



Request for Proposal
February 18, 2014

**Summer Employment Opportunities for
Workforce Investment Act (WIA) Eligible Youth**

Note: This notice contains all of the information needed to apply for funding.
Application due date: March 7, 2014 by 4:00pm

Summary: The Vermont Department of Labor (VDOL) announces the availability of funds to award grants to organizations having the capacity to deliver a Summer Employment Opportunity (SEO) program that links academic and occupational skills learning. Grants will begin on May 1, 2014 and end on September 30, 2014.

Proposals submitted should provide the required contact information as outlined below:

- a) Contact Name
- b) Applicant (public/private entity)
- c) Mailing address
- d) Phone number
- e) Email address
- f) FEIN
- g) Legal CCR Name
- h) DUNS Number

(1) The Central Contractor Registration (CCR) is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores and disseminates data in support of agency acquisition missions. FREE registration is available at: <http://www.ccr.gov/Default.aspx>.

*(2) The D-U-N-S Number is a unique nine-digit identification number assigned and maintained solely by Dun & Bradstreet (D&B). D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government (see # 1 above) for contracts or grants. Created in 1962, the Data Universal Numbering System or D-U-N-S® Number is D&B's copyrighted, proprietary means of identifying business entities. Register at: https://eupdate.dnb.com/requestoptions.asp?cm_re=HomepageB*TopNav*DUNSNumberTab*

These grants will include the following WIA requirements:

1. All grantees must provide academic and occupational summer experiences to WIA-eligible youth ages 14-21. The overall priority for the program is to serve a significant percentage of youth who are over 16 and who are **not** in school.
2. All grantees will serve the neediest youth who are out-of-school [according to 20 CFR 664.300 who is "an" out of school youth? An out-of-school youth is an individual who: (a) is an eligible

youth who is a school dropout; or (b) is an eligible youth who has either graduated from high school or holds a GED, but is basic skills deficient, unemployed or underemployed], those most at risk of dropping out of school, runaway and homeless youth, youth in foster care (priority given to those aging out of foster care, court involved youth, children of incarcerated parents, or migrant youth). Priority will be given to those youth currently participating in WIA.

3. All grantees will assist participating youth to work toward at least one of the U.S. Department of Labor's (USDOL) goals and/or credentials. Progress must be documented and shared with the local VDOL case manager and VDOL Central Office. Refer to Attachment D for actual levels of performance and Attachment E for goals and credentials currently negotiated with the U.S. Department of Labor.

Deadline: The closing date for receipt of applications is **Friday March 7, 2014 by 4:00pm.**

Applications must be submitted electronically in a WORD document (hard copy will not be accepted). Submit the application to sally.redpath@state.vt.us and Rhonda.hopkins@state.vt.us at the Vermont Department of Labor.

Funding Availability: The Vermont Department of Labor expects to have \$125,000 available to fund the Summer Employment Opportunities for WIA-eligible youth. However, the actual amount to be made available for this project is subject to the final allocation of Federal WIA funds by the United States Department of Labor.

Applicants may apply for the entire amount or for smaller awards. VDOL reserves the right to modify the funding requested (not to exceed the monies available for the SEO).

Eligible Applicants: Applications will be accepted from public or private non-profit organizations. Preference will be given to organizations that have a proven history of providing services to at-risk youth in the communities of Vermont.

Application Process: The application must clearly identify the Applicant and the Fiscal Agent, if different from the Applicant, and describe its capacity to administer the project. Applicants must submit one proposal electronically in WORD. Hard copies will **not** be accepted. There are three required sections: **Section I** – Executive Summary, **Section II** – Statement of Work, **Section III** – Budget Information (see attachments B & C). Applications that fail to provide complete information in the three required sections identified will not be considered.

Format requirements:

- Use 12-point font.
- Number pages at bottom

Section I - Executive Summary (suggested length not to exceed 2 pages):

Each applicant must submit an Executive Summary addressing the following:

- Name of the applicant and fiscal agent, if different.
- The capacity to administer this project.
- The amount of funding requested.
- An assurance of willingness to cooperate with all appropriate partners under the Workforce Investment Act.
- Timeline for project activities to be undertaken in the Statement of Work.
- An assurance to jointly develop participant training plans with the VDOL.

- Program length, hours of participation and numbers to be served. (Please identify numbers of youth who will be in-school and those who will be out-of-school).

