

**Turning Point
Workforce Development Board**

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To: Potential Bidders of NextGen Career Services
From: Damien D. Neville; MPA, Youth Programs Manager
Date: March 8, 2021
Re: Solicitation of RFPs for NextGen Career Services

The Turning Point Workforce Development Board (Turning Point WDB) Youth Standing Committee is soliciting Request for Proposals (RFPs) for the procurement of WIOA Youth Programs and Services in the region. The region includes: Edgecombe, Halifax, Nash, Northampton, and Wilson counties.

Funds for Youth Programs and Services are being provided under the Workforce Innovations and Opportunity Act (WIOA) by the US Department of Labor.

Potential bidders can submit a RFP to operate Youth Programs and Services in a particular area in the region or in the entire region covered by the Turning Point WDB.

The RFP requires a potential bidder to provide some of the following information: types and levels of programs and services to be provided for in school/out of school youth supportive services and budget(s) for proposed Youth Programs and Services. **Please note, an individual who is out-of-school at the time of registration and subsequently placed in an alternative school, may be considered an out-of-school youth for the purposes of the 75% expenditure requirement for out-of-school youth. Due to Department of Labor focus on Out-of-School Youth and anticipation in the reduction of youth funds In-school youth providers will be limited to one per county.**

Definitions for term(s) associated with WIOA youth programs and services are provided with the RFP.

The TURNING POINT WDB will not pay any costs associated with the preparation of the RFP. The TURNING POINT WDB will not be responsible for funding a RFP in whole or part. The TURNING POINT WDB reserves the right to negotiate terms of all parts of a RFP approved for funding.

All RFPs are due to the TURNING POINT WDB administrative offices no later than 4:00pm, Friday, April 2, 2021. Only completed RFPs will be accepted for review by the TURNING POINT WDB.

THE TURNING POINT WORKFORCE DEVELOPMENT BOARD,
INC.

REQUEST FOR PROPOSAL (RFP)

FOR THE SELECTION OF CONTRACTOR(S) FOR NEXTGEN
CAREER SERVICES

FOR THE PERIOD JULY 1, 2021 – JUNE 30, 2022

TURNING POINT WDB
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Section I

A. INTRODUCTION/OVERVIEW

It is the intent of the Turning Point Workforce Development Board (Turning Point WDB) to provide an equal and open opportunity in the selection of Contractors for Workforce Innovations and Opportunity Act (WIOA) services to youth in the region. This region includes: counties of Edgecombe, Halifax, Nash, Northampton and Wilson.

The vision of the Turning Point WDB's youth system is to assist youth in becoming life-long learners possessing the skills and opportunities to support long-term success in the job market.

The mission of the TURNING POINT WDB's youth programs and services, under the guidance of the TURNING POINT WDB and its Youth Standing Committee, is to facilitate the development of a coordinated, self-sustaining youth development and employment system that meets and anticipates the needs of future workers and employers.

The overall goal for the provision of funds under this procurement is to assist at-risk youth, ages 14-24, in achieving major educational attainment, skill development and/or employment. Programs/services should be designed in such a way that job placement and career development strategies are maintained and relevant.

For the purpose of programming, this means:

- Services need to be tied to labor market needs.
- Effective connections to local and regional employers should be created.
- Meaningful connections between academic and occupational learning need to be developed.
- Education relevant to the job market and to further education should be provided.
- Post-secondary educational opportunities should be linked.
- Activities and services that support youth development should be provided.
- Follow-up services that are central to the development of effective youth programs should be provided.

The TURNING POINT WDB is emphasizing the following youth program delivery areas in response to direction from the TURNING POINT WDB Board, its Youth Standing Committee and WIOA requirements:

- Increase connections to employer and labor market information.
- Focus on more intensive year round programming.
- Emphasize long-term outcomes.
- Increase focus on academic achievement, alignment with state education requirements and post-secondary readiness.
- Delivery of at least 14 specific service elements as needed.

□ Provide twelve months of follow-up for all students who receive WIOA-funded services. Funds identified for this Request for Proposal (RFP) are being provided under the federal Workforce Innovations and Opportunity Act (WIOA) of 2014.

Contracted services are to be provided from July 1, 2021 through June 30, 2022 followed by twelve (12) months of follow-up services as required by WIOA. WIOA requires year-round services as well as a twelve (12) month follow-up period.

If funding is awarded, the TURNING POINT WDB reserves the option to renew the Agreement for one additional program year, depending if the Contractor meets the terms, conditions and performance levels of the Agreement. If so, the Agreement will be re-negotiated. If it becomes necessary for the TURNING POINT WDB to revise any part of this RFP during the solicitation process, an amendment will be issued to all prospective bidders who received the RFP. If it becomes necessary for the TURNING POINT WDB to revise any part of this RFP after the solicitation process, an amendment will be issued to only those bidders who submitted a RFP to the TURNING POINT WDB for its review on or before the solicitation deadline date.

B. INSTRUCTIONS/EVALUATION PROCESS/TIMELINE

INSTRUCTIONS

Please prepare your response to the RFP in the following manner. Potential bidder must provide accurate, valid and full disclosure of information required and requested. **If you fail to follow instructions and/or fail to respond to all parts of the RFP, your proposal shall be deemed non-responsive and will not be considered for funding.**

The TURNING POINT WDB will not accept any amendments, revisions or alterations after the proposal due date unless requested and/or approved by the TURNING POINT WDB.

Contractors will be competitively selected based on the scoring of RFP responses.

Bidders receiving provisional awards will be required to demonstrate the fiscal and administrative capacity as described in Section I C: Contractor Qualifications and Responsibilities.

All awards are contingent upon fiscal and administrative qualifications and successful contract negotiation process, and shall be bound by the best terms originally offered by the bidder in the proposal. Within 15 business days after the beginning of the funding period, Contractors must execute their contracts.

CONTENT OF RFP PROPOSAL RESPONSE

Your proposal must include:

1. Complete Cover Page form provided in Section II.
2. Written response to Section II, Questions 1-6, in the order presented.
3. Budget Information from Section III.
4. Contractor Qualifications and Assurances, Section I C, as **Attachment A**.
5. Letters of Commitment, Section II Question 5. d, as **Attachment B**.
- 6. Executive Summary**

OTHER REQUIREMENTS/NOTES

- A total of ten (10) proposals must be submitted. **At least one (1) proposal must be an original, with original inked signatures. It should be marked "Original Signatures" in the upper right corner of the proposal.** In addition to the required hard copies, the RFP should be submitted on disk form in PDF format.
- The required proposal document must be single-spaced, on one side of standard (8½ inch by 11 inch) unruled white paper. Pages must be numbered and correspond with the Table of Contents.
- Any submitted proposal shall remain a valid proposal for one year after the closing date of the RFP.
- Bidders may submit proposals for one or more project types or counties.
- Costs for developing the proposals are solely the responsibility of the bidders. The TURNING POINT WDB will not provide reimbursement for such costs.
- A submitted proposal may be withdrawn prior to the proposal due date. A written request to withdraw the proposal must be submitted to the TURNING POINT WDB.

Proposals should be sent or delivered to:

The Turning Point WDB Youth Standing Committee
Attn: Damien D. Neville, MPA
110 Fountain Park Drive
Battleboro, NC 27809

Proposals must be received by 4:00 pm on Friday, April 2, 2021. Any proposal submitted after the close of the solicitation period is late and will **not** be considered.

EVALUATION PROCESS

There will be a three stage evaluation process. 1) The initial review of completed RFP's will be completed by TURNING POINT WDB staff. The staff will deliver proposals to the Youth Standing Committee for more extensive review. 2) Youth Standing Committee members will rate the proposals, assign a value and make recommendations for funding to the TURNING POINT WDB Board. 3) The TURNING POINT WDB Board will be responsible for selecting Contractor(s) and assuring equitable distribution of funds.

Youth Standing Committee members will review and score proposals according to the criteria and assigned points specified in Evaluation Criteria Section I E.

Youth Standing Committee members' scores will be calculated. Scores will be used as a guide for discussion and selection of provisional Contractors. If no adequate response to the requested services and outcomes is received, the Youth Standing Committee might recommend that no awards be made. A list of provisional Contractors will be sent to the TURNING POINT WDB Board, as recommended by the Youth Standing Committee, for approval. To the greatest possible extent, funded proposals will be sought to serve a wide array of the target populations identified herein.

A bidder may not be recommended for funding, regardless of the merits of the proposal submitted, if they have a history of contract non-compliance with the TURNING POINT WDB, or any other funding source, and/or poor past or current contract performance with the TURNING POINT WDB or any other funding source. The bidder may be given a provisional award with the stipulation that special terms and conditions be met and/or exceeded regarding identified areas of concern. Special terms and conditions will be made a part of the contract.

The TURNING POINT WDB retains the right to request additional information from any bidder.

