

**KERR-TAR
WORKFORCE DEVELOPMENT BOARD**



**PROGRAM YEAR 2017
WORKFORCE INNOVATION AND OPPORTUNITY ACT
YEAR ROUND YOUTH SERVICES
REQUEST FOR PROPOSALS**

RFP Release Date: 2/13/17

**Proposal Deadline: 3/7/17
12:00 PM**

*Equal Opportunity Employer/Program
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Language assistance services are available free of charge to individuals with
Limited English Proficiency*

**Kerr-Tar Workforce Development Board
Workforce Innovation and Opportunity Act Youth Services
Request for Proposals
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North Carolina WIOA Youth and Young Adult Framework

Kerr-Tar WDB WIOA Year Round Youth Services Evaluation Criteria

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A – Proposal Cover Sheet

B – Proposed WIOA Staffing – Position Descriptions and Resumes

C – Proposed Budgets (In-School and Out-of-School)

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**Kerr-Tar Workforce Development Board
Workforce Innovation and Opportunity Act Youth Services
Request for Proposals**

Funding: Workforce Innovative and Opportunity Act (WIOA) Youth Funds

Service Area: Franklin, Granville, Person, Vance, and Warren Counties, North Carolina

Services: WIOA Youth Service Elements for Out-of-School and In-School Participants

Submittal Deadline: 12:00 PM, Tuesday, March 7, 2017

Award Notification Date: On or before May 30, 2017

Part 1- General Information

A. Kerr-Tar Workforce Development Board Vision for WIOA Youth Programs

The Kerr-Tar Workforce Development Board strives to build programs that:

- Engage young adults to become interested in careers through interest inventories, exploration, and relevant labor market information;
- Provide opportunities that combine customer choices, career pathways, and high-demand occupations; and
- Eliminate barriers to employment.

This vision will help young adults prepare for careers with the appropriate mix of training and work-based learning. Productive partnerships are forged with subject matter experts to motivate, counsel, challenge, and strategically guide young adults to be active leaders and unsubsidized wage earners.

B. Purpose of This Solicitation

The purpose of this Request for Proposals (RFP) is to solicit competitive proposals from qualified organizations to independently manage and provide comprehensive youth services and activities under the Workforce Innovation and Opportunity Act (WIOA). Kerr-Tar Workforce Development Board (WDB) Procurement Policy requires that WIOA Youth funds be awarded under a competitive Request for Proposals at least every three years. Funding awards and contracts under this solicitation are expected to begin July 1, 2017.

Kerr-Tar WDB strongly encourages proposals that target one hundred percent (100%) Out-of-School Youth as defined by WIOA Title I. Proposals may be submitted to serve a combination of In-School and Out-of-School Youth or exclusively Out-of-School Youth. Proposals should be based on youth development principles and best practices that support, motivate, and prepare young adults for educational achievements, positive transition into adulthood, and long-term success in the work place. The proposed services design and implementation strategies must be age appropriate, provide a customized mix of services to address individual needs and goals, and lead to attainment of US Department of Labor and NCWorks Commission WIOA Primary Indicators of Performance.

Kerr-Tar WDB is seeking an innovative program design for this proposal that uses best practices in the field of workforce development or evidence-based models of integrated and coordinated services. The contract(s) will be awarded to the service provider(s) who can showcase a creative and groundbreaking approach to serving young adults in the Kerr-Tar service area. Service providers must present distinct program fundamentals that are unique to their delivery of services, as well as a cost effective service delivery plan demonstrating the resourcefulness of community partners.

Proposals must include the Five Components of Service (Education, Career Pathways, Career Experience, Leadership Development, and Mentoring) set forth by the North Carolina Association of Workforce Development Boards, as well as the fourteen (14) WIOA Youth Service Elements that fall into these Five Components. Proposals are to be submitted to demonstrate the full extent of what each provider can individually offer young adults.

C. Scope of Work

Proposals should reflect age appropriate services based on the expectation that young adults may be enrolled in WIOA services for the time period determined by the Goals created in the Individual Service Strategy Plan. Proposals must include plans for addressing the differing needs of the target population(s). The intensity and methods of delivering WIOA Youth services should be flexible to respond to the individual needs of young adults as they age and develop. A variety of workforce development activities should be available to help young adults identify personal and vocational interests, begin to clarify long-term employment goals, and seek and obtain unsubsidized employment. Negotiating the transition from school to the workforce requires more than the acquisition of skills specific to an occupation. It is also necessary for young adults to master the developmental tasks associated with cognitive, emotional, and social maturity that are critical to long-term employment success.

Proposals must include planned services and activities designed to meet the needs of Out-of-School Youth, ages 16-24 with barriers to employment. Respondents are expected to build and strengthen partnerships with community organizations in order to effectively recruit, engage, and sustain out-of-school youth in WIOA activities. Based on an individualized assessment of needs, Out-of-School Youth should participate in services to re-connect them to learning and education, including work-based learning opportunities, as well as a focus on unsubsidized employment as the ultimate goal. To serve In-School Youth, proposals should demonstrate linkages with secondary education, alternative schools, post secondary education, and various training providers to extend and enhance learning opportunities as part of a year-round strategy that improves academic achievement and builds connections between work and learning. A combination of work-based learning opportunities and skill training will prepare WIOA Youth participants to enter unsubsidized employment and be successful in the work place.

D. Program & Elements

Under the Workforce Innovation and Opportunity Act, Youth funds allocated to service providers for eligible young adults shall be used to carry out programs that:

- Provide an objective assessment of the academic levels, skill levels, service needs, and expectations of each participant.
- Provide service strategies for each participant.
- Provide activities leading to the attainment of a secondary school diploma or its recognized equivalent, or a recognized post-secondary credential.
- Prepare young adults for post-secondary educational and training opportunities.
- Provide strong linkages between academic instruction and occupational education that lead to the attainment of recognized post-secondary credentials.
- Provide direct resources or strong linkages to community services that help eliminate barriers to employment through supportive services.
- Prepare young adults for unsubsidized employment opportunities.
- Provide effective connections to employers of in-demand industry sectors and occupations of the local and regional labor markets.
- Provide sufficient assistance towards achieving measurable skill gains each program year (academic, technical, occupational, or other forms of progress).
- Reward successful completion of Youth Goals or Performance Indicators

In order to support the attainment of a secondary school diploma or its recognized equivalent, entry into post-secondary education, and career readiness for participants, the program must provide fourteen (14) WIOA Youth Service Elements, defined within the NC WIOA Youth and Young Adult Framework.

E. Eligible Youth

Young adults eligible for Workforce Innovation and Opportunity Act services must:

1. Be a United States citizen or eligible non-citizen;
2. Be a resident of one of the five counties in the Kerr-Tar region; and
3. Comply with the military Selective Service Act, if applicable.

WIOA-funded services may be provided to Out-of-School and In-School youth and young adults, although Kerr-Tar WDB strongly encourages proposals that target one hundred percent (100%) Out-of-School Youth. A young adult's school status is determined at the time of application, and this designation remains throughout the young adult's WIOA participation. For example, a young adult determined to be out-of-school at the time of WIOA application can continue to be counted as out-of-school for purposes of tracking WIOA Youth expenditures, even if the young adult enrolls in an alternative school as part of the service strategy. A detailed definition of both eligibility categories can be found within the NC WIOA Youth and Young Adult Framework.

F. Service Level and Expenditure Requirements

Careful consideration must be given to the development of a comprehensive program that substantially engages young adults who are not in school at the time of WIOA participation. For any program year, not less than 75% of the funds available for local areas shall be used to provide Workforce Innovation and Opportunity Act Youth activities for out-of-school youth. Under this solicitation, proposals that are designed to serve both Out-of-School and In-School Youth must plan to allocate at least 75% of funds towards services for Out-of-School Youth and

may use up to 25% for In-School Youth. Likewise, proposed budgets to serve both Out-of-School and In-School Youth must reflect at least 75% expenditures for Out-of-School Youth and no more than 25% expenditures for In-School Youth. The 75% requirement should be viewed as a minimum expenditure for Out-of-School Youth.

For any program year, not less than 20% of the funds available shall be used to provide Work Experience opportunities to WIOA Youth. Under this solicitation, respondents must plan to allocate at least 20% of funds towards Work Experiences such as summer employment, pre-apprenticeship or apprenticeship training, internships, job shadowing, On-the-Job training, or other transitional employment opportunities. Likewise, proposed budgets must reflect at least 20% expenditures for Work Experiences.

G. Matching Funds Requirement (Optional)

In addition to a WIOA budget, proposals may include a match budget from the proposing organization in the form of cash or in-kind services. Extra points will be awarded during the evaluation process to the service provider for providing this information.

Part 2 – WIOA Youth Performance Indicators

A. United States Department of Labor WIOA Primary Indicators of Performance

Under section 116(b)(2)(A) of the Workforce Innovation and Opportunity Act, there are six primary indicators of performance. The Kerr-Tar WDB fully expects WIOA Youth programs to contribute to the successful achievement of the negotiated levels for each performance indicator. Specific outcomes will be provided at the beginning of the contract period. The first five indicators directly pertain to WIOA Title I Youth services, which are defined below (the goal expected to be achieved or exceeded by the Kerr-Tar WDB is included in parentheses):

- **Employment Rate – 2nd Quarter After Exit:** The percentage of participants who are in education or training activities, or in unsubsidized employment during the second quarter after exit from the program (68% of young adults who exit Kerr-Tar WIOA Youth program must meet this performance indicator);
- **Employment Rate – 4th Quarter After Exit:** The percentage of participants who are in education or training activities, or in unsubsidized employment during the fourth quarter after exit from the program (68% of young adults who exit Kerr-Tar WIOA Youth program must meet this performance indicator);
- **Median Earnings – 2nd Quarter After Exit:** The median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program (Program Years 2016 and 2017 are considered Baseline years for this performance indicator);
- **Credential Attainment:** The percentage of those participants enrolled in an education or training program (excluding those in on-the-job training (OJT) and customized training) who attain a recognized postsecondary credential, or a secondary school diploma or its

recognized equivalent, during participation in or within one year after exit from the program (56% of young adults who exit Kerr-Tar WIOA Youth program must meet this performance indicator). A participant who has attained a secondary school diploma or its recognized equivalent is counted as a successful Credential Attainment only if the participant also is employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program;

- **Measurable Skill Gains:** The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress, towards such a credential or employment (Program Years 2016 and 2017 are considered Baseline years for this performance indicator). Depending on the type of education or training program, documented progress is defined as one of the following:
 1. Documented achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary education level;
 2. Documented attainment of a secondary school diploma or its recognized equivalent;
 3. Secondary or postsecondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the State's academic standards
 4. Satisfactory or better progress report, towards established milestones, such as completion of OJT or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training; or
 5. Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.

Under very limited circumstances, some participants who exit WIOA programs are excluded from the performance calculations. Exclusions apply to WIOA Youth participants in the following circumstances:

- The participant exits the program because he or she has become incarcerated in a correctional institution or has become a resident of an institution or facility providing 24-hour support such as a hospital or treatment center during the course of receiving services as a participant.
- The participant exits the program because of medical treatment and that treatment is expected to last longer than 90 days and precludes entry into unsubsidized employment or continued participation in the program.
- The participant is deceased.
- The participant exits the program because the participant is a member of the National Guard or other reserve military unit of the armed forces and is called to active duty for at least 90 days.
- The participant is in the foster care system, as defined in 45 CFR 1355.20(a), and exits the program because the participant has moved from the local workforce area as part of such a program or system.

Allow US Department of Labor Employment and Training Administration Training and Employment Guidance Letter (TEGL) WIOA No. 10-16 to serve as further guidance on the

requirements related to the implementation and operation of the performance accountability system under section 116 of WIOA.

B. NCWorks Commission Workforce Development Board Performance Measures

The NCWorks Commission also defines performance measures for each Workforce Development Board to meet related to Outreach and Engagement, Skills Gaps, Process, and Outcomes. Two NCWorks Commission measures directly pertain to WIOA Title I Youth services, which are defined below (the goal expected to be achieved or exceeded by the NCWorks Commission is included in parentheses):

- Provide staff-assisted services to at least 2% of the youth living in poverty in the counties served by the WDB in the Workforce Innovation and Opportunity Act (WIOA) Youth program (121 young adults must be served in the Kerr-Tar WIOA Youth program).
- Enroll at least 25% of youth served in the WIOA Youth program in a work-based learning activity (At least 30 young adults must participate in work-based learning activity).

Part 3 – Additional Requirements For Kerr-Tar WIOA Youth Programs

Proposals should address how the following requirements will be met as part of an overall WIOA Youth services design.

