

Southern Georgia Workforce Development Board

Request for Proposal for Workforce Development Services #07-19

Issue Date: March 19, 2019

Submission Deadline: April 23, 2019 @ 12:00pm

Program Year 2019 Contract Period: July 1, 2019 - June 30, 2020

RFP Program Operation: July 1, 2019- June 30, 2020

The Southern Georgia Workforce Development Board/Southern Georgia Regional Commission is an Equal Opportunity Employer and provider of employment and training programs. Auxiliary Aids and Services are available upon request to person with disabilities.

SCHEDULE OF EVENTS

Notice of Availability Issued	March 19, 2019
RFP Package Available	March 20, 2019
Bidder's Conference*	March 26, – 10:00 am
Deadline for Proposals	April 23, 2019 – 12 pm (Noon)
Review & Selection Period	April 23, 2019 – May 8, 2019
Notification to Proposers	May 13, 2019
Contract Negotiations	May 13, 2019 – June 7, 2019
Program Begins	July 1, 2019

*Registration is requested for the Bidder's Conference to be held at the Southern Georgia Regional Commission, 1725 S.GA Parkway, West, Waycross, Georgia 31503. Please call Felices King at (912) 285-6097 or email her at fmking@sgrc.us.

For information and/or a proposal package, contact:

Felices King, WIOA Program Assistant
Southern Georgia Regional Commission
1725 South Georgia Parkway, West
Waycross, GA 31503
Phone (912) 285-6097 Fax: (912) 285-6126
Email: fmking@sgrc.us

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Section I - Project Overview

The purpose of this Request for Proposal (RFP) package is to solicit proposals to provide services under the guidelines of the Workforce Innovation and Opportunity Act (WIOA) of 2014 (Public Law 113-138). The Southern Georgia Regional Commission (SGRC), as fiscal/administrative entity for the Southern Georgia Workforce Development Board (WDB), requests proposals from qualified offerors capable of providing the following services:

- 1) **Service Coordination and Case Management for Individual Training Accounts (ITAs) for Adults, Dislocated Workers and Youth ages 18-24.**
- 2) **Comprehensive Youth Programs (Youth ages 16-24)**
- 3) **Adult GED Services (Adult 18+)**

The WDB is seeking a single or multiple providers who will singularly or collaboratively provide year-round services across the eighteen county Southern Georgia area which includes the counties of Atkinson, Bacon, Ben Hill, Berrien, Brantley, Brooks, Charlton, Clinch, Coffee, Cook, Echols, Irwin, Lanier, Lowndes, Pierce, Tift, Turner and Ware. Program(s) may be operated in a single county, a combination of counties, or all counties.

The WDB is interested in activities that produce good results and that have a measurable impact on the population to be served. Proposals for innovative activities or programs, consistent with WIOA rules and regulations are encouraged. Proposers may choose to provide only one of the listed services, or may choose to propose for all.

A. Funding Availability and Length of Project

Total funding available is approximately **\$3,600,000**. Available funds are broken down by project as follows:

- 1) **Service Coordination and Case Management for Individual Training Accounts (ITAs) for Adults, Dislocated Workers and Youth ages 18-24.**

Total funding **\$2,400,000**

Available funds are broken down by Adult, Dislocated Worker and Youth (In-School and Out-of-School) as follows:

- | | |
|------------------------|-------------|
| a) Adult | \$1,600,000 |
| b) Dislocated Worker | \$650,000 |
| c) In-School Youth | \$90,000 |
| d) Out-of-School Youth | \$60,000 |

2) Comprehensive Youth Programs (Youth ages 16-24).

Total funding available is approximately **\$1,050,000**.

Available funds are broken down as follows:

- | | |
|------------------------|-----------|
| a) In-School Youth | \$100,000 |
| b) Out-of-School Youth | \$744,000 |
| c) Work Experience | \$206,000 |

3) Adult GED Services (Adult 18+).

Total funding available is approximately **\$150,000**.

For all programs proposers must note that of the available funding amount, no more than forty percent (40%) can be expended on operational costs. If proposals are received and the operational costs are less than 40%, the remainder of the funds will be utilized for participant training and support costs.