Section II - Statement of Work (suggested length not to exceed 3-5 pages):

The Statement of Work (narrative) sets forth a strategic plan for the use of awarded funds and establishes measurable goals. The following should be addressed in the Statement of Work:

- A. Identify the planned number of WIA eligible youth ages **14 - 21** to be served and the region(s) to be served. Specify numbers of youth who will be in-school and those who will be out-of-school.
- B. Describe how you will recruit youth currently enrolled in WIA programs to participate in your program. Priority will be given to participants already enrolled in WIA.
- C. Describe how you will conduct objective assessments:

Objective assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interests; aptitudes (including interests and aptitudes for non-traditional jobs) support service needs, and developmental needs of each participant.

- D. Provide a comprehensive description of your plan to link academic and occupational learning as part of your Summer Employment Opportunity program. **Note:** at least ½ of the time of participation **MUST** be in a “work/training” activity.

*Summer employment opportunities must provide direct linkages to academic and occupational learning, and may provide other program elements and strategies as appropriate to serve the needs and goals of the participants. **The summer employment opportunities program element is not intended to be a stand-alone program.***

- E. Describe your process for developing Individual Service Strategies (ISS) for each participant.

Strategies for each participant shall include providing him/her with career opportunity information which will result in the identification of an employment goal (including, in appropriate circumstances, non-traditional employment), other objectives planned to be achieved and any necessary supportive services for the participant based on the assessment conducted.

- F. Describe your proven record of providing effective services to youth.
- G. List the community organizations that you will be partnering with and how they will continue to provide on-going services to enrolled youth after the SEO program component ends. Describe how these organizations will address specific areas of youth participant needs that you are not able to address in the areas of basic skills (including money management and such skills that may be required to attain and maintain suitable housing), mental health and substance abuse assessment and treatment, and maintenance of physical health.
- H. Describe how you will address the USDOL recognized “goals” with each participant (14–18 years of age), or “credentials” with each participant (19-21 years of age), and show progress

working toward the goal(s) or credential during participation. (See Attachment E) *Note: CPR/First Aid and OSHA 10 no longer meet USDOL requirements.*

- I. Describe how you will provide case management services and how you will work with participants to ensure their continued participation and success. Describe how you will address, in a positive manner, behavior and social issues of enrolled youth.
- J. Describe how you will ensure that ALL required financial reports are provided on time.
- K. Describe how your program services will contribute to the overall State Youth Performance Measures. (See Attachment D)
- L. Describe how you will ensure the 10 program elements are made available to youth enrolled in your program as required by law. (See Attachment A)
- M. Describe how you will work with the VDOL during the initial stages of the activity, and how you will facilitate the transition of participants back to VDOL's WIA case managers upon completion of the SEO component.

Eligibility:

Eligibility determinations will be completed by Vermont Department of Labor Youth Case Managers located in VDOL Regional Offices throughout the state.

Youth currently enrolled in WIA services will be given priority to participate in the SEO before any new applicants are enrolled.

Priority will be given to youth who are Vermont residents.

All OUT-OF-SCHOOL YOUTH must be tested to determine potential basic skills deficiencies in literacy and math. This assessment can be completed with the use of a CASAS locator assessment and is available at VDOL offices. If a youth is determined "basic skills deficient", a plan must be created for him/her to address the deficiency. If no skill deficiency is identified, staff will proceed with the assessment and consideration for enrollment into SEO. Refusal by the youth to be assessed for basic skills deficiencies will be grounds for disqualification to participate in the SEO. Results of testing completed within the last six months may be used.

Section III - Budget Information:

Please provide a budget and budget narrative (See Attachments B and C)

FEDERAL GUIDELINES mandate 30% of WIA expenditures for youth must be for out-of-school youth.

Review Process and Evaluation Criteria: The Commissioner of Labor will appoint the grant review panel which will include some members of the Workforce Development Council. They will make recommendations to the Youth Council as well as to the Commissioner. The Commissioner will consider the information from the grant review panel, as well as other factors such as geographic distribution, past performance of applicant (including timely submission of reports and performance measures), and ability to partner well with the VDOL and other partner agencies.

Reporting Requirements: VDOL must receive a mid-program report that addresses scope of work, numbers of in-school youth and numbers of out-of-school youth served, progress under grant (ISS), and financial expenditures. Further, a final narrative report is required that summarizes progress and accomplished objectives, including final numbers of in-school and out-of-school youth served. A final financial closeout report is also required.

For Further Information Contact: Questions should be e-mailed to Sally Redpath at sally.redpath@state.vt.us . This solicitation will be published on the internet at: <http://www.labor.vermont.gov>.