A. Eligibility Determination and Verification/WIOA Registration

Prior to enrollment into a WIOA-funded activity, young adults must be certified as eligible under WIOA guidelines. WIOA Youth Providers are responsible for determining, verifying, and certifying WIOA eligibility for each young adult applicant by obtaining acceptable records and documents to verify each required eligibility item. These verification documents must be maintained in a virtual case management system. Files will be reviewed monthly by Kerr-Tar staff and during WIOA monitoring. Only young adults who have been certified as WIOA-eligible and verified with supporting documentation may be enrolled and begin to receive WIOA-funded services.

B. Comprehensive Assessments

WIOA requires that Providers administer or obtain a thorough and in-depth assessment of the academic level, skill levels, and service needs of each young adult at the time of enrollment into WIOA activities. Assessments should be carefully planned and administered to collect specific, relevant information leading to an appropriate mix and sequence of services and interventions. Assessment instruments, especially on-line tools, used to measure learning styles, life skills, etc. must be adequately researched by WIOA staff prior to use to determine that they are objective, conform to widely accepted standards for validity and reliability, and are age-appropriate for the young adults being served. WIOA Youth Providers will use only assessment tools and strategies that are valid for young adults. Initial objective assessments will include: basic skills, work

readiness skills, occupational skills, prior work experience, barriers to employment, occupational/career interests and aptitudes, resume builder, and financial resources and needs. This information should be acquired through various means, including but not limited to, standardized tests, structured interviews, behavioral observations, interest inventories, career guidance instruments, performance-based or competency-based assessment tools, and where the information is current and reliable, assessment results from another service provider (school or agency).

Only those tests determined by the Department of Education to be suitable for use in the National Reporting System for Adult Education shall be used. WIOA staff must have adequate training on the administration, scoring, and proper use of test results. Information collected from the assessment process serves as the basis for individualized service strategies in order to achieve the educational and employment outcomes desired for each youth. Assessment should be an ongoing process throughout participation in WIOA in order to track each young adult's progress and to measure and record personal growth, skill gains, and achievement of planned objectives. Documented progress must occur at regular intervals to ensure attainment of measurable skill gains within the time parameters allowable and to determine the need to try other strategies or approaches when skill gains are not occurring as expected.

A career interest inventory, profile, or assessment shall be performed with each new WIOA Youth Participant. Kerr-Tar WDB prefers NCWorks Online Career Services assessment tools for assessing career interests and aptitudes. Other resources are available through O*NET Interest Profiler or Casey Life Skills, among other sources.

An **Objective Assessment Summary (OAS)**, found within NCWorks Online Plan tab, must be performed for each new WIOA Youth participant. This instrument helps determine and document program and employment expectations based on the individual's preferences, aptitudes, and circumstances. It also helps outline work readiness, financial resources, and additional barriers to employment. The OAS is intended to provide in-depth information about a young adult, both history and present circumstances, in order to create a plan of action, or Individual Employment Plan/Service Strategy (ISSP) agreed upon by the young adult and case manager working together.

Each young adult enrolled in WIOA will have an **Individual Employment Plan/Service Strategy (ISSP)**, found within NCWorks Online Plan tab, completed and signed prior to WIOA services being provided. This plan is based on the comprehensive assessments performed at program entry. It includes clear, realistic goals for educational advancement, continued learning and development, or entry into employment in a targeted, in-demand occupation or industry, along with measurable objectives for which to strive during the young adult's tenure in the program. The ISSP should be flexible and responsive to the changing needs of the young adult as they move through WIOA-funded programs and services. Each ISSP outlines the appropriate mix and sequence of services, indicate the rationale for decision-making, and provides a standardized process for achieving goals and objectives with expected timeframes. This plan is developed in partnership with the young adult and case manager. The ISSP must be client-centered and flexible in accommodating changes as young adult's needs and situations change. Each Individual Employment/Service Strategy Plan (ISSP) will identify an educational or training goal, selected learning objectives, and provide preparation for unsubsidized employment.

The ISSP will be reviewed and updated by staff, at minimum quarterly, to arrange for needed services, identify and address concerns as they arise, and document progress made during participation.

A resume must be incorporated into each WIOA Youth participant's Employment Plan Profile within NCWorks Online before exiting the WIOA program. The WIOA Youth programs exist to align young adults with employment opportunities and help achieve their career goals. The Kerr-Tar WDB uses NCWorks Online to connect the talents of young adults to the available jobs across North Carolina.

C. Comprehensive Case Management

WIOA Youth Programs will provide comprehensive case management services to young adults as part of the year round strategy to support and assist young adults to attain meaningful outcomes. Staff is expected to work closely with youth to provide support and guidance, address needs and barriers, solve problems, serve as role models, and assist in the attainment of the objectives and goals agreed upon in the ISSP. The ISSP will be reviewed and updated by staff, at minimum quarterly, to arrange for needed services, identify and address concerns as they arise, and document progress made during participation. Regular personal contact between a Case Manager and the young adult is essential. Based on the case management relationship, the young adult should be aware that he/she has support and accountability in working to achieve his/her personal goals. Primary case management functions include, but are not limited to, services coordination, advising and counseling, advocacy, follow-up and accurate and timely record keeping.

All WIOA staff is expected to be informed of, and adhere to, professional standards of client confidentiality. Staff with access to, or control over WIOA Youth records or other confidential information is expected to safeguard such information. No staff member, volunteer, or other person associated with the WIOA Service Provider shall release or disclose information concerning the youth without securing a signed release of information authorization prior to releasing the records. This includes information sharing that is verbal, written, or electronic. Exchange of information is generally to be used for eligibility verification, coordination of services and activities, tracking progress and participation, securing additional services, and for follow-up purposes.

D. Financial Literacy Education

Kerr-Tar WDB requires that financial literacy education activities be offered in conjunction with paid and unpaid work experiences. While work experiences are designed to provide exposure to the working world and its requirements, financial literacy education should help young adults maintain a job and eliminate financial barriers to employment. Examples of financial literacy education activities include, but are not limited to:

- NC Department Commerce Labor and Economic Analysis Division Reality Check (www.nccareers.org)
- EverFi Financial Capability software activities, or similar activities
- State Employees Credit Union Financial Counseling Program

- College Foundation of North Carolina Resources
- NC Department of State Treasury Resources
- Coordinating educational workshops, presentations, courses, or events with subject matter experts that focus on personal budgeting skills (i.e. Reality Store)
- Individualized financial or personal budgeting counseling

E. Youth Summit

The WIOA Youth Provider(s) is(are) responsible for hosting a Youth Summit/Forum OR participating in the North Carolina Youth Summit (Young Adults One Voice). The planning of the Youth Summit may be the sole responsibility of one service provider or multiple service providers working together. The Youth Summit will be an annual event in which young adults from the community will attend to engage in educational and occupational activities, demonstrations and lectures. A local Summit may be a one-day event to bring together the community, educational institutes, and businesses to further enhance future career opportunities for young adults. Additionally, a Youth Summit/Forum should focus on:

- Empowering young adults to make a difference in their communities;
- Providing young adults opportunities to engage in, listen to, and share issues with peers from different cultures and backgrounds to determine commonalities, differences, and develop solutions as one voice;
- Fostering relationships to drive a passionate movement among leaders of tomorrow; and
- Strengthening collaborative efforts among the region's WIOA Youth Programs.

F. Youth Advisory Committee

The WIOA Youth Provider(s) will be responsible for coordinating an Advisory Committee made up of WIOA Youth participants or former participants OR creating opportunities for young adults to serve on local committees that influence human services, workforce development, or economic development. These opportunities are meant as leadership development activities and for participants within WIOA-funded programs to provide input and feedback about youth services and activities. Additionally, an Advisory Committee can be another avenue for young adults to discuss their progress with the program(s), address concerns, or plan events.

G. Referrals and Record Keeping for Customers

WIOA Youth participants will be provided information on services and opportunities that are available from WIOA Service Providers, through the NCWorks Career Center System, and other appropriate education and training opportunities in the community as necessary based on the individual's eligibility, ISSP, OAS, and circumstances. WIOA Service Providers will refer eligible young adults to other educational, employment, training, community agencies, and/or human service organizations that have the capacity to serve them in order to efficiently and effectively spend public funds. This requirement applies to young adults who may benefit from services other than, or in addition to, WIOA-funded activities. Records of these referrals and the outcome of the referral should be recorded within the Referrals Tab of the individual's Objective Assessment Summary and in Case Notes.

Young adults who are not eligible for WIOA or those who can be better served by another agency or program should also be advised of and be referred to appropriate agencies and/or organizations in the community. Additionally, WIOA staff is responsible for maintaining applicant records, WIOA Intake forms or applications, copies of eligibility documentation, referral documentation, etc. of WIOA-eligible young adults who do not become enrolled (for whatever reason) and of young adults who are determined to be ineligible for WIOA services.

H. NCWorks Online Record Keeping and Data Validation

The WIOA Youth Provider is required to use the state's Virtual One Stop system to track all clients from initial contact through intake/application, eligibility certification, WIOA enrollment, ISSP and OAS development, creation of appropriate activities, comprehensive case management, case notes, activity status and ISSP updates, resume builder, outcomes reporting, soft exit preparation, and post-exit follow-up.

User access to NCWorks Online is allowed only upon completion of system training that is conducted by designated Kerr-Tar and Division of Workforce Solutions "Super Users." User names and passwords will be assigned to users after the training is satisfactorily completed.

The US Department of Labor has issued a data validation policy that establishes record keeping requirements to ensure the accuracy and integrity of information collected and reported on WIOA activities and program outcomes. The federal policy mandates that states "demonstrate the validity of reported data," and conduct data validation annually. North Carolina has set statewide policy for data validation, and Kerr-Tar has developed guidelines and instructions for participant records/files that include file content and structure, data validation labeling requirements, and file maintenance. Kerr-Tar staff will provide staff training and ongoing technical assistance for record keeping and data validation.

I. WIOA Youth Program Reports and Public Information

Funders often request data or reports related to program outcomes, processes, or performance. WIOA Service Providers shall work in cooperation with Kerr-Tar WDB staff to provide accurate information and complete reports in a timely manner. The WIOA Youth Provider is required to submit items not less than monthly for publication of a regional newsletter, social media publications, or reports tailored to young adult programming. Items should include articles, success stories, photographs, calendars/events, service statistics and data, and other newsworthy information related to customers (i.e. young adults, employers, sub-contractors) and extraordinary partnerships and services. Additional items may be requested and distributed periodically to fulfill US Department of Labor, NC Division of Workforce Solutions, or Kerr-Tar WDB requirements.

J. Location

WIOA Youth Service Providers must take into consideration the location of the site providing services to young adults. The site must be accessible to the youth population that Kerr-Tar serves, as well as a safe location. The location should be set in a community environment that has outreach to other community partners, accessible transportation and must suit the needs of

young adults throughout the region. Each site should provide young adults with additional amenities that will aid in their successful achievement of goals.

Part 4 - Fiscal and Administrative Requirements for WIOA Contractors

A. Uniform Administrative Requirements

State and local government organizations that receive WIOA Youth funds must comply with the Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (29 CFR Part 97), Office of Management and Budget (OMB) Circulars A-87 and A-133, and the Single Audit Act Amendments of 1996. Institutions of higher education and non-profit organizations must comply with the Uniform Administrative Requirements codified at 29 CFR Part 95 and OMB Circulars A-110, A-122 and A-133 as appropriate.

B. Cost Reimbursements

All contracts between the Kerr-Tar Workforce Development Board and contractors will be conducted on a cost reimbursement basis only.

C. Internal Financial Management

All WIOA service providers/contractors are required to conduct internal financial management reviews. The purpose is to provide adequate internal controls and ensure compliance with the following areas related to WIOA funds and services:

- Provisions of the Workforce Innovation and Opportunity Act and its regulations;
- Provisions of the WIOA Contract;
- Applicable State and Workforce Development Board Policies;
- Accepted financial management and accounting practices; and
- Compliance with OMB Circulars A-133 (revised), A-110, A-87 and others as appropriate.

Internal financial management procedures shall be sufficient to prevent fraud and abuse. All reports of, information creating suspicion of, or instances of criminal misconduct, fraud or willful and gross misconduct, in connection with any WIOA-funded activity shall be reported immediately to Kerr-Tar Workforce Development Board, to the North Carolina Division of Workforce Solutions and to the U.S. Department of Labor. Internal financial management procedures must also ensure that auditable and otherwise adequate records are maintained which support all expenditures of WIOA funds and confirm adherence to policies regarding allowable costs and allocations of cost to proper cost categories. The WIOA Contractor shall document all internal financial compliance reviews.