C. CONTRACTOR QUALIFICATIONS/ASSURANCES/RESPONSIBILITIES

All organizations/agencies must meet the minimum level of administrative and fiscal requirements in order to contract with the TURNING POINT WDB. Therefore, all bidders must provide the following Qualifications and Assurances. Failure to satisfactorily provide the following documentation will result in the proposal being deemed non-responsive and subsequently, will not be considered for funding.

CONTRACTOR QUALIFICATION AND ASSURANCES

Contractor is required to include documentation of the following:

- Organization's resolution stating that it possesses the legal authority to contract for this Agreement.
- Organization's Articles of Incorporation, Educational Accreditation (if applicable) and Fidelity Bond.
- Organization's personnel policy, including Conflict of Interest Policy for its staff as well as its Board.
- Organization's Grievance Policy and Procedures.
- Organization's proof of insurance.
- Will Provide a Letter of Assurance that Provider has Access to Outside Funding Sources and/or Will Have Access to Outside Funding Source(s) Should WIA Funding Be Awarded.
- Organization's assurance to comply with Child Labor Laws.
- Organization will assure compliance with TURNING POINT WDB Audit requirements.
- Organization understands the TURNING POINT WDB and contractor will jointly agree on the type of contracting method to be implemented once a funding award has been approved by the TURNING POINT WDB. However, the type of contracting method implemented will have some level of performance-based feature(s). The TURNING POINT WDB has the final authority in approving and executing a method of contracting for the contractor.
- Organization must sign two page form attached to this proposal regarding: Certification Regarding Debarment and Suspension; Drug-Free Workplace Requirements; Lobbying Certification for Contracts, Grants, Loans and Cooperative Agreements; and Equal Opportunity Non-Discrimination Notice.
- If any part of the work covered by this request is to be subgranted, the proposer must identify the subgranting organization and a subgrant agreement must be entered into between the two parties. Copies of the subgrant agreement(s) must be included in with the bidders response.

SUBMISSION OF QUALIFICATIONS AND ASSURANCES

All requested information listed above should be included, in order, as **Attachment A**.

CONTRACTOR RESPONSIBILITIES

Program success is contingent upon the ability of the Contractor to meet the demands of managing and administering the program in a dynamic environment. Contracts awarded will be based on program performance with allowable cost limited to those reasonable and necessary for the effective and efficient performance of the contracted services.

Contractor responsibilities include, but are not limited to:

- Program operations and fiscal management.
- Client tracking and documentation (including follow-up documentation).
- Timely billings and reports.

- Timely reporting of required data/information.
- Cooperation and coordination with TURNING POINT WDB and other Contractors doing related work.
- Self-evaluation and in-house quarterly monitoring of the program.
- Meeting and/or exceeding regional performance indicators for youths.

D. PROGRAM SPECIFICATIONS

TARGET POPULATION

Youth served under this proposal must meet the following criteria:

1. Low-income.
2. Legal citizens or residents of the U.S.
3. At least one of the following challenges:
 - Deficient in basic literacy skills.
 - School dropout.
 - Homeless, runaway, or foster child.
 - Pregnant or parenting youth.
 - Offender.
 - Youth requiring additional assistance because of one or more of the following:
 - At-risk of dropping out of school.
 - Limited English proficiency.
 - Migrant family status.
 - Involved with the Juvenile Justice Department.
 - Disability (including Learning Disability).

MANDATORY TRAINING PROGRAM

It is **mandatory** that all providers of youth programs and services incorporate the following activity and provide to all youth ages 14-24:

Pre-Employment/Work Maturity Skills – This activity shall encompass the following topics to be structured with employer commitments:

- Work Ethics
- Attendance
- Attitude
- What is Expected of Youth on the Job Site
- Interpersonal Relations (respect for supervisors and co-workers)
- Employability Skills (how to dress appropriately)
- Life Skills Training
- Money Management
- Interviewing Skills

Employer involvement/commitment should include class presentation(s) to youth on the topics listed and where possible written letters of commitment to provide meaningful work experience opportunities.

Potential bidders should provide at least five letters of commitment from employers stating the level of involvement in the pre-employment/work maturity skills activity. Bidder must also state whether any incentives will be offered as an initiative for completing this activity and whether certificates will be awarded to youth upon completion of the activity. **Clearly detail the number of hours required to complete this program.** Letters of commitment and details of pre-employment/work maturity skills activity should be included as **Attachment B.** **Also all Out-of-School Youth should be provided the opportunity to receive an Career Readiness Certificate (CRC) within the program year.** Participants interested in either **Allied Health Sciences or Advanced Manufacturing** the cost of testing could be covered by community college.

Potential bidder must promote awareness of the NC Works Career Center(s). **Also Turning Point WDB encourages potential bidder to focus on careers based learning involving Allied Health Sciences; Science, Technology, Engineering, Mathematic (S.T.E.M.), “Green Jobs”, and Entrepreneurship while providing the other 14 elements.**

The TURNING POINT WDB has the authority to make additional changes to the RFP at any time during the contract period based on the on-going results of the long-range planning being under-taken by the TURNING POINT WDB Board, Youth Council, and community partners such as education, business, service providers and community agencies.

PROJECT TYPES

Bidders must propose one of the following two (2) project types. All strategies must include the programmatic specifications listed in this section.

1) Intensive Year Round Programs for In-School Youth Ages 14-21

Funding will support programs that serve 14-21 year old at-risk in-school youth in intensive year-round programs. Outreach efforts should target youth that are skill deficient and/or at-risk of not completing school. Emphasis should be on work readiness skill gains and on academic skill gains that lead to grade level increases for basic skills deficient youth. Programs are strongly encouraged to link with school systems to offer school year connections, including instruction for basic skills deficient youth. **Due to Department of labor focus on Out-of-School Youth and anticipation in the reduction of youth funds In-school youth providers will be limited to one per county.**

In addition, it is the desire of the YSC/WDB that each 16-18 year old receive at least one work experience per program year. Unless the youth is already engaged in employment, by some other source, each bidder should provide at least one paid work experience activity for each 16-18 year old youth served.

Each 14-15 year old should be exposed to at least one employment related activity (such as: job shadowing, industry/occupational tours, or internship).

2) Intensive Year Round Programs for Out-of-School Youth Ages 16-24

Definition: Out-of-school youth are those individuals who have dropped out of school and are not presently enrolled in an educational program. In addition, an out-of-school youth can be an individual who is underemployed or unemployed and has graduated from high school or received their AHSD.

Emphasis should be to assist this high-risk group in gaining access to local youth services and employment opportunities. Programs can do this through outreach and partnership with community organizations, schools, and other entities already recruiting youth. Intensive year round services should lead to attainment of academic skills, non-subsidized employment and/or entry into post secondary education.

In addition, it is the desire of the YSC/WDB that each 16-18 year old receive at least one work experience per program year. Unless the youth is already engaged in employment, by some other source, each bidder should provide at least one paid work experience activity for each 16-18 year old youth served. Summer employment linked to academic and occupational learning is one of fourteen required elements which must be made available to youth also.

(75% of WIOA funds will support programs that serve 16-24 year old out-of-school youth in intensive year round programs).

KEY PROGRAM COMPONENTS

- 1. Certification:** Under the WIOA legislation for federal funding, all youth must meet eligibility criteria defined in this section. Certification of eligibility for any WIOA funded programs must be completed prior to enrollment. Certification includes income eligibility determination. The TURNING POINT WDB will assist Contractors by providing technical assistance on the certification process to determine eligibility.
- 2. Orientation:** All participants must receive information on the full range of youth services that are available through eligible providers, including contracted programs and One Stop Partners.
- 3. Assessment:** Each participant shall be provided with an objective assessment of his/her academic, employment skills, and supportive service needs. This includes a review of educational skill level, occupational skills, prior work experience, employability, interest, aptitudes and supportive service needs.
- 4. Individual Employment Plan (IEP):** An individual, written plan of long and short-term goals, that includes educational, employment related and personal support services needed, will be developed for each participant. Programs should use objective information to develop this plan. The plan should be used to track services to be delivered and/or coordinated by the program and should be regularly reviewed and updated quarterly.
- 5. Referral:** Any eligible youth who is not enrolled in services with a contracted program must be given referral information regarding the full array of applicable or appropriate services available through local programs, including One Stop Partners and providers. In addition, youth should be given referrals for further assessment if determined appropriate. Programs are strongly encouraged to link and share information with other youth serving agencies, organizations and training providers in order to meet the individual needs of all youth.
- 6. Supportive Services:** Supportive services are those that are necessary to assist the youth to be successful in achieving their goals. These services may include transportation, childcare, work-related tools, etc. To the greatest extent possible, programs should address support service needs through the leveraging of existing resources and private/public partnerships.
- 7. One Stop Partnership:** The One Stop system provides workforce development services to adults and youth. The TURNING POINT WDB Youth Program Contractors will be expected to engage in partnerships in the One Stop system providing additional resources and services to youth, as well. Specifically, programs serving youth 18-24 years old should be actively participating with One Stop Partners to ensure that youth have access to the full range of service available.

