



**WORKFORCE DEVELOPMENT  
BOARD, INC.**

*An Investment in Today's Workforce for Tomorrow's Future*

## **REQUEST FOR PROPOSALS**

**Title I Youth Services – Year Round Program  
Workforce Investment Act Program Year 2013  
Older Youth & Younger Youth  
(July 1, 2013 – June 30, 2014)**

**PROPOSALS DUE**

**electronically to: [arivera@fvwdb.com](mailto:arivera@fvwdb.com)**

**by 12.00 p.m. on**

**Friday, March 29, 2013**

***This RFP is available at [www.foxvalleywork.org](http://www.foxvalleywork.org)***

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Proposals will **not** be accepted by U.S. mail, commercial delivery or hand delivered with the exception of pages that require a signature; those pages may be mailed or hand delivered to the FVWDB office rather than sending via email. Proposals received after March 29, 2013 at noon will not be considered by the Fox Valley Workforce Development Board, Inc. Timely receipt of proposals is the sole responsibility of the Offeror.

Agencies must submit combined proposals: for Older Youth and Younger Youth.

**Questions regarding the RFP package should be directed to:**

Ana Rivera, Programs Director  
Fox Valley Workforce Development Board, Inc.  
(920) 720-5600 or [arivera@fvwdb.com](mailto:arivera@fvwdb.com)  
Fax (920) 720-5606

**Questions regarding the WIA Youth Program should be directed to Kim Lemieux, Program Director (920) 720-5600 or [klemieux@fvwdb.com](mailto:klemieux@fvwdb.com)**

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## Solicitation Schedule

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ACTIVITY	DATE	TIME FRAME
RFP Notice (Local Papers, FVWDB Website)	Week of February 25, 2013	TBD
RFP Issuance	March 1, 2013	12:00 p.m.
Bidder's Conference	March 6, 2013	1:00-3:00 p.m.
Receipt of Proposals	March 29, 2013	12:00 p.m.
Committee review/recommendation	Week of May 6 <sup>th</sup>	TBD
FVWDB Board meets/approves	May 16, 2013	TBD
Notification of Awards	May 17, 2013	TBD
Contract Negotiated	June 1-30, 2013	TBD

**\*Calendar subject to change due to federal funding availability**

**REQUEST FOR PROPOSAL**  
**Younger and Older Youth Services**  
**July 1, 2013 – June 30, 2014**

**Synopsis**

The Fox Valley Workforce Development Board, Inc. (FVWDB) is soliciting proposals for the provision of employment and training services to eligible economically disadvantaged youth (aged 14 – 21) in the six counties comprising the Workforce Development Area (WDA) #4 (Calumet, Fond du Lac, Green Lake, , Waupaca, Waushara and Winnebago Counties). This solicitation is conducted on behalf of the Workforce Development Board (WDB) by its administrative entity, FVWDB and pursuant to the requirements and conditions of the Workforce Investment Act (WIA) (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 and/or 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

**Agencies awarded contracts will be required to attend training sessions on the WIA Youth Program; sessions will cover topics such as:**

- Automated System Support for Employment and Training (ASSET)
- Eligibility Determination
- Assessments
- Performance Measures

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### Attachments

- Attachment 1 – Proposal Transmittal Form
- Attachment 2 – Budget Detail
- Attachment 3 – Program Planning Summaries
- Attachment 4 – Proposed Targeted Program Service Levels
- Attachment 5 – Signed Certification for Federal Assistance
- Attachment 6 – WIA Performance Standards
- Attachment 7 – Proposal Evaluation

**PART I**  
**BACKGROUND INFORMATION**

**DESCRIPTION OF THE AREA**

The Fox Valley Workforce Development Area (FVWDA) is located in Northeast Wisconsin. It is located surrounding Lake Winnebago and consists of Calumet, Fond du Lac, Green Lake, Waupaca, Waushara and Winnebago Counties.

The 2012 final census population estimate for the six county FVWDA was 414,810. The highest populated county is Winnebago with an estimated 2012 population of 167,702 followed by Fond du Lac County with 101,955 residents. These two counties comprise 65% of the WDA population.