D. Internal Program Management

All WIOA Providers are required to establish internal program management procedures to assure compliance with contract requirements, delivery of high quality services to eligible youth, and

achievement of planned outcomes. Internal program management procedures must also ensure that auditable and otherwise adequate records are maintained to support the eligibility of all WIOA participants and confirm adherence to specific requirements and time limitations.

E. Submission of Most Recent Audit

As a recipient of WIOA funds, service providers must have an annual financial and compliance audit performed. The audits must be conducted in accordance with auditing standards set forth under the Single Audit Act Amendment of 1996 and revised OMB (Office of Management and Budget) Circular A-133 at 29 CFR 95.26 for institutions of higher education, hospitals and other non-profit organizations and at 29 CFR 97.26 for units of state and local government. This requirement will be met by providing Kerr-Tar a copy of the annual audit according to OMB Circular A-133. For-profit, WIOA contractors must have an annual financial and compliance audit performed under Generally Accepted Accounting Standards by an independent auditor. This requirement will be met by providing Kerr-Tar a copy of the audit within 30 days after the completion of the audit, but not later than six months after the end of the audit period.

F. Cooperation with WIOA Contract Monitoring and Audit Procedures

In Accordance with WIOA and the WIOA regulations (20 CFR, Part 652, et al), all WIOA service providers/contractors must cooperate with any monitoring, inspection, audit, or investigation of activities related to WIOA contracts. These activities may be conducted by the North Carolina Division of Workforce Solutions, the U.S. Department of Labor, Kerr-Tar Workforce Development Board, or their designated representatives. This cooperation includes access to, examination of, and/or photocopying of books, records, files, documents, property or equipment related to all aspects of WIOA funded activities under this contractual agreement.

G. Records Retention

The following records and documents must be maintained for WIOA-funded participants and employees. They must be available for monitoring and review by Kerr-Tar and must be retained, subject to audit, for three years following the final audit of the contract. If any aspect of the program is under investigation or in the process of audit resolution and/or debt collection, the service provider is required to retain records after the three (3) year period and until the final audit resolution of all disallowed and/or questioned costs are paid or accepted as allowable.

1. General ledger or equivalent;
2. Cash receipts and cash disbursements journals/reports or equivalent;
3. Bank statement, reconciliation, deposit slips and canceled checks for each bank account through which WIOA funds were received or disbursed;
4. All contracts with Kerr-Tar including all amendments;
5. All financial reports and documentation supporting requests for reimbursement;
6. Payroll records including Individual Earnings Record, Employee Withholding Authorization (W-4), FICA reporting forms, Federal and State withholding, Unemployment taxes, Employee Personnel Files, Time Records and Employee Time/Salary Allocation plans;
7. Invoices and/or supporting data for non-payroll disbursements; and

8. Participants' records including participant data forms, applications, verification/documentation items, assessments tests and results, the Individualized Service Strategy Plan and documentation of credentials or outcomes.

H. Insurance Requirements

Proof of insurance is not a requirement for the submission of a proposal. However, successful respondents will be required to obtain all insurances specified/required by Kerr-Tar Regional Council of Governments (administrative entity for the Kerr-Tar Workforce Development Board) and provide same with proper Certificates of Insurance prior to commencing work under a contract resulting from this RFP.

I. Program Income Requirements

The U.S. Department of Labor requires that all income generated under any WIOA contracts shall be reported and used to further program objectives.

J. Property Management Requirements

All non-expendable property with a life expectancy of one year or more or a unit cost of \$1,000.00 or more, which is purchased or leased with WIOA funds, must be approved in writing by Kerr-Tar prior to purchase or lease. The Service Provider agrees to comply with CFR 20 Part 627.465, Property Management Standards, and all applicable Kerr-Tar property policies.

The Service Provider agrees not to dispose of or transfer property purchased with WIOA funds that have a value of \$1,000.00 or more and a life expectancy of one year or more until written authorization is received from Kerr-Tar. The Service Provider will be responsible for maintaining an accurate inventory of all WIOA property in their possession.

K. Equal Opportunity and Nondiscrimination

The respondent assures, with respect to operation of the WIOA-funded services or activity and all agreements or arrangements to carry out the WIOA funded project or activity, that it will comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Innovation and Opportunity Act, Section 188, and its implementing regulations. From WIOA Section 188, "No individual shall be excluded from participating in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such program or activity because of race, color, religion sex, national origin, age, disability, or political affiliation or belief." The United States has the right to seek judicial enforcement of this assurance.

Programs and activities funded in whole or in part under WIOA must comply with provisions under the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990.

The Kerr-Tar WDB has additional policies in place to ensure equal opportunity and nondiscrimination with respect to the operation of WIOA-funded services and activities. Individuals who are enrolled into WIOA programs shall be informed of their rights and protections under federal law using the *Equal Opportunity is the Law* participant notice. The respondent assures that it will provide any necessary auxiliary aids or accommodations to comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Innovation and Opportunity Act, Section 188 and the Kerr-Tar WDB.

L. Wage and Labor and Health and Safety Standards

Youth employed in work-related activities under WIOA must be compensated in accordance with applicable law, but not less than the higher of the rate specified in the Fair Labor Standards Act of 1938 or the applicable State minimum wage law.

Health and safety standards under Federal and State law otherwise applicable to working conditions of employees are equally applicable to working conditions of WIOA youth participants engaged in work experience activities under WIOA. Workers' compensation insurance coverage must be secured for youth participants in work experience.

M. Authority to Re-Capture and Re-Distribute Funds

Kerr-Tar Workforce Development Board has the authority to re-capture and re-distribute youth funds based on the following criteria not being met.

- Staffing levels
- Enrollments
- Caseloads
- Spending levels

Part 5 - Instructions and Guidelines for Submission of Proposals

To be considered, proposals submitted in response to this RFP must be received at

**Kerr-Tar Workforce Development Board Office
1724 Graham Avenue
Henderson, N.C. 27536**

on or before 12:00 p.m., Tuesday, March 7, 2017. Late proposals, regardless of delivery means, will not be considered. Proposals should be sealed and clearly marked on the outside.

An Information Session for potential bidders is scheduled for Monday, February 20, 2017 from 10:30 AM to 12:00 at Kerr-Tar Regional Council of Governments, 1724 Graham Avenue, Henderson, NC 27536. Attendance at the Information Session is strongly recommended prior to completing a proposal in response to this RFP. Reading through the entire RFP before attending the Information Session is also recommended. Kerr-Tar Workforce Board members, Kerr-Tar

WDB Youth Committee members, RFP Review Panel, staff and authorized representatives of Kerr-Tar Workforce Development Board are precluded from answering questions concerning a proposal or the procurement process outside the confines of the Information Session or the process indicated in the RFP for submitting questions via Kerr-Tar e-mail or fax. Potential respondents are asked to respect these conditions by not making direct or personal requests for assistance. Violations may result in the disqualification of a proposal.

Questions concerning the RFP must be submitted in writing by e-mail or fax:

Kerr-Tar Workforce Development Board

E-mail: bfoti@kerrtarco.org

Fax: (252) 436-2055

Responses to questions submitted in writing and to questions raised at the Information Session will be issued as a Q&A document and added to the RFP Appendices. The Q&A document will be sent by e-mail to all attendees at the Pre-Proposal Information Session, those who submitted questions in writing, and the RFP notification list. The Q&A document will also be placed on the Kerr-Tar Regional Council of Governments website with other RFP materials. Questions must be received by Wednesday, February 22, 2017 in order to be answered in the Q&A document. Questions received after February 22, 2017 will not be answered. No phone inquiries will be accepted at any time.

A. Eligible Service Provider

Any governmental, educational or not-for-profit organization or agency engaged in a public service may apply. Private for-profit organizations engaged in providing employment and training and educational opportunities for eligible young adults may apply. An organization, agency, or company submitting a proposal must do so as an individual organization and must be prepared to either deliver the planned WIOA services directly or to enter into an agreement with an appropriate provider(s) of the services.

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

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

Competency – Respondents are expected to have the technical competence, knowledge and expertise in management and administration, the professional staff, and the administrative and fiscal management systems to accomplish the scope of work and the goals and objectives stated in this RFP, and must meet high standards of public service and fiduciary responsibility. Respondents are responsible for being knowledgeable of all laws, regulations, rules, and policies of the specific funding sources involved and applying them in developing the RFP response.

B. Amendments

If it becomes necessary to revise any part of the Request for Proposals, all amendments will be provided in writing to RFP notification list and posted on the Kerr-Tar Regional Council of Governments website.

VERBAL COMMENTS OR DISCUSSION RELATIVE TO THIS SOLICITATION CANNOT ADD, DELETE OR MODIFY ANY WRITTEN PROVISION. ANY ALTERATION MUST BE IN THE FORM OF A WRITTEN AMENDMENT.

C. Submission of Proposals

To accomplish fair and uniform review, respondents are to submit one (1) original (*clearly marked*) with original signatures, one electronic, and five (5) additional copies of the proposal under seal. All proposals must be signed and dated by a representative authorized to commit to proposal provisions. Unsigned proposals will be deemed nonresponsive and rejected. Electronic proposals should be sent to bfoti@kerrtarcog.org.

The original and each copy are to be submitted in a three-ring binder with tab dividers by section. Use at least a 1" binder, but no larger than 2" in size. Font size should be Times New Roman, no less than 12 point font with 1" margins. All pages are to be numbered sequentially. Faxed proposals will not be accepted. Proposals will be received by Kerr-Tar until 12:00 PM, Tuesday, March 7, 2017.

D. Right of Non-Commitment or Rejection

This solicitation does not commit the Kerr-Tar Workforce Development Board to award a grant, to pay any cost incurred in the preparation of a proposal, or to procure or contract for services. The WDB reserves the right to select proposals it deems most responsive and appropriate and is not bound to accept any proposal based on price alone. The WDB also reserves the right to request additional information, documentation, or oral discussion in support of written proposals. The Kerr-Tar Board reserves the right to accept or reject any or all proposals received as a result of this request, or to cancel in part or in its entirety this RFP, if it is in the best interest of Kerr-Tar to do so.

E. Appeal Process

The appeal process will consist of two levels – a debriefing and an appeal.

1. A debriefing may be requested in writing to the Kerr-Tar Workforce Development Director within ten (10) working days of notification of non-award. Send to Kerr-Tar's mailing address included within this section or email (bfoti@kerrtarcog.org). In a debriefing, the discussion will be limited to a critique of the RFP response (i.e. specific information as to factors where the proposal manifested weaknesses and strengths). Comparisons between proposals or evaluations of the other proposals will not be considered.

2. An appeal must be submitted in writing to the Kerr-Tar Workforce Development Director within five (5) working days following a debriefing. An appeal must identify an issue of fact concerning a matter of bias, discrimination, conflict of interest, or non-compliance with procedures described in the RFP document. Appeals not based on those conditions will not be considered. Appeals will be rejected as without merit if they address such issues as professional judgment on the quality of a proposal or the Board's assessment of Local Area needs, priorities, or requirements. The Kerr-Tar WDB will issue a decision within five working days of receipt of a written appeal. The decision will be final.

F. Confidential Information

No documents relating to this procurement will be presented or made otherwise available to any other person, agency or organization until after the funding awards. Commercial or financial information obtained in response to this RFP that is privileged and confidential and is clearly worded as such will not be disclosed at any time so long as all requirements of North Carolina General Statutes 132-1.2 have been met. Respondents must visibly mark as "Confidential" each part of their funding application that is considered proprietary information; otherwise it will be considered public information.

G. Contract Negotiation and Administration

The Kerr-Tar Workforce Development Board will administer contracts awarded through this RFP. The WDB may require successful respondents to participate in cost negotiations, technical revision, or other revisions to their proposal prior to final contract award. Successful contract negotiation is viewed as a step in the overall selection process. In addition, contract amounts may be adjusted by the Kerr-Tar Workforce Development Board based on final WIOA allocations and/or subsequent contract negotiations.

H. Administrative and Fiscal Capabilities

As part of the proposal review process under this solicitation, Kerr-Tar staff will conduct a pre-award review of the respondent organization's administrative and fiscal capabilities. Any concerns or discrepancies will be brought to the attention of the Kerr-Tar Workforce Development Board prior to final contract approval. Respondents who have outstanding audit or monitoring exceptions may not receive a contract unless the WDB is satisfied with the current or proposed resolution of the findings, and the corrected measures are immediately forthcoming.

I. Time Frame

The initial contract term will be for the period beginning July 1, 2017 and ending June 30, 2018. All budgets submitted for activities under this Request for Proposal are to be for costs incurred between July 1, 2017 and June 30, 2018. Activities are to begin on or after July 1, 2017 and end on or before June 30, 2018. If awardees are granted an extension, they may be considered for extensions up to 2 additional years.

