stephenson Program 10
 - 1. Case Management..... 10
 - 2. Outreach, Recruitment, Orientation, Enrollment..... 12
 - 3. Assessment of those Youth who Meet Eligibility Requirements..... 12
 - 4. Development of Individual Service Strategy 13
 - 5. Academic/Educational Services..... 13
 - 6. Career Exploration/Work Readiness Programming..... 14
 - 7. Employment Services Conducted by Elevate-Stephenson 15
 - 8. Supportive Services 15
 - 9. Follow-Up Services 15
 - 10. Participant Incentives..... 15
 - G. Performance Expectations..... 16
 - H. Participant Policies/Grievance Procedures. 16
 - I. Monitoring of Youth Services Coordinating Entity 16
 - J. Coordination with *Elevate* Program in Winnebago and Boone Counties 16

- IV. Proposal Application Information..... 17

- V. Format and Contents of Proposal..... 18
 - A. Cover Sheet for Proposal 18
 - B. Table of Contents 18

TABLE OF CONTENTS

C. Program Narrative 18

 1. Overview of Youth Services Provided by *Elevate-Stephenson* Program 18

 2. Bidder’s Experience and Qualifications, including Organizational Capacity..... 19

 3. Elevate-Stephenson Facility..... 20

 4. Service Delivery 20

D. Non-Financial Agreement with Highland Community College 21

E. Other Sources of Funding that Support Proposed Youth Services..... 21

F. Budget and Related Information..... 21

 1. Program Year 2018 Budget--Budget Forms 1 and 2 22

 2. Budget Narrative/Cost Allocation..... 23

 3. Job Descriptions and Resumes 23

 4. Quarterly Budget Expenditure Plan..... 24

Proposal Attachments 24

Proposal Attachment 1. Organizational Chart

Proposal Attachment 2. Fiscal Procedures Explanation

Proposal Attachment 3. Organization’s Board of Directors (or similar body)

Proposal Attachment 4. Brief Outline of Career Exploration/Work Readiness/Life Skills Training for Out-of-School Youth

Proposal Attachment 5. Draft Agreement with Highland Community College Adult Education for HSE/GED Instruction

Proposal Attachment 6. Other Sources of Funding that Support WIOA Youth Services

Proposal Attachment 7. Miscellaneous Information..... 24

 A. Audit and any Management Letters 24

 B. Not-for-Profit Authorization/Certifications or Accreditations or For Profit Registration//Certificate (if applicable)..... 24

 C. Affirmative Action 24

 D. Assurances..... 24

 E. Proof of Liability Insurance 24

 F. GATA Illinois Government Accountability and Transparency pre-qualifications.....24

 G. Indirect Cost Information Form.....24

VI. Proposal Evaluation Process Discussion..... 25

 A. Proposal Evaluators 25

 B. Proposal Evaluators Review 25

 C. Committee and TWC/CEO Action on Recommendations of Evaluation Team..... 25

 D. Timelines 26

 E. Proposal Technical Review Checklist 27

 F. Proposal Evaluation Tool..... 29

VII. Proposal Forms 33

RFP Attachment I --- WIOA Youth Eligibility Criteria

RFP Attachment II --- Performance Measures Goals

RFP Attachment III --- Assurances and Certifications

RFP Attachment IV --- TWC’s Supportive Services Policies

The Workforce Connection, Inc.

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) YOUTH PROGRAMS

REQUEST FOR PROPOSALS (RFP) for ELEVATE YOUTH SERVICES in STEPHENSON COUNTY Program Year 2018 (7/1/18-6/30/19)

The entire RFP is located at www.theworkforceconnection.org.
Click on The Workforce Connection Board; then click on RFPs.

SECTION I. SERVICES SOUGHT

A. Services/Activities Sought:

The Workforce Connection (TWC), is seeking one organization to provide and coordinate the following services and activities for WIOA-eligible youth, ages 16 to 24, in Stephenson County. Both In-School and Out-of-School youth will be served through:

- Outreach, Recruitment, and Orientation for WIOA youth programming
- Intake for WIOA youth programming, including initial WIOA eligibility determination.
- Comprehensive assessment of eligible youths' current educational/work-readiness skills and abilities
- Individual Service Strategy development
- **On-going Case-Management**—*Elevate-Stephenson* case manager follows a youth throughout his/her WIOA Youth Services enrollment. Case management includes the provision of strong guidance and counseling for the youth. (Case management activities will be documented in frequent, detailed case notes.)
- **Career Exploration/Work Readiness Programming for Out-of-School Youth and In-School Youth** (includes Career Exploration, Work Readiness Skills, Life Skills, Financial Literacy education, Entrepreneurial Skills training, Leadership Development, Mentoring program component)
- **Referrals to:**
 - **High School Equivalency (HSE) / GED preparation conducted by Highland Community College Adult Education** (Title II funding), as appropriate
 - **Tutoring for In-School Youth by Freeport School District or other provider** as appropriate.
 - Bridge Programs, as available and appropriate
 - Vocational training, as appropriate
- Incentives for youth in specified activities/accomplishing specified goals
- Referrals to community services, as needed
- Work Experiences (paid or unpaid), academic and occupational education in combination with work-based learning that has a component: Work Experiences, Job Shadowing, Internships, Pre-Apprenticeship programs, On-the-Job opportunities.
- Unsubsidized Job Development and Placement Assistance—coordinated with The Workforce Connection's Business Team
- Supportive Services
- Follow-up of youth who have left the program
- Management of youth records, including case notes
- Management of ELEVATE youth data related to WIOA Performance Goals
- Comprehensive Guidance and Counseling

The Workforce Connection plans to award funds to an organization/school for the provision of WIOA Youth programming and services for Stephenson County. The organization selected will work very closely with core WIOA partners and community service providers. Services will be delivered at numerous locations in the Stephenson County area.

Funding for this RFP will be provided under Title I B of the Workforce Innovation and Opportunity Act (WIOA); however, the selected provider is encouraged to leverage non-WIOA funding sources in as much as is viable to help defray WIOA programming costs.

TWC envisions serving not less than 50 youth in Stephenson County in Program Year 2018. It is estimated that at a minimum 80% of the youth served will be out-of-school youth. Entry into and “exits” from WIOA youth programming will be on-going and programming will be flexible, based upon the needs of the youth in the program. The WIOA Youth Services provider must be able to adjust the staff hours as the need arises and WIOA funding permits.

An estimated total of \$88,875 includes funding for staffing, operating costs, participant stipends, supportive services, assessments, and participant work experience wages) may be available for the WIOA Youth budget for service to Stephenson County. Final budgets will be determined after WIOA youth allocations are received and the provider of youth services selected.

Funding for the WIOA youth program’s activities/services in Stephenson County will be provided under Title I B of the Workforce Innovation and Opportunity Act (WIOA); however, organizations will leverage non-WIOA funding sources in as much as is viable to help defray overall operational expenses.

WIOA Youth Services program staff in Stephenson County ideally will deliver some of their services and programming at non-home sites, e.g., WIOA intake activities may be conducted at community centers or school tutoring may be provided at schools.

B. Expected Results:

- Youth who have not yet earned an HSE / GED or high school diploma will do so by the time they leave the program.
- Youth will go on to further education/training and/or to employment when they leave the program.
- Youth who are basic-skills deficient will significantly increase their educational skills during their first year in the program.
- Youth will have demonstrated work readiness skills competency, during work-based learning/work experience activities.

C. Eligible Bidders: Not-for-profit organizations, government organizations, for-profit businesses, public and private college/schools in Stephenson County.

D. Notice of Intent to Apply: By 5:00 p.m., February March 8, 2018 potential bidders wishing to submit a proposal must submit a non-binding notification of intent to apply to TWC at vjohnson@theworkforceconnection.org. This notification must include the organization/school’s name and address, contact staff member with title and e-mail address, and estimated funding request amount.

E. Proposal Due Date: Proposals are due to TWC by 12 noon on Wednesday, April 4, 2018.

F. Management and Financial Requirements:

1. **Management.** Bidders must be able to demonstrate the management and financial capability needed to effectively and efficiently deliver the program proposed. Management capability includes the ability to manage the delivery system effectively and efficiently, conduct self-monitoring for contract compliance, implement a continuous improvement model, achieve the contract objectives, provide quality service delivery, keep appropriate records in an auditable manner, and meet/exceed performance standards.
2. **Financial requirements.** This includes the ability to maintain fiscal controls, accounting procedures; financial reporting in accordance with generally accepted accounting principles, demonstrates sound financial practices, and show evidence of continued financial stability.
The successful bidder will maintain separate accounting records for any contract resulting from this RFP to ensure accurate and appropriate reporting of contract expenditure, and ensure that costs are tracked in sufficient detail to determine compliance with contract requirements and ensure funds have not been unlawfully spent. All accounting records must be made available for review upon request for examination, audit, or for the making of excerpts or copies of such record for the purpose of determining compliance with all applicable rules and regulations, and the provisions of the contracts.
3. **Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM).** Each applicant is required to:
 - Be registered in SAM before submitting its application. If a bidder is not registered in SAM, this link provides a connection for SAM registration: <https://governmentcontractregistration.com/sam-registration.asp>;
 - Provide a valid DUNS number in its application; and
 - Maintain an active SAM registration with current information at all times during the entire period of the active subaward. The LWIA3 will not make a subaward to an applicant until the applicant has complied with all applicable DUNS and SAM requirements.
4. **Pre-Registration Requirement:** As part of the changes to the grant process brought about by the Federal 2 CFR Part 200 (Uniform Requirements) and the Illinois State Grant Accountability and Transparency Act (GATA), all entities wishing to receive grants from the state of Illinois must now register at: <https://grants.illinois.gov/registration/>. Please note that FEIN and DUNS numbers are required to complete registration. The online registration will trigger a pre-qualification process that will ensure that the entity:
 - Has a current DUNS number;
 - Has a current SAM CAGE Code (will need to register at SAM.gov)
 - Is not on the Federal Excluded Parties list; and
 - Is in Good Standing with the Illinois Secretary of State

Once your entity is pre-qualified, you will receive a link to an Internal Controls Questionnaire (ICQ). Applicants must complete the ICQ as part of the pre-award process and program staff will then determine whether any or all risk-based conditions shall be incorporated into the Agreement. If your entity is ineligible for the award as a result of the Dun and Bradstreet verification, the entity will be informed of corrective action needed to become eligible for a grant award.

Verification of registration with the Illinois State Grant Accountability and Transparency Act (GATA) will be provided as **Proposal Attachment 7 – Item F**.

5. **Indirect Costs and Indirect Cost Rate:** Indirect costs are allowed if the entity has an approved indirect cost rate. However, these rates are subject to negotiation but may not exceed the approved indirect cost rate. **Proposal Attachment 7– Item G** must be completed and included in the proposal submittal.

G. Cost and Price Analysis: All proposals will be evaluated on the basis of obtaining the most cost-effective price possible while achieving the highest quality service delivery. A cost price analysis will be conducted on the proposed costs during the proposal review process. Agencies are encouraged to submit their best offer for providing the services solicited and to thoroughly describe and justify the costs.

The cost and price analysis shall be conducted to ensure that the proposed costs are necessary, fair, and reasonable; to determine if the proposed costs are allowable and allocable; to determine if there is a duplication of costs with other programs; to ensure that the costs are directly associated with carrying out only the proposed services; and to ensure that the proposed costs will benefit the program.

Any private for-profit entity considering responding to this Request for Proposals must understand that they are required to adhere to the Uniform Guidance at 2 CFR part 200. Procurement standards under the Uniform Guidance at 2 CFR 200.323(b), require that profit be negotiated separately from the price in addition to a cost analysis and/or price analysis. TWC will conduct such negotiations in accordance with TWC policy, “*Payment of Profit Under Contracts with For-Profit Organizations*”, should a for-profit entity be selected.

H. Audit Requirements: The services delivered under this RFP are considered sub-recipient services and will require the selected bidder to comply with audit requirements for federal funds. All bidders must submit a copy of the most recent independent audit and financial statements. (*Proposal Attachment 7 – Item A*)

I. Type of Contract: Proposed costs will be analyzed and a cost reimbursement contract will be negotiated with a demonstrated performance basis. Payment under a cost reimbursement contract will be based upon actual costs and performance delivery outcomes. For the purposes of responding to this RFP, bidders will develop a line-item budget showing all expected costs associated with delivering the proposed services and a budget narrative explaining the costs.

J. Outreach, Public Relations, and Branding: All *ELEVATE Stephenson* services and activities will be provided under the umbrella of The Workforce Connection. Services offered through The Workforce Connection partnership (and funded by WIOA) shall be promoted under “The Workforce Connection” brand as an Illinois workNet center and the “federal identifier”, a proud partner in the American Job Center network. In keeping with our vision of offering integrated services to both jobseekers and employers, promotional and outreach materials (including printed brochures, media releases, flyers, brochures, advertising, social media sites) must only include The Workforce Connection, Illinois workNet center branding and a proud partner of the American Job Center network identification. All promotional and outreach materials will be approved in advance by TWC Public Information Manager. TWC Public Information Manager will ensure all stationary, brochures, signage, business cards, and advertising meets the branding requirements of the Workforce Innovation and Opportunity Act and the Illinois Department of Commerce and Economic Opportunity under Illinois workNet guidelines. TWC/DOL/IDCEO will be identified as the funding entity on printed materials developed with WIOA funds and/or used for outreach or to promote WIOA-funded programs or services.

The use of grant funds to promote an individual agency is not permitted; therefore, any outreach materials or program promotion shall be coordinated with the Public Information Manager of The Workforce Connection as part of the overall communications strategy for The Workforce Connection – *ELEVATE Stephenson Services*. The Workforce Connection logo will be the only logo used on all brochures and correspondence.

K. Questions: Any questions regarding this RFP should be addressed to Valerie Johnson, Planning and Quality Assurance Manager, at vjohnson@theworkforceconnection.org.

