

# REQUEST FOR PROPOSALS (RFP)



**For the Selection of Program Operators to Provide  
Workforce Innovation and Opportunity Act Funding**

## **YOUTH WORKFORCE DEVELOPMENT SERVICES**

**FOR THE CENTRAL ALABAMAWORKS! LOCAL WORKFORCE DEVELOPMENT  
AREA**

**FOR PROGRAM YEAR PY22**

**Alabama Department Commerce  
Workforce Development Division/Governor's Local Workforce Areas  
401 Adams Avenue, Suite 390  
Montgomery, Alabama 36130  
(334) 242-5300 (Office Phone)**

<http://www.centralalabamaworks.com/>

**Release Date:**

**November 16, 2022**

**Deadline for submission:**

**December 31, 2022 @ 4:30 p.m. CDT**

***Late submissions will not be accepted.***

|                |   |           |
|----------------|---|-----------|
| <b>PART A:</b> | <b>BACKGROUND AND PURPOSE OF THIS RFP</b> .....                   | <b>1</b>  |
| <b>PART B:</b> | <b>GENERAL INSTRUCTIONS</b> .....                                 | <b>4</b>  |
| B.1.           | Proposal Constitutes Offer .....                                  | 4         |
| B.2.           | Time Frame .....  | 4         |
| B.3.           | No Obligation to the Commerce Workforce Development Division..... | 4         |
| B.4.           | Amendments.....   | 4         |
| B.5.           | Multiple Proposals.....   | 4         |
| B.6.           | Receipt of Proposals.....   | 4         |
| B.7.           | Proposal Submission Format.....                                   | 5         |
| B.8.           | Eligible Proposers .....  | 5         |
| B.9.           | Confidential Information.....                                     | 5         |
| B.10.          | Award Information .....   | 5         |
| B.11.          | Negotiation/Discussion.....                                       | 5         |
| B.12.          | Agreement Type .....  | 6         |
| B.13.          | Proposer Administrative and Fiscal Capabilities.....              | 6         |
| B.14.          | General Requirements for Program Operators .....                  | 6         |
| B.15.          | RFP Questions .....   | 6         |
| <b>PART C:</b> | <b>SCOPE OF THE REQUEST FOR THIS PROPOSAL</b> .....               | <b>7</b>  |
| C.1.           | Eligible Providers / Grantee Qualification Requirements.....      | 7         |
| C.2.           | Fund Availability.....  | 7         |
| C.3.           | Service Area .....  | 7         |
| C.4.           | Youth Eligibility Requirements .....                              | 7         |
| C.5.           | Nonduplication -- No Substitution .....                           | 8         |
| C.6.           | Period of Performance.....  | 8         |
| C.7.           | Program Design Specifications .....                               | 8         |
| <b>PART D:</b> | <b>PROPOSAL EVALUATION PROCESS AND CRITERIA</b> .....             | <b>12</b> |
| D.1.           | Initial Review .....  | 12        |
| D.2.           | Notice of Award .....   | 13        |
| D.3.           | Notice of Appeal .....  | 13        |

## **PART A: BACKGROUND AND PURPOSE OF THIS RFP**

The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014, and supersedes the Workforce Investment Act. It promotes program coordination and alignment of key employment, education and training programs at the Federal, State, regional and local level. WIOA was designed to provide workforce investment activities to increase employment, retention and earnings, and the attainment of recognized postsecondary credentials. Through these activities, the quality of the workforce will improve, economic self-sufficiency will increase, and workers will meet the skill requirements of employers and enhance the productivity and competitiveness of our nation.

WIOA requires that at least 75 percent of available funds be spent on workforce investment services for out-of-school youth. The law also requires 20 percent of youth funds to be spent on paid and unpaid work experiences that incorporate academic and occupational education for youth. These work experiences can include summer and year-round employment opportunities, job shadowing, pre-apprenticeship training, internships, and on-the-job training. Central AlabamaWorks! Local Workforce Development Area (CAW) youth programs will focus on providing academic and occupational skills training to out-of-school youth who have limited skills, little or no work experience, and other barriers to economic success. The Central Alabama region needs to encourage and support these youth in obtaining the education and skills needed to not only succeed in the labor market but to have a long and prosperous career. The goal for programs under this RFP is to help youth in the CAW local area attain the education and employability skills that are necessary to get a job, keep their job, and advance in their chosen career pathway.

Alabama Department of Commerce's (ADC) Workforce Development Division, Governor's Local Workforce Areas (GLWA), and the Central AlabamaWorks! Local Workforce Development Board is issuing this Request for Proposals (RFP) for occupational youth services programs to serve out-of-school youth ages 16 - 24 (with barriers to employment as identified by WIOA) and in-school youth ages 16 - 21.

Entities may submit proposals to provide services in the Central AlabamaWorks! Workforce Development Area. The Central Alabama Works! The area consists of the following counties: Autauga, Bullock, Chambers, Coosa, Dallas, Elmore, Lee, Lowndes, Macon, Montgomery, Perry, Russell, and Tallapoosa.

Pre-apprenticeship programs are defined as programs designed to prepare individuals to enter and succeed in a Registered Apprenticeship program and have a documented partnership with at least one, if not more Registered Apprenticeship program(s). Registered apprenticeships are programs designed to move an apprentice from a low or no skill entry-level position to full occupational proficiency. A Registered Apprenticeship program is sponsored by an individual business or an employer association and may be partnered with a labor organization through a collective bargaining agreement. Upon finishing the training program, an apprentice earns a "Completion of Registered Apprenticeship" certificate, an industry-issued, nationally recognized credential that validates proficiency in an occupation.

The Alabama Department of Commerce/ Workforce Development Division (WDD) and GLWA serves as the administrative entity for activities pursuant to the workforce development programs funded and regulated under the federal Workforce Innovation and Opportunity Act of 2014 (WIOA). The ADC/WDD in accordance with the provisions of WIOA Title I-B is a nondiscrimination/equal opportunity program. The CAW Board is comprised of representatives