Calumet and Winnebago Counties comprise Standard Metropolitan Statistical Area (SMSA), collectively. The principal communities, and major employment centers through this RFP include in the FVWDA: Appleton, Brillion, Chilton, and New Holstein in Calumet Co.; Fond du Lac and Ripon in Fond du Lac County; Berlin in Green Lake County; Waupaca, New London, and Clintonville in Waupaca County; Wautoma in Waushara Co.; and Menasha, Neenah, and Oshkosh in Winnebago County (Oshkosh being the largest FVWDA city, by population, with 66,325 residents).

**Unemployment and Eligible Population**

The FVWDA has been impacted by the economic downturn which began in 2008 and the area experienced a very high level of job loss and near historic unemployment levels. The entire area has been recovering through 2012 .The unadjusted unemployment rate for the FVWDA as a whole for December 2012 was 6.0%. Individual counties as follows for the FVWDA in December 2012: Calumet Co. 4.9% ; Fond du Lac Co. 6.1% ; Green Lake Co. 7.7% Waupaca Co. 7.1% ; Waushara Co. 7.8% ; and, Winnebago Co. 5.7% ;. The manufacturing sector had been particularly hard hit in recent years with a large number of workers being dislocated due to mass layoffs or plant closings. However, during the past year the local economy continued to make a recovery, and employers are beginning to increase their employment levels, particularly in the manufacturing sector. Even with the current unemployment level, it is expected that a number of employers in the WDA will face labor shortages as the economy continues a recovery there continues to be a shortage of skilled/highly skilled workers, particularly in the manufacturing sector. Manufacturing represents 23% of jobs and is also the largest source of unemployment claims. 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 FVWDB is comprised of a minimum of 31 members (with a majority from the private sector) appointed by the Chief Local Elected Officials from each of the six counties in the FVWDA. The FVWDB is comprised of the following standing committees: Executive, One-Stop Systems, Economic Development, 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 FVWDB to execute a contract with any Offeror. The FVWDB reserves the right to accept or reject any or all offers on the basis of evaluation factors contained in **Attachment 8** of this document, budgetary limitations, service to significant population segments, geographic distribution, needs of the area and other considerations. The FVWDB 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, Offeror should note that the FVWDB will not be liable for any costs associated with the preparation of proposals or negotiation of contracts incurred by an Offeror.

**Offeror must submit one combined proposal to serve both younger youth and older youth (younger youth and older youth services will be combined under one contract) and must specify the counties to be served.**

**Contractors will be required to prove experience in providing Youth services.**

Proposals will be accepted from any private for profit agency, state or local unit of government, private non-profit organizations, or educational agency that can demonstrate the administrative capability to successfully provide the services identified in this RFP. Consortium proposals will not be accepted. Proposers are encouraged to collaborate and coordinate with other agencies and should demonstrate such in the program narrative.

All proposals, in their entirety, will become the property of the FVWDB upon submission.

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

- Acceptable cost of the proposed program;
- Favorable review/evaluation of the proposal;
- Approval of the proposal by the designated committee of the FVWDB;
- Successful negotiation of any changes to the proposal required by the FVWDB;
- **Given the predominance of Microsoft Office in the market, FVWDB relies on Microsoft Office (2007) to conduct day-to-day operations. All agencies awarded WIA contracts are required to use software that is completely compatible with Microsoft Office 2007 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 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 & understanding of:

- WIA Title I – Public Law 105-220: [www.doleta.gov/regs/statutes/wialaw.pdf](http://www.doleta.gov/regs/statutes/wialaw.pdf)
- WIA Final Rules – August 11, 2000: [www.doleta.gov/usworkforce/finalrule.htm](http://www.doleta.gov/usworkforce/finalrule.htm)
- DWD/DET Workforce Programs Guide:  
[http://www.dwd.state.wi.us/dwdwia/workforce\\_guide/pdf/wpg\\_toc.pdf](http://www.dwd.state.wi.us/dwdwia/workforce_guide/pdf/wpg_toc.pdf)
- DWD/DET ASSET Users Guide:  
<http://dwd.wisconsin.gov/asset/manual/pdf/index.pdf>
- FVWDB, Inc. WIA Comprehensive Plan 2010 -2011: [www.foxvalleywork.org](http://www.foxvalleywork.org)
- FVWDB labor market conditions and demographics