B. Program Period

The contract will be on a State of Georgia fiscal year and will begin on July 1, 2019 and end June 30, 2020. The contract will have options to renew for three (3) additional years through June 30, 2023. The annual renewal of the contract shall be based on availability of funds, satisfactory performance during the preceding year, resolved monitoring and/or auditing issues, successful contract negotiations, and the Workforce Development Board approval.

The scheduled begin date for the proposal selected for funding is July 1, 2019. However, the SGRC reserves the right to fund proposals received from this solicitation at a later date without the issuance of an additional request for proposal package. Furthermore, this RFP does not commit the SGRC to award a contract or to pay any costs incurred in the preparation of a proposal in response to this request. The SGRC reserves the right to accept or reject any or all proposals received as a result of this procurement process.

C. Eligible Contractors

Eligible applicants for these proposals include:

- 1) Local boards of education;
- 2) An institution of higher education/higher learning;
- 3) A community-based organization;
- 4) A faith-based organization;
- 5) A community action agency;
- 6) A private for-profit entity;
- 7) A private non-profit entity;

- 8) State agencies;
- 9) A government agency; and
- 10) Another interested organization or entity, which may include a local chamber of commerce or other business organization, or a labor organization.

Additional Requirements – The Southern Georgia WDB will declare entities ineligible if they are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency. Respondents must disclose any legal judgments, claims, arbitration proceedings, lawsuits or other legal proceedings pending or outstanding (unresolved) against the organization, its owners, officers or principals. Respondents must comply with Section 504 of the Rehabilitation Act of 1973, the Federal Drug-Free Workplace Act of 1988, and the Americans with Disabilities Act to be eligible for a contract.

D. Population/Area to be Served

Participants must be residents of the Southern Georgia area (including the counties of Atkinson, Bacon, Ben Hill, Berrien, Brantley, Brooks, Clinch, Charlton, Coffee, Cook, Echols, Irwin, Lanier, Lowndes, Pierce, Tift, Turner and Ware) at the time of participation. However, in the case of dislocated workers, participants may be residents of other areas if their place of dislocation was/is within the Southern Georgia area.

E. General Service Provider Tasks

Generally, the service provider will perform the following tasks:

- 1) Provide numerous services to individuals, including outreach, recruitment, objective assessment, eligibility determination, referral, individual employment plan development/individual service strategy, counseling, case management, job development/placement; coordination of enrollment into education and/or occupational skills training, payment of support services, etc.;
- 2) Coordinate and collaborate with other organizations, partners or agencies to develop resources and provide the services needed by individuals, i. e., financial assistance to attend school, career counseling, guidance counseling, transportation, etc.;
- 3) Perform programmatic tasks, such as entering data into the State Virtual One Stop (VOS) data management system, maintaining participant files, tracking performance outcomes of participants, etc.;
- 4) Tracking of obligations and expenditures;

- 5) Maintain and report financial data, including biweekly payments to participants, documentation of attendance in training by participants, documentation of expenditures, recording data in books of accounts, etc.;
- 6) Complete other tasks associated with program operation, such as personnel management, etc.

F. Contact Person

Clarifying questions about this package and the RFP process may be directed to Felices King, WIOA Program Assistant, Southern Georgia Regional Commission, 1725 South Georgia Parkway West, Waycross, Georgia 31503, and (912) 285-6097 or by email at fmking@sgrc.us.

Section II - Background

G. Background Information

The Workforce Innovation and Opportunity Act of 2014 (WIOA) supersedes the Workforce Investment Act of 1998 (WIA) and amends the Adult Education and Family Literacy Act, the Rehabilitation Act of 1973, and the Wagner-Peyser Act. WIOA authorizes YouthBuild, Job Corps, Indian and Native Americans, and Migrant and Seasonal Farmworker Programs, in addition to core programs.

WIOA demonstrates the importance of modernizing workforce and job training programs to help equip workers with the skills needed for 21st century jobs. WIOA regulations are available for review at the U.S. Department of Labor (DOL) Employment and Training Administration website at <https://www.doleta.gov/wioa/>. This information provides in-depth definitions and information regarding the WIOA terms and requirements referenced throughout this RFP. It will be the responsibility of the proposer to have a working knowledge of the WIOA regulations.