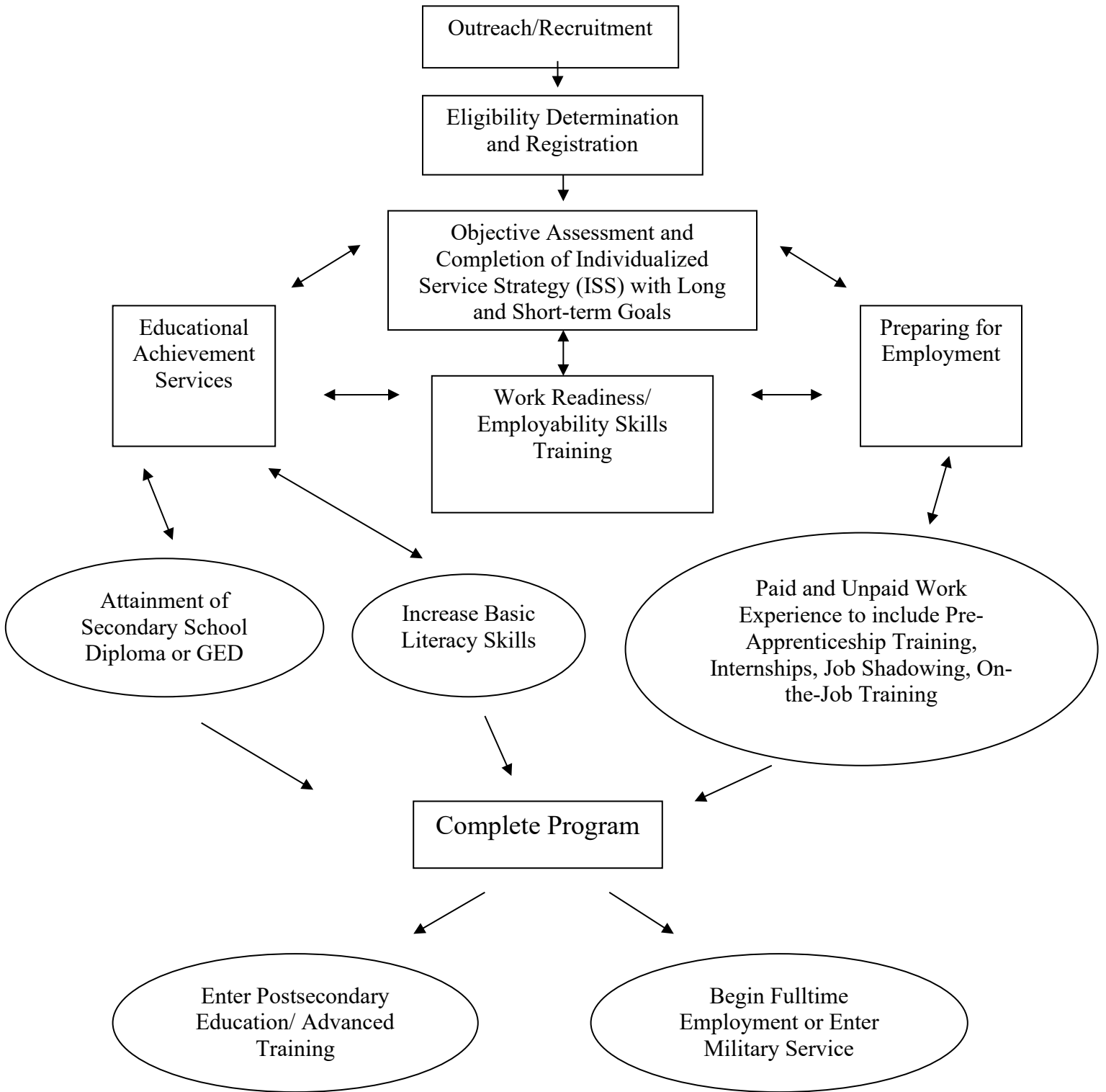
from the public and private sectors as prescribed in WIOA and is responsible for setting policy and overseeing WIOA funded activities in the CAW.

CAW youth programs will focus on educational attainment, work-based training opportunities, and training linked to careers aligned with the skills needs of industries in their area. Proposals should connect academic and occupational skills training for the following in-demand industry sectors: healthcare, manufacturing, distribution, automotive and information technology that lead to industry-recognized credentials. Proposals should target the industry sectors represented in their local service/target area and be documented in the proposal. Other industry sector opportunities must be supported by relevant labor market information. Each industry contains several career pathways in which a youth may enter an occupation and be able to advance within that specific occupation or occupational cluster. Successful employment in these industries will lead to self-sufficiency. Proposals that target the industry sectors listed above will receive additional points in the evaluation process. Strong considerations will also be provided to proposals that focus on smaller target areas while taking into thought the demographics of counties that previously have not had WIOA Youth Programs: Coosa, Perry, and Tallapoosa. If the proposer desires to serve a large portion of the area, they are advised to submit multiple proposals that serve smaller target areas.

Proposals for WIOA eligible out-of-school youth, ages 16-24, with a defined barrier or proposals for in-school youth, ages 16-21, should be designed to incorporate the following services:

- Assistance in obtaining a secondary school diploma or its recognized equivalent (GED).
- Work Readiness/Employability Skills training to include:
  - Appearance/Dress
  - Attitude and Body Language
  - Attendance and Punctuality
  - Communication and Following Instructions
  - Dependability/ Responsibility
  - Time Management
  - Decision Making and Problem Solving
  - Leadership and Motivation
  - Financial Knowledge and Management
- Strong linkages between academic instruction and occupational education that lead to recognized postsecondary and/or industry-recognized credentials and are aligned with in-demand industries and occupations in the region.
- Exposure to employment opportunities through activities such as job shadowing, internships, and pre-apprenticeship programs by connecting with employers, apprenticeship programs, and in-demand industry sectors and occupations available in the local and regional labor markets.
- Work-based training gives the youth a chance to earn income while receiving training and developing skills best learned on the job.
- Reflect recognized youth development principles that emphasize the cognitive, social, and behavioral competencies that help youth succeed. Proposed services are personalized and focus on developing the individual strengths and interests of each youth.

**GOVERNOR'S LOCAL WORKFORCE AREAS  
WIOA YOUTH SERVICES FLOWCHART**



## **PART B: GENERAL INSTRUCTIONS**

### **B.1. Proposal Constitutes Offer**

By submitting a proposal, the Proposer agrees to be governed by the terms and conditions set forth in this document and any subsequent changes in the program regulatory requirements as required by the ADC/ WDD through the negotiation process.

### **B.2. Time Frame**

Costs may be incurred once all parties sign the grant agreement but not before the effective date of the agreement. Grants will initially be issued for up to 12-months. The CAW Local Board reserves the right to extend/renew its initial grant for activities for up to an additional 12-month periods.

### **B.3. No Obligation to the Commerce Workforce Development Division**

The ADC/ WDD, or any agent thereof on behalf of the CAW Local Board, will not be obligated in any way by any proposer's response to this RFP. Pre-agreement costs are not authorized. The ADC/WDD reserves the right to make no awards under this RFP if no acceptable proposals are received per this RFP.

### **B.4. Amendments**

Verbal comments or discussions relative to this solicitation cannot add, delete, or modify any written provision. Any alterations must be in the form of a written amendment to all proposers by the ADC/ WDD. Proposers must meet all the specific requirements set forth in this RFP to be considered as having offered an acceptable proposal.

### **B.5. Multiple Proposals**

Proposers may submit more than one proposal. Each proposal must satisfy the requirements of this RFP and include complete budget information. Proposers submitting multiple proposals should clearly label each set as separate proposals.

### **B.6. Receipt of Proposals**

State law requires that proposals be received by the WDD no later than the date and time specified in this RFP. Proposers should allow sufficient delivery time to assure their proposal is received at ADC/WDD by the specified time and date. The ADC/WDD is not responsible for any late deliveries. Proposals received after the specified time and date will be disqualified as non-responsive to this request for proposals.

Proposals must be received by the Alabama Department of Commerce Workforce Development Division (WDD), no later than 4:30 pm CT on December 31, 2022. Proposals should be submitted as follows:

## **Microsoft Office Forms Link**

<https://forms.office.com/g/3i4p8zdRMW>

Please follow the above link to a Microsoft Office Forms page. After logging in or creating a Microsoft account click on the upload file button to insert a Youth RFP document. Once the file has downloaded click the submit button to complete the submission process.

## **B.7. Proposal Submission Format**

The proposal should bear a signature in blue ink from an officer of the proposer entity that is authorized to bind the proposer. Proposals should be compiled as a single volume and then submitted through the above link. Please double-space and use 11-point font. Your narrative must **not** be longer than 25 pages.

## **B.8. Eligible Proposers**

Proposers must have experience operating a youth program and have knowledge of WIOA and its regulations. Proposers must, upon request of the ADC/WDD, furnish satisfactory evidence of their ability to successfully provide their proposed services in accordance with the terms and conditions of this RFP. The ADC /WDD reserve the right to make the final determination as to the proposer's ability to provide the services before entering into any grant agreement.