Successful proposers will be required to submit to the FVWDB 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 and the Offeror for the expected time period of July 1, 2013 through June 30, 2014. All contracts are subject to change based on federal and state federal funding availability, or other factors beyond FVWDB control. The FVWDB reserves the right to renew a contract for a second year without re-solicitation.**

**B. Appeals**

Each proposing agency whose proposal is reviewed FVWDB staff, the agency 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 FVWDB 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 pursuant to FVWDB'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 FVWDB's resolution of the grievance may be appealed to the DWD/DET. The written appeal must be filed with and received by the FVWDB no later than five (5) working days after the notice of awards are postmarked.

**C. Program/Component Combinations**

WIA Title I Older Youth and Younger Youth funding availability related to this solicitation are detailed in Part III, A of this document.

**PART III  
TECHNICAL DESCRIPTIONS**

**A. Fund Sources and Amounts:**

The estimated funds available for services solicited by the WIA Title I Year Round Youth RFP are approximately **\$356,964. These figures are based on PY12 amounts, as the FVWDB, Inc. at the time of RFP release had not been notified by the State of Wisconsin- DWD of its PY13 WIA Youth funding allocation. Amounts may be adjusted once the FVWDB receives official allocation amounts from DWD.**

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 WIA.**

**B. Participant Eligibility**

WIA defines an eligible youth (Section 101(13)) as an individual who is:

- Age 14 – 21
- A low income individual, as defined under WIA section 101(13); and

- Within one or more of the following categories:
  - Deficient in basic literacy skills (an individual who scores less than 9.0 grade level on an accepted math or reading assessment)
  - School dropout
  - Homeless, runaway, or foster child
  - Pregnant or parenting
  - Offender, or
  - 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 is:

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

**Dropout:**

- 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 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 DWD ASSET System.

**C. 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.

**D. Contract 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. The subcontractor will be reimbursed actual, allowable, and allocable costs not to exceed the maximums stated in the contract. The subcontractor is also responsible for maintaining documentation for all costs incurred and charged against any contract resulting from this RFP solicitation.

The subcontractor will be responsible for the eligibility of participants in its programs as well as the accurate and timely imputing 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 one proposal for older youth and younger youth services.

For planning purposes, the Fox Valley Workforce Development Board, Inc. has projected service levels and resource availability as listed below. However, since federal funding allocations were not available at the time of the RFP, the numbers are subject to change.

**\$356,964 – Available PY 13 WIA Youth Year Round Service Strategy**

COUNTY	OLDER YOUTH	YOUNGER YOUTH	TOTAL
Winnebago	\$ 71,393	\$ 71,393	\$142,786
Calumet	\$ 23,203	\$ 23,203	\$ 46,406
Waupaca	\$ 17,848	\$ 17,848	\$ 35,696
Waushara	\$ 12,494	\$ 12,494	\$ 24,988
Fond du Lac	\$ 44,621	\$ 44,621	\$ 89,242
Green Lake	\$ 8,923	\$ 8,923	\$ 17,846
<b>TOTAL:</b>	<b>\$178,482</b>	<b>\$178,482</b>	<b>\$356,964</b>

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

**E. Period of Performance**

**Performance Standards:**

WIA youth performance standards are based on three common measures. The three measures are for the entire youth program; there are not individual standards for older youth or younger youth. Successful proposers will be required to meet/exceed the performance standard levels required. WIA Title I Youth program Performance Standards for PY 2011, as provided to the FVWDB by DWD/DET are:

**Common Measures for youth aged 14-21**

- Placement in Employment or Education Rate – **71.2%**
- Attainment of a Degree or Certificate Rate – **78.8%**
- Literacy or Numeracy Gain Youth – **33.3%**

Services will commence July 1, 2013 and end June 30, 2014, or a twelve month period. Contracts resulting from the issuance of this RFP may be renewed on an annual basis for a second year beginning July 1, 2014, at the discretion of the FVWDB or its designated committee. A third year, at the discretion of FVWDB, may be awarded if extenuating circumstances arise. This option would occur only for the convenience of FVWDB.

