

Franklin Hampshire Regional Employment Board

Youth Career Connections Council

Request for Proposals

Under the

Workforce Innovation and Opportunity Act

WIOA Title I, Year Round Youth Program

Community-Based Workforce Development for Youth

Funds Available: \$420,000

**Proposals Due: Friday, August, 31, 2018 by 5:00 pm
To the Franklin Hampshire Regional Employment Board Office
One Arch Place, 2nd Floor
Greenfield, Massachusetts 01301**

**Written Proposals and Proposed Budget
Must be submitted in separate sealed envelopes.**

**Bidder's Conference
Friday, June 22, 2018
10:00 a.m. - 11:30 a.m.
One Arch Place, 2nd Floor, Greenfield, MA 01301**

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Section I. Introduction and General Information

I.A. Background

The United States Department of Labor’s strategic vision for the Workforce Innovation and Opportunity Act (WIOA) youth programs states that “WIOA outlines a broader youth vision that supports an integrated service delivery system and provides a framework through which states and local areas can leverage other Federal, state, local, and philanthropic resources to support in-school youth (ISY) and out-of-school youth (OSY). WIOA affirms the Department’s commitment to providing high-quality services for all youth and young adults, beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training in in-demand industries and occupations, such as pre-apprenticeships or internships, and culminating with a good job along a career pathway, enrollment in post-secondary education, or a Registered Apprenticeship. All of the Department’s youth-serving programs continue to promote evidence-based strategies to assist in achieving high-levels of performance, accountability, and quality in preparing young people for the workforce. Notably, WIOA shifts the primary program focus of Title I youth formula programs to support the educational and career success of out-of-school youth (OSY). A minimum of 75 percent of WIOA youth funds is required to be spent on OSY, which is an increase from the minimum of 30 percent under WIA. With an estimated 6 million 16-24 year olds in this country not employed or not in school, WIOA youth programs will provide a needed continuum of services to help disconnected youth navigate between the educational and workforce systems.” WIOA also requires that 26% of the funds be spent on work experiences (element #3). Eligibility criteria for WIOA youth are outlined in Informational Attachment VI as well as on page 8.

The WIOA legislation also substantially reformed youth programming, placing new emphasis on serving youth within a year-round comprehensive workforce development system. Program operators under WIOA will be required to develop strategies for comprehensive programs based on an approach that at a minimum is built around four themes: 1) preparation for and success in employment through career readiness preparation, 2) improving educational achievement via an academic plan, 3) skills development tied to a career pathway via work-based learning and/or occupational skills development and 4) support services that provide a holistic approach to the youth’s needs.

“Common Performance Measures” were developed that will be tracked by WIOA programs. These measures do not differentiate between younger and older youth, or in-school or out-of-school youth – they are outlined on page 11.

The WIOA law describes how these objectives shall be achieved by connecting eligible youth with required “program elements” that service providers must make available in a comprehensive youth-centered system.

The fourteen WIOA required youth program elements that must be made available to youth who need them are:

1. Tutoring, study skills training, and instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or a recognized postsecondary credential;
2. Alternative secondary school services, or dropout recovery services, as appropriate
3. Paid and unpaid work experiences that have as a component academic and occupational education, which may include:
 - a. Summer employment opportunities and other employment opportunities available throughout the school year;
 - b. Pre-apprenticeship programs;
 - c. Internships and job shadowing;
 - d. On-the-job training opportunities
4. Occupational skills training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupation in the local area involved;
5. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate;

6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate;
7. Supportive services;
8. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
9. Follow up services for not less than 12 months after the completion of participation, as appropriate;
10. Financial Literacy Education;
11. Entrepreneurial Skills Training;
12. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services;
13. Activities that help youth prepare for and transition to postsecondary education and training;
14. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.

Summer employment as part of element # 3 (see previous page) must be operated by the vendor(s) chosen as a result of this solicitation.

When developing the proposed budget the vendor should include all of the proposed costs associated with the operation of the Summer Employment element.

There may be approximately 45 (active and in follow-up) WIOA youth currently in the program as of January 1, 2019. A successful proposer will need to consider their needs and those of similar youth who have not yet been enrolled. It is very important that the proposer connect community providers and employers with the employment and training system. A successful proposer will provide some needed elements directly and will marshal existing community resources to deliver an unbroken sequence of services. Franklin Hampshire Employment and Training Consortium (Fiscal and Contracting Agent for the FHREB) will be responsible for final eligibility verification and will work closely with the youth providers to ensure that needed services are delivered.

Structure of Franklin/Hampshire Workforce Development System

This background section describes the organization and structure of each WIOA entity and the role each plays in governance and execution of the WIOA Plan:

- **The CEOs:** The Mayor of Greenfield and the Mayor of Northampton hold, as stipulated in federal legislation, the responsibilities of the lead elected officials for the Franklin Hampshire career center system. In this capacity the CEOs: consult with the Franklin Hampshire REB on career center policy development and program design; review key components of the local labor exchange system, through approval of Job Training Plans and modifications; and appoint the REB members. The City of Greenfield acts as fiscal agent for receipt and disbursement of Grant funds for Franklin Hampshire Employment and Training Consortium (FHETC).
- **The Regional Employment Board:** The Franklin Hampshire Regional Employment Board (REB) serves as the WIOA Local Workforce Development Board (LWDB). State and Local requirements include the following criteria: 51% of the members come from private sector businesses; its chair must come from among the business representatives; a minimum of three voting members of the REB must also serve on the Youth Career Connections Council; Boards are required to establish a diversity goal and mandatory representatives should be chief executive officers (CEOs) or optimum decision-makers; membership must be representative of the entire geographic region's critical and/or emerging industries.

The Franklin Hampshire REB is responsible for establishing policies and overseeing the implementation of the Franklin Hampshire Career Center. The REB initiates the development of interagency partnerships for carrying out Franklin Hampshire workforce activities. The REB maintains communication with the 50 municipalities in the region. The REB responds to the interests of the community and advocates those interests in State and Federal forums. The REB is responsible for developing policies and the REB executive

director is responsible for carrying them out. Through its committee structure (including the Youth Career Connections Council) the REB secures broad-based participation in the workforce investment system.

