

FOX VALLEY WORKFORCE DEVELOPMENT BOARD, INC.

REQUEST FOR PROPOSALS

Workforce Investment Act Program Year 2008
Title I Youth Services – Year Around Program
(May 1, 2008 - March 31, 2009)

IN-SCHOOL YOUTH & OUT-OF-SCHOOL YOUTH
(SEPARATE PROPOSALS MUST BE SUBMITTED FOR IN-SCHOOL & OUT-OF-SCHOOL YOUTH)

Questions regarding the RFP package should be directed to:

Rose Lund
Fox Valley Workforce Development Board, Inc.
1401 McMahon Drive, Neenah, WI 54956
(920) 720-5600
rlund@fvwdb.com

PROPOSALS DUE NO LATER THAN 3:00 P.M.,
Wednesday March 19, 2008

AT
Fox Valley Workforce Development Board, Inc.
1401 McMahon Drive, Neenah, WI 54956

*This RFP is available on a CD in PDF format
and at www.foxvalleywork.org website*

REQUEST FOR PROPOSAL

Workforce Investment Act PY 2008

Year Around Youth Employment Program

SYNOPSIS

The Fox Valley Workforce Development Board, Inc. is soliciting proposals for the provision of employment and training services to eligible economically disadvantaged youth (aged 14 - 21) in the seven counties comprising the Workforce Development Area (WDA) #4 (Calumet, Fond du Lac, Green Lake, Outagamie, Waupaca, Waushara and Winnebago Counties). This solicitation is conducted on behalf of the Workforce Development Board by its administrative entity, Fox Valley Workforce Development Board, Inc., and pursuant to the requirements and conditions of the Workforce Investment Act (PL 105-220), enacted August 7, 1998, the implementing regulations, and the Policies and Procedures of the State of Wisconsin, Department of Workforce Development, Division of Employment & Training.

The Workforce Investment Act Youth Program provides funds whose purpose is to:

1. Provide eligible youth seeking assistance in achieving academic and employment success, effective and comprehensive activities, which shall include a variety of options for improving educational and skill competencies and provide effective connections to employers;
2. Ensure on-going mentoring opportunities for eligible youth with adults committed to providing such opportunities;
3. Provide opportunities for training for eligible youth;
4. Provide continued supportive services for eligible youth;
5. Provide incentives for recognition and achievement to eligible youth and,
6. Provide opportunities for eligible youth in activities related to leadership, development, decision making, citizenship and community service.

Accordingly, this solicitation shall be used to carry out, for eligible youth, programs that have the following elements:

- Provide for WIA Eligibility Determination
- Provide an objective assessment of youth needs
- Development of service strategies
- Preparation for post-secondary education
- Tutoring, Study skills
- Alternative secondary school services, as appropriate
- Paid and unpaid work experiences
- Occupational skill training, as appropriate
- Leadership development opportunities
- Supportive services
- Adult mentoring
- Follow-up services for not less than 12 months after the completion of participation; and
- Comprehensive guidance and counseling to eligible youth or prepare them for employment

which are designed to produce the following outcomes for youth aged 14 – 18:

- Skill Attainment Rate – **94%**
- Attainment of Secondary School Diplomas/Equivalentents - **84%**
- Placement and Retention in Post Secondary Education/Training, or Placement in Military, Employment, Apprenticeships – **78.7%**

which are designed to produce the following outcomes for youth aged 19 – 21:

- Entry into Unsubsidized Employment – **79.4%**
- 6 Months retention in Unsubsidized Employment - **88%**
- 6 Months Earnings received in Unsubsidized Employment - **\$3,500.00**
- Attainment of Educational or Occupational Skills Credential – **63%**

for the following segments of the WDA population:

- Economically disadvantaged (low income) youth, 14 - 21 years of age and possess one or more of the following characteristics:
 - Deficient in basic literacy skills
 - A school dropout
 - Homeless, a runaway, or a foster child
 - Pregnant or a parent
 - An offender
 - Needs additional assistance to complete an educational program, or to secure or hold employment (deficient in core basic skills)

Contract awardees will be required to attend an all day training session on ASSET and Performance Measures to be scheduled in May 2008.

Questions regarding the RFP package should be directed to:

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PART I

BACKGROUND INFORMATION

DESCRIPTION OF THE AREA

The Fox Valley Workforce Development Area (WDA) is located in East Central Wisconsin. It is situated essentially surrounding Lake Winnebago and consists of Calumet, Fond du Lac, Green Lake, Outagamie, Waupaca, Waushara and Winnebago Counties. The area is bound on the north by Shawano County, on the east by Brown, Manitowoc and Sheboygan Counties, on the south by Dodge County, plus parts of Columbia and Washington Counties, and on the west by Marquette, Adams and Portage Counties.

The 2000 census population estimate for the seven county areas was 549,651. The highest populated County is Outagamie with an estimated 2000 population of 160,971 followed by Winnebago County with 156,763 residents. These two counties comprise 58% of the WDA population.

Calumet, Outagamie, and Winnebago County comprise a tri-county Standard Metropolitan Statistical Area (MSA). Collectively, the three counties are known as the Appleton- Neenah-Oshkosh SMSA accounts for approximately 65% of the WDA population. The principal communities, and major employment centers include; Brillion, Chilton and New Holstein in Calumet Co.; Fond du Lac and Ripon in Fond du Lac County; Berlin in Green Lake County; Appleton, Kimberly, Kaukauna in Outagamie Co.; Waupaca, New London and Clintonville in Waupaca County; Wautoma in Waushara Co.; and Menasha, Neenah and Oshkosh in Winnebago County.

Unemployment And Eligible Population

The unadjusted unemployment rate for the Fox Valley Workforce Development Area as a whole for December 2007 was **4.7%**. Individual counties as follows; Calumet Co. – **4.2 %**; Fond du Lac Co. **4.4 %**; Green Lake Co.– **5.5 %**; Outagamie Co. – **4.3 %**; Waupaca Co. – **5.1 %**; Waushara Co. **5.2 %**; and, Winnebago Co. – **4.0 %**. In recent years several of these counties witnessed historic low unemployment rates. However beginning in mid 2001 unemployment rates began to rise in the WDA. The Manufacturing sector has been particularly hard hit in recent years with a large number of workers being dislocated due to mass layoffs or plant closings, especially in the Fox Cities Area. Even with these relatively low unemployment rates it is expected a number of employers in the WDA will face severe labor shortages when the economy recovers. It appears there continues to be a shortage of low paying entry level positions as well as a shortage of skilled/highly skilled workers. However, the low income/disadvantaged population still experiences skill shortages and severe difficulties in obtaining employment. This population group historically has been the last to benefit from increases in employment opportunities.

Fox Valley Workforce Development Board Profile

The Fox Valley Workforce Development Board, Inc. is comprised of up to 35 members (with a majority from the private sector) appointed by the Chief Local Elected Officials from each of the seven counties in the Workforce Development Area. The FVWDB is comprised of the following committees: Executive, One-Stop Systems, Economic Development, Fox Valley Healthcare Alliance, and the Youth Council.

PART II **CONDITIONS OF SOLICITATION**

A. General Conditions

The release of this RFP does not constitute an acceptance of any offer, nor does such release in any way obligate Fox Valley Workforce Development Board, Inc. to execute a contract with any offeror. The Fox Valley Workforce Development Board, Inc. reserves the right to accept or reject any or all offers on the basis of evaluation factors contained in Attachment 9 of this document, budgetary limitations, service to significant population segments, geographic distribution, needs of the area and other considerations. The Fox Valley Workforce Development Board, Inc. reserves the right to establish additional considerations or criteria for funding, as deemed necessary. Such considerations may be addressed through final contract negotiations.

Before preparing proposals, offerors should note that:

The Fox Valley Workforce Development Board, Inc. will not be liable for any costs associated with the preparation of proposals or negotiation of contracts incurred by an offeror.

Proposals will only be accepted from individual agencies. Consortium proposals will not be accepted. Proposers are encouraged to collaborate and coordinate with other agencies submitting proposals; in fact non-WIA funds are expected to be utilized to provide services for WIA youth participants through collaborative efforts. Proposals should demonstrate such in the program narrative.

All proposals, in their entirety, will become the property of the Fox Valley Workforce Development Board, Inc. upon submission.

The award of a contract for any proposed service is contingent upon the following:

- Cost of the proposed program;
- Favorable review/evaluation of the proposal;
- Approval of the proposal by members of the FVWDB/designated committee;
- Successful negotiation of any changes to the proposal required by the Fox Valley Workforce Development Board, Inc.;
- Given the predominance of Microsoft Office in the market, FVWDB relies on Microsoft Office (XP/2003) to conduct day-to-day operations. **All agencies awarded WIA contracts are required to use software that is completely compatible with Microsoft Office XP as a baseline.** In those cases where editing is required (e.g., draft forms) or electronic data is being provided (e.g., spreadsheet or database), compatibility means FVWDB staff will NOT have to go through extra steps to view documents received from contractors nor to send documents to contractors. If a document is considered by FVWDB to be “read only”, a “PDF” version is adequate.

