

**CHICAGO COOK WORKFORCE PARTNERSHIP**  
LOCAL WORKFORCE INNOVATION AREA #7

**REQUEST FOR PROPOSALS**  
FOR  
**Youth Delegate Agencies**



CHICAGO COOK  
WORKFORCE PARTNERSHIP

A proud partner of the American **JobCenter** network

**FUNDING PERIOD: July 1, 2023 – June 30, 2024**

**CHICAGO COOK WORKFORCE PARTNERSHIP**  
**69 W. WASHINGTON – SUITE 2860**  
**CHICAGO, IL 60602**

**LETTER OF INTENT DUE:**  
**Friday, March 31, 2023 – by or before 4:00 pm\*(CDT)**  
[WIOA Youth Services- INTENT TO BID FORM](#)  
**\*Strongly encouraged, but not mandatory**

**Bidders Webinar: Tuesday, March 14, 2023, 10:00 A.M -12:00 P.M (CDT)**  
[WIOA Youth RFP Bidders Webinar Link](#)

**\*\* Attendance is not mandatory, but is highly encouraged \*\***

**RESPONSES DUE:**  
**Wednesday, April 12, 2023 – by or before 4:00 pm\*(CDT)**  
**\*Under no circumstances will proposals be accepted after 4:00pm**

**Patrick Combs, Interim CEO**  
**Chicago Cook Workforce Partnership**

**George Wright, Co-Chair**  
**Jaclene Robinson-Ivy, Co-Chair**  
**Chicago Cook Workforce Innovation Board**

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## **Section A. Purpose, Funding, and Schedule**

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### **1. Purpose of Request for Proposal**

The Chicago Cook Workforce Partnership (The Partnership) and the Chicago Cook Workforce Innovation Board (WIB) announce the release of Workforce Innovation and Opportunity Act (WIOA) Youth Delegate Agencies funding to organizations providing innovative workforce development services for businesses and young adult job seekers ages 16-24 within Chicago and Cook County.

The purpose of this RFP process is to identify qualified respondents that can provide WIOA Title I Out-of-School Youth (OSY) services and In-School Youth (ISY) services. The Partnership and WIB envision an aligned workforce system that builds integration across workforce development, economic development, and educational entities. The Partnership seeks to fund innovative service delivery designs that are located within Chicago and Cook County, meet the specifications outlined in this RFP and are characterized by customer service, collaboration, integration, accountability, continuous improvement, and sustainable results. This RFP is for WIOA youth delegate agencies. Youth services provided through the American Job Centers and Sector Centers were bid out through a recent solicitation and are not part of this RFP.

This RFP describes the specific youth services The Partnership seeks and sets forth application requirements for eligible youth workforce development providers. The Partnership will evaluate all timely submitted proposals and competitively award contracts to providers whose submissions are most responsive to the need for services described herein.

### **2. Available Funding and Performance Period**

It is The Partnership's expectation that the selected respondents will become proficient in their understanding of the WIOA services and subsequent regulations. The Partnership will provide technical assistance and training on regulations and policies that apply to any funding stream awarded herein. All proposals must be comprehensive and address the full scope of services or demonstrate a relationship with other entities that together will deliver the full scope of services identified within this RFP.

The Partnership anticipates funding grant agreements effective July 1, 2023, through June 30, 2024. The Partnership reserves the right to renew grant agreements for up to three additional one-year periods based on achievement of benchmarks, funding availability, ability to leverage funds, compliance with WIOA and conformity with The Partnership's vision for the public workforce system.

The Partnership is setting a new minimum funding level of \$350,000 (in-school and/or out of school) annually per organization to ensure a base level of services and staffing. The Partnership anticipates delegate agencies will have a minimum of two full time career coaches and one

business service representative working on the WIOA program. Additionally, 25% of funds must be devoted to paid work experience. Through this new minimum and baseline level of services requirement, The Partnership expects to establish a more effective and efficient workforce system to serve young adult job seekers and businesses throughout Chicago and Cook County. The Partnership strongly encourages respondents to identify any leveraged resources in their submission. Proposals documenting leveraged funds will be reviewed more favorably. **Based on The Partnership’s strategic direction and federal regulations prioritizing out-of-school youth job seekers, no more than 20% of all WIOA Youth funding administered by The Partnership will be dedicated to programs serving in-school youth.**

At the time of this writing, The Partnership does not know the full amount of funds available. The Partnership anticipates the total available funding will be similar to the current Program Year.

Program Year 2022	In-School Youth	Out of School Youth
Current Funding for delegate agencies	\$2,070,684	\$8,489,486
Number of agencies	6	24
Funding Range	\$257,600 to \$313,084	\$300,000 to \$1,053,360 <i>(note the large award was for a consortium)</i>

Respondents applying for WIOA funding must possess the capacity to successfully administer and track supportive service and paid work experience funds in accordance with federal regulations. For more information see Uniform Guidance 2CFR 200, <https://www.ecfr.gov/cgi-bin/text-id?SID=1812e425b84836fcb735ab6406a9b8f3&mc=true&node=pt2.1.200&rqn=div5>

The Partnership reserves the right to renew grant agreements for up to three additional one-year periods based on the selected respondent’s achievement of specified metrics, funding availability, ability to leverage funds, compliance with program or administrative requirements, and the grant renewal’s conformity with The Partnership’s vision for the public workforce system. Respondents must indicate their full addresses of administrative offices and each proposed service location identified in their proposals.

Additional funds received by The Partnership may be contracted by expanding existing programs or by consideration of proposals not initially funded under this RFP. These decisions shall be at the discretion of The Partnership.

### 3. Sub-grantee Agreement Type

Sub-grantee agreements executed as a result of this RFP process will be paid through cost reimbursement unless otherwise specified. Final sub-grantee agreements will also be subject to any changes in legislation, regulations, or policies promulgated by the funding sources. The

Partnership reserves the right to vary or change the terms of any contract executed as a result of this RFP, including funding levels, scope of services, performance standards, referral sources, and contract term, as it deems necessary.

#### **4. Sunset and Closeout Consideration**

The Partnership will work with current delegate agency providers that are not selected through this RFP for WIOA services in PY 2023 to transition services. Selected respondents may be required to serve eligible customers already registered into WIOA by an agency that is discontinuing services.

#### **5. Tentative Schedule of Events**

RFP Release	March 3, 2023
Respondents Conference	March 14, 2023
Letters of Intent Due	March 31, 2023
<b>Proposal Deadline</b>	<b>April 12, 2023</b>
Youth Committee Review	May 2023
Chicago Cook Workforce Innovation Board Review	May 2023
Anticipated contract commencement	July 1, 2023

#### **6. Eligible Respondents**

Any governmental, not-for-profit, educational institution, or for-profit entity properly operating in accordance with Federal, State, and local law, and in business for at least three years, may submit a proposal for consideration. Proposals from Respondents who have had a previous Partnership contract terminated for inadequate performance, or for any WIOA proscribed action, within the previous 12-month period are ineligible to apply. Minority-owned and women-owned businesses are encouraged to apply.

Additionally, respondents must be eligible to do business with the City of Chicago, Cook County, the State of Illinois, and The Partnership.

Existing WIOA Youth delegate agencies must re-apply to remain eligible for funding under this RFP, excluding American Job Centers and Sector Centers.

Respondents may submit proposals in which subcontractors are identified to provide program components. Respondents may also identify organizations with which they will collaborate to enhance the project design and program delivery. However, any proposal submissions from a collaboration of two or more entities should clearly provide the following information in the narrative portions of the proposal:

- Identify the lead agency for the collaborative partnership;
- State the roles and responsibilities of each collaborator;
- Include an organizational chart for each organization and for the collaborative;
- Describe how funds will be allocated within the collaborative;
- Identify the percentage of each partner’s fiscal responsibility; and
- Identify the qualified fiscal agent for the collaborative partnership.

Entities are **ineligible** if they: 1) are currently barred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by a Federal, State, City or County department/agency, quasi-governmental agency (including but not limited to CHA, City or County Colleges and CPS), or The Partnership; 2) have existing grants with any Federal, State, County or City agency that have been suspended or otherwise not in good standing within the past two years; or 3) are not in compliance with the Illinois Department of Revenue or the Federal Internal Revenue Service or Federal Office of Management and Budget requirements. Awards made to entities subsequently found to have been ineligible may have funds clawed back at the Partnership’s sole discretion.

## **Section B. Background and Governance**

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### **1. Overview of The Partnership**

Created in 2012, The Chicago Cook Workforce Partnership is an umbrella organization operating the public workforce system in the City of Chicago and Cook County. The Partnership combines federal, state, local and philanthropic resources to broaden the reach and impact of workforce development services for both employers and job seekers. The Partnership has programmatic and administrative responsibility for all WIOA services provided in Chicago and Cook County (Local Workforce Investment Area 7, hereinafter LWIA7). The Partnership administers a comprehensive workforce development system with multiple entry points throughout Chicago and suburban Cook County where job seekers and businesses can access the full range of available services and benefits. Our network comprises community-based delegate agencies, sector-based training providers, career pathway programs, industry-focused sector centers, and 10 high-capacity American Job Centers (AJCs). All efforts put forth by The Partnership are guided by the following vision, mission, and values:

**Our Vision:** Every person has the opportunity to build a career; every business has the talent to grow and compete in a global economy.

**Our Mission:** To create, promote, and effectively manage a network of workforce development organizations that:

- Designs innovative solutions to address business needs, and,
- Prepares individuals for, and connects them to, career opportunities.