**F. Program Activities**

Proposals must adhere to the following broad categories to provide the required design framework (used in the ASSET system) for Youth programs. All proposals must focus on serving new enrollments who are youth that are in and/or aging out of foster care, corrections, and/or adjudicated youth, as well as serve all youth carried into PY 13 are considered “follow up” youth from the previous program year, PY12.

- Provision of WIA Eligibility Determination/Objective Assessment of each youth participant, meeting requirements of WIA section 129I(1)(A), including a review of the academic and occupational skill levels, as well as service needs of each youth;
- Development of service strategies for each youth participant, meeting the requirements of WIA section 129

I (1) (B), including both an employment goal and consideration of the assessment results for each youth;  
and

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

### **Objective Assessments:**

Each Proposer is required to provide and document WIA eligibility and objective assessment services. FVWDB requires successful proposers to use TABE forms 9-10. Further direction and/or updated guidance will be provided before the start of the program year if necessary.

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 (DOL) 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). DOL further requires the basic skills assessment tool must be one of the National Reporting System (NRS) cross-walked test instruments.

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, or pending legal issues.

Interests: The Career Occupational Preference System (COPS) will be utilized or another approved assessment (e.g. WISCAREERS, CareerScope, etc). The assessment provides an interest inventory, which results in percentile scores for fourteen occupational clusters.

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

**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 FVWDB 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) cannot 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 FVWDB and/or DWD - DET.
2. The program operator is responsible for ensuring that its staff is adequately trained. Staff should possess the following skills: people/communication skills to assist customers both on-site/by telephone, high level of skill with Microsoft Internet Explorer in order to assist with creation of email accounts/internet job searches/uploading of resume materials/labor market information and research, etc., ability to assist customers with professional resume development, Microsoft Office 2003 and 2007 proficiency, and the ability to lead on-site workshop sessions not all staff need to have the capability to provide/ lead workshops as long as the bidder identifies some staff who have the ability to successfully provide workshops, either on site or through video conferencing. Staff should also possess a basic understanding of computer technology to assist with tasks such as: tutorial installation, monitoring of updates for operating system/anti-virus software, and coordination of higher level IT needs with the FVWDB office.

**C. Files and Record Keeping**

- A. The subcontractor agency shall keep complete and accurate records of all phases of program operation. These records are subject to review and /or audit by the FVWDB and/or DWD/DET.
- B. The subcontractor shall be responsible for completing any and all required WIA eligibility determination forms as well as gathering and maintaining all eligibility documentation. The subcontractor agency shall bear complete responsibility for any disallowed costs associated with the expenditure of WIA funds on ineligible participants.
- C. Each subcontractor agency is responsible for monitoring their worksites. 100% of worksites must be monitored by the subcontractor agency.
- D. Each subcontractor will submit monthly reports to the Program Director by the 5<sup>th</sup> working day of each month. The monthly report form will be given the subcontractor once the contract is awarded. Monthly reports will show active clients, exited clients and youth in follow up services.

**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:

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 – Must use the attached Budget Spreadsheet
8. Attachments - Include following completed attachments with proposal:
  - Attachment 2 - Certifications for Federal Assistance
  - Attachment 3 – Budget Spreadsheet
  - Attachment 4 – Program Elements
  - Attachment 5 – Program Planning Summary
  - Attachment 6 – Target Program Levels
  - Attachment 7 – 10 Mandatory Service Elements
  - Attachment 8 – Proposal Evaluation

**Proposals must be received no later than 12:00 p.m. on March 29, 2013 electronically to [arivera@fvwdb.com](mailto:arivera@fvwdb.com). Proposals will only be accepted by e-mail and in MS Office 2007 format. Proposals received after this time and date will not be considered by FVWDB. Timely receipt of proposals is the sole responsibility of the Offeror. Proposals will not be accepted by U.S. mail, commercial delivery, hand delivery with the exception of pages that require a signature; those can be mailed or delivered.**

**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 (e.g. for-profit, non-profit, etc.) proposing the program, the program services that are being proposed, and the geographic area in which services will be provided.
- C. Statement of Work:** Describe problems/needs of participants to be served and how the proposed strategy will address need(s). Provide any relevant supporting labor market information data as evidence of need/and proposed strategy. Describe your agency’s knowledge of the needs of area employers, services provided by local One Stop/Career Centers, and the interaction of the two.
- D. Goals and Objectives:** Identify goals and objectives of program. Objectives must be measurable, quantifiable, and include timetables for completion.