Provision of services specified in this RFP requires substantial knowledge and understanding of:

- The Workforce Investment Act and Final implementing regulations;

- State of Wisconsin, Department of Workforce Development, Division of Employment & Training Youth Program Guide;
- State of Wisconsin Department of Workforce Development ASSET participant reporting System;
- Fox Valley Workforce Development Board, Inc. Workforce Investment Act Comprehensive Plan 2007-2008, and WIA policies;
- Fox Valley Workforce Development Board, Inc. labor market conditions and demographics

Successful proposers will be required to submit to the Fox Valley Workforce Development Board, Inc. a copy of their agency/organization's most recent audit, including any findings, prior to the development of a contract for services.

Contracts developed under this solicitation will be between the FVWDB, Inc and the offeror for the expected time period of May 1, 2008 through March 31, 2009.

B. Appeals

Each proposing agency whose proposal is reviewed by the appropriate Fox Valley Workforce Development Board, Inc. committee shall receive a written notice of approval or non-approval for the proposed project. Following the notification of awards any proposer or potential proposer who has a complaint concerning the issuance of this RFP, the evaluation of proposals received in response to this RFP or any matter relating to the method by which Fox Valley Workforce Development Board, Inc. secures subcontractors shall have an opportunity to discuss, with the administrative staff, the reasons for non-funding.

Any appeal or complaint must be filed in writing as a grievance with Fox Valley Workforce Development Board, Inc. pursuant to Fox Valley Workforce Development Board, Inc.'s grievance procedure. Any appeal or complaint must identify any and all contested issues. Subjective interpretations by the review team are not subject to protest or appeal. Any decision regarding Fox Valley Workforce Development Board, Inc.'s resolution of the grievance may be appealed to the Department of Workforce Development - Division of Employment & Training. The written appeal must be filed with and received by the Fox Valley Workforce Development Board, Inc. no later than five (5) working days after the notice of awards are postmarked.

C. Program/Component Combinations

Workforce Investment Act Title I Youth Programs and funding availability related to this solicitation are detailed in Part IV of this document.

**OFFERORS MUST SUBMIT SEPARATE PROPOSALS FOR IN-SCHOOL
PROJECTS AND FOR OUT OF SCHOOL PROJECTS.**

D. WIA PY 2008 Solicitation Schedule

<u>Activity</u>	<u>Date</u>	<u>Time Frame</u>
RFP Issuance	February 18, 2008	0 days
Bidder's Conference (1-3 pm @ FVWDB Neenah office)	February 25, 2008	7 days
Receipt of Proposals by 3:00 p.m.	March 19, 2008	30 days
FVWDB members/designated committee review/approve (3:00 pm @ FVWDB Neenah office)	March 31, 2008	42 days
PY2008 Contractors Notified	April 1, 2008	43 days
Contracts Negotiated	April 1 – 30, 2008	73 days
WIA Year Around Youth Program Begins	May 1, 2008	74 days

PART III

TECHNICAL DESCRIPTIONS

A. Fund Sources and Amounts:

The estimated funds available for services solicited by the Workforce Investment Act Title I Year Around Youth RFP are approximately \$350,032. Of this total, approximately \$175,016 will be designated for In-School Youth Programs and approximately \$175,016 will be designated for Out-of-School Youth Programs. **These figures are based on PY07 amounts, as the FVWDB, Inc. at the time of RFP release had not been notified by the State of Wisconsin- DWD of its PY 2008 WIA Youth funding allocation.**

Funds can be used for:

- Staffing and staff support costs
- Participant wages and fringe benefits
- Participant training
- Participant support
- Administrative overhead (not to exceed 10%)

Funding for any project accepted through this RFP process is contingent upon the actual amount of funds being available to the FVWDB, Inc. through Title I of the Workforce Investment Act. At the time of release of this RFP, the FVWDB, Inc. had not been notified by DWD of its actual PY 2008 WIA Youth funding allocation.

B. Participant Eligibility

The Workforce Investment Act defines an eligible youth (Section 101(13)) as an individual who:

- (a) Is Age 14 – 21
- (b) Is a low income individual, as defined under WIA section 101(13); and
- (c) Is within one or more of the following categories
 - (1) Deficient in basic literacy skills (an individual who scores less than 9.0 grade level on an accepted math or reading assessment)
 - (2) School dropout
 - (3) Homeless, runaway, or foster child
 - (4) Pregnant or parenting
 - (5) Offender, or
 - (6) Is an individual (including a youth with a disability) who requires additional assistance to complete an educational program, or to secure and hold employment (FVWDB definition as an individual who has been identified as lacking some or all of the “core employability skills”)

Out of School Youth - An out-of school youth is defined under section 101(33) of the Act as an individual who:

- (a) Is an eligible youth who is a school dropout; or
- (b) Is an eligible youth who has either graduated from High School or holds a GED, but is basic skills deficient, unemployed, or underemployed

Dropout-

- (a) A school dropout is defined as an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent.
- (b) A youth attending an alternative school is not a dropout under the Act.

Each proposer will be required to determine WIA eligibility of participants for its program. Documentation of such eligibility will be maintained by the proposer. Liability for disallowed costs due to the ineligibility of a participant shall be the sole responsibility of the provider (subcontractor). Proposers will also be required to input participant eligibility/activities into the Dept. of Workforce Development ASSET System.

Subcontractors shall also be responsible for the objective assessment of youth which includes a review of the academic and occupational skill levels, as well as the service needs of each youth. No participant may receive services or payment for an activity until certification of eligibility and the objective assessment needs is complete, the individual is enrolled in WIA and services are identified on an Individual Service Strategy (ISS).

C. Performance Standards:

WIA youth performance standards are based on Younger Youth (aged 14-18) and Older Youth (aged 19-21) not on In/Out of school youth. Thus a program, if it serves both younger and older youth will have both sets of performance standards apply. Successful proposers will be required to meet/exceed the performance standard levels required. WIA Title I Youth program Performance Standards for PY 2008, as provided to the FVWDB by DWD/DET are as follows:

YOUNGER YOUTH: (Youth aged 14 – 18)

- Skill Attainment Rate - **94%**
- Attainment of Secondary School Diplomas/Equivalents - **84%**
- Placement and retention in Post-Secondary Education/Training, or Placement in Military, Employment, Apprenticeships – **78.7%**

OLDER YOUTH (Youth aged 19 – 21)

- Entry into Unsubsidized Employment – **79.4%**
- 6 Months Retention in Unsubsidized Employment – **88%**
- 6 Months Earnings received in Unsubsidized Employment - **\$3,500**
- Attainment of Educational or Occupational Skills Credential – **63%**

When DOL implements the Common Performance Measures, these also will be applicable.

D. Non-Duplication of Facilities/Services:

Funds provided by this RFP shall only be used for activities which are in addition to those which would otherwise be available in the area in the absence of such funds. In addition, these funds shall not be used to duplicate facilities or services available in areas (with or without reimbursement) from Federal, State, or local sources.

E. Contract Instrument Characteristics:

It is anticipated that cost reimbursement contracts will be awarded as a result of this RFP solicitation. Payments under this type of contract will be prorated among the cost categories of administrative overhead and program services. Successful subcontractor(s) will be reimbursed actual, allowable and allocable costs not to exceed the maximums stated in contracts.

The subcontractor will be responsible for the eligibility of participants in its programs as well as the accurate and timely inputting of required participant data in the DWD computerized ASSET system. Subcontractors are also responsible for maintaining documentation for all costs incurred and charged against any contract resulting from this RFP solicitation.

Individual agencies must submit proposals for services they wish to provide. **Consortium proposals will not be accepted.** The proposer **may not enter into subcontracts for proposed services.** Agencies and educational institutions working closely together to provide services may submit support letters. Individual agencies must submit a separate proposal for in-school and out-of-school services they wish to provide.

For planning purposes, the Fox Valley Workforce Development Board, Inc. has projected service levels and resource availability as follows:

\$350,032 - Available PY 2008 WIA Youth Year Around Service Strategy.

<u>County</u>	<u>In-School</u>	<u>Out of School</u>
Calumet	\$12,251	\$12,251
Fond du Lac	\$31,503	\$31,503
Green Lake	\$ 7,000	\$ 7,000
Outagamie	\$50,755	\$50,755
Waupaca	\$15,752	\$15,752
Waushara	\$ 7,000	\$ 7,000
Winnebago	\$50,755	\$50,755
Total:	<u>\$175,016</u>	<u>\$175,016</u>

It is anticipated that funds will be targeted to serve individual counties in proportion to county population as a percent of WDA population.

F. Period of Performance:

Services will commence May 1, 2008 and end on March 31, 2009. The period of performance for service resulting from this solicitation may be up to a fourteen (14) month period dependent on future legislation, policy changes, and/or availability of funding.

Contracts resulting from the issuance of this RFP may be renewed, on an annual basis, for each of the next two years, beginning April 1, 2009, at the discretion of the FVWDB, Inc. or its designated committee.