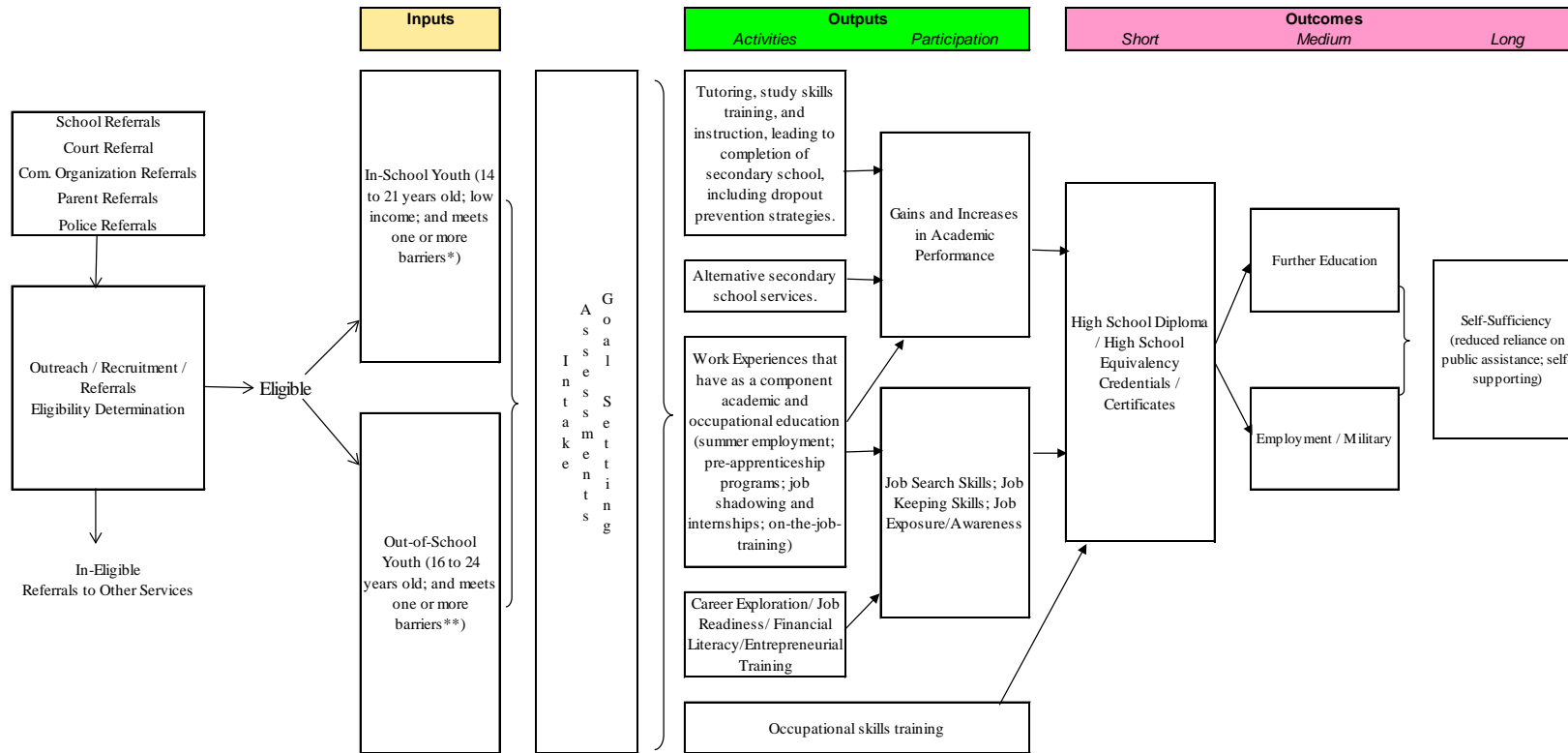
SECTION II. WIOA YOUTH SERVICES – ELEVATE MODEL

The text of the Workforce Innovation and Opportunity Act (WIOA) and the federal regulations governing WIOA are available at <http://www.doleta.gov/WIOA>. Local TWC (Workforce Development Board) Policies are available at www.theworkforceconnection.org; go to *The Workforce Board*, then click on *Plans and Policies*.

Focus of WIOA Youth Programming: The focus of WIOA youth programming is on implementing and delivering services that provide education, skill development, and support that youth need to successfully transition to further education, careers and productive adulthood. The Workforce Innovation and Opportunity Act requires fourteen program elements [WIOA Section 129(c)(2)]. WIOA outlines a vision for serving youth that integrates resources, beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training in in-demand industries and occupations, and culminating with a good job along a career pathway, enrollment into post-secondary education, or a Registered Apprenticeship.

The local Youth Service Model (page 6) is designed to enhance the overall Youth Program *Outcomes*. With a strong case management component as the central function of the service delivery system, the *Youth Service* system will provide services to both WIOA eligible In-School and Out-of-School youth, and youths' enrollment in program services will follow an on-going, open enrollment process. The *Youth Service* system will offer work-based learning with a strong job placement/work exposure component that connects youth to internships, work experiences, on-the-job training, job shadowing, and unsubsidized employment to address their job-seeking and job-keeping skills. As shown in the chart on page 7, the WIOA Youth Service system's activities/services will be coordinated with other community services/activities serving youth.

Program: Workforce Innovation and Opportunity Act (WIOA) Youth Programs: The Workforce Connection - ELEVATE
Purpose: To help youth, between the ages of 14 and 24, acquire the educational and occupational skills, training, and support needed to achieve academic and employment success and successfully transition to careers and productive adulthood.



*Barriers: In-School - deficient in basic literacy skills; English language learner; homeless; a runaway; a foster child; pregnant or a parent; an offender; individual with a disability.

**Barriers: Out-of-School - a school dropout; recipient of a secondary school diploma or equivalent who is low income and basic skills deficient or English language learner; individual who is subject to juvenile or adult justice system; homeless; runaway; foster child; pregnant or parenting; individual with a disability; or low income that requires additional assistance to enter or complete an educational program or to secure or hold employment.

Chart 1: YOUTH SERVICE ACTIVITIES AND SERVICES THAT ARE WIOA-FUNDED

ELEVATE-STEPHENSON MODEL FOR ELIGIBLE OUT-OF-SCHOOL AND IN-SCHOOL YOUTH

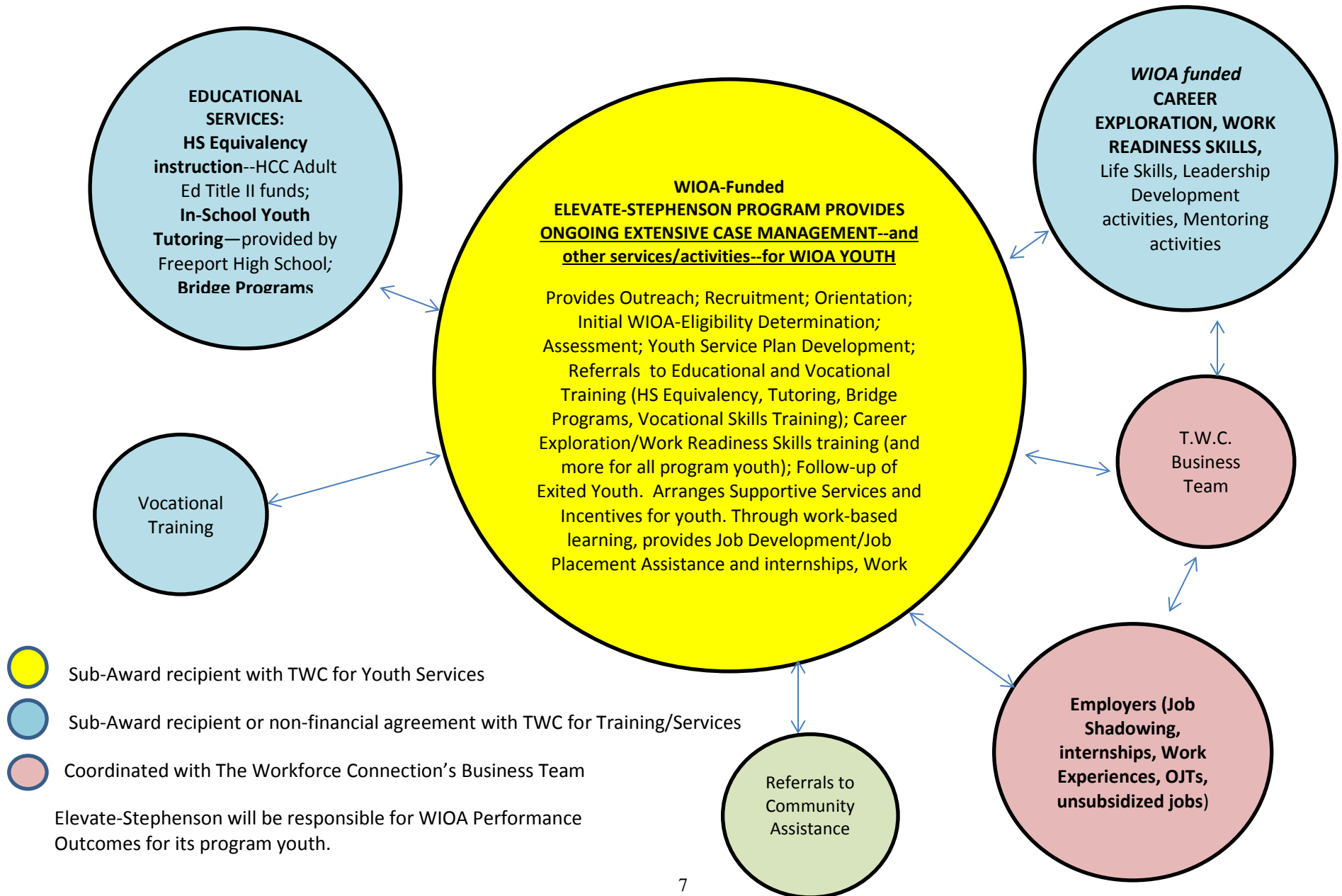
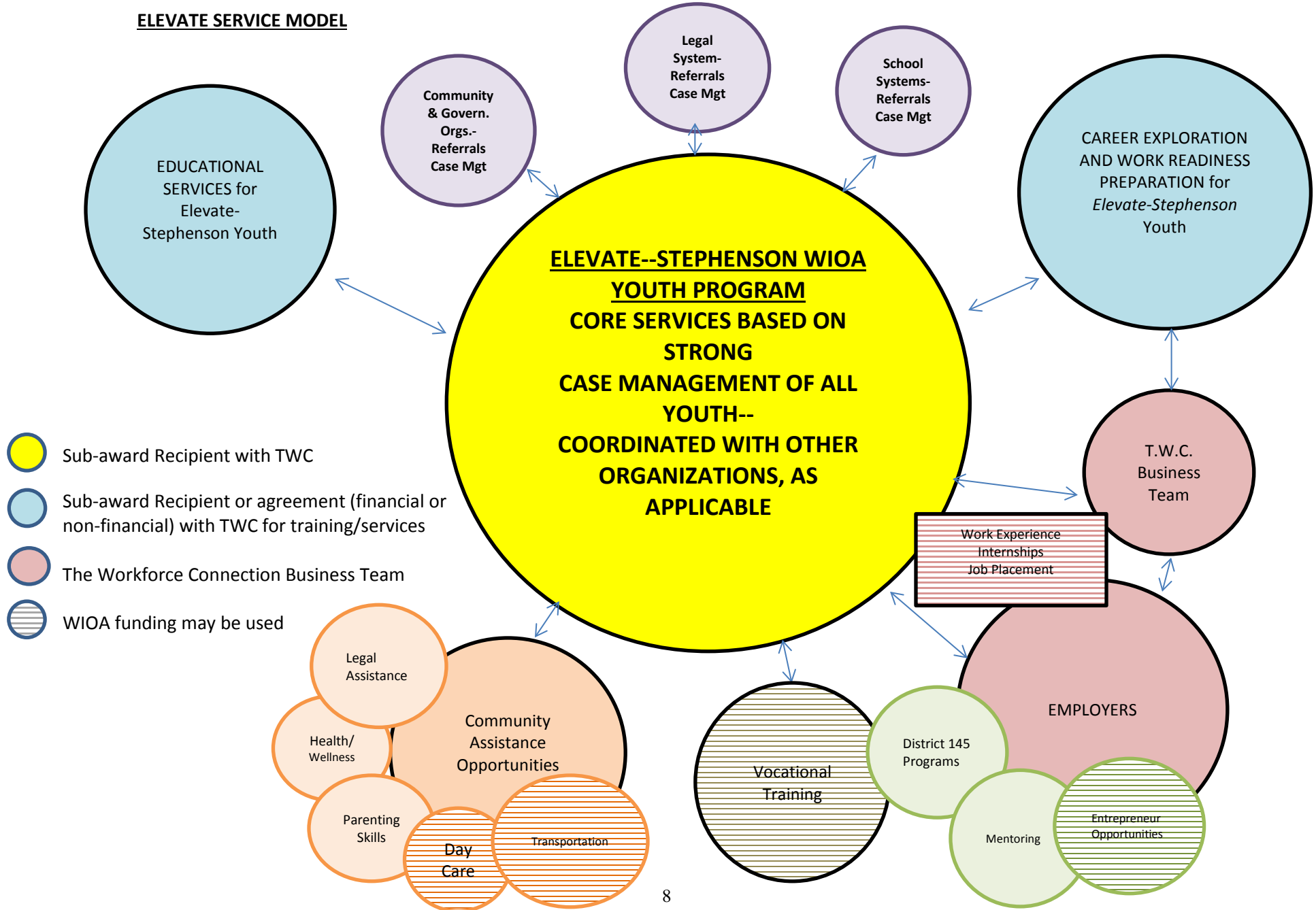


Chart 3: WIOA YOUTH PROGRAM– COORDINATION WITH COMMUNITY

ELEVATE SERVICE MODEL



III. SPECIFICATIONS

The Workforce Connection WIOA Youth Services programming must adhere to WIOA regulations and local requirements. The WIOA youth services *Elevate-Stephenson* program's sub-award agreement period will be for one year, with the option for an additional year.

A. Expectations Regarding the WIOA Youth Services Provider for Stephenson County

The bidder's organizational mission statement will encompass the provision of the overall activities/services sought through this RFP.

The bidder will have a proven history of success delivering Case Management and Coordinating services/programming for youth who are low-income and/or with barriers and have the capacity to coordinate the ELEVATE design in its overall operations. In addition, the bidding organization will have a history of engaging in successful joint efforts with other organizations providing services to youth who are low-income and/or with barriers.

B. PY 2018 Stephenson Youth Services -- Implementation Timeframe

July 1, 2018 will be the beginning of the program year. *Elevate-Stephenson* County WIOA youth program services will begin at that time.

C. Population to be Served (See Attachment I for WIOA Eligibility Criteria.)

- In-School and Out-of-School Youth will be served. At a minimum 80% of individuals enrolled will meet the eligibility criteria for out-of-school youth.

Some youth may be from various special populations, such as youth with limited-English or youth with special-needs.

D. Duration of Services/Services Levels

Hours: The *Elevate-Stephenson* facility will be open during regular business hours year-round and, if needed, at other times to accommodate special program activities. Holidays recognized for closure are the holidays recognized by the State of Illinois agencies.

Service Levels: The number of youth served will include youth newly enrolled in WIOA and youth "carried-into" Program Year 2017. Program enrollment/program exit will be on-going. TWC anticipates that in Stephenson County a total of 50 youth will be served during the program year. The number of participants active in the program at any one time will vary from an estimated 35 - 40 youth.

Location of Training: The in-school youth Tutoring will be held at the school, based on the school schedule. Provision may also be made to serve in-school youth from other in-school programs.

Career Exploration/Work Readiness programming will be held on a schedule that accommodates youth academic activities. The bidder may seek an easily accessible location.