REQUIRED ELEMENTS

Under WIOA, the following elements must be addressed in the bidders' program design. Elements can be made available directly or through partnerships. The primary goals of WIOA are meeting individual needs and continuity of services. If partnering to provide these elements, programs must show they will ensure follow through and coordination of services.

All youth may not need each of the following elements; however, each element must be made available to youth, if needed.

Follow-up services must be provided to all youth participating in a WIOA funded program. During the twelve months of follow-up activity, participants are to be contacted monthly (by physical or telephone contact) with proper documentation noted in each individual's case notes file.

Programs presented may not duplicate facilities or services available in the area from Federal, State, or local sources, unless it is demonstrated that alternative services or facilities would be more effective or more likely to achieve the WDBs performance goals.

The 14 Required Elements are:

1. Tutoring, study skills training instruction and evidence-based dropout prevention and recovery strategies that lead to completion of secondary school diploma or its equivalent or for recognized post-secondary credential;
2. Alternative school services;
3. Paid and unpaid work experiences which may include:
 - a. summer employment opportunities and other employment opportunities available during the school year;
 - b. pre-apprenticeship programs;
 - c. internships and job shadowing; and
 - d. OJT training
4. Occupational skills training;
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors;
7. Supportive services;
8. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
9. Follow-up services for a period not less than 12 months after the completion of participation, as appropriate;

10. Comprehensive guidance and counseling which may include drug and alcohol abuse counseling and referrals, as appropriate;
11. Financial literacy education;
12. Entrepreneurial skills training;
13. Services that provide labor market and employment information about in-demand industry sector or occupations available in the local area, such as career awareness, career counseling, and career exploration services;
14. Activities that help youth prepare for and transition to post-secondary education and training.

ACADEMIC REQUIREMENTS

In order to assist participating youth in both academic and occupational success, services must have a strong emphasis on academic skill gains in Basic English language, literacy skills and math computation skills. The targeted population to be served includes youth who may have low basic skills, defined as below 8th grade level.

All programs must provide academic services to assist in skill gains for basic skill deficient youth. Approved assessment instruments must be utilized to show skill level gain. The TURNING POINT WDB will work with contracted programs to identify appropriate instruments/tools to be used to show gain. There are a variety of strategies that may help youth attain academic skills. The following are examples:

- Basic skills** instruction leading to grade or skill level increase, including English as a Second Language.
- Instruction leading to high school diploma or GED.
- Preparation for entry into post secondary education.
- Project based learning, with learning objectives tied to academic competencies.
- Tutoring and/or study skills leading to educational success and school retention.

EMPLOYER CONNECTIONS

Authentic connections to employers are essential in the creation of a system of providers that can effectively assist youth to become highly skilled and employable. These connections should lead to increased placements in employment or continuing education, as well as meaningful exposure to the world of work leading to measurable skill increases. The TURNING POINT WDB would like to see an increase in career development experiences that

demonstrate meaningful employer involvement. These are described as structured, supervised and contextual world of work experiences, with documented learning outcomes. Work based learning experiences are those that:

- Take place in the context of actual work environments.
- Are linked to learning outcomes.
- Are developed in part with employer input and industry specific skills.
- Are based upon labor market information.

***All WIOA youth service providers/contractors are required by state and federal law to expend at least 20% of their overall allocation on work based learning opportunities. Failure to comply with these laws will have an adverse impact on service providers'/contractors' ability to acquire future funding from the Turning Point WDB.

Employment related activities include:

- Subsidized work experience.
- Unsubsidized work experience.
- Internships.
- Job shadowing.
- Exposure to various aspects of labor industry.
- Job search assistance.
- Project based learning.
- Career mentoring.
- Occupational skills training.
- Employment opportunities directly linked to academic and/or occupational skills.

Youth Development Principles

National research identifies the following elements of effective practice of youth development. The TURNING POINT WDB plans to contract with providers who exemplify the following principles in the delivery of services to youth:

- Relationships that maintain continuity of contact with caring adults.
- Strong connections to employers.
- A variety of contextual educational options for skill/competency gains or academic learning through practical application.
- Positive peer support.
- Opportunities for post-secondary education.
- Opportunities for meaningful service to others.
- Follow-up support over a sustained period.

OUTCOMES

Successful proposals will emphasize program outcomes. The following is a description of the initial performance outcomes the TURNING POINT WDB will use to measure program success. These outcomes reflect current Department of Labor policy. However, we expect additional policy guidance, which may somewhat alter the measures, their definitions, or the formulas with which performance is calculated.

We anticipate that any changes resulting from either federal or state level policy will be minimal. Proposal bidders may be confident in using the following table in the development of their performance plans. **Please note the different age groups have different performance outcome requirements.**

Proposals will be expected to display a clear strategy for investing program dollars in their youth customers in a way that generates corresponding rational outcomes. For example, the TURNING POINT WDB expects programs serving fewer youth to generate a greater range of outcomes. Other programs may target greater numbers of youth, but fewer outcomes. Creativity and innovation in establishing this balance is encouraged.

Youth Performance Measures

All Youth Ages 14-24

1. Placement/Employment Second Quarter

Number of exiters employed during the 2nd quarter after exit

2. Placement/Employment Fourth Quarter

Number exiters employed during the 4th quarter after exit

3. Median Earnings Gain

The midpoint of wages earned during the 2nd quarter after exit for all exiters with wages in 2nd quarter after exit

4. Credential Attainment Rate

Recognizes attainment of measure technical or industry/occupational skills necessary to obtain employment or advance within an industry/occupation

5. Measureable Skills Gain

Educational progression of at least one functioning level of a participant who is receiving instruction below the post-secondary level

FUNDING/BUDGET GUIDELINES

Funding available under this proposal is limited. The TURNING POINT WDB will not be specifying minimum or maximum funding levels or cost per participant for bidders. Keep in mind that all costs associated with proposed programs and cost per participant should be reasonable in light of available funding.

E. EVALUATION CRITERIA

Program Description and Operations (25 Points)

- To what extent does the bidder have a successful history of designing and delivering high quality, comprehensive programming for the target population?
- Are program design, services, and operations appropriate to address the unique needs of the target populations?
- Are program expectations, incentive strategies, and opportunities for leadership in program operations appropriate to the target population?
- Does the applicant have operational systems (orientation, recruitment referrals for youth not served, assessment, case management, staffing, individual service plans and services for youth with disabilities or limited English Proficiency) in place to effectively deliver the program described?

Program Components (45 Points)

WIOA Elements

- Does the proposed program provide the required elements?
- Does the proposed program provide high quality methodology for delivering the required elements?
- Does the proposal describe an effective process and plan for one year of follow-up for youth enrolled in the program?
- Are the elements delivered in a way that supports a youth development philosophy?

Academic Opportunities

- Does the proposal extend rigorous academic opportunities for all youth enrolled?
- Are the curriculum tools and resources sufficient to ensure academic achievement?
- Has the bidder developed a plan to deliver academic assistance to raise the skill level of youth who are basic skill deficient?
- Do summer intensive programs have connections to school year activities in place and are they of quality nature?

Career Development and Employment Opportunities

- Has the proposed program developed significant partnerships with employers to provide ample work based learning continuum and career development activities to all youth enrolled in the program?

- Does proposed program outline how it will use local labor market information and employer defined skills in career development and employment activities?

Outline and Evaluation (15 Points)

- How and to what extent does the proposed program ensure it will meet the outcome requirements of the RFP?
- Does the proposed plan include performance levels, benchmarks, methods and tools that will guarantee achievement of the selected outcomes?
- Is there a plan or process in place to ensure ongoing as well as final program evaluation for participating youth?

Budget (15 Points)

- Is there evidence in the proposal of partnerships with other agencies, which will assist in meeting proposal outcomes?
- Do cost per individual and the total allocation sought constitute the most effective use of our resources?
- Does the projected budget effectively support the proposed program?
- Does the projected budget support reasonable cost per participant rate?

TOTAL POSSIBLE POINTS = 100

Section II
TURNING POINT WORKFORCE DEVELOPMENT BOARD, Inc.
NEXTGEN CAREER SERVICES
REQUEST FOR PROPOSAL

COVER PAGE

Organization:	
Contact Person:	
Email:	
Address:	
Phone Number:	
Social Media Platforms & Handles:	

Requested Funding Period: Start _____ **End** _____

COUNTY	PROJECT TYPE	NUMBER TO BE SERVED	COST PER PARTICIPANT	AMOUNT
Edgecombe	<input type="checkbox"/> In-School <input type="checkbox"/> Out of School			
Halifax	<input type="checkbox"/> In-School <input type="checkbox"/> Out of School			
Nash	<input type="checkbox"/> In-School <input type="checkbox"/> Out of School			
Northampton	<input type="checkbox"/> In-School <input type="checkbox"/> Out of School			
Wilson	<input type="checkbox"/> In-School <input type="checkbox"/> Out of School			
TOTAL	-----			

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

Name: _____ **Title** _____

Date: _____

B. PROPOSAL QUESTIONS

Bidders should read the entire proposal packet before answering these questions.