G. Program Activities:

All proposals, both In-School and Out-of-School must adhere to the following broad categories to provide the required design framework for Youth programs. **All proposals must focus on serving new enrollments that are youth in and/or aging out of foster care, corrections, and/or adjudicated youth, as well as serve all youth carried into PY08 from the PY07 program. The estimated carry-in participants are 112 in In-School and 33 in Out-of-School programs. Page 7 provides a county profile of funding allotments based on available funds. On February 25th a report will be made available on the FVWDB website of the number of participants expected to be carried in by county for PY08.**

- (1) Provision of WIA Eligibility Determination/Objective Assessment of each youth participant, meeting requirements of WIA section 129(c)(1)(A), including a review of the academic and occupational skill levels, as well as service needs of each youth;
- (2) Development of service strategies for each youth participant, meeting the requirements of WIA section 129 (c)(1)(B), including both an employment goal and consideration of the assessment results for each youth; and
- (3) Services and strategies that include preparation for post-secondary educational opportunities, linkages between academic and occupational learning, preparation for employment, and connections to intermediary organizations that provides strong links to the job market and employers.

Proposers are required to describe how they intend to meet the required above described design framework and how each of the following ten required program elements correspond with their overall design strategy.

Proposers must make the following services available to youth participants:

- (1) Tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies
- (2) Alternative secondary school offerings
- (3) Summer employment opportunities directly linked to academic and occupational learning (it is expected that the proposer will provide a six – eight week summer program component which offers youth the opportunity to have exposure to the world of work, including non-traditional opportunities and academic enrichment activities)
- (4) Paid and un-paid work experiences, including internships and job shadowing
- (5) Occupational Skill training
- (6) Leadership development opportunities
- (7) Supportive Services
- (8) Adult mentoring both during and after program participation for a minimum total duration of 12 months
- (9) Follow-up services
- (10) Comprehensive guidance and counseling, including drug and alcohol abuse counseling as well as referrals to counseling, as appropriate the needs of the individual.

Proposers must also describe how they will ensure appropriate linkages to entities that will foster the participation of eligible youth. Such linkages may include connections to: local education agencies, local justice and law enforcement officials, local public housing authorities and representatives of other area youth initiatives.

PART IV

CONTRACT PAYMENTS AND REIMBURSEMENT PROCEDURES

A. Payment/Invoice Procedures/Reporting

1. Monthly Expenditure Report Form - The subcontractor will be reimbursed based upon submission of a Monthly Expenditure Report Form. This form will be due in the Fox Valley Workforce Development Board, Inc. office no later than the 10th working day following the end of the month for which reimbursement is requested. Financial sanctions may be imposed for failure to meet reporting deadlines. All contract payments will be made to the subcontractor. The successful proposer (program operator) is responsible for providing services specified in proposal. **Subcontracting is not allowable.**
2. Based on TEGL 5-06 issued by DOL, any individual who is employed by the recipient or sub recipient receiving salary, wages or bonus (no fringe benefits included, or non-monetary compensation, such as a car or cell phone) can not exceed the amount at Federal Executive Level II - \$172,200 per annum. See TEGL 5-06 for further information.

B. Reporting

1. The program operator shall keep complete and accurate records of all phases of program operation. These records are subject to review and or audit by the Fox Valley Workforce Development Board, Inc., and or DWD - Division of Employment & Training.
2. The program operator shall be responsible for completing any and all required WIA eligibility determination forms as well as gathering and maintaining all eligibility documentation. The program operator shall bear complete responsibility for any disallowed costs associated with the expenditure of WIA funds on ineligible participants.
3. The program operator is responsible for insuring that its staff is adequately trained in the DWD ASSET reporting system. Subcontractors will be responsible for the timely and accurate inputting of participant information into ASSET.
4. Each program operator is responsible for monitoring their own worksites. 100% of worksites must be monitored by the program operator.

PART V

PROPOSAL INSTRUCTIONS

General Format

Proposals must be prepared and sequenced in accordance with instructions outlined in this part. When completed, proposals are to be assembled as follows: (separate proposals must be submitted for In-School and Out-of-School proposals – Combined proposals will NOT be accepted).

1. Proposal Transmittal Form (Attachment 1)
2. Program Purpose
3. Problem Statement/Analysis of Need
4. Goals and Objectives
5. Program Methodology
6. Program Administration/Management Plan
7. Budget Detail
8. Attachments – Include the following completed attachments with proposal:
 - Attachment 2 - Program Service Elements by Provider
 - Attachment 3 - PY 2008 Participant Planning Summary
 - Attachment 4 - Proposed Targeted Program Service Levels
 - Attachment 5 - Signed Certification for Federal Assistance

Six (6) copies of each proposal (and one CD containing the complete proposal in Microsoft Word XP) must be received no later than 3:00 p.m. on WEDNESDAY, MARCH 19, 2008, at the Fox Valley Workforce Development Board, Inc. office, 1401 McMahan Drive, Neenah WI 54956. Proposals will not be accepted by e-mail. Proposals received after this time and date, whether by U.S. mail, commercial delivery, or hand carried, will not be considered by Fox Valley Workforce Development Board, Inc. Timely receipt of proposals is the sole responsibility of the offeror.

This RFP package is available in Microsoft Word XP in PDF Format. A copy of the RFP on a CD in this format is provided with this RFP package. The FVWDB, Inc. encourages all RFP requestors to complete a virus scan on any CD provided by any outside organization (including the FVWDB, Inc.) prior to use. The FVWDB, Inc. is not responsible for any damage caused to any computer(s) as a result of using the CD provided with this package.

Statement of Work

In describing proposed program design and plan of service, please address the following:

- A. Proposal Transmittal Form:** See Attachment 1.
- B. Program Purpose:** Indicate the type of agency offering the service, for-profit, non-profit etc., proposing the program. Indicate type of program (In-School Youth, Out-of-School Youth), the program services that are being proposed and the geographic area (county(ies)) in which services will be provided.

- C. Statement of Need:** Describe problems of population to be served and how proposed strategy will address need(s). Provide any relevant supporting labor market information data as evidence of need/and proposed strategy.
- D. Goals and Objectives:** Identify goals and objectives of program. Include geographic areas you are proposing to serve (i.e. counties, school districts, etc.). Objectives should be measurable, quantifiable, and include timetables for completion. Proposed goals and objectives should address each of the ten services which must be made available to WIA youth. In addition, this section must include objectives for the achievement of the appropriate Performance Standards (see Attachment 7 for calculation of standards).
- E. Program Methodology:**

1. Program Description

Each proposer must include a description of how they intend to meet the required WIA Youth Design for a YEAR AROUND PROGRAM described on page 8, and how each of the program elements listed on page 8 and in Attachment 6 corresponds with their overall design strategy. Each proposal must address the following:

Each Proposer is required to provide and document WIA eligibility and objective assessment services.

A description of who will do the eligibility determination and where it will be done. In-school youth proposers are expected to provide eligibility determination of participants at local schools, whenever possible. Out-of-School youth eligibility determination should be conducted at the local Job/Workforce Development Center, whenever possible. A personal interview is required of each participant.

Proposers must maintain individual participant files for eligibility as outlined in the Fox Valley Workforce Development System (FVWDS) Case File Organizational System model and maintain at a minimum the following:

- Age Verification
- Social Security Number Verification
- Residential Verification
- Employment Authorization (Alien resident)
- Selective Service Registration Verification
- Disability Verification
- Foster Care/Group Home Resident Verification
- Income Verification
- Public Assistance Verification
- Verification of Educational Status & Barriers to Employment
- Homeless Verification
- Other information required at time of eligibility determination
- Application for services
- Completed Eligibility Determination Form (provided by DWD)
- WIA Rights & Responsibilities
- Release of Confidential Information Form, and
- Any other information required by DWD/DET

a. **The objective assessment for youth will include:**

Basic Skill Assessment – a formal assessment will be administered for math **and** reading. The basic skill assessment provides a determination of the participants’ reading and math grade level equivalency. The Dept. of Labor requires the use of the same standardized test for both pre and post basic skill assessments (pre-test must occur within 60 days of the date of participation). The Dept. of Labor further requires the basic skills assessment tool must be one of the National Reporting System (NRS) cross-walked test instruments, including:

- (TABE) - Test of Adult Basic Education
- (CASAS) - Comprehensive Adult Student Assessment Instrument
- (ABLE) - Adult Basic Learning Examination
- (AMES) - Adult Measures of Educational Skills
- Student Performance Levels for ESL
- (BEST) - Basic English Skills Test for ESL
- WorkKeys (for the top 3 ABE Levels)

FVWDB requires successful proposers to use the TABE forms 9/10.

Occupational Skills/Prior Work Experience – a prior work history and occupational skills form will be completed by the participant and reviewed with the individual conducting the assessment.

Employability Review – the individual conducting the eligibility determination/assessment will, in conjunction with the participant, review his/her employability status, including such things as health issues/limitations, legal issues pending or imminent which may affect ones employability/ability to get employment, and other employability issues such as family problems, transportation limitations, shift work limitations or other issues which may impact the individuals employability.

Interests – the Career Occupational Preference System (COPS) will be utilized. The assessment provides an interest inventory, which results in percentile scores for fourteen occupational clusters. The Dictionary of Occupational Titles identifies occupations within these clusters. Other interest assessments may be acceptable.