J. Subcontracts

Subcontracting is permissible. If any part of the work covered by this RFP is to be subcontracted, the respondent shall identify the subcontracting organization(s) in the proposal indicating the WIOA services to be subcontracted and the rationale for using a subcontractor rather than providing the services directly. All subcontracts are subject to applicable federal, state and local laws, rules, regulations, and policies governing procurement. No more than 25% of funds awarded under any contract may be subcontracted. The respondent must also describe how subcontractors were (or will be) procured and selected, their qualifications, and the basis for payments. Subcontractors shall be subject to the same requirements as the respondent under this RFP and any resulting contract. The Kerr-Tar WDB must approve all subcontracts prior to the final execution of a contract. Subcontract agreements shall include the minimum provisions required in Kerr-Tar WDB contracts. A copy of subcontract agreements must be submitted to the WDB prior to entering into any agreement.

Part 6 – Proposal Format and Specifications

Proposals submitted for WIOA Youth services are to include all of the items listed below assembled in the order indicated with tab dividers to separate each labeled section. Any information requested must be addressed. Failure to respond to specific requirements and/or information will result in a proposal being deemed non responsive and rejected.

Proposal will include the following sections:

I.Proposal Cover – Attachment A

Instructions: Complete information in Attachment A, sign certification, and return as the first section of the proposal.

II.Executive Summary (Not to exceed 2 pages)

Instructions: Provide a concise summary highlighting the Statement of Work and other sections of the proposal. Highlight how the proposal will fulfill the specifications and emphasis for an innovative and creative youth program requested by the Kerr-Tar Workforce Development Board. Share your organization's vision for serving WIOA Title I eligible young adults to include high level goals, outreach strategies, planned interactions, service delivery, concepts, and expected outcomes. Explain how this vision will improve the workforce preparedness and employment outcomes for the young adult population. Showcase the originality in the Executive Summary.

III.Organization Qualifications and Performance Data (Not to exceed 5 pages)

Instructions: Provide a brief history (type of organization, date established, major line or lines of work and general background) of the proposing entity and how entity's mission relates to the provision of youth workforce development services. Describe the

proposing entity's knowledge and experience of WIOA Youth programs, youth development programs and services, etc.

Provide the organization's experience in providing services that are similar to the services required under this RFP. Describe past performance in the start-up, implementation, and completion of similar programs of this magnitude, including the following: type of services, funding source(s)/dates of funding/amount of funding, length of the project, characteristics of target groups served, number of youth served per project or year, completion rate(s), and other measurable outcomes. Indicate clearly and specifically how performance outcomes were defined and measured. Indicate reasons for non-attainment of performance outcomes, if applicable. If the project is currently operating, state the measurable outcomes achieved for most recent performance period, e.g. past 2 years.

Provide proposing entity's current sources of funding and the percent of the total each source represents. Briefly describe the organization's financial management system, cash management system, financial capacity and knowledge in accordance with General Accepted Accounting Principles. Indicate the type of accounting system/software used. Indicate the recent performance of the organization as it relates to administrative requirements, such as contract schedule, deliverables, compliance, and performance, including the respondent's:

1. Fiscal/Administrative experience of key staff;
2. Experience working with federal and state regulations and/or procedures;
3. Experience in internal controls, monitoring and oversight of systems;
4. Record of conforming to specifications and to standards of high quality;
5. Adherence to contract schedule and expectations; and
6. A record of integrity, business ethics, and fiscal accountability.

Describe the organization's self-monitoring systems that will be utilized to ensure that this project is operated efficiently and effectively while complying with applicable federal, state and local laws, rules, regulations, and policies.

Provide three (3) references with Organization, Contact Person, Telephone Number, and E-mail who can be contacted by Kerr-Tar WDB related to the above respondent qualifications and performance data.

IV. Statement of Work (Not to exceed 25 pages)

Instructions: Proposals shall include a Statement of Work narrative detailing all aspects of the proposed project design. The Statement of Work will effectively respond to details identified in the previous Parts of this RFP, Items A through M below, RFP attachments, and other information deemed relevant by the respondent. The purpose of the Statement of Work is to provide an in depth narrative of the design of services, demonstrate how WIOA and Kerr-Tar WDB requirements will be met, and describe the process for achieving the Primary Indicators of Performance. Respondents must include the following, at minimum, in the Statement of Work:

A. Provide an analysis of WIOA Title I eligible young adults within the county or counties to be served. Include the following information:

- Out-of-School Youth Analysis
 - a) Number of Youth ages 16-24
 - b) Youth ages 16-24 represent what percentage of the service area's population?
 - c) What are the general educational levels of this age group?
 - d) What is the general employment status of this age group?
- In-School Youth Analysis
 - a) Number of Youth ages 14-21
 - b) Youth ages 14-21 represent what percentage of the service area's population?
 - c) What percentage of these young adults is considered low-income (eligible for WIOA In-School program)?
 - d) Current school(s) dropout statistics

B. Check below all of the groups targeted by your organization's WIOA Youth services

- | | |
|--|---|
| <input type="checkbox"/> Females | <input type="checkbox"/> Persons with Disabilities |
| <input type="checkbox"/> Males | <input type="checkbox"/> Pregnant/Parenting youth |
| <input type="checkbox"/> Ages 14-15 | <input type="checkbox"/> Basic Skills Deficient |
| <input type="checkbox"/> Ages 16-21 | <input type="checkbox"/> In/aged out of foster care |
| <input type="checkbox"/> Ages 16-24 | <input type="checkbox"/> Low-income |
| <input type="checkbox"/> School dropouts | <input type="checkbox"/> English language learners |
| <input type="checkbox"/> Post Secondary Students | <input type="checkbox"/> Require additional assistance, |
| <input type="checkbox"/> Homeless/Runaway | defined by WIOA Section |
| <input type="checkbox"/> Court-involved youth | 129(a)(1)(C)(iv)(VII) |

C. Describe the approach to serving young adults with various barriers to employment (i.e. persons with disabilities, court involvement, pregnant/parenting, school dropout, homeless/runaway, English language learners, basic skills deficient, low-income, substance abuse, mental health concerns, etc.). Explain how barriers are overcome to guide young adults along a pathway that results in unsubsidized employment. Highlight how staff is, or will be, qualified, with specific credentials or otherwise, to respond to the needs of young adults with barriers. Include any credentials of program staff who specialize in serving specific populations. Identify best practices or evidence-based models to be used to ensure successful outcomes during workforce development activities with young adults with barriers.

D. Listed below are the Five Components that are required through the Kerr-Tar Workforce Development Board to be incorporated into the WIOA Youth Program. Proposals must describe how each Component will effectively be carried out from beginning to completion. Be specific with the explanation of

each Component and include the 14 WIOA Youth Service Elements that will fall into these Five Components.

1. Education – Describe the education aspect of the program. Highlight the opportunities that are readily available to young adults; how provider will help young adults achieve educational goals; and what resources, tools, and/or partnerships will be used.

2. Career Pathways – The Kerr-Tar WDB has acquired Career Pathway certifications from the NCWorks Commission in Advanced Manufacturing Career Pathway. Describe the service provider's approach to career pathways while carrying out the goals of the local strategies. Highlight the diverse types of training and career readiness that will be offered to young adults. Describe the necessary steps from education into the workforce and how the program will address these needs. List the specific integrated services, partnerships, and other unique features of the program.

3. Career Experience – Career planning must be at the forefront of any WIOA Youth program. Four of the six federal Primary Indicators of Performance focus on connections to employment. Twenty percent (20%) of WIOA Youth funds must be spent on work-based learning directed towards WIOA Youth participants. At least twenty-five percent (25%) of young adults served in WIOA Youth programs must be enrolled in a work-based learning activity. Describe the career experience aspect of the program. Highlight specific career opportunities and work-based learning opportunities made available to each young adult and how they reinforce academic and occupational education. Explain how entrepreneurial skills training may be incorporated into the program. List businesses that may have a role in the program. Be specific about employability, timeframes, industry clusters, and the on-going support offered through these experiences.

4. Leadership Development – Describe the leadership development aspect of the program. Highlight the opportunities for young adults to participate in community service, peer-centered activities, classroom development, and soft skills training. State specific steps used to recruit youth and support their participation in various youth advisory committees in the Kerr-Tar service area (i.e. WDB Youth Committee, Juvenile Crime Prevention Council, Cooperative Extension) that influence human services. Describe how young adults will learn responsibility, positive social skills, and civic behavior that can strengthen resumes and help sustain employment. Explain specific methods used to engage young adults who might not be comfortable participating in leadership activities.

5. Mentoring – Each provider should have a designated mentoring program as a strong component to support young adults' success. Describe the mentoring aspect of the program, including evidence-based model(s). List the specific roles of a mentor, planned activities throughout the program, and how the program can be expanded and marketed to future mentors. Describe the process of recruiting local mentors to the program.

- E. Describe strategies to be used for outreach and recruitment of out-of-school and/or in-school youth. Describe the eligibility verification process and how provider will conduct orientation for participants. Describe the referral procedure to other community partners for services for both eligible and ineligible young adults. Identify specific partnerships and collaborations involved. Use the table below to project by county the number of Out-of-School Youth (OSY) and In-School Youth (ISY) to be served each six months period between July 1, 2017 and June 30, 2018:

COUNTY	OSY ENROLL July-December 2017	OSY ENROLL January-June 2018	ISY ENROLL July-December 2017	ISY ENROLL January-June 2018
Franklin				
Granville				
Person				
Vance				
Warren				

Use the table below to project the number of Out-of-School Youth (OSY) and In-School Youth (ISY) to be served within each WIOA Youth Service Element:

Program Elements	Number of OSY	Number of ISY
tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential		
alternative secondary school services, or dropout recovery services, as appropriate		
paid and unpaid work experiences that have as a component academic and occupational education, which may include (i) summer employment opportunities and other employment opportunities available throughout the school year; (ii) pre-apprenticeship programs; (iii) internships and job shadowing; and (iv) on-the-job training opportunities	(i) _____ (ii) _____ (iii) _____ (iv) _____	(i) _____ (ii) _____ (iii) _____ (iv) _____
occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area involved		
education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster		
leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate		
supportive services		
adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months		

follow-up services for not less than 12 months after the completion of participation, as appropriate		
comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate		
financial literacy education		
entrepreneurial skills training		
services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services		
activities that help youth prepare for and transition to postsecondary education and training		

- F. Describe how provider will deliver comprehensive case management and guidance for WIOA Youth participants. Describe methodology for developing the **Individual Employment Plan/Service Strategy (ISSP)**, providing objective assessments, and ensuring that service plans are unique and that they address the specific needs of the individual. Define the policies and procedures for accurate record keeping. Describe comprehensive youth assessments including types of instruments to be used and how assessment results will be used to determine appropriate services and identify needs. Explain the distribution of caseloads between staff, including the minimum and maximum number of WIOA Youth. Explain on-going procedures in place for periodic review and/or measurement of staff and participant progress.
- G. Describe plans for exposing and connecting young adults to services offered through the local NCWorks Career Centers in the Kerr-Tar service area. Indicate how provider will work to partner with NCWorks Career Centers to support and contribute to expanding youth services through the Kerr-Tar service area, which may include physical staffing at NCWorks Career Centers and access points, cost sharing, or virtual linkages.
- H. Describe retention strategies, incentives, and performance expectations for young adults that will be implemented to increase the likelihood that they will actively participate in and successfully complete necessary activities. Describe how the personal goals of young adults will be achieved. Explain the strategies to keep young adults actively engaged and participating during enrollment and through follow-up activities.
- I. A brief description of new WIOA Primary Indicators of Performance and WDB Performance Measures is included in Part 2 of this RFP. US Department of Labor Employment and Training Administration Training and Employment Guidance Letter WIOA No. 10-16 provides detailed *Performance Accountability Guidance for Workforce Innovation and Opportunity Act Title I, Title II, Title III and Title IV Core Programs*. Describe approaches used to meet all federal and state WIOA Youth performance measures, except *F. Effectiveness in Serving Employers*. Include in your description how provider will internally assess progress towards achieving prescribed outcomes. Please specify for each performance indicator.

- J.** Follow-up Services is a crucial component of WIOA Youth programming. Four of the six federal Primary Indicators of Performance are measured after participants exit the WIOA program. Follow-up services are required for at least one year after participants exit the WIOA Youth program, including those who do not attain performance outcomes at the time of exit. Describe the follow-up process, including, but not limited to, items such as frequency of contacts, methods of contact, supportive services to be provided during follow up, etc. Describe strategies to be used to obtain feedback from youth, parents, community partners, employers, and schools to further improve the effectiveness of the WIOA services being offered
- K.** Describe the strategy for involving young adults in an annual Youth Summit. Highlight how the event will be planned, what community partners will be part of the organization of the event, and resources that will be used. State specific goals of the Youth Summit and what educational and occupational goals will be achieved.
- L.** The first ninety (90) days following contract award (beginning July 1, 2017) are very important to successfully implementing a WIOA Youth services project. Provide a schedule for addressing start-up priorities including, but not limited to, staffing, staff training, and purchasing. If necessary, explain how the transition of current WIOA youth from previous contractors will smoothly shift to the new youth contractor, including meetings, changes in delivery of services, and timeframe.
- M.** Highlight any unique key features and attributes that have not already been discussed.