Responses to questions 1-6 should be limited to 10 pages and should be answered in the order presented. In addition, bidders must complete the cover page and budget information sections, as well as include attachments as indicated in Section I.

1. GENERAL PROPOSAL INFORMATION

- a)** Describe how the proposed program will fit into your organization's mission and goals. Provide a brief overview of proposed program.
- b)** Detail which of the project types your program will be delivering, include the targeted population and primary geographic area(s) to be served.
- c)** Describe your past experience and results delivering services in similar projects and/or to similar populations.
- d)** If your agency is bidding to offer a regional program, please detail how you will deliver service in every county. Identify all agencies and partners that will aid you in service delivery. Documentation, or letters of support are required, and must be attached in Section IV.

2. GENERAL PROGRAM OPERATIONS

- a)** Describe outreach and recruitment strategies for target population. Include partnerships with youth serving agencies, organizations and schools you will use to reach targeted population.
- b)** Detail the criteria you will use to select youth to be enrolled into your program.
- c)** Describe the referral process for youth not selected for participation in your program.
- d)** Describe how you will provide outreach and accommodation services to youth with disabilities or whose primary language is not English.
- e)** Describe orientation/assessment activities. Include assessment tools, instruments and methods your program will use to gather the necessary assessment information to develop Individual Service Strategies.
- f)** Detail how your program will develop Individual Employment Plan. Describe how participants' goals will be developed, evaluated and coordinated.
- g)** Describe your staffing plan. Include positions, staff to student ratios, and staff areas of responsibility as related to the outlined program. Include organizational chart. Provide job descriptions indicating amount of time devoted to WIOA program. (Job titles should agree with titles used by the bidder in the budget summary).
- h)** Describe your project's case management strategy for providing consistent support, follow-through for service plans and referrals, and tracking of individual participants.
- i)** Provide a detailed schedule of participant activities. Describe the location of activities.

j) Describe the strategies you will use to motivate, and/or reward positive participation in the program.

k) Detail the standards or expectations you will require of youth participating in the program.

3. ELEMENTS

a) Describe how you will provide each of the 14 Required Elements. Identify any resources your program will use to support and enhance the delivery of these elements.

b) Detail how your program will identify each participant’s individual need for the described services.

c) Describe how you will coordinate services to ensure performance towards program goals.

Indicate in chart below, WIOA funded/budgeted elements and/or where appropriate other agency referrals for services will take place.

Youth Program Elements

WIOA Youth Program Elements	Service Provider	Referral <i>(Identify specific agency or organization)</i>
1. Tutoring, study skills training instruction and evidence-based dropout prevention and recovery strategies that lead to completion of secondary school diploma or its equivalent or for recognized post-secondary credential;		
2. Alternative school services		
3. Paid and unpaid work experiences which may include: a. summer employment opportunities and other employment opportunities available during the school year; b. pre-apprenticeship programs; c. internships and job shadowing; and d. OJT training		
4. Occupational skills training;		
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;		
6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors;		
7. Supportive Services		
8. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;		
9. Follow-up services for a period not less than 12 months after the completion of participation, as appropriate;		
10. Comprehensive guidance and counseling which may include drug and alcohol abuse counseling and referrals, as appropriate;		

11. Financial literacy education;		
12. Entrepreneurial skills training;		
13. Services that provide labor market and employment information about in-demand industry sector or occupations available in the local area, such as career awareness, career counseling, and career exploration services;		
14. Activities that help youth prepare for and transition to post-secondary education and training.		

4. ACADEMIC OPPORTUNITIES

- a) Describe the types of educational opportunities that will be offered to youth.
- b) Describe how youth that are basic skills deficient will be assisted while increasing their skill levels.
- c) Detail the specific curriculum, tools and resources that will be used to deliver academic activities.
- d) If providing summer work opportunity, describe how you will ensure a link to school activities and provide continued support throughout the school year.
- e) Detail how all participants will be introduced to Science, Technology, Engineering, and Mathematic (S.T.E.M.) based learning.
- f) Detail how all participants will be introduced to Allied Health Sciences based learning.

5. CAREER DEVELOPMENT AND EMPLOYMENT OPPORTUNITIES

- a) Detail the type of work-based learning and career development opportunities that will be offered to youth.
- b) Describe how these activities will be linked to learning objectives. Include how you will ensure that employer-defined skills and labor market information are used to guide career development activities.
- c) Describe linkages you have made with employers. Include any resources developed in the form of funds, operations, etc.
- d) Include Letters of Commitment from at least 5 key Partners/Employers essential to delivering the services and achieving the proposed outcomes.
- e) Include plan to ensure all out-of- school youth attain at least a bronze level of the Career Readiness Certificate (CRC).

6. OUTCOMES

- a) Describe your performance objectives. Include total enrollments planned, performance levels of specified outcomes, methods and/or tools you will use. In addition, describe internal monitoring procedures that you will use to ensure that progress is being made towards the outcome.
- b) Describe what (if any) additional outcomes will be part of your program.
- c) Detail how you will evaluate the effectiveness of the program on an on-going basis.

ASSURANCES AND CERTIFICATIONS

Instructions: Please complete the following Assurances and Certifications section. Areas which address compliance issues must identify the appropriate member of the agency's staff responsible for compliance. Add any comments you find necessary for clarification.

A. Internal Program Management

All WIOA proposed service providers are required to establish internal program management procedures to assure compliance and to review program progress. The service provider agrees to monitor and review the following major areas of operation.

1. Compliance with the provisions of the Workforce Innovations and Opportunities Act and regulations or any applicable federal or state regulations;
2. Compliance with the provisions of the WIOA contract;
3. Compliance with all applicable State and WDB policies; and
4. Compliance with WIOA Regulations regarding record maintenance.

The internal program management procedures must 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 program shall be reported immediately to the local area, the North Carolina Division of Workforce Development, and the U.S. Department of Labor. Internal program management procedures must also ensure that auditable and otherwise adequate records are maintained and confirm adherence to specific program requirements and limitations. The local area requires that WIOA proposed service providers utilize monitoring guides for reviewing OJT contracts with employers for compliance with federal regulations.

Indicate how internal monitoring will be accomplished by your agency, also how frequent:

Identify the staff person(s) responsible for internal program management, compliance monitoring and performance reviews.

Staff Assigned	Job Title	Phone #
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B. Records Retention

The following records and documents must be maintained for WIOA participants and employees. The proposed service provider agrees to make these records available for monitoring and review by the local area and agrees to retain these records, subject to audit, for three years from completion of services. Release of responsibility to retain records after the three (3) year period will not be authorized until final audit, resolution of audit questioned costs and all questioned costs are paid or accepted as allowable. In the event the proposed service provider goes out of business or ceases to be an organization prior to the expiration of records retention responsibility, the proposed service provider will deliver all records required to be retained hereunder to the local area. The following records shall be transmitted to the local area for acceptance in an orderly fashion, with documents properly labeled and filed and in an acceptable condition for storage:

1. General ledger or equivalent;
2. Cash receipts and cash disbursement journals/reports or equivalent;
3. Bank statements, reconciliation, deposit slips, and canceled checks for each bank account through which WIOA funds were received or disbursed;
4. WIOA contract, including all amendments;
5. All financial reports and requirements for reimbursement;
6. Payroll records including Individual Earning 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 plan;
7. Invoices and/or supporting data for non-payroll disbursements;
8. Participant records including data forms, verification/documentation items, assessment tests and results and the Individualized Service Strategy; and
9. Monthly Financial Status and Program Performance reports.

C. Internal Financial Management

The Proposed Service provider agrees to conduct internal financial reviews of the following major areas:

1. Compliance with the provisions of the Workforce Innovation and Opportunity Act and its regulations;
2. Compliance with the provisions of the WIOA Contract;
3. Compliance with the applicable State and WDB Policies;
4. Compliance with WIOA regarding record maintenance;
5. Compliance with accepted financial management and accounting practices as appropriate and
6. Compliance with OMB Circulars A-122, A-133 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 program shall be reported immediately to the local area, the North Carolina Division of Workforce Development 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 costs to proper cost categories. The proposed service provider shall document all internal financial compliance reviews.

List the name and title of the person(s) responsible for maintaining financial records, monitoring fiscal activities for contractual compliance and assisting monitors/auditors during on-site visits.

Staff Assigned	Job Title	Phone #
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D. Monitoring and Audit Procedures

The local area has developed a systematic fiscal and programmatic monitoring system for evaluating the quality and effectiveness of WIOA funded programs. Monitoring is the process whereby the local area gathers and analyzes information to detect problems, identify strengths and weaknesses, and propose improvements to the program. It is the quality control system for job training projects operated with WIOA funds. The local area will ensure that monitoring covers activities, services, and management practices supported by WIOA funds. In many instances, fiscal and programmatic monitoring are interrelated, and conducted simultaneously.