## **Our Values:**

- **Collaboration:** We strategically engage a variety of local, regional, state, and national partners in workforce and economic development to ensure program effectiveness. The breadth of these activities allows us to connect businesses and individuals to a wide array of resources.
- **Innovation:** We design and implement initiatives that result in dynamic outcomes for businesses and job seekers alike. We seek creative solutions to current and future workforce development challenges.
- **Transparency:** We clearly communicate our expectations, policies, and processes to stakeholders and partners. We openly and publicly share the results of our initiatives.
- **Financial Responsibility and Stewardship:** As stewards of public, private, and philanthropic funds, we ensure effective and efficient management of our resources to achieve the maximum returns on investment and greatest impact on the business or individual served.
- **Quality:** We commit to continuous improvement. We aspire to a standard of excellence that ensures the delivery of high caliber services for all stakeholders while identifying opportunities for further growth.
- **Dignity of Work:** We believe in the value of work and the mutually beneficial impact that it has on individuals and the companies that employ them. We support investment in human capital as a means of strengthening local communities and the regional economy.
- **Equity:** We intentionally acknowledge systems of oppression when providing the resources and supports people need to reach their full economic and human potential. We actively work to eliminate disparities people experience based on race/ethnicity, disability, background, gender, age, sexual orientation, or economic and educational status. We partner with employers who share our belief and are committed to the idea that all residents of our region can achieve a meaningful career that provides family-sustaining income.

## **2. Workforce Innovation and Opportunity Act (WIOA) Overview**

WIOA is a federal program funded through the U.S. Department of Labor (DOL) and administered by the State of Illinois Department of Commerce and Economic Opportunity (DCEO). WIOA is designed to help job seekers access employment, education, training, and supportive services needed to succeed in the labor market; and to match employers with the skilled workers they need to compete in the global economy. WIOA is the main source of federal funds for workforce development activities throughout the nation. WIOA funding, which is distributed to states and, subsequently, local workforce development boards (WDBs), is used to serve two primary customers: (1) businesses and (2) job seekers. Services are managed and provided by local entities, which must meet performance goals set by DOL, DCEO, and The Partnership.

## **3. Youth Vision and Statement of Principles**

The Partnership and the Youth Committee of the WIB envision a system where all young adults in the Chicago Cook region are able to easily access a comprehensive and integrated set of

education and training supports that increase the number of young adults productively engaged in the workforce, thereby increasing self-sufficiency, and reducing poverty. The Partnership provides regional leadership for efforts to invest in young adults who are disconnected from school or work to obtain employment, reengage in school, prepare for post-secondary education, and/or connect to industry-focused education and training programs. To accomplish this, The Partnership funds direct services for young adults supported by a diverse mix of funding and engages in projects to increase the impact of the public workforce system through strategic partnerships with other youth serving organizations.

The Partnership seeks to:

- Align youth-serving institutions in order to ease access, reduce duplication, close service gaps, and promote collaboration;
- Connect young adults to the labor market, career pathways, education, and/or paid work experience; and
- Improve outcomes for young adults through placement in employment or education, attainment of industry-recognized degrees or certificates, and achievement of literacy and numeracy gains.

The Partnership will invest in programs that employ best practices and incorporate concepts and approaches of (1) youth development and trauma informed care that meet the psycho/social/emotional needs of young adult job seekers; (2) education and workforce strategies that are relevant to high-growth, high-demand business sectors; and (3) wrap-around services with particular focus on employment outcomes. Specifically, The Partnership will support projects that:

- Demonstrate meaningful partnerships with accredited higher education institutions, employers in high growth industries, and other relevant organizations and service providers that support employment, internships, and educational opportunities for young adults;
- Provide long term career development services, such as occupational training, which leads to unsubsidized family sustaining employment in high demand industries;
- Demonstrate collaboration with broader young adult initiatives (e.g., One Summer Chicago, Thrive Chicago, or other youth serving programs);
- Include innovative post-secondary bridge programs designed to accelerate credentials and skill building, such as use of contextualized and integrated curriculum and instruction;
- Use structured work-based learning, such as paid work experiences, pre-apprenticeship programs, and career exploration, while providing maximum opportunities for young adults to learn theoretical and practical skills relevant to their career interests;
- Provide intensive career mentoring and support services, including financial literacy education, to help young adults overcome complex barriers, successfully complete programs, and secure/retain employment;



- Demonstrate investment in long-term follow-up with participants upon program completion to ensure continued support and success in post-secondary education, training, or employment.

#### **4. Focus on Priority Populations**

The Partnership recognizes that certain sub-sections of the young adult population exhibit higher barriers to employment and experience persistently high levels of unemployment. For these reasons, The Partnership will review more favorably proposals that effectively recruit and service the priority populations listed below. The Partnership identifies the following as priority populations:

- An individual who is subject to the juvenile or adult justice system;
- A homeless individual or a runaway youth;
- An individual in foster care or who has aged out of the foster care system;
- An individual who is pregnant or parenting;
- Young adults in the LGBTQ community;
- Public housing residents; and
- Young adults with a disability.

Respondents that identify a specific priority population must identify appropriate services and interventions to overcome barriers to employment.

#### **5. Direct Service Staff Base Salary**

In accordance with our values, The Partnership seeks to provide high quality services to our customers. We support the increased professionalization of the workforce development field and strive to ensure that our system reflects the dignity of work. Consequently, The Partnership is requiring that career coaching and business service positions receive a minimum salary of \$40,000 per year.

### **Section C. WIOA Youth Overview**

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The purpose of the Workforce Innovation and Opportunity Act (WIOA) youth services is to assist young people, ages 16-24, who face significant barriers to success in the labor market, by providing resources and support to overcome those barriers and prepare youth to be productive in the workforce. WIOA services provide workforce services to in-school and out-of-school youth. Respondents can design programs to serve one or both (in-school and/or out-of-school youth). The Partnership will allocate 80% of its funding toward out-of-school youth.

#### **1. WIOA Youth Participant Flow and Services:**

## **Outreach and Recruitment**

Youth Delegate Agencies must develop and conduct regular outreach and recruitment activities to inform their communities of services available and ensure a steady pipeline of participants. Youth Delegate Agencies are expected to network and outreach with local elected officials, businesses, community and faith-based organizations, schools, other WIOA service providers, and other referral partners. Each selected delegate agency will be required to submit a clear and strategic communications and outreach plan. The plan should provide the framework for informing community members and stakeholders about services and opportunities for young adults. The plan should also detail how the respondent conducts business in a manner that is open and accessible to young adults in their proposed service area. Additionally, The Partnership may require Youth Delegate Agencies to periodically staff community resource fairs, elected official events, and other special events during the year.

## **Language Capacity**

Respondents should have staff that are fluent in the language(s) spoken in their service area and who are knowledgeable of the culture(s) in the communities they are serving.

## **Eligibility and Enrollment**

The selected respondent must ensure that all young adults served through the program meet the WIOA youth eligibility requirements and are enrolled in the Career Connect system (See attached policy letter): [https://workforceboard.zendesk.com/hc/en-us/article\\_attachments/360013299252/Youth\\_Eligibility\\_09252018.pdf](https://workforceboard.zendesk.com/hc/en-us/article_attachments/360013299252/Youth_Eligibility_09252018.pdf)

Individuals eligible for services must meet the following criteria:

### **General WIOA eligibility criteria:**

1. Authorized to work in the United States; and
2. Registered for the Selective Service, if applicable.

### **Out-of-School Youth eligibility criteria:**

An “Out-of-School Youth” must be an individual who is:

1. Not attending any school (as defined under State law); and
2. Not younger than age 16 or older than age 24 at time of eligibility determination;  
and
3. One or more of the following:
  - a. A school dropout.
  - b. A youth who is within the age of compulsory school attendance but has not attended school for at least the most recent complete school year calendar quarter.

- c. A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is:
  - i. basic skills deficient (The definition of deficient in basic literacy skills is an individual who computes or solves problems, reads, writes, or speaks English at or below a grade level of 8.9.); or
  - ii. an English language learner.
- d. An individual who is subject to the juvenile or adult justice system.
- e. A homeless individual, a homeless child or youth, a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under the Social Security Act, or in an out-of-home placement.
- f. An individual who is pregnant or parenting.
- g. A youth who is an individual with a disability.
- h. A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

**SPECIAL RULE: the term “low-income”, used with respect to an individual, also includes a young adult living in a high-poverty area.** See High Poverty Area Procedures Policy Letter <https://workforceboard.zendesk.com/hc/en-us/articles/115000795052-High-Poverty-Area-Procedures>

**In-School Youth eligibility criteria:**

An “In-School Youth” must be:

- 1. Attending school (as defined by state law)
- 2. Not younger than 16 or older than 21;
- 3. A low-income individual, including an individual that receives or is eligible to receive a free or reduced-price lunch under the Richard B. Russell National School Lunch Act; and
- 4. One or more of the following:
  - a. Basic skills deficient (an individual who computes or solves problems, reads, writes, or speaks English at or below a grade level of 8.9);
  - b. An English language learner;
  - c. An offender;
  - d. Homeless, a homeless child or youth, a runaway, in foster care or aged out of the foster care system, a child eligible for assistance to enter or complete an educational program or to secure or hold employment;
  - e. Pregnant or parenting;
  - f. An individual with a disability;

- g. An individual requiring additional assistance to enter or complete and educational program or to secure or hold employment.

### **Service Components:**

The following service components apply to all youth programs funded under WIOA. The Partnership encourages collaborations with other agencies in order to ensure access to an appropriate range of services for all participating young adults.

#### **a. Assessment and Career Planning**

Selected respondents must provide an objective assessment of the academic level, skill levels, and service needs of each participant. The assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interests, career exploration aptitudes, supportive service needs, and development needs of the participant.

Based on the comprehensive assessment, the Career Coach will work with each participant in setting goals and developing an Individualized Service Strategy (ISS). The ISS is a critical document that outlines roles, responsibilities, and action steps toward achieving employment and/or post-secondary education. The ISS shall identify career pathways that include education and employment goal, appropriate achievement objectives, and appropriate services for the participant taking into account the assessment conducted. The ISS is highly valued by The Partnership as a guiding document for serving participants and should include the following:

- Activities leading to the attainment of a secondary school diploma or its recognized equivalent or a recognized postsecondary credential;
- Preparation for postsecondary educational and training opportunities;
- Strong linkages between academic learning and occupational learning;
- Preparation for unsubsidized employment opportunities, and
- Effective connections to intermediaries with strong links to the job market and local, regional, or national employers.

When developing an ISS, delegate agencies should help participants set goals along a career pathway. Career pathway is defined in WIOA Section 3(7) as “a combination of rigorous and high-quality education, training, and other services that:

- Aligns with the skill needs of industries in the economy of the State or regional economy involved;
- Prepares an individual to be successful in any of a full range of secondary or postsecondary education options;
- Includes counseling to support an individual in achieving the individual’s education and career goals;
- Includes, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;

- Organizes education, training, and other services to meet particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable;
- Enables an individual to attain secondary school diploma or its recognized equivalent, and at least one recognized postsecondary credential; and
- Helps an individual enter or advance within a specific occupation or occupational cluster.

**b. Access to the 14 WIOA Mandated Youth Service Elements**

The following is a list of fourteen (14) required services local programs must, at a minimum, provide to youth per Section 129 (c) (2) of WIOA (Service Elements). Participation in any one of these activities should be included in the ISS. If a provider does not directly provide the services listed, it must demonstrate the ability to make referrals to appropriate providers of such services.

1. Tutoring, study skills training, and evidence-based dropout prevention strategies that lead to completion of secondary school diploma or its recognized equivalent or for a recognized postsecondary credential;
2. Alternative secondary school offerings;
3. Summer employment opportunities directly linked to academic and occupational learning;
4. Paid and unpaid work experiences, including summer employment opportunities, internships, pre-apprenticeship programs, job shadowing and on the job training opportunities;
5. Occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in demand industry sectors or occupations;
6. Leadership development opportunities, which may include such activities as positive social behavior and soft skills, decision making, teamwork, and other activities;
7. Supportive services;
8. Adult mentoring for a duration of at least twelve (12) months, which may occur both during and after program participation;
9. Follow-up services for a minimum 12-month period;
10. Comprehensive guidance and counseling, including drug and alcohol abuse counseling, mental health counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth;
11. Financial literacy education;
12. Entrepreneurial skills training;
13. Services that provide labor market and employment information about in-demand industry sectors and occupations;
14. Activities that help youth prepare for and transition to post-secondary education and training.

### c. Foundational Skills Training

Foundational skills are the non-cognitive skills demanded by all or most employers and are sometimes referred to as “soft skills,” “job readiness,” or “workplace readiness” skills. For Example, employers often identify attitude and work ethic as the primary qualities they look for in new employees. Youth Delegate Agencies should incorporate Foundational Skills Training into their program design. Foundational skills components may include but are not limited to interpersonal skills such as teamwork, communication, and punctuality to better equip young adults with non-cognitive skills needed to succeed in jobs. The Partnership recommends including Foundational Skills be taught alongside more traditional job readiness curriculum like resume preparation, job search, and interviewing skills.

### d. Supportive Services

Youth Delegate Agencies must provide young adults with the necessary supportive services to reduce barriers and allow a smooth transition through the Individual Service Strategy. Support services such as transportation assistance, work attire, training related materials and other such services are allowed under WIOA. Respondents should allocate at least 5% of their budget toward supportive services. Each respondent must have the accounting systems in place to track supportive service transactions.

### e. Work Experience/Work-based Learning

Work experience is a planned, structured learning experience that takes place in a work environment for a limited period. Work experience may be paid or unpaid, as appropriate. A work experience may take place in the private for-profit sector, the non-profit sector, or the public sector and is designed to help job seekers build relevant work experience and skills. [Fair Labor Standards apply in any work experience where an employee/employer relationship exists, as defined by the Fair Labor Standards Act or applicable State law.](#) In order to comply with WIOA, The Partnership requires that **all youth programs incorporate work-based learning strategies** and devote **25%** of their budget to paid work experience activities. According to the Training Employment and Guidance Letter WIOA No, 23-14, “program expenditures on the work experience program element include wages as well as staffing costs for the development and management of work experience.” **For more information on all work experience components see the local WIOA Work Experience Policy Letter NO. 2017-PL-09** <https://workforceboard.zendesk.com/hc/en-us/articles/115001817211-Work-Experience-Policy-Letter-Attachments-Updated-7-7-2020->

### f. Training Services

Under WIOA, certain services are available to all registered Out-of-School Youth, independent of the respondent’s program design or budget. These services include the following:

- **Individual Training Accounts (ITAs):** Young adults who are determined suitable for training, may also access training with an Individual Training Account (ITA). ITAs are tuition vouchers redeemable at one of the many eligible training providers. Training services are not usually provided directly by the Youth Delegate Agency, but, rather, the Delegate Agency facilitates the ITA application and selection process with the

jobseeker. Training services are purchased from eligible training providers selected from the locally approved list in consultation with the career coach. The selection of training services should be conducted in a manner that maximizes customer choice and is linked to in-demand occupations. Career coaches must ensure that job seekers explore other funding options (such as Pell Grants) and research performance of relevant training providers.

The Partnership contracts with a third-party entity, referred to as the Training Assessment and Referral Agency (or TARA) to process Individual Training Accounts. The TARA analyzes patterns and trends and provides a system of checks and balances to ensure participants receive equitable services and to minimize conflicts of interest among grant recipients. For more information on ITAs please see <https://workforceboard.zendesk.com/hc/en-us/articles/115003538072-ITA-Policy-Letter> **Respondents SHOULD NOT identify ITA dollars in their proposed budget.**

- **On-the-job training (OJT) opportunities:** Young adults may also be appropriate for on-the-job training (OJT) opportunities. OJT involves reimbursing an employer 50% of a participant’s wages to cover the costs of training in the job setting. An individual training plan must be completed that outlines the skills and competencies learned during the training period. OJT funds are also contracted separately through the TARA. **Respondents SHOULD NOT identify ITA dollars in their proposed budget.**

**g. Placement into Employment/Post-Secondary Education/Training**

The main outcome of the WIOA youth program is placement into employment and/or into post-secondary education/training. As young adults progress in the program and achieve the action steps of their ISS, the Youth Delegate Agency should assist in placing the participants into employment and/or post-secondary education. Youth Delegate Agencies must have a staff person dedicated toward working with employers and/or post-secondary/training institutions to facilitate the placement process.

**h. Follow Up Services**

Follow up services are critical services provided to help ensure that the participant is successful in employment and/or post-secondary education/training. Follow up services must be offered to all participants for a minimum of twelve (12) months after they enter the follow up phase of WIOA, referred to as an “exit.” The frequency and type of follow-up services should be based on the needs of the participant during the 12-month period. Follow up services may include, but are not limited to, the following program elements:

- a. Supportive services;
- b. Ongoing placement support if initial employment or post-secondary education/training is unsuccessful;
- c. Adult mentoring;
- d. Financial literacy education;

- e. Services that provide labor market and employment information about in demand; industry sectors or occupations such as career counseling and career exploration services; and
- f. Activities that help young adults prepare for the next step in their career pathway.

**2. WIOA Youth Performance Requirements:**

WIOA establishes a comprehensive performance accountability system to optimize the return on investment of federal funds and to assess the effectiveness of local areas in achieving continuous improvement. Proposed programs should be designed to achieve both sets of measures listed on the following chart.

It is important to note that once an individual is registered into WIOA, the participant will be counted in the federal WIOA performance measures. Furthermore, participants that are enrolled as In-School Youth and become Out-of-School Youth during the course of service will remain in the In-School performance measures. Likewise, Out-of-School Youth that age beyond 24 or enroll in school will remain in the Out-of-School performance measures entered at the time of enrollment. Selected respondents will be required to meet performance measures based on the new WIOA rates. The Partnership negotiates with the Illinois Department of Commerce and Economic Opportunity each year.

The chart below outlines The Partnership’s negotiated program metric goals:

<b>WIOA Performance Measure</b>	<b>Definition</b>	<b>PY 2022 Goal</b>	<b>PY 2023 Goal</b>
2 <sup>nd</sup> Quarter Employment	The percentage of youth who are in education/training activities or in unsubsidized employment in the 2 <sup>nd</sup> qtr. after exit	71%	71%
4 <sup>th</sup> Quarter Employment	The percentage of youth who are in education/training activities or in unsubsidized employment during the 4 <sup>th</sup> qtr. after exit	68.5%	68.5%
Median Earnings	The median average earnings of youth who are in unsubsidized employment in the 2 <sup>nd</sup> qtr. after exit	\$4,500	\$4,500
Credential Attainment	The percentage of youth who obtain a recognized post-secondary credential or a secondary school diploma/GED during participation or within 1 year after exit	68.5%	68.5%
Skills Gain	The percentage of youth who are in an education/training program that leads to a recognized post-secondary credential or employment and who are achieving measurable skill gains	49%	49%

In addition to the federal performance measures, selected respondents will set real time outcome goals with The Partnership on the following:



- Enrollments
- GED/high school diplomas
- Credentials and certificates earned
- Youth participating in work-based learning experiences
- Placements into unsubsidized employment
- Placements into training related employment
- Placement into post-secondary education
- Placement into advanced training
- Persons exiting the program with a positive outcome

## **Section D. The Partnership’s Reporting, Tracking, and Evaluation**

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### **1. Data and Participant Tracking Systems**

All participant data will be tracked on The Partnership’s customer tracking system, Career Connect, which automatically links to the State of Illinois tracking system, The Workforce Development system (IWDS). All selected respondents will be required to attend Career Connect training and will be required to utilize the system for all customer and business services provision. All service activity and case notes must be entered within the system properly, timely, and in a professional manner that documents and justifies the services provided, and progress of the participant. In addition to reporting and tracking customers through Career Connect, selected providers must submit monthly reports that document outcomes on agreed upon key benchmarks.

### **2. File Records, Retention and Ownership:**

Selected respondents must maintain and secure accurate files for every enrolled participant in compliance with Federal and State WIOA requirements and, where applicable, The Partnership’s retention policies. Based on funding stream, participant files must contain a variety of documentation that includes most, if not all, of the following:

- Documents that support program eligibility/determination of need
- Documents that support the achievement of outcomes
- Intake and application form
- Intake assessment results
- Individual career plan and or Individual Employment Plan (IEP)
- Time and attendance sheets (training activities)
- Work site location and information
- Regular updates or case notes are stored electronically (minimally every 30 days)

Selected respondents must allow The Partnership and its regulatory partners including local, state, and federal representatives, unfettered and immediate access to all program records, materials, staff, and participants. In addition, respondents are required to maintain all files and

records for four (4) years from the last day of the program year. For more information: [Document Destruction Procedure](#)

### **3. Oversight, Evaluation and Planning**

The Partnership will monitor and evaluate selected respondents to determine if employers and job seekers are receiving the most comprehensive, streamlined set of services. The Partnership will also evaluate the quality and effectiveness of the service strategies developed for the participants, and the quality of the case management provided by the career coaches. Selected respondents must ensure program compliance and evaluate the quality and effectiveness of the service strategies. The Partnership's funders, including the U.S. Department of Labor, Illinois Department of Commerce and/or others, may conduct periodic external monitoring and evaluation of sub-grantees awarded pursuant to this RFP.

### **4. Accessibility and Equal Opportunity**

The Partnership is committed to equal access for all participants to all services. All respondents must ensure equal opportunity for all individuals. No individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any program managed by The Partnership (including Workforce Innovation and Opportunity Act programs or activities) because of race, color, religion, sex, national origin, age, sexual orientation, marital status, medical condition(s), disability, English proficiency, veteran status, or political affiliation or belief. All respondents are expected to demonstrate full compliance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) and all other equal opportunity laws. This involves ensuring that staff receive accessibility training and may involve developing accessibility plans for both physical and substantive program access.

The selected respondent will maintain a culture of inclusiveness in compliance with Section 188 of WIOA 29 CFR 38, the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), and all other applicable statutory and regulatory requirements. The selected respondent shall not unlawfully discriminate, harass, or allow harassment against any employee, or applicant for employment or services due to gender, race, color, ancestry, religion, national origin, veteran status, physical disability, mental disability, medical condition(s), age, sexual orientation, or marital status. Providers will assure compliance with the Americans with Disabilities Act of 1990 and its amendments, which prohibits discrimination on the basis of disability, as well as other applicable regulations and guidelines issued pursuant to the Americans with Disabilities Act Amendment Act. Additionally, partners agree to fully comply with the provisions of WIOA Title I, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights act of 1964, the Age Discrimination Act of 1975, and Title IX of the Education Amendments of 1972, WIOA Title IB, 29 CFR Part 38 and all other regulations implementing the aforementioned laws.

Additionally, the physical characteristics of the facilities, both indoor and outdoor, will meet compliance with 29 CFR Part 38, or most recent ADAAA standards for Accessible Design and the

Uniform Federal Accessibility Standards by or before July 1, 2020. In some cases, the facilities are leased by neither The Partnership nor its service providers (e.g., IDES CMS or the City of Chicago). In this case, LWIA 7 is in active, urgent, and ongoing negotiations with the parties to continue ADAAA compliance.

Services must be available in a convenient, high traffic and accessible locations considering reasonable distances from public transportation and adequate parking (including parking clearly marked for individuals with disabilities). Indoor space will be designed in an “equal and meaningful” manner providing access for individuals with disabilities.

## **Section E. Solicitation Process and Terms**

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### **1. Period of Solicitation**

**The deadline to submit a response(s) to the RFP is Wednesday, April 12, 2023, no later than 4:00 p.m. (CDT). Please note that any application submitted after 4:00 pm will be deemed ineligible for review.**

### **2. RFP Inquiries, Questions and Answers**

The primary mode of communication between The Partnership and potential respondents will occur via The Partnership website at <https://chicookworks.org/our-network/request-for-proposals/>. All questions pertaining to the RFP must be received in writing via email at [RFPquestions@chicookworks.org](mailto:RFPquestions@chicookworks.org) by 12:00 P.M. (Noon) (CDST) Monday, March 27, 2023.

The Partnership anticipates posting answers to all questions by Monday, April 3, 2023. A Question-and-Answer page will be posted on The Partnership website [www.chicookworks.org](http://www.chicookworks.org). It is the respondent’s responsibility to check the website page frequently to stay apprised throughout the process. Only those questions directed to the above email or received at the Respondents Conference will be answered. **Questions will not be answered over the phone or in person. Questions received after noon on March 27, 2023, will not receive a response.**

### **3. Bidders Webinar**

The Partnership will host a Bidders Webinar for all prospective respondents to this RFP. At this session, The Partnership staff will review program information, key proposal requirements, contract terms and conditions and respond to questions. Attendance is highly recommended. Other than during the Bidders Webinar, **Partnership staff members are unable to provide technical assistance during the application process.** Please do NOT contact staff directly with any questions. All questions should be directed to [RFPquestions@chicookworks.org](mailto:RFPquestions@chicookworks.org).

The Bidders Webinar will be held:

**Tuesday, March 14, 2023, 10:00 A.M -12:00 P.M (CDST)**

[WIOA Youth RFP Bidders Webinar Link](#)

Please register using the link above before the webinar. After registering, you will receive a confirmation email containing information about joining the webinar.

A brief period will be reserved at the Bidders Conference for additional questions to be submitted in writing. Every effort will be made at the conference to answer questions submitted that day; however, all questions will be answered and posted on the website. No answers are final until posted on the website.

#### **4. Letters of Intent**

A Letter of Intent is strongly encouraged but not mandatory. Letters of Intent allow the Partnership to plan for volume of proposals and resources if needed. If your organization is submitting a Letter of Intent, it must be received by 4:00pm March 31, 2023. Letters of Intent may be submitted at this link.

[WIOA Youth Services- INTENT TO BID FORM](#)

#### **5. Limitations**

The Partnership shall not pay for any costs incurred by the respondent agencies in the completion of this RFP. Submission of an RFP does not, in any way, obligate The Partnership to award a contract. The Partnership reserves the right to accept or reject any applications, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFP, if it is in the best interest of The Partnership to do so. The Partnership may require successful respondents to participate in negotiations prior to sub-grantee finalization. The Partnership shall reserve the right to terminate, with or without cause, any contract entered into as a result of this RFP process.

#### **6. Disclaimers**

All sub-grantee awards by The Partnership, pursuant to this RFP, are contingent upon the availability of funds. Respondents are liable for any and all costs incurred prior to final authorization by the WDB and the execution of a contract with The Partnership.

The Partnership also reserves the right to:

- Rescind an award and/or reallocate the funding to another respondent should the successful respondent fail to execute its grant agreement in a timely fashion;
- Increase funding levels for any or all delegate agencies selected pursuant to this RFP, if additional funds become available, based on delegate agency performance, effectiveness and other details;
- Change and amend as necessary its policies or procedures governing the delivery or scope of services described herein;

- Perform an assessment of the risk that any recent, current, or potential litigation, court action, investigation, audit, bankruptcy, receivership, financial insolvency, merger, acquisition, or other event might have on an organization's ability to operate a proposed program.

## **7. Notice of Award**

All respondents receiving an award will be notified by posting on the Partnership's website. Unsuccessful respondents who wish to obtain their raw scores on the evaluation of their proposal should submit a written request to this effect to The Partnership's Chief Operations Officer at [illona.sheffey-rawlings@chicookworks.org](mailto:illona.sheffey-rawlings@chicookworks.org). Only individual scores will be provided if requested; further technical assistance is not available at this time. Respondents that are not awarded a contract are encouraged to re-apply in subsequent funding cycles.

## **8. Disallowed Costs and Cancellations**

Successful respondents must accept liability for all aspects of any Workforce Innovation and Opportunity Act program conducted under contract with The Partnership. Successful respondents will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted. The Partnership reserves the right to cancel an award immediately if new state or federal regulations or policy makes it necessary to change the program purpose or content substantially, or to prohibit such a program.

## **9. Sub-Grantee Award Process**

The sub-grantee award will not be final until The Partnership and the respondent have executed a mutually satisfactory sub-grant agreement. The Partnership reserves the right to make an award without further discussion of the proposal submitted. No program activity may begin prior to the WIB approval of the award and execution of an award letter and/or sub-grant agreement between the successful respondent and The Partnership. Reductions in the funding level of any sub-grant resulting from this solicitation process may be considered during the sub-grant agreement period when a respondent fails to meet expenditure, participant, and/or outcome goals specified in the sub-grant agreement or when anticipated funding is not forthcoming from federal or state governments. The Partnership reserves the right to determine both the number and the funding levels of sub-grantee agreements finally awarded. Such determination will depend upon overall fund availability and other factors arising during the proposal review process.

## **10. Cost and Negotiations**

The Partnership reserves the right to reject any or all proposals received and to negotiate with any and all offers on modifications to proposals. Proposals submitted which are over the maximum amount of funds specified for this RFP will be rejected. The proposal warrants that the costs quoted for services in response to the RFP are not in excess of those that would be charged any other individual for the same services performed by the respondent.

### **11. Modification of Sub Grantee Agreements**

Any sub-grant agreements awarded pursuant to this RFP may be unilaterally modified by The Partnership upon written notice to the contractor under the following circumstances:

- Sub-Grantee fails to meet performance and service expectations set forth in the contract, or
- The federal or state government increases, reduces or withdraws funds allocated to The Partnership, which impact services solicited under this RFP, or
- There is a change in federal or state legislation and/or their regulations, local laws, or applicable policies and procedures.
- The Partnership receives additional public or private funds.

### **Section F. Proposal Review and Evaluation Process**

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Applications will be evaluated by a team of reviewers, which may include WIB members, Youth Committee members, outside experts and Partnership staff. An entity's failure to submit a complete proposal or to respond in whole or in part to RFP requirements may cause The Partnership to deem the proposal non-responsive and thus ineligible for review.

**Fiscal Review:** The Partnership will conduct a fiscal review of all qualified proposals including, budgets, agency audits, leveraged funds and responses to questions related to fiscal operations. The Partnership reserves the right to review and request further information regarding the respondent's financial situation, if not sufficiently outlined in the submission. The Partnership reserves the right to assess the risk posed by any recent, current, or potential litigation, court action, investigation, audit, bankruptcy, receivership, financial insolvency, merger, acquisition, or other event that might affect an organization's ability to operate the requested program.

**Program Narrative Review:** Members of the review team will conduct an in-depth assessment of the program narrative section for each proposal. A scoring instrument will be used based on the evaluation criteria listed in the RFP.

**Past Performance Review:** Through this process, The Partnership will review a respondent's performance on any previous and/or existing The Partnership grant agreement(s) as well as check references submitted from other grantors. Achievement of grant agreement outcomes (i.e., number of enrollments, job placements and retention of enrollees), along with compliance with programmatic and fiscal guidelines and timelines will be evaluated.

The review team will perform an in-depth evaluation of all responsive proposals based upon the criteria herein. Prior to its final funding decision, The Partnership may also: 1) conduct site visits and meet with representatives of the responding entity to discuss the proposed program and budget; 2) identify and/or negotiate program or budget changes the responding entity must make as a condition of funding; and 3) identify other documentation the entity must provide as a condition of funding.

After analyzing all the documents submitted, and any additional analysis of the geographic distribution of the programs to ensure community access for Chicago and Cook County residents as well as access for special populations, The Partnership will select respondents for recommendation to the Youth Committee of the WIB and full WIB for approval. Once approved by the WIB, The Partnership may award grant agreements to successful respondents.

**Interviews:** The Partnership reserves the right to request an in-person or virtual interview. Respondents who are asked to interview will be allowed 30 minutes for oral interviews to walk through their proposed solution. The RFP Scoring Panel will then ask a series of questions to allow Respondents to clarify or highlight aspects of their proposal. The Respondent’s authorized representative or delegate, and at least one key technical resource, must be in attendance for the oral interview. The Respondent is limited to a presentation team of three individuals. Finalists will be notified of interview time slot via email.

Entities that fail to meet the evaluation criteria specified herein, or proposals that do not meet the service needs will not receive further consideration for funding. Failure to meet evaluation criteria can include, but is not limited to, non-responsive language in the submission, failure to clearly address all areas in the project narrative as required, lack of required documentation, and proposing programs, which do not address the specific needs of the population(s) being targeted.

**Evaluation Criteria**

Proposals evaluated with a score below 70 out of a possible 100 points may not be considered. Proposals that do not meet minimum standards will be considered non-responsive. The Partnership is not required to contract with the entity receiving the highest score. Factors such as population served, and geographic need may carry significant weight.

All proposals will be scored according to the evaluation criteria set forth below and rank ordered from highest to lowest score. A recommended funding level will be determined based on a number of factors including overall ranking of proposal rating scores, the availability of funds, the number of applications submitted, geographic factors, reasonable unit cost as determined by The Partnership, the need for the proposed services, and past performance.

Criteria	Point Value
<b>Organizational Structure and Capacity</b>	<b>20</b>

<b>Program Description</b>	<b>40</b>
<b>Past Performance and Planned Outcomes</b>	<b>20</b>
<b>Financial Structure and Fiscal Plan</b>	<b>20</b>
<b>Total Points Available</b>	<b>100</b>

## **Section G. Submission Requirements and Structure**

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### **1. All Required Submittal Documents**

Respondents must submit all the following documents (as applicable) for **each proposal**. Respondents may submit for more than one location. Proposals containing all the following documents will be considered complete and eligible for review:

#### **Program Proposal**

1. [WIOA Youth Organizational Leadership Demographic survey](#).
2. [WIOA Reference Form \(formsite.com\)](#)
3. MOUs as applicable if submitting as a partnership or collaborative
4. Executive Summary (signed by the authorized representative)
5. Program Narrative (Response to Program Questions page 27-32)
6. Staff Resumes and/or Job Descriptions
7. Customer Flow Chart (supplied by respondent)
8. WIOA Mandated Youth Service Elements Delivery Plan Form
9. Grant Summary Form\*
10. Planned Participant Outcome Form

#### **Fiscal Proposal**

1. Fiscal Narrative (Response to Fiscal Questions pages 32-34 items a-o)
2. Fiscal Questionnaire\* and requested policies.
3. Completed W-9 Request for Taxpayer Identification Number and Certification
4. IRS 501(c)(3) Tax Exempt Determination Letter dated within past 3 years (required only if applicable)
5. Certificate of Good Standing
6. Most Recent Audited Financial Statements
7. List of Board Members including year organization legally established
8. Cost Allocation Plan
9. Indirect Cost Rate Determination Letter (required only if applicable)
10. Budget Summary and Narrative Forms for all applicable funding sources (In and/or Out of School)

\*Required forms can be downloaded with this RFP from The Partnership's website at <https://chicookworks.org/our-network/request-for-proposals/> Other attachments listed above are described in the narrative questions below. Forms and attachments do not count toward page limits for narrative responses.



All components of the Fiscal Proposal, except for the Budget and Budget Narrative, must be submitted by each partner entity if the respondent is a consortium. **Completed RFP responses must be submitted electronically to [YouthRFP@chicookworks.org](mailto:YouthRFP@chicookworks.org) by Wednesday, April 12, 2023, at 4:00 p.m. CDT. PROPOSALS RECEIVED AFTER THIS DATE AND TIME ARE LATE AND WILL NOT BE ACCEPTED.**

## 2. Electronic Submittal Procedures and Requirements

For each proposal submitted, please respond to the [WIOA Youth Organizational Leadership Demographic survey](#). This survey will capture demographic information and basic respondent contact information for tracking purposes.

Respondents must provide three references who may speak to their performance and professional attributes. Respondents should share the link below and ensure that references respond in advance of the submittal deadline. Find the [WIOA Reference Form](#) here.

All proposals must be submitted in **electronic form to [YouthRFP@chicookworks.org](mailto:YouthRFP@chicookworks.org)**. Any material considered proprietary must be so designated by annotation within the document.

For the purposes of electronic submission, originals are scans of paper documents that contain **original signatures in blue ink or electronic signatures** of the President, CEO, or equivalent person with legal signature authority for the organization and **marked "Original."**

If your organization is unable to provide scanned signature originals, include unsigned forms in your proposal and include the following statement in the email body of your proposal submission: "Respondent requires electronic signature follow-up."

The Partnership will contact your organization to obtain the electronic signature of its authorized signatory following receipt of your proposal. Please note that the electronic signature process may occur after the proposal submittal deadline. Proposals that include unsigned forms but are otherwise complete will be considered complete at the time of submission so long as respondents comply with the instructions herein regarding electronic signature follow-up.

Narrative responses must be formatted as follows:

- 8.5 x 11-inch (letter size)
- One-inch margins
- 12-point font
- Double spacing
- Numbered pages with organization name in footer
- Page break for each new section with clear section header

Submit your complete RFP for **each proposed site by email** with sections organized as follows:

<b>Organizational Leadership Demographic Survey (Online survey click Link)</b>	<a href="#">WIOA Youth Organizational Leadership Demographic survey</a>
<b>WIOA Youth RFP Reference Forms (Online survey click Link)</b>	<a href="#">WIOA Reference Form</a>
<b>Subject Line of Email</b>	“WIOA Youth” + Organization Name + Proposed Geographic Area or Target Population
<b>Body of Email</b>	List of Email Attachments Organization Name Organization Address Contact Person for Proposal Contact Email and Phone Number
<b>Attachment 1</b> <b>Named: “WIOA Youth +Organization Name + Proposed Geographic Area Or Target Population Program Narrative”</b> <b>As <u>one</u> PDF</b>  (Fillable forms are available on The Partnership website <a href="https://chicookworks.org/our-network/request-for-proposals/">https://chicookworks.org/our-network/request-for-proposals/</a>	Executive Summary (specific to this Youth RFP) Program Narrative Response(s) Memoranda of Understanding (MOU) with partners (if applicable) Resumes, Job Titles, and Descriptions Customer Flow Chart Customers Served Form Grant Outcome History Form Photos of areas where services will be provided (not required) WIOA Mandated Youth Service Elements Delivery Plan Form WIOA Youth Planned Outcomes Form
<b>Attachment 2</b> <b>Named “WIOA Youth + Organization Name Fiscal”</b> <b>As <u>one</u> PDF</b>  <b>NOTE: that if applying for multiple sites only one fiscal information packet PDF is needed.</b>	Fiscal Narrative Response to Questions Fiscal Questionnaire with applicable fiscal policies Completed W-9 Request for Taxpayer Identification Number and Certification IRS 501(c)(3) Tax Exempt Determination Letter dated within past 3 years (required only if applicable) Certificate of Good Standing Most Recent Audited Financial Statements List of Board Members including year organization legally established Cost Allocation Plan Indirect Cost Rate Determination Letter (required only if applicable) Segregation of Duties Form
<b>Attachment 3</b> <b>Named “WIOA Youth + Organization Name Budget As Excel</b>	Budget Summary and Narrative

**Submittal Address and Deadline**

Completed RFP responses must be submitted **electronically to [YouthRFP@chicookworks.org](mailto:YouthRFP@chicookworks.org)**

RFP responses must be received **before or by 4:00 PM CDT Wednesday, April 12, 2023. Proposals received after this date and time will not be accepted.**

### **Technical Problems with Submission**

Please note that submissions are capped at 35mb size limit for 1 single email. Send separate emails if any submission is going to be larger than 35mb.

If you experience a technical problem when submitting your proposal (e.g., you do not receive an automatic email that the submission was received), immediately email [RFPquestions@chicookworks.org](mailto:RFPquestions@chicookworks.org) to explain the problem. Enter “submission problem” and your organization name in the email subject line.

If you experience a technical problem when submitting your proposal within three (3) hours of the submittal deadline, email [RFPquestions@chicookworks.org](mailto:RFPquestions@chicookworks.org) as instructed above **AND** call:

**RFP Submission Support Hotline: (312) 848-7174\***

\*Calls to this number will only be answered within three (3) hours of the submittal deadline, from 12:00 p.m. to 4:00 p.m. on Wednesday, April 12, 2023. Do not call this number at any other time.

### **Section H. PROPOSAL QUESTIONS: Program Narrative**

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Please respond to the following questions and submit the required forms. If applying for both in and out of school funding, please address each population in your response. **The total page limit (not including attachments) is 35 pages if applying for in school or out of school and 40 pages if applying for both.**

#### **[WIOA Youth Organizational Leadership Demographic survey](#)**

For each proposal submitted please complete the electronic organizational survey using the link above.

#### **[WIOA Reference Form](#)**

For each proposal submitted please share the link above with three references who must complete and submit the form in advance of the submittal deadline.

### **1. Executive Summary**

The Executive Summary (**2 pages only**) must be submitted on the lead organization’s letterhead and must provide:

- a. An overview of the organization’s qualifications, including the number of years it has successfully provided services within Chicago and/or suburban Cook County, the type

- of services provided, and the demographics of customers served;
- b. If submitting as a formal partnership or collaboration, please identify all key partners and the lead entity.
  - c. A concise description of the proposed program that identifies the community to be served, the target population and the proposed numbers of customers served.
  - d. The funding stream(s) (In and/or Out of School) and amount of funding requested.

## 2. Organizational Experience and Capacity (20 points)

- a. Provide a concise description of your organization including the legal status of the organization, the governance structure, mission, vision, and goals along with the major programs currently offered. Explain how your mission aligns with this funding opportunity. If submitting as a formal partnership or collaborative, please identify all the partners or subcontractors (if applicable) and briefly explain their role within the collaboration, services to be provided, expertise and rationale for participation in the program design. Attach detailed MOUs for all partners.
- b. Describe your organization's experience in providing workforce development programs of comparable size and scope and/or other publicly funded programs for youth and young adults. Provide examples of how your organization is innovative. Creative and flexible in serving this population
- c. Preference will be given to those agencies that have a demonstrated history of serving youth and young adults from communities that experience high rates of poverty and unemployment. Explain how you will ensure a preponderance of participants served will reside in such community areas and/or populations prioritized in federal and local youth workforce development policy. Include the **Customers Served Form** as an attachment to provide current zip code and priority population data on numbers served and placed in employment, education/training, or additional programming.
- d. Please identify the address of the site and describe the physical lay-out of the proposed service facility including square footage of classrooms, resource rooms and available equipment (You are encouraged to include photographs as attachments). Describe the access to public transportation and planned hours of operation. Identify the ADA compliance accessibility features of the site.
- e. Describe what makes your organization stand out above others in its abilities to accomplish the goals of a youth delegate agency of The Partnership.
- f. Describe your proposed staffing plan. It should specify staffing levels and position titles. Identify key staff members by name and specify the educational levels for each individual, their tenure in role and in general with the organization. Describe the diversity make up of your staff and explain how it relates to the proposed demographics of the

targeted community. It is anticipated that the proposal will include a position for a site lead or director and at least one full time career coach and part time business service representative.

- g.** Explain your process for training new staff members on the regulations of WIOA and program requirements. Identify any specific skills or certifications of staff, including certifications that meet the psycho-social-emotional needs of young adults. Identify the annual staff turnover rate for your organization for the past three (3) years and explain any recent turnover of key positions. How does the organization ensure quality and consistency of work when staff leaves the organization? Include your planned direct-service staff to participant ratio for your proposed program
- h.** Attach resumes (not counted toward the program response limit) for proposed staff to be used on the project, including names, titles, job descriptions and whether the position is full or part-time. If you anticipate the creation of additional positions in response to this RFP, please provide job descriptions including qualifications sought and hiring criteria. Documentation of specific qualifications or credentials for specialty staff positions should also be included in your submission.

***In accordance with our values, The Partnership seeks to provide high quality services to our customers. We believe in the increased professionalization of the workforce development field and strive to ensure that our system reflects the dignity of work. Consequently, The Partnership is requiring that career coaching and business service staff positions receive a minimum salary of \$40,000 per year.***

### **3. Program Design (40 points)**

**(Respondents applying for both In-school and Out-of-School funds must address both populations in their response)**

- a.** Please describe the characteristics and needs of the specific populations you intend to serve. What are the target populations barriers in accessing employment and education services? How will the proposed program address those barriers? Which aspects of your program (e.g., curriculum, program environment, facilities, etc.) are designed specifically to address the challenges faced by this population.
- b.** Describe your plan for recruitment, including the specific target group you will recruit, the neighborhoods they live in, the organizations and audiences with which you will communicate, and the tools and methods you will use. How large a pool of recruits will you need to bring into your intake process in order to identify the cohort of enrolled participants you propose to serve? Discuss plans for the recruitment and enrollment of out-of-school youth.

- c. Describe your process for enrolling youth into your program. Indicate how you will expedite the eligibility process to avoid creating unnecessary delays and burdens to OSY program enrollment. How will customers not eligible for WIOA youth services be referred to other community partners for services? Please be specific regarding resources.
- d. Describe how youth will be assessed upon enrollment. Include a description of any tools or methods used to determine the following: levels of basic skills, work readiness skills, interests and aptitudes, occupational skills, and supportive service needs. Describe your process for developing an Individualized Service Strategy (ISS) with customers. Explain how your assessment process informs the development of the ISS. How will you incorporate a career pathway approach in working with customers? What are your strategies for updating and altering an ISS as a participant advance on their career path?
- f. Detail the specific services to be provided as youth progress through your program in order to achieve the milestones identified in the ISS and overall program goals. Be specific on hours of programming, foundational skills, curricula, and tools used and staff involved in the process. Attach a customer flow chart (not counted in your page count).
- g. Your program must provide directly and/or provide access to the 14 WIOA Mandated Youth Service Elements described on page 13, section B. Describe in detail the Service Elements your organization will deliver to program participants. If the services are not provided directly through workforce development programming, how do referrals work within your organization? If your organization is not providing the services directly, describe your referral process and how you ensure that the participant is successful in accessing the specific service(s). **(Mandatory: Attach a completed copy of the 14 WIOA Mandated Youth Service Elements Delivery Plan Form)**
- h. Describe in detail how your program will meet the 25% work experience requirement. What opportunities and strategies do you have for youth to gain work experience. Describe the activities and work-based learning opportunities. How will you ensure these activities include relative job skills and meaningful work that lead to quality jobs? What employer relationships do you have in place for paid work experience? Describe your experience with and/or plans to administer payroll and/or stipends for youth. **For more information see the local WIOA Work Experience Policy Letter <https://workforceboard.zendesk.com/hc/en-us/articles/115003538072-ITA-Policy-Letter>**
- i. Describe your strategies for and experience with engaging businesses and industry leaders in your program. Explain how employers and industry leaders are involved with your organization as a whole and specifically with program delivery. Describe your process of employer engagement from the initial contact to placement of participants and retention.

- j. Describe leadership development, community service and peer-centered activities which may encourage responsibility and other positive social and civic behaviors. Provide specific examples of the kinds of activities you will provide.
- k. Describe your strategies for providing/or accessing mental health and other counseling services to participants. Which specific partnerships or providers will you partner with? How will you ensure youth may access services?
- l. Describe your process for engaging program participants after they progress to the follow up phase of the program. Identify retention strategies used to ensure participants maintain their placement. How will you maintain contact with youth and assist them during the follow up period, especially in cases where young people disengage or need further barrier reduction assistance?

#### 4. Past Performance and Planned Outcomes (20 points)

- a. Describe your ability and experience in meeting outcomes and benchmarks on publicly funded grants. Please complete the **Grant Outcome History Form** (in the attachments) on every workforce development grant within the past 3 years.
- b. Please identify three (3) references using the [WIOA Reference Form](#) of funders or organizations (other than The Partnership) that can attest to your ability to serve the population, achieve grant deliverables, and meet performance benchmarks. Please inform your contact person that they have been identified as a reference and ensure the accuracy of the contact information. The Partnership will not contact respondents for updated reference information.
- c. Explain your process for internally monitoring your on-going performance. How will you evaluate and assess both the effectiveness and quality of the program? Identify who will be responsible for data collection, analysis, reporting and general oversight.
- d. Describe a situation where your youth program did not meet performance measures? Identify the issue(s) and describe the intervention implemented to address the problem(s)? Was the intervention successful? Why or why not?
- e. All grantees are required to utilize The Partnership's management information system, Career Connect. What is your plan for ensuring data integrity, compliance, timely entry, and quality maintenance of participant records?
- f. Describe the specific outcomes to be achieved by the proposed program and the measures that will be used to determine the degree to which outcomes are being accomplished. How will you ensure achievement of agreed upon goals? Please complete the attached **Proposed Planned Outcomes Form**.

- g. Identify and explain your planned cost per participant served and cost per customer placed and explain how your program is cost effective. **Describe any leveraged services or added benefits to the customer not previously mentioned.**

## **Section I. PROPOSAL QUESTIONS: Fiscal Structure and Plan**

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**Please respond to the following questions and submit the requested documentation including requested budget forms. Answers to these questions do not count toward your page limit. The total point value for this section is 20 points.**

### **1. Fiscal Narrative Questions**

- a. What is your organization's legal status/registration? Briefly describe the entity's statutory reporting requirements.
- b. Describe the basis on which the requested amount was calculated. Identify an average unit cost per participant and provide an explanation to justify this unit cost. Identify the staff to participant ratio. If the entity is for-profit, identify the profit percentage built into the proposed budget, and describe the risk and other factors taken into consideration to arrive at this percentage. **NOTE: The Partnership will separately negotiate the percentage of profit with each for-profit entity whose proposal is selected.** For more information see The Partnership Policy Letter 2018-PL-03, "Cost Plus Fixed Fee " [Fixed Fee Policy](#)
- c. Describe leveraged funds that the agency or collaborators will bring to this project. This can include cash contributions, staff effort, space, fee-for-service or other revenue generation and in-kind contributions. List each source of leveraged resources, the dollar value, and the function of each leveraged resource, (for example to spread operating costs or to broaden the scope of services). Note that budgets must support this information with a breakdown of the funding from each source as it is utilized in the program.
- d. Describe the agency's fiscal capacity, including a description of any other current grants over \$100,000 and provide the organization's total annual budget.
- e. Does the agency perform its own accounting? If not, indicate the name, address, contact person, phone number, and email address of accounting firm. If yes, describe the respondent's accounting/financial procedures and system of oversight. Describe the type of accounting software used by either the agency or by the contracted 3<sup>rd</sup> party.



- f. Describe the agency's payroll system including internal controls for accuracy and validity. What is the method for documenting employee time? Are time studies utilized? If so, how often are they prepared?
- g. Describe the agency's method for administering participant payroll and/or stipends and tracking costs for supportive services. Are there current and detailed policies and procedures to guide fiscal activities and ensure staff accountability?
- h. Describe how the agency will ensure that costs charged to the program are reasonable, allocable, allowable, and necessary.
- i. Does your organization have an accounting system that allows for the proper recording of program financial transactions, including the allocation of expenditures in accordance with the respective components, disbursement categories, and sources of funds? If not, what accounting system will be used for the program?
- j. If staff or other costs charged to this budget will be shared between one or more funding source, please detail the overall cost allocation plan for sharing costs, including the method of allocating shared costs. Please attach a copy of your current Cost Allocation Plan (CAP). For guidance on preparing a cost allocation plan, please refer to [the \*\*Omni Circular\*\*](#).
- k. Attach a copy of the agency's most recent audited financial statements (including Single Audit if applicable), management letter, and federal and state tax returns (or 990/ AG990-IL informational returns). For agencies, whose total public contributions (fund- raising activities) in a single year are below the State of Illinois threshold for an audit (See note below), please provide the organization's most recent 2-year comparative financial statements (e.g., statements of financial position, statements of activities, statements of cash flows, and statements of functional expenses – if applicable).

**Note:** Per (225 ILCS 460/4-Solicitation for Charity Act), the audit threshold for charitable organizations is gross receipts of **\$300,000**, or if the charity used a paid professional fund raiser and raised contributions in excess of **\$25,000**.

- l. For audits, indicate what action has been taken in regard to the following:
  - Auditor's opinions or recommendations regarding internal controls.
  - Cost disallowances and any other changes the agency has undertaken in response to audits (if applicable).
- m. Does your organization provide training on compliance and ethics? How often is this provided? Please provide the most recent date this training was provided.

- n. Describe respondent's resource development experience and capacity to access various sources of funding in order to operate high-quality programs.
- o. Describe your sustainability plan, in the event that funding that supports this project is reduced. What actions would be taken to provide continuity of services to clients?

## 2. Description of other required fiscal attachments

- a. **All respondents MUST** provide a completed IRS W-9 Request for Taxpayer Identification Number & Certification. This form can be emailed upon request or downloaded at [www.irs.gov](http://www.irs.gov).
- b. **Non-governmental entities MUST also provide the following:** if applicable, submit a *current* letter (within last three years) from the IRS verifying the organization is exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, IRS Department of the Treasury, (877) 829-5500; 4) submit a copy of the most recently filed IRS Form 990.
- c. **Documentation of Good Standing Status: Respondents must attach one of the following:** Entities that are incorporated as a not-for-profit under the General Not For Profit Corporation Act of 1986 (805 ILCS 105/101.01 *et seq.*) are required to submit a certificate of good standing from the Illinois Secretary of State's Office, Department of Business Services, (217) 782-6875 or (217) 782-6961 (TDD: (800) 252-2904). <http://www.ilsos.gov/corporatellc/index.jsp>

Entities that are organized as a Charitable/Not-For-Profit entity, which includes any person, individual, group of individuals, association, not-for-profit corporation, or other legal entity under the Charitable Trust Act (760 ILCS 55/1 *et seq.*) are required to submit a letter of good standing from the Charitable Trust Bureau, Office of the Illinois Attorney General, 100 W. Randolph St, 11<sup>th</sup> floor, Chicago, IL 60601, (312) 814-2595 (TTY: (312) 814-3374).

Entities that are neither of the above but are exempt from paying sales/use tax under the Use Tax Act (35 ILCS 105/1 *et seq.*) are required to submit a copy of the tax exemption certificate issued by the Illinois Department of Revenue, Central Registration, PO Box 19030, Springfield, IL 62794-9030, (217) 785-3707 (TDD: (800) 544-5304).

- d. **List of Board Members:** All non-governmental responding organizations must submit a list of current board members including names, affiliations, and titles (officers and professional titles), business mailing addresses (other than responding organization's address), email addresses, and phone numbers. ***On this document, indicate the year the organization was legally established.***

- e. **Cost Allocation Plan:** Include your Cost Allocation Plan (CAP). For guidance on preparing a CAP, refer to Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (available electronically at <https://www.ecfr.gov/cgi-bin/text-idx?SID=54ede6d0d7aac0c36aab76d75373e48f&mc=true&node=pt2.1.200&rgn=div5>).
- f. **Indirect Cost Rate Determination Letter:** If your organization has been approved for an indirect cost rate, include a copy of the most recent Indirect Cost Rate Determination Letter from the cognizant agency.

## 2. Proposed Budget

Please complete a proposed budget for each applicable funding source In-School and /or Out of School Youth. Budget forms and instructions are posted with this RFP on The Partnership’s website at <https://chicookworks.org/our-network/request-for-proposals/>

The Budget contains the following items:

- budget instructions
- budget summary
- budget summary form 1A
- personnel budget
- non-personnel summary budget
- budget narrative
- non-WIOA matching contribution which should be indicated on the “other” column of the first budget page.

***The budget forms must be submitted as a MS Excel spreadsheet file as part of the complete proposal.***

Private for-profit organizations should indicate anticipated program fixed fees over program costs in the space provided on Budget Form 3. Fixed Fees will be negotiated as a separate element of cost during the grant agreement negotiations. In negotiating fixed fees, the following factors will be considered: (1) the complexity of the work involved; (2) risk borne by the grant recipient; (3) the grant recipient’s investment; (4) the amount of subcontracting; (5) the quality of its past performance; and (6) the industry profit rates in the surrounding geographical area for similar work. Further, the fixed fee amount may not exceed 7% of the total other cost categories (less pass through). For more information see The Partnership Policy Letter 2018-PL-03, “Cost Plus Fixed Fee ” [Fixed Fee Policy](#)

Please note, the policy on profit, stated profit levels, and procedures for determining and paying profit are all subject to change in keeping with Federal or State or Local regulations, or Chicago Cook Workforce Innovation Board policy.

The following forms are required as part of this proposal submission. All forms can be downloaded from our website at the following address:

**1. Budget Summary and Narrative Forms**

The Budget Forms and Narrative are included as a separate excel file.

**2. Fiscal Questionnaire – See Attached Form**

**All budgets and fillable forms are posted on The Partnership’s website at the following address:**

<https://chicookworks.org/ywioa23>

## Section J. Glossary and Definitions

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The following is glossary of key terms and services under WIOA:

**Assessment:** The process by which applicants are interviewed to determine their employability, motivation, aptitude, family situation, education and training, attitudes, transportation, support needs, abilities, and interests in order to assist in developing an Individual Employment Plan or Individual Service Strategy for the attainment of the individual’s career goals. Testing and counseling are a part of the assessment process.

**Apprenticeships:** A strategy to help individuals to connect to a career pathway for many different occupations. It is a work-based learning model, commonly referred to as a “learn and earn” model, where on-the-job training is combined with relevant classroom instruction. The apprentice progressively acquires new skills and applies these learned skills on the job under the supervision of a mentor. Upon completion of the program, the apprentice receives an industry recognized credential.

**Basic Skills Deficient:** The label given an individual who computes or solves problems, reads, writes, or speaks English at or below the eighth-grade level or is unable to speak English at a level necessary to function on the job or in society.

**Business Relations and Economic Development:** The Business Relations and Economic Development (BRED) unit of The Partnership supports the regional business community’s growth and stability by leveraging economic and workforce development strategies and resources. This team engages the city and county economic development departments, regional chambers of commerce, and other regional workforce development partners to identify opportunities to provide innovative, quality, and integrated services to regional employers. This unit also leads cohorts of Business Services Teams to create a system-wide approach for continuity in the delivery of public workforce system services to regional business customers.

**Career Connect:** The Partnership’s integrated workforce data system that will be used to record and track all job seeker information including eligibility information, service plans and employer services including posting and filling job orders.

**Case Management/Career Coaching:** The provision of a participant-centered approach in the delivery of services, which are designed to ensure and coordinate Individual Employment Plans and Individual Service Strategies, including service strategies for customers to ensure access to necessary Workforce Innovation and Opportunity Act funded activities and supportive services, to provide job and career counseling during program participation and after job placement.

**Credential:** An industry or state recognized degree, certificate. These include, but are not limited to: high school diploma, GED, or other recognized equivalents, post-secondary degrees/certificates, recognized skill standards, and licensure or industry-recognized certificates designed to equip individuals to enter or re-enter employment, retain employment, or advance into better employment.

**Customized Training:** Training that is designed to meet the special requirements of an employer (including a group of employers) that is conducted with a commitment by the employer to hire an individual upon successful completion of the training and for which the employer pays a significant portion of the cost of the training.

**Economically Disadvantaged:** An individual who received an income or is a member of a family that received a total family income that, in relation to family size, does not exceed the higher of the poverty line, or 70 percent of the Lower Living Standard Income Level (LLSIL). For more info: <https://www.doleta.gov/llsil/>

**Eligible (Eligibility):** Refers to an individual's ability to receive services under the Workforce Innovation and Opportunity Act based on specific criteria and required documentation to verify status.

**Enrollment:** Refers to the completed process by which an eligible participant has been referred for WIOA services and for whom required documents have been completed and entered into Career Connect.

**High poverty area:** A high-poverty area is a Census tract, a set of contiguous Census tracts, Indian Reservation, tribal land or Native Alaskan Village or county that has a poverty rate of at least 25 percent as set every 5 years using American Community Survey 5-Year data. The Partnership will conduct an annual review of the American Community Services Survey data for Cook County to identify the High Poverty Areas for Cook County. For more info see: <https://workforceboard.zendesk.com/hc/en-us/articles/115000795052-High-Poverty-Area-Procedures>

**Illinois JobLink:** Illinois JobLink is a website developed and maintained by the Illinois Department of Employment Security (IDES). Illinois JobLink is a resource that provides links and tools that the regional business community can use to access tax credit and labor market information, as well as post position vacancies and access a database of resumes.

**Illinois workNet™:** Illinois workNet is a free resource that provides career, education and work support information for all Illinois residents and businesses. IllinoisworkNet.com connects individuals looking for employment with employers looking for workers through the convenience of a user-friendly website and onsite locations throughout the state. The program aims to cultivate a well-trained workforce by providing valuable resources for the state's workforce, creating a solid foundation for a thriving 21<sup>st</sup> century economy.

**Individual Service Strategy (ISS):** A plan developed for a youth job seeker identifying the participant's employment goals, the appropriate achievement objectives, and the appropriate combination of services required in order for the participant to achieve the employment goals.

**Incumbent Worker Training:** Training designed to meet the special requirements of an employer (or group of employers) for a skilled workforce or to avert the need to lay off employees by assisting the workers in obtaining the skills necessary to retain employment. Training is conducted with a commitment by the employer to retain or avert the layoff of the incumbent worker.

**Job Retention:** The period an individual remains in an unsubsidized job following placement. The period of required retention is determined in accordance with WIOA, or as dictated by the funder.

**Job Search Assistance:** Training which provides the customer with the instruction and necessary skills to obtain full time employment. These skills may include resume writing, interviewing skills, telephone techniques and networking. Job search assistance must be offered to all customers and may be delivered individually or in group settings.

**Job Development:** The planned and organized effort by agency representatives to encourage employers or business organizations to make jobs available for WIOA customers and other job seekers.

**On-the-Job Training (OJT):** Training by an employer that is provided to a paid participant while engaged in productive work in a job that provides knowledge or skills essential to perform the job and provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, for the extra costs of providing the training and the additional supervision related to the training. OJT is limited in duration as appropriate to the occupation for which the participant is being trained.

**Qualified Apprenticeship:** A program approved and recorded by the U.S. Department of Labor Employment and Training Administration Bureau of Apprenticeship and Training or by a recognized state apprenticeship agency or council. Approval is by certified registration or another appropriate written credential.

**Registered Participant:** A person, who has been certified eligible, recorded in Career Connect and has been provided at least one Career Service.

**Supportive Services:** Services such as transportation, childcare, dependent care, housing, and needs-related payments that are necessary to enable an individual to participate in activities authorized under WIOA or other program managed by The Partnership.

**Youth delegate agency:** An agency that receives funding from the Chicago Cook Workforce Partnership to deliver youth services.

**Young adult:** Anyone between the ages of 16-24.

## **Section K. Attachments and Required Forms**

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**Please see website for fillable forms.**

1. Customers Served Form
2. WIOA Mandated Youth Service Elements Delivery Plan Form
3. Grant History Form
4. Planned Outcomes Form – WIOA
5. Fiscal Questionnaire
6. Budget Narrative Form and Summary (See Budget forms in Excel)
7. Segregation of Duties Form



## 1. Customers Served Form

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### Municipalities and Chicago Community Areas:

Complete the chart below by listing the community areas the young adult program participants your organization has served **during the past year**. Also provide percentage of your total young adult population that comes from the community area.

Chicago Community Areas and/or Municipalities	% Served

### Priority Populations:

Complete the chart below by listing out the percentage of young adult program participants your organization has served **during the past year** that fit each priority population category.

Priority Population Description:	% Served
People who are subject to the criminal justice system	
Individuals who are homeless or have run away from home	
Individuals in foster care or who have aged out of foster care	
Individuals who are pregnant or parenting	
Individuals who identify as LGBTQ	
Individuals who reside in public housing	
Individuals with a disability	

## 2. WIOA Mandated Youth Service Elements Delivery Plan Form

Element	Check if your agency is directly providing this element. Please provide a 2-3 sentence description of activities related to this element	If your agency is NOT directly providing this element, identify who you will be partnering with to provide this required element.	Check if formal linkage agreement is in place
1. Tutoring, study skills training, and evidence-based dropout prevention strategies that lead to completion of secondary school diploma or its recognized equivalent or for a recognized postsecondary credential.			
2. Alternative secondary school offerings.			
3. Summer employment opportunities directly linked to academic and occupational learning.			
4. Paid and unpaid work experiences, including summer employment opportunities, internships, pre-apprenticeship programs, job shadowing and on the job training opportunities.			
5. Occupational skill training: priority consideration will be given for training programs that lead to recognized postsecondary credentials that are aligned with in demand industry sectors or occupations.			
6. Leadership development opportunities, which may include activities such as positive social behavior and soft skills, decision making, teamwork, and other activities.			
7. Supportive services.			
8. Adult mentoring for a duration of at least twelve (12) months that may occur both during and after program participation.			
9. Follow-up services for a minimum 12-month period.			
10. Comprehensive guidance and counseling, including drug and alcohol abuse counseling, mental health counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth.			
11. Financial literacy education			
12. Entrepreneurial skills training			
13. Services that provide labor market and employment information about in-demand industry sectors and occupations			
14. Activities that help youth prepare for and transition to post-secondary education and training.			

### 3. Respondent Grant History Form

Please complete the attached grant history form for all workforce grants received within the past three years.

<b>DELEGATE AGENCY NAME:</b>	
<b>RESPONDENT GRANT HISTORY FORM</b>	
Identify Grant Funding Source	
Award Amount	
Time Period	
Planned Enrollment Goal	
Actual Enrollments	
Planned Placement Goal	
Actual Placements	
Identify Grant Funding Source	
Award Amount	
Time Period	
Planned Enrollment Goal	
Actual Enrollments	
Planned Placement Goal	
Actual Placements	
Identify Grant Funding Source	
Award Amount	
Time Period	
Planned Enrollment Goal	
Actual Enrollments	
Planned Placement Goal	
Actual Placements	
Identify Grant Funding Source	
Award Amount	
Time Period	
Planned Enrollment Goal	
Actual Enrollments	
Planned Placement Goal	
Actual Placements	

#### 4. Planned Outcome Form - WIOA

PROPOSED PLANNED OUTCOMES	
Agency Name:	
Benchmark	Number
Proposed Total of Youth Served	
Proposed Capacity Level (number of active youths served at any point in time)	
Proposed Number of New Enrollments	
Proposed Number of Youth Obtaining a High school Diploma/GED	
Proposed Number of Youth Attaining an Industry Credential/Certificate	
Proposed Number of Youth Participating in Work-based Learning	
Proposed Number of Youth Entering Post-Secondary Education/Training	
Proposed Number of Youth Placed into Unsubsidized Employment	
Proposed Number of Youth with Literacy and Numeracy Gains	
Overall Cost Per Total Youth Served ( <i>Requested amount/total youth served</i> )	

## 5. Respondent Response to Fiscal Questionnaire

Is the agency a not-for-profit or a for-profit entity?	<input type="checkbox"/> Not-for-profit	<input type="checkbox"/> For Profit
Is the agency subject to the Uniform Guidance 2 CFR section 200.501 Audit Requirements (single audit for agencies expending greater than \$750,000 of Federal funding effective with fiscal years beginning January 1, 2019 and forward?)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the agency do its own accounting? If no, indicate the name and address of the accounting firm below.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name:		
Address:		
Contact Person:		
Phone Number:		
<b>Does the agency have a current financial procedures manual?</b>		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, how often is it reviewed and updated?		
Does the agency if have an equipment policy? If yes, please submit	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the agency have a procurement policy? If yes, please submit	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the agency have a bank reconciliation policy? If yes, please submit	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the agency have a disbursement policy? If yes, please submit		
Does the agency have a written cost allocation plan? If yes, please submit	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, what allocation methodology is used?		
Does the agency have an approved Indirect Cost Rate by a cognizant agency? If yes, please submit.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the agency have a conflict-of-interest policy? If yes, please submit	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the agency have the ability to issue paychecks and take out taxes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the agency have the ability to be an employer of record for work experience participants?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>How often is a trial balance prepared?</b>		
Please list below all disbursement methods (Checks, ACH, credit card etc.)		
For disbursements made by check, are all checks pre-numbered?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Who is authorized to sign disbursements? Please indicate name and title(s).		
How often is the bank reconciliation prepared?		
<b>Please provide the name, address, and phone number of the agency's auditing firm below.</b>		
Name:		
Address:		
Contact Person:		
Phone Number:		
Length of Engagement:		

**6. Segregation of Duties:** List employee names and job titles across top and mark duties performed by each employee.

Organization Name:						
Name of Employee:						
Title of Employee						
Approves Purchase Orders						
Verifies Receipt of Order						
Signs Manual Check						
Signs Machine Check						
Custodian of Check Signing Device						
Custodian of Blank Checks						
Prepares Checks for Payment						
Distributes Checks						
Reviews Checks Post Printing						
Post Disbursements						
Computes Cost Allocations						
Computes Cost Allocations						
Receives Cash						
Posts Receipts						
Deposits Receipts						
Custodian of Petty Cash						
Petty Cash Replenishment						
Audits Petty Cash						
Bank Reconciliations						
Maintains General Ledger						
Prepares Financial Statements						
Approves Financial Reports						
Approves Payments						
Access to use LWIA Automatic Teller/Debit Cards						