V. Proposed WIOA Staffing – Attachment B and Organizational Chart

Instructions: Complete information in Attachment C for **each position** to be funded in whole or in part by WIOA Youth funds. Attach additional sheets as needed. In addition, provide resumes and specific job descriptions for all of current staff who will work on the WIOA Youth project. Job descriptions must detail job duties and specific qualifications required (i.e. minimum education, experience, skills) for each position. In addition to the information provided within Attachment C, include an organizational chart for the responding agency.

VI. Proposed Budget and Costs Breakout – Attachment C

Instructions: Complete the budget forms in Attachment C (Excel document pages 1-4) to identify all WIOA costs. Complete separate sets of Attachment C (Excel document pages 1-4) to identify all matching costs, if any.

A signature is required on page 1 of each budget set. Provide a budget narrative to explain any aspects of the proposed costs entered in Attachment C. All budgets

submitted for activities under this Request for Proposal will be for proposed costs during the 12-month period beginning July 1, 2017 and ending June 30, 2018.

VII. Attachments D and E

Instructions: Complete both questionnaires, sign, and return.

VIII. Additional Required Documents/Information

Instructions: Submit the information and documents listed below:

- A. Federal ID Number
- B. Copy of most recent IRS form 990 (not-for-profits only)
- C. List of Current Board Members (if applicable)
- D. Audited Financial Statement*
- E. Operational organizational chart with all key staff and lines of authority

** If the responding organization is not required to have an annual audit and has not had an annual audit, copies of the most recent financial statements including balance sheets, income statements, summary of reports for payables and receivables, and statements of cash flow must be submitted.*

Part 7 - Proposal Review and Evaluation

A. Proposal Evaluation Process

The intent of the evaluation process is to certify that each proposal received meets the basic requirements and to determine the quality of each proposal. A Proposal Review Panel consisting of Kerr-Tar Workforce Development Board Members, WDB Youth Committee members, WDB staff, and subject matter experts shall review and evaluate competitive proposals using an Evaluation Criteria with point values. A proposal must achieve a minimum score of 75 points in order to be considered for WIOA Youth funding. Kerr-Tar staff shall provide guidance, and/or technical assistance on an as needed basis to the Panel members. This shall include a comprehensive review of all proposals received by Kerr-Tar.

B. Proposal Question and Answer Session

As a part of the proposal review and selection process, the top 3-5 respondents may be requested to meet with the Proposal Review Panel to briefly discuss their proposal, to answer questions about their proposal (including budget details), and/or to provide additional information about the responding organization. Kerr-Tar staff will contact respondents to schedule the time and location for these Q & A sessions.

C. Evaluation Factors and Proposal Rating Criteria

A primary consideration in selecting an organization(s) to deliver WIOA Youth services shall be the effectiveness of the organization in delivering comparable services based on demonstrated performance, in terms of the likelihood of meeting or exceeding federal Primary Indicators of Performance, NCWorks Commission WDB Performance Measures, cost, and overall quality of services. Consideration shall be given to:

- A strong record of integrity, business ethics, and fiscal management and accountability;
- The staff qualifications and professional and technical skills to perform the work;
- The ability of the organization to meet service delivery requirements at a reasonable cost; and
- Demonstrated collaboration and leveraging of resources.

WORKFORCE INNOVATION AND OPPORTUNITY ACT DEFINITIONS

1. **BASIC SKILLS DEFICIENT** – An individual who has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test* or a comparable score on a criterion-referenced test.
2. **CASE MANAGEMENT** – The provision of a client-centered approach in the delivery of services, designed -
 - (A) to prepare and coordinate comprehensive employment plans, such as service strategies, for participants to ensure access to necessary workforce investment activities and supportive services, using, where feasible, computer-based technologies; and
 - (B) to provide job and career counseling during program participation and after job placement.
3. **COMMUNITY-BASED ORGANIZATION** – A private nonprofit organization that is representative of a community or a significant segment of a community and that has demonstrated expertise and effectiveness in the field of workforce investment.
4. **ELIGIBLE YOUTH** –
 1. WIOA- Funded Services may be provided to In-school and Out-of-school youth.
 2. WIOA Youth Eligibility Requirements:
 - a. Be a US citizen or eligible non-citizen; **and**,
 - b. Johnston or Wake County resident; **and**,
 - c. Comply with the military Selective Service Act; if applicable

Out-of-School Youth

1. Not attending any school (as defined by State law)
2. Be 16-24 years old
3. And be identified as one or more of the following:
 - a. A school dropout
 - b. A youth who is within the age compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter
 - c. A recipient of a secondary school diploma or a low-income individual and is-
 - i. Basic skills deficient; or
 - ii. An English language learner
 - d. An individual who is subject to the juvenile or adult justice system
 - e. A homeless individual, a homeless child or youth, a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under the Social Security Act, or an out-of-home placement.
 - f. An individual who is pregnant or parenting
 - g. A youth who is an individual with a disability
 - h. A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

In-School Youth

1. Attending school (as defined by State Law)
2. Between the ages of 14 and 21
3. A low-income individual
4. And be identified as one or more of the following:
 - a. Basic skills deficient
 - b. An English language learner

- c. An offender
- d. A homeless individual, a homeless child or youth, a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under the Social Security Act, or in an out-of-home placement.
- e. Pregnant and parenting
- f. A youth who is an individual with a disability
- g. An individual who requires additional assistance to complete an educational program or to secure or hold employment.

Note that the term “low-income”, used with respect to an individual, also includes youth living in a high-poverty area.

5. **ELIGIBLE, NONCITIZEN** – Nationals of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees, and other individuals authorized to work in the United States.
6. **EXIT** – For Adult, Dislocated Worker, and Youth programs authorized under WIOA Title I, the AEFLA program authorized under WIOA Title II, and the Employment Service program authorized under the Wagner-Peyser Act, as amended by WIOA Title III, Exit Date is the last date of service for a participant who has received services through any of these programs. The last date of service cannot be determined until at least 90 days have elapsed since the participant last received services; services do not include self-service, information-only services, activities, or follow-up services. This also requires that there are no plans to provide the participant with future services.
7. **FAMILY** – Two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:
 - (A) A husband, wife, and dependent children.
 - (B) A parent or guardian and dependent children.
 - (C) A husband and wife.
8. **INDIVIDUAL WITH A DISABILITY** – An individual with any disability (as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102)).
9. **LOWER LIVING STANDARD INCOME LEVEL** – The income level (adjusted for regional, metropolitan, urban, and rural differences and family size) determined annually by the Secretary based on the most recent lower living family budget issued by the Secretary.
10. **LOW-INCOME INDIVIDUAL** – An individual who –
 - (A) receives, or is a member of a family that receives, cash payments under a Federal, State, or local income-based public assistance program;
 - (B) received an income, or is a member of a family that received a total family income, for the 6-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, payments described in subparagraph (A), and old-age and survivors insurance benefits received under section 202 of the Social Security Act (42 U.S.C. 402) that, in relation to family size, does not exceed the higher of -
 - (i) the poverty line, for an equivalent period; or
 - (ii) 70 percent of the lower living standard income level, for an equivalent period;
 - (C) is a member of a household that receives (or has been determined within the 6-month period prior to application for the program involved to be eligible to receive) food stamps pursuant in the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.);

- (D) qualifies as a homeless individual, as defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302);
- (E) is a foster child on behalf of whom State or local government payments are made; or
- (F) in cases permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability whose own income meets the requirements of program described in subparagraph (A) or subparagraph (B), but who is a member of a family whose income does not meet such requirements.
11. **OFFENDER** – Any adult or juvenile –
- (A) who is or has been subject to any stage of the criminal justice process, for whom services under this Act may be beneficial; or
- (B) who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.
12. **OUT-OF-SCHOOL YOUTH** –
- (A) an eligible youth who is a school dropout; or
- (B) an eligible youth who has received a secondary school diploma or its equivalent but is basic skills deficient, unemployed, or underemployed.
- Home -schooled youth are considered in-school youth.*
13. **PARTICIPANT** – An individual who has been determined to be eligible to participate in and who is receiving services. Participation shall be deemed to commence on the first day, following determination of eligibility, on which the individual began receiving subsidized employment, training, or other WIOA-funded services. For the WIOA Title I Youth program, a participant is a reportable individual who has satisfied all applicable program requirements for the provision of services, including eligibility determination, an objective assessment, and development of an individual service strategy, and received 1 of the 14 WIOA Youth program elements identified in Sec. 129(c)(2) of WIOA.
14. **POVERTY LINE** – The poverty line as defined by the Office of Management and Budget, and revised annually in accordance with section 673(2) of the Community Services Block Grant Act (42 U.S.C. 9902(2)) applicable to a family of the size involved.
15. **PUBLIC ASSISTANCE** – Federal, State, or local government cash payments for which eligibility is determined by a needs or income test.
16. **SECONDARY SCHOOL DIPLOMA** – A high school diploma recognized by a State and that is included for accountability purposes under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act (ESSA).
17. **SCHOOL DROPOUT** – 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.
18. **SUPPORTIVE SERVICES** – Services such as transportation, child care, dependent care, housing, and needs-related payments, that are necessary to enable an individual to participate in WIA activities.
19. **UNSUBSIDIZED EMPLOYMENT** – Employment in the private or public sector for which the employer does not receive a subsidy from public funds to offset all or part of the wages and costs of employing an individual.

Source: Workforce Innovation and Opportunity Act

North Carolina Workforce Innovation & Opportunity Act Youth & Young Adult Framework

Background

In North Carolina there are a significant number of youth and young adults who are not engaged in education, training and employment. New strategies to reach and engage alienated and disengaged young people will be a priority of the 23 NC Workforce Development Boards.

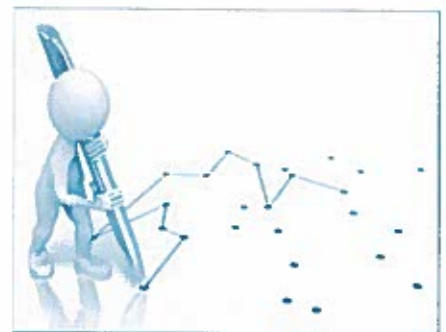
The NC Workforce Development Boards implementation of the Workforce Innovation and Opportunity Act (WIOA) does supersede the Workforce Investment Act of the past 15 years. WIOA youth and young adult funding can only be expended on **eligible and enrolled** participants. With the enactment of WIOA, local workforce development boards must focus 75% or more of funding on out-of-school youth and young adults, and no more than 25% on in-school youth and young adults. The new law puts greater emphasis on serving out-of-school youth and young adults through training and services that are employer driven and linked to labor market demand.