According to Sections 163 and 165 of the Act, service providers 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 Employment and Training, the State of North Carolina, the U.S. Department of Labor and the local area, or their designated representatives. Service providers must provide access to the premises for the purpose of interviewing employees or participants and permit the examination of, and/or photocopying of books, records, files, or other documents related to the WIOA funded program.

E. Invoicing, Reporting and Contractor Close-out

The local area will reimburse the proposed service provider for total allowable costs incurred as agreed upon between the local area and the proposed service provider. The proposed service provider will submit monthly invoice reports to be provided by the local area for reimbursement of allowable costs. This report must be submitted to the local area not later than the 5th working day following the end of any given month.

In order to assure that the funds provided are used in accordance with the provisions of the contract, the proposed service provider shall: (a) use such fiscal, audit, and accounting procedures as may be necessary to assure proper accounting for payments received and proper disbursement of such payments; and (b) provide the local area and authorized representatives of the U.S. Department of Labor or the Comptroller General of the United States access to and the right to examine any books, documents, papers, records, property and equipment pertaining to funds provided or activities undertaken concerning the project.

The final contract close-out report is to be furnished to the local area within thirty (30) days after the ending date of the contract.

F. Submission of Most Recent Audit to the Administrative Entity

As a recipient of WIOA funds, proposed service providers must have an annual financial and compliance audit performed. (Where appropriate other financial statements provided by certified public accountants are acceptable). The WIOA audits must be conducted according to auditing standards set forth in the financial and compliance handbook entitled "Standards for Audit of Governmental Organizations, Program Activities and Functions" issued by the Comptroller General of the United States. The audit shall be performed by an independent Certified Public Accountant selected by methods recommended by the NC Local Government Commission and/or by the Office of the State Auditor, as appropriate.

This requirement will be met by providing the local area with a copy of the annual audit according to OMB Circular A-122 or A-133 as appropriate. The audit should be submitted within 30 days after the completion and acceptance

by the service provider's Board, but not later than nine months after the end of the audit period. The audit expense cannot be billed to the WIOA program.

ATTACH a copy of the organization's most recent annual independent audit. If a copy of the most recent audit has previously been submitted, please indicate below.

Audit Firm	Audit Period	Date Submitted
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G. Bonding Insurance Requirements

Agencies must meet bonding requirements as required through the Office of Management and Budget Circulars. Public agencies are required by the North Carolina General Statute to be bonded. Non-governmental agencies shall procure a blanket fidelity bond, position bond, or name schedule fidelity bond for **all** persons authorized to receive or disburse WIOA funds. The bond limit shall be for the total contracted amount or \$50,000.00, whichever is less.

Provide the name of the carrier
Effective date_____ Policy number_____

H. Requirements for Depository Accounts Holding WIOA Funds

Provide the name of the depository with whom the proposed project funds will be deposited.

Name/Address of Depository

Will the depository account for WIOA funds be an interest bearing account?
Yes_____ No_____

The proposed contractor must assure that U.S. Treasury restrictions on excess cash will be observed and that interest will be properly tracked, reported to the LOCAL AREA and used for WIOA operations as program income.

I. Program Income Requirements

The U.S. Department of Labor requires that all income generated under any WIA program shall be reported and used to further program objectives. The potential service provider assures that it will comply with Section 627.450 (Program Income) of the WIOA regulations, Section 141. (m) (General Program Requirements) of the regulations and WIOA.

Indicate how program income and stand-in costs will be tracked by the proposed service provider and recorded on financial reports to the local area:

J. Property Management Requirements

The service provider agrees to maintain careful accountability of all non-expendable property (property with a life expectancy of one year or more and a unit cost of \$500.00 or more) and to maintain an inventory of all properties issued by the local area or subsequently acquired with WIOA funds. Acquisition of property in excess of this amount must be approved for purchase by the WDB. The WDB will maintain a fixed-asset listing to be verified for physical location and serviceability at your agency at least annually.

Any purchases with a unit cost value of \$5,000 or more to be purchased with WIOA funds must be approved by the local area and the State, prior to purchase. The request must be made by the local area. The State will monitor the inventory of all items purchased or leased with a value of \$5,000 or more.

The proposed service provider agrees not to dispose of or transfer any property purchased with WIOA funds which has a value of \$500 or more and/or a life expectancy of one year or more until written authorization is received from the local area. Any disposal of WIOA property must be in accordance with applicable Federal, State and local disposal procedures. Any revenues derived from the sale of property purchased with WIOA funds must revert to a WIOA activity.

Person Responsible for Inventory

In the event property purchased with WIOA funds is stolen or destroyed by criminal act, the proposed service provider will notify appropriate law enforcement officials immediately. The Workforce Development Director must be notified within three (3) working days of discovering the loss or damage. A copy of the police report will be maintained as documentation of loss, and a copy forwarded to the local area.

The proposed service provider agrees to pay for or replace any property purchased with WIOA funds which are lost or destroyed through the negligence of the proposed service provider, its staff or representatives.

K. Medical/Accident Insurance

The proposed service provider shall provide adequate on-site medical and accident insurance for all enrollees not covered by the North Carolina Workers' Compensation law. This coverage shall not include income maintenance. Contributions to a self-insurance plan, to the extent that they are comparable in cost and extent of coverage had insurance been purchased, are allowable upon prior approval by the State (NC Division of Workforce Development), throughout the local area. Requests for such approval are to be submitted in writing to the local area.

Provide the name of the carrier _____
Effective date _____ Policy number _____

L. CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

Applicant:

This certification is required by the regulation implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, participants' Responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (Pages 19160-19211).

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

M. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

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

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- b. Establishing an ongoing drug-free awareness program to inform employees about:
 1. The dangers of drug abuse in the workplace;
 2. The grantee's policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation, and employee assistance programs, and
 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement by paragraph "a" above
- d. Notifying the employee in the statement required by paragraph "a" that, as a condition of employment under the grant, the employee will:
 1. Abide by the terms of the statement; and
 2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction;
- e. Notifying the agency in writing, within ten (10) calendar days after receiving notice under subparagraph "d.2" from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose contract activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- f. Taking one to the following actions, within thirty (30) calendar days of receiving notice under subparagraph "d.2", with respect to any employee who is convicted:
 1. Taking appropriate personnel action against such an employee, up to and including termination, consistent within the requirements of the Rehabilitation Act of 1973, as amended; or
 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
- g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs "a", "b", "c", "d", "e" and "f".

N. CERTIFICATION REGARDING LOBBYING CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

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

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

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

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (*including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements*) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, and U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for each such failure.

O. EQUAL OPPORTUNITY NON-DISCRIMINATION NOTICE

_____ (Name of agency), as a recipient of Workforce Investment Act (WIOA) Title I financial assistance, shall provide initial and continuing notice that it does not discriminate on any prohibited ground, to: registrants, applicants, eligible applicants/recipients, participants, applicants for employment, employees, and members of the public; including those with disabilities, and unions or professional organizations holding collective bargaining or professional agreements with the recipients.

(Name of EEO Officer)

(Position Title)

(Telephone Number)

All participants and staff will be informed of EEO policies and guidelines and the name of the EEO Officer during a formal orientation prior to participating in any employment and/or training program funded by WIOA.

The service provider is required to develop and adhere to affirmative action policies. **ATTACH a copy of your organization's client grievance procedures.**

All grievances and complaints submitted by WIOA participants involving allegations of discrimination, violations of the Workforce Innovation and Opportunity Act, or criminal fraud, abuse or misconduct must be processed in accordance with the local area Grievance/Complaint Procedures.

Section III (FINANCE)

Turning Point Budget and Summary Back-up

(If you have received this package by email see attachment of budget document included as an Excel file). Otherwise the budgets will be provided on compact disk.

PLEASE INCLUDE ALL BUDGETS AND BACK-UP/SUPPORTING DOCUMENTATION IN A SEPARATE ENVELOPE (SEALED AND LABELED).

WHEN SUBMITTING BUDGETS THAT INCLUDE INDIRECT COSTS, DOCUMENTATION OF THE APPROVED RATE BY THE COGNIZANT AGENCY AND INDIRECT PLAN MUST ACCOMPANY THE BUDGET.

IN ORDER TO DOCUMENT REASONABLE COSTS AND PRICES, **A MINIMUM OF THREE (3) PRICE QUOTES** MUST ACCOMPANY BUDGETED FIGURES FOR THE PURCHASE OF EQUIPMENT.

STATEMENT OF FINANCIAL CAPABILITY

Name of Service Provider: _____

- I. The latest financial statement was prepared on _____.
- II. It covers the period _____, ____ through _____, ____.
- III. An audit (circle one) was/was not conducted for these financial statements.

Name, address, and telephone number of auditor if audit conducted or independent CPA if compilation or review conducted:

- IV. The Fiscal Year End is _____, 20 ____.