- **The Franklin Hampshire Career Center Partner:** The Franklin Hampshire Regional Employment Board has identified the Franklin Hampshire Career Center as the hub for delivery of service to both adults and youth. The major partners in the One Stop Career Center are the Franklin Hampshire Employment Training Consortium (FHETC) and the Massachusetts Department of Career Services (DCS).
- **Franklin Hampshire Employment Training Consortium:** As designated by the Local Elected Officials and REB, Franklin Hampshire Employment Training Consortium (FHETC) has lead responsibility within the partnership for programmatic, administrative, contractual and fiscal components of the Franklin Hampshire Career Center. FHETC has also been designated as local WIOA grantee and administrator of WIOA programs for adults, dislocated workers and youth. Providers selected under this RFP will execute a contract with FHETC for operation of the program. FHETC will be the contract administrator and monitoring agent.
- **The Youth Career Connections Council:** The REB provides policy and oversight for all WIOA activities and has appointed a Youth Career Connections Council as an official standing committee to:
 1. Develop an Annual Plan that includes a description of how youth services will be delivered in the region. The Youth Career Connections Council aids the REB in formulating the Franklin/Hampshire region strategy for providing comprehensive services to eligible youth, including any coordination of foster care, education, welfare and other relevant resources.
 2. Select youth services providers. In addition to identifying the criteria to select youth activity providers the Youth Career Connections Council identifies those agencies willing and able to provide such services. The Youth Career Connections Council recommends to the REB preferred organizations for such services procured by the grantee.
 3. Coordinate youth activities. The emphasis upon WIOA year round services allows for substantial interventions in the lives of youth to attain meaningful goals of skill attainment, as well as post-secondary education, advanced training and job placement outcomes. Funding for these year-round activities may come from WIOA or from WIOA resources combined with resources from partner agencies. The Youth Career Connections Council brings to the table representatives who can speak to and effectively harness the whole array of youth resources available in the community for the betterment of youth.
 4. Conduct oversight and evaluation of program activities of funded youth service providers.The Youth Career Connections Council has adopted this Request for Proposals (RFP) to select one or more youth providers to assemble and manage a program for a certain number of youth who meet all standards and are willing to participate in the long-term process the WIOA program model requires.

I.B. Franklin Hampshire Approach to Youth Activities

The Franklin Hampshire REB's primary goal is to develop and carry out a year-round youth service strategy involving effective providers of youth services working with the REB and the Career Center. This emphasis upon year-round services allows for substantial interventions in the lives of youth to attain meaningful goals of skill attainment, as well as post-secondary education, advanced training and job placement outcomes. Funding for these year-round activities will come from WIOA (as a result of this RFP) and from other resources supplied by partner agencies. The provider funded under this RFP with assistance provided by FHETC will be required to do an assessment on each youth served and to develop an individual career plan for each youth in accordance with WIOA requirements.

WIOA Youth activities represent an effort to concentrate attention on a relatively small number of youth meeting eligibility criteria and then to make a commitment for the long term. The aim of the program is to overcome all barriers to the young person becoming a productive citizen. This may involve a variety of activities over a multi-year period. The program approach envisions all the programs and services available in the area working together to positively affect these young people. The selected WIOA Youth vendor(s) is expected to maintain a close connection with other youth-serving entities in pursuit of this goal.

I.C. Purpose of This RFP Solicitation

The Franklin Hampshire Regional Employment Board Youth Career Connections Council seeks creative and innovative proposals to serve in-school and out-of-school youth who are eligible for Workforce Innovation and Opportunity Act Services with pre-employment, employment, educational achievement, and leadership development services. The Franklin Hampshire Youth Career Connections Council is seeking program operators to develop and carry out strategies for services to youth built around four themes:

- Preparation for and success in employment (Items 3, 4, 10, 11, 12,14 of the required program elements);
- Improving educational achievement (Items 1, 2, 13 of the required program elements);
- Support for youth (Items 5,7,8, 9 of the required program elements); and
- Services to develop the potential of youth as citizens and leaders (Item 6 of the required program elements).

Within these four strategy themes the Youth Career Connections Council accords top priority to the first and second themes: Preparation for and success in employment, and improving educational achievement. It is a requirement of this RFP solicitation that proposals discuss how subsidized youth employment, and/or education and/or skill training on an individualized basis may be supported, whether through the resources made available in this solicitation or otherwise.

I.D. Who May Apply

Community-based organizations, public or private agencies, public school systems, Local School-to-Career Partnerships, governmental units, labor groups, private businesses and employers, faith-based organizations, certified One-Stop Career Centers, WIOA Core Partners' Funded Programs (WIOA Title II Adult Literacy via MA Department of Elementary and Secondary Education, WIOA Title IV Vocational Rehabilitation via MA Rehabilitation Commission and MA Commission for the Blind and MA Department of Transitional Assistance funded programs), community colleges, proprietary schools, and other qualified educational and training institutions who have **demonstrated successful performance** in serving youth, especially low-income youth, are encouraged to apply.

Applicants may subcontract with sub-group(s) to provide the specific services they propose to offer in their overall proposal. All subcontracting arrangements must be articulated in detail in the proposal and be included as a separate line item in the budget. The contract document with any sub-groups must be approved by the FHREB prior to the final contract execution and are subject to all conditions and stipulations of the WIOA, as well as appropriate requirements of the Commonwealth of Massachusetts.

Facilities where services are provided should be accessible to persons with disabilities, and programs selected for funding must operate in full compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, as well as other applicable Federal and State Laws.

I.E. Funds Available

This RFP solicits proposals for a 24-month program. This contract is a subaward and will be for an initial 12-month period, renewable for an additional 12 months depending on a performance review and availability of funds for contract year 2020. A total of \$420,000 is projected to be available to fund activities that will take place during the twelve months from January 1, 2019 to December 31, 2019. One or more providers may be selected through this solicitation. **Of this amount**, not less than 75% of the funds must be used to provide appropriate services to youth that meet the definition of "out-of-school youth" **AND** not less than 26% of funds must be used for Program Element #3 Work Experiences. See Budget Summary Instructions (Page 3. of the Budget).

Though this RFP does not require leveraged funds in the technical sense, the FHREB and its Youth Career Connections Council have determined that prospective partners who "bring something to the table" to extend limited WIOA resources are to be greatly valued. An existing program initiative may constitute the desired leverage depending on how it integrates and extends the program here described. Where creative use of non-WIOA resources are proposed, the REB will also require that proposers provide documentation of such cash and/or in-kind leveraged resources that extend the WIOA funds. All WIOA reimbursed costs at the vendor level will be defined as program dollars, including costs normally described as administrative, supervisory or as indirect costs.