Out-of-School youth pursuing their HSE/GED will be enrolled in Highland Community College's (HCC's) regular Adult Education HSE / GED preparation classes per a non-financial agreement that the bidder will establish with HCC.

All facilities that house ELEVATE staff, ELEVATE participants, and equipment therein, must be accessible and meet local fire, health, and safety standards and comply with the Americans with Disabilities Act (ADA) standards.

E. Experience and Qualifications of the Bidder and of the Bidders' Staff

- The Bidder's organizational mission statement will encompass the designated services to be provided by the WIOA Youth Services Program Provider.
- Bidders are expected to indicate if other sources of funding will also support the Coordinating Entity's services. (As in the past, TWC emphasizes the blending of funding sources to support the WIOA youth programming.)
- The bidder, if successful, will employ a staff member responsible for the day-to-day *Elevate-Stephenson* operation and the program's coordination with other community programs and services serving the targeted youth. This staff member will have a minimum of a Bachelor's degree, considerable experience working with youth, and several years of successful management experience. (This staff member's duties may be combined with the duties of another position funded with WIOA or non-WIOA funds.)
- The bidder, if successful, will employ sufficient staff to cover the following functions: :
 - Case-Management (Individual performing case management duties must have a minimum of Bachelor's degree and at least two years of successful experience within the past five years providing case-management and/or related services to youth who are low-income and/or with barriers. See Section F.1. below for a discussion of case management, including a description of case manager's duties and the minimum qualifications to be a case manager.)
 - Tutoring of in-school youth (unless this function can be provided at no cost to WIOA by another provider)
 - Career Exploration/Work Readiness skills programming (includes life-skills training)
 - Job development/placement--includes developing subsidized work-experience positions and placing youth in those positions (individual fulfilling these duties ideally will have job development/placement experience and, preferably, experience working with youth.)
 - Necessary support staff
- The Bidder will ensure that, if successful, all its paid ELEVATE staff members and volunteers, are qualified and appropriately trained in areas including, but not limited to, youth development, education, employment, and family development.
- The Bidder, if successful, will conduct a criminal background check/fingerprinting, in compliance with state and federal law, of all staff and volunteers who fill positions funded in part or whole by this sub-award.
- All ELEVATE staff and volunteers who help deliver the youth services will provide services in a manner sensitive to the ethnic, racial, and linguistic characteristics; religious preferences; and sexual orientation of the program youth.

F. SCOPE OF WIOA YOUTH SERVICES PROVIDED BY *ELEVATE-STEPHENSON* PROGRAM

The WIOA regulations require that all programs offer employment (workforce preparation activities and training) in combination (concurrently or in the same context) with educational (academic/occupational training) activities to participants.

1. Case-Management

The key to the success of the overall *Elevate-Stephenson* youth program will be the program's on-going and intensive Case Management activities which tie all programming together using work-based learning, combining academic/occupational training and work experiences.

Case Management is the infrastructure for delivering effective services that will facilitate the positive growth and development of youth and the achievement of individual and organizational performance goals... Case management is a client-centered, goal-oriented process for assessing the need of an individual for particular services and assisting him/her to obtain those services...often across institutional

boundaries... (from *Case Management, A Resource Manual* by Anne Adams, Sundra Franklin, Rebecca Taylor)

Case Management is a collaborative process of assessment, planning, facilitation and advocacy for options and services to meet an individual's needs through communication and available resources to promote quality cost effective outcomes. (Ricki Kozumplik of Accelerating Higher Achievements Consulting)

TWC expects that the ELEVATE Stephenson's Program Coordinator/Case Manager will have a manageable caseload so that there is adequate time to interact with youth throughout the youths' participation in ELEVATE programming and during the required follow-up period after the youth leave WIOA programming.

Fulfilling the roles and responsibility of the Program Coordinator/Case Manager position with a highly qualified individual is essential to the success of the ELEVATE Stephenson Youth Programming. The Program Coordinator/Case Manager staff will provide ongoing support and expertise through comprehensive assessment, planning, implementation and overall evaluation of the individual needs of the ELEVATE Stephenson program participant. The Program Coordinator/Case Manager will act as liaisons between the ELEVATE Stephenson program participant and the various organizations and entities involved with the youth. The Coordinator's job is to help the youth improve their education, attain credentials necessary to meet their job and career goals, problem-solve, and have a vested interest in the success of the ELEVATE Stephenson program participants.

The Program Coordinator/Case Manager's Roles and Responsibilities includes:

- Assist with outreach, recruitment, and orientation of ELEVATE Stephenson youth;
- Assist with completion of appropriate enrollment forms and documentation for participants;
- Administer TABE tests and other standardized assessment instruments;
- Provide individualized assessment via interview using tools such as
 - ELEVATE Stephenson application information
 - Testing Results –academic level, aptitudes, interests
 - Other information from other resources
 - Discussion with youth regarding personal and program goals -- during initial interview establish a partnership with youth that will be maintained throughout youth's ELEVATE Stephenson participation and year-long follow-up period;
- Develop Individual Service Strategy with youth;
- Refer youth to programming that will address youths' individual needs;
- Connect youth with community services and resources as appropriate and necessary;
- Provide on-going case management of youth—checking youths' program participation on an almost daily basis;
- Coordinate case management activity with Educational Services providers;
- Provide Career Awareness/Work Readiness Programming;
- Coordinate with The Workforce Connection's Business Team incorporating concurrent work-based learning activities;
- Meet with youth at program sites as necessary to assess progress and address concerns;
- Create and manage frequent case notes documenting youth's progress in programming, noting any concerns and how the concerns are being addressed;
- Enter data and other information on participant activities and progress into the management information system;
- Meet as necessary with other organizations' counselors to discuss concerns regarding individual youth;
- Provide services to youth in manner sensitive to the ethnic, racial, and linguistic characteristics; religious preferences; and sexual orientation of program youth;
- Complete required paperwork and reporting on a timely basis.

Minimum Qualifications and Skills/Abilities for Program Coordinator/Case Manager:

- Bachelor’s Degree in psychology, sociology, social work, education or a related field;
- At least two years within the past five years providing case-management and/or related services to youth who are low-income/ or with barriers – or equivalent experience;
- Experience as “career counselor” (preferred);
- Strong interpersonal skills;
- Excellent verbal and written communication;
- Strong presentation skills;
- Ability to read and interpret regulations and program requirements;
- Ability to use and manage e-mail and various social media;
- Basic computer skills and the ability to use programs such as the Microsoft Office suite; and
- Emotional strength – ability to separate personal life from work.

2. Outreach, Recruitment, Orientation, Enrollment

Elevate-Stephenson staff will be responsible for recruiting youth for all programming by working closely with other governmental and community organizations, the court system, school systems, and others in the community.

The ELEVATE Program Coordinator will be responsible for completing the necessary eligibility determination information and all intake paperwork; and will enter the applicant information into the required management information system. The eligibility documentation will then be reviewed by TWC Grant Compliance staff who must certify the participant’s WIOA eligibility before a youth may be considered for enrollment in ELEVATE services or activities.

Applicants must be carefully screened to determine their chances for success in the program; e.g., the process used should help the *Elevate-Stephenson* staff determine applicants’ commitment to completing high school (in-school youth), or earning their HSE / GED/returning to school and earning a diploma (out-of-school youth), or earning a vocational credential in a Demand Occupation-targeted industry (out-of-school youth with high school diploma/GED). The youth must also be committed to being employed and/or continuing on to post-secondary school/training when they leave the program.

Out-of-School youth are expected to have the ability to earn an HSE/GED within a reasonable amount of time (under a year); the Youth Services staff must make sure that youth have the reading comprehension and math ability upon program entrance that will allow them to be successful.

3. Assessment of those youth who meet program eligibility requirements.

Math and Reading Assessments: All (out-of-school and in-school) youths’ math and reading ability will be assessed using the TABE (*Reading* test and both the *Computation* and *Applied Math* tests), Forms 9 and 10, as the standard assessment instrument. Locator tests should be administered to youth in order to determine the appropriate level of the test that a youth should take.

WorkKeys Assessments: During *Elevate-Stephenson* participation, obtaining a *WorkKeys National Career Readiness Certificate* is an option for Out of School youth when they are assessed as ready to take the assessment. (Please follow this link for *WorkKeys National Career Readiness Certificate* information: <http://www.act.org/certificate/about.html>.) Work Keys Assessments will be done at Highland Community College; the cost for the assessments is \$30 for the three assessments.

Other Assessment Tools: The *Elevate-Stephenson* program may use other assessment tools – such as Career Cruising to determine program participants’ interest and aptitude.

The Assessment Interview, the most critical part of Assessment: During this initial assessment interview,

the case manager will begin to build a partnership with the youth applicant, seeking to assess the applicant's commitment to earning an HSE/GED/high school diploma/recognized credential, maintaining regular program attendance, gaining and maintaining employment (unsubsidized or subsidized work experience, internships) while in the program, and being employed and/or entering further training upon leaving the program. The case manager will use the information from the youth's WIOA application, testing results (academic level/interests/aptitudes), and this initial interview with the youth to determine the youth's suitability for enrollment – and, if the youth is suitable for enrollment, to build the youth's *Individual Service Strategy* that guides the youth during his/her WIOA participation.

4. Development of an Individual Service Strategy

The case manager will use the results of the youth's assessment to develop the youth's *Individual Service Strategy (ISS)*, which lays out a path for his/her workplace preparation. The youth's assignment to specific program activities is based on his/her individual needs identified through the assessment process. For all youth, the ISS will identify the time frame in which the youth will be expected to complete their specific ISS activities, e.g., for most out-of-school youth, this timeframe will be three-twelve months.

5. Academic / Educational Services for *Elevate-Stephenson* Youth

- **HSE/GED Preparation, including Tutoring**
- **Tutoring for In-School Youth**
- **Bridge Program in Demand Occupation-targeted industry** (available through Title II Adult Education)
- **Occupational Training - Post-Secondary certificate or degree programs**

Academic / Educational activities for **Out-of-School youth** will enhance youths' skills in literacy, math and other required academic areas to enable them to earn an HSE/GED within a year. (Ideally, most youth referred for HSE/GED preparation will have the academic ability to attain their HSE/GED within three to nine months of consistent program participation.) For HSE/GED instruction, program youth will be referred to existing Highland Community College (HCC) HSE/GED -Preparation classes. HCC HSE/GED instructors will focus on preparing students to pass the computer-based HSE/GED testing. (*Elevate-Stephenson* counseling staff will keep in frequent contact with the youth in HSE/GED classes, checking the youths' attendance and progress, and addressing problems as they arise.) Out of School youth who have earned a high school diploma or HSE/GED and meet reading and math skills level requirements, may pursue occupational training/post-secondary training.

Academic / Educational activities for **in-school youth** will enhance youths' educational skills in literacy, math and other areas necessary for youth to complete high school within the time-frame identified in their WIOA Individual Service Strategies (ISSs). To ensure that the youth complete high school in a timely manner, the *Elevate-Stephenson* provider (or another provider at no cost to WIOA) will tutor youth in basic skills and school subjects and provide study skills training. Tutoring instruction will accommodate students with limited English ability or other special needs. The *Elevate-Stephenson* programming for in-school youth must show it provides "value-added" beyond the tutoring and related services provided by the school districts or alternative programs.

In as much as viable, the academic component for out-of-school and in-school youth will be provided concurrently with *Elevate-Stephenson's* services/activities that address work readiness and career exploration (see item 6 below) and with a focus on work-based learning that provides employment opportunities through activities such as job shadowing, internships, and work experience (see item 7 below).

To help youth prepare for entry-level jobs and/or further education in a Demand Occupation-targeted industry, eligible youth may be referred to an existing bridge program conducted by Title II Adult Education, scheduling permitting. In a bridge program, youth lacking an HSE / GED /high-school diploma

will receive HSE/GED instruction; youth who already have a HSE/GED or high school diploma but whose basic literacy skills need upgrading in preparation for further training or entry level employment will receive educational skills upgrading instruction. (FYI: Bridge programs must be approved by the Illinois Community College Board.)

6. Career Exploration/Work Readiness Programming for *Elevate-Stephenson* Youth

Career Exploration/Work Readiness programming for Out-of-School Youth and In-School Youth includes the following:

- **Career Exploration activities**
- **Work Readiness Skills instruction/activities**
- **Soft Skills instruction/activities**
- **Leadership Development services/activities**
- **Financial Literacy**
- **Entrepreneurial Training**
- **Mentoring services/activities**

Career exploration programming will focus on TWC’s key industry clusters: manufacturing; health care; transportation, distribution, and logistics; information technology; or business. Youth will learn about occupations in the targeted industries’ clusters through a variety of experiences, from using the on-line career guidance system *Career Cruising* (<http://www.careercruising.com/>--available through TWC) to field trips to business/industry to job shadowing to introductory hands-on experience gained either during program hours or through internships/work experiences. *Elevate-Stephenson* staff will encourage youth to pursue post-secondary/occupational training after they complete high school/ HSE / GED. *Elevate-Stephenson* staff will work closely with The Workforce Connection’s Business Team to help youth gain internships/work experiences, especially in targeted industry areas. To the extent possible, participants’ internships and work experiences will help them understand the connection between further training/education and long-term career advancement. Youth need to develop a realistic vision for their future employment.

Work Readiness programming will interweave work readiness/soft skills into its activities. The skills taught will include, but are not limited to, self-awareness; personal health; improvement of self-image; knowledge of personal strengths and values; world-of-work awareness; labor market knowledge; job search techniques; and positive work habits, attitudes, and behavior. Instruction/practice will focus on at least the following areas and have ways to measure the youth’s progress in gaining competency in the areas:

- making career decisions
- using labor market information (on-line information)
- preparing resumes (hard copy resume—and resume for on-line submittal)
- filling out applications (on-line and hard copy)
- use of social media as job search tool
- interviewing
- being consistently punctual (school, WIOA programming, internships, work experiences, unsubsidized jobs)
- maintaining regular attendance (school, WIOA programming, internships, work experiences, unsubsidized job)
- demonstrating positive attitudes/behaviors
- presenting appropriate appearance
- exhibiting good interpersonal relations
- completing tasks efficiently

The programming will also provide activities that develop the leadership skills of participants. The activities may include, but not be limited to, exposure to occupational training and post-secondary

educational opportunities (career exploration—especially in industry-target areas), community and service learning projects, peer-centered activities, organizational and teamwork training, training in decision-making, citizenship training, and life skills training.

Throughout youths' participation in WIOA and for a year after they exit WIOA, the *Elevate-Stephenson* provider will help coordinate individualized support to participants through adult mentoring relationships. Mentoring may be provided by staff connected with *Elevate-Stephenson*, worksite staff, adults from business and industry, etc.

7. Employment Services Conducted by Elevate-Stephenson

Career Exploration instruction/activities and Work Readiness Skills instruction/activities ideally will be coordinated with The Workforce Connections' Business Team's activity in Stephenson County.