The provision of the services specified in this RFP requires knowledge and understanding of the Workforce Innovation and Opportunity Act of 2014. The Department of Labor's website at [www.doleta.gov](http://www.doleta.gov) provides valuable information about WIOA and related youth activities.

## **B.9. Confidential Information**

No documents relating to this procurement will be presented or made otherwise available to any other person, agency, or organization prior to the proposal evaluation process. Information contained in the proposal that is privileged and confidential and is clearly marked as such will not be disclosed.

## **B.10. Award Information**

The ADC/WDD reserves the right to select Proposals that it deems appropriate, and is not bound to accept any proposal based on price alone, further reserving the right to reject all proposals if it is deemed to be in the CAW Local Board's best interest to do so.

## **B.11. Negotiation/Discussion**

The ADC/WDD reserves the right to conduct discussions with proposers to ensure a full understanding of the proposed activities and processes. The selection of an organization as a grantee does not constitute approval of the grant proposal as submitted. Before the grant is awarded, the ADC/WDD may enter into negotiations about such items as program components, allowable activities, staffing, funding levels, and administrative systems in place to support program implementation. If the negotiations do not result in a mutually acceptable submission, the ADC/WDD reserves the right to terminate the negotiations and decline to fund the proposal. Proposers will be accorded fair and equal treatment with respect to any opportunity for discussions and revisions concerning their proposals.

**B.12. Agreement Type**

All proposals must present a line item budget using the forms included in this RFP. Contracts awarded pursuant to this RFP will be cost reimbursement agreements.

**B.13. Proposer Administrative and Fiscal Capabilities**

As a part of the evaluation and award process, the ADC/WDD may conduct a pre-award survey to assess the Proposer’s ability to conduct the proposed program from the standpoint of administrative and fiscal control capabilities. The ADC/WDD expects that proposers will have the following:

- 1) Personnel/Grievance/ Travel Policies
- 2) Equal Opportunity/Nondiscrimination Policy
- 3) Suspension and Debarment Certification
- 4) Lobbying Activities Certification
- 5) Financial Accounting and fiscal control policies & procedures
- 6) Cost allocation plans, if appropriate
- 7) Approved indirect cost rates, if applicable

**B.14. General Requirements for Program Operators**

Proposers shall be responsible for complying with all State Laws and regulatory requirements to operate a WIOA-funded program including the Beason-Hammon Alabama Taxpayer and Citizen Protection Act (Act No. 2011-535) and collection and submission of Dun & Bradstreet Numbers and the System for Award Management at <https://www.sam.gov>.

**B.15. RFP Questions**

A traditional bidder’s conference will not be conducted with this RFP. Instead, those with questions (after you completely review the RFP) may submit your questions via e-mail to [joel.henderson@commerce.alabama.gov](mailto:joel.henderson@commerce.alabama.gov) no later than December 15, 2022, @ 4:30 p.m. CDT. All questions received by this day will be reviewed and responses posted on the Central AlabamaWorks! website [www.centralalabamaworks.com](http://www.centralalabamaworks.com)). No further questions will be acknowledged beyond the above date, and no one else is authorized to respond to any verbal or written questions.

Written questions will be accepted via e-mail sent to Joel Henderson through the following date/time:

|         |  |
|---------|--|
| Date:   | December 15, 2022  |
| Time:   | 4:30 p.m. CDT  |
| E-Mail: | <a href="mailto:joel.henderson@commerce.alabama.gov">joel.henderson@commerce.alabama.gov</a> |



**NOTE: It is the respondent's responsibility to check the website regularly for updated information and written responses to all questions submitted before the deadline.**

**No other sources of response or clarification are considered valid.**

## **PART C: SCOPE OF THE REQUEST FOR THIS PROPOSAL**

### **C.1. Eligible Providers / Grantee Qualification Requirements**

Any public entity, private non-profit entity, or private for-profit entity meeting the qualifications outlined in this RFP may apply. Grant awards shall only be made to qualified entities that are able to comply with WIOA administrative standards.

### **C.2. Fund Availability**

Funding is contingent upon the availability of WIOA funds. Subsequent Program Year 2024 funding is contingent on the availability of funds, proven performance, and approval by the Central AlabamaWorks! Local Board in conjunction with the Workforce Development Division of the Department of Commerce.

### **C.3. Service Area**

**Entities may submit proposals to provide services in the Central AlabamaWorks! Workforce Development Area.** The Central Alabama Works! area consists of Autauga, Bullock, Chambers, Coosa, Dallas, Elmore, Lee, Lowndes, Macon, Montgomery, Perry, Russell, and Tallapoosa Counties.

### **C.4. Youth Eligibility Requirements**

Out-of-School youth must be between the ages of 16 to 24 (at time of WIOA registration), be eligible as a youth and meet all other applicable eligibility criteria to receive services with WIOA funds. An out-of-school youth must be, as defined in WIOA Section 129 (a) (1) (B), not attending any school (as defined under state law), not younger than age 16 or older than age 24, **and** one or more of the following:

- School dropout
- Within the age of compulsory school attendance but has not attended school for at least the most recent complete school year calendar quarter
- Recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is basic skills deficient or an English language learner
- Offender
- A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), a homeless child or youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))),
- A runaway, in foster care or has aged out of the foster care system, child is eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677) or in an out-of-home placement.
- Pregnant or parenting
- Individuals with a disability
- A low-income individual who requires additional assistance to enter or complete an education program or to secure or hold employment.

In-School youth must be between the ages of 16 to 21 (at time of WIOA registration), be eligible as a youth and meet all other applicable eligibility criteria to receive services with WIOA funds. An in-school youth must be, as defined in WIOA Section 129 (a) (1) (C), attending a secondary or postsecondary school at the time of enrollment, not younger than age 14 or older than age 21, low income **and** have one or more of the following barriers:

- Basic skills deficient
- An English language learner
- An offender
- A homeless individual, a homeless child or youth, or a runaway;
- An individual in foster care or has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;
- Pregnant or parenting
- A youth who is an individual with a disability
- An individual who requires additional assistance to complete an educational program or to secure or hold employment

#### **C.5. Nonduplication -- No Substitution**

Programs operated with WIOA funds should provide services and activities that are in addition to those already available in the area. WIOA funds should not be used to substitute for or to supplant other existing funds currently being used to provide services/activities similar to those being sought by this RFP.

#### **C.6. Period of Performance**

Proposers should develop their program design and budget to conform to an *initial period of performance* of 12 months. ADC/WDD reserves the right to revise the final period for program activities as needed. The ADC/WDD reserves the right to **extend/renew** its initial contract for services for up to *two (2) additional* 12 month periods.

#### **C.7. Program Design Specifications**

**All youth programs are required to provide the following core service components:**

1. **Objective Assessment:** Each participant must be provided with an objective assessment of his/her:
  - a) Basic skills level - the Tests of Adult Basic Education (TABE) test must be used for reading and mathematics grade levels.
  - b) Occupational skills (prior to work experience)
  - c) Employability
  - d) Interest and aptitudes (including interest and aptitudes for non-traditional jobs)
  - e) Supportive service needs
  - f) Developmental needs

The goal is to accurately evaluate the youth in order to develop an appropriate service strategy to meet his/her individual needs.