- V. Circle the appropriate answer(s) to indicate the financial arrangements that are available to facilitate performance during initial phases of contract.

- | | | | |
|----|--|-----|----|
| 1. | Own Resources | Yes | No |
| 2. | Bank Credit (If yes, name of bank and amount.) | Yes | No |

- | | | | |
|----|---|-----|----|
| 3. | Other (If yes, specify source and amount) | Yes | No |
|----|---|-----|----|

- VI. 1. Is your organization incorporated? _____ (Yes or No)
2. In what state is the incorporation authorized? _____
3. Are you registered with the Secretary of State's office? _____
 _____ (Yes or No)
4. Attach a copy of registration certificate to the proposal.
5. Is your organization licensed in the county in which you are doing
 business? _____ (Yes or No)
6. Attach a copy of your license.

Signature: _____

 (Print or Type Name and Title)

Date: _____

For private organizations, have an independent CPA complete the certification below. For governmental agencies, the signature must be that of the financial officer.

CERTIFICATION OF ACCOUNTING SYSTEMS

I certify that _____ has an established accounting system with internal controls adequate to safeguard assets, check the accuracy and reliability of the accounting data, promote operating efficiency, and permit compliance with the LOCAL AREA requirements. I further certify that the information provided with the balance sheet and CPA's report is accurate and true.

Signature: _____

(Print or Type Name and Title)

Firm/Agency: _____

Date: _____

Section IV

PART 1 **Program Executive Summary**

Provide an executive summary of your proposal describing among other things the targeted population, the services to be provided, resources to be used including financial, numbers to be served, expected outcomes, cost per participant, and the projected cost. An executive summary must be submitted for each project type your agency proposes to operate. Executive summary are not to exceed three pages.

PART 2 **Letters of Support and Partnership for providing a regional program.**

Provide letters of support that detail how your agency will deliver a regional program through partnership.

DEFINITIONS

Section numbers referred to herein reflect the WIOA of 2014.

Administrative Costs: The allocable portion of necessary and allowable costs that are associated with the overall management and administration of the workforce investment system and which are not related to the direct provision of Employment and Training Services. These costs can be both personnel and non-personnel and both direct and indirect.

Adult: Except in sections 127 and 132, the term “adult” means an individual who is age 18 or older.

Adult Education; Adult Education and Literacy Activities: “Adult education” and “adult education and literacy activities” have the meanings given the terms in section 203. The term “adult education” means services or instruction below the post secondary level for individuals (A) who have attained 16 years of age; (B) who are not enrolled or required to be enrolled in secondary school under State law; and (C) who (i) lack sufficient mastery of basic educational skills to enable the individuals to function effectively in society, (ii) do not have a secondary school diploma or its recognized equivalent, and have not achieved an equivalent level of education; or (iii) are unable to speak, read, or write the English language.

Adult Mentoring (Youth): Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months.

Area Vocational Education School: Has the meaning given the term in section 521 of the Carl D. Perkins Vocational and Applied Technology Education Act (20 U.S.C. 2471).

Assessment Objective: The ongoing participant centered diagnostic evaluation of a participant’s employability, interests, values, aptitudes, abilities, educational and vocational history, barriers, motivation and existing skills that lead to the development of an ongoing, comprehensive Self Sufficiency plan for the removal of barriers to employment/attainment of the individual’s career goals. Assessment first occurs at intake and is an ongoing, continuous collection of information to evaluate the effectiveness of support services, training, and education and to monitor the participant’s progress.

Audit: A systematic review by a CPA to determine and report whether an organization’s financial operations are being properly conducted, financial reports are being presented fairly and applicable laws and regulations are being complied with. All successful bidders must submit an audit of their organization. Audits must be performed in accordance with OMB Circulars A-133, United States Department of Labor rules and state of North Carolina rules. For-profit providers are subject to audit under the revised OMB Circular A-133.

Barriers to Employment: Contractors will have mechanisms for identifying and eliminating barriers to employment that hinder an individual’s ability to participate in the labor force. These may include lack of high school education or its equivalency, basic skills deficient, limited English and substance abuse.

Basic Skills: Those academic skills that include reading, writing, and speaking English, and the skills involved in math applications, computing and solving problems.

Basic Skills Deficient: An individual who scores below the eighth grade level on an appropriate standardized test in either English reading or math computation skills.

Basic Testing: An assessment instrument used to establish the participant's functional literacy level.

Below Grade Level: One or more levels or credits below that which is appropriate for the person's age. (Can be calculated from the highest grade completed and reading/math levels).

Career Action Plan (Adult): A Career Action Plan (CAP) is a written outline/summary that describes the short and long-term goals of the client. This plan is developed in concert with the client, to reflect the goals of the client and shall incorporate the assessment findings completed prior to plan development. The plan must be reviewed and modified based upon any opportunities planned for, education and/or skill development, support services and any other planned activities needed to accomplish the employment goals set in the plan. Whenever possible the plan should also include a description of the responsible parties and/or resources allocated to provide planned services, activities, and support services.

Career Action Plan (Dislocated Worker): The Career Action Plan (CAP) is initiated with the participant during assessment and is continued with the dislocated worker's case manager. Each participant develops a Career Assessment Plan that states the participant's employment goals and the strategies planned to achieve this goal. In addition, it includes a summary of assessment outcomes, as well as employment and educational history. The CAP is the document that details the steps the participant will take to achieve re-employment.

Career Exploration, Planning & Counseling (Youth): Activities which: assist youth to gain career awareness, make career decisions and plans, and understand labor market needs, trends, and opportunities; assist youth in making and implementing informed educational and occupational choices; aid youth to impediments to career options; and encourage careers in nontraditional employment.

Career-Related Mentoring (Youth): An individual, approved by an employer at a workplace, who possesses the skills and knowledge to be mastered by a youth, who provides the youth with instruction, challenges the student to perform well, and works in consultation with program staff, classroom teachers and the employer as appropriate.

Case Management: The provision of a client-centered approach in the delivery of services designed to: (A) prepare and coordinate comprehensive employment plan for customers that ensure access to necessary workforce investment activities and supportive services and (B) provide job and career counseling during program participation and after job placement.

Case Management (Youth): Case managers and youth work together in a goal oriented, participant-centered process that extends from recruitment through follow-up/retention. The case manager motivates and coordinates services and information to prepare participants for post-secondary educational opportunities, provides linkages between academic and occupational learning, and/or prepares youth for unsubsidized employment/training opportunities, as appropriate.

Chief Elected Official (CEO): The chief elected executive officer of a unit of local government in a local area; or in a case in which a local area includes more than one 25 unit of general local government, the individuals designated under the agreement described in section 117(c)(1)(B).

Community Service Learning (Youth): A structured work experience, through which students learn and develop by participating in thoughtfully organized community service work activities that meet actual community needs, are designed collaboratively by the program and student(s) and may be paid stipends to apply toward future studies.

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.

Coordination with Community Agencies (Youth): Creates and sustains partnerships with other agencies providing services to youth in order to maximize resources to meet the participant's needs, avoid duplication and provide integrated strategies for service delivery.

Cost Allocation Plan: A plan that identifies and distributes the cost of services and/or departments or function according to benefit received. It is the means to substantiate and support how shared costs of a program are charged to a particular cost objective.

Cost Reimbursement Contracts: An agreement format that provides for the reimbursement of all allowable costs that have been identified and approved in the contract budget. Contractors must maintain the documentation necessary to support the costs.

Customized Training: Training--(a) that is designed to meet the special requirements of an employer or a group of employers; (b) is conducted with a commitment by the employer to hire an individual upon successful completion of the training; and (c) for which the employer pays for not less than 50 percent of the cost of the training.

Data Collection: The collection and recording of information pertinent to a participant including: demographic, service and outcome data elements.

Demand Occupation: This is an occupational area that has been designated as high in-demand in the labor market area.

Dislocated Worker: An individual who--(A) has been terminated or laid off, or who has received notice of termination or layoff, from employment, (ii)(1) is eligible for or has exhausted entitlement to unemployment compensation; or (ii) has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one stop center referred to in section 134c, attachment to the workforce, but is in services for an employer that were not covered under a State

unemployment compensation law; and (iii) is unlikely to return to a previous industry or occupation; (B)(i) has been terminated or laid off, or has received a notice of termination or layoff from employment as a result of any permanent closure or any substantial layoff at a plant, facility, or enterprise; (ii) is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or (iii) for purposes of eligibility to receive services other than training services described in section 134(d)(4), intensive services described in section 134(d)(3), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close; (C) was self employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters; (D) displaced homemaker.

Displaced Homemaker: An individual who has been providing unpaid services to family members in the home and who--(A) has been dependent on the income of another family member but is no longer supported by that income; and (B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

DOL: United States Department of Labor

Dropout (Youth): An individual no longer attending school whom has not received a secondary school diploma or adult high school diploma or its equivalency. (Note: a youth attending an alternative school is not a dropout for the purposes of this program).