## **E. Program Methodology**

### **1. Program Description**

Each proposer must address the following:

- a) Provide a synopsis of your agency and how your agency will effectively serve area youth.**
- b) Orientation and Intake**
  - Describe flow of participants from selection/enrollment through placement/retention.
  - Describe how outreach will be done, and how youth will be informed of program services, recruitment and selection procedures for participants, and how this process will involve local schools, Job Centers/Workforce Development Centers and other community resources.
  - Describe how post-secondary educational/training opportunities will be made available for both older youth and younger youth. Also describe how an orientation to non-traditional occupations will be included.
  - Support Services for youth as defined in WIA Section 101(46) may include the following: assistance with transportation costs, child care and dependent care and assistance with uniforms or other appropriate work attire/work related costs including eye glasses/protective eye gear. Describe type and availability of counseling and support services that will be provided during participation. Include a description of how support services will be utilized and coordinated.
- c) Describe how you will ensure appropriate linkages to entities that will foster the participation of eligible youth. Such linkages may include connections to local education agencies, the K-12 system and/or local justice and law enforcement agencies.**
- d) Describe who will do the eligibility determination and where it will be done. Younger youth proposers are expected to provide eligibility determination at local schools whenever possible. Older youth eligibility should be conducted at the local Job/Workforce Development Center. A personal interview is required of each participant.**
- e) Describe how the year round program meets the required designed framework.**
- f) Describe how you will make the required 10 program element services available to youth participants, they are listed below:**
  - 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)
  - Paid and un-paid work experiences, including internships and job shadowing
  - Occupational Skill training
  - Leadership development opportunities
  - Supportive Services
  - Adult mentoring both during and after program participation for a minimum total duration of 12 months

- Follow-up services
  - Comprehensive guidance and counseling, including drug and alcohol abuse counseling as well as referrals to counseling, as appropriate the needs of the individual
- i) **Describe proposed follow-up activities (leadership development, supportive service activities, regular contact with participant’s employer, assistance in securing better paying jobs, career development, etc.)**

## 2. Coordination

Demonstrate how coordination is accomplished with other partner agencies to ensure WIA funds are leveraging other youth service funds to serve youth.

## 3. Staffing

Indicate key staff that will be assigned to the proposed program by title, name, qualifications (education & work experience), function, and amount of time assigned, by center location.

- Describe the methods and frequency with which offsite training or worksites for youth will be monitored.

## 4. Facilities

Briefly describe the facility (ies) where the program is to be principally operated; if specialized equipment is key to the program, (i.e., computers), include description and quantity.

**F. Program Monitoring:** Describe the system(s) in place to ensure customers receive the services determined necessary. Indicate how the system in place will accurately track and monitor services provided.

**G. Program Administration/Management Plan:** Describe if proposing agency is for profit, private non-profit, educational institution, or public (government). In this section, Offeror 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 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 records being kept.

## H. Budget Detail

Each proposal must include a detailed line item budget subdivided into two cost categories of Administrative Overhead & Program Services. **It is mandatory to use the attached budget spreadsheet.** If you are unable to utilize the spreadsheet off the website please email [arivera@fvwdb.com](mailto:arivera@fvwdb.com) for a copy.

FOX VALLEY WORKFORCE DEVELOPMENT BOARD, INC.  
PY 2013 ONE STOP/CAREER CENTER SERVICES  
PROPOSAL TRANSMITTAL FORM

**OFFEROR**

Organization  
Address  
City/State/Zip  
Telephone  
Contact Person  
Title

**Type of Program:**

Total funds requested: \$

Program Synopsis (paste into field):

**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 (the 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, \_\_\_\_\_, 2013

\_\_\_\_\_  
Signature Title

Witness \_\_\_\_\_

## 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 sub awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients 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 authorized representative

The budget posted below is a partial representation of the actual spreadsheet. In order to take advantage of the formulas built into the spreadsheet, click [here to download](#) a copy and submit it with your overall proposal electronically.