H. State Governance

The Technical College System of Georgia, Office of Workforce Development (OWD) is the State Agency designated by the Governor of Georgia to serve as the grant recipient for all federal funds allocated through WIOA. To learn more about OWD please visit <https://tcsq.edu/worksource/>.

The State Workforce Development Board (SWDB) is the policy and planning body for workforce development activities throughout Georgia. The SWDB has oversight responsibility specific to use of WIOA fund including creating policies and setting performance standards. The broader role of the SWDB is to provide leadership in coordinating workforce development resources and directing workforce development activities that increase individual skills and earnings for workers and are responsible to business needs. To learn more about the SWDB please visit <https://tcsq.edu/worksource/state-workforce-development-board/>.

I. Local Governance

The Local Workforce Development Board (WDB), whose members are appointed by the Council of Chief Local Elected Officials of Southern Georgia (CLEO's) oversees the activities in Local Workforce Development Area 18/Region 11. The board is composed of business leaders throughout the area, public agency leaders and other partners required by WIOA. Private sector leaders constitute a majority of the members of the WDB.

The vision of the WDB is to empower Southern Georgia employers, individuals, and communities to prosper and grow the region's economy through a workforce system that is inherently customer-centered, seamless and effective.

The mission of the WDB is to establish a workforce system that provides data-driven and employer-validated talent solutions through the integration of education, workforce, and economic development resources across systems.

J. Disclaimer

This RFP does not commit SGRC to award a contract or to pay any costs incurred in the preparation of proposal(s) in response to this request. SGRC reserves the right to accept or reject any or all proposals received as a result of this procurement process.

Section III – Schedule of Events, Instructions & Conditions

A. Schedule of Events

Notice of Availability Issued	March 19, 2019
RFP Package Available	March 20, 2019
Bidder's Conference	March 26, 2019 – 10:00 am
Deadline for Proposals	April 23, 2019 – 12 pm (Noon)
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Program Begins	July 1, 2019

B. Preparation of Proposals

- Bidders are expected to examine the Bid Requirements and all instructions. Failure to do so will be at the bidder's risk.
- Bidders shall prepare their offers as described in Section III and V of this solicitation. All attachments and/or addenda must be clearly labeled and appropriately referenced in the body of the offer.
- Bidders are encourage to make their offers concise.

C. Bidders Conference

A bidder's conference will be held at the Waycross office of the Southern Georgia Regional Commission, 1725 South Georgia Parkway West, Waycross, Georgia 31503 on Tuesday, March 26, 2019 at 10:00 a.m. Attendance at the Bidders Conference is optional. Please register by calling Felices King at (912) 285-6097 or by email fmking@sgrc.us.

Please Note: Questions asked and answered provided at this conference **will not be** reduced to writing and forwarded to those Bidders not in attendance.

D. Explanation to Bidders

Requests for additional details will be honored between March 26, 2019 and April 19, 2019. All requests must be made in writing and sent to Felices King @ fmking@sgrc.us. Such requests may be faxed to SGRC, to the above named individual, at (912) 285-6126. Requests will be logged to include date, time, organization, and nature of the request. Responses will be provided in writing and emailed or faxed from our offices within three working days. Any explanation or information given to any prospective bidder concerning a solicitation will be made available to all prospective Bidders as an amendment to the solicitation, if lack of such information would be prejudicial to uninformed Bidders.

THIS IS A COMPETITIVE PROCUREMENT, THUS WIOA STAFF WILL PROVIDE CLARIFYING INFORMATION, BUT THEY ARE NOT AVAILABLE FOR EXTENSIVE TECHNICAL ASSISTANCE OR ADVICE.

E. Unsolicited Proposals

RFP's will be available only during the solicitation period (March 19, 2019 – April 23, 2019). The WDB will not consider any unsolicited proposals for Program Year 2019 funding. Bidders not meeting the April 23, 2019 deadline must wait to submit proposals until another solicitation is issued.