WIOA defines Out-of-School youth and young adults as 16 to 24 year-olds who are not attending school and one or more of the following:

- School dropout;
- Within age of compulsory attendance but has not attended for at least the most recent complete school year calendar quarter;
- Holds a secondary school diploma or recognized equivalent and is low-income and is either basic skills deficient or an English language learner;
- Subject to the juvenile or adult justice system;
- Homeless, runaway,
- In foster care or aged out of the foster care system, eligible for assistance under Section 477, Social Security Act, or in out-of-home placement;
- Pregnant or parenting;
- An individual with a disability;
- Low income person who requires additional assistance to enter or complete an educational program or to secure and hold employment.¹

WIOA defines In-School youth as 14 to 21 year-olds who are low income, attending school, and one or more of the following:

- Basic skills deficient;
- English language learner;
- An offender;
- Homeless,
- Runaway,
- In foster care or aged out of the foster care system;

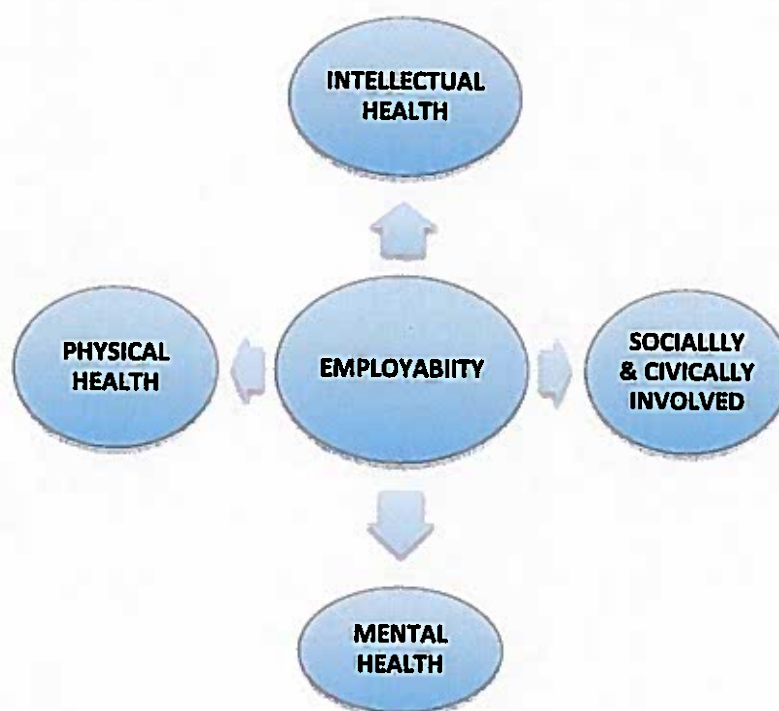


- Pregnant or parenting;
- An individual with a disability;
- Person who requires additional assistance to enter or complete an educational program or to secure and hold employment

Framework Purpose

The purpose of the WIOA youth and young adult framework is to ensure that North Carolina's Workforce Development Boards provide a baseline of services and a guideline for delivering those services in order to prepare youth and young adults for educational and employment opportunities. WIOA youth and young adult funding can only be expended on WIOA eligible and enrolled participants.

All youth and young adults have essential needs that must be met if they are to make a successful transition to life and the workforce. These core needs fall into 5 categories: mental health, physical health, civic and social involvement, intellectual health, and employability.²



In order for the Framework to be successful, the WDB is accountable and responsible for ensuring programs, policies, and services are in place to help youth and young adults move towards self-sufficiency in all five categories. The boards will utilize support from other community programs whose primary responsibility is meeting the needs of alienated and disengaged youth and young adults. These five core areas must also be considered when designing any program or framework for our target population.



NORTH CAROLINA ASSOCIATION OF workforce development boards

The fundamentals of the WIOA Youth program are Intake, Objective Assessment, Individual Service Strategy (ISS)/Individual Employment Plan (IEP) and Information and Referrals. Based on individual needs identified through the Objective Assessment and the ISS/IEP, youth and young adults are served through a comprehensive array of workforce development services that fall within 14 required program elements of WIOA (see Appendix A). By implementing the 14 elements within the necessary **strategies and tools** provided in this framework and considering the five essential needs for youth and young adults, each local area workforce board will be able to ensure that:

- ✓ **Align** youth and young adult's education with **jobs** in high demand industries
- ✓ **Improve** youth and young adult's employability **skills** for success in the workplace
- ✓ **Focus** career processes, services and programs for youth and young adults
- ✓ **Address** through **partnerships** and referrals ,holistic needs of youth and young adults mental health, physical health, civic and social involvement, intellectual health, and employability
- ✓ **Leverage** resources and opportunities through **strengthened NCWorks partnerships** which may include, but not limited to NCWorks Career Centers, Vocational Rehabilitation (VR), Department of Social Services (DSS), Adult Basic Education (ABE), Community Colleges, Universities, and community organizations.

This new framework **equips** Workforce Development Boards with a standard working system through which to provide workforce development services for youth and young adults. It provides the necessary **strategies and tools** to assist youth and young adults in identifying their interests and skills, as well as being prepared to **succeed** in post-secondary education and in a **competitive** workforce.



Framework

North Carolina's framework includes five **components** for WIOA youth and young adult programming that should be used to interconnect the 14 WIOA youth elements, to ensure participants are prepared for employability success. (*WIOA youth and young adult funding can only be expended on **eligible and enrolled** participants.*)

1. Education

Educational opportunities are readily available to youth and young adults to help them achieve long-term goals, as well as access resources, tools and services. Occupational skills training, high school equivalency, classes, and tutoring are focused on preparing youth and young adult for high demand occupations.

2. Career Pathways

Career pathways versus "jobs" are the focus for youth and young adult employment and training. A clear path from education into the workforce is provided through career pathways that include integrated services, diverse training, career readiness, partnerships and other unique features.



3. Career Experience

Career opportunities, entrepreneurship, and work-based learning must be available to each youth and young adult in the program. Local businesses are engaged to provide internships, job shadowing, and on-the-job training.

4. Leadership Development

Leadership development must be a strong aspect of the local Workforce Development Boards youth and young adult program design. Opportunities for youth and young adults to participate in community service, peer-centered activities, classroom development, mentoring, and soft skills training are available.

5. Wrap Around Services

Each workforce board's local area will work with state and local organizations to ensure that wrap around services are available in order to meet the needs of their youth and young adults in different ways. Partnerships must include: VR, DSS, Adult Basic Education and juvenile justice.

Guiding Principles

The guiding principles are the **foundation** of the WDB's youth and young adult service delivery system. They define what is truly important for its **success**, and serve as a template for **building and growing** our system. Essential to the **foundation** of the framework is to establish **resources and training** for staff that administer **career development** for youth and young adults.

The following represents guiding principles for NC youth and young adult programs:

- **Accountability**

Local Workforce Development Boards will set and track local accountability measures that align with USDOL-WIOA performance indicators and the NCWorks Commission on Workforce Development performance accountability measures. The WDB's will monitor and provide technical assistance to ensure that these measures are met or exceeded. This will result in high quality services being provided to meet the needs of youth and young adults. Data related to performance accountability and all other aspects of WIOA youth program operations are captured in the NCWorks.gov online system.

- **Staff Development**

Ongoing professional development for workforce system staff is critical to stay relevant and to better serve youth and young adults. All staff performance is supported by specific organizational and management practices that ensure that the best people are retained and adequately trained and supported on the job.

- **Case Management**

The WDB's ensure that extensive one on one interaction between staff and participants is a part of service delivery. Case management will require long term commitments to effectively create positive outcomes for youth and young adults. This activity must



connect youth and young adults to the right resources and services to improve education and training outcomes, and to establish pathways to employment.

- **Local Area Assessment**

Local workforce boards should have a clear understanding of their target youth population. Prior to program design of the board's youth and young adult program, the local board should research and have a clear picture of the following:

- ✓ Labor market data (high growth, high demand industries/sectors)
- ✓ Youth and young adult demographics
- ✓ Available resources (funding, services, tools...etc.)
- ✓ Local youth and young adult issues (gangs, high poverty, English language proficiency, etc.)
- ✓ Other youth and young adult programs

Commitment to Success

The Local Workforce Development Boards of North Carolina are committed to sharing and utilizing this youth and young adult framework to **create and grow** a sound, inclusive system that can produce a **successful emerging workforce**. This will be done by a **commitment to**:

- **Coordinate efforts and work collaboratively** with other agencies to best serve our youth and young adults
- **Provide consistency** in working with youth and young adults to connect them to education and/or employment
- **Work with youth and young adults** to identify their strengths and assets
- **Assess and tailor services and outcomes** for youth and young adults based on their individual needs, strengths and barriers

A Youth Leads team has been established to take the lead in continuous improvement by identifying issues and developing solutions that affect successful youth and young adult outcomes.

North Carolina Workforce Development Boards are committed to ensuring the success of the WIOA youth and young adult program; therefore all WDB's must follow this framework when developing their program design.



REFERENCES

- ¹Employment and Training Administration, United States Department of Labor – The Workforce Innovation and Opportunity Act, Fact Sheet: Youth Program. n.d. Retrieved from https://www.doleta.gov/wioa/Docs/WIOA_YouthProgram_FactSheet.pdf
- ²Wonacott, Michael. n.d. The WIA Youth System Focused Features, Youth Development System Builder. Retrieved from <https://ifs.ohio.gov/owd/WorkforceProf/Youth/Docs/WIAYouthSystem.pdf>

Appendix A

Definitions of WIOA Youth Service Elements

1. **Tutoring / Study Skills Training** includes instruction and evidence-based dropout prevention and recovery strategies that lead to completion of HS diploma or equivalent (including a recognized certificate of attendance or similar document for youth with disabilities) or preparation for post-secondary credentials.
2. **Alternative Secondary School Services** includes referral to formal alternative education programs or formal dropout recovery services, as appropriate.
3. **Work Experiences (WE)** are planned, structured, learning experiences that take place in a workplace for a limited period of time. They may be paid or unpaid and may occur in for-profit, non-profit or public sectors. As with all workplace relationships labor standards and laws apply. WEs provide youth with an opportunity to explore careers and develop skills. WEs must include a combination of academic and occupational education components. WEs include the following types of experiences:
 - Summer Youth Employment - administrators of SYE programs must be competitively selected by the board via award of a contract or grant (employers used for SYE do not need to be competitively selected).
 - Pre-Apprenticeship is a program, or set of strategies, designed to prepare individuals to enter and succeed in a registered apprenticeship program; a documented partnership with at least one or more registered apprenticeship programs must be in place. Providers offering occupational education for pre-apprenticeship must be on the Eligible Training Provider List.
 - Internships & Job Shadowing are activities that provide the youth with an opportunity to explore an occupation or work environment and may include activities that allow them to gain employment and occupational skill competencies.
 - On-the-Job Training is training provided by an employer to a paid participant who is engaged in productive work from which she/he gains the knowledge and skills essential to the full performance of the job and for which the employer is provided a reimbursement of up to 50% of the participant wage and for which the employer makes a commitment to hire the individual.
4. **Occupational Skills Training** is an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required of certain occupational fields at the entry, intermediate and advanced skill levels. Priority must be given for training that leads to recognized post-secondary credentials that are in in-demand industry sectors or occupations in the local area.
5. **Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster** refers to the integrated education and training model in which required education and training occur concurrently and contextually with workforce preparation activities and workforce training. Such a program element must describe how workforce preparation activities, basic academic skills, and hands-on occupational skills are to be



taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway.

6. **Leadership Development** are opportunities that encourage responsibility, confidence, employability, self-determination and other positive social behaviors, such as:
 - exposure to post-secondary educational possibilities,
 - community and service-learning projects,
 - peer-centered activities, including peer mentoring or peer tutoring,
 - organizational and team work training, including team leadership training,
 - training in decision-making, including prioritization and problem solving,
 - citizenship training, including life skills such as parenting and work behavior training,
 - civic engagement activities which promote the quality of life in a community, and
 - activities that place the youth in a leadership role such as serving on a youth leadership committee or a Standing Youth Committee.
7. **Supportive Services** for youth are those that are designed to enable them to participate in WIOA activities and may include: linkage to community services; referrals to health care; and cost assistance with: transportation, childcare, housing, uniforms, work attire, work-related tools, protective gear, educational testing, and reasonable accommodations for youth with disabilities.
8. **Adult Mentoring** is a formal, in-person, relationship between a youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support and encouragement to develop the competence and character of the mentee. The activity must last for a period of at least 12 months and must be with an adult mentor other than the assigned youth case manager. Adult mentoring may include workplace mentoring where the local program matches a youth participant with an employer or employee of a company who acts as a mentor.
9. **Follow-up Services** are critical services that must be provided for at least a 12 month period following the youth's exit from the program and are designed to help ensure that the youth is successful in employment or postsecondary education/training. Follow-up services may include: leadership activities, regular contact with the youth's employer to help address work-related issues, assistance with career pathway development or in securing a better paying job, assistance with further education or training and participation in work-related peer support groups, adult 2 mentoring or other services determined appropriate based on the needs of the participant. Follow-up must include more than only an attempted contact and must be documented in order to receive a performance outcome.
10. **Comprehensive Guidance & Counseling** is individualized to the participant, may include career and academic counseling, drug and alcohol abuse counseling, mental health counseling and referral to partner programs for which the youth counselor has coordinated the youth referral with the partner agency on behalf of the individual youth.
11. **Financial Literacy** is education or activities that: assist youth to initiate checking and savings accounts at banks and to make informed financial decisions; supports youth learning how to manage spending, credit, and debt, including student loans, consumer credit and credit cards; teaches the significance of credit reports and credit scores and rights regarding credit and financial information; teaches how to assure accuracy of a credit report and how to correct inaccuracies, and how to maintain or improve good credit; supports a participant's ability to



understand, evaluate, and compare financial products and services; informs participants about identity theft, their rights in regard to it and ways they can protect themselves from it; and supports the financial literacy needs of non-English speakers through use of multilingual financial literacy and education materials.