2. **Individual Service Strategy (ISS):** The ISS is based on the results of the objective assessment. It is an age-appropriate, individualized service strategy and will identify both short-term and long-term goals for:
  - a) Employment - including career pathways (education and training leading to a

- a career in one of the targeted industries)
- b) Achievement objectives
- c) Support service needs and developmental needs

The ISS will connect the services to be provided with the outcomes to be achieved. The ISS must be regularly reviewed and updated to reflect the youth's progress.

- 3. Services:** Programs must provide and coordinate services that will:
- a) Prepare youth for postsecondary opportunities
  - b) Provide linkages between academic and occupational learning
  - c) Prepare youth for unsubsidized employment opportunities
  - d) Develop connections with area businesses and industries for securing employment opportunities for participants. This may include internships, paid or unpaid work experience, or pre-apprenticeship training.

#### **C.7.a. Additional Requirements**

1. **Leveraged Funding and Service Coordination:** Proposers are encouraged to leverage community resources to create a seamless network of services that are easily accessible and relevant to youth. Proposers must be able to draw upon a resource base that extends beyond WIOA funding. Proposers should describe connections to other funding sources that will benefit participants and increase the cost-effectiveness of federal funds. Letters of Intent or Memoranda of Agreement with organizations that are donating resources (both monetary and non-monetary) in support of the WIOA youth program should be submitted with the proposal.
2. **Information and Referrals:** Eligible youth must receive information on all services available through the proposer, including programs or activities provided by vendors and the GLWA's Career Center System. Eligible youth who do not enroll in WIOA programs must be provided information regarding the full array of applicable and appropriate services available through other local programs, including the Career Center, that can serve them with appropriate training and educational services.

#### **C.7.b. Required WIOA Youth Elements**

Qualified proposers must demonstrate the ability to provide long-term, comprehensive services to youth through a collaborative approach with multiple partners that provide access to all WIOA required program elements for youth. Proposers are expected to link with existing programs and resources in the community. Proposers can provide these services directly or through referral.

The youth elements will be provided to any youth whose assessment shows a need for these services (WIOA (Section 129(c) (2)):

#### **Improving Educational Attainment**

1. Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including certificate of attendance or similar document for individuals with disabilities) or a recognized postsecondary credential.

2. Alternative secondary school services or dropout recovery services.
3. Activities that help youth prepare for and transition to postsecondary education and training.

### **Preparing for and Succeeding in Employment**

4. Paid and unpaid work experience that includes academic and occupational education which may include summer and year-round employment opportunities, pre-apprenticeship programs, internships, job shadowing, and on-the-job training opportunities. Work experiences may take place in the private, for-profit sector, the non-profit sector, or the public sector. This promotes the development of good work habits and basic work skills. The length of time a participant will spend in work experience will depend on the needs of the participant.
5. Occupational skills training which includes priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand occupations or industry sectors in the local area.
6. Education that is offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.
7. Entrepreneurial skills training
8. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area such as career awareness, career counseling, and career exploration.

### **Supporting Youth Development**

9. Leadership development opportunities which may include community services, citizenship training, decision-making, peer-centered activities encouraging responsibility, employability, parenting skills, and other positive social behaviors as appropriate.
10. Supportive services such as transportation, child care, dependent care, housing or tools, and supplies necessary for work which may include referrals to community services.
11. Adult mentoring will be for the period of participation and a subsequent period, for a total of not less than 12-months.
12. Comprehensive guidance and counseling may include activities such as drug and alcohol counseling, mental health counseling, or educational and career counseling and referrals as appropriate.
13. Financial literacy education for the ability to create household budgets and savings goals, manage spending, credit, debit, and understand credit scores and financial services.

14. Follow-up services that continue for a period of not less than twelve months after the completion of program participation. Follow-up services are based on the needs of the individual.

**C.7.c. Performance Standards**

The work to be performed under this RFP shall be done to the satisfaction of the Central AlabamaWorks! Local Board. The Board and the ADC/WDD will have the responsibility in determining the acceptability of service provider performance. This section depicts mandated performance outcomes for youth programs and the target standards set by the United States Department of Labor. The current performance standards are for the Workforce Innovation and Opportunity Act (WIOA) Program Year 2021 (current year) and may be adjusted once WIOA Performance Measures for youth programs are established for Program Year 2022.

**Core Performance Indicators GLWA Target Performance Standards**

The Governor’s Local Workforce Areas The Governor’s Local Workforce Areas WIOA Youth Performance Goals for Program Year 2021 are listed below:

| Measures               | PY 2021    | PY 2022     |
|------------------------|------------|-------------|
| <b>Adults</b>          |            |             |
| Entered Employment 2nd | 78.0%      | 77.0%       |
| Entered Employment 4th | 74.50%     | 74.0%       |
| Median Earnings        | \$5,800.00 | \$6,3640.00 |
| redential              | 61.5%      | 70.0%       |
| M Skill Gains          | 55.0%      | 62.5%       |
| <b>DW</b>              |            |             |
| Entered Employment 2nd | 79.3%      | 76.8%       |
| Entered Employment 4th | 77.5%      | 79.9%       |
| Median Earnings        | \$7,250.00 | \$8,174.00  |
| Credential             | 70.50%     | 78.0%       |
| M Skill Gains          | 55.0%      | 60.5%       |
| <b>Youth</b>           |            |             |
| Placed Employ/Ed 2nd   | 67.8%      | 67.3%       |
| Placed Employ/Ed 4th   | 67.50%     | 67.8%       |

|                 |            |            |
|-----------------|------------|------------|
| Median Earnings | \$2,795.00 | \$2,987.00 |
| Credential      | 45.0%      | 50.0%      |
| M Skill Gains   | 47.0%      | 50.0%      |

The ADC/WDD will negotiate expected performance standards on an individual basis with each selected program operator. ADC/WDD will give particular priority to the assessment of outcomes for programs whose performance measures relate directly to participants' receipt of job skills/training applicable to targeted industries and career pathways.

ADC/WDD will require documentation of placement into unsubsidized employment or enrollment into postsecondary education/advanced training/occupational skills training. These goals will be monitored and evaluated quarterly. Performance data will be extracted from monthly reports submitted by youth program contractors.

All Central AlabamaWorks! contractors are expected to meet or exceed the performance standards. Should a contractor's performance fall below 80% of the planned enrollment or performance goals, the contractor may be subject to corrective action and/or recapture of funds.

## **PART D: PROPOSAL EVALUATION PROCESS AND CRITERIA**

### **D.1. Initial Review**

Proposals that were received during the specified time frame and followed the proposal submission format will be evaluated by an objective rating team and will be rated according to the Proposal Evaluation Worksheets. Below are the steps that will occur once the proposals have been evaluated:

1. Once proposals have been scored, they will be made available to the Central AlabamaWorks! Executive Board for review. The Executive Board will recommend proposals worthy of funding to the Central AlabamaWorks! Local Board. Any board member who represents an organization submitting a proposal under this solicitation will be excluded from the review process.
2. Final recommendations of youth proposals will come from the Central AlabamaWorks! Local Board in conjunction with the ADC/WDD.
3. The Board will determine which proposals are most advantageous to the Central AlabamaWorks! Local Area, taking into consideration technical quality, price, the mix of programs and services to be provided, service area, and other relevant factors. Since WIOA youth funds are limited, it may not be possible to fund all meritorious proposals.

The award of any grant is contingent upon successful negotiation to include any cost or technical changes to a proposal that may be required by the ADC/WDD.