<b>Name of Subcontractor:</b>						
<b>Program Year:</b>	JULY 1, 2013 -- JUNE 30, 2014					
<b>Staff Wages:</b>	<b>Hourly Rate</b>	<b>Number of Hours</b>	<b>Program Services Subtotal</b>	<b>Number of Hours</b>	<b>Program Overhead Subtotal</b>	<b>Total</b>
Supervisor:	\$0.00	0.00	\$0	0.00	\$0	\$0
Staff	\$0.00	0.00	\$0	0.00	\$0	\$0
Staff	\$0.00	0.00	\$0	0.00	\$0	\$0
Staff	\$0.00	0.00	\$0	0.00	\$0	\$0
Staff	\$0.00	0.00	\$0	0.00	\$0	\$0
Staff	\$0.00	0.00	\$0	0.00	\$0	\$0
Staff	\$0.00	0.00	\$0	0.00	\$0	\$0
Staff	\$0.00	0.00	\$0	0.00	\$0	\$0
<b>Wages Subtotal:</b>		<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>\$0</b>
<b>Fringe Benefits:</b>	<b>% Fringe Benefits</b>		<b>Staff Wages Total x % Fringe Benefits</b>			<b>Total</b>
<b>Supervisor:</b>	<b>%</b>		<b>\$</b>			<b>\$</b>
FICA						
Pension						<b>\$0.00</b>
Health						<b>\$0.00</b>
Disability Insurance						<b>\$0.00</b>
Life Insurance						<b>\$0.00</b>
Unemployment Insurance						<b>\$0.00</b>
Workers Comp. Ins.						<b>\$0.00</b>

**PROGRAM ELEMENTS CHART****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.

<b>Program Element</b>	<b>Number Using WIA Funds</b>	<b>Number of Services Provided By Other Agencies</b>	<b>Name of Agency</b>
<b>1. Tutoring, Study Skills:</b>			
<b>2. Alternative Secondary School:</b>			
<b>3. Summer Employment Opportunities:</b>			
<b>4. Paid &amp; Unpaid Work Experience:</b>			
<b>5. Occupational Skill Training:</b>			
<b>6. Leadership Development Opportunities:</b>			
<b>7. Supportive Services</b>			
<b>8. Adult Mentoring</b>			
<b>9. Follow Up Services</b>			
<b>10. Comprehensive Guidance &amp; Counseling</b>			

**PROGRAM PLANNING SUMMARY**

Complete one Program Planning Summary for Older Youth and one of Younger Youth.

**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 quarters, the last quarter's entry should be carried into each quarter through June 2014.

- Enter planned total expenditures (\$) for each quarter. (Total expenditures must equal sum of Administrative Overhead and Program Services dollars.)
- Enter planned amount of administrative overhead (\$) for each quarter.
- Enter planned amount of program services dollars (\$) for each quarter.
- Enter total enrollments cumulatively for each quarter.
- Enter new enrollments cumulatively for each quarter (total enrollments minus carry-in from PY12 if applicable).
- Enter the total number youth participants to be carried from PY12 (ending June 30, 2013) into July 2013 (PY13); this number should be a constant. The number used in June 2013 should be used in each succeeding reporting period (if applicable).
- Enter the number of youth who will be enrolled in the summer component (summer beginning May 1, 2013 and ending on August 31, 2013 (if applicable).
- Enter the number of females who will receive non-traditional training.
- Enter total program exits cumulatively for each quarter.
- Performance Standards: Older 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); Younger 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 quarter. It is obtained by subtracting Total Exits from Total Enrollments.