I.F. Time Frame for Proposal Submission, Review and Selection

This RFP development process and timeline were reviewed by the Youth Career Connections Council and the REB, and the full RFP was approved by the REB on June 7, 2018 in preparation for RFP publication on or before June 11, 2018. **Proposals are due by 5:00 PM on Friday, August 31, 2018.**

A Bidders Conference is scheduled for Friday, June 22, 2018 at 10:00 - 11:30 AM at the Franklin Hampshire Career Center, Franklin Conference Room, 2nd Floor, One Arch Place, Greenfield, MA. The purpose of the Bidders Conference is to clarify the terms of the application for funding, the requirements of the Workforce Innovation and Opportunity Act, and to present the overall picture of workforce service delivery system in the Franklin/Hampshire Service Delivery Area. Any and all questions regarding the solicitation must be received by email (info@fhreb.org) by July 31, 2018. Questions asked at the Bidders Conference and/or by email and the responses will be sent to attendees of the Bidder's Conference by June 29, 2018. Responses as well as any additional questions and responses will be posted on the FHREB website. The application and all attachments are available at <http://fhreb.org>.

Upon receipt, not later than **5:00 PM, Friday, August 31, 2018**, responsive proposals will be reviewed by a Youth Career Connections Council Subcommittee on or about September 14, 2018. Narratives will be reviewed and rated prior to reviewing budget proposals. Selection will be made by the REB of one or more vendors on or about October 4, 2018 and the selected proposer(s) will be invited to negotiate a contract with FHETC. In response to REB/YCCC Review Committee suggestions, FHETC reserves the right to negotiate terms of a contract on a somewhat different basis than that proposed by the selected proposers, to accommodate multiple vendors or for other purposes.

The REB reserves the right to extend the submission deadline, to accept or reject any or all proposals received, and to contact all qualified sources for the purposes of clarification or negotiation.

Schedule

Estimated Release of RFP	June 11, 2018
Bidders Conference	June 22, 2018
Questions and Answers from Bidders Conference Published Additional questions in writing , up until July 31, 2018, will be published on the website	June 29, 2018
Proposals Due by 5:00 p.m.	August 31, 2018
Estimated Proposal Reviews	September 14, 2018
Estimated Subaward(s) Awarded	October 4, 2018
Estimated Contract Execution	December 3, 2018

Section II. Program Design Guidelines

This section provides essential information regarding both WIOA requirements and REB policies that must be taken into consideration in developing a proposal. This section treats issues of who will be served, what types of services may be provided, and what outcomes are expected. This section also gives essential information concerning connecting the youth program into the Franklin Hampshire Career Center operations. Successful proposers must address both the WIOA requirements and the quality and systemic dimensions of programs stated in the paragraphs of this section. The response to this material is made in [Section IV Narrative page 14](#).

II.A. Participants

Workforce Innovation and Opportunity Act funds must be spent on services and system improvements for eligible young people. The Youth program will use the WIOA Title I Eligibility Policy issued by the Department of Career Services ([Informational Attachment VI](#)). FHETC will administer the eligibility determination system and will conduct a 100% verification of required eligibility elements prior to enrollment of a youth into WIOA funded services.

The Workforce Innovation and Opportunity Act (WIOA) establishes separate criteria for Out-Of-School and In-School Youth. **All eligible youth** must be between the ages of 14-24 years of age and face barriers to school completion or employment.

An Out-Of-School Youth (OSY) is defined as an individual who is:

- a. Not attending any school (as defined under State law);
- b. Not younger than age 16 or older than age 24 at time of enrollment. Because age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 24 once they are enrolled in the program; and
- c. One or more of the following:
 1. A school dropout;
 2. 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. School year calendar quarter is based on how a local school district defines its school year quarters. In cases where schools do not use quarters, local programs must use calendar year quarters;
 3. A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an England language learner;
 4. An offender;
 5. A homeless individual aged 16 to 24 who meets the criteria defined in sec. 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), a homeless child or youth aged 16 to 24 who meets the criteria defined in sec. 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 1143a(2)) or a runaway;
 6. An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;
 7. An individual who is pregnant or parenting;
 8. An individual with a disability; or
 9. A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment. (WIOA sections 3:46) and 129 (a)(1) (B).) *Additional Assistance* is defined by the F/H REB as:

An in-school or out-of-school youth who resides in a non-traditional household setting. Defines as the following: single parent household, living with a guardian or adopted

parent, living with a grandparent(s), or residing in a Residential or Transitional living program. (See Informational Attachment III for more information)

An In-School Youth (ISY) is defined as an individual who is:

- a. Attending school (as defined by State law), including secondary and postsecondary school;
- b. Not younger than 14 or (unless an individual with a disability who is attending school under State law) older than 21 at the time of enrollment. Because age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 21 once they are enrolled in the program;
- c. A low-income individual ; **AND**
- d. One or more of the following:
 - 1) Basic skills deficient
 - 2) An English language learner
 - 3) An offender
 - 4) A homeless individual aged 14 to 21 who meets the criteria defined in sec. 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), a homeless child or youth aged 14 to 21 who meets the criteria defined in sec. 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 1143a(2)), or a runaway;
 - 5) An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;
 - 6) An individual who is pregnant or parenting;
 - 7) An individual with a disability; or
 - 8) An individual who requires additional assistance to complete an educational program or to secure or hold employment. In accordance with WIOA Sec. 129 (a)(3)(B), not more than 5 percent of the in-school youth may be an individual who requires additional assistance to complete an education program or to secure or hold employment. Additional Assistance is defined by the REB as:
 - i. An in-school youth who is one or more grade levels below their age appropriate grade level.
 - ii. An in-school or out-of-school youth who resides in a non-traditional household setting. Defines as the following: single parent household, living with a guardian or adopted parent, living with a grandparent(s), or residing in a Residential or Transitional living program.

(See Informational Attachment III for more information)

In accordance with WIOA Sec, 129 (3)(A)(i), a “covered individual” means any In-School Youth or an Out-Of-School Youth who meets the following conditions:

1. Recipient of a secondary school diploma or its recognized equivalent who is low-income and basic skills deficient or an English language learner;
2. Low-Income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

In each local area not more than 5 percent of “covered individuals” may be persons that are not low income. Individuals who are not low-income must provide source documentation to prove they are “covered individuals”.