12. **Entrepreneurial Skills Training** is training that provides the basics of starting and operating a small business, this training must develop the skills associated with entrepreneurship, such as: taking initiative, creatively seeking out and identifying business opportunities, developing budgets and forecasting resource needs, understanding various options for acquiring capital and the trade-offs associated with each option, and how to communicate effectively and market oneself and one's ideas. Approaches to teaching youth these skills may include: educational programs that introduce youth to the basics of starting and running a business; enterprise development supports and services that incubate and help the youth develop their own business through access to small loans or grants, or that provide individualized assistance in development of viable business ideas; and may include experiential programs in which youth get experience in the day-to-day operation of a business and more.
13. **Provision of Labor Market & Career Awareness Information** are services that impart information to the youth about jobs that are in demand in the local labor market and that may include career awareness and exploration activities and career counseling.
14. **Activities to prepare youth to transition to post-secondary education include information about and preparation for college entrance** including information about applying to colleges, financial aid, entrance testing, student life, pre-requisite courses and more.

KERR-TAR WDB WORKFORCE INNOVATION AND OPPORTUNITY ACT YEAR ROUND YOUTH SERVICES EVALUATION CRITERIA

The evaluation criteria which will be used to score WIOA proposals is listed below along with point values. A proposal must achieve a minimum score of 80 points in order to be considered for funding.

POINT VALUE

PROPOSAL SPECIFICATIONS

20

A. Executive Summary/Organization Qualifications

1. Executive Summary concisely describes an innovative and creative youth program with high level goals, outreach strategies, planned interactions, service delivery concepts, and expected outcomes, along with a vision for improving workforce preparedness and employment outcomes for the region's young adult population.
2. Proposal shows experience and past performance in WIA/WIOA programs, youth development programs/services, etc.
3. Proposal specifically describes financial management and capacity.
4. Proposal identifies strong internal monitoring systems and clearly describes equipment to be used for WIOA activities.
5. Proposal is assembled according to RFP format and specifications, responds to all appropriate sections, and includes professional writing.

25

B. Statement of Work – Five Components

1. Education aspect of the program highlights opportunities; resources, tools, and/or partnerships; literacy/numeracy assessments; and achievement of youth goals and performance measures.
2. Career Pathways aspect of the program highlights diverse training and career readiness steps, including integrated services, partnerships, and other unique features.
3. Career Experience aspect of the program highlights relevant career and work-based learning opportunities, including business and industry cluster options, employability, timeframes, and on-going support.
4. Leadership Development aspect of the program highlights community service, peer-centered, classroom, and soft skills training/activities.
5. Mentoring aspect of the program describes recruitment process, mentor roles, planned activities, and sustainability.

25

C. Statement of Work

1. Proposal appropriately connects regional demographics with WIOA target populations while highlighting the qualifications of personnel to effectively serve the targeted populations.
2. Statement of Work concisely describes strategies to be used for outreach and recruitment, including eligibility verification, referral procedures, engagement and retention strategies, performance expectations, and partnerships/collaborations.
3. Statement of Work highlights delivery of individualized case management and guidance, including development, use, and evaluation of service plans and assessments.
4. Proposal concisely describes plans of exposing and connecting youth to services offered through Kerr-Tar NCWorks Career Centers, youth services agencies, youth advisory committees and other leadership development or community service activities, and an annual Youth Summit.
5. Statement of Work describes a comprehensive follow-up process to be provided to young adults, including frequency, methods, and supportive services, which ensure federal and state WIOA Youth performance indicators will be achieved. Statement of Work describes strategies to obtain feedback to create effective WIOA services.

30

D. Budget and Costs Breakout

1. Budget documents offer sound and reasonable costs in respect to staff and operating costs.
2. Proposal appropriately and accurately details costs per participant with numbers that match throughout each section and provide reasonable totals.
3. Budget Narrative offers concise descriptions to appropriately explain proposed costs from Proposed Budget and Costs Breakout spreadsheets.
4. Percentage of WIOA Youth funds allocated to Out-of-School Youth fall within required range. (75%)
5. Percentage of WIOA Youth funds allocated to Work-Based Learning activities falls within required range. (20%)
6. Proposal contains additional required documents and information.

5

E. Bonus points for CASH match contributed to WIOA Youth Program

5

F. Bonus points for IN-KIND match contributed to WIOA Youth Program

**KERR-TAR WORKFORCE DEVELOPMENT BOARD
WORKFORCE INNOVATION AND OPPORTUNITY ACT
YEAR ROUND YOUTH SERVICES PROPOSAL COVER SHEET**

County or Counties to be Served: _____

Name of Organization: _____

Business Address: _____

Contact Person: _____ Telephone: _____

E-mail: _____ Fax: _____

Total WIOA Youth Funds Requested: \$ _____

Amount of Matching Funds (%): \$ _____

Total Proposed Budget (WIOA & Match): \$ _____

Use the tables below to provide a summary of the proposed WIOA Youth budget:

OUT-OF-SCHOOL COST BREAKOUT	AMOUNT
TOTAL COST OF PROPOSED OUT-OF-SCHOOL PROGRAM*	\$ _____
Planned Number of Out-of-School Youth to be Served	_____
Cost Per Out-of-School Youth Participant	\$ _____

***Out of School Youth At minimum 75% of Funding**

IN-SCHOOL COST BREAKOUT	AMOUNT
TOTAL COST OF PROPOSED IN-SCHOOL PROGRAM*	\$ _____
Planned Number of In-School Youth to be Served	_____
Cost Per In-School Youth Participant	\$ _____

***In School Youth Not to Exceed 25% of Funding**

WORK-BASED LEARNING COST BREAKOUT	AMOUNT
TOTAL COST OF WORK-BASED LEARNING ACTIVITIES*	\$ _____
Total Number of Youth Participants in Work-Based Learning Activities**	_____
Cost Per Youth Participant in Work-Based Learning	\$ _____

***Work Experience and Work-Based Learning At Minimum 20% of Funding**

****Total Number At Minimum 25% of Total Youth Served**

**KERR-TAR WORKFORCE DEVELOPMENT BOARD
WORKFORCE INNOVATION AND OPPORTUNITY ACT
YEAR ROUND YOUTH SERVICES PROPOSAL COVER SHEET**

CERTIFICATION: The information contained in this proposal fairly represents the organization and its proposed operating plans and budget necessary to conduct the proposed WIOA Title I Youth Activities described herein. I acknowledge that I have read and understand the requirements of this Request for Proposal (RFP) and that the organization is prepared to implement the proposed activities as described. I certify that I am authorized to sign this proposal on behalf of the organization submitting the proposal and further certify that the responding entity named above waives any right to claims against the Kerr-Tar Regional COG and the Kerr-Tar Workforce Development Board members in their individual capacities.

Printed/Typed Name of Signatory Official

Title

Signature of Signatory Official

Date

PROPOSED WIOA STAFFING – POSITION DESCRIPTIONS

Instructions: Provide the following information for **each position** to be funded in whole or in part by WIOA funds. Attach additional sheets as needed. In addition, provide resumes and specific job descriptions for all of current staff who will work on the WIOA project. Job descriptions must detail job duties and specific qualifications required (i.e. minimum education, experience, skills) for each position.

1. Position Title: _____ Number of Positions: _____

2. Identify Staff person(s) assigned to this position: _____

(If staff has not been determined, please indicate: _____)

3. Position is: Full-time ☐ Part-time ☐

4. Percentage of time for this position to be charged to WIOA budget: _____ %

5. Describe the job duties and responsibilities to be performed by WIOA-funded staff:

6. List the minimum qualifications (education/experience) required for this position:

KERR-TAR LOCAL AREA
WORKFORCE INNOVATION AND OPPORTUNITY ACT SERVICE PROVIDER BUDGET

Organization's Complete Name: _____

PROGRAM: WIOA OUT-OF-SCHOOL YOUTH CHOOSE ONE: DIRECT BUDGET ____ MATCH BUDGET ____

<u>DESCRIPTION</u>	<u>NUMBER</u>	<u>LINE ITEM TOTALS*</u>	<u>CATEGORY TOTALS</u>
<u>PROGRAM COSTS:</u>			
Staff Salaries	100	\$ -	
Staff Fringe Benefits	101	\$ -	
Staff Travel	102	\$ -	
Occupancy Cost	103	\$ -	
Equipment Purchases	104	\$ -	
Equipment Lease Cost	105	\$ -	
On-the-Job Training	106	\$ -	
Work Experience - Participant Wages	107	\$ -	
Work Experience - Participant Fringe Benefits	108	\$ -	
Occupational Skills Training	109	\$ -	
Supportive Services	110	\$ -	
Other Program Costs	111	\$ -	
<u>I. SUBTOTAL PROGRAM COSTS</u>		1XX	\$ -
<hr/>			
<u>II. ADMINISTRATIVE COSTS</u>			
Staff Salaries	200	N/A	
Staff Fringe Benefits	201	N/A	
Staff Travel	202	N/A	
Other Administrative Costs	203	N/A	
<u>II. SUBTOTAL ADMINISTRATIVE COSTS</u>		2XX	N/A
<hr/>			
<u>TOTAL ADMINISTRATIVE & PROGRAM COSTS</u>	300	\$ -	
<u>Less Program Income*</u>	400	(
<u>NET ADMINISTRATIVE & PROGRAM COSTS**</u>		5XX	\$ -

*Complete Line Items 400 if program income is anticipated from this program.
Otherwise complete Line Item 500 only.

PROPOSER'S SIGNATURE _____

Date Submitted _____

I. PROGRAM COSTS**100. STAFF SALARIES (PROGRAM)**

Position Title	Monthly Salary of Position	No. of Months	Salary Costs Charged to Training
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -

TOTAL STAFF SALARIES (PROGRAM)

\$ -
100

101. STAFF FRINGE BENEFITS (PROGRAM)

FICA: Salaries	\$ -	X	MONTHLY (%)	X	Mos.	=	\$ -
Worker's Comp: Salaries	\$ -	X	MONTHLY (%)	X		=	\$ -
Health Insurance: Per Person	Monthly Rate	X	No. of Staff	X		=	\$ -
Disability: Salaries	\$ -	X	MONTHLY (%)	X		=	\$ -
Retirement: Salaries	\$ -	X	MONTHLY (%)	X		=	\$ -
Unemployment Ins: Salaries	\$ -	X	MONTHLY (%)	X		=	\$ -
Other Fringe Benefits (List):		X		X		=	\$ -
		X		X		=	\$ -
		X		X		=	\$ -

TOTAL STAFF FRINGE BENEFITS (PROGRAM)

\$ -
101

102. STAFF TRAVEL (PROGRAM)

Local Travel	Miles/Month	X	Mileage Rate	X	Mos.	=	\$ -
Staff Development & Conferences			\$ 0.50				
Other Travel (List)							

TOTAL STAFF TRAVEL (TRAINING)

\$ -
102

103. OCCUPANCY COST (PROGRAM)

Rent:	Mtly. Rate	X	# of Mos.	=	\$ -
Utilities:		X		=	\$ -
Maintenance:		X		=	\$ -
Insurance:		X		=	\$ -
Other Occupancy Costs: (List)					

TOTAL OCCUPANCY COST (PROGRAM)

\$ -
103

104. EQUIPMENT PURCHASES (PROGRAM)

Equipment (List):	Unit Cost	No. of Units	TOTAL COST
		X	= \$ -
		X	= \$ -
		X	= \$ -
		X	= \$ -
		X	= \$ -

TOTAL EQUIPMENT PURCHASES (PROGRAM)

\$ -
104

* Equipment has a life expectancy of one year or more and a unit cost of \$1,000 or more.
All equipment purchases must be approved in writing by Capital Area prior to the initiation of action to purchase any such equipment.

105. EQUIPMENT LEASE COST (PROGRAM)*

Equipment (List):	COST/MTH.	# of Mos.	TOTAL COST
		X	= \$ -
		X	= \$ -
		X	= \$ -
		X	= \$ -
		X	= \$ -

TOTAL EQUIPMENT LEASES (PROGRAM)

\$ -
105

* Equipment leased is defined as property to be leased at a cost of \$1,000 or more per year.
All leases of equipment must be approved in writing by Capital Area prior to the initiation of action to lease any such property.

106. ON-THE-JOB TRAINING (OJT)

Avg. Cost/OJT	# of OJTs	TOTAL COST
	X	= \$ -

\$ -
106

*Jobs must be developed in accordance with skill training occupations identified within the local plan.