Economic Development Agencies: Agencies including local planning and zoning commissions or boards, community development agencies, and other local agencies and institutions responsible for regulating, promoting, or assisting in local economic development.

Eligible or Eligibility: Refers to an individual's stature in relation to their ability to participate in a WIOA Program. For dislocated workers programs, it is based upon plant closure and layoffs and for displaced homemakers as set forth in the rules governing that program.

Eligible Provider: The term "eligible provider", used with respect to – (A) training services, means a provider who is identified in accordance with section 122(e)(3); (B) intensive services, means a provider who is identified or awarded a contract as described in section 134(d)(3)(B); (C) youth activities, means a provider who is awarded a grant or contract in accordance with section 123; or (D) other workforce investment activities, means a public or private entity selected to be responsible for such activities, such as one-stop operator designated or certified under section 121(d).

Eligible Youth: Except as provided in subtitles C and D, the term "eligible youth" means an individual who – (A) is not less than age 14 and not more than age 21; (B) is a low-income individual; and (C) is an individual who is one or more of the following: (I) Deficient in basic literacy skills; (II) A school dropout (III) Homeless, a runaway, or a foster child; (IV) Pregnant or a parent; (V) An offender; (VI) An individual who requires additional assistance to complete an educational program, or to secure and hold employment.

Employability: A demonstrated level of knowledge, skills, abilities, work behaviors and attitudes necessary to compete successfully in the labor market.

Employment and Training Activity: An activity described in section 134 that is carried out for an adult or dislocated worker.

Employment Assessment: The ongoing participant-centered diagnostic evaluation of a participant's employability, interests, values, aptitudes, abilities, educational and vocational history, barriers, motivational and existing skills that lead to the development of an on-going, comprehensive Career Plan for the removal of barriers to employment and the attainment of the individual's career goals. Assessment first occurs at intake and is an ongoing, continuous collection of information to evaluate the effectiveness of support services, training and education, and to monitor the participant's progress.

Employment Documentation Assistance: Assistance obtaining identification, a food handler's card and/or other documentation necessary to get a job.

Entrepreneurial Work Experience (Youth): A program-based business venture (not a simulation) which is striving for economic viability and operated by students. School based enterprises are generally directed by a business or by the school, which sponsors the enterprise and supervises the student staff.

Exposure to the World of Work: Instructional activities that expand the occupational knowledge of students inexperienced in the labor market, prepare them for the realities of the workplace and increase students' awareness of their own aptitudes and interests and how they relate to occupations and career options. Also includes activities such as guest speakers, work samples, testing and assessment, field trips, and site visits.

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.

Follow Up (Adult): Services to ensure that customers stay employed. Contractor provided follow-up services are designed to provide transitional support services and intervention to increase the likelihood of job retention. These services may include: regularly scheduled in-person or telephone contacts to assess job situation and provide needed support, on-going support groups or classes to help customers meet the demands of work and family needs, assistance to the employer and/or the participant to address particular problem areas, and coordination of benefits to promote job retention and self-sufficiency. At a minimum, Contractor will contact and provide necessary retention services at clearly defined, appropriate intervals to ensure continued sufficiency. At a minimum, Contractor will contact and provide necessary retention services for customers after they exit the program.

Follow Up (Youth): Active case management of participants for at least one year after completing the program. Follow-up services can include assessment/re-assessment, information and referral, additional training opportunities, support services, employment and education retention counseling, life skills/problem solving advocacy services to support continued success for the participant or other program activities provided during the service period.

Gang Affected/Involved (Youth): A youth who expresses identification in a variety of ways with a gang (dress, signs, behavior, and association with known gang members) but is not directly involved with a particular gang. Or a youth who has been adjudicated for a crime committed with or against other known gang members, or any youth that has been involved in persistent and escalating criminal gang activity.

Homeless/Runaway (Youth): A youth who lacks a fixed, regular, adequate nighttime residence. Includes those who have a primary nighttime residence that is a public or private shelter, an institution providing temporary residence, or a public or private place not designated or ordinarily used as a regular sleeping accommodation. Runaway is defined as a person under 18 years of age that leaves from home or place of legal residence without permission of parent or legal guardian.

Incentives (Youth): Incentives are usually awarded to youth for successful completion of one or more components of the program. Incentives can be gift certificates or other items the program feels are motivators for youth (T-shirts, field trips, etc.)

Individual Service Plan (Youth): A written outline of employment and training goals needed for a youth to attain self-sufficiency by finding and maintaining employment. The Individual Service Plan establishes short-term and long-term goals around post secondary education and/or career employment. An Individual Service Plan may include activities to prepare the participant for employment, services to remove barriers to employment, training and job search. Individual Service Plan must be regularly reviewed and updated as changes occur in employment goals, barriers, program services or support services needs.

Individual Training Accounts (ITA): An account established by a local workforce investment board on behalf of a participant. Through ITAs, adult and dislocated worker funds will be used to make payment for purchasing training services from eligible providers selected by the participant in consultation with the case manager. Payments from ITAs may be made in a variety of ways, including the electronic transfer of funds through financial institutions, vouchers, credits, or other appropriate methods. The dollar amount and/or the duration of an ITA may be limited by the State or local program.

Individual with a Disability: In general, an individual with any disability as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102).

Internship (Youth): A structured work experience involving specific occupational skill development goals in addition to other learning goals. It involves the awarding of school credit/outcome verification upon successful completion and includes the expectation that the student, upon completion of the internship, will demonstrate the skills necessary for entry level employment in the occupational area of the internship.

Job Search Assistance: Job search skills training including job club, which provides the participant with the instruction and skill necessary to obtain full time employment.

These skills may include resume writing, interviewing skills, telephone techniques, and job acquisition skills. Job search assistance must be offered to customers.

Job Shadow: Competency-based educational experiences that occur at a work site but are tied to the classroom by curriculum that coordinates and integrates school-based instruction with work site experience.

Labor Market Area: An economically integrated geographic area within which individuals can reside and find employment within a reasonable distance or can readily change employment without changing their place of residence. Such an area shall be identified in accordance with criteria used by the Bureau of Labor Statistics of the Department of Labor in defining such areas or similar criteria established by a Governor.

Labor Market Information: Occupational supply and demand information which identifies areas of growth or decline for the labor market and assessment of the effects of such growth or decline. Review and evaluation of an area's employment possibilities, including projected openings, new employment, job skills needed, available training programs, wages and labor supply.

Leadership Development Opportunities (Youth): May include, but are not limited to:

1) the exposure to post secondary opportunities 2) community service and service learning projects 3) peer centered activities, including peer mentoring and tutoring 4) organizational and team leadership training 5) training in decision making, including determining priorities and 6) citizenship training, including life skills training.

Life Skills (Youth): Activities that assist youth to develop marketable work habits. May include modules/training/curriculum instruction in personal finance and budgeting, computers, parenting/pregnancy prevention, self-leadership (e.g. conflict resolution, public speaking, anger management), cultural history and diversity, nutrition/fitness, and health.

Limited English Speaker: An individual whose native language is not English or who has an inability to communicate in English orally or in writing, resulting in a barrier to employment or training.

Literacy: The term "literacy" has the meaning given the term in section 203: an individual's ability to read, write, and speak English, compute, and solve problems, at levels of proficiency necessary to function on the job, in the family of the individual, and in society.

Local Area: A local workforce investment area as designated under section 116.

Local Board: A local workforce investment board established under section 117.

Local Education Agency: has the meaning given the term in section 14101 of the Elementary and Secondary Education Act of 1965 (20 O.S.C. 8801).

Local Performance Measure: A performance measure established under section 136(c).

Lower Living Standard Income Level: That 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.

Low Income Individual: An individual who: (A) receives or is a member 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 to be eligible to receive) food stamps pursuant to 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; (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 a program described in subparagraph (A) or of subparagraph (B) but who is a member of a family whose income does not meet such requirements.

Minimum Wage: The wage established as the lowest hourly salary that can legally be paid for labor. The current minimum wage is \$7.25/hour.

Nontraditional Employment: Occupations or fields of work for which individuals from one gender comprises less than 25 percent of the individuals employed in each such occupation or field of work.

Objective Assessment (Adult): The participant-centered diagnostic evaluation of a participant's employability, interests, values, aptitudes, abilities, educational and vocational history, barriers, motivation and existing skills that lead to the development of an on-going, comprehensive Career Action Plan for the removal of barriers to employment and to the attainment of the individual's career goals. Assessment is an ongoing, continuous collection of information to evaluate the effectiveness of support services, training and education, and to monitor the participant's progress.

Objective Assessment (Youth): An assessment of the academic levels, skill levels, and service needs of each participant, which shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes, (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs of the participant. A new assessment of a participant is not required if the provider determines it is appropriate to use a recent service strategy developed for the participant under another education or training program.

Occupational Skills: Those skills identified as necessary to successfully perform work related functions within an industry sector. Occupational skills can be attained through activities such as: entry into an apprenticeship or internship program; complete a career specific, professional, technical or advanced job skill-training program; complete a college degree.