Other Eligibility criteria: (see Informational Attachment VI for more information)

- Eligible youth must be a citizen or national of the United States, lawfully admitted permanent resident alien, refugee, asylee, and parolee, and other immigrant authorized by the Attorney General to work in the U.S.
- All males who not registered with the Selective Services must register.
 - For Female to Male Individuals – People who were assigned female at birth are not required to register with the Selective Service regardless of their current gender or transition status.
 - For Male to Female Individuals – People who were assigned male at birth are required to register with the Selective Service regardless of current gender or transition status.

II.B. Delivery System

WIOA youth services will be fully integrated into the Franklin Hampshire Career Center operations.

Franklin/Hampshire Employment and Training consortium (FHETC), the lead agency for the Career Center, is the administrative entity and Grant Recipient for WIOA Title I Youth Programs. FHETC will provide final eligibility verification, program tracking and reporting for youth served by providers selected through this RFP.

FHETC staff will work in a cooperative and collaborative manner with the provider(s) of WIOA youth services to help them ensure that all youth served have access to needed services, performance measures are achieved, follow-up services are provided to youth who have exited services, youth are being connected to services being provided by other youth programs in the areas, and to provide the link to the job development and placement services provided by the Franklin Hampshire Career Center. There will be a Career Center staff person at the Career Center who will act as the “point person” for delivery of services to youth.

1. This is the service delivery design as planned for WIOA youth programs in the Franklin Hampshire region:

- **Eligibility determination** – Franklin Hampshire Employment and Training Consortium (FHETC) serves as the fiscal agent and administrator for WIOA youth programs. As such, FHETC will conduct final eligibility determination for all WIOA youth participants. The gathering of documentation will be the responsibility of the provider(s). FHETC will share existing information as available in their files. *No youth may receive WIOA services without first having their eligibility verified by FHETC staff.*
- **Objective assessment** – All WIOA youth will have an objective assessment prior to participation. This assessment will be the basis of each youth’s individual service strategy. The objective assessment will include a review of the youth’s academic and occupational skills, work history and service needs. The objective assessment will be done by staff from the selected youth provider(s).
- **Development of an individual service strategy** - an individual service strategy for each WIOA youth will be done by staff from the selected youth provider(s). In general, the service strategy will include identification of a career goal based on the results of the youth’s objective assessment and lay out the planned service path for the youth with an identification of which of the fourteen program elements will be needed by the youth in order to achieve their educational, training or employment goal. Specifically the individual service strategy will contain the following elements:
 - Biographical information
 - Educational and work history
 - Results of any assessment tests, career interest, or aptitude inventories
 - Identification of a general career exploration goal based on the results of the youth’s objective assessment
 - Job readiness and any barriers to education or employment success
 - A determination of a service path noting which of the fourteen youth program elements will be needed

Many youth could remain in the program for an extended time. A youth’s service strategy will change as the youth matures; interests or goals change and elements of the service strategy are achieved.

2. The REB policy for youth and its approach to WIOA youth programming emphasizes a comprehensive approach allowing for substantial intervention in the lives of youth to attain meaningful goals of skill

attainment, post-secondary education, advanced training, and/or job placement outcomes. The REB and Youth Career Connections Council policy also accords highest priority to preparation for and success in employment, and improving educational achievement among the four themes discussed in Section I.C. above. It is anticipated that the successful program design will incorporate delivery of services from multiple sources. Some services will be provided directly by the program operator, some services may be rendered via the Career Center and some services may be rendered by partner organizations in the community equipped to deliver the needed service. The Youth Career Connections Council has initiated a process to develop a comprehensive inventory of “eligible youth providers.” The resources so identified may be useful to a service provider. The policy of the Youth Career Connections Council is to augment the effectiveness of public investments in youth through closer integration of scarce resources toward achieving a result greater than the sum of its parts. The selected WIOA Youth vendor(s) should play an active role in reaching out to and coordinating with youth-serving programs where youth who could benefit from WIOA services are being served.

3. WIOA places an emphasis on the development of career pathways for youth. **A connection to a career pathway must be included as part of a youth’s individual service strategy.** Career Pathways are designed to transition youth from education to the workforce. Career Pathways are an integrated collection of programs and services intended to develop a youth’s core academic, technical and employability skills, provide them with continuous education, training and place them in high demand jobs.
4. The Youth Career Connections Council has enunciated a strategy emphasizing services directed at those youth who have significant barriers to employment. Many of the members of the Youth Career Connections Council represent organizations servicing youth that have language or cultural barriers, who have been adjudicated as offenders, or are homeless.
5. WIOA youth served through this initiative will have access to services at the Franklin Hampshire Career Center. Services available at the Career Center may include: career awareness, job application completion, employer career presentations, interviewing techniques, job shadowing opportunities, referrals to jobs, etc.

II.C. Outcomes

Success is measured as young people achieve their goals by acquiring employment skills, by increasing educational attainment and employment-related credentials or certifications and/or by entering gainful sustained employment. The REB through its Youth Career Connections Council, will measure the program’s success in:

- Meeting WIOA performance measures and local standards,
- Participating with the Youth Career Connections Council in building a youth services system in the community, as evidenced by participation on the Youth Career Connections Council and in youth partnership building.

The selected youth provider(s) must agree to maintain the records necessary to evaluate the program and to give the REB and Career Center access to customers, staff, and program records.

WIOA has implemented Performance Indicators as follows:

1. **Placement in Employment/Education:** Percentage of youth who are in education or training or entered employment during 2nd Quarter after exit
2. **Placement in Employment/Education:** Percentage of youth who are in education or training or entered employment during 4th Quarter after exit
3. **Median Earnings:** Median wages of those employed during 2nd Quarter after exit
4. **Credential Attainment:** Percentage of youth who obtain post-secondary credential; high school diploma or equivalent during program or within 1 year of exit. *High school diploma/equivalent counts ONLY if, in addition, youth have obtained or retained a job OR are in an education or training program that leads to a post-secondary credential within 1 year of exit.*

5. **Measurable Skills Gains:** Percentage of youth who are in an education or training program that leads to a post-secondary credential or employment and who are achieving “measurable skills gains”.
6. **Employer Measure:** Effectiveness in Serving Employers

NOTE: Training will be provided to providers selected in the precise calculations of each performance measure and data collection process for obtaining performance data.

II.D. Reporting Responsibilities

Fiscal and Reporting Requirements

Providers will be responsible for keeping accounting systems compliant with OMB 2 CFR 200, monthly invoicing with supporting documentation, and an annual on-site monitoring by FHETC staff. Providers will be responsible for keeping and providing all necessary participant eligibility, enrollment, exiting, outcome, or other documentation required for tracking participants as required for data entry in the statewide Management Information System (MOSES).