Aptitude – the Career Ability Placement Survey (CAPS) will be utilized. The CAPS is an aptitude test that covers categories including mechanical reasoning, spatial relationship, verbal knowledge, perceptual speed and accuracy, and manual speed and dexterity. Other aptitude assessments may be acceptable.

Supportive Service needs – supportive service needs will be reviewed with participants to determine their need of such to participate in training.

In all instances, whenever acceptable assessment results are available, they should be utilized, in lieu of re-testing. The information garnered from the objective assessment will be utilized to develop individual service strategies for each youth.

- b. **Enrollment and Selection Criteria** - describe outreach, recruitment, and selection procedures for participants and how this process will involve local schools, Workforce Development Centers and other community resources. Describe methods by which referrals will be selected for enrollment, including forms preparation and flow.
- c. **Orientation** - describe how enrollees will be informed of program services and how their specific needs and interests will be determined. Describe when and how an orientation to non-traditional occupations is provided. The objective assessment is required prior to any service provision.
- d. **Design** - describe how the year around program is designed and the various components of project being proposed, including how you will make the required 10 program element services that generally must be available to youth participants (Indicate, for each element, if it will be provided with WIA funds, or through a coordinated referral process to other community agencies/organizations for the service). If services are provided through non-WIA funds, indicate how you will coordinate services and track/monitor participant activity in these other program services. Letters of Agreement or MOU's may be a good way to insure the other providers are "on board" with the concept.

Section 664.410 indicates each of the 10 program elements must be included in local programs as options available to youth participants. However, local programs have the discretion to determine what specific services will be provided to a youth participant, based on each participant's objective assessment and individual service strategy (WIA sec 129(c)(2)). It is envisioned that each youth will participate in more than one of the ten program elements required as part of any local program, and all youth must receive follow-up services for a minimum of 12 months after program exit. Proposers must make the following program services available to youth participants either with WIA funds or non-WIA funds:

- Tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies
- Alternative secondary school offerings
- Summer employment opportunities directly linked to academic and occupational learning (it is expected that the proposer will provide a six - eight week summer program component which offers youth the opportunity to have exposure to the world of work, including non-traditional opportunities, and academic enrichment activities); describe how new worksites will be developed, including non- traditional worksites, and how new and previous worksites will be evaluated; describe how worksite supervisors will be trained and how participants will be evaluated on the worksite and by whom.

Note: Worksite agreements, job descriptions and training plans are required for each position at a worksite. If academic enrichment skills will be provided at a worksite, this should be included on training plan. Copies of worksite agreements and job description/training plan shall be maintained by worksite supervisor and program operator. Youth should receive a copy of the job description.

- Paid and unpaid work experiences, including internships and job shadowing
- Occupational skill training
- Leadership development opportunities
- Supportive Services
- Adult mentoring for the period of program participation and follow-up for a minimum total of 12 months
- Follow-up services
- Comprehensive Guidance & Counseling

Also Complete Attachment 2 – Program Elements

- e. **Target Group Service Levels** - indicate total number of participants planned to be served in each component; complete attached demographic chart, Attachment 4.
- f. **Occupations** - describe how post-secondary educational/training opportunities will be made available (this applies to both in-school and out-of-school proposals). Describe occupations for which specific training will be provided (if any), **including non-traditional occupations**. Non-traditional training for females is encouraged.
- g. **Counseling and Support** - describe type and availability of counseling and support services that will be provided to participants during their training; include procedures for and frequency of contact with participants in off-site training components. Include a description of how support services will be utilized/coordinated. Support Services for youth as defined in WIA Section 101(46) may include the following:
- Linkages to community services
 - Assistance with transportation costs
 - Assistance with child care and dependent care costs
 - Assistance with housing costs
 - Referrals to medical services
 - Assistance with uniforms or other appropriate work attire and work related tool costs, including such items as eye glasses and protective eye gear (WIA sec 129 (c)(2)(G)).
- h. **Duration** - list program service elements to be operated during this program, and indicate planned duration (days, weeks, or months) of each component, including known start and end dates for specific components, (e.g., basic skills remediation, work experience, tutoring, etc.).
- i. **Job Placement** - describe job placement services that will be provided to participants, including labor exchange services accessed through other agencies, also indicate how unsubsidized placements will be verified and documented. Describe how Job/Workforce Development Centers in the FVWDA will be utilized.
- j. **Follow-up** - describe follow-up activities that are proposed; include follow-up procedures both for establishing and documenting retention after placement, and meeting post-placement needs of participants.

Follow-up services for youth may include:

- Leadership development and supportive service activities
- Regular contact with a youth participant's employer, including assistance with work-

related problems that arise

- Assistance in securing better paying jobs, career development and further education
- Work related peer support groups
- Adult mentoring
- Tracking the progress of youth in employment after training

All youth participants must receive some form of follow-up services for a minimum duration of 12 months. Follow-up services provided beyond twelve (12) months is at the State or local board's discretion. The types of services provided and the duration of services must be determined based on the needs of the individual.

- k. **Participant Flow** - briefly (using a diagram) describe flow of participants from selection/enrollment through placement/retention. Complete and attach a copy of Program Elements Chart - Attachment 2, and Participant Planning Summary - Attachment 3.

2. **Coordination**

Demonstrate how coordination is accomplished with schools, and other community service organizations such as local Job & Career Centers, educational agencies, law enforcement agencies, and drug and alcohol prevention and treatment programs to ensure that WIA funds are leveraging other youth service funds to serve WIA youth participants. Coordination with the local Job/Workforce Development Center is required and must be described.

3. **Staffing**

Indicate key staff that will be assigned to program by title, name, qualifications, function, and amount of time assigned.

4. **Facilities**

Briefly describe the facility(ies) where the program is to be principally operated; include size, location, accessibility and any special features relevant to the program. Describe the extent to which satellite sites are utilized by the training program.

If specialized equipment is key to the program, (e.g., computers), please include description and quantity. Proposers must provide their own equipment. For those responders serving in-school youth in the area it is encouraged that Job/Workforce Dev. Center Career Center services be utilized whenever possible. Out-of-School proposers are required to provide services from the local Job/Workforce Development Center(s).

Describe extent to which the Career Center(s) within the Job/Workforce Development Centers will be utilized.

5. **Instructional Methods/Materials**

If specialized methodology and/or curricula is proposed, briefly describe the features and benefits (include the formal/commercial name, if applicable, but do not include complete packages).

- F. Program Monitoring:** Describe the methods and frequency with which off-site training (work experience sites, etc.), will be monitored by staff, together with basic procedures for monitoring reports and resolution/correction action. Proposers must indicate who will be monitoring sites and how often. Attach a copy of the monitoring form to be utilized.
- G. Program Administration/Management Plan:** Describe if proposing agency is private for profit, private non-profit, educational institution, or public (government). In this section, offerors should describe their overall administration/management plan for proposed program, especially as it relates to meeting objectives and ensuring quality services. In this description, please include the following:
1. **Supervision:** Indicate supervisory level through an organizational chart with supporting narrative lines of authority and responsibility related to proposed program. Include direct program staff, supervisor(s), manager(s), and administrative support staff.
 2. **Fiscal Controls and Accounting:** Please attach copies of policies and procedures for:
 - a. Cash receipts and disbursements
 - b. Purchasing
 - c. Property management
 - d. Payroll policy
 - e. Travel policy
 - f. Cost allocation, including provisions for multiple funding sources
 3. **Record Keeping:** Indicate type and location of participant records, including documentation of WIA eligibility. Proposers will be required to input participant information into the DWD ASSET computerized system as well as the maintenance of hard copies in participant case management files.

H. Budget Detail

Each proposal should include a detailed line item budget subdivided into two cost categories of Administrative Overhead and Program Services.

BUDGET DETAIL

Administrative Overhead:

Staff Wages:	Indicate amount of time, <u>in hours and hourly rate of reimbursement</u> , incurred for <i>each position</i> (full-time and part-time positions). Identify each position for which WIA funds will be used.
Staff Fringes:	Indicate type of fringe benefits provided to staff, dollar amount and percent paid for each benefit, <u>by each position</u> .
Staff Travel:	Indicate total number of miles to be traveled and reimbursement rate.
Materials/Supplies:	Indicate type, amount, and cost.
Equipment:	Indicate type, purpose, and cost for each item.
Facilities:	Rent and utilities.
Communications:	Telephone expenses, postage, etc.
Photocopying/Printing:	Specify photocopying and printing expenses.
Insurance/Bonding:	Specify amount and purpose.
Consultants/Legal Services:	Specify amount and purpose.
Accounting/Audits:	Specify & itemize.
Other Costs:	Specify & itemize.

Administration Subtotal: Sum of above items.

% of Total Costs: Specify percent of total project costs this category represents. Administrative overhead is limited to a maximum of 10% of total program costs.

Program Services:

Staff Wages:	Indicate amount of time, <u>in hours and hourly rate of reimbursement</u> , incurred for <i>each position</i> (full-time and part-time positions). Identify each position for which WIA funds will be used.
Staff Fringes:	Indicate type of fringe benefits provided to staff, dollar amount, and percent paid for each benefit, by <u>each position</u> .