Proposers are advised that discussions may be needed to clarify certain aspects of a proposal to assist in evaluations. These discussions should not be viewed by the proposer as an indication that the proposal is being viewed favorably or unfavorably.

Proposers are advised that notification of a favorable review or an invitation to participate in negotiations is no guarantee that the proposal will be funded. The WDD may stipulate that grants not be awarded unless the Proposers accede to certain technical or cost/price changes. Accordingly, the ADC/ WDD reserve the right to:

- Negotiate costs and/or prices to enhance cost-effectiveness. The dollar amount of any resulting contract will not necessarily match the dollar amount in the original proposal. All costs are subject to negotiation.
- Negotiate the technical aspects of a proposal to fulfill the Central AlabamaWorks Local Board's goals and objectives and/or assure compliance with WIOA law, regulations, and policy. The technical aspects of any resulting contract may not match the technical aspects of the proposer's original proposal. Technical aspects subject to negotiation include, but are not limited to services to be provided, program design, target groups, service levels, delivery schedules, and performance goals.

Proposers are advised that this RFP is used to solicit offers. The WDD is not obligated to accept any offer, fund any proposal, award any contract, or pay costs incurred for proposal preparation or presentation. The ADC/WDD reserves the right to:

- 1) Accept or reject any or all proposals.
- 2) Cancel this RFP (in whole or part) if it deems that it is in its best interests to do so.
- 3) Amend and/or revise this RFP at any time prior to the RFP deadline date.

## **D.2. Notice of Award**

The WDD will provide written notice of final decision(s) regarding responses to this RFP once all selection processes are concluded.

## **D.3. Notice of Appeal**

Proposers who have been denied funding may appeal the decision of the Board only if the basis of the appeal alleges that there was a violation of a state or federal contracting law, rule, or regulation, which was applicable to the contracting process.

All appeals must state in clear terms the basis of the appeal. WDD will review appeals that meet the conditions outlined in this Section.

Appeals must be submitted within 10 days from the date of the denial notice. Appeals should be sent to the following address:

Mrs. Tammy Wilkerson, Division Director  
Alabama Department of Commerce Workforce Development Division  
Post Office Box 304103  
Montgomery, Alabama 36130-4103

## PROPOSAL EVALUATION CRITERIA

| <b>Proposal Criterion</b>   | <b>Score</b>  |
|---|---|
| <p><b>Organizational Capability:</b><br/>           Past performance with training/workforce development<br/>           Organizational experience with similar type programs<br/>           Fiscal and administrative capacity</p>  | <p>Maximum - 20 points</p> <p>Minimum -15 points</p>  |
| <p><b>Program Design:</b><br/>           Participant recruitment<br/>           Intake and assessment<br/>           Case management<br/>           Project components<br/>           Staffing<br/>           Methodologies/curriculum<br/>           Service Elements included in program design<br/>           Types of activities<br/>           Targeted Industry Sectors for occupational skills training<br/>           Location and accessibility of services<br/>           Cost-effectiveness: number of youth to be served, cost per participant, shared resources leveraged from outside sources</p> | <p>Maximum - 20 points</p>                            |
| <p><b>Partnership / Linkages:</b><br/>           Linkages with community or human service groups, post-secondary institutions or other entities as appropriate<br/>           Linkages to employers for work experience, job shadowing, pre-apprenticeship training<br/>           Linkages to Career Center System<br/>           Linkages to schools<br/>           Shared resources or services<br/>           Memorandum of Understanding</p>   | <p>Maximum - 15 points</p>                            |
| <p><b>Outcomes:</b><br/>           Expected outcomes appropriate for age group and target population<br/>           Industry recognized credential<br/>           WIOA performance outcomes</p>   | <p>Maximum - 15 points</p>                            |
| <p><b>Costs:</b><br/>           Are the costs justified and reasonable for activities and services proposed?</p>  | <p>Maximum - 30 points</p> <p>Minimum - 20 points</p> |

Proposals must receive the minimum score for Organizational Capability and Costs to be eligible for funding consideration by the Youth Council/Youth Committee.

Bonus points will be awarded to Out-of-School Youth proposals that incorporate USDOL recognized Pre-Apprentice or Registered Apprenticeship programs.



## **PART E: RFP Response Package General Instructions**

Following this page are the forms and instructions you will use to submit your proposal.

You should number the pages of your proposal in accordance with the instructions below.

The completed and signed **GLWA Youth Proposal Package Cover Sheet** should be **page 1** of your complete proposal response.

The completed and signed **GLWA Contractor Qualifications** should be **page 2**.

The completed and signed **Proposing Agency Qualifications** should be **page 3**.

Your response to the **Program Narrative** should begin on **page 4** and should follow the program narrative outline on page 19. Address each item individually. Please number all remaining pages in your proposal at the bottom of the page.

Following the Program Narrative, submit a completed **Line Item Budget** form and a **Budget Narrative**.

Following the Budget Narrative, include the completed Proposer's **Assurances and Certifications**.

The order of your proposal should be:

The ADC/ WDD **Youth Proposal Cover Sheet** will be page 1.

The **Contractor Qualifications** will be page 2.

The **Proposing Agency Qualifications** will be page 3.

The **Program Narrative** (no more than 25 pages).

The **Line Item Budget** form will follow the end of the Program Narrative.

The **Budget Narrative** will begin on the next page following the Line Item Budget.

The **WDD Assurances and Certifications** will follow the Budget Narrative.

The **State of Alabama's Disclosure Statement** follows the **Assurances and Certifications**.

Make sure your proposal is **signed and dated in blue ink** on the cover by an appropriate official of the agency.

**Governor's Local Workforce Area  
Youth RFP Response Package Cover Sheet**

**I. OFFEROR'S IDENTIFICATION** **Federal I.D. No** \_\_\_\_\_

|                              |   |                            |  |
|------------------------------|---|----------------------------|--|
| <b>Name of Organization</b>  |   |                            |  |
| <b>Address</b>               |   |                            |  |
| <b>City, State, Zip</b>      |   |                            |  |
| <b>Grant Signatory/Title</b> | / |                            |  |
| <b>Contact Person/Title</b>  | / |                            |  |
| <b>Email</b>                 |   |                            |  |
| <b>Signatory Telephone #</b> |   | <b>Contact Telephone #</b> |  |

**II. PROJECT SUMMARY**

Title and brief descriptive summary of the proposed activity

|  |  |   |  |
|--|--|---|--|
|  |  |   |  |
|  |  |   |  |
|  |  |   |  |
|  |  |   |  |
|  |  |   |  |
| Physical Location of Service Delivery Sites/Facilities |  |   |  |
| Beginning Date of Program                              |  | Ending Date of Program                            |  |
| Number of Hours Required to Complete Program           |  | Number of Hours Participants Will Attend per Week |  |
| Number of Weeks Required to Complete Program           |  | Total Number of Participants to be Served         |  |
| Cost per Participant                                   |  | Daily Hours of Operation                          |  |

✓Indicate below which of the WIOA Youth Program Elements you are proposing to provide using the WIOA funds you are requesting. (See pages 9-10)

- 1  
 2  
 3  
 4  
 5  
 6  
 7  
 8  
 9  
 10  
 11  
 12  
 13  
 14

**III. PROPOSED BUDGET**

**WIOA Funds Requested** \_\_\_\_\_

**IV. CERTIFICATION**

The information contained in this Grant Application fairly represents the proposed operating plans and budget necessary to conduct the Youth program/activities herein described. I acknowledge that I have read and understand the requirements of the Grant Application Request and that the organization is prepared to implement the proposed activities herein described. I certify I am authorized to sign this Grant Application on behalf of the organization submitting this Grant Application. The proposal is firm for 120-days from the closing date for this submission.