F. Due Date & Time

Proposals responding to this RFP package are due by Tuesday, April 23, 2019 at 12:00 p.m. (Noon). Proposals must be officially received at the Southern Georgia Regional Commission, 1725 South Georgia Parkway West, Waycross, Georgia 31503 no later than 12:00 pm or it will not be considered.

G. Delivery Requirements

Proposals must be mailed or hand delivered to the SGRC.

Proposals received via fax or email will not be considered.

1) Mailed Proposals

Bidders may choose to mail their bids or employ a commercial delivery service. Mailed proposals must be received by the SGRC office by the deadline date and time. No consideration will be taken for proposals that are delayed due to reasons outside the control of the proposer. A "Notice of Receipt of Proposal" which will indicate the date, time of delivery, and number of copies submitted will be mailed and/or emailed to the bidder.

2) Hand Delivered Proposals

Bidders may choose to deliver their proposal in person to the indicated office. Bidders who deliver their bids should obtain a "Notice of Receipt of Proposal" which will indicate the date, time of delivery and number of copies submitted. The WIOA staff will also record the proposal delivery on a log, which will be removed and "red-lined" at the exact hour specified in the solicitation as the deadline for receipt of offers. Hand delivered bids are to be received exclusively by the following SGRC staff: Jackie Bennett, Felices King, Kim Vining or Bonnie Howard. No other WIOA or SGRC staff area authorized to accept hand delivered proposals.

A. Number of Copies

Six (6) paper, one with original signature(s), and one (1) flash drive copy **must** be submitted. *If this requirement is not met, the proposal will be determined non-responsive and will not be considered for funding.*

Section IV - General Requirements for Proposers

This section includes the requirements for proposers and contractors. Proposers should read it carefully before developing a proposal.

A. Funding

A proposal funded under this Request for Proposal package will be funded under provisions of the Workforce Innovation and Opportunity Act, Public Law 113-128. Funding is contingent upon the availability of WIOA funds. Proposers must comply with requirements of Public Law 113-128, the Workforce Innovation and Opportunity Act (WIOA), as amended, all pertinent USDOL regulations including Department of Labor CFR Chapter II, Part 2900 et al. (TEGL NO. 15-14 issued December 19, 2014), and OMB Circular Part 230, 225, or 220.

The Workforce Development Board (WDB) reserves the right to fund proposals under funding sources (if available) other than the sources identified in this Request for Proposal package.

B. Budget

The proposal must include a detailed line-item budget with appropriate narrative descriptions. Attachments B, B-1, B-2 and B-3 will guide the proposer through the details required for the proposal.

The budget will be evaluated based on cost-effectiveness and completeness. Staff salaries should be competitive with salaries for comparable positions in the Southern Georgia region. The method of calculation should be provided for each item.

Please Note: Property/Equipment purchased with WIOA funds must be used for purposes authorized under WIOA. All property/equipment purchased by a service provider with WIOA funds shall become property of the WDB. Purchases must be approved prior to purchase by the WIOA Director.

C. Organizational Capacity/Demonstrated Performance

Service providers must provide the WDB with a written statement of demonstrated performance. This statement should include:

- 1) Reasonableness of Cost – a summary of how costs were determined and why they are necessary.

- 2) Record of Performance – a summary of the service provider’s prior experience and performance. For this item, please complete *Attachment D, Record of Experience/Performance*.

D. Code of Conduct

The proposer shall avoid conflicts of interest, real or apparent, and shall adhere to the following code of conduct. Proposers found violating this code of conduct will not be funded. No officer, employee, or agent of the proposer shall:

- 1) Solicit or accept gratuities, favors, or anything of monetary value from suppliers or potential suppliers, including subcontractors under recipient contractor; or
- 2) Participate in the selection, award, or administration of a procurement supported by WIOA funds where, to the individual's knowledge, any of the following has a financial or other substantive interest in any organization which may be considered for award:
 - i. the officer, employee, or agent;
 - i. any member of his or her immediate family;
 - ii. his or her partner; or
 - iii. a person or organization, which employs, or is about to employ, any of the above.