Section III. Submittal, Technical Requirements and Contract Information

III.A. Proposal Format

The proposal must consist of two parts:

Part 1. Narrative

- Cover sheet and signature page for the proposal that lists the lead agency and address; the contact person, title and phone number; and program start and end dates. This sheet must be signed by the responsible official. (page 16)
- Checklist (page 17)
- An Executive Summary (Section IV. A page 13)
- A Proposal Narrative and Service Plan (Section IV. B through IV.F, pages 13-15)
- Program Summaries and Charts
 - Participant Characteristics Summary
 - Chart A In-School Youth, Chart A Out-Of-School Youth pages 19-20)
 - Chart B Services, Delivery System, and Outcomes (page 21-24)
- Mandatory (see separate file attachment)

Part 2. Budget

- Budget (Section V and VI.B. page 15 and Budget Forms (see separate file attachment)

A Submission will compose the following:

- ✚ **An original signed narrative proposal containing the elements described in Section IV. and six (6) copies in a separate sealed envelope marked Youth Proposal.**
- ✚ **Proposed budget and six (6) copies in a separate sealed envelope marked Youth Price Proposal.**
- ✚ **one (1) copy of Forms and Attachments and most recent organizational Audit submitted**

Submit to the Franklin Hampshire Regional Employment Board, One Arch Place, 2nd Floor, Greenfield, MA 01301 by 5:00 PM on Friday, August 31, 2018. Faxed, emailed incomplete or late proposals will not be accepted.

Submitters have the right to correct, modify or withdraw proposals up until the due date of Friday, August 31, 2018.

Proposals must be double-spaced in 11-point type with 1” margins on all sides. They may be no longer than **18 pages**. The budget, budget narrative and other forms are not included in the 18-page limit. No attachments or letters of endorsement should be included. A person authorized to commit the organization to a contract must sign the signature page. All parties in collaboration must sign. Only the materials specified in the solicitation should be included.

III.B. Type of Contract

Selected proposers will enter into a cost reimbursement subaward contract. All contracts will be executed with FHETC as the WIOA grant recipient and financial agent for the Franklin Hampshire Career Center. **Although FHETC makes every effort to reimburse invoiced contractor expenses on a monthly basis, selected proposers must be financially capable of covering costs when necessary.** All contracts written with providers will include required compliance language regarding EEO/AA, workplace safety, discrimination, participant grievance procedures, etc. Facilities providing services should be accessible to persons with disabilities, and programs selected for funding must operate in full compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, as well as other applicable Federal and State Laws. The grantee cannot discriminate on the grounds of race, color, national origin, religion, sex, age, disability, political affiliation or belief. If participants believe that this policy has been violated, they have the right to file a grievance.

III.C. Program Duration

This RFP solicits proposals for a twelve month program. The proposer(s) selected will be awarded a 12 month subaward contract renewable for an additional 12 months depending on a performance review and availability of funds for CY2020. A total of \$420,000 is available to fund activities that will take place during the program year starting on

or about January 1, 2019. One or more providers may be selected through this solicitation. Proposals should reflect costs and program outcomes for the twelve month period starting on or about January 1, 2019.

III.D. Award of Contract

Upon receipt, the Youth Career Connections Council Subcommittee will review proposals on or about September 14, 2018. Approval of subcommittee recommendations will be scheduled for the REB meeting on October 4, 2018 and selected proposers will be invited to negotiate a contract. Contracts will be negotiated and executed on or about December 3, 2018. Contractors should plan to begin operations by January 1, 2019. The REB reserves the right to negotiate terms of a contract on a different basis than that proposed by the selected bidder(s) to accommodate multiple vendors or for other purposes.

Section IV. Application Narrative

Present your narrative response to each of these sections. Each subpart below should be addressed in the detail necessary to provide reviewers with sufficient information to score your proposal. Unnecessarily long proposal narratives beyond those that are sufficient to present a complete and effective description are not desired. Proposal narrative should not exceed 18 pages, 11-point type with 1" margins on all sides.

The REB is interested in building youth service models that meet all the needs of at-risk young people. This is a complex and time-consuming task. Proposers are encouraged to present a program that will take more than one year to create and implement. Although all program components may not be fully developed during the first months of the grant, *the fourteen WIOA elements must be available to young people within three months of start-up.*

IV.A. Executive Summary

Present a brief executive summary of the salient features of your proposal. Do not discuss either financial or non-financial contributions or expenditures in dollar terms in this section.

IV.B. Service Plan Participants

Each program must serve Workforce Innovation and Opportunity Act-eligible youth. Do not repeat eligibility requirements.

- A. Describe the planned strategies to recruit eligible youth to participate in your planned program.
- B. Describe whom you expect to serve, i.e., age, gender, and ethnicity, in or out of school, educational and occupational skill levels and other barriers to educational and occupational success? To what extent will you serve them with WIOA funds? To what extent will you serve them using other resources in the community? Identify partner organizations you will coordinate with including WIOA Core partners (Adult Literacy, Vocational Rehabilitation, Department of Transitional Assistance), school departments, One-Stop Career Centers, other Youth Programs.
- C. Describe the geographic area or areas within the F/H region you propose to serve. **Access to project services for youth throughout the Franklin, Hampshire and North Quabbin region is important, and proposers are encouraged to present a feasible plan for addressing this challenge.** However, the Youth Career Connections Council recognizes there may be limits to such access due to resource constraints.
- D. Describe the need for a workforce development system for youth in the communities you propose to serve. Describe strategies that you will implement to retain youth in your program once they have been made eligible.
- E. Describe your plan to coordinate the eligibility determination, assessment and individual service strategy development with the WIOA youth grantee (FHETC).

Complete Chart A (both ISY/OSY forms pages 19-20) showing the number of youth you expect to serve, by characteristic and barrier. (Chart A (ISY/OSY) is not counted as part of 18 page limit)

IV.C. Service Plan

- A. Briefly describe how your organization will design and deliver each of the required 14 elements. Although not all elements are required for every youth, they must be made available to all WIOA youth either directly

from your organization or in partnership with another organization. You **MUST** directly provide at least four (4) of the fourteen (14) elements required by WIOA, with at least three (3) of which **must** be:

Element # 3a. Summer work experiences that are directly linked to academic and occupational learning

Element # 4. Reserve funding from this contract for occupational skills training

Element # 5 Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate;

For those elements not directly delivered by the proposer, describe how services rendered by other providers will be integrated into your overall WIOA youth program. Describe your plans for making available each of the fourteen elements for those youth who may need access to them. **Please complete Chart B-Services, Delivery System and Outcomes (page 21-24).** (Chart B is not considered part of 18-page limit)

- B. Describe your plans to transition the youth who will already be enrolled in WIOA services (approximately 45 active and in follow-up in the program on January 1, 2019 and who will become your responsibility) into your service structure.
- C. Describe how job development services will be delivered, how training for such activities will take place and what coordination with Career Center job development will occur. **The FHREB Youth Career Connections Council requires the use of the Massachusetts Work-Based Learning Plan and database to document and evaluate youth work experiences/internships. The proposer should describe current or planned use of the Work-Based Learning Plan (see separate attachment).**
- D. Describe how the program will identify those out-of-school youth who have basic skills deficiencies [see II.A above] and how the program’s services will lead to an increase in the participants’ literacy and numeracy skills. In particular, describe how the program will coordinate with existing community-based education programs to ensure potentially-eligible youth in those programs know about and have the opportunity to engage in WIOA Youth programming.
- E. Describe also what type of occupational skills training you will emphasize for youth and what skill certificates or credentials may be attained. How will the youth participants become more competitive in the local labor market?
- F. Describe how the proposed services will lead to post-secondary education, advanced training or employment outcomes for the youth who participate.

IV.D Service Plan Delivery System

- A. In accordance with Chart B, describe the structure and components of the delivery system that will ensure that services in the community are integrated in accordance with the FHREB Youth Career Connections Council Goals (see Informational Attachment IX.), that young people have the information and support necessary to access the services they need, and that there is a structure to support their movement between and among the services they need, including the transition from secondary education to post-secondary education.
- B. Describe your case management system and describe how those services proposed for direct delivery by the proposing agency will be rendered. If you propose to sub-contract any services to another organization, describe what services will be provided and by whom, how you will manage and oversee those services, and how accountability will be ensured. Identify all partners involved in developing the integrated service delivery system and delivering services to young people.
- C. Also attach a work plan with time lines for up to 12 months. (Neither Chart B nor Workplan is counted as part of the 18-page limit.)
- D.

IV.E. Service Plan - Outcomes

Discuss the strategies you will take to ensure that the WIOA performance measures are met. Specifically describe how your proposed services for youth will help achieve WIOA Youth Performance Indicators stated in Section II.C. of this

Request for Proposal. **Chart B. may be referenced in this section.** Note each activity must impact a performance indicator.

IV.F. Organizational Background and Experience

- A. Present evidence that the organization is capable of (1) designing and providing comprehensive services for youth, (2) sustaining those services over time, (3) creating the infrastructure, and (4) administering the contract.
- B. Describe the organizations **past experience** in serving both in-school and out-of-school youth, ages 14-24, especially low income and targeted populations described in this RFP. Be specific about:
- Successes, challenges, and performance outcomes
 - Past experience in outreaching and serving youth who may meet the eligibility criteria mentioned in the RFP Section II. A. and what those groups were;
 - Prior experience in operating employment and training and educational programs; and
 - Prior coordination and linkages with community organizations, state agencies, and employers established to provide such services.
- C. Briefly describe your organization's systems for managing information and finances. Summarize internal evaluation and control procedures to ensure compliance with financial, regulatory, reporting and contractual requirements.
- D. Describe the jobs of all project staff, including staff not paid from the grant. Discuss the knowledge and skills that each must have.

Please attach (these attachments are not considered part of the 18 page limit for purposes of this narrative):

- An organizational chart
- Job descriptions for all positions relating to the expenditure of WIOA funds
- Résumés for staff who are on board
- The most recent audit or financial statements

Section V. Budget/Cost Effectiveness [not part of the 18 page limit] Submit in a separate sealed envelope:

Complete attached budget sheets. Note that the budget forms require that leveraged funds be identified. There is no minimum percentage of leverage funds that is required, however higher levels of cash and in-kind contributions that help to improve the cost effectiveness of your proposal will be looked upon favorably during the review process.

Section VI. Forms & Attachments

VI.A. Forms

Written Proposal – Submitted in a separate sealed envelope marked Youth Narrative Proposal

Cover Sheet

Checklist

Chart A – In-School-Youth Participant Characteristics and Barriers

Chart A- Out-of-School Youth Participant Characteristics and Barriers

Chart B – Services, Delivery System, and Outcomes

Mandatory Attachments:

- **Organization chart**
- **Job Description**
- **Audit**
- **Certificate of Non-Collusion**

Price Proposal/Budget Forms - (Submit separately in a sealed enveloped marked Youth Price Proposal)

REVIEW CRITERIA

Responsive Criteria

Proposals will be considered responsive if all required documents are submitted:

- Cover Sheet
- Checklist
- Narrative
- Chart A
- Chart B
- Attachments
 - 12-month Workplan
 - Organizational Chart
 - Job Descriptions
 - Most recent audit or financial statements
 - Certificate of Non-collusion
- Price Proposal - Budget Forms (submitted under separate cover in a sealed envelope marked Youth Services Price Proposal)

Comparative Criteria

Service Plan – Participants

HIGHLY ADVANTAGEOUS – All criteria in section are fully addressed and strategies are well-thought-out and likely to be successful. Proposal excels in describing effective recruitment strategies, demonstrates a good understanding of the target population, and is knowledgeable about community partners. Proposer has a plan for trying to reach youth in all parts of the region, is familiar with youth workforce development needs in specific communities, and has a good plan for retaining youth. Proposer understands the relationship with the FHETC WIOA Youth Program Coordinator and describes how eligibility, assessment, and service strategies will be coordinated.

ADVANTAGEOUS – Almost all criteria were addressed sufficiently and planned strategies seem reasonable. Proposer describes adequate strategies to serve target populations, shows adequate knowledge of community partners. The plan reaches key segments of the region, and has a plan for retaining youth. Proposal adequately describes the coordination of eligibility, assessment, and service strategies with FHETC WIOA Youth Program Coordinator

NOT ADVANTAGEOUS – Many criteria not addressed and strategies do not seem likely to be successful.

Service Plan – Service Design and Delivery

HIGHLY ADVANTAGEOUS – All criteria in section are fully addressed and strategies are well-thought-out and likely to be successful. Via the Narrative and Chart B, the fourteen Youth elements are addressed, including direct provision of at least four, three of which must be Summer Work Experience, occupational skills training, and comprehensive guidance and counseling. Proposer has a clear plan for integrating the services of other community partners and, as applicable, a plan for transitioning youth from a prior WIOA Youth Service provider to their own caseload.

Proposer clearly describes planned job development, including training for staff in that element and how it will be coordinated with Career Center job development. An understanding of and commitment to use the MA Work-Based Learning Plan is demonstrated.

Proposer can describe a process of identification and assessment of basic skill deficiencies and how they will be addressed. Response will indicate an awareness of area youth education providers as both resources and referral sources.

Proposer demonstrates knowledge of available and appropriate occupational training opportunities for youth, the certificates/credentials they lead to, and how they will help youth compete in the job market.

A clear plan exists for linking services to target outcomes: placement in postsecondary education, advanced training or employment.

ADVANTAGEOUS – Almost all criteria were addressed sufficiently and planned strategies seem reasonable. The fourteen Youth elements are adequately addressed, including direct provision of at least four, three of which are Summer Work Experience, occupational skills training, and comprehensive guidance and counseling. Proposer adequately describes integration of community partner services, and youth caseload transition as needed. Plans for job development, staff training and coordination with the Career Center are included, and use of the Work-Based learning Plan is referenced. Plan for identifying and addressing basic skills deficiencies is adequate, and proposer appears aware of youth education providers and their role.

Proposer shows adequate knowledge of youth occupational training opportunities and how they will help youth compete in the job market. The plan for linking services to target outcomes is relatively clear.

NOT ADVANTAGEOUS – Many criteria not addressed and strategies do not seem likely to be successful.

Service Plan - Delivery System and Infrastructure Development

HIGHLY ADVANTAGEOUS – All criteria in section are fully addressed and strategies are well-thought-out and likely to be successful. In accordance with Chart B, proposer describes the structure and components of a youth workforce system that integrates community resources and partners, and supports youths in obtaining the information and services needed. Proposer demonstrates an awareness and understanding of the Youth Career Connections Council and how it can be drawn upon to achieve these goals. A 12-month Workplan provides a clear picture of how services will unfold.

ADVANTAGEOUS – Almost all criteria were addressed sufficiently and planned strategies seem reasonable. Adequate description of a youth workforce system that integrates community resources and helps youth obtain needed information and services. There appears to be an adequate understanding of the Youth Career Connections Council and how it can be drawn upon to achieve these goals. A 12-month Workplan provides a picture of how services will unfold.

NOT ADVANTAGEOUS – Many criteria not addressed and strategies do not seem likely to be successful.

Service Plan – Outcomes

HIGHLY ADVANTAGEOUS – The provider presents a clear and convincing plan for meeting Performance Measures, showing how each activity impacts a performance indicator.

ADVANTAGEOUS – Proposer shows an adequate understanding of performance measures and reasonable strategies for achieving them.

NOT ADVANTAGEOUS – Proposer does not present a convincing plan for reaching performance measures and does not explain sufficiently how each activity relates.

Organizational Background and Experience

HIGHLY ADVANTAGEOUS - The provider presents evidence that it is capable of designing, providing, and sustaining comprehensive youth services over time, that it can create an infrastructure for youth workforce development, and that it has the capacity to administer WIOA Youth sub-recipient award. The provider demonstrates past experience and success with the targeted youth population, noting challenges as well as successes, and outcomes of past programs. Demonstrates a clear understanding of WIOA Youth Policy

The provider indicates prior experience in operating employment, training, and education programs and shows strong linkages with community organizations, state agencies, and employers in doing so.

The provider's management information and finance systems are described, including internal evaluation and control mechanisms, ensuring compliance with financial, regulatory, reporting and contractual requirements. Demonstrates a clear understanding of federal financial management rules.

The roles and jobs of grant-funded and non-grant funded staff supporting the project are described, along with the knowledge/skills each needs to perform the job.

ADVANTAGEOUS - Criteria were addressed and adequate evidence provided. Description of past experience with youth and related programming seems sufficient. Description of management and finance systems is adequate. Jobs of staff associated with the project are described with sufficient detail.

NOT ADVANTAGEOUS – Description of past experience with youth and related programming is insufficient. Management and finance systems may not be adequate to ensure compliance with all necessary regulations. Jobs of staff associated with the project are not described with enough detail.

Budget/Cost Effectiveness

[To be reviewed and rated separately, after rating of the narrative is complete.]

Budget forms are complete, and budget narrative gives a clear and reasonable picture of cost calculations. Stipulations regarding distribution of resources between in-school and out-of-school youth populations, and the required minimum for work experience are followed. Other resources leveraged to support the program demonstrate good program integration and cost effectiveness.

RULE FOR AWARD

The Franklin Hampshire REB will select the most responsive and responsible proposal, taking into consideration the proposer's experience, qualifications, staff capacity, financial management capability, and service plan, as well as the proposal price and budget details.

Request for Proposals Cover Sheet

WIOA Title I, Youth Program: Organizational/Program Contact Information:

Name of Organization:		
Street Address:		
Town:	State:	ZIP:
Phone:	Fax:	
Contact Person:		
Phone:	E-mail:	
Name of Chief Executive Officer:		
Organization type: <input type="checkbox"/> Community Based Organization <input type="checkbox"/> Private Non-Profit <input type="checkbox"/> Faith-Based Organization <input type="checkbox"/> Educational Institution <input type="checkbox"/> Private For-Profit Minority Owned Business <input type="checkbox"/> Labor <input type="checkbox"/> Other (indicate):		
Accessible to Persons with Disabilities: <input type="checkbox"/> YES <input type="checkbox"/> NO		
List Cities and Towns to be served:		
If you are proposing subcontracting parts of this RFP please name the organizations you are partnering with:		
Amount of this application:		\$ _____
Number of youth proposed to be served:		
In School: _____ Out-of-School: _____ Total: _____		

APPLICANT CERTIFIES THAT:

To the best of my knowledge and belief, data in this application are true and correct, this document has been duly authorized by the governing body of the applicant, and the applicant will comply with all applicable rules and regulations as stated in Terms and Conditions if this proposal is approved for contract.

Certifying Representative:

Typed Name	Title
Signature	Date

Franklin Hampshire WIOA Youth Programs Request for Proposals

CHECKLIST

Proposer: _____

The following items must be submitted with the Proposal. This checklist also indicates the order of the items to be submitted:

Written Proposal - Submitted in a separate sealed envelope marked Youth Narrative Proposal

- Cover Sheet with Signature
- Checklist
- Executive Summary
- Proposal Narrative
- 12-month Workplan
- Chart A – Participant Characteristics and Barriers In-School AND Out-of-School Youth Charts
- Chart B – Services, Delivery System, and Outcomes
- Attachments
 - Organizational Chart
 - Job Description (includes resumes of current staff, if applicable)
 - Most recent audit or financial statements (original copy only)
 - Certificate of Non-Collusion

- Price Proposal/Budget Forms - Submit separately in a sealed envelope marked Youth Price Proposal

Note: The only items included in the 18-page limit are the Executive Summary and Proposal Narrative.

WIOA Youth RFP Program -- **CHART A - In-School Youth**

Proposer: _____

Date: _____

Participant Characteristics Summary

Characteristics	Planned # Served (1 st year)
Age	
14-18	
19-21	
Gender	
Male	
Female	
Race	
White	
Hispanic	
African-American	
Asian	
American Indian/Alaskan Native	
Ethnicity	
Hispanic	
Non-Hispanic	
Total	

Participant Barriers to Employment Summary

Barriers to Employment	Planned # Served (1 st year)
Basic Skills Deficient	
An English Language Learner	
Offender	
Homeless or runaway	
In foster care or has aged out of foster care system, eligible for assistance under section 477 of the Social Security Act, or in an out of home placement	
Pregnant or parenting	
An individual with a disability	
Requires additional assistance to complete educational program, or to secure and hold employment, including individuals with disability (see definition Section IIA Participants page 8)	

WIOA Youth RFP Program -- **CHART A - Out-of-School Youth**

Proposer: _____

Date: _____

Participant Characteristics Summary

Characteristics	Planned # Served (1st year)
Age	
16-17	
18-21	
22-24	
Gender	
Male	
Female	
Race	
White	
Hispanic	
African-American	
Asian	
American Indian/Alaskan Native	
Ethnicity	
Hispanic	
Non-Hispanic	
Total	

Participant Barriers to Employment Summary

Barriers to Employment	Planned # Served (1st year)
High School Dropout	
Within the age of compulsory school attendance, but has not attended school for at least the most complete school year calendar quarter	
Recipient of a secondary school diploma or its recognized equivalent who is low income <u>and</u> basic skills deficient or an English Language learner	
Subject to the juvenile or adult justice system	
Homeless or runaway	
In foster care or has aged out of foster care system, eligible for assistance under section 477 of the Social Security Act, or in an out of home placement	
Pregnant or parenting	
An individual with a disability	
Requires additional assistance to complete educational program, or to secure and hold employment, including individuals with disability (see definition Section IIA Participants page 8)	

WIOA Youth Program RFP

Proposer: _____ **Date:** _____

CHART B - Services, Delivery System and Outcomes

WIOA Youth Elements	Organization Providing Element	To Be Funded by WIOA (Y or N)	How Element will Be Delivered	Intensity of Service	Hours of Contact	Impact on Performance Measures
1. Tutoring, study skills training, instruction, and evidence-based drop-out prevention and recovery strategies that lead to completion of requirements for a secondary school diploma or its recognized equivalent or for a recognized postsecondary credential.						
2. Alternative secondary school services, or drop out recovery services, as appropriate						
3. Paid and unpaid work experiences that have as a component academic and occupational education						
3A. Summer employment opportunities and other employment opportunities available throughout the school year						
3B. Pre-Apprenticeship Programs						
3C. Internships and Job Shadowing						

WIOA Youth Program RFP

Proposer: _____ **Date:** _____

CHART B - Services, Delivery System and Outcomes

WIOA Youth Elements	Organization Providing Element	To Be Funded by WIOA (Y or N)	How Element will Be Delivered	Intensity of Service	Hours of Contact	Impact on Performance Measures
3D. On-the-job training opportunities						
4. Occupational skills training						
5. Comprehensive guidance and counseling, which may include drug and alcohol counseling and referral, as appropriate						
6. Leadership development opportunities, which may include community service and peer centered activities						
7. Supportive services						
8. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months						

WIOA Youth Program RFP

Proposer: _____ **Date:** _____

CHART B - Services, Delivery System and Outcomes

WIOA Youth Elements	Organization Providing Element	To Be Funded by WIOA (Y or N)	How Element will Be Delivered	Intensity of Service	Hours of Contact	Impact on Performance Measures
9. Follow-up services for not less than 12 months after the completion of participation, as appropriate						
10. Financial Literacy Education						
11. Entrepreneurial Skills Training						
12. Services that provide labor market and employment information about in-demand industry sectors or occupations in the local area, such as career awareness, career counseling, and career exploration services						

WIOA Youth Program RFP

Proposer: _____ **Date:** _____

CHART B - Services, Delivery System and Outcomes

WIOA Youth Elements	Organization Providing Element	To Be Funded by WIOA (Y or N)	How Element will Be Delivered	Intensity of Service	Hours of Contact	Impact on Performance Measures
13. Activities that help youth prepare for and transition to post-secondary education and training						
14. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster						

CERTIFICATION OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

(Signature of individual submitting bid or proposal)

(Name of business)

VLB. Budget Forms Attachments (*under separate sealed packet*)

- I. Budget Summary Instructions**
- II. Budget**
- III. Budget Summary Sheet**
- IV. Detailed Work Experience Instructions**
- V. Detailed Work Experience**
 - **Salary/Wages and Fringe**
 - **Travel**
 - **Facilities**
 - **Office**
 - **Instructional**
 - **Participant Wages and Fringe**
 - **Participant Support and Occupational Training**
 - **Other**
 - **Leverage**

.....
VI.C. RFP Attachments (under separate packet - no signatures required at this time).
.....

- I. FHETC General Provisions and Contract Terms – Specific to Youth, May 2018**
- II. 14 WIOA Service Elements**
- III. WIOA Youth Eligibility Definitions for Youth Needing Additional Assistance – REB Meeting April 5, 2016**
- IV. WIOA Youth Regulations – Federal Register/Vol. 81, No. 161/Friday, August 19, 2016 Rules**
- V. U.S. DOL – TEGL 21-16 – Third Workforce Innovation and Opportunity Act (WIOA) Title I Youth Formula Program Guidance**
- VI. MassWorkforce Issuance – WIOA Title I Youth Eligibility, revised**
- VII. Massachusetts Work-Based Learning Plan**
- VIII. WIOA Youth Career Pathway Model**
- IX. Franklin Hampshire Regional Employment Board Youth Goals**