Signature of Signatory Official: \_\_\_\_\_

Typed Name of Signatory Official: \_\_\_\_\_

Signatory Official's Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

**ALABAMA DEPARTMENT OF COMMERCE Workforce Development Division  
Governor's Local Workforce Area  
Request for Proposal**

**Contractor Qualifications**

|   |   |
|---|---|
| <b>Administrative Organization</b>                        |   |
|   | <input type="checkbox"/> <b>Non-Profit Organization</b> <input type="checkbox"/> <b>Government Organization</b> |
|   | <input type="checkbox"/> <b>For-Profit Business</b> <input type="checkbox"/> <b>Other</b>                       |
| <b>Other: Please Specify</b>                              |   |
|   |   |
| <b>Contact Person for Documentation of Qualifications</b> |   |
| <b>Phone Number</b>                                       |   |
| <b>Address</b>  |   |
|   |   |
| <b>Mailing Address (if different)</b>                     |   |
|   |   |
| <b>Email Address</b>                                      |   |
| <b>Fax Number</b>   |   |

I hereby declare that the information provided in the RFP response is accurate, valid, and a full disclosure of requested information. I am fully authorized to represent the organization listed above, to act on behalf of it, and to legally bind it in all matters related to the RFP.

|               |        |
|---------------|--------|
| Printed Name: | Title: |
| Signature:    | Date:  |

➤ **Copy must be submitted with Proposal:**

- Copy of the documentation proving legal entity (proof of Incorporation, 501(c) (3), etc.)

➤ **Copy must be submitted prior to a Grant Award:**

- Copy of Table of Contents of Personnel Policies
  - Copy of written Conflict of Interest Policy of staff and board, including nepotism
  - Copy of written Grievance Procedure for Youth
  - Copy of annual budget document showing total budget
  - Revenue documentation showing more than one funding source for the organization
- Copy of the most recent formal audit (completed within last 2 years) or most recent audited financial statements proving fiscal capacity and capacity for fund accounting on an accrual basis

## PROPOSING AGENCY QUALIFICATIONS

Please complete the following checklist: Make check marks and/or circle Yes/No responses, or fill in blanks, as applicable to any particular question or information request.

Type of Agency: (check)

|                          |                   |                          |                                     |
|--------------------------|-------------------|--------------------------|-------------------------------------|
| <input type="checkbox"/> | Public School     | <input type="checkbox"/> | Municipality / County Government    |
| <input type="checkbox"/> | Two-Year College  | <input type="checkbox"/> | Private Not-for-Profit Organization |
| <input type="checkbox"/> | Four-Year College | <input type="checkbox"/> | Commercial FOR-PROFIT Organization  |
| <input type="checkbox"/> | State Agency      | <input type="checkbox"/> | Other (Please Specify)              |
|                          |                   |                          |                                     |

|   |                          |            |                          |           |
|---|--------------------------|------------|--------------------------|-----------|
| Are you licensed or registered to do business in Alabama? | <input type="checkbox"/> | <b>Yes</b> | <input type="checkbox"/> | <b>No</b> |
|   |                          |            |                          |           |

|  |                          |            |                          |           |
|--|--------------------------|------------|--------------------------|-----------|
| Are you now – or in the past two years have been - obliged to <b>repay</b> any costs incurred by your agency under any federal assistance programs that were subsequently disallowed as a result of any audit or other review? | <input type="checkbox"/> | <b>Yes</b> | <input type="checkbox"/> | <b>No</b> |
|--|--------------------------|------------|--------------------------|-----------|

**If Yes, explain the circumstances** on a separate sheet inserted behind this item.

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|--|--|--|--|--|

|  |                          |            |                          |           |
|--|--------------------------|------------|--------------------------|-----------|
| Does your agency’s financial unit have experience in fiscal controls and financial accounting procedures related to expending Federal Funds pursuant to Generally Accepted Accounting Principles (GAAP) including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards issued by the Office of Budget Management (OMB) on 12/26/14? | <input type="checkbox"/> | <b>Yes</b> | <input type="checkbox"/> | <b>No</b> |
|--|--------------------------|------------|--------------------------|-----------|

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|--|--|--|--|--|

|  |                          |            |                          |           |
|--|--------------------------|------------|--------------------------|-----------|
| Can your financial system report expenditures of WIOA funds on an accrual basis? | <input type="checkbox"/> | <b>Yes</b> | <input type="checkbox"/> | <b>No</b> |
|--|--------------------------|------------|--------------------------|-----------|

|   |                      |          |
|---|----------------------|----------|
| Within the past year, what percentage (%) of your agency’s total revenues have been derived from grants and/or contracts made possible through the Workforce Innovation & Opportunity Act (WIOA) funds? | <input type="text"/> | <b>%</b> |
|---|----------------------|----------|

|  |  |  |
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|--|--|--|

|  |                      |
|--|----------------------|
| What was the date of your agency’s last independent audit? | <input type="text"/> |
| Name of audit firm/agency?                                 | <input type="text"/> |

## STATEMENT OF WORK: NARRATIVE AND PROGRAM DESIGN

**Instructions:** This section is to be completed by the lead applicant organization. Proposals will be evaluated by an objective rating team and will be rated on the criteria listed below.

Program Narrative should begin as **Page 4** of your response package immediately behind the completed proposal cover sheet and contract qualifications sheet.

A comprehensive narrative explanation of your proposed program must be provided. Proposers must use the outline delineated here, and address each item, (I through V):

The narrative will be a key element of your proposal.

### Program Narrative Format

The narrative must address the following points:

I. **Executive Summary: (2 pages maximum)**

- Open with a concise summation of your program
- Who will the organization serve; and what outcomes will you achieve as a result of participation?
- Discuss how the need was documented
- Describe major proposed activities and intended outcomes
- Specify proposed sites/locations for service /activity delivery and the hours for the program
- Total amount requested

II. **Organizational Capability:**

- Describe Your Organization's Mission and Purpose
- What makes your agency qualified to deliver this program?
- Indicate why you can/will be successful in conducting this program.
- Describe how your history and mission are relevant to program aims.
- Discuss experience with other youth programs.
- Describe how you propose to assure proper management and administration of the program to WIOA requirements.
- Document prior successful experience with similar programs.

III. **Program Design:**

Describe in detail how the program will be designed and how the program components will be provided. Program components must include:

- **Outreach and Recruitment Plan-** What population of youth will your program serve? Describe outreach and recruitment methods including referral sources such as local schools, community outreach plans, and mass media campaigns.
- **Selection and Orientation–** Describe how individuals will be screened and selected for enrollment. This should include:
  - Special criteria or entry requirements to enroll in the program such as a minimum basic skills level for reading and math (if applicable) or other program requirements.