E. Financial Requirements

Proposers must complete *Attachment E, Statement of Financial Capability*, and submit it with the proposal. The proposer who is awarded a contract must maintain financial records in accordance with generally accepted governmental accounting principles and all applicable Federal and State laws and regulations. All accounting records must be fully supported by appropriate documentation; such as invoices, purchase orders, etc. An adequate internal control structure must exist within the organization. Upon submission of a proposal, the proposer accepts responsibility for establishing and maintaining an internal control structure that will provide assurance that assets are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management’s authorization and recorded properly to permit preparation of financial statements in accordance with generally accepted governmental accounting principles, and that federal financial assistance programs are managed in compliance with applicable laws and regulations.

Proposers must demonstrate the ability to repay disallowed costs. Proposers must provide assurance that all financial personnel are bonded. Resumes/qualifications of all financial and accounting personnel must be submitted with the proposal. Financial

resources and capacity must be fully explained in the proposal. A pre-award survey of new contractors will be conducted prior to the execution of a contract.

F. Audit

One copy of the proposer's most recent audit must be attached to the proposal with an original signature. It is not necessary to attach a copy of the audit to each copy of the proposal. Prior to contract negotiations, SGRC staff and/or the SGRC's auditor will review the audit. If your organization is not required (by its current funding source or the Single Audit Act) to have an audit, please submit a compilation report on the organization's financial statement. The compilation report must be prepared by a certified public accountant and must be completed for the most recently completed fiscal year.

Any proposer that is awarded a contract and expends more than \$500,000 must submit, within 90 days of the close of its fiscal year, an audit in compliance with 29 CFR Parts 96 and 99 codified from OMB Circular A-133. This includes commercial (private-for-profit) organizations. WIOA regulations require that commercial organizations that expend more than \$500,000 threshold conduct either an organization-wide or a program-specific audit. The cost for the audit may be included in the proposal budget. Local educational agencies and state agencies must submit the audit upon completion by the Department of Audits.

G. Program Income

Program income earned on any contract must be used to further program objectives only. Program income is defined as income received by the service provider directly generated by an activity or earned only as a result of the contract. Such earnings include fees from services performed or from conferences, sale of commodities or items fabricated, income from the use or rental of real or personal property acquired with grant funds, revenues earned by a governmental or private non-profit contractor in excess of actual costs incurred in providing services, and interest income.

The service provider must account for program income and report this income to the SGRC monthly. The service provider may retain the program income, provided it is used only for purposes that are authorized under the contract. If contractors cannot use the program income as described above, it must be paid to the SGRC with the submission of the closeout invoice.

H. Invoices and Payment

The proposer who is awarded a contract will submit a monthly invoice to the SGRC to collect funds earned against the contract. The SGRC will provide the invoice form. The invoice is due by the 10th calendar day of the following month. If no errors are found on the invoice, the contractor should expect to receive a check by the end of the month. A

final invoice is due to the SGRC no later than 15 calendar days after the end of the contract period.

I. Assurances, Certifications, and Indemnification

The proposer who is awarded a contract must sign a standard contract document. The document specifically outlines federal laws and regulations along with the responsibilities of the service provider. Proposers may request a sample copy for review. Any proposed changes must be submitted with the proposal.

J. Nondiscrimination and Equal Employment Opportunities

Service providers shall comply fully with the non-discrimination and equal opportunity provisions in section 188 of the Workforce Innovation and Opportunity Act and with the Civil Rights Act of 1964 and its amendments, the Age Discrimination Act of 1974, as amended, which state that no person in the United States shall, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individuals citizenship status or participant in any WIOA Title I-financially assisted program or activity.

K. Prevention of Fraud/Misapplication of Funds/Gross Mismanagement

To ensure the integrity of WIOA programs, special efforts are necessary to prevent fraud and other program abuses. Fraud includes, but is not limited to, indications of bribery, forgery, extortion, embezzlement, theft of participant checks, kickbacks from participants or employers, intentional payments to a contractor without the expectation of receiving services, payments to "ghost participants," etc.