WIA Title I PY 13 – **OLDER YOUTH** Program Planning Summary**SUBCONTRACTOR NAME:****Youth Aged 17-21**

	<b>SEPT 30 2013</b>	<b>DEC 31 2013</b>	<b>MAR 31 2014</b>	<b>JUNE 30 2014</b>
<b>TOTAL EXPENDITURES</b>	\$	\$	\$	\$
ADMINISTRATIVE OVERHEAD	\$	\$	\$	\$
PROGRAM SERVICES	\$	\$	\$	\$
<b>TOTAL ENROLLMENTS</b>				
<b>NEW ENROLLMENTS</b>				
CARRY-IN FROM PY2012 (if applicable)				
SUMMER COMPONENT				
Number of Females in Non-Traditional Training				
<b>TOTAL PROGRAM EXITS</b>				
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)				
<b>CURRENTLY IN WIA PROGRAM</b>				

## WIA Title I PY 13– YOUNGER YOUTH Program Planning Summary

**SUBCONTRACTOR NAME:****Youth aged 14 – 17**

	<b>SEPT 30 2013</b>	<b>DEC 31 2013</b>	<b>MAR 31 2014</b>	<b>JUNE 30 2014</b>
<b>TOTAL EXPENDITURES</b>	\$	\$	\$	\$
ADMINISTRATIVE OVERHEAD	\$	\$	\$	\$
PROGRAM SERVICES	\$	\$	\$	\$
<b>TOTAL ENROLLMENTS</b>				
<b>NEW ENROLLMENTS</b>				
CARRY-IN FROM PY2012 (if applicable)				
SUMMER COMPONENT				
Number of Females in Non-Traditional Training				
<b>TOTAL PROGRAM EXITS</b>				
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)				
<b>CURRENTLY IN WIA PROGRAM</b>				

## TARGETED PROGRAM LEVELS

Indicate total number of participants planned to be served in each component

Target Groups	Incidence in Population	Planned Level of Service (Older Youth)		Incidence in Population	Planned Level of Service (Younger Youth)	
		No.	%		No.	%
<b>Estimated Population Survey (EPS) GROUPS</b>	%	No.	%	%	No.	%
1. FEMALES						
2. MINORITIES						
3. DISABLED						
4. HIGH SCHOOL DROPOUTS						
5. FOSTER CARE						
6. AGING OUT OF FOSTER CARE						
7. AJUDICATED YOUTH						
8. W-2 ELIGIBLE						
9. TOTAL NUMBER TO BE SERVED	100%			100%		
<b>COUNTY</b>	<b>NUMBER</b>			<b>NUMBER</b>		
1. CALUMET						
2. FOND DU LAC						
3. OUTAGAMIE						
4. WINNEBAGO						
5. GREEN LAKE						
6. WAUPACA						
7. WAUSHARA						
5. TOTAL NUMBER TO BE SERVED						

### INSTRUCTIONS FOR COMPLETION OF THIS FORM

- **Complete only one (1) form per proposal** – Younger youth proposals should complete information as it relates to younger youth. Older youth proposal should complete information as it relates to older 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.

**PY13 PROPOSAL EVALUATION FORM/RATING SHEET**  
**Workforce Investment Act (WIA)**  
**YOUTH PROGRAM SERVICES**

Name of Proposer:		
Reviewer:		
<b>TO BE COMPLETED BY FVWDB OFFICE:</b>		
	<b>YES</b>	<b>NO</b>
1. Electronically submitted to Fox Valley Workforce Development Board, Inc. (FVWDB) on or before date and time established in Request for Proposal.		
2. Proposal is signed by an individual authorized to enter into binding financial agreement, and is witnessed.		
3. Proposal follows prescribed format: <ul style="list-style-type: none"> <li>• Transmittal Form</li> <li>• Proposal is from a single agency</li> <li>• Completed/Signed Debarment/Suspension Form</li> <li>• Program Purpose</li> <li>• Statement of Work</li> <li>• Goals and Objectives</li> <li>• Program Methodology</li> <li>• Budget</li> <li>• Attachments</li> </ul>		
<b>TOTAL POINTS:</b>	<b>Total # of Points</b>	
Proposal Review Points		
Past Performance Points		
FVWDB Fiscal Review Points		
<b>Total Points Awarded for all Sections</b>		

\*The complete Evaluation Form/Rating sheet will be available March 18, 2013 via the Fox Valley Workforce Development Board Website.