107. WORK EXPERIENCE (WE) - PARTICIPANT WAGES

Avg. Cost/WE: _____ X _____ # of WEs = TOTAL COST
\$ -

TOTAL WORK EXPERIENCE - PARTICIPANT WAGES

\$ -
107

108. WORK EXPERIENCE - PARTICIPANT FRINGES

FICA Wages: \$ - X FICA (%) = \$ -

Worker's Comp: _____ X WKR. COMP.(%) = \$ -

Other Participant Fringes (List)

TOTAL WORK EXPERIENCE - PARTICIPANT FRINGES

\$ -
108

109. OCCUPATIONAL SKILLS TRAINING

Avg. Cost/Enrollee: _____ X _____ # of Enrollees = TOTAL COST
\$ -

TOTAL OCCUPATIONAL SKILLS TRAINING

\$ -
109

110. SUPPORTIVE SERVICES

Transportation: TOTAL _____

Child Care: _____

Other (List): _____

TOTAL SUPPORTIVE SERVICES

\$ -
110

111. OTHER PROGRAM COSTS

Other (List): TOTAL _____

TOTAL OTHER PROGRAM COSTS

\$ -
111

TOTAL WIOA PROGRAM COSTS (100 - 111)

\$ -
1XX

KERR-TAR LOCAL AREA
WORKFORCE INNOVATION AND OPPORTUNITY ACT SERVICE PROVIDER BUDGET

Organization's Complete Name: _____

PROGRAM: WIOA IN-SCHOOL YOUTH

CHOOSE ONE: DIRECT BUDGET _____ MATCH BUDGET _____

<u>DESCRIPTION</u>	<u>NUMBER</u>	<u>LINE ITEM TOTALS*</u>	<u>CATEGORY TOTALS</u>
<u>PROGRAM COSTS:</u>			
Staff Salaries	100	\$ -	
Staff Fringe Benefits	101	\$ -	
Staff Travel	102	\$ -	
Occupancy Cost	103	\$ -	
Equipment Purchases	104	\$ -	
Equipment Lease Cost	105	\$ -	
On-the-Job Training	106	\$ -	
Work Experience - Participant Wages	107	\$ -	
Work Experience - Participant Fringe Benefits	108	\$ -	
Occupational Skills Training	109	\$ -	
Supportive Services	110	\$ -	
Other Program Costs	111	\$ -	
<u>I. SUBTOTAL PROGRAM COSTS</u>		1XX	\$ -
<hr/>			
<u>II. ADMINISTRATIVE COSTS</u>			
Staff Salaries	200	N/A	
Staff Fringe Benefits	201	N/A	
Staff Travel	202	N/A	
Other Administrative Costs	203	N/A	
<u>II. SUBTOTAL ADMINISTRATIVE COSTS</u>		2XX	N/A
<hr/>			
<u>TOTAL ADMINISTRATIVE & PROGRAM COSTS</u>	300	\$ -	
<u>Less Program Income*</u>	400	(
<u>NET ADMINISTRATIVE & PROGRAM COSTS**</u>		5XX	\$ -

*Complete Line Items 400 if program income is anticipated from this program.
Otherwise complete Line Item 500 only.

PROPOSER'S SIGNATURE _____

Date Submitted _____

I. PROGRAM COSTS**100. STAFF SALARIES (PROGRAM)**

Position Title	Monthly Salary of Position	No. of Months	Salary Costs Charged to Training
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -

TOTAL STAFF SALARIES (PROGRAM)

\$ -
100

101. STAFF FRINGE BENEFITS (PROGRAM)

FICA: Salaries	\$ -	X	MONTHLY (%)	X	Mos.	=	\$ -
Worker's Comp: Salaries	\$ -	X	MONTHLY (%)	X		=	\$ -
Health Insurance: Per Person	Monthly Rate	X	No. of Staff	X		=	\$ -
Disability: Salaries	\$ -	X	MONTHLY (%)	X		=	\$ -
Retirement: Salaries	\$ -	X	MONTHLY (%)	X		=	\$ -
Unemployment Ins: Salaries	\$ -	X	MONTHLY (%)	X		=	\$ -
Other Fringe Benefits (List):		X		X		=	\$ -
		X		X		=	\$ -
		X		X		=	\$ -

TOTAL STAFF FRINGE BENEFITS (PROGRAM)

\$ -
101

102. STAFF TRAVEL (PROGRAM)

Local Travel	Miles/Month	X	Mileage Rate	X	Mos.	=	\$ -
			\$ 0.50				
Staff Development & Conferences							
Other Travel (List)							

TOTAL STAFF TRAVEL (TRAINING)

\$ -
102

103. OCCUPANCY COST (PROGRAM)

Rent:	Mtly. Rate	X	# of Mos.	=	\$	-
Utilities:		X		=	\$	-
Maintenance:		X		=	\$	-
Insurance:		X		=	\$	-
Other Occupancy Costs: (List)						

TOTAL OCCUPANCY COST (PROGRAM)

\$ -
103

104. EQUIPMENT PURCHASES (PROGRAM)

Equipment (List):	Unit Cost	No. of Units	TOTAL COST
		X	= \$ -
		X	= \$ -
		X	= \$ -
		X	= \$ -
		X	= \$ -

TOTAL EQUIPMENT PURCHASES (PROGRAM)

\$ -
104

* Equipment has a life expectancy of one year or more and a unit cost of \$1,000 or more.
All equipment purchases must be approved in writing by Capital Area prior to the initiation of action to purchase any such equipment.

105. EQUIPMENT LEASE COST (PROGRAM)*

Equipment (List):	COST/MTH.	# of Mos.	TOTAL COST
		X	= \$ -
		X	= \$ -
		X	= \$ -
		X	= \$ -
		X	= \$ -

TOTAL EQUIPMENT LEASES (PROGRAM)

\$ -
105

* Equipment leased is defined as property to be leased at a cost of \$1,000 or more per year.
All leases of equipment must be approved in writing by Capital Area prior to the initiation of action to lease any such property.

106. ON-THE-JOB TRAINING (OJT)

Avg. Cost/OJT	# of OJTs	TOTAL COST
	X	= \$ -

\$ -
106

*Jobs must be developed in accordance with skill training occupations identified within the local plan.

107. WORK EXPERIENCE (WE) - PARTICIPANT WAGES

Avg. Cost/WE: _____ X _____ # of WEs = TOTAL COST
\$ -

TOTAL WORK EXPERIENCE - PARTICIPANT WAGES

\$ -
107

108. WORK EXPERIENCE - PARTICIPANT FRINGES

FICA Wages: \$ - X FICA (%) = \$ -

Worker's Comp: _____ X WKR. COMP.(%) = \$ -

Other Participant Fringes (List)

TOTAL WORK EXPERIENCE - PARTICIPANT FRINGES

\$ -
108

109. OCCUPATIONAL SKILLS TRAINING

Avg. Cost/Enrollee: _____ X _____ # of Enrollees = TOTAL COST
\$ -

TOTAL OCCUPATIONAL SKILLS TRAINING

\$ -
109

110. SUPPORTIVE SERVICES

Transportation: TOTAL _____

Child Care: _____

Other (List): _____

TOTAL SUPPORTIVE SERVICES

\$ -
110

111. OTHER PROGRAM COSTS

Other (List): TOTAL _____

TOTAL OTHER PROGRAM COSTS

\$ -
111

TOTAL WIOA PROGRAM COSTS (100 - 111)

\$ -
1XX

FISCAL MANAGEMENT QUESTIONS

Answer the following questions regarding your fiscal management system. If selected for award of a contract, some items listed below may be required during the pre-award review prior to entering into a contract with Kerr-Tar Workforce Development Board.

- | | <u>Yes, No or N/A</u> |
|--|-----------------------|
| 1. Do you have a copy of/access to the WIOA Law, Federal Regulations and subsequent amendments? | _____ |
| 2. Does your accounting system provide you with adequate information to prepare a monthly financial report? (Such report must be derived from a balance sheet and income and expense statements). | _____ |
| 3. Does your accounting system provide control and accountability over all funds received, property and other assets? | _____ |
| 4. Can your accounting system provide for financial reports on an accrual basis? | _____ |
| 5. Does your accounting system provide for identification of receipt and expenditure of funds separately for each funding source? | _____ |
| 6. Are your accounting records maintained in such a manner as to facilitate the tracking of funds to source documentation of the unit transaction? | _____ |
| 7. Does your accounting system have the capability to develop procedures for determining the allowability of costs in accordance with the provisions of WIOA regulations? | _____ |
| 8. Are State and Federal funds which are advanced to you deposited in a bank with federal insurance coverage? | _____ |
| 9. Has the bank in which you deposit State and Federal funds insured the account(s) or put up collateral or both, which is equal to the largest sum of money which would be in such bank account(s) at any one point in time during the contract period? | _____ |
| 10. Do you make monthly reconciliation of your bank accounts? | _____ |
| 11. Are these reconciliations made by the same person who performs the record keeping for receipts, deposits and disbursement and transactions? | _____ |
| 12. Do you record daily your cash receipts and disbursement transactions? | _____ |
| 13. Are there individuals or positions in your organization which have, as one of their duties, the receipt, distribution or handling of money covered under bond? | _____ |
| 14. Is there a person who is responsible for the recording of all financial transactions? | _____ |
| 15. Is there a person who is responsible for the receipt of all purchased goods? | _____ |
| a. Does this person immediately assign, upon receipt, an inventory number to the | |

required items?

- b. Does this person perform an inventory audit at least once a year? _____
- c. Do you maintain records on all property acquisition, disposition and transfer? _____
16. Do you have written procedures and internal controls established for the procurement of goods and services? _____
17. Is a competitive bid process incorporated in your purchasing procedures for acquisition of subcontractors, major goods and services, equipment and office space? _____
18. Is documentation (i.e. timesheets, etc.) properly kept in support of each payroll disbursement? _____
19. Are records maintained to support authorized leave (i.e. sick, etc.)? _____
20. Is proper documentation maintained to support travel disbursement?
(Please provide a copy of travel disbursement policy) _____
21. Has a formal audit of your organization's financial records been conducted within the past year? _____
22. Is your accounting system bound by any outside agency (city, county, etc.)? _____
23. Do you have an indirect cost plan with current approval by a cognizant agency? _____
24. Is your organization funded by more than one source? _____
25. Does your organization have a written lease for all rented or leased properties? _____
26. Does your organization have written accounting procedures?
(If yes, please provide a copy.) _____
27. Does your organization follow Generally Accepted Accounting Principles? _____

I certify that the information provided on this form is an accurate and true representation of the fiscal management systems of this organization.

Organization Name

Type/Printed Name and Title of Authorized Representative

Signature of Authorized Representative

Date

ADMINISTRATIVE MANAGEMENT QUESTIONS

Answer the following questions regarding your administrative management system. If selected for award of a contract, some items listed below may be required during the pre-award review prior to entering into a contract with Kerr-Tar Workforce Development Board.

	<u>Yes, No or N/A</u>
1. Does your organization have current Articles of Incorporation?	_____
2. Does your organization have written personnel policies?	_____
3. Do your written personnel policies contain procedures for:	
a. Open employee recruitment, selection and promotional opportunities based on ability, knowledge and skills;	_____
b. Providing equitable and adequate compensation;	_____
c. Training of employees to assure high-quality performance;	_____
d. retaining employees based on the adequacy of their performance, and for making adequate efforts for correcting inadequate performance;	_____
e. assuring fair treatment of applicants and employers in all aspects of personnel without regard to political affiliation, race, color, national origin, sex, age, disability, religion or creed, with proper regard for their privacy and constitutional rights as a citizen; and	_____
f. assuring that employees are protected against coercion for partisan political purposes and are prohibited from using their official authority for the purpose of interfering with or affecting the result of an election or nomination for office?	_____
4. Can your organization revise its present written personnel policies to include the above procedures?	_____
5. Do your written personnel policies contain a prohibition against nepotism?	_____
6. Do your written personnel policies contain a prohibition against employees using their positions for private gain for themselves or other parties?	_____
7. Does your organization have an authorized, written travel policy for employees and authorized agents that provides for reimbursement for mileage and per diem at a specified rate?	_____
8. Does your organization have a written employee grievance procedure to resolve employment complaints?	_____
9. Does your organization have the capacity or staff to produce and maintain participant records, reports, and other information as needed/required by Kerr-Tar WDB?	_____

10. If any costs are determined to be disallowed, does your organization have a procedure and source for reimbursing such costs to the WDB? _____

11. Is your organization governed by a Board/Council? _____

12. Does your organization operate under local rules or by-laws? _____

13. Has your Board/Council reviewed and approved this proposal? _____

14. Does your organization have a current approved Fidelity Bond? _____

15. Does your organization have an Equal Opportunity (EO) Policy? _____

16. Does your organization have a Complaint or Grievance process? _____

17. Does your organization have any legal judgments, claims, arbitration proceedings, lawsuits, or other legal proceedings pending against the organization, its owners, or principles? _____

I certify that the information provided on this form is an accurate and true representation of the administrative management systems of this organization.

Organization Name

Type/Printed Name and Title of Authorized Representative

Signature of Authorized Representative

Date