In addition to assisting program youth find unsubsidized jobs, *Elevate-Stephenson* staff will develop paid (including WIOA-funded work experiences) and unpaid work experiences, internships and job shadowing opportunities for the youth.

Note regarding WIOA-funded Work Experience: TWC requires bidders to provide evidence of the capabilities and experience in the fiscal management of work-based learning for internships and work experience jobs for youth enrolled in WIOA youth services. Managing the fiscal aspect of these components includes serving as the employer of record for participants enrolled in these activities. Provide specific information on how these components would fit into your overall fiscal management of this grant.

8. Supportive Services

Supportive services for youth needing such assistance will be provided through referrals to other community organizations or through the services provided under TWC's *Supportive Services Policies*. All referrals to services, whether provided under TWC's *Supportive Services Policies* or through referrals to community organizations, will be tracked by the case manager and recorded in case notes.

9. Follow-up Services

Elevate-Stephenson's staff will provide at least twelve months of follow-up support to participants after they exit the program. By maintaining monthly contact with the participant, the case manager will serve as a resource to identify and address challenges that arise for the youth, especially challenges related to employment and post-secondary education/training.

10. Participant Incentives

Youth attending WIOA Youth Services ELEVATE Stephenson programs may receive incentives for successfully attaining benchmarks during program participation. The *ELEVATE Stephenson* provider will determine the incentive system in coordination with the *ELEVATE Boone/Winnebago Counties* Coordinating Entity provider. Incentives awarded at periodic intervals must be based on youth achieving certain benchmarks. If the youth will receive an on-going monetary incentive, the amount a youth receives must be based on an achievement-driven system. The goal of any incentives given should be to reward those educational and/or world-of-work outcomes that the programming is designed to teach.

The *ELEVATE Stephenson* provider will disburse payroll for these incentives; funding for the incentives will be provided in the program's budget.

G. Performance Expectations

Elevate-Stephenson will be expected to meet WIOA's *Common Measures* goals (Performance Goals). See RFP Attachment II for the current Program Year 2017 Common Measures Goals and how Common Measure outcomes are or will be determined. The measures for PY2018 are not finalized at this time; however, PY 2017 measures are attached. The *ELEVATE Stephenson* program will be expected to meet the *Common Performance Measures* goals (Performance Goals) as negotiated with IL Department of Commerce and Economic Opportunity. However, strong case management provided by the program's staff will underlie all success. TWC expects that in PY 2018 at least a 70% success rate of those enrolled in HSE preparation. An estimated 85% of In-School youth should complete high school by June 2019.

H. Participant Policies/Grievance Procedures

The *Participant Policies and Grievance Procedures* for the *ELEVATE-Stephenson* program will be updated by the *ELEVATE Stephenson* program prior to July 1 program start by organization selected to conduct program.

ELEVATE Stephenson participants may grieve to TWC if the grievance resolution at the *ELEVATE-Stephenson* program level is unsatisfactory; or they may bring their grievance directly to TWC.

I. Monitoring of Youth Services

The *ELEVATE -Stephenson* program will provide internal monitoring of all its operations, including its coordination with Highland Community College Adult Education, Freeport High School and Alternative High School programs, and The Workforce Connection Business Team.

TWC will monitor *ELEVATE -Stephenson's* services and activities on an on-going basis, conducting desk reviews and on-site visits. *ELEVATE -Stephenson* monthly reporting requirements will be modeled after the Boone/Winnebago *ELEVATE* program monthly reporting requirements.

Fiscal monitoring is conducted by Rock River Training Corporation (RRTC), the fiscal agent for TWC for WIOA funds in Boone, Winnebago, and Stephenson Counties.

J. Coordination with WIOA Elevate Program in Winnebago and Boone Counties

ELEVATE-Stephenson program staff will attend bi-monthly meetings with *Boone- Winnebago Elevate* program staff to discuss concerns, share ideas, etc. It may be possible to coordinate some program activities.

SECTION IV. PROPOSAL APPLICATION INFORMATION

A. The Workforce Connection must receive proposals by noon, Wednesday, April 4, 2018.

Place the following items in a sealed package:

- Original proposal and six copies (only one copy of Audit), and
- Entire proposal (all sections and attachments, except Audit) saved in Microsoft WORD on a labeled thumb drive. (The budget will be in EXCEL.)

Then submit the package to: Cathy Cornelius, Board Assistant
The Workforce Connection, 2nd floor
303 North Main Street
Rockford, Illinois 61101

Make sure the organization's name and *ELEVATE-Stephenson Proposal* is on the exterior of sealed proposal package. The date and time TWC received the proposal will be written on the outside of sealed packet and recorded on the cover page of original proposal.

Use a clamp to hold the proposal. Do not staple the pages or put the proposal in a binder.

Incomplete proposals and proposals received after 12 noon, April 4, 2018 will not be evaluated.

If you have questions regarding this *Request for Proposals* or any WIOA or local Workforce Board policies or requirements, please contact Valerie Johnson (vjohnson@theworkforceconnection.org).

To receive the *Proposal Forms* in WORD (EXCEL for Budget), please e-mail Val.

B. This RFP does not commit The Workforce Connection (TWC) to award a grant, to pay any costs incurred in the preparation of a proposal, or to procure or contract for services or supplies prior to issuance of a written agreement.

TWC retains the right to:

- Accept or reject any or all proposals received. (TWC may negotiate with all qualified sources, or cancel in part, or in entirety, proposals if it is in TWC's best interest to do so. TWC may request that bidders participate in negotiations and rewrite their applications as agreed upon during the negotiations.)
- Discuss a proposed program with anyone potentially involved in the program.
- Tour the bidder's proposed site for delivering the *Elevate-Stephenson* program and review the bidders' administrative and fiscal procedures relating to the *Elevate-Stephenson* program as part of the proposal review process.
- Reconsider this proposal for funding anytime during PY 2018 (July 1, 2018 - June 30, 2019).

Proprietary rights to all data, materials, and documentation originated and prepared for TWC pursuant to a subcontract agreement shall belong exclusively to TWC.

C. All proposals submitted will be subject to competitive review. The *Proposal Evaluation Process* is discussed in Section VI.

D. Proposal funding decisions will be made by The Workforce Connection.

E. The WIOA Youth *ELEVATE-Stephenson* services and sub-award will be awarded July 1, 2018 through

June 30, 2019.

- F. There will a public opening of the sealed proposal packages Wednesday, April 4, 12:30 p.m., second floor, The Workforce Connection, 303 North Main Street, Rockford.

At that time TWC staff will determine if the proposals submitted meet the technical review standards. See the *Proposal Technical Review Checklist* in Section VI. Only proposals meeting the technical review standards will be read.

Bidders will be notified of their proposal’s status after the *Technical Review* is completed.

- G. Bidders’ right to appeal the decisions regarding the Awarding of Programs. See Section VI.B. of this RFP.

SECTION V. FORMAT AND CONTENTS OF THE PROPOSAL

Proposals must be submitted in the following format.

- One-inch margins
- **Not less than 11-point** font (i.e., font not less than the size of the font in this RFP)
- Single spacing, double spacing between paragraphs
- Sections and subsections labeled
- **15** pages maximum, excluding the cover page, table of contents, and requested attachments. (Include only requested attachments.)

Proposals not in the designated format will be rejected.

A. Cover Sheet for Proposal

Complete all items on the Cover Sheet (in Section VII).

B. Table of Contents

After you have written the entire proposal, number the pages and fill in the numbers on the *Table of Contents* (in Section VII). Please note that the cover sheet is numbered *-i-*, and the *Table of Contents* is numbered *-ii-*. The *Overview* will be numbered page *-I-*.

C. PROGRAM PROPOSAL NARRATIVE

Program Proposal will be a clear and concise narrative. Use bullet points, charts, etc. to enhance presentation.

I. Overview of Youth Services Provided by ELEVATE-Stephenson Program (maximum of 2 pages)

Prepare a two-page *Overview* of the Youth Services your organization will conduct. The first page of the *Overview* will be a summary of services your organization will provide. Be sure to emphasize a case management process, indicating the close coordination with Highland Community College Adult Education, Freeport High School and Alternative programs, and The Workforce Connection’s Business Team, as well as other organizations and schools serving WIOA youth.

On the **second page** of your *Overview*, present a Process Flow Chart that tracks how youth will flow through the activities and services provided through *Elevate-Stephenson* program. Activities/services provided by HCC Adult Education, Freeport High School and Alternative programs, and The Workforce Connection Business Team will be included on the chart. Begin with “Outreach/Recruitment” and track the

youths' planned participation through "Positive Exit" to education and/or employment and "Follow-Up Services." Be sure the Flow Chart is adequately labeled. Use footnotes, as needed. (Chart may be similar to the logic model chart in Section II of this RFP.)

2. Bidder's Experience and Qualifications, including Organizational Capacity

Explain why the organization is qualified to conduct the *ELEVATE-Stephenson* program. At a minimum, include the following information:

- Knowledge of the Workforce Innovation and Opportunity Act (WIOA) and the regulations guiding WIOA activities and services
- History running programs for youth, particularly youth who are low-income and/or with barriers. Be sure to include statistics with outcomes from relevant programming for the past four program years.
- **Organizational Capacity to be the WIOA *ELEVATE-Stephenson* Program Provider**
 - State organization's mission (mission statement) and demonstrate capacity to integrate the Youth Services to be conducted by the *ELEVATE-Stephenson* Program Provider into organization's overall operations. Attach as ***Proposal Attachment 1*** an organizational chart showing where the proposed Youth Services functions will fall in the organization. Describe how the WIOA Youth Services and *ELEVATE-Stephenson* staff will deliver services related to the overall organization.
 - Describe financial stability for the past five years, detailing any difficulties regarding financial stability and how those difficulties have been (or are) being addressed.
 - Submit as ***Proposal Attachment 2*** a detailed description of the organization's fiscal procedures.
 - At the end of your original proposal, attach a copy of the most recent financial audit of your organization conducted by a certified public accountant, indicating the period covered; or, if no audit has been performed, the most recent financial statement, indicating the period covered and an explanation of why no audited financial statement is available. Financial audits covering a period prior to calendar year 2016 will not be accepted.
 - Describe the relevant experience of organization's key staff who would be involved in planning the Youth Services your organization will deliver as the *ELEVATE-Stephenson* program provider. (At the end of your proposal's Budget section, include a job description for each proposed position funded in whole or in part from *Elevate-Stephenson* program budget. Job descriptions must specifically indicate, in addition to position duties, skills, knowledge, and training needed for the position and must adhere to the minimum qualifications for the staff given in Section III.E.) Also include resumes for any current personnel who may be assigned to *ELEVATE-Stephenson* staff positions.
 - Describe and demonstrate the success of joint efforts with other organizations and agencies to provide services similar to those requested in this RFP.
 - Describe organization's internal monitoring system and demonstrate how it is effectively used to assure quality and identify program, personnel, and fiscal issues. Describe organization's corrective action procedures.
 - Describe the quality improvement protocol that your organization would implement to ensure continuous improvement of WIOA Youth Services *ELEVATE* Stephenson delivery and participant outcome achievement.
 - Describe how organization's Board of Directors (or comparable body, as applicable) will be involved in the proposed program. Attach as ***Proposal Attachment 3*** a list of your organization's Board of Directors that includes at least their 1) board position, 2) business address and phone number, and 3) e-mail address.
 - List at least three relevant funding references, including the name of funding organization and the name, title, e-mail address and telephone number of a contact person at the funding

organization. (If there are no youth funding sources other than WIOA, other relevant references may be listed.)

- Assure that all individuals, including volunteers, who will work with program youth will provide services in manner sensitive to the ethnic, racial, and linguistic characteristics and sexual orientation of program youth.
- Assure that all ELEVATE-Stephenson staff members will have access to computers and the Internet.
- Include in your discussion any other relevant information, such as your organization's history developing and maintaining current written procedures for its program activity.

3. **Elevate-Stephenson Facility**

- Identify the proposed *ELEVATE-Stephenson* facility (building name and location) where program staff will be housed. The successful proposer will be expected to provide services at the Freeport satellite location on a part-time basis. Provide a proposed schedule/plan for ELEVATE Stephenson staff to deliver services at the Freeport satellite career center.
- Prove that the facility will be appropriate in size and design to accommodate the program staff and any program activities that will be conducted on-site.
- Prove that the building and space in which *Elevate-Stephenson* staff is housed and all facilities and equipment therein meet local fire, health and safety standards. Prove that the facility will meet ADA standards or that alternative measures will make program activities accessible to persons with disabilities.
- Prove that the facility is accessible to the service area. This may involve a discussion regarding how you will arrange transportation for youth to the facility. You may also discuss whether you will schedule staff to meet with youth at other locations.

4. **Service Delivery**

When describing service delivery, explain how you intend to provide the services described in *Section III.F. Scope of Services Provided by the ELEVATE-Stephenson Program*. Use the information in III.F. and the items on the Evaluation Tool in Section VI.F. to guide your description which should include, but not be limited to, a description of the following services to be provided by *ELEVATE-Stephenson* programming:

- a. Case Management – Ongoing
- b. Outreach, Recruitment, Orientation, Initial Eligibility screening, Enrollment (after eligibility certified by staff)
- c. Assessment
- d. Individual Service Strategy Development
- e. Referrals to HSE / GED Preparation
- f. Referral for Tutoring of In-School Youth
- g. Career Exploration/Work Readiness programming component which includes:
 - Career Exploration activities (use of *Career Cruising*, if viable, and demonstration of “career pathways”)
 - Work Readiness Skills instruction/activities
 - Soft Skills instruction/activities
 - Leadership Development services/activities
 - Financial Literacy
 - Entrepreneurial Skills
 - Mentoring services/activities
- h. Employment Services
- i. Supportive Services
- j. Follow-Up services
- k. Participant Incentives

Be sure to provide sufficient detail, e.g., regarding recruitment, indicate where within Stephenson County you will recruit youth. A strong case-management system will lay the foundation for the *ELEVATE-Stephenson* youth services' success and proposed case-management system for the *ELEVATE-Stephenson* youth services program must be adequately described. Include a brief outline of Career Exploration/Work Readiness, Life Skills, etc. programming for out-of-school youth as **Proposal Attachment 4**. Explain how you will connect in-school youth with the schools; where tutoring sessions and Career Exploration/Work Readiness instruction (which are an appropriate adaptation for out-of-school youth) will be held. Be sure to include information regarding the extent of linkages with other organizations/schools that assist with service delivery; especially address how case management of common participants may be addressed. Also include linkages with employers and success in placing youth in employment.

Integrate the figures in the *Elevate-Stephenson Projections for Program Year 2018* (see Section III. G) into your proposal.

D. Non-Financial Agreement with Highland Community College:

Submit as **Proposal Attachment 5** a draft of the non-financial Agreement you will have with Highland Community College Adult Education division; this Agreement should indicate that HCC will provide HSE/GED instruction to *ELEVATE-Stephenson* youth. The cost of the youths' HSE/GED training will be covered by Title II funds. (*ELEVATE-Stephenson's* budget will include the cost of HSE/GED testing for program youth.)

E. Other Sources of Funding that Support Proposed Youth Services

If non-WIOA sources of funding will be blended with other sources of funding to support the Youth Services/activities as *ELEVATE-Stephenson* delivers, provide a paragraph that explains how WIOA funds will be blended with other funding sources to support these services/activities.

Complete the form **Proposal Attachment 6, Other Sources of Funding that Support Proposed WIOA Youth Services** (Section VII, Forms). On the chart, list other sources of funding contributing to your *ELEVATE-Stephenson* Youth Services' operational costs and estimate the amount of each of the other source's contribution. Identify whether contributions are *Cash*, *Other Federal Funds*, or *Stand-in Costs* contributions. (*Stand-in costs* are costs that could be charged to the *ELEVATE-Stephenson* program, but will be charged elsewhere. These costs must be allowable expenditures from non-Federal sources).

F. Budget and Related Information

An estimated total of **\$88,875** may be available for *Elevate-Stephenson* programming. The total amount available for *Elevate-Stephenson* programming will include funding for staffing, operating costs, participant stipends, supportive services, assessments, participant work experience wages, and Individual Training Accounts (ITAs—vocational training). The final budget will be determined after WIOA youth allocations for Program Year 2018 are received and the provider of *Elevate-Stephenson* youth services selected.

You will be submitting a preliminary budget for PY 2018 (July 1, 2018-June 30, 2019). The final budget will be negotiated and included in agreement with The Workforce Connection. Your budget may include the following costs.

- Staff Wages and Fringes
- Staff training costs
- Materials and Supplies needed for start-up
- Equipment needed (costing over \$300)
- Facility Costs
- Participant Stipends and Supportive Services
- Work Experience Wages
- Line of Credit for On-the-Job Training, ITAs, and WorkKeys testing (all for Out of School Youth only)

The budget presented must be for reasonable¹ for the size of the facility, the services it provides and the number of estimated youth served on an on-going basis.

Reimbursement will be through a line item reimbursement contract.

To obtain reimbursement for program costs, you must document costs. If your proposal to be *ELEVATE-Stephenson* program services provider is funded, you will itemize all costs associated with the program on the reimbursement forms that will be included in your sub-award. Monthly reimbursement requests must be submitted to TWC fiscal agent, Rock River Training Corporation (RRTC), by the 15th of the following month.

You must maintain accounting records showing WIOA-funded programs as a separate fund.

Stipends or cash incentives to be paid with WIOA funds and supportive services must be included in your budget.

WIOA-funded On-the-Job Training, Individual Training Account (vocational training) costs, and WorkKeys testing costs (all only for Out-of-School youth) will not be in the main part of your budget. These will be in your budget as a *line-of-credit*; and may not exceed the *lines-of-credit* in your budget unless a modification to your sub-award is executed.

You may not sub-award any portion of the program. However, services/activities may be provided for program youth under non-financial agreements or cooperative agreements (no cost to TWC).

1. Program Year 2018 Budget - Budget Forms 1 and 2

Complete ***Budget Forms 1 and 2*** in Section VII. (Use the forms provided.)

In your budget, round all cents to the nearest dollar.

Be sure to place your organization's name on the budget.

- a. **Wages** (Budget Form.1)
List all staff by job title. After the job title, put any information that explains how you arrived at the amount of dollars in the total column, e.g., Case Manager, \$38,000/yr. for 12 months; Clerical Support Specialist, \$14.00/hr. for 20 hours/week for 48 weeks. Allocate, as appropriate between **In-School and Out-of-School**.
- b. **Fringe Benefits** (Budget Form 1)
List all fringe benefits in the same manner. Give all information needed for the evaluators to check the amounts in the training columns, e.g., *F.I.C.A. @ .062 on positions 5-8*. Allocate, as appropriate between **In-School and Out-of-School**.

¹ OMB 2 CFR, Part 200, E. Cost Principles, General Provisions -- § 200.404 Reasonable costs:

“A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. The question of reasonableness is particularly important when the non-Federal entity is predominantly federally-funded. In determining reasonableness of a given cost, consideration must be given to: (a) Whether the cost is of a type generally recognized as ordinary and necessary for the operation of the non-Federal entity or the proper and efficient performance of the Federal award. (b) The restraints or requirements imposed by such factors as: sound business practices; arm's-length bargaining; Federal, state and other laws and regulations; and terms and conditions of the Federal award. (c) Market prices for comparable goods or services for the geographic area. (d) Whether the individuals concerned acted with prudence in the circumstances considering their responsibilities to the non-Federal entity, its employees, where applicable its students or membership, the public at large, and the Federal government. (e) Whether the non-Federal entity significantly deviates from its established practices and policies regarding the incurrence of costs, which may unjustifiably increase the Federal award's cost.”

c. Other Costs (Budget Form 2)

Fill in all items completely. Request funding only for items that are necessary for your successful operation as *ELEVATE Stephenson* Youth Services Provider. Allocate, as appropriate between **In-School and Out-of-School**.

Incentive payments will be a line item listed under *Other Costs*. Allocate, as appropriate between **In-School and Out-of-School**.

Work Experience wages will be a line item listed under *Other Costs*. **Allocate, as appropriate between In-School and Out-of-School**. At a minimum of this line item combined with On-the-Job Training must be 20% of your overall budget.

Line of Credit (located at bottom of Budget Form 2.) **Reminder:** The *Line of Credit* included in the total estimated funds available of \$360 is for WorkKeys for the *Elevate-Stephenson* program.

WIOA On-the-Job Training: List your total anticipated OJT costs for WIOA youth (includes wages, FICA, and Workers' Compensation cost).

WIOA Individual Training Account (ITA): List the anticipated funds available for vocational training-- WIOA Individual Training Accounts-- for WIOA youth (includes tuition, fees, books, and required supplies). **Note:** WIOA Out-of-School youth ages 18+ may be co-enrolled in the Adult program and cost for their ITA vocational training absorbed by WIOA Adult program funding; therefore, there may be few, if any, funds earmarked for ITAs.

WorkKeys Assessments: List the anticipated cost of the WorkKeys Assessments for WIOA youth. (HCC cost for the three WorkKeys tests (package) plus printable certificate: \$30.

2. **Budget Narrative/Cost Allocation** (Place the *Budget Explanation* directly after the Budget.)

Fully explain how you derived each cost listed on the budget. If an item is a direct cost only to this budget, please state this. If any costs are divided between two or more funding sources, explain how these costs will be allocated, describing in detail the base to be used for each budgeted item: and explain the allocation methodology to be used to identify and allocate costs between **In-School and Out-of-School**. This explanation of your budget needs to be a narrative providing sufficient detail for reviewers to understand the costs to be charged to this sub-award, and to assure reviewers that your agency understands cost allocation and allowable costs.

Also explain how you reached the cost figures you gave in your Line-of-Credit. Label this section of your Budget Narrative Explanation *Line of Credit Explanation*.

3. **Job Descriptions and Resumes** Place the job descriptions after the budget explanation.

Submit a description of the job responsibilities of each staff position listed on Budget Form 1. Also state the education/training (qualifications) required for the position. Make sure your organization's name and the date the job description was developed is on each job description. **Job descriptions must be in the official format used by your organization**—and may be marked *DRAFT*. Use the guidelines in Section III.F.1. to develop your program coordinator/case manager job description.

If a current staff member may be moved into an *ELEVATE-Stephenson* position, please submit the resume of the individual who may be filling that position. Place this resume directly behind the job description.

Monitoring will include a review of the qualifications of staff paid in part or in full with WIOA funds to insure the staff have the education and experience their position requires.

4. **Quarterly Budget Expenditure Plan**

Present a quarterly budget expenditure plan, projecting the total amount of expenditures for the quarters ending September 30, December 31, March 31, and June 30 for fiscal year July 1, 2018-June 30, 2019.

PROGRAM PROPOSAL ATTACHMENTS

These *Proposal Attachments* are referenced in the directions for writing the *Program Proposal Narrative*.

Proposal Attachment 1 Organizational Chart

Proposal Attachment 2 Fiscal Procedures Explanation

Proposal Attachment 3 Organization’s Board of Directors (or similar body)

Proposal Attachment 4 Brief Outline of Career Exploration/Work Readiness/Life Skills Training for Out-of-School Youth

Proposal Attachment 5 Draft Agreement with Highland Community College Adult Education for HSE / GED

Proposal Attachment 6 Other Sources of Funding that Support Proposed Youth Services

Proposal Attachment 7 Miscellaneous Information

A. Audit and any Management Letters (Submit only one copy of your audit.)

Submit a copy of your organization’s/school’s most recent audit and any management letters. (Submit only one copy. Submit these as a separate attachment to the original copy of your proposal.)

B. Not-for-Profit Authorization/Certifications/Accreditations or For-Profit Corporate or LLC “Doing Business in Illinois” Registration/Certificate of Good Standing

- If your organization is a not-for-profit organization, submit a copy of your not-for-profit authorization.
- If your organization/school is a certified/accredited institution, list the certifications/accreditations held and submit copies of the supporting letters/certificates awarding the certification/accreditation; if your organization is not a certified/accredited institution, provide a statement to that effect.
- If your organization is a for-profit corporation or LLC, submit a copy of your registration/certificate of good standing for doing business in Illinois.

C. Affirmative Action Complete Affirmative Action Forms 1 and 2 (in Section VI, Forms).

D. Assurances

The person who is authorized to sign the Bidder’s agreements must review and sign the *Assurances* form (in Section VII).

E. Proof of Liability Insurance

Submit organization’s current proof of liability insurance (*Certificate of Liability Insurance*).

F. GATA Illinois Government Accountability and Transparency Act prequalification

G. Indirect Cost Information Form

NO OTHER PROPOSAL ATTACHMENTS MAY BE SUBMITTED.

SECTION VI. PROPOSAL EVALUATION PROCESS

A. Proposal Evaluators

Proposals will be evaluated by a team of TWC Board members and community representatives who have no conflict of interest with any bidding organization.

B. Proposal Evaluators Reviews

Proposals will be evaluated by a team of TWC Board members and community representatives who have no conflict of interest with any bidding organization.

- Staff will perform a technical review of each proposal prior to its being distributed to the review team.
- The technical review will determine if the proposal is complete and meets all the submission guidelines state in the Request for Proposals (RFP).
- Proposals that are incomplete or fail to meet all the submission guidelines stated in the RFP will be rejected.
- Bidders will be notified regarding the status of their proposal after the technical review.
- Bidders may appeal the technical review results. (TWC will accept only appeals relating to the technical review of a proposal.)
 - TWC staff will notify bidders via e-mail of the results of the technical review of their proposals. Bidders may then request a debriefing of their proposal’s technical review. TWC Executive Director must receive this request via e-mail within two working days of the day the Bidder was e-mailed notification of the technical review results of their proposal.
 - The debriefing will be held within three working days of TWC Executive Director’s receipt of the bidder’s request for a debriefing of their proposal’s technical review.
 - After the debriefing, the bidder will have three working days to present to TWC Executive Director a written appeal of any aspect of their proposal’s technical review.
 - TWC Board Chair or designee will review the written appeal and make the final decision regarding any TWC action on the appeal.
 - The Bidder will be notified in writing within three working days of TWC Board Chair or designee’s decision regarding the appeal.
 - This will complete the Bidder’s appeal process.
- Proposals will be evaluated by the review team.
- The review team will establish a consensus score for each proposal based upon criteria and points identified in this RFP.
- Bidders may request, in writing, feedback on the proposal submitted after the funding awards are determined.
- No appeals accepted after technical review.

C. Committee and TWC Action on the Recommendations of the Evaluation Teams

1. The funding priority recommendations of the Proposal Review Teams go forward to TWC Youth Council, who then prepare funding recommendations for TWC board action.
2. TWC will take action on the program funding recommendations of the presenting TWC Committee.
3. Bidders will be notified of TWC action.
4. Bidders may request a debriefing of their proposal’s evaluation.

D. PY 2018 Elevate-Stephenson Timelines Relating to Application

TIMELINES

E-mail or mailed notices of <i>Elevate-Stephenson</i> RFP availability and Bidders’ meeting sent to potential bidders.	No later than 2/6/18 (Tuesday)
RFP posted on website	2/7/18(Tuesday)
Notice RFP Availability and Bidders’ Meeting posted in <i>Journal-Standard</i> (Freeport)	2/7/18 (Wednesday)
Bidders’ Meeting – to answer initial questions & distribute hard copies of RFP. (TWC will address subsequent questions via telephone or e-mail.)	2/15/18 3:30 p.m. (Thursday) The Workforce Connection (NIDA) 27 W. Stephenson Freeport
Intent to Apply Notice e-mailed to TWC	By 5:00 p.m.,3/8/18 (Thursday)
Proposals due to The Workforce Connection (TWC) by 12 noon.	<u>By Noon</u> 4/4/18 (Wednesday).
Public Opening of Proposals Proposals reviewed using <i>Proposal Technical Review Checklist</i> .	4/4/18 (Wednesday) 12:30 p.m., Room 2A, The Workforce Connection Rockford
Bidders notified via e-mail of results of Technical Review of their proposals.	4/4/18 (Wednesday)
Training of proposal review team	Week of 4/9/18
Proposals delivered to review team members (if not already distributed at training session for review team).	By 4/12/18
Review team members individually complete initial reading of all their team’s proposals.	No later than 5/3/18 (Thurs.)
Team meets to discuss proposals and reach consensus on all points recorded on the <i>Evaluation Tool</i> instrument for each proposal they review. Prepare proposal funding recommendations following guidelines outlined in the RFP. (Budgets may be negotiated as part of this process.)	No later than week of 5/9/18
Review team’s funding recommendations presented to Youth Council.	5/16/18 (Wednesday)
Youth Council acts on Review Team’s recommendations regarding the funding of PY 2018 <i>Elevate-Stephenson</i> provider and prepares recommendations for TWC’s action.	5/16/18 (Wednesday)
TWC/CEOs act on Youth Council’s recommendations.	6/5/18 (Tuesday)
PY 2018 <i>Elevate-Stephenson</i> Program Provider receives PY 2018 contract.	By mid-June
PY 2018 <i>Elevate- Stephenson</i> program begins.	7/1/18

E. PROPOSAL TECHNICAL REVIEW CHECKLIST Elevate-Stephenson WIOA Youth Program (2 pages)

At the Public Opening of Proposals, staff will screen the proposals to ensure that proposals meet the technical review standards listed below.