Misapplication of funds includes, but is not limited to, ineligible enrollees, conflict of interest, nepotism, use of participants for political activities, etc. Gross mismanagement includes, but is not limited to, situations arising from management ineptitude or oversight which leads to major violations of contract provisions, etc., which includes unsupported costs, payroll discrepancies, lack of internal control procedures, unsuitable records, highly inaccurate fiscal and/or program reports, etc. Proposers found violating abuse standards will not be funded. Proposers awarded contracts will be required to immediately report any violations in these areas or in problem areas that may be defined later. If service providers violate these abuse standards, the SGRC may cancel the contract.

L. Monitoring and Evaluation

The SGRC staff will monitor and evaluate programs and activities throughout the contract period. A minimum of one on-site visit will occur during the contract period. Monitoring visits may be scheduled in advance or may be unannounced. Service providers must allow SGRC staff full access to all files and records relating to WIOA programs. The SGRC will send written reports to service providers identifying areas reviewed, summary of findings, recommendations, and required corrective actions. Service providers must develop corrective action plans and respond in writing to required corrective actions.

M. Internal Monitoring

Service providers must periodically monitor all of their activities. Programmatic, performance, financial, and compliance monitoring must be completed and documented. Proposers must explain their monitoring plans, including how, when, and who will monitor WIOA activities in their organization.

N. Retention of Records

Service providers shall maintain copies of all financial records, including cancelled checks, invoices, purchase orders, payroll register, books of account, and any other financial record. Appropriate records of a client's participation in a WIOA program, including verification of eligibility, referral information, etc. must be maintained. Service providers shall retain such records for a period of six (6) years from the end of the contract and/or the end of the program year in which the participant exited.

The service provider may give participant records to the SGRC for storage at the end of the contract period. In the event of litigation or audit involving any records relative to the contract, the service provider will retain the records until resolution of the audit or litigation.

O. Contract Type/Allowable Costs

Cost reimbursable contracts are requested. In a cost reimbursable contract, the service provider is reimbursed for the actual costs incurred in operating the program if those costs are consistent with the approved budget, which is incorporated into the contract.

- 1) Bidders may request reimbursement for the employer's share of staff deductions.
- 2) Specific documentation must be maintained and submitted to back-up requests for reimbursement of all program costs. (Both requested reimbursed expenses and in-kind donated expenses.)
- 3) Contractor is responsible for paying all program costs and may request reimbursement of program costs at the end of each month. Requests for

reimbursements should be completed on a standard LWDA invoice form a copy of which will be included in the contract package.

- 4) All contractors and subcontractors will be required to comply with the Georgia Illegal Immigration Reform and Enforcement Act. Contractors and subcontractors must obtain an affidavit for any service provided that ensures the service provider uses e-verify on all employees. This affidavit and a copy of a non-expired license of the person supplying the services must be turned in with all invoices in order to be reimbursed.

P. Subcontracts

If a proposer anticipates using subcontractors to provide any service proposed, the proposal must clearly identify those subcontractors, their specific responsibilities, and the planned budget. The service provider shall not subcontract all services and activities required by this RFP. Copies of the sub-agreements negotiated with a subcontractor must be approved by the SGRC prior to signature on the contract and execution of services. Subcontractors, prior to SGRC approval, must meet all licensing requirements and provide all required documents, certifications and insurance as required by the lead Contractor/Proposer, and shall agree to comply with the Standard General Provisions and all Federal, State regulations and all WDB policies and procedures. Any failure by the Subcontractor to meet all licensing requirements or to provide all required documents, certifications or insurance by the Contract date shall be considered a violation of the RFP and the Contract shall not be awarded until such violation is cured after ten (10) days written notice, or then at the option of the WDB, the Contract may be awarded to the next ranked Proposer recommended for funding, if any.

Q. Insurance

The proposer must provide prior to contracting the following insurance coverages. Proof of all of the above coverages should be provided by Certificate of Insurance listing as the certificate holder Southern Georgia Regional Commission and the Southern Georgia Workforce Development Board at the address of 1725 South Georgia Parkway West, Waycross, Georgia, 31503. The certificate should further state Southern Georgia Regional Commission and the Southern Georgia Workforce Development Board as listed as an additional insured for the Fidelity Bond, General Liability, and Automobile Liability coverages. They should also state that a waiver of subrogation in favor of Southern Georgia Regional Commission and the Southern Georgia Workforce Development Board is provided. Under the cancellation clause, the words “will endeavor” should be removed and the insurance company will be responsible to mail the certificate holder 10 days’ notice of cancellation.