BUDGET DETAIL (continued)

Program Services:

Staff Travel:	Indicate total number of miles to be traveled and reimbursement rate.
Materials/Supplies:	Indicate type, amount and cost.
Equipment:	Indicate type, purpose, and cost for each item.
Facilities:	Rent and utilities.
Communications:	Telephone expenses, postage, etc.
Photocopying/Printing:	Specify photocopying and printing expenses.
Insurance/Bonding:	Specify amount and purpose.
Consultants/Legal Services:	Specify amount and purpose.
Work Experience Wages:	Indicate number of work experience participants, hourly wage, number of hours per week and number of weeks to be worked.
Work Experience Fringe:	Indicate type and amount of each fringe benefit.
Tuition, books, fees for Post-Secondary Education:	Indicate the number of participants, the average cost for the duration of the contract and the facility which will be providing the post secondary training.
Other Training Costs:	Specify and itemize.
Other Costs:	Specify and itemize.
Support Service costs:	Indicate type, dollar amount, and number of participants to receive services.
Follow-Up/Retention Services:	Indicate type, dollar amount, and number of participants to receive services.
Program Services Subtotal:	Sum of above items.
% of Total Costs:	Specify percent of total project costs this category represents.

TOTAL PROGRAM COST:

ATTACHMENT 1

**FOX VALLEY WORKFORCE DEVELOPMENT BOARD, INC.
PY 2008 WIA YOUTH PROPOSAL
TRANSMITTAL FORM**

OFFEROR

	Counties to be Served	# of Youth
Organization _____	1. _____	_____
Address _____	2. _____	_____
City/State/Zip _____	3. _____	_____
Telephone (____) _____	4. _____	_____
Contact Person _____	5. _____	_____
Title _____	6. _____	_____

Type of Program: (check only one) In-School _____ or Out-of-School _____

Total funds requested: \$ _____

No. of Youth to be served: # _____

Cost per Participant: \$ _____

Program Synopsis:

OFFEROR'S CERTIFICATION

Certification and Adjustments. When a cost analysis is necessary and there is inadequate price competition, offeror must certify that to best of its knowledge and belief, cost data are accurate, complete, and current at time of agreement of price. Awards or modifications negotiated in reliance on such data should provide awarding agency (Fox Valley Workforce Development Board, Inc.) a right to a price adjustment to exclude any significant sum by which price was increased because awardee had knowingly submitted data that were not accurate, complete and certified.

I, _____, hereby certify that I am legally and duly authorized to submit this proposal on behalf of _____: that information contained herein is true and correct to best of my(our) knowledge; and that prices for services offered herein are firm and effective through close of business on _____.

SIGNED, this _____ day, _____, 2008

Signature Title

Witness: _____

ATTACHMENT 2

INSTRUCTIONS FOR COMPLETING WIA YOUTH PROGRAM ELEMENTS CHART:

- Indicate the number of WIA youth participants who will be receiving this service utilizing WIA funds.
- Indicate the number of WIA youth participants who will be receiving this service utilizing non-WIA funds leveraged through referral and coordination efforts.
- Indicate the name of the agency providing the service with non-WIA funds.

Note: It is assumed that all participants will be receiving eligibility determination and objective assessment services.

**FOX VALLEY WORKFORCE DEVELOPMENT BOARD, INC.
WIA TITLE I YOUTH SERVICES
PROGRAM ELEMENTS BY PROVIDER
PY 2008**

PROGRAM ELEMENT	# USING WIA FUNDS	# SERVICES PROVIDED BY OTHER AGENCY	NAME OF AGENCY
1. Tutoring, Study Skills:			
2. Alternative Secondary School:			
3. Summer Employment Opportunities:			
4. Paid & Unpaid Work Experience:			
5. Occupational Skill Training:			
6. Leadership Development Opportunities:			
7. Supportive Services:			
8. Adult Mentoring:			
9. Follow-up Services:			
10. Comprehensive Guidance & Counseling:			

ATTACHMENT 3

INSTRUCTIONS FOR COMPLETING WIA PROGRAM PLANNING SUMMARY

Identify agency submitting proposal, agency address, contact person directly involved in preparing planning summary, telephone number, fax number, and e-mail address where contact person can be reached.

Complete only one (1) Program Planning Summary per proposal. Use the correct Summary for your proposal.

All numbers must be cumulative. Numbers in each succeeding month must be the same or larger than previous month. If no additional increases are planned in successive months, the last month's entry should be carried into each month through March 2009.

Program Planning Summary definitions can be found in the DWD WIA Youth Program Guide, They also are described in the Workforce Investment Act and the Implementing Regulations.

- Enter planned total expenditures (\$) for each month. (Total expenditures must equal sum of Administrative Overhead and Program Services dollars.)
- Enter planned amount of administrative overhead (\$) for each month.
- Enter planned amount of program services dollars (\$) for each month.
- Enter total enrollments cumulatively for each month.
- Enter new enrollments cumulatively for each month (total enrollments minus carry-in from PY2007).
- Enter the total number youth participants to be carried from PY07 (ending April 30, 2008) into May 2008 (PY08); this number should be a constant. The number used in May 2008 should be used in each succeeding reporting period.
- Enter the number of youth who will be enrolled in the summer component (summer beginning May 1, 2008 and ending on August 31, 2008).
- Enter the number of females who will receive non-traditional training.
- Enter total program exits cumulatively for each month.
- Performance Standards: Out-of-School Youth, the next four (4) lines indicate how many youth will attain the standards listed (youth do not have to exit WIA to receive credential); In-School Youth; the next three (3) lines indicate how many youth will attain the standards listed; youth do not have to exit WIA to receive credential or secondary school diploma/equivalent.
- Enter the number of other program exits (non-positive in meeting performance standards).
- Enter Number Currently in Program. This number shows enrollments currently enrolled in the program. This number shows enrollments currently enrolled in the program at end of the month. It is obtained by subtracting Total Exits from Total Enrollments.

WIA Title I PY 2008 – OUT OF SCHOOL YOUTH Program Planning Summary

SUBCONTRACTOR NAME:

Address:

Telephone #: Fax #

Contact Name:

E-mail Address:

Youth aged 14 - 21

	MAY 31 2008	JUNE 30 2008	JULY 31 2008	AUG 31 2008	SEPT 30 2008	DEC 31 2008	MAR 31 2009	
TOTAL EXPENDITURES	\$	\$	\$	\$	\$	\$	\$	
ADMINISTRATIVE OVERHEAD	\$	\$	\$	\$	\$	\$	\$	
PROGRAM SERVICES	\$	\$	\$	\$	\$	\$	\$	
TOTAL ENROLLMENTS								
NEW ENROLLMENTS								
CARRY-IN FROM PY2007								
SUMMER COMPONENT								
Number of Females in Non-Traditional Training								
TOTAL PROGRAM EXITS								
Attainment of Basic, Work, Readiness &/or Occupational Skills Credential								
Attainment of Secondary School Diploma/Equivalent								
Placement & Retention in Post Sec. Ed./Training or Placement in Employment, Military, Apprenticeship								
Other Exits: (non-positive)								
CURRENTLY IN WIA PROGRAM								

WIA Title I PY 2008– IN SCHOOL YOUTH Program Planning Summary

SUBCONTRACTOR NAME:

Address:

Telephone #: Fax #

Contact Name:

E-mail Address:

Youth aged 14 - 21

	MAY 31 2008	JUNE 30 2008	JULY 31 2008	AUG 31 2008	SEPT 30 2008	DEC 31 2008	MAR 31 2009	
TOTAL EXPENDITURES	\$	\$	\$	\$	\$	\$	\$	
ADMINISTRATIVE OVERHEAD	\$	\$	\$	\$	\$	\$	\$	
PROGRAM SERVICES	\$	\$	\$	\$	\$	\$	\$	
TOTAL ENROLLMENTS								
NEW ENROLLMENTS								
CARRY-IN FROM PY2007								
SUMMER COMPONENT								
Number of Females in Non-Traditional Training								
TOTAL PROGRAM EXITS								
Attainment of Basic, Work, Readiness &/or Occupational Skills Credential								
Attainment of Secondary School Diploma/Equivalent								
Placement & Retention in Post Sec. Ed./Training or Placement in Employment, Military, Apprenticeship								
Other Exits: (non-positive)								
CURRENTLY IN WIA PROGRAM								

ATTACHMENT 4

**TARGETED PROGRAM LEVELS
WIA TITLE I YOUTH SERVICES PY 2008**

Proposed Services to Significant Segments of WIA Eligible Population:

Target Groups	Incidence in Population	Planned Level of Service (Out of School)		Incidence in Population	Planned Level of Service (In-School Youth)	
		No.	%		No.	%
EPS GROUPS	<i>%</i>	No.	<i>%</i>	<i>%</i>	No.	<i>%</i>
1. FEMALES						
2. MINORITIES						
3. DISABLED						
4. HIGH SCHOOL DROPOUTS						
5. W-2 ELIGIBLE						
6. TOTAL NUMBER TO BE SERVED	100%			100%		
COUNTY	NUMBER			NUMBER		
1. CALUMET						
2. FOND DU LAC						
3. GREEN LAKE						
4. OUTAGAMIE						
5. WAUPACA						
6. WAUSHARA						
7. WINNEBAGO						
8. TOTAL NUMBER TO BE SERVED						

INSTRUCTIONS FOR COMPLETION OF THIS FORM

- **Complete only one (1) form per proposal** – In School proposals should complete information as it relates to In-School youth. Out-of-School proposal should complete information as it relates to Out-of-School youth.
- EPS Groups (Lines 1 –5): Identify the number and percent of each specified target group to be served. Line six is the total number of individuals to be enrolled during the contract period.
- County Lines (1 – 7): Indicate the number of youth proposed to be served by County. Line 8 is the sum of lines 1 – 7 and should also equal the total number in line six from EPS Groups.

ATTACHMENT 5

CERTIFICATIONS FOR FEDERAL ASSISTANCE

PART A: Certifications Regarding Debarment, Suspension and Other Responsibility Matters - Primary Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 43 CFR Part 12, Section 12.510, Participants' responsibilities. The regulations were published as Part VII of the May 25, 1988 Federal Register (pages 19160-19211). For further assistance in obtaining a copy of the regulations, contact the issuing office.

(a) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals: (1) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; (2) have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (3) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (a)(2) of this certification; and (4) have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(b) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

The prospective primary participant further agrees by submitting this proposal that it will include the following clause, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions (see Appendix A of Subpart D of 43 CFR Part 12):

PART B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

(a) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(b) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

PART C: Certification Regarding Drug-Free Workplace

This certification is required by the regulations implementing the drug-free workplace requirements for Federal grant recipients under the Drug-Free Workplace Act of 1988 (43 CFR Part 12, Subpart D). A copy of the regulation is available from the issuing office.

A. The grantee certifies that it will or continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about (1) the dangers of drug abuse in the workplace; (2) the grantee's policy of maintaining a drug-free workplace; (3) any available drug counseling, rehabilitation, and employee assistance programs; and (4) the penalties that may be imposed upon employee for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will (1) abide by the terms of the statement; and (2) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted: (1) taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

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

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

Place of Performance (Name of location, street address, city, county, state, zip code)

Check _____ if there are workplaces on file that are not identified here.

Part D: Certification Regarding Lobbying - Certification for Contracts, Grants, Loans, and Cooperative Agreements

This certification is required by Section 1352, title 31, U.S. Code, entitled "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions."

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

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

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

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

As the authorized certifying official, I hereby certify that the above specified certifications are true.

Name of Organization

Typed name and title of authorized representative

Signature of Representative

Date

ATTACHMENT 6

(FOR INFORMATION ONLY)

A Description of the 10 Mandatory Service Elements for WIA Youth Programs

WIA Eligibility Determination & Objective Assessment must be provided by the Proposer (Subcontractor). The following ten (10) elements must be made available to WIA Youth participants – either directly utilizing WIA funds or through referral and coordination with other community agencies/organizations.

Informational Only

The Ten Allowable Youth Program Elements:

1. Tutoring, study skills training, and instruction leading to completion of secondary school, including dropout prevention strategies.
2. Alternative secondary school services.
3. Summer employment opportunities that are directly linked to year round academic and occupational learning.
4. Paid and unpaid work experiences, including internships and job shadowing.
 - (a) Work experiences are planned, structured learning experiences that take place in a workplace for a limited period of time; work experiences may be paid or unpaid.
 - (b) Work experience workplaces may be in the private, for-profit sector; the non-profit sector; or the public sector.
 - (c) Work experiences are designed to enable youth to gain exposure to the working world and its requirements. Work experiences should help youth acquire the personal attributes, knowledge, and skills needed to obtain a job and advance in employment. The purpose is to provide the youth participant with opportunities for career exploration and skill development and is not to benefit the employer, although the employer may, in fact, benefit from the activities performed by the youth. Work experiences may be subsidized or unsubsidized and may include the following elements:
 - (1) Instruction in employability skills or generic workplace skills such as those identified by the Secretary's Commission on Achieving Necessary Skills (SCANS)
 - (2) Exposure to various aspects of an industry
 - (3) Progressively more complex tasks
 - (4) Internships and job shadowing
 - (5) The integration of basic academic skills into work activities
 - (6) Supported work, work adjustment, and other transition activities
 - (7) Entrepreneurship
 - (8) Other elements designed to achieve the goals of work experience
 - (d) In most cases, on-the-job training is not an appropriate work experiences activity for youth participants under age 18. Local program operators may choose, however, to use this service strategy for eligible youth when it is appropriate based on the needs identified by the objective assessment of an individual youth participant.

Funds under the Act may be used to pay wages and related benefits for work experiences in the public; private, for-profit; or non-profit sectors where the objective assessment and individual service strategy indicate that work experiences are appropriate (WIA sec. 129(c)(2)(D)).

5. Occupational skill training.
6. Leadership development opportunities, which include community service and peer-entered activities encouraging responsibility and other positive social behaviors during non-school hours.

Leadership development opportunities for youth may include the following:

- (a) Exposure to postsecondary educational opportunities
- (b) Community and service learning projects
- (c) Peer-centered activities, including peer mentoring and tutoring
- (d) Organizational and team work training, including team leadership training
- (e) Training in decision-making, including determining priorities
- (f) Citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources
- (g) Employability
- (h) Positive social behaviors (WIA sec. 129(c)(2)(F))

Positive social behaviors, often referred to as soft skills, are incorporated by many local programs as part of their menu of services which focus on areas that may include, but are not limited to, the following:

- (a) Positive attitudinal development
- (b) Self esteem building
- (c) Cultural diversity training
- (d) Work simulation activities

7. Supportive Services
Supportive services for youth, as defined in WIA section 101(46), may include the following:
 - (a) Linkages to community services
 - (b) Assistance with transportation costs
 - (c) Assistance with child care and dependent care costs
 - (d) Assistance with housing costs
 - (e) Referrals to medical services
 - (f) Assistance with uniforms or other appropriate work attire and work-related tool costs, including such items as eye glasses and protective eye gear (WIA sec. 129(c)(2)(G)).
8. Adult mentoring, for the period of participation and a subsequent period, for a total of not less than 12 months.

9. Follow-up services for a minimum of 12 months after program exit
 - (a) Follow-up services for youth may include:
 - (1) The leadership development and supportive service activities
 - (2) Regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise
 - (3) Assistance in securing better paying jobs, career development and further education
 - (4) Work-related peer support groups
 - (5) Adult mentoring
 - (6) Tracking the progress of youth in employment after training
 - (b) All youth participants must receive some form of follow-up services for a minimum duration of 12 months after program exit. Follow-up services may be provided beyond 12 months at the State or Local Board's discretion. The types of services provided and the duration of services must be determined based on the needs of the individual. The scope of these follow-up services may be less intensive for youth who have only participated in summer youth employment opportunities (WIA sec. 129(c)(2)(I)).

10. Comprehensive guidance and counseling, which may include drug and alcohol abuse and counseling and referrals.

DEFINITIONS OF INTEREST:

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

- (a) Is an eligible youth who is a school dropout; or
- (b) Is an eligible youth who has either graduated from high school or holds a GED, but is basic skills deficient, unemployed, or underemployed (WIA sec. 101(33)).

A school dropout is defined as an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent. A youth attending an alternative school is not a dropout (WIA sec. 101(39)).

ATTACHMENT 7

(FOR INFORMATION ONLY)

WIA Performance Standards Youth Age 19-21 (Older Youth)

OY Entered Employment Rate: The number of OY who are employed in the first quarter after exit divided by the number of OY who exit during the quarter.

OY Employment Retention Rate: Of all OY who were employed in the first quarter after exit, the number of OY who are employed in the third quarter after exit divided by the number of youth who exit during the quarter.

OY Earnings Change: Of all OY who were employed in the first quarter after exit and who are not in post-secondary education/advanced training in the third quarter after exit, the total post-program minus pre-program earnings divided by the number of OY who exit during the quarter.

OY Credential Rate: The number of OY who are either employed or in post-secondary education/advanced or occupational skills training in the first quarter after exit and earned a credential by the end of the third quarter after exit divided by the number of youth who exit during the quarter.

WIA Performance Standards Age 14-18 (Younger Youth)

YY Skill Attainment Rate: Total number of basic skills, work readiness skills and occupational skills goals attained by younger youth divided by the total number of basic skills, work readiness skills and occupational skills goals set.

YY Diploma or Equivalent Rate: Of YY who did not have a diploma or equivalent on the participation date, the number of YY who attained a diploma or equivalent by the end of the first quarter after exit divided by the number of YY who exit during the quarter.

YY Retention Rate: Total number of youth found in one of the following categories in the third quarter after exit (Post-secondary education, Advanced training, Employment including military service, or Qualified apprenticeships) divided by the total number of YY who exit during the quarter.

WIA Performance Standards Age 14-21 (All Youth)

Youth (ages 14 - 21) Placement in Employment or Education Rate: Of those who are not in post-secondary education or employment at the date of participation, the number of youth who are employed or enrolled in post-secondary education, advanced training in the first quarter after exit divided by the number of youth who exit during the quarter.

Youth (ages 14-21) Attainment of a Degree or Certificate: Of those youth who are enrolled in education at participation or during program participation, the number of youth who attain a degree or certificate by the end of the third quarter after exit divided by the number of youth who exit during the quarter.

Youth (ages 14 - 21) Literacy and Numeracy Gains: Of those out-of-school youth who are basic skills deficient, the number of youth who increase one or more educational functioning levels divided by the number of youth who have completed a year in the youth program plus the number of youth who exit before completing a year in the program.

ATTACHMENT 8
(FOR INFORMATION ONLY)

**FOX VALLEY WORKFORCE DEVELOPMENT AREA
SCHOOL DISTRICTS & ENROLLMENT 2007**

School Districts County	Number Of High Schools	9-12 Enrollment	% of Public	School Districts County	Number Of High Schools	9-12 Enrollment	% of Public
FOND DU LAC CO.				CALUMET COUNTY			
Campbellsport	1	521	1.74%	Chilton	1	455	1.52%
Fond du Lac	1	2,368	7.92%	Brillion	1	331	1.10%
North Fond du Lac	1	366	1.22%	New Holstein	1	482	1.61%
Rosendale/Brandon	1	327	1.09%	Hilbert	1	192	0.64%
Oakfield	1	236	0.78%	Stockbridge	1	79	.26%
Ripon	1	536	1.79%	TOTAL:	5	1,539	5.13%
Saint Mary's Springs (Private)	1	270					
Winnebago Luth.Academy (Private)	1	400					
TOTAL:	8	5,024					
Public Enrollment:	6	4,354	14.54%				
GREEN LAKE CO.				OUTAGAMIE CO.			
Berlin	1	616	2.06%	Appleton	3	4,701	15.73%
Green Lake	1	123	0.41%	Hortonville	1	1,152	3.85%
Markesan	1	282	0.94%	Kaukauna	1	1,292	4.32%
Princeton	1	165	0.55%	Little Chute	1	594	1.98%
TOTAL:	4	1,186	3.96%	Kimberly	1	1,216	4.06%
WAUPACA COUNTY				Seymour	1	855	2.86%
Clintonville	1	618	2.06%	Freedom	1	521	1.74%
Iola/Scandinavia	1	260	0.87%	Shiocton	1	242	0.80%
Manawa	1	299	1.0%	Xavier (Private)	1	493	
Marion	1	192	0.64%	Fox Valley Lutheran (Private)	1	627	
New London	1	873	2.92%	TOTAL:	12	11,693	
Waupaca	1	860	2.87%	Public School Enrollment:	10	10,573	35.34%
Weyauwega/Fremont	1	378	1.26%	WAUSHARA COUNTY			
TOTAL:	7	3,480	11.62%	Wautoma	1	494	1.65%
WINNEBAGO COUNTY				Westfield	1	422	1.41%
Menasha	1	1,144	3.82%	Wild Rose	1	235	0.78%
Neenah	1	2,139	7.15%	TOTAL:	3	1,151	43.84%
Omro	1	398	1.33%				
Oshkosh	2	3,390	11.34%	FVWDA	# of Schools	Enrollment	
Winneconne	1	529	1.77%				
Valley Christian (Private)	1	58					
Lourdes Academy (Private)	1	213		No. of School Districts	38		
St. Mary Central (Private)	1	204		Total Public HS	41	29,883	
TOTAL:	7	8,075		Total Parochial HS	7	2,265	
Public Enrollment:	6	7,600	25.41%	TOTAL HIGH SCHOOLS	48	32,148	

Source: DPI

ATTACHMENT 9
(FOR INFORMATION ONLY)

**FOX VALLEY WORKFORCE DEVELOPMENT BOARD, INC.
PROPOSAL EVALUATION FORM/RATING SHEET
WIA-TITLE I - YEAR AROUND YOUTH PROGRAM**

Name of Proposer _____
Reviewer: _____

Proposal Review Points _____
Past Performance Points _____
Total Points Awarded _____

TO BE COMPLETED BY FVWDB, INC. OFFICE

	YES	NO
1. Arrived at Fox Valley Workforce Development Board, Inc. on or before date and time established in Request for Proposal.	___	___
2. Proposal is signed by individual authorized to enter into binding financial agreement, and is witnessed.	___	___
3. Proposal follows prescribed format, i.e.:		
• Transmittal Form	___	___
• Proposal is from a single agency	___	___
• Proposal is for either In-School or Out-of-School (not both)	___	___
• Completed/Signed Debarment/Suspension Form	___	___
• Program Purpose	___	___
• Analysis of Need	___	___
• Goals and Objectives	___	___
• Program Methodology	___	___
• Budget	___	___
• Attachments	___	___

PROPOSAL REVIEW (1 -13 to be completed by all reviewers)

STATEMENT OF NEED

1. Targeted population is described:	1	2	3	4	5
(5) - detailed description provided					
(3-4) - degree of adequate description provided					
(1-2) - degree of inadequate description provided					
2. Targeted population problems and needs are described:	1	2	3	4	5
(5) - shows extreme need					
(3-4) - degree of moderate need					
(2) - little need					
(1) - no need					

GOALS AND OBJECTIVES

3. Proposed goals and objectives reflect performance standards:	1	2	3	4	5
(5) - exceeds all expected performance standards					
(3-4) - meets minimum level of performance					
(1-2) - does not meet minimum levels or performance standards not addressed					

- | | | |
|----|--|-------------------------------|
| 4. | Objectives are quantifiable: | 2 4 6 8 10 |
| | (5) - all objectives are quantifiable | |
| | (4) - > 85% of objectives are quantifiable | (x 2 = total possible points) |
| | (3) - 75% - 85% are quantifiable | |
| | (2) - 50% - 75% are quantifiable | |
| | (1) - less than 50% are quantifiable | |

ELIGIBILITY DETERMINATION:

- | | | |
|----|--|-------------------|
| 5. | Proposal indicates eligibility determination/documentation will be completed by proposer: | 1 2 3 4 5 |
| | (5) - extremely complete, identifies who will do determination, documentation to be maintained, and location of eligibility determination services | |
| | (3-4) - moderately addresses eligibility services issues | |
| | (1-2) - inadequately describes eligibility services/issues | |

METHODOLOGY

- | | | |
|-----|---|-------------------|
| 6. | Program design/methodology provides a clear WIA year-around program focus to resolve need identified: | 1 2 3 4 5 |
| | (5) - extremely clear, resolves problem | |
| | (3-4) - moderately clear | |
| | (1-2) - not clear year around focus, little or no relationship to problem | |
| 7. | Program design provides clear identification of 10 required elements and which agency will provide services with WIA funds or non WIA funds: | 1 2 3 4 5 |
| | (5) - very clear, provides much detail on various elements of service | |
| | (3-4) - moderately clear in detailing various elements of service | |
| | (1-2) - very weak, or not able to determine which agency is providing what service | |
| 8. | Program design is consistent with WIA and overall WDA delivery system: | 1 2 3 4 5 |
| | (5) - excellent; shows connection to Job Center/Career Centers | |
| | (3-4) - moderately consistent | |
| | (1-2) - little or no fit | |
| 9. | A description of the summer youth component is provided which describes the various services being proposed (work experience, academic enrichment, basic skills, etc.): | 1 2 3 4 5 |
| | (5) - extremely complete | |
| | (3-4) - description moderately complete | |
| | (1-2) - description inadequate or not addressed | |
| 10. | WIA follow-up system is described: | 1 2 3 4 5 |
| | (5) - extremely complete | |
| | (3-4) - moderately complete | |
| | (1-2) - inadequate or not addressed | |

COORDINATION

11. Key staff and facility are identified along with staff qualifications and they are adequate to meet proposed goals and objectives: 1 2 3 4 5
- (5) - all staff, staff qualifications, and facilities are clearly identified
 - (3-4) - staff, staff qualifications, and facilities moderately identified
 - (1-2) - all staff, staff qualifications, and facilities inadequately addressed or not addressed
12. Proposal shows linkages with agencies that provide referral, leverages non-WIA funds to provide some of the 10 WIA program elements, participant support, and placement: 1 2 3 4 5
- (5) - Excellent description identifies numerous non-WIA leveraged services
 - (3-4) - moderately identifies non-WIA leveraged services
 - (1-2) - little or no linkage demonstrated

PROGRAM MONITORING

13. A commitment is made to program monitoring, including frequency and individual(s) responsible to ensure adequate monitoring: 1 2 3 4 5
- (5) - type of monitoring indicated, i.e., participant/work/training site, frequency, and individual identified
 - (4) - only statement is made and individual identified
 - (3) - only a statement is made, no individual identified
 - (2) - desk reviews only
 - (1) - not addressed

TO BE COMPLETED BY FVWDB, INC. FINANCE DEPARTMENT

- | | | | | | | |
|----|---|---|---|---|---|-------|
| 1. | Financial management system is well described and follows accepted accounting and WIA principles:
(5) - extremely well defined
(3-4) - adequately defined
(1-2) - poorly defined | 1 | 2 | 3 | 4 | 5 |
| 2. | All line items in budget are assigned to appropriate cost categories and seem reasonable & necessary to effectively implement program.
Sufficient detail included to demonstrate how budgeted amounts were determined:
(5) - extremely well defined
(3-4) - adequately defined
(1-2) - poorly defined | 1 | 2 | 3 | 4 | 5 |
| 3. | Calculations are accurately done:
(5) - no errors
(3-4) - minor errors
(1-2) - major errors | 1 | 2 | 3 | 4 | 5 |
| 4. | Project Administrative Costs:
(5) - no administrative cost charges
(4) - administration < 2%
(3) - administration 2% - 4%
(2) - administration 4.1% - 5.0%
(1) - administration > 5.0% | 1 | 2 | 3 | 4 | 5 |
| 5. | Project Cost Effectiveness:
WIA Youth Programs: \$2,300 per enrollment, proposal cost per enrollment;
Note: Points awarded could be above 1 or less than 1: i.e. \$2,300/\$1,500 = 1.5; or, \$2,300/\$2,500 = .9
(Maximum total points for # 5 is 5) | | | | | _____ |

Total Possible Points: 90

Total Points Received: _____

MINIMUM THRESHOLD TO AWARD A CONTRACT IS 50 POINTS FOR THIS AREA!!!

TO BE COMPLETED BY FVWDB, INC. OFFICE

PAST PERFORMANCE/DEMONSTRATED EFFECTIVENESS (Total Possible Points: 10)

Demonstrated effectiveness of applicant in previous delivery of Workforce Investment Act programs and services will be reflected in proposal evaluation. Points may be added (or deleted) from proposal score for rating performance based on PY 2006 WIA Youth Programs (last complete program year final performance) within Fox Valley Workforce Development Board, Inc. Workforce Delivery Area.

PERFORMANCE GOAL EFFECTIVENESS

Proposal receives one point (+1) for each factor when actual performance exceeds performance goal stated in contract. Subtract one point (-1) for each factor when actual performance is less than goal. (NA = Not Applicable)

Contract No. Reviewed _____ Program Year Reviewed: 2006 YY _____
 Agency _____ Program Year Reviewed: 2006 OY _____
 Program _____

POINT	PERFORMANCE GOAL	ACTUAL PERFORMANCE	AWARDED/ DEDUCTED
YOUNGER YOUTH (IN-SCHOOL)			
Performance Standards (+ or – 6 points)			
1. Attainment of High School Diploma (x 3)	_____	_____	_____
2. Placement/Retention in Higher Ed (x 3)	_____	_____	_____
OLDER YOUTH (OUT-OF-SCHOOL)			
Performance Standards (+ or – 6 points)			
1. Entered Employment Rate (x 2)	_____	_____	_____
2. 6 Months Employment Retention (x 2)	_____	_____	_____
3. Attainment of Credential (x 2)	_____	_____	_____
PY 2006 PARTICIPANT ENROLLMENT			
	ENROLLMENT GOAL	ACTUAL PERFORMANCE	AWARDED/ DEDUCTED
1. Participant Enrollment	_____	_____	_____
(POINTS AWARDED/DEDUCTED FOR PARTICIPANT ENROLLMENT WILL BE MULTIPLIED BY 2 for a total of + or minus 2)			
2. Monitoring Issues Resolved: (+1,-1)		_____	_____
EXPENDITURE LEVEL: (+ 1, - 1)			
85% or Greater - (+1) Less than 85% - (-1)		_____	_____
Total Possible Points: <u>10</u>		Total Points Received:	_____

NOTE: The Fox Valley Workforce Development Board, Inc. gives special consideration to Community Based Organizations (CBO's) and Local Education Agencies (LEA's). In the event of competing proposals having equal scores, CBO's and LEA's will be given preference.

FOX VALLEY WORKFORCE DEVELOPMENT BOARD, INC.
REQUEST FOR PROPOSAL (RFP)
NUMERICAL RATING

5 choices are defined normatively as follows:

5 = EXCELLENT

Proposal exceeds all requirements for area described. Any required documentation or analysis is well done in all respects. Proposal clearly exceeds expectations/purposes stated in guidelines and establishes a sound basis for program in a superior manner.

4 = VERY GOOD

Proposal meets all requirements for area and in some respects, exceeds these. Any required documentation or analysis is well done in most respects. Proposal meets, and in some respects exceeds, expectations/purposes stated in guidelines, and establishes a basis for program.

3 = GOOD

Proposal adequately meets most of requirements for area described. Any required documentation or analysis is done adequately. Proposal meets expectations/purposes stated in guidelines and establishes an adequate basis for program.

2 = FAIR

Proposal meets some of requirements for area adequately, but has some deficiencies. Any required documentation or analysis is in only some, but not all cases, done adequately. Proposal is somewhat inadequate in meeting expectations/purposes stated in guidelines, and establishes a somewhat inadequate basis for program.

1 = POOR

Proposal scarcely meets requirement for area and contains many deficiencies. Any required documentation or analysis is inadequate. Proposal is inadequate in meeting expectations/purposes stated in guidelines and basis for proposed program is inadequate.

ATTACHMENT 10
(FOR INFORMATION ONLY)

COST ANALYSIS WORKSHEET

PART I- GENERAL

	<u>Yes</u>	<u>No</u>
1. Offeror computations checked and verified Problems/Comments _____ _____ _____	—	—
2. All necessary cost elements included Problems/Comments _____ _____ _____	—	—
3. Offeror supporting documentation and justification complete Problems/Comments _____ _____ _____	—	—
4. WIA categorization (Administrative Overhead, Program)		
Correctly categorized	—	—
Need more information	—	—
Problems/Comments _____		

PART II - SPECIFIC COSTS

Cost Element	Necessary/ Reasonable	Basis for Judgment (Check One or More)
1. Staff Costs	<u>Yes</u> <u>No</u>	Independent Agency Estimate _____ Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____
Comments/Concerns/Problems:		
2. Fringe Benefits (For tax-based elements, be sure that rates and bases are current.)	<u>Yes</u> <u>No</u>	Independent Agency Estimate _____ Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____
Comments/Concerns/Problems:		
3. Materials Training/ Program	<u>Yes</u> <u>No</u>	Independent Agency Estimate _____ Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____
Comments/Concerns/Problems:		

PART II - SPECIFIC COSTS

Cost Element	Necessary/ Reasonable	Basis for Judgment (Check One or More)
4. Materials – Office Supplies/General	<u>Yes</u> <u>No</u>	Independent Agency Estimate _____ Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____
Comments/Concerns/Problems:		
5. Equipment	<u>Yes</u> <u>No</u>	Independent Agency Estimate _____ Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____
Comments/Concerns/Problems:		
6. Facilities	<u>Yes</u> <u>No</u>	Independent Agency Estimate _____ Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____
Comments/Concerns/Problems:		

PART II - SPECIFIC COSTS

Cost Element	Necessary/ Reasonable	Basis for Judgment (Check One or More)
7. Communications	<u>Yes</u> <u>No</u>	Independent Agency Estimate _____ Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____
Comments/Concerns/Problems:		
8. Insurance/Bonding	<u>Yes</u> <u>No</u>	Independent Agency Estimate _____ Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____
Comments/Concerns/Problems:		
9. Staff Travel	<u>Yes</u> <u>No</u>	Independent Agency Estimate _____ Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____
Comments/Concerns/Problems:		

PART II - SPECIFIC COSTS

Cost Element	Necessary/ Reasonable	Basis for Judgment (Check One or More)
10. Consultants/Legal Services	<u>Yes</u> <u>No</u>	Independent Agency Estimate _____ Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____
Comments/Concerns/Problems:		
11. Accounting/Audits	<u>Yes</u> <u>No</u>	Independent Agency Estimate _____ Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____
Comments/Concerns/Problems:		
12. Photocopying/Printing	<u>Yes</u> <u>No</u>	Independent Agency Estimate _____ Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____
Comments/Concerns/Problems:		

PART II - SPECIFIC COSTS

Cost Element	Necessary/ Reasonable	Basis for Judgment (Check One or More)
13. Supportive Services	<u>Yes</u> <u>No</u>	Independent Agency Estimate _____ Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____
Comments/Concerns/Problems:		
14. Indirect Costs (When proposed, be sure that audit agreement and proposal are attached; ensure that costs not duplicated in direct costs.)	<u>Yes</u> <u>No</u>	Independent Agency Estimate _____ Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____
Comments/Concerns/Problems:		
15. Participant Training Costs (i.e., Work Experience, Wages and Fringe, Tuition, Books, Fees)	<u>Yes</u> <u>No</u>	Independent Agency Estimate _____ Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____
Comments/Concerns/Problems:		

PART II - SPECIFIC COSTS

Cost Element	Necessary/ Reasonable	Basis for Judgment (Check One or More)
16. Other (Specify)	<u>Yes</u> <u>No</u>	Independent Agency Estimate _____ Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____

Comments/Concerns/Problems:

PART III - PROFIT/FEE

1. Offeror is (check one)

_____	_____
For-Profit	Non-Profit
2. If non-profit, no profit allowable.
3. If for-profit, amount of profit proposed \$ _____
4. Profit is (check one)

_____	_____	_____
Reasonable	Not Reasonable	Excessive
5. If profit is deemed reasonable, describe basis for judgment (e.g., agency profit guidelines; application of profit guidelines; other) _____

6. If profit is deemed excessive, list profit objective (dollar amount) to be negotiated _____