Attachment A

PROGRAM ELEMENTS

The following youth program elements must be available to participants in each local area. The ten required program elements that staff must be able to provide or refer to consist of:

- 1) Tutoring, study skills training, and instruction, leading to completion of secondary school, including dropout prevention strategies
- 2) Alternative secondary school services, as appropriate
- 3) Summer employment opportunities that are directly linked to academic and occupational learning
- 4) As appropriate, paid and unpaid (requires grant manager approval) work experiences, including internships and job shadowing
- 5) Occupational skills training, as appropriate
- 6) Leadership development opportunities, which may include community service and peer centered activities encouraging responsibility and other positive social behaviors during non-school hours, 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) Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.

Documentation will be required of all program elements accessed or referred to.

Attachment B

BUDGET INFORMATION

Section A – Budget Summary by Categories

	(A)	(B)	(C)
1. A. Staff Wages B. Youth Participant Wages *			
2. A. Fringe Benefits Staff B. Participant Fringe*			
3. Travel			
4. Equipment			
5. Supplies			
6. Contractual			
7. Other			
8. Total, Direct Cost (Lines 1 through 7)			
9. Indirect Cost (Rate %)			
10. TOTAL Funds Requested (Lines 8 through 9)			

Note: Use Column A to record funds requested for the initial period of performance. Column B to record changes to Column A (i.e. requests for additional funds or line item changes); and Column C to record totals (A plus B).

***NOTE:** Although grants awarded will not include youth wages and fringe, please show total costs of the program including these elements. (# of youth x # of hours x \$8.73/hr)

Attachment C

BUDGET NARRATIVE INSTRUCTIONS

The Budget Narrative must describe the individual line item costs. The following are examples:

1) *Personnel*

What positions?

Hourly Rate x # hours =

2) *Fringe*

Which benefits?

For which staff?

At what rate?

3) *Travel*

of People

of Miles

Reimbursement per Mile

Other Travel and Per Diem Costs

4) *Equipment*

Equipment is defined by the USDOL as any item costing \$5,000 or more. VDOL will not approve expenditures for equipment; therefore, this line item must be "0."

5) *Supplies*

General description of items included.

6) *Contractual*

If any money is sub granted, describe here.

7) *Other*

May include staff training and other appropriate charges, including youth participant's support services.

8) *Total, Direct Cost*

No description required.

9) *Indirect Cost*

May include fiscal agent, rent, utilities, telephone. Must have an approved indirect cost rate by the cognizant agency. Evidence of approval will be required.

10) *TOTAL Funds Requested*

No description required.

Attachment D

Older Youth Program Results At-A-Glance (19-21)

	Current Negotiated Performance Level
Entered Employment Rate	50 %
Employment Retention Rate	75 %
Earnings Change in Six Months	\$2523.00
Credential Rate	32.6 %

Younger Youth Results At-A-Glance (14-18 Years of Age)

Reported Information	Current negotiated Performance Level
Skill Attainment Rate	70.1 %
Diploma or Equivalent Attainment Rate	50 %
Retention Rate	55 %

Attachment E

U.S Department of Labor Goals (Age 14-18)

Note: The establishment of goals may include all or selected elements from within each goal description.

- Goal #1: **Basic Skills**--Show a measurable increase in basic education skills including reading comprehension, math computation, writing, speaking, listening, problem solving, reasoning, and the capacity to use these skills.
- Goal #2: **Occupational Skills**--Primary occupational skills encompass the proficiency to perform actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels. Secondary occupational skills entail familiarity with and use of set-up procedures, safety measures, work-related terminology, record keeping and paperwork formats, tools, equipment and materials, and breakdown and clean up routines.
- Goal #3: **Work Readiness**--Skills include world of work awareness, labor market knowledge, occupational information, values clarification and personal understanding, career planning and decision making, and job search techniques (resumes, interviews, applications and follow-up letters). They also encompass survival/daily living skills such as using the phone, telling time, shopping, renting an apartment, opening a bank account, and using public transportation. They also include positive work habits, attitudes, and behaviors (such as punctuality, regular attendance,

presenting a neat appearance, getting along and working well with others, exhibiting good conduct, following instructions and completing tasks, accepting constructive criticism from supervisors and co-workers, showing initiative and reliability, and assuming the responsibilities involved in maintaining a job). This category also entails developing motivation and adaptability, obtaining effective coping and problem solving skills, and acquiring an improved self-image.

U.S. Department of Labor Credentials (Age 19-21)

Must be a nationally recognized degree or certificate or state recognized credential. Credentials include, but are not limited to, a high school diploma, GED, or other recognized equivalents, post-secondary degrees; and licensure or industry-recognized certificates. Attainment of credentials/certificates are used to recognize successful completion of training services designed to equip individuals to enter or re-enter employment, retain employment, or advance into better employment.

CPR/First Aid and OSHA 10 no longer meet USDOL requirements.