OES Code: The five-digit Occupational Employment Statistic code used to describe an occupation. Code list and statistical data is available through the federal Bureau of Labor Statistics.

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.

Older Individual: An individual age 55 or older.

One-Stop Operator: One or more entities designated or certified under section 121(d).

One-Stop Partner: (A) An entity described in section 121(b) (1); and (B) An entity described in section 121(b) (2) that is participating, with the approval of the local board and chief elected official, in the operation of a one-stop delivery system.

On-the-Job Training: Training by an employer that is provided to a paid participant while engaged in productive work in a job that:(A) provides knowledge or skills essential to the full and adequate performance of the job; (B) provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training; and (C) is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.

Orientation: Provides information about the types of services available, develops motivation and interest in the project, explains the application, selection and eligibility process, and assists applicants in preparing for the process. The respondent will provide a clearly defined format for the orientation to ensure consistency in how the information is given to potential applicants. The proposal must specify the criteria for determining suitability for services.

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.

Outreach/Recruitment: These are activities and strategies for identifying and contacting potential customers. These strategies will include procedures that assure access throughout the service area and address appropriate access for customers with barriers.

Out-stationed Staff: Staff who are paid employees of one organization but deliver such organization's services on-site at another organization without the other organization's having to pay for such services.

Placement: A client securing employment while participating in a WIA program. To be counted as a placement, employment must be 20 hours or more per week, with wages equal to or greater than the higher of either the state or federal minimum wage per hour, and be an unsubsidized position.

Post-secondary Educational Institute: An institution of higher education, as defined in section 481 of the Higher Education Act of 1965 (20 U.S.C. 1088).

Potential Dropout (At risk of dropping out): A youth who is experiencing a lack of academic success as evidenced by basic skills deficiency, behind at least one school year in school credit as determined by school records, failing grades or below a 2.0 GPA.

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.

Pre-employment & Work Maturity Training: A progression of instructional modules in which youth master and demonstrate proficiency in areas such as: identification and resolution of employment and personal barriers; interview protocol and skills; resume skills; general (non-industry specific) workplace-readiness skills and standards; and “soft” workplace readiness skills.

Pregnant/Parenting Youth: A youth who is under 22 years of age and is either pregnant or providing custodial care for one or more dependents who are under 18 years old.

Pre-Vocational Services: Include but are not limited to learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills & professional conduct to prepare individuals for unsubsidized employment or training.

Program Income: Income generated, by a contract funded by State or Federal funds, as a result of fees, rental, or real or personal property, the sale of commodities or items developed with contract funds, and revenues in excess of costs earned by organizations. Program Income does not include profit earned by for profit agencies and identified and agreed to in the contract budget.

Program Year: A program year is a twelve-month period (July 1-June 30), determined by funding source guidelines. Some services, such as educational services, are typically provided during only some of the twelve months. Different organizations will have different program years; organizations delivering services from various funding sources may deal with a variety of defined program years. For purposes of this RFP, a program year is a twelve-month period of time, during which services were delivered and/or administered during at least eight of the twelve months. Organizations responding to the RFP should indicate their program year and the months of delivery and/or administrative services.

Project-Based Learning: Learning experiences which engage students in complex, real-world projects through which they develop and apply skills and knowledge, which take effort and persistence over time, result in the creation of something that matters to them and has an external audience. Employment and community partners provide students with ongoing coaching and expert advice on projects, particularly in regard to effective strategies and tools used in the workplace. Projects should be authentic, involve academic rigor, applied learning, active exploration, adult connection and assessment practices.

Public Assistance: The term “public assistance” means: Federal, State, or local government cash payments for which eligibility is determined by a needs or income test.

Rapid Response: A mechanism intended to contact and involve affected workers and employers as quickly as possible after notice of impending layoff.

Referral: Any eligible youth who is not enrolled to receive services in a contracted program must be given referral information regarding the full array of applicable or appropriate service available through local programs including One-Stop partners and providers. In addition, youth should be given referrals for further assessment if determined appropriate. Programs are strongly encouraged to link and share information with other youth serving agencies, organizations and training providers in order to meet the individual needs of all youth.

Retention: Continued employment for a specific period after initial placement.

Retention (Youth): Continued participation in work school/training/education/military.

Retention Rate: The number of WIOA customers who are employed at the end of the retention period after terminating from the program, divided by the total number of customers terminated in a specific time period.

Retention Services: see Follow Up.

School Dropout: An individual who is no longer attending school and who has not received a secondary school diploma or its recognized equivalent.

Secondary School: The meaning given the term in section 14101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 8801)

Self-Sufficiency: An adequate standard of living without cash benefits. Self-sufficiency services are services that assist a WIA recipient to expand strengths and resources necessary for self-sufficiency, or to reduce or eliminate barriers to self-sufficiency.

State Adjusted Level of Performance: A level described in clause (iii) or (v) of section 136 (b) (3)(A).

State Board: A State workforce investment board established under section 111.

State Performance Measure: A performance measure established under section 136(b).

Stipends: Stipend payments may be used for youth participating in a variety of experiences. These payments are based on attendance for youth participating in a work, education, and/or training experience.

Structured Work Experience: A competency-based education experience that occurs at the work site but is tied to the classroom by curriculum that coordinates and integrates school-based instruction with work site experience.

Subsidized Work Experience: A career-linked job at a public or private site in which the wages paid to an employee are financially supported by a private, state or local employment and training program.

Supportive Services: Services needed in order to assist the youth to be successful in achieving their goals. This may include transportation, childcare, work-related tools and clothing. To the greatest extent possible, programs should address support service through partnerships with other agencies/organizations.

Tracking: The contractor, in partnership with the Turning Point WDB and other partners, will be responsible for tracking significant participant movement through the program. This will include entry into components, time in component and exits from components. Tracking will provide the Turning Point WDB, the

contractor and other partners necessary management information to improve the program, as well as ensure that customers are all accounted for in the program. While the contractor is responsible for case management of WIOA customers and therefore tracks significant information on each participant, the Turning Point WDB is responsible for analyzing and monitoring the overall flow of customers through the program.

Training Services: Training defined by using the first three digits of the Dictionary of Occupational Titles (DOT) for the occupation for which the participant is being trained.

Unemployed Individual: An individual who is without a job and who wants and is available for work. The determination of whether an individual is without a job shall be made in accordance with the criteria used by the Bureau of Labor Statistics of the Department of Labor in defining individuals as unemployed.

Unsubsidized Employment: Full or part-time employment in a job not financed from funds provided by a federal or state grant. A job in which the wages paid to an employee are not financially supported by a state or local employment and training program.

Veteran: The term “veteran” means an individual who served in the active military, naval, or air services, and who was discharged or released from such conditions other than dishonorable. The term “recently separated veteran” means any veteran who applies for participation under this title within 48 months after the discharge or release from active military, naval, or air service.

Vocational Education: Has the meaning given the term in section 521 of the Carl D. Perkins Vocational and Applied Technology Education Act (20 U.S.C. 2471).

Vocational Training: Provides customers with long or short-term training in a community college, university, vocational school or business environment to improve employability in the local labor market. The training can provide basic skills, upgrade current skills, develop new technical skills, improve language skills and prepare customers for employment in high growth occupations.

Wages: Are to be paid to youth that are participating in subsidized work experience or limited internship projects. Youth must be paid an hourly wage; the wage must be included in the project budget.

WIOA: The Workforce Innovation and Opportunities Act of 2014

Work-Based Learning Activities: Activities offered which are designed to enable youth to gain exposure to the working world and its requirements and help acquire personal attributes, industry defined skill standards, and knowledge needed to obtain a job and advancement in employment. Activities should be designed at progressively higher levels and are to be coordinated with school-based learning. Can take place at private, for-profit, non-profit or public sector. Can be paid or non-paid activities. (Note: applicable labor laws must be followed). Activities must be relevant to the career plan and include but are not limited to: Career Related Mentoring; Community Service Learning; Entrepreneurial Work Experience; Internship; Learning; Job Shadow; Project-Based Learning; Subsidized Work Experience and Structured Work Experience.

Work Readiness: Completion of one or more workforce readiness activities appropriate to the service plan developed for the participant, which could include: Career Related Assessment and Goal setting; Pre-Work Employment Training; Job Shadows: Experience/Internships; Career Explorations; On-the-Job Training.

Workforce Investment Activities: Any activity intended to assist youth customers in achieving their educational or employment goals consistent with the intent of the Workforce Innovation and Opportunities Act (WIOA) and with the federal regulations guiding its implementation.

Youth Activity: Any activity intended to assist youth customers in achieving their educational or employment goals consistent with the intent of the WIOA and with federal regulations guiding its implementation.

Youth Standing Committee: A subcommittee of the Turning Point Workforce Development Board

Youth Payment Methods: No violations of Labor Laws can be proposed in your project design. If youth are 14 or older and doing activities that are considered work, they must be paid an hourly wage.