Bidder: _____

Staff Reviewer’s Initials: _____ Date: _____

Check if the proposal/bidder meets the following standards:

Technical Review Standards
<input type="checkbox"/> The original proposal with <i>Proposal Attachment 7</i> , six copies of the proposal without <i>Proposal Attachment 7</i> , and a thumb drive containing the proposal were submitted by the deadline in a sealed package.
The proposal contains all the following parts: <ul style="list-style-type: none"> <input type="checkbox"/> A. Cover Sheet <input type="checkbox"/> B. Table of Contents <input type="checkbox"/> C. Proposal Narrative (single spaced, double spaced between paragraphs; not less than 11 point font, maximum of 15 pages), Sections and Subsections labeled <ul style="list-style-type: none"> <input type="checkbox"/> 1. Overview with <i>Program Process Flow Chart</i> (maximum of 2 pages) <input type="checkbox"/> 2. Experience and Qualifications, including Organizational Capacity <input type="checkbox"/> 3. <i>Elevate-Stephenson Facility</i> <input type="checkbox"/> 4. Delivery of WIOA In-School and Out-of-School Youth Services <input type="checkbox"/> D. Non-Financial Agreement with Highland Community College Adult Education <input type="checkbox"/> E. Other Sources of Funding that Support Proposed WIOA Youth Funding <input type="checkbox"/> F.. <u>PY 2018 Budget</u> (July 1, 2018-June 30, 2019) <ul style="list-style-type: none"> <input type="checkbox"/> 1. Budget Forms 1 and 2 <input type="checkbox"/> 2. Line of Credit <input type="checkbox"/> 2. Budget Narrative/Cost Allocation <input type="checkbox"/> 3. Job Descriptions and Resumes <input type="checkbox"/> 4. Quarterly Budget Expenditure Plan <input type="checkbox"/> Proposal Attachments (labeled) <ul style="list-style-type: none"> <input type="checkbox"/> 1. Organizational Chart <input type="checkbox"/> 2. Fiscal Procedures Explanation <input type="checkbox"/> 3. Organization’s Board of Directors (or similar body) <input type="checkbox"/> 4. Brief Outline of Career Exploration/Work Readiness/Life Skills Curriculum (Out-of-School youth) <input type="checkbox"/> 5. Draft of Non-Financial Agreement with HCC Adult Education <input type="checkbox"/> 6. Other Sources of Funding that Support the Proposed WIOA Youth Services <input type="checkbox"/> Proposal Attachment 7 submitted with only the original proposal <ul style="list-style-type: none"> <input type="checkbox"/> A. <u>Most Recent Audit (and, if applicable, related Management Letter) submitted as a separate packet</u> <input type="checkbox"/> B. Not-for-Profit Authorization/Certifications/Accreditations or For Profit Corporate or LLC “Doing Business in Illinois” Registration/Certificate of Good Standing <input type="checkbox"/> C. Affirmative Action <input type="checkbox"/> D. Assurances <input type="checkbox"/> E. Proof of Liability Insurance <input type="checkbox"/> F. GATA Prequalification Documentation <input type="checkbox"/> G. Indirect Costs Information Form
<input type="checkbox"/> The proposal contains all necessary signatures.

Technical Review Standards
<input type="checkbox"/> <i>Cover Sheet</i> <input type="checkbox"/> <i>Proposal Attachment 7.C, Affirmative Action Policy Statement</i> <input type="checkbox"/> <i>Proposal Attachment 7.D. Assurances</i> <input type="checkbox"/> <i>Proposal Attachment 7.G. Indirect Costs Information Form</i>
<input type="checkbox"/> The proposing organization is not on a Federal or State Debarment list as verified in <i>Proposal Attachment 7.D. Assurances</i> .
<input type="checkbox"/> The person signing the proposal as the submitting officer has the authority to do so as verified in <i>Proposal Attachment 7.D. Assurances</i> .
<input type="checkbox"/> The proposing organization/school agrees to meet all Federal, State, and local compliance requirements, including those listed in Attachment III of the RFP as indicated in <i>Proposal Attachment 7. D. Assurances</i> .

Check the appropriate box:

- The Proposal meets all *Technical Review Standards* and will be submitted to a Proposal Review Team for evaluation.
- The Proposal does not meet all *Technical Review Standards* and will not be submitted to a Proposal Review Team for evaluation.

 Lisa M. Bly, Executive Director
 The Workforce Connection, Inc.

 Date

F. PROPOSAL EVALUATION TOOL

PY 2018 YOUTH SERVICES IN STEPHENSON COUNTY (*ELEVATE-STEPHENSON PROGRAM*)

Bidder: _____

Proposal Number: _____

Review Team: _____

Date: _____

- 1. FINANCIAL STABILITY** - The proposal contains sufficient information regarding the bidder’s financial stability within the past five-years (2013-2017) to indicate that bidder has the financial stability necessary to be the *Elevate-Stephenson* Program Provider.

IF THE CONSENSUS SCORE FOR THIS ITEM IS LESS THAN 4 POINTS, THE PROPOSAL WILL NOT BE CONSIDERED FOR FUNDING.

0-2	3-4	5	Notes
Bidder has unstable financial history within last five years—and problems are not well on way to resolution.	Bidder had financial problems within the past five years but the problems are now resolved-- or well on the way to resolution.	Bidder has stable financial history for past five years.	

Score: _____ (out of possible 5 points)

- 2. ORGANIZATIONAL CAPACITY** - The proposal indicates the bidder’s organizational capacity to be the *Elevate-Stephenson* Program Provider, emphasizing the bidder’s qualifications to plan and deliver designated Youth Services with organizational capacity to be the *Elevate-Stephenson* Program Provider.

0-3	4-6	7-10	Notes
Proposal contains no or minimal indication of Bidder’s ability/qualifications to be <i>Elevate-Stephenson</i> Program Provider.	Proposal contains some indication of Bidder’s ability/qualifications to be <i>Elevate-Stephenson</i> Program Provider.	Proposal contains clear and concise identification of Bidder’s ability/qualifications to be <i>Elevate-Stephenson</i> Program Provider.	

Score: _____ (out of possible 10 points)

- 3. PRIOR EXPERIENCE WITH YOUTH** - The proposal adequately describes the bidder’s success (including data for at least the past four years) providing the activities/services, especially case management, employment services and support services serving youth who are low-income and/or with barriers.

0-3	4-6	7-10	Notes
Proposal contains no or scant indication of bidder’s past success serving youth who are low-income and/or with barriers.	Proposal contains some data/information indicating Bidder’s past success serving youth who are low-income and/or with barriers.	Proposal contains substantial data/information indicating that Bidder has been successful serving youth who are low-income and/or with barriers.	

Score: _____ (out of possible 10 points)

4. **WIOA COMMON MEASURES STRATEGIES** - The proposal gives a comprehensive description of how the bidder will insure that the WIOA Youth programming will meet WIOA Common Measures goals --i.e., participants will 1) earn a high school diploma or HSE / GED; 2) enter further training/education or employment upon program exit; and 3) improve educational levels (basic-skills deficient youth).

0-2	3-5	6-10	Notes
Proposal contains little indication of methods bidder will use to insure the Youth programming will meet desired Common Measures' outcome goals.	Proposal contains some indication of methods bidder will use to insure Youth programming will meet desired Common Measures' outcome goals.	Proposal contains a clear, detailed description of viable methods bidder will use to insure Youth programming will meet desired Common Measures' outcome goals.	

Score: _____ (out of possible 10 points)

5. **OUTREACH, ASSESSMENT, SERVICE STRATEGY PROCESS** - The proposal defines the Bidder's proposed outreach- recruitment process and screening mechanisms, presents an effective participant assessment process, and provides an adequate description of the *Individual Service Strategy* (ISS) development process for participants.

0-4	5-8	9-10	Notes
Proposal contains little description of recruitment process and screening mechanisms; process would not adequately provide a comprehensive assessment of math and reading ability, job skills, interests, and work; little description of ISS process.	Proposal contains some description of recruitment process and screening mechanisms; process would provide limited assessment of math and reading ability, job skills, interests, and work history; some description of ISS process.	Proposal contains clear and detailed description of recruitment process and screening mechanisms; process would provide a comprehensive assessment of math and reading ability, job skills, interests, and work history; the description of the ISS process is concise, yet detailed and viable.	

Score: _____ (out of possible 10 points)

Business

6. **CASE MANAGEMENT AND COLLABORATION/PARTNERSHIPS** - The proposal adequately describes the case-management and how the process, with a focus on work-based learning activities provided concurrently with academic/occupational activities, will be coordinated with the educational services provided by the Highland Community College Adult Education HSE/GED Preparation classes and for in-school youth in school tutoring programs, and career exploration/work readiness programming. How will case management be coordinated with other organizations (including schools) serving mutual youth?

0-2	3-10	11-15	Notes
Proposal contains little explanation of how the proposed case management system will function, including coordination with other organizations.	Proposal provides some description of how proposed case management system will function, including coordination with other organizations.	Proposal provides clear and concise description of how proposed case management system will function, including coordination with other organizations.	

Score: _____ (out of possible 15 points)

7. **ACADEMIC COMPONENT:** The proposal contains 1) a draft of a non-financial agreement with Highland Community College indicating HCC’s agreement to enroll WIOA youth in HCC regular Adult Education classes (Title II funding); 2) and adequately describes the methods that will be used to provide tutoring for in-school Stephenson County WIOA youth (some of whom may be special needs youth) and includes possible tutoring site(s) and hours. For in-school youth, the proposal also discusses 1) how the WIOA program adds value to the tutoring and related services currently available through school systems and 2) how this value may be measured.

0-3	4-6	7-10	Notes
Proposal contains no draft agreement with HCC and little description of in-school youth tutoring methods and possible tutoring sites, hours.	Proposal provides a draft of HCC agreement and some description of in-school youth tutoring methods and possible tutoring sites, hours.	Proposal provides a comprehensive draft of HCC agreement and a clear and concise description of in-school youth tutoring methods and possible tutoring sites, hours. Proposal discusses program’s “added-value” for in-school youth.	

Score: _____ (out of possible 10 points)

8. **CAREER EXPLORATION/WORK READINESS COMPONENT** The proposal adequately describes the Bidder’s proposed Career Exploration and Work Readiness/Soft Skills instruction and activities for both out-of-school youth and in-school youth and discusses how career exploration will be integrated with the work readiness training. The importance of work-based learning is included in discussion. The proposal indicates how career exploration/work readiness activities may be coordinated with Business Team.

0-3	4-10	11-15	Notes
Proposal contains little description of the proposed career exploration (TWC targeted industries) and work readiness/soft skills instruction & activities and coordination with Business Team.	Proposal contains some description of the proposed career exploration (TWC targeted industries) (and work readiness/soft skills instruction & activities and coordination with Business Team.	Proposal contains clear and detailed description of the proposed career exploration (TWC targeted industries) and work readiness/soft skills instruction & activities and coordination with Business Team. Importance of work experience is discussed.	

Score: _____ (out of possible 15 points)

9. **WORK-BASED LEARNING CAPACITY** - The bidder has strong links to employers and job development/placement activities and will fully coordinate activities with Workforce Connection’s Business Team’s effort. The bidders has the capacity and experience to serve as the employer of record for internships and subsidized work experiences

0-3	4-7	8-10	Notes
Proposal provides little description of bidder’s link to employers, job placement activities, and current/proposed coordination with The Workforce Connection’s Business Team’s effort. Little evidence of fiscal capacity to serve as employer of record for work experience.	Proposal provides some description of bidder’s link to employers, job placement activities, and current/proposed coordination with The Workforce Connection’s Business Team’s effort. Provided some evidence of fiscal capacity to serve as employer of record for work experience.	Proposal provides detailed description of bidder’s 1) strong link to employers, 2) job placement activities as proven by recent specific examples, and 3) current/proposed coordination with The Workforce Connection’s Business Team’s effort. Provided detailed evidence of capacity and experience to serve as employer of record for work experience.	

Score: _____ (out of possible 10 points)

10. **REASONABLE BUDGET** - The budget requested is reasonable for the services to be delivered. (Final budgets, however, will be negotiated based on the PY 2018 WIOA Youth allocation received and the proportional amount of youth funds designated for Stephenson County.)

0-2	3-5	Notes
Budget appears unreasonably high (0 for most unreasonable) for proposed services to be delivered.	Budget is reasonable for the proposed services to be delivered. Budget appears to be cost effective.	

Score: _____ (out of possible 5 points)

Total Evaluation Score: _____ (100 possible points)

Date Review Team Reached Consensus on Proposal’s Total Evaluation Score: _____

Witnessed by: _____
 (Signature of TWC Staff Witnessing Evaluation Team’s consensus action regarding the Total Evaluation Score the Bidder Received)

SECTION VII. PROPOSAL FORMS

To obtain the proposal forms in WORD (budget forms in EXCEL), please e-mail Valerie Johnson, vjohnson@theworkforceconnection.org, and request that the forms for the **WIOA Youth Services in Stephenson County RFP** be e-mailed to you.

Proposal Cover Sheet

Proposal # _____
[Leave blank.]



PROPOSAL FOR WIOA YOUTH SERVICES IN STEPHENSON COUNTY
(Elevate-Stephenson Program)
Program Year 2018 (7/1/18-6/30/19)
(Title I-B of the Workforce Innovation and Opportunity Act)

Proposing Organization:

FEIN:

Address:

City:

State:

Nine-digit ZIP:

Telephone:

Fax:

E-mail:

Website Address:

Contact Person:

Title:

Telephone:

E-Mail Address:

Total Funding Amount (includes Lines of Credit) Requested for Program Year 2018:

Proposing Organization Authorized Signature: _____

Name:

Title:

Date Proposal Received by TWC: _____
(Completed by TWC)

Time: _____
(Completed by TWC)

WIOA YOUTH SERVICES STEPHENSON COUNTY
(Elevate-Stephenson Program)

TABLE OF CONTENTS

- A. Cover Sheet
- B. Table of Contents
- C. Narrative.....
 - 1. Overview
 - 2. Experience and Qualifications, including Organizational Capacity
 - 3. Youth Services’ Facility
 - 4. Service Delivery
- D Non-Financial Agreement with Highland Community College.....In Proposal Attachment 5
- E. Other Sources of Funding Supporting the Proposed Youth Services.....
- F. Budgets and Related Information
 - Program Year 2018 Budget (July 1, 2018-June 30, 2019)*
 - 1. Program Year 2018 Budget (Budget Forms 1 and 2)
 - 2. Budget Narrative/Cost Allocation.....
 - 3. Job Descriptions and Resumes
 - 4. Quarterly Expenditure Plan.....

Proposal Attachments:

- 1. Organizational Chart
- 2. Fiscal Procedures Explanation
- 3. Organization’s Board of Directors (or similar body)
- 4. Brief Outline of Career Exploration/Work Readiness/Life Skills Training for Out-of-School Youth
- 5. Draft of Agreement with Highland Community College Adult Education
- 6. Other Sources of Funding that Support the Proposed WIOA Youth Services

Proposal Attachment 7 MISCELLANEOUS INFORMATION

The following information is submitted only with the original copy of the proposal:

- A. Audit and, if applicable, related management letter (Separate attachment).....
- B. Not-for-Profit Authorization/Certifications or For-Profit Registration/Certificate
- C. Affirmative Action.....
- D. Assurances
- E. Proof of Liability Insurance
- F. GATA Illinois Government Accountability and Transparency Act prequalification
- G. Indirect Cost Information Form

NO OTHER ATTACHMENTS WILL BE ACCEPTED.

Proposal Attachment 6 Other Sources of Funding that Support Proposed Elevate-Stephenson Operational Costs

This chart shows other sources of funding contributing to the proposed *Elevate-Stephenson* program’s operational costs and an estimate of the amount of each of the other source’s contribution:

Name of Funding Source contributing to program costs	Amount of Contribution	Cash; Other Federal Funds; or Stand-In *

* Write in the appropriate contribution type. *Stand-in costs* are those costs that could be charged to the WIOA program that you will charge elsewhere; these costs must be allowable expenditures from non-Federal sources.

Proposal Attachment 7, Item C

Affirmative Action Form 1

Affirmative Action Policy Statement

It is the policy of _____ (organization) to provide equal opportunity to all persons, regardless of race, color, religion, sex, age, national origin, handicap, political affiliation, or belief. Therefore, this organization will take Affirmative Action to ensure that we will:

1. Recruit, hire and promote in all job classifications regardless of race, color, religion, sex, age, national origin, handicap, political affiliation or belief.
2. Make promotional decisions that are in accordance with principles of equal opportunity by imposing only valid requirements for promotional opportunities.
3. Incorporate our equal employment opportunity policy in all personnel actions such as compensation, benefits, transfers, layoffs, company sponsored training, education and tuition assistance, career development, and upward mobility.
4. Conduct social and recreational programs sponsored by this organization without regard to race, color, religion, sex, age, national origin, handicap, sexual orientation, political affiliation, or belief.

The success of an Affirmative Action Program requires maximum cooperation between management and its employees.

To obtain this objective, _____ will be the Equal Opportunity Representative for _____ (organization).

This person will be responsible for working with the Human Resources Manager for the purpose of aiding this organization in establishing future Affirmative Action goals.

Signature: _____

Title: _____

Date: _____

Proposal Attachment 7, Item C

Affirmative Action Form 2

WORKFORCE DATA

Submit Workforce Data Information for the entire organization.

Organization: _____ Period Ending: _____

Job Classification	Pay Range	/ MALES /					/ FEMALES /					Disabled	Over 40	Total	
		W	B	H	A	I	W	B	H	A	I				

W- White B- Black H- Hispanic A- Asian or Pacific Islander I- American Indian or Alaskan Native

Proposal Attachment 7, Item D

ASSURANCES

I recognize that I must give assurance for each item below. If I cannot, this proposal will automatically be rejected.

1. I am authorized by my Board of Directors, Trustees, other legally qualified officer, or as the owner of this agency or business to submit this proposal.
2. We are not currently on any Federal, State of Illinois, or local Debarment List.
3. We have completed the pre-registration requirements for GATA including the questionnaire.
4. We will provide records to show that we are fiscally solvent, if needed.
5. We have the fiscal control and accounting procedures needed to ensure that WIOA funds will be used as required by law and contract.
6. We have additional funding sources and will not be dependent on WIOA funds alone.
7. We will meet all applicable Federal, State, and local compliance requirements. These include, but are not limited to:
 - Maintaining records that accurately reflect actual performance.
 - Maintaining record confidentiality, as required.
 - Reporting financial, participant, and performance data, as required.
 - Complying with Federal and State non-discrimination provisions.
 - Meeting requirements of Section 504 of the Rehabilitation Act of 1973.
 - Meeting all applicable labor laws, including the Child Labor Law standard.
 - GATA Illinois Government Accountability and Transparency Act prequalification.

We will not:

- Attempt to place youth in any type of work experience that will displace a current employee.
- Use WIOA money to assist, promote, or deter union organizing.
- Use funds to employ or train persons in sectarian activities.
- Use funds for youth in the construction, operation, or maintenance of any part of a facility to be used for sectarian instruction or religious worship.
- Use WIOA funds for activities that would interfere with or replace regular academic requirements for eligible youth who are high school dropouts.

We also assure that we will comply with all *Assurances and Certifications* listed in Attachment III of this Request for Proposals.

I hereby assure that all of the above are true.

Authorized Signature

Date

Title

Proposal Attachment 7-Item G

Organization:

Indirect Cost Rate Information

If your organization is requesting reimbursement for indirect costs, please select one of the following options.

Your organization may not have a Federally Negotiated Cost Rate Agreement. Therefore, in order for your organization to be reimbursed for the Indirect Costs your organization must either:

- a. Negotiate an Indirect Cost Rate with the State of Illinois' Indirect Cost Unit.
- b. Elect to use the de minimis rate of 10% modified for total indirect costs (MTDC), or
- c. Use a Restricted Rate designated by programmatic or statutory policy.

Select ONLY One:

- 1) Our Organization received direct Federal funding and currently has a Negotiated Indirect Cost Rate Agreement (NICRA) with our federal Cognizant Agency. A copy of this agreement will be provided for review and documentation before reimbursement is allowed. This NICRA will be accepted up to any statutory, rule-based or programmatic restrictions or limitations.
- 2a) Our Organization currently has a Negotiated Indirect Cost Rate Agreement (NICRA) with the State of Illinois that will be accepted up to any statutory, rule-based or programmatic restrictions or limitations. Our Organization is required to submit a new Indirect Cost Rate Proposal to the Indirect Cost Unit within 6 months after the close of each fiscal year pursuant to 2 CFR 200, Appendix IV(c)(2)(c).
- 2b) Our Organization currently does not have a Negotiated Indirect Cost Rate Agreement (NICRA) with the State of Illinois. Our organization will submit our initial Indirect Cost Rate Proposal (ICRP) immediately after our Organization is advised that an award will be made no later than 3 months after the effective date of the award pursuant to 2 CFR 200 Appendix (C)(2)(b). The initial ICRP will be sent to the State of Illinois Indirect Cost unit.
- 3) Our Organization has never received a Negotiated Indirect Cost Rate Agreement from either the federal government or the State of Illinois and elects to charge the de minimis rate of 10% modified total direct cost (MTDC) which may be used indefinitely pursuant to 2 CRF 200.414(C)(4)(f) and 200.68.
- 4) For Restricted Rate Programs, our Organization is using a restricted indirect cost rate that:
 - Is included as a "Special Indirect Cost Rate" in the NICRA, pursuant to 2 CFR 200 Appendix IV(5); or
 - Complies with other statutory policies. RATE: %
- 5) No reimbursement of Indirect Cost is being requested.

Basic Negotiated Indirect Cost Rate Information (Use only if option 1 or 2(a), above is selected.)

Period Covered by NICRA: From: To: Approving Federal or State Agency:

Indirect Cost Rate: Distribution Base Is:

Organization:

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and that any false, fictitious or fraudulent information or the omission of any material fact could result in the immediate termination of my grant award(s).

Institution/Organization: _____

Signature: _____

Printed Name: _____

Title: _____

Phone: _____

Date: _____

Note: The required signers must have the authority to enter into contractual agreements on the behalf of the organization.

ATTACHMENT I

WIOA Youth Program Eligibility Information

*Attachment I**The Workforce Connection***WIOA YOUTH ELIGIBILITY REQUIREMENTS****I. Eligibility Criteria WIOA Youth:**

Both in-school youth and out-of-school youth are eligible for youth services.

An out-of-school youth is an individual who is:

- a) Not attending any school (as defined by State law);
- b) Not younger than 16 or older than 24 at time of enrollment; and
- c) One or more of the following –
 1. A school dropout;
 2. 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.
 3. A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner;
 4. An individual who is subject to the juvenile or adult justice system;
 5. 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 sec. 477 or the Social Security Act, or in an out-of-home placement;
 6. An individual who is pregnant or parenting;
 7. An individual with a disability;
 8. A low-income individual who requires additional assistance to enter or complete an educational program or to hold employment (as defined by local Board policy).

An in-school youth is an individual who is:

- a) Attending school (as defined by State law), including secondary and post-secondary school;
- b) Not younger than age 14 or (unless an individual with a disability who is attending school under State law) older than age 21 at time of enrollment;
- c) A low-income individual*; and
- d) One or more of the following –
 1. Basic skills deficient;
 2. An English language learner;
 3. An Offender;
 4. 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 sec. 477 or the Social Security Act, or in an out-of-home placement;
 5. An Individual who is pregnant or parenting;
 6. An individual with a disability;
 7. An individual who requires additional assistance to enter or complete an educational program or to secure or hold employment (as defined by local Board policy).

* a low-income individual is a person who:

1. Personally received or received in the past six (6) months or is a member of a family that receives or received in the past six (6) months assistance through the supplemental nutrition assistance program (SNAP), temporary assistance for needy families program (TANF), or supplemental security income program (SSI), or State or local income-based public assistance.

2. Is in a family with total family income that does not exceed the higher of:
 - a) The poverty line or
 - b) Seventy percent (70%) of the lower living standard income level; or
3. Is a homeless individual or homeless child or youth; or
4. Received or is eligible to receive a free or reduced lunch;**
5. Is a foster child; or
6. Is an individual with a disability whose own income does not exceed the higher of:
 - a) The poverty line
 - b) Seventy percent (70%) of the lower living standard income level, but who is a member of a family whose income does not meet this requirement; or
7. A youth living in a high-poverty area.

** In schools where the whole school automatically receives **free or reduced price lunch**, WIOA programs must base low-income status on an individual student's **eligibility** to receive **free or reduced price lunch** or on meeting one of the other low-income categories under **WIOA**.

**WORKFORCE INNOVATION AND OPPORTUNITY ACT ELIGIBILITY REQUIREMENTS–
LOW-INCOME YOUTH FUNDING STREAM** – from information distributed at *The Workforce Connection’s WIOA Orientation information*

- You may be eligible for this program if you are receiving or have been approved to receive supplemental nutrition assistance program (SNAP) within the past six months, **OR** if you or anyone in your family* is currently receiving Township Assistance, Temporary Assistance to Needy Families (TANF), or Supplemental Security Income (SSI); receiving or eligible for free or reduced lunch or
- If you consider yourself to be homeless (lacking a fixed, permanent nighttime residence); or
- If none of the above conditions apply, your combined family* gross income for the past SIX MONTHS from your application date is *at or below* the following amounts (effective May 1, 2015 and forward):

<i>Number of persons in family</i>	<i>Maximum allowable combined gross family income for the past 6 months</i>
1	\$6,030.00
2	\$8,120.00
3	\$10,682.50
4	\$13,188.00
5	\$15,562.00
6	\$18,203.00
Add \$2,641.00 for each additional family member	

***NOTE:** For purposes of this determination, “family” includes two or more persons related by blood, marriage or decree of court who are living in a single residence, and are included in one or more of the following categories: a) Husband, wife and dependent children; b) parent or guardian and dependent children; c) Husband and wife. Proof of all family members’ gross income is required.

ATTACHMENT II

Common Measures – Goals and Definitions

Attachment II

PERFORMANCE MEASURES GOALS (COMMON MEASURES)

Youth Performance Measures Applicable Under the Workforce Innovation and Opportunity Act:

1. The percentage of youth program participants who are in education or training activities, or in unsubsidized employment, during the second quarter after exit from the program.
2. The percentage of youth program participants who are in education or training activities, or in unsubsidized employment, during the fourth quarter after exit from the program.
3. The medium earnings of youth program participants who are in unsubsidized employment during the second quarter after exit from the program.
4. The percentage of youth program participants who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent, during participation in or within one year after exit from the program. **NOTE:** Youth program participants who obtain a secondary school diploma or its recognized equivalent shall be included in the percentage counted as meeting the criterion under such clause only if such participants, in addition to obtaining such diploma or its recognized equivalent, have obtained or retained employment or are in an education or training program leading to a recognized postsecondary credential within one year after exit from the program.
5. The percentage of youth 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.
 1. Documented achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary education level;
 2. Documented attainment of a secondary school diploma or its recognized equivalent;
 3. Secondary or postsecondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the State unit's academic standards;
 4. Satisfactory or better progress report, towards established milestones, such as completion of OJT or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training; or
 5. Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.
6. Employer satisfaction measure or measures--*developed before the end of the first full program year after commencement of this Act*--(to be determined by the Secretary of Labor and the Secretary of Education, after consultation with representatives of States and political subdivisions, business and industry, employees, eligible providers of activities carried out through the core programs, educators, researchers, participants, the lead State agency officials with responsibility for the programs carried out through the core programs, individuals with expertise in serving individuals with barriers to employment, and other interested parties). Recommendations have been made, no decisions yet.

NOTE: Performance Goals have not yet been negotiated for PY 2018. PY 2017 Performance Goals are listed below as a reference.

Program Year 2017 WIOA Performance Measures Goals (Common Measures)

The Youth Services programming will be expected to meet the Youth Performance Measures (Common Measures) goals for Stephenson county WIOA program. The Workforce Connection (TWC) negotiates these goals with the state annually. Common Measures Goals have not yet been established for Program Year 2018.

The current Common Measures Goals for PY 2017 are below. To **meet** the Common Measures Goal the Youth Services Programming Common Measures performance results must come within 10% of the Common Measures Goal (e.g. 90% of 53% = 47.70%).

<u>COMMON MEASURES PERFORMANCE</u>	
<u>Program Years 2016 - 2017</u>	
	GOAL
Youth Measures	
Employment/Placement in Education Rate 2nd Quarter after Exit	53%
Employment/Placement in Education Rate 4th Quarter after Exit	50%
Credential Attainment	60%

Because many of the WIOA performance measures are based on exits from the program, TWC developed other key point in time benchmarks that will provide the most accurate picture possible of how WIOA Youth Services providers are attaining workforce goals. In consultation with service providers, the NIWA board and Chief Elected Officials may identify additional criteria as The Workforce Connection system services evolve. The selected bidder(s) will provide data regarding the following benchmarks:

- Number of enrollments
- Number of Work Experience placements
- Number of On the Job Training placements
- Number of industry recognized credentials earned through training
- Number of training related placements
- Number of businesses with repeat major services
- Customer satisfaction rates (job seekers/businesses)

ATTACHMENT III

Assurances

Attachment III

ASSURANCES AND CERTIFICATIONS

The Bidder hereby assures and certifies that (if authorized a sub-award):

1. It possesses the legal authority and has taken such action as may be required to enter into and be bound by this Sub-Award Agreement and to execute the Program and represents that prior to signing this Agreement it has thoroughly reviewed the same and understands and agrees to the terms set forth herein.
2. It will comply fully with the nondiscrimination and equal opportunity provision of the following laws:

Section 188 of WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I-financially assisted program or activity as such law now exists or may be hereafter amended;

Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin as such law now exists or may be hereafter amended;

Section 102 of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities as such law now exists or may be hereafter amended;

The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age as such law now exists or may be hereafter amended;

Title IX of the Education Amendments of 1972 as amended, which prohibits discrimination on the basis of sex in educational programs as such law now exists or may be hereafter amended;

The Illinois Human Rights Act, as amended and its Rules and Regulations;

Nontraditional Employment for Women Act of 1991;

U.S. Department of Labor Regulations 29CFR Part 1604, Guidelines on Discrimination because of Sex, Sexual Harassment;

U.S. Department of Labor Regulations 20 CFR 652

U.S. Department of Labor Regulations at CFR Part 31 and Part 32

Fair Labor Standards Act of 1938, as amended;

Illinois Victim's Economic Security and Safety Act of 2003;

Equal Pay Act of 2003; (820 ILCS 112 et.seq)

Minimum Wage Act of 1938, as amended;

The Civil Rights Restoration Act of 1987;

Executive Order 12250;

Executive Order 11246, as amended;

U.S. Department of Justice Regulations at 28 CFR Part 42, Subparts F & H; and

Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

It also assures that it will comply with U.S. Department of Labor Regulations at 29 CFR Parts 31, 32, and 37 and other applicable requirements imposed by or pursuant to regulations implementing the laws listed above, and shall cooperate with such compliance monitoring as NIWA may from time to time require. It understands that the United States has the right to seek judicial enforcement of this assurance.

3. No funds received under this Award Agreement will be used to fund any activities prohibited under WIOA, federal, state or local laws or implementing regulations.
4. No funds received under this Award Agreement will be used to fund the same services for which Pell/Supplemental Educational Opportunity Grants (SEOG) are received.
5. No funds received under this Award Agreement will be used to support any religious or anti-religious activity. Participants in the program will not be employed on the construction, operation, or maintenance of that part of any facility which is used for religious instruction or worship.
6. Appropriate standards for health and safety in work and training situations will be maintained.
7. The Program will not result in the displacement of employed workers, or impair existing contracts for service.
8. No funds will be used to train Participants to fill a job opening created by the action of an employer in laying off or terminating the employment of any other employee of the Program Provider in anticipation of filling the vacancy so created by the hiring of a WIOA Program Participant.
9. No Participant is a member of the immediate family of the Program Provider or an employee of the Program Provider who is engaged in an administrative capacity. The term "immediate family" means wife, husband, son, daughter, mother, father, brother, sister, brother or sister-in-law, father or mother-in-law, son or daughter-in-law, aunt, uncle, niece, nephew, stepparent, and stepchild. The term "person in an administrative capacity" includes those persons who have overall administrative responsibility for a program, including employees who have selection, hiring, placement, or supervisory responsibilities for the Participant.
10. Any requests for participant information other than requests from potential employers regarding a Participant's training background and progress shall be referred to the Northern Illinois Workforce Alliance.
11. Participants will not be involved in any manner in labor disputes presently existing or that may subsequently arise following the time of execution of this Award Agreement. Funds provided through this Award Agreement shall not be used in any pro or anti-labor union activities.
12. All records and reports required to be completed by the Program Provider pursuant to this Award Agreement shall be accurate, true and correct to the best knowledge of the Program Provider. Any misrepresentation of a material fact concerning the eligibility, accomplishment, or placement of a Participant, may result in funds being withheld by the Northern Illinois Workforce Alliance, or legal action, to recover funds paid to the Program Provider as a result of such misrepresentation.
13. It will establish safeguards to prevent its staff members, subcontractors, employees, board members and volunteers from using their positions for a purpose that is, or gives the appearance of, being motivated by desire to divert Program funds for private gain for themselves or others, particularly

those with which they have family, business, or other ties as a result of the work to be performed as outlined in the attachments to this contract.

14. It will be bound by determinations arising from Northern Illinois Workforce Alliance and/or its Fiscal Agent's Debt Collection and Audit Resolution procedures.
15. It certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Sub-Award Agreement by any Federal department or agency (29 CFR Part 98).
16. It will comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulation (29 CFR 3).
17. It will comply with the Davis-Bacon Act (40 U.S.C. 276a to a-7) as supplemented by Department of Labor regulations (29 CFR 5).
18. It will comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR 5).
19. It will comply with the policy on lobbying restrictions as established in accordance with 45 CFR Part 20.
20. It will comply with any state or federal requirements or regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under this Award Agreement.
21. It will comply with any state or federal requirements and regulations pertaining to copyrights and rights in data pertaining to information generated under this Award Agreement.
22. It will comply with all applicable standards, orders, or requirements issued under Section 306 of the Clear Air Act (42 U.S.C. 1857(h)), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR 15).
23. It will comply with any mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub.L. 94-163).
24. It will comply with all applicable business licensing, taxation and insurance requirements.
25. It will seek to enroll a mix of Participants in its programs and will comply with any diversified enrollment goals established for the program by the Northern Illinois Workforce Alliance.
26. It is able to provide programmatic and architectural accessibility for individuals with disabilities.
27. It will include the following tagline on any recruitment brochures, other materials and public broadcasts:

Equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. This program is subject to the provisions of the "Jobs for Veteran's Act", Public Law 107-288, which provides priority of service to veterans and spouses of certain veterans. Contact the WIOA Equal Opportunity Officer at (815) 395-6688 or TTY (815) 966-2436.

Attachment IV

TWC BOARD'S Supportive Services Policies

The Workforce Connection, Inc.

Policy Title: Supportive Services

Reference Number 2016-400-04

Approved: 06/07/2016

Effective: 06/07/2016

Status: Active

**Modifications: 1-11/01/2016
05-2017 Name Change
2-11/21/17**

Purpose:

To ensure the appropriate use of supportive services and to ensure that eligible individuals receive the supportive services necessary to enable them to participate in activities authorized under WIOA.

References:

- Workforce Innovation and Opportunity Act (WIOA) Sec. 3 Definitions;
- WIOA Proposed Rules: 680.900 – 680.970 and 681.570

Background:

Supportive Services enable registrants to overcome barriers that would otherwise prohibit their participation in activities authorized under the WIOA or reduce their opportunity to successfully achieve the goals established in their Individual Employment Plans (IEP) or Individual Service Strategies (ISS). The policy is also meant to promote effective management of services and to prevent misuse of WIOA funds.

Responsible Party:

One Stop center program directors and staff responsible for WIOA funded programs must verify and document eligibility for supportive services for Dislocated Worker, Adult and Youth program participants.

Policy/Procedures:

- **Participant Eligibility-** Supportive Services are available for WIOA program enrollees. Supportive Services needed by individuals will be identified and documented as necessary for individuals to participate in activities authorized under the WIOA, to include Basic Career Services, Individualized Career Services, and Training based on the Demand Occupation list for EDR5 or Statewide or an occupation (not on the demand list) that is part of an occupational career pathway identified through an approved individual employment plan (IEP) that will lead to a demand occupation. Other eligible activities include On the Job Training (OJT) and Apprenticeships. Individual programs will establish procedures to document the participant's need for supportive services and verify that such services are not available through other programs or sources. Documentation of the participant's need for supportive services will be maintained by the programs and staff will ensure case notes reflect the need and receipt of such support.
- **Training-** Participants attending training will be eligible for assistance under this policy if the program/classes they are attending lead to occupations identified on the Demand Occupation list for EDR5 or Statewide, or an occupation that is part of an occupational career pathway identified through an approved individual employment plan (IEP) , whether or not that training is actually being funded by WIOA. Other eligible training activities include One the Job Training (OJT), Apprenticeships and pre-vocational training classes.
- **On-Going Supportive Services-**The availability of On-going Child Care and Transportation assistance is based upon the availability of funds and the participant's demonstrated need. **All rates (Child Care rates for Licensed Day Care Center, License-Exempt Day Care Center, Licensed Day Care Home or Licensed Group Day Care Home, and License-Exempt Day Care Home or Care in Child's**

Home) are based on the State rate. If the State rate for these categories changes, the TWC-approved rates will be adjusted to remain consistent with the State rate. *Child Care reimbursement to a custodial or non-custodial parent will not be approved.*

CHILD-CARE for Boone and Winnebago Counties (not-to-exceed payments)*

	Under 2 Age		Age 2		Age 3 and Older		
	Full-Day per child	Part-Day per Child (less than 5 hours)	Full-Day per Child	Part-Day per child (less than 5 hours)	Full-Day per Child	Part-Day per Child (less than 5 hours)	School-Age Day
Licensed Day Care Center	\$46.49	\$23.25	\$36.73	\$18.37	\$27.55	\$13.78	\$13.78
License-Exempt Day Care Center	\$40.50	\$20.25	\$32.00	\$16.00	\$24.00	\$12.00	\$12.00
Licensed Day Care Home or Licensed Group Day Care Home	\$31.57	\$15.79	\$29.34	\$14.67	\$26.93	\$13.47	Same as Part- Day
Non-Licensed Care	\$16.22	\$8.11	\$16.22	\$8.11	\$16.22	\$8.11	Same as Part- Day

CHILD-CARE for Stephenson County (not-to-exceed payments)*

	Under 2 Age		Age 2		Age 3 and Older		
	Full-Day per child	Part-Day per Child (less than 5 hours)	Full-Day per Child	Part-Day per child (less than 5 hours)	Full-Day per Child	Part-Day per Child (less than 5 hours)	School-Age Day
Licensed Day Care Center	\$33.53	\$16.77	\$28.46	\$14.23	\$23.77	\$11.89	\$11.89
License-Exempt Day Care Center	\$29.20	\$14.60	\$24.80	\$12.40	\$20.70	\$10.35	\$10.74
Licensed Day Care Home or Licensed Group Day Care Home	\$29.39	\$14.70	\$27.25	\$13.63	\$24.96	\$12.48	Same as Part- Day
Non-Licensed Care	\$16.22	\$8.11	\$16.22	\$8.11	\$16.22	\$8.11	Same as Part- Day

* Child Care figures-- effective for WIOA and Trade participants: **7/1/15**. See <http://www.dhs.state.il.us/page.aspx?item=75772> (updated figures as of 7/1/15).

TRANSPORTATION

Participants in Training who need WIOA-transportation assistance to attend training will receive a transportation allowance of \$55 or a RMTD monthly bus pass (cost: \$55) according to the schedule listed below.

- If a participant begins training on or before the 15th day of the month, he/she will receive a transportation allowance of \$55 for this month.
- If a participant begins training after the 15th day of the month, he/she will receive a transportation allowance of \$27.50 for this month.
- If a participant ends training on or before the 15th day of the month, he/she will receive a transportation allowance of \$27.50 for this month.
- If a participant ends training after the 15th day of the month, he/she will receive the full \$55 transportation allowance for this month. If a participant is receiving a monthly RMTD bus pass, he/she will receive the bus pass for the full month he/she begins training, regardless of when in the month this occurs.
- If a participant is receiving a monthly RMTD bus pass, he/she will receive the bus pass for the full month he/she ends training, regardless of when in the month this occurs.

Exception: Participants using Freeport area public transportation will receive transportation assistance equal to the amount of the fare needed to attend their scheduled training classes; assistance for one round trip per scheduled training day will be allowed. Proof that the participants attended training on the days for which they receive assistance must be submitted.

If a WIOA participant is co-enrolled in the TAA program, the amount of transportation assistance that the participant receives will be based on the federal TAA transportation assistance regulations. Transportation assistance for WIOA/TAA participants will be paid from WIA funds only in instances when TAA funds are exhausted.

Transportation assistance in the form of limited ride bus passes or gas stipends are available for individuals actively engaged in job search. The job search and interview records will be the documentation needed to secure additional transportation assistance.

SUPPLEMENTAL SUPPORT ITEMS

These items are Supportive Services purchased as a one-time option, based upon individual need. **NOTE: Case files must document that these supportive services cannot be secured from other programs or sources prior to purchase with WIOA funds. If items are provided by employers with work-place established re-payment procedures, WIOA funds will not be used for the purchase.**

<u>Item</u>	<u>Maximum Paid by WIOA</u>
Automobile related needs* (This item includes car repairs, licenses, car insurance.)	\$
Auto Repairs	500
Auto Insurance/License/Registration	700
Clothing	250

Eye exam & glasses	250
Job Related Tools / Uniforms	500
Protective Shoes	200
Utilities*	300
Occupational certification exam fees and occupational license fees ...	actual cost

* To be eligible for an assistance with Automobile related needs (repairs, insurance, license, or registration) or utility payments, the vehicle or residence must belong to or be leased to the individual enrolled in the program and must be documented. Utility payments will be made to the utility company, not an individual.

Car Repairs

During a participant’s enrollment in WIOA, automobile related needs described above will be paid up to a total (cap) of \$500. Car repairs will be provided for a participant only with proof of insurance, copy of registration and a valid driver’s license. The repairs to the vehicle must make it able to provide reliable transportation.

Auto Insurance/License/Registration

If a participant has access to a vehicle that is in working order, but does not have the vehicle registered or is not carrying insurance on the vehicle, the program can assist with costs for these items if other transportation options are not suitable for the individual (i.e. public transportation).

Job Related Tools / Uniforms

Normal procurement policies will be followed to purchase job related tools and/or uniforms. If the tools and/or uniforms are being purchased by the employer for a program participant the employer’s procurement will be accepted.

Job Search Assistance

All Job Search activities must be documented and reflected in the participant file and appropriate case notes maintained. No Job Search assistance supportive services will be provided without proper documentation of need and case notes.

Participants enrolled in Staff-assisted Job Search and/or Job Development may request a \$ 30/month job search assistance stipend to cover activities such as dry cleaning interview clothes, getting a haircut, etc. Participants may also request bus tokens or bus passes to help them during their job search. If the individual has access to a properly registered and licensed vehicle and has a valid driver’s license, they may receive a monthly transportation stipend. The stipend will be paid in the same manner as transportation stipends for individuals participating in training activities (identified in the Transportation Section above).

Background checks, drug screening, and physicals may be identified as needed supportive services for job search or job placement. These supportive services are allowable and can be paid as long as job search and job placement activities are properly documented.

Approval

All requests for On-Going Supportive Services/Supplemental Support Services will be approved in writing by the Case Manager’s supervisor. Any item other than those listed above must have prior written approval from the fiscal agent to ensure grant fiscal compliance, in addition to that of the supervisor before authorization can be given to purchase the item. The written approval of the Program Director will be included in the documentation submitted to the Accounting Department.

Documentation

Proper justification for a participant's receipt of on-going supportive services/supplemental support services must be documented in the case notes of the participant and correspond with the participant's *Individual Employment Plan*. As required by law, the case notes should also support the Case Manager's attempts to find funding for the participant's needs through other sources.

Day Care Providers and participants must sign a *Day Care Attendance Sheet* for each child whose day care costs are entirely or partially paid by WIOA supportive services monies.

Action Required:

This information should be disseminated to The Workforce Connection WIOA One-Stop Operator and all WIOA program directors/staff and partner agencies. Ensure that procedures for approving and paying for supportive services are fully in compliance with this policy.

Inquiries:

Questions regarding this policy should be directed to The Workforce Connection Board Executive Director

Effective Date:

Immediately