- Procedures to ensure that individuals enrolled in the program will enhance the attainment of WIOA performance standards.
  - Understanding that all youth enrolled will affect overall performance regardless of the length of time enrolled or services received.
  - Understanding that all youth must have a minimum of twelve months of follow-up services after exit from WIOA services.
  - Details on information and referrals individuals will receive whether the youth is eligible or ineligible for the program. As part of orientation, youth must receive information on all services available through the proposer, including programs or activities provided by vendors and the GLWA's Career Center System. This includes information about all program policies governing such areas as attendance, behavior, and substance abuse.
- **Participant Certification and Orientation** - Describe how the program will facilitate eligibility determination and registration:
- Registration includes completion of the WIOA youth application, registration in the integrated services database system for statewide workforce development and the Career Center system, verification of the information provided for the application, and determination that the applicant meets the WIOA eligibility criteria.
  - Local Career Center staff is responsible for the WIOA eligibility determination. It is the proposer's responsibility to ensure that all documentation needed to complete the eligibility process is provided to the local Career Center staff. Parent or guardian signatures are required on eligibility paperwork for youth under 19 years of age.
  - Include the proposer's understanding that WIOA funds can only be used to serve WIOA certified youth.
- **Assessment** - Describe the types of assessments to be used for the assessment of basic educational skill levels, employability and work maturity skills, aptitudes and interests, developmental needs, supportive service needs, prior work experience, and career planning. The Tests of Adult Basic Education (TABE) test must be used for reading and mathematics grade levels.
- Will the program perform assessments or partner with other providers in the community (Adult Basic Education, Schools, etc.) to achieve the assessments? If so, does the partner know they will be performing the assessment? Will there be a charge for these services?
  - Describe how the assessment results will be used to determine the services a youth will need to successfully complete the program.
- **Individual Service Strategy (ISS)** - Describe how case managers and youth will work together to develop the individualized service strategies and goals and how often the plan will be reviewed and updated.
- **Case Management**- Case managers and youth participants must work together in a goal-oriented, participant-centered process that extends from recruitment through follow-up. The case manager motivates participants and coordinates services and information to prepare for academic and occupational learning, or employment/training opportunities, as appropriate. All services/activities must be documented.

- **Program Elements –** Describe the services/activities your program will provide based upon the Program Elements.
- What/which elements will be provided by your program with WIOA funds?
  - How will your program assure that youth have access to the WIOA elements that your program will not provide?
  - Discuss linkages and agreements with employers, industry associations, apprenticeship programs, postsecondary institutions, community and service organizations, and the Alabama Career Center System to include a memorandum of understandings or shared resources.

**Describe how your program will provide each of the required elements listed below:**

1. Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including certificate of attendance or similar document for individuals with disabilities) or a recognized postsecondary credential.
2. Alternative secondary school services or dropout recovery services.
3. Activities that help youth prepare for and transition to postsecondary education and training.
4. Paid and unpaid work experience that includes academic and occupational education which may include summer and year-round employment opportunities, pre-apprenticeship programs, internships, job shadowing, and on-the-job training opportunities. Work experiences may take place in the private, for-profit sector, the non-profit sector, or the public sector. This promotes the development of good work habits and basic work skills. The length of time a participant will spend in work experience will depend on the needs of the participant.
5. Occupational skills training which includes priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand occupations or industry sectors in the local area.
6. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.
7. Entrepreneurial skills training providing the basics of starting and operating a small business and develops entrepreneurial skills.
8. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area such as career awareness, career counseling, and career exploration.
9. Leadership development opportunities which may include community services, citizenship training, decision-making, peer-centered activities encouraging responsibility, employability, parenting skills, and other positive social behaviors as appropriate.
10. Supportive services such as transportation, child care, dependent care, housing or tools, and supplies necessary for work which may include referrals to community services.
11. Adult mentoring for the period of participation and a subsequent period for a total of not less than 12-months.

12. Comprehensive guidance and counseling may include activities such as drug and alcohol counseling, mental health counseling, or educational and career counseling and referrals as appropriate.
13. Financial literacy education for the ability to create household budgets and savings goals, manage spending, credit, debit, and understand credit scores and financial services.
14. Follow-up services that continue for a period of not less than twelve months after the completion of program participation. Follow-up services are based on the needs of the individual.
15. Work Readiness/Employability Skills training must be provided for all youth. Participants must complete work readiness training prior to entering any type of work experience or occupational skills training program. Training should include at a minimum:
  - Appearance/Dress
  - Attitude and Body Language
  - Attendance and Punctuality
  - Communication and Following Instructions
  - Dependability/ Responsibility
  - Time Management
  - Decision Making and Problem Solving
  - Leadership and Motivation
  - Financial Knowledge and Management

Additional topics may be included in the Work Readiness training. Describe the curriculum used to teach these skills.

**IV. Placement Services:**

All youth upon successful completion of the program should be entering employment, the military, or postsecondary/advanced training that leads to an industry-recognized credential. Describe how your program will ensure that all participants are placed into employment or postsecondary/advanced training programs linked to careers aligned with the skills needs of local industries for entry-level positions.

**V. Performance Outcomes:**

- Describe how program staff will be trained on WIOA performance measures.
- Identify how specific elements of the program design will lead to the attainment of all four federal and state WIOA performance measures.
- Identify and quantify the Common Measures outcomes to be achieved during your contract period as a result of the services your program will provide for:
  - Employment Rate Second Quarter after Exit
  - Employment Rate Fourth Quarter after Exit
  - Credential Rate
  - Measurable Skills Gain

Include in your proposal, a calendar/timeline that clearly identifies program milestones and activities assuming a 12-month operating timeline. (Note that possible renewal of any program will be done on an annual basis). Include on this timeline when you will complete enrollment or how many youths you will have enrolled at the end of each quarter. Also show reporting activity, financial invoicing, and other events that will occur during the course of the program. This timeline should clearly communicate anticipated program activity on a month-by-month basis in



a concise format. This timeline should be included as an addendum to the proposal and will not count against the page count of the proposal.

Please limit your narrative to items I through V in the narrative outline and to **no more than 25 pages**. Please double-space and use 11-point font. Please **do not** submit full-text copies of curricula, handouts, workbooks, promotional materials, etc. The ADC/WDD can request submission of these items at a later date, if necessary.

VI. **Cost/ Budget Narrative**

What will be the cost to the Central AlabamaWorks! Local Board for the program? Complete the **Proposed Line Item Budget for Youth Programs** form to provide ADC/WDD with information on the costs of your proposed program. Administrative costs are limited to no more than 10% of total costs.

Support this form with a detailed **Budget Narrative** in accordance with the definitions and instructions that follow the budget form on page 24.

**Facsimiles** of the budget form that you have created on your own are allowable for the proposal. **However**, ADC/WDD budget forms must be used once a Proposal has been approved and a grant agreement is developed. Proposers will be provided with an electronic copy of budget forms.

**PROPOSED LINE-ITEM BUDGET FOR YOUTH PROGRAMS**

|                  |  |
|------------------|--|
| Service Provider |  |
| Program Title    |  |

| <b>LINE ITEM COST</b>            | <b>PROGRAM SERVICES (PGS)</b> |    |
|----------------------------------|-------------------------------|----|
| Staff Compensation               | PGS1.                         | \$ |
| Staff Fringe Benefits            | PGS2.                         | \$ |
| Travel / Transportation          | PGS3.                         | \$ |
| Facility Costs                   | PGS4.                         | \$ |
| Communications                   | PGS5.                         | \$ |
| Office Supplies                  | PGS6.                         | \$ |
| Books and Training/Teaching Aids | PGS7.                         |    |
| Equipment                        | PGS8.                         | \$ |
| Contractual                      | PGS9.                         | \$ |
| Other Direct Costs               | PGS10.                        | \$ |
| Indirect Costs                   | PGS11.                        | \$ |
| <b>TOTAL COST:</b>               |                               | \$ |

Proposers should prepare a **Budget Narrative** that provides details to support and explain each cost element and how each was calculated.

Use the following **Line Item Component Definitions** to provide supporting detailed information (back-up) in the manner requested. Clearly number and label each line item in the narrative – PGS1 through PGS 11 – and provide information as requested in the Backup Detail.

NOTE: Before a Youth grant is executed, a more detailed line-item budget will be required of the Proposer. The ADC/WDD will electronically provide the required forms necessary to complete the budget.

**Line Item Component Definitions  
For Use in Preparing the Budget Narrative**

PGS #1

**Staff Compensation**

List compensation in the form of salaries or wages to employees for work performed under the program. Compensation for this program should not exceed the compensation for similarly situated employees of the Service Provider working under other programs and should be consistent with its usual personnel policies concerning employee compensation.

**Back-up Detail:** List by job title and name (if known) every employee that will be working on the program and paid with WIOA funds. For full-time staff, indicate the basis for pay (salary/hourly wage/etc.), and show total compensation for each job title/person. For part-time staff, indicate the percent of time devoted to the program, basis for pay, and show total compensation for each job title/person.

**Example:**

| <b>Position Title</b>            | <b>Pay Rate Per Hour</b> | <b>Percentage of Time Applied to WIOA Program</b> | <b>Months Applied to Program</b> | <b>Salary Cost Charged to Program</b> |
|----------------------------------|--------------------------|---|----------------------------------|---------------------------------------|
| <i>Sam Collins, Case Manager</i> | \$10.00 per hour         | 50% WIOA  | 12 months                        | \$10,400.00                           |
| <b>Total Staff Salaries</b>      |                          |   |                                  | \$10,400.00                           |

PGS #2

**Staff Fringe Benefits**

List fringe benefit costs for employees listed online PGS #1 as working under the WIOA Program. This may include FICA, Unemployment Compensation, Workers Compensation, Insurance, and Retirement benefits. Benefits provided should be consistent with the Service Provider's usual customary personnel policies concerning the provision of benefits.

**Back-up Detail:** For all employees listed under PGS # 1, identify the various fringe benefits to be provided, and explain how the benefits total was calculated. Indicate if some employees will not receive certain benefits and if so, why?

**Example:**

|  |                            |   |                   |    |
|--|----------------------------|---|-------------------|----|
| <b>FICA:</b>                           | Salaries \$                | x | % Rate            | \$ |
| <b>Health Insurance</b>                | Monthly Rate Per Person \$ | x | Months of Service | \$ |
| <b>Workers Comp</b>                    | Salaries \$                | x | % Rate            | \$ |
| <b>Pension</b>                         | Salaries \$                | x | % Rate            | \$ |
| <b>Unemployment Insurance</b>          | Salaries \$                | x | % Rate            | \$ |
| <b>Other Fringe Benefits (Specify)</b> |                            |   |                   | \$ |
| <b>TOTAL</b>                           |                            |   |                   | \$ |

PGS #3

**Travel and Transportation**

List cost for local travel or out-of-area travel by employees in connection with work performed under the program. This may include automobile mileage, fees, fares, tolls, other transportation charges, meals, lodging, per diem payments, etc. Travel for the program should be managed and paid in a manner consistent with the Service Provider's usual and customary policies concerning employee travel on official business. Note: Out-of-state travel must be pre-approved by CAW/WDD.

**Back-up Detail:** Explain how the total was calculated by depicting various components of the total such as mileage reimbursement, meal allowances, out-of-area travel, conference fees, etc.

PGS #4

**Facility Costs**

List costs for building space and/or grounds to fulfill the purposes of the program. This may consist of rental or lease payments made to a third party landlord, or depreciation charges for buildings owned by the Service Provider.

Other costs paid separately in support of the facilities used by the program. This may include, but is not limited to, costs for electricity, gas, water/sewer, waste disposal, pest control, security alarms, and moving expenses. Allowable costs for minor repair/upkeep or alteration that may be the responsibility of the program under its lease terms.

**Back-up Detail:** Explain how the total was determined by depicting anticipated costs of the various elements contained in the definition. Any request for funds related to the use of facilities owned by the Service Provider must include an explanation of how such charges were calculated.

PGS #5

**Communications**

List cost for local and long-distance telephone service or other data transmission services. This may include costs for service installation and repair or service relocation and facsimile services.

**Back-up Detail:** Explain how the total was determined by depicting anticipated costs of the various elements contained in the definition.

PGS #6

**Office Supplies**

Consumable property and low-cost non-consumable property for use by the program staff. This may consist of:

- a) Costs for office supplies or desktop supplies to be used by program staff including postage, express mail service, overnight delivery services.

- b) Costs for the purchase of low-cost non-consumable property needed for the program. Normally, non-consumable items having an acquisition cost of less than \$5,000.00 per unit are classified as supplies rather than equipment.

**Back-up Detail:** Explain how the total was determined by depicting anticipated costs of various elements contained in the definition.

PGS#7

**Books and Training/Teaching Aids**

Cost of assessments, tests, books, and training materials directly related to the participants.

**Back-up Detail:** Explain how the total was determined by depicting anticipated costs of various elements contained in the definition.

PGS#8

**Equipment**

Normally, equipment is defined as non-consumable tangible property having an acquisition cost of \$5,000.00 or more per unit and an expected useful life of one year or more. Costs for equipment may consist of:

- ✓ Cost for the outright purchase of equipment needed to carry out the program.
- ✓ Equipment purchased with federal funds is considered to be the property of the funding agency.
- ✓ Costs for the rental or lease from a third party of equipment needed to carry out the program. Should be a separate line item as Equipment Lease. (Ex: Copier Rental)
- ✓ Costs associated with payments for equipment maintenance and service agreements, equipment installation or relocation, or the repair or upkeep of equipment owned by the Service Provider but used in the program. Should be a separate line item as Equipment Maintenance or Service Agreements. (Ex: Copier Maintenance)

**Back-up Detail:** Explain how the total was determined by depicting anticipated costs of the various elements contained in the definition. Indicate if items are to be acquired through purchase, rental/lease, lease/purchase, etc. If there are charges for equipment owned by the Service Provider, explain how such charges were calculated/determined.

PGS #9

**Contractual**

List cost for services rendered to the program or its staff or participants by third parties (not employed by the Service Provider) paid by the Service Provider through subcontractor fee-for-service arrangements. This may also include fees to outside consultants, seminar leaders, guest speakers, etc.

**Back-up Detail:** Explain how the total was determined by depicting anticipated cost of the various elements contained in the definition. Explain how the individual proposed cost/price was determined. Identify any known subcontractors. If unknown, explain the process you will use to identify a qualified subcontractor.

PGS #10

**Other Direct Costs**

Any other direct costs necessary to carry out the program that cannot otherwise be classified in another direct-cost line item should be included on this line and fully explained. This may include marketing, program outreach, and travel/transportation for participants.

**Back-up Detail:** Clearly identify and explain all other direct costs deemed necessary and reasonable to carry out the program. All other direct costs must meet allowable cost guidelines applicable to WIOA-funded programs.

PGS #11

**Indirect Costs**

Indirect costs may be applied to the program if the Service Provider has an approved indirect cost rate. Indirect charges to the program will be based on actual direct expenditures and not on budget estimates. The CAW/WDD reserves the right to negotiate all indirect cost rates applied to any WIOA-funded program.

**Back-up Detail:** Service Providers should identify the cognizant agency that approved its indirect rate and enclose copies of the appropriate indirect cost rate agreement. Service Providers should be prepared to submit details concerning the components included in their indirect cost pool.