- 1) Fidelity Bond - A copy of the proposer's fidelity bond must be submitted with the proposal. Proposers must ensure that every officer, director, agent or employee authorized to act on its behalf in receiving or depositing funds into program accounts or in issuing financial documents, checks, or other instruments of payment for program costs is bonded to provide protection against loss. Bond coverage shall be for \$100,000 or fifteen (15) percent of the contract amount whichever is greater, and must be maintained during the life of the contract.
- 2) General Liability – The Proposer must provide general liability in the amount of \$500,000 CSL. This policy should list Southern Georgia Regional Commission and the Southern Georgia Workforce Development Board as an additional insured and provide a waiver of subrogation.
- 3) Worker's Compensation - The Proposer must provide prior to contract the worker's compensation coverage per the applicable state requirements.
- 4) Automobile Liability - The provider must provide prior to contracting automobile liability insurance in the amount of \$500,000 CSL. This policy should list Southern Georgia Regional Commission and the Southern Georgia Workforce Development Board as an additional insured and provide a waiver of subrogation.

R. Training Sessions and Meetings

The SGRC holds training sessions and meetings periodically. In addition to providing training, these meetings are to disseminate information, facilitate coordination among service providers, and obtain input from service provider staff about WIOA programs in the local area. At least one staff member representing each service provider must attend these meetings.

S. Appeal Procedures

Proposers who wish to appeal the final funding decision may do so. Proposers must document specific factors (e.g., conflict of interest, nepotism), which put the aggrieved proposer at a competitive disadvantage and/or document violations of specific section(s) of the Act. Proposers may not appeal simply because they believe their program to be superior to the one selected. The Southern Georgia WDB reserves the right to refuse to consider any appeal that does not identify specific procedural shortcomings.

T. Debarment, Suspension, Ineligibility and Voluntary Exclusion

Proposers must complete and include *Attachment I, Certification Regarding Debarment*, in each proposal submitted to the SGRC.

U. Lobbying

Proposers must complete and include *Appendix H, Certification Regarding Lobbying*, in each proposal submitted to the SGRC.

V. Non-Duplication of Services

Funds provided under the Workforce Innovation and Opportunity Act shall not be used to duplicate facilities or services available in the area (with or without reimbursement) from Federal, State, or local sources, unless it is demonstrated that alternative services or facilities would be more effective or more likely to achieve the local area's performance goals.

Section V - Proposal Format

The proposal must be in the following format. *If this requirement is not met, the proposal will be determined non-responsive and will not be considered for funding.*

Please note: If a contractor is proposing to provide more than one program described below a totally separate proposal must be submitted for each. Do not combine two or more proposed “Scope of Services” in a single proposal.

A. Proposal Cover Sheet (Attachment A)

The first page of the proposal must be *Attachment A: Proposal Cover Sheet*. An official legally authorized to act on behalf of the proposing agency must sign the Proposal Cover Sheet. The signature of this individual will serve as certification that the cost data contained in the proposal is accurate and complete.

B. Budget Information (Attachment B, B-1, B-2 and B-3)

Complete and attach *Attachment B Budget Summary, Attachment B-1 Budget Detail and Attachment B-2 Budget Narrative*. Also included in this request is Attachment B-3 Budget Instructions, which should be read carefully by the proposer.

C. Project Narrative (Attachment C)

Complete and attach *Attachment C: Project Narrative*.

D. Record of Experience/Performance (Attachment D)

Complete and attach *Attachment D: Record of Experience/Performance*.

E. Statement of Financial Capability (Attachment E)

Complete and attach *Attachment E: Statement of Financial Capability*.

F. Project Detail (Attachment F)

Complete and attach *Attachment F: Project Detail*.

G. Program Management (Attachment G)

Complete and attach *Attachment G: Program Management*.

H. