



## REQUEST FOR PROPOSAL (RFP)

Year Round  
Out of School Youth Services

Susquehanna Workforce Network, Inc.  
410 Girard Street  
Havre de Grace, MD 21078

ISSUE DATE: 01/24/2024

BIDDER'S CONFERENCE: 2/08/2024

PROPOSAL DUE DATE: 2/28/2024

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**Request for Proposal (RFP)**  
Workforce Innovation and Opportunity Act  
Youth Services

**I. BACKGROUND AND GENERAL INFORMATION**

**A. RFP Overview**

The Susquehanna Workforce Network, Inc. (SWN), in partnership with the Susquehanna Youth Committee, is requesting proposals from qualified sources to provide services to eligible “out-of-school” youth in accordance with the Workforce Innovation and Opportunity Act of 2014 (WIOA), the Susquehanna Region Workforce Investment Plan, and the goals and objectives of the Susquehanna Youth Committee.

**B. Purpose**

This Request for Proposals (RFP) is to solicit innovative proposals from organizations interested in providing comprehensive educational and employment preparation services for eligible “out-of-school” youth age sixteen (16) through twenty-four (24). Proposals are being solicited for out-of-school youth in Cecil and Harford Counties. Organizations are permitted to partner with other organizations to ensure comprehensive service delivery.

**C. Target Populations**

The Workforce Innovation and Opportunity Act defines "out-of-school youth" as those applicants who meet one or more of the following criteria (as defined in WIOA Title I, Section 129, (a)(1)(B):

- A school dropout
- A recipient of a secondary school diploma or its recognized equivalent who is a low income individual and is basic skills deficient.
- A youth who is an individual with a verified physical or mental disability which presents a substantial barrier to employment
- Homeless, runaway, or foster child
- Pregnant or parenting
- An individual who is subject to the juvenile or adult justice system
- Is a youth who is low income and who requires additional assistance to complete an educational program, or to secure and hold employment.

## **D. Out-Of-School Youth Programs: Overview of Services for out-of-school youth, ages 16-24.**

### **1. Description of Programs Requested**

The intent of the Workforce Innovation and Opportunity Act (WIOA) for out-of-school youth is to provide long-term, comprehensive services by reaching out to young people who are not attached to an educational (school) entity. The funds available through this RFP are intended to build upon existing programs/models in our region and create new services to assist those youths who have dropped out of school, or who have graduated but are in need of special assistance to become successful.

The program design must contain strong work, career development, interpersonal skills, and education components based on WIOA required program elements and program design requirements. The program must include training that leads to Measurable Skills Gains and an Industry Recognized Credential. SWN will fund short-term projects of up to one year duration or less. An additional cycle of the program may be approved based on successful performance and at the sole discretion of SWN.

### **2. Outcomes**

Outcomes for out-of-school youth include multiple skill attainment: placement in employment or education, retention in employment and/or education, earnings gains, attainment of a credential, and in-program skill gains.

## **II. SCOPE OF SERVICES**

### **A. Required Program Parameters (see Appendix C for definitions)**

#### **1. Youth Program Design**

- Individual needs assessment (Objective Assessment)
- Individual service strategies (ISS)
- Preparation for post-secondary/employment; linkages between academic and occupational learning; connections to intermediaries
- Help youth build skills in using virtual tools (ZOOM, TEAMS, etc.) in a business environment
- Linkages with the Workforce Centers
- Menu of program elements

#### **2. Youth Program Elements**

The proposed program must offer participants access to some of the elements listed below.

Program element requirements include offering eligible youth access to the following services:

- Tutoring, Skills Training, etc.: Basic Skills
- Alternative school services: ABE/GED

- Paid and Unpaid Work Experiences
- Occupational Skills Training leading to stackable industry recognized credentials in Priority Industries
- Concurrent Education & Workforce Preparation Activities
- Leadership Development Opportunities
- Supportive Services
- Mentoring
- Follow-Up Services to all youth participants for a minimum of twelve (12) months
- Counseling
- Financial Literacy Education
- Entrepreneurial Training
- Labor Market Information
- Preparation for Post-Secondary Education & Training

### **3. Workforce/Occupational Training**

Youth will be provided opportunities for training that leads to a GED and/or Industry Recognized Credential as needed, in an in-demand occupation in the Susquehanna Region. Priority Industries in the Susquehanna Region are: Healthcare, IT, Transportation and Warehousing, Manufacturing, and Construction.

### **B. Performance Standards and Outcomes**

**All participant information must be entered into Maryland Department of Labor database prior to program participation.**

## ***SWN Youth Measures***

### **Proposed Program Outcomes**

- 75% of enrolled individuals will complete the program by the end of the contract
- 72% of enrolled individuals will be employed or enrolled in higher education by the end of the contract
- 64% of enrolled individuals will attain a credential by the end of the contract
- 55% of enrolled individuals will have a measurable skills gain by the end of the contract

### **C. Program Administration**

Susquehanna Workforce Network, Inc. will determine eligibility of each participant and provide technical assistance with program design and operation. Susquehanna Workforce Network will provide an onsite program review annually.

#### **1. Services that may be provided by the Susquehanna Workforce Network, Inc.**

- Employability Skills
- Work Experience services
- Labor Market Information

## 2. Vendor Responsibilities

Contracts awarded will be based on cost reimbursement with allowable costs limited to those reasonable and necessary for the effective and efficient performance of the contracted services. Contracts will be monitored monthly according to enrollment and performance expectations, payments and contracts amounts may be adjusted or withheld for failure to meet specified performance.

**With the written approval of the Susquehanna Workforce Board, a vendor may subcontract activities by following proper legal procurement procedures.**

Vendor responsibilities include but are not limited to:

- Outreach/Recruitment
- Create greater awareness of SWN services to youth in the region
- Intake
- Assessment
- Individual Service Strategy (ISS)
- Case Management
- Program Services
- Occupational Training
- Placement
- Follow-up

### D. Reporting Requirements and Service Documentation

Quarterly Program Progress Reports and Monthly Youth Status Reports are required by all youth service providers receiving Workforce Innovation and Opportunity Act funds. Services provided to youth must be documented on the Individual Service Strategy (ISS) and the Youth Status Report.

The fiscal reporting requirements consist of monthly invoices with appropriate supporting documentation, and a close-out report at the end of the contract.

## III. EVALUATION CRITERIA AND RATING SYSTEM

All proposals will be reviewed by an independent Proposal Review Committee. The committee is responsible for the following:

- Rate each proposal against previously established rating criteria. See Evaluation Criteria.
- Forward proposal selections to the Youth Committee for consideration

The Youth Committee will recommend to the Workforce Board proposals for funding.

### Evaluation Criteria

#### **Statement of Work – 35 points**

This category will evaluate how well the proposed program has been designed, the extent to which all required services will be addressed, how the services will be provided to youth, and the projected outcomes.

#### **Program Design Strategies: 10 points**

**Program Element Strategies: 10 points**  
**Performance Outcome Strategies: 15 points**

**Demonstrated Capacity – 35 points**

The proposer's experience and past performance in providing services similar to those being proposed including the ability to attain, track and record performance as required by the WIOA Performance Indicators. It will also include financial management experience with federal grants and working in collaboration to facilitate contracted outcomes, service delivery, staff qualifications, and contract management experience.

**Demonstrated Performance: 5 points**

**Effectiveness in providing comparable services: 10 points**

**Management Capacity: 10 points**

**Staff Qualifications: 10 points**

**Budget and Budget Narrative – 30 points**

The proposed cost of the program will be evaluated for fair and reasonable costs. The following factors will determine fair and reasonable costs:

**Per unit cost (costs within the cost per range): 10 points**

**Program length and intensity, staff-to-youth ratio, support services, competitiveness of staff salaries, matching funds, and an administrative 10% cap: 10 points**

**Financial stability of proposing organization/agency: 10 points**

**IV. APPEALS PROCEDURE**

Any respondents dissatisfied with the Youth Committee's recommendation and who seek to appeal the matter to the SWN Executive Committee must file a written appeal with the SWN Executive Director at the following address:

Mrs. Kimberly Justus  
Executive Director  
Susquehanna Workforce Network, Inc.  
410 Girard Street  
Havre de Grace, MD 21078

All appeals must be filed within ten (10) calendar days of receiving notice of the Youth Committee's decision. The Executive Committee, at its discretion, will decide whether to grant the appellants an open hearing. The decision of the Executive Committee will be final.

**V. TERMS AND CONDITIONS**

**A. General Conditions**

1. The Susquehanna Workforce Network will not pay for any costs incurred in the preparation of proposals in response to the RFP.
2. All proposals, in their entirety, will become the property of SWN upon submission. Proposals will be exempt from disclosure until the evaluation and selection process has been completed. If a proposal contains any information that the offeror considers proprietary and does not want disclosed to the public or used for any purpose other than evaluation of the offer, all such information must be indicated with the following statement:



"The information contained on pages \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ shall not be duplicated, used in whole or part for any purpose other than to evaluate the proposal, provided that if a contract is awarded to this office as a result of or in connection with the submission of such information, the SWN has the right to duplicate, use or disclose this information to the extent provided in the contract. This restriction does not limit the agency's right to use information contained therein if obtained from another source."

3. This RFP does not constitute a commitment of funding, nor is it a contract.
4. SWN reserves the right to negotiate the final terms of all contracts with successful proposers. Items that may be negotiated include, but are not limited to, type and scope of services and activities, prices, production schedules, target groups, geographical goals, and service levels. Proposers will be required to submit all revisions to their proposal that may result from negotiations prior to any agreement to contract.
5. Agencies selected to contract for training programs may be required to submit programmatic, financial or other revisions of their proposal which may have resulted from negotiations prior to an agreement to contract.
6. Responding agencies should be aware that SWN activities are subject to any modifications as required by the Workforce Innovation and Opportunity Act and their implementing regulations; the Maryland Department of Labor (MD DOL) policies, procedures and directives; the SWN Workforce Innovation and Opportunity Act Plan; and compliance with the nondiscrimination and equal opportunity provisions of the Workforce Innovation and Opportunity Act of 2014, including the Nontraditional Employment for Women Act of 1991, Title VI of the Civil Rights Act of 1964, as amended, section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1975, as amended, Title IX of the Education Amendments of 1972, as amended, and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR part 34.
7. In submitting a proposal, the proposer certifies as to its legally constituted organization and that in connection with this proposal:
  - a. The prices in the proposal have been arrived at independently without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any competition; and
  - b. Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the proposer, and will not knowingly be disclosed by the proposer, prior to award, directly or indirectly, to any other proposer or to any competition; and,
  - c. No attempt has been made by the proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
8. Person(s) signing the proposal certify that person(s) in the offeror's organization who is legally responsible within that organization for the decision as to the price being offered in the proposal, have not participated, and will not participate in any action contrary to A.7 a, b or c.

## **B. Availability of Funds**

Funding for contracts awarded as a result of this process shall be contingent on continued federal authorization for program activities and is subject to amendment or termination due to lack of funds or authorization. Proposals selected under this RFP may be considered for funding beginning July 1, 2024. Contractors in good standing may be eligible for continued funding.

Federal Funding Information:

It is anticipated that contracts awarded as a result of the RFP will be 100% funded by Federal resources through the Workforce Investment and Opportunity Act, which is 12.78% of our PY21 federal funding.

## **VI. GENERAL SUBMISSION AND FORMAT INSTRUCTIONS**

A. Five (6) copies of the proposal must be submitted for consideration, one (1) original, four (4) paper copies and one (1) electronic (pdf) copy emailed to [BMiller@SWNetwork.org](mailto:BMiller@SWNetwork.org) with a subject line "2024 WIOA Youth Services Proposal". The original must be signed by the individual authorized to submit the proposal and enter into contract negotiations for the organization.

B. The following attachments in Appendix A must be included:

Proposal Cover Sheet (Attachment I)

Assurance of Non-Discrimination and Equal Opportunity (Attachment II)

Certification Regarding Lobbying (Attachment III)

Certification Regarding Debarment, Suspension, and Other Responsibility Matters (Attachment IV)

Certification of a Drug-Free Workplace (Attachment V)

Certification Regarding ACORN Prohibition (Attachment VI)

Certification Regarding Buy American Provision (Attachment VII)

Certification Regarding Human Trafficking (Attachment VIII)

C. The following required forms in Appendix B must be included:

Summary of Request

Executive Summary

Proposal Narrative

Budget Summary

Budget Narrative

Matching Funds

**D. Proposals submitted which do not conform to the RFP format and/or do not provide adequate responses to all sections of this RFP will be considered non-responsive and will be disqualified from the review and selection process.**

**E. Proposals must be submitted to:**

Susquehanna Workforce Network, Inc.  
Attention: Belinda Miller  
410 Girard Street  
Havre de Grace, Maryland 21078

**F. Proposal Due Date:** 2/28/2024 at 4:00 pm.

Responding organizations should ensure that proposals are prepared in compliance with the following requirements:

1. Please follow the proposal guidelines using the headings for each section.
2. Emphasis should be placed on clarity of content.
3. The writing should be brief, concise, clear, organized and logical. Keep the review criteria in mind when writing the proposal. Reviewers will use only the information contained in the submitted proposal and the Request for Proposal to assess the proposal. Do not assume the reviewers are familiar with the proposer's organization.
4. The Proposal Narrative must be limited to 10 pages, typed, double-spaced, one side only, non-bound, with pages numbered.
5. Additional pages in Appendix B must be included to complete the proposal.
6. Endorsement letters are not recommended.

**VII. Required Capacity Building Activities:**

All entities awarded contracts under this Request for Proposals will be required to attend training on Workforce Board approved tools, tracking systems, and documentation methods including but not limited to:

- Skills attainment/benchmarking system
- Individual Service Strategy/portfolio
- Coordination with SWN Youth Coordinator
- Maryland Workforce Exchange - Management Information System
- Fiscal Reporting Requirements
- Follow-Up Expectations
- Other Contractor capacity building activities

**VIII. Bidder's Conference:**

A Zoom bidder's conference is scheduled for Wednesday, 2/8/2024 11:00 a.m. Bidders wishing to attend are requested to contact the Administrative Office at 410-939-4240 or email [bmiller@SWNetwork.org](mailto:bmiller@SWNetwork.org) no later than Tuesday, Feb 6, 2024 at 11:00 am.

Questions are encouraged to be submitted in writing via regular mail to 410 Girard Street, Havre de Grace, MD 21078, or email to [bmiller@SWNetwork.org](mailto:bmiller@SWNetwork.org) or by fax to 410-939-5171 no later than Tuesday, February 6, 2024. Additional questions will not be answered about this RFP after the Bidder's Conference.

Attendance is not mandatory and anyone unable to attend may request a copy of the minutes and any materials distributed by contacting Belinda Miller, either by telephone using the number above or by e-mail to [bmiller@SWNetwork.org](mailto:bmiller@SWNetwork.org).

## APPENDIX A

### Required Attachments

- Proposal Cover Sheet
- Assurance of Non-Discrimination and Equal Opportunity
- Certification Regarding Lobbying
- Certification Regarding Debarment, Suspension, and Other Responsibility Matters
- Certification of a Drug-Free Workplace
- Certification Regarding ACORN Prohibition
- Certification Regarding Buy American Provision
- Certification Regarding Human Trafficking

SUSQUEHANNA WORKFORCE NETWORK

PROPOSAL COVER SHEET

Name of Agency/Organization \_\_\_\_\_

Address \_\_\_\_\_

Contact Person/Title \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Total funds requested \_\_\_\_\_

\*\*\*\*\*

I do hereby certify that this proposal is submitted in accordance with the provisions and conditions outlined in the Request for Proposal issued January 24, 2024, that all the information is complete and accurate, and that this proposal represents a firm and fixed offer to provide the requested services. This offer shall remain valid for a minimum of 90 days. I also certify that the fees in the proposal have been arrived at independently, without consultation, communication, or agreement with any other proposer (except those in a collaborative proposal) or with any other competitor for the purpose of restricting competition, as to any matter relating to such fees; and no attempt has been made or will be made by the proposer to induce any other person or agency to submit or not submit a proposal for the purpose of limiting or restricting competition. I further certify that this agency can and will provide and make available, at a minimum, all services described in this proposal.

\_\_\_\_\_  
Signature of Individual with Signatory Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed name and title

ASSURANCE OF NON-DISCRIMINATION AND EQUAL OPPORTUNITY

As a condition to the award of financial assistance under the Workforce Innovation and Opportunity Act, the grant applicant assures, with respect to operation of WIOA funded programs or activities and all agreements or arrangements to carry out the WIOA funded programs or activities, that it will comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Innovation and Opportunity Act, including the Nontraditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; Title IX of the Education Amendments of 1975, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including, but not limited to, 29 CFR part 34.

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Signature of Authorized Representative

Date

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Name (typed) and Title

CERTIFICATION REGARDING LOBBYING

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

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form—LLL-A, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, US Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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Signature of Authorized Representative

Date

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Name (typed) and Title

CERTIFICATION REGARDING  
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants Responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register.

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

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Signature of Authorized Representative

Date

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Name (typed) and Title



## CERTIFICATION OF A DRUG-FREE WORKPLACE

By submission of this offer, the proposer certifies and agrees that with respect to all employees of the proposer to be employed under a contract resulting from this solicitation, it will:

1. Publish a statement notifying such employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's workplace, and specifying the actions that will be taken against employees for violations of such prohibition.
  2. Establish a drug-free awareness program to inform such employees about:
    - the dangers of drug abuse in the workplace;
    - the Contractor's policy of maintaining a drug-free workplace;
    - any available drug counseling, rehabilitation, and employee assistance programs; and
    - the penalties that may be imposed upon employees for drug violations occurring in the workplace.
  3. Provide all employees engaged in the performance of the contract with a copy of the statement in item 1 of this provision.
  4. Notify such employees in the statement required by item 1 of this provision that as a condition of continued employment on the contract resulting from this solicitation, the employee will:
    - abide by the terms of the statement; and
    - notify the employer of any criminal drug statute conviction for a violation occurring in the workplace, no later than five (5) days after such conviction.
  5. Notify the contracting officer within ten (10) days after receiving notice under item 4 of this provision, from an employee or otherwise, of such conviction.
  6. Within thirty (30) days after receiving notice under item 4 of this provision of a conviction, impose the following sanctions or remedial measure on any employee who is convicted of drug abuse violations occurring in the workplace:
    - take appropriate personnel action against such employee, up to and including termination;
    - or
    - require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement or other appropriate agency.
  7. Make a good faith effort to maintain a drug-free workplace through implementation of items 1 through 6 of this provision.
- ف Our organization has a Drug-Free Workplace policy.
- ف Our organization does not have a Drug-Free Workplace policy.

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Signature/Title of Authorized Representative

Date

ATTACHMENT VI

Certification Regarding ACORN Prohibition

Section 511 of the Consolidated Appropriations Act, 2010 (P.L. 111-117, Division E) (“CAA”), requires that no direct or indirect funding for the Consolidated Appropriations Act may be provided to the Association of Community Organizations for Reform NOW (“ACORN”) or any of its subsidiaries through Federal grantees or contractors. DOL is required to take steps so that no Federal funds from the Consolidated Appropriations Act, 2010, are awarded or obligated by subgrantees, subcontractors, or other subrecipients. The prohibition applies not only to a direct recipient of Federal funds, but also to a subrecipient (e.g., subcontractor, subgrantee, or contractor of a grantee).

The proposer certifies compliance with the above policy regarding ACORN prohibition.

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Signature of Authorized Representative

Date

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Name (typed) and Title

Certification Regarding Buy American Provision

Funds made available under Title I or II of Workforce Innovation and Opportunity Act or under the Wagner-Peyer Act (29 U.S.C. 49, et. seq.) certifies that it will comply with the Section 8301 through 8303 of Title 41 of the United States Code (commonly known as the “Buy American Act”) and as referenced in WIOA Section 502.

The proposer certifies compliance with the above policy regarding Buy American Provision.

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Signature of Authorized Representative Date

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Name (typed) and Title

ATTACHMENT VIII

Certification Regarding Human Trafficking

Complies with Executive Order 13333 that requires termination without penalty of the Agreement if a sub-grantee, contractor or subcontractor engages in human trafficking.

The proposer certifies compliance with the above policy regarding Human Trafficking.

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Signature of Authorized Representative

Date

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Name (typed) and Title

## Appendix B

### Required Forms

- Summary of Request
- Executive Summary
- Proposal Narrative
- Budget Summary
- Budget Narrative
- Matching Funds

**SUSQUEHANNA WORKFORCE NETWORK, INC.**

**Summary of Request**

Name of Applicant Organization:

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Tax ID: \_\_\_\_\_ S.S. # (if not incorporated): \_\_\_\_\_

License/Accreditation Entity: \_\_\_\_\_ Effective Date (if applicable): \_\_\_\_\_

Type of Organization: (check one)     For Profit                       Non-Profit

Incorporated in the State of \_\_\_\_\_

Governmental Entity               Educational Institution

Number of years operating in the Susquehanna Region WIOA area: \_\_\_\_\_ Elsewhere \_\_\_\_\_

Names and Affiliations of Proposal Collaborators:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name & Type of Program: \_\_\_\_\_

Primary County (ies) of Service: \_\_\_\_\_

Location Where Training Will Take Place: \_\_\_\_\_

Program Operating Hours: \_\_\_\_\_ Total Hours of Training: \_\_\_\_\_

Project Period From: \_\_\_\_\_ To: \_\_\_\_\_

Summarized Activities:

Number to be Served & Proposed Outcomes:

WIOA Amount Requested for this Project: \$ \_\_\_\_\_

Total Matching Funds for this Project: \$ \_\_\_\_\_

If funded, what percentage would the contract funds represent of your organization's/company's total budget? \_\_\_\_\_ (The SWN cannot support the funding of more than 35% of an Organization's total budget.)

Does your organization have an audited accounting system?  Yes  No

Has your organization ever had to repay funds due to a question/disallowed cost?  Yes  No

If yes, please explain: \_\_\_\_\_

Does your organization have the capacity to repay a disallowed audit cost?  Yes  No

\_\_\_\_\_  
Executive Director/Signatory Authority

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

## EXECUTIVE SUMMARY

All proposals must include a two page, double-spaced, Executive Summary with a concise composite description of the proposed project for the WIOA Youth project. Label these pages as **Executive Summary**. This summary will be reviewed by the Susquehanna Region Youth Committee and the Susquehanna Region Workforce Board that approve funding decisions. This summary should include:

- A clear and concise summary of the Statement of Work
- Proposed strategies to be utilized in meeting performance measures
- Proposed cost of the program

Applicants should make every effort to be as complete and accurate in this summary. The full Statement of Work and Budget upon which this Summary is based should therefore be completed first.



## PROPOSAL NARRATIVE

The narrative will describe how the applicant proposes to meet the specifications outlined in the Request for Proposal (RFP). Please complete your proposal according to the following format. It is the responsibility of the proposing agency to address any and all requirements contained in this RFP. The Narrative should be limited to ten pages.

The proposal narrative should describe the proposed program in sufficient detail to demonstrate an understanding of the work to be performed, the needs of the participants, and the desired outcomes. The proposal shall consist of the following:

### A. STATEMENT OF WORK

1. **Program Need:** Describe the need for the proposed program, and proposed strategies to address the need.
2. **Past Experience:** Describe your organization's past experience in providing the types of services solicited by this RFP. Indicate the number of years your agency has operated such programs. List the actual performance outcomes for programs you have operated, the location, and the year. Please provide names of current or previous funders.
3. **Target Population:** Describe the target population to be served; include age groups, and number of participants.
4. **Program Design and Program Elements:** Describe how the required Program Design and Program Elements will be implemented through your program, and the specific types of activities/strategies proposed for each element. See page 2 of this RFP. Specifically describe how you will coordinate with SWN's Work Experience Specialist in your program model.
5. **Performance Outcomes:** Required performance measures are listed on page 3 of this RFP. Describe the strategies you will use to meet the measures in specific detail.
6. **Program Staffing:** Describe proposed staffing pattern for any staff charged in whole or in part to this proposed project. Job descriptions and proposed staff qualifications and an organizational chart must be included.
7. **Program Duration:** Describe program duration by activities.
8. **Workforce Center Coordination:** Describe how the local Workforce Centers will be utilized in your program and how youth will be introduced to the Workforce Centers for continued support during and after completion of the youth program.

### B. GENERAL PROGRAM OPERATIONS

1. **Outreach and Recruitment:** Describe outreach and recruitment strategies for the target population.
  - a. Include partnerships with youth serving agencies, organizations, and schools to reach target populations.

- b. What criteria will be used to select youth enrolled into your program?
- c. How will you provide outreach and accommodate services to youth with disabilities or whose primary language is not English?

**2. Orientation and Assessment:** Describe orientation/assessment activities.

- a. How and when will the prescribed career assessment be administered?
- b. How will your program develop, evaluate, and coordinate the “Individual Service Strategy” for each participant?

**3. Case Management:** Describe your program’s case management strategy for providing consistent support, the updating of individual service plans, referrals, barrier removal, monitoring service delivery for each participant and the provision of follow-up services..

## BUDGET SUMMARY

Record Budget information below.

Cost Category	WIOA Funds	Matching Funds*	Total
Personnel Costs			
Travel/ Transportation			
Training Materials			
Participant Expenses: (please list items)			
Supplies			
Other (please list items)			
<b>TOTALS</b>			

\*Matching funds which are in-kind funds may be subject to a monitoring.

## BUDGET NARRATIVE

Please complete a budget narrative to support each item of costs listed. Please list the detail upon which the budget request is based.

*Example:*

### Personnel Costs:

Program Coordinator - \$11,055

\$11.00 an hour; 30 hours a week for 15 weeks = \$4,950

\$11.00 an hour; 15 hours a week for 37 weeks = \$6,105

## MATCHING FUNDS/IN-KIND/OTHER SOURCES OF FUNDING

Describe monies or dollar value of services that will be used for these activities from sources other than WIOA.

## Appendix C

### **Program Design Definitions**

#### **Individual Needs Assessment (Objective Assessment)**

- Assessment of the academic skill levels: basic skills, and occupational skills
- Prior work experience, and employability
- Interests and aptitudes (including interests and aptitudes for nontraditional jobs)
- Supportive service needs and developmental needs

#### **Individual Service Strategy (ISS)**

- Identification of an employment goal
- Appropriate achievement objectives based on the Individual Needs Assessment

#### **Education and Employment Preparation**

- Provide preparation for postsecondary educational opportunities
- Provide linkages between academic and occupational learning
- Provide preparation for employment
- Provide effective connections to intermediary organizations that provide strong links to the job market and employers.
- Financial Literacy
- Entrepreneurial Training

### **Youth Program Element Definitions**

#### **Improving Educational Achievement**

- Tutoring, study skills training, and instruction leading to completion of secondary school (GED),

#### **Preparation For and Success in Employment**

- Employment opportunities that are directly linked to academic and occupational learning
- Paid and unpaid work experiences, including internships and job shadowing – the purpose is to provide the youth participant with the opportunity for career exploration and skill development
- Occupational skills training
- Labor Market Information for career decision making

#### **Support for Youth**

- Supportive services
  - (a.) Linkages to community services
  - (b.) Assistance with transportation
  - (c.) Assistance with childcare and dependent care
  - (d.) Assistance with housing
  - (e.) Referrals to medical services
  - (f.) Assistance with work attire and tools
  - (g.) Adult mentoring
  - (h.) Follow-up services

Follow-up Services: All youth must receive some form of follow-up services for a minimum duration of twelve months. Quarterly follow-up reports are required on all

youth. Acceptable follow-up services are:

- 1.) Leadership and supportive services
- 2.) Regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise
- 3.) Assistance in securing better paying jobs, career development, and further education
- 4.) Work-related peer support groups
- 5.) Adult mentoring
- 6.) Tracking the progress of youth in employment after training
- 7.) Comprehensive guidance and counseling

### **Citizen and Leadership Development**

- Leadership development activities: community service and peer-centered activities encouraging responsibility and other positive social behaviors such as
  - (a.) Exposure to postsecondary educational opportunities
  - (b.) Community and service learning projects
  - (c.) Peer-centered activities, including peer mentoring and tutoring
  - (d.) Organizational and teamwork training, including team leadership training
  - (e.) Training in decision-making, including determining priorities
  - (f.) Citizenship training, including life skills training, such as parenting, work behavior training, and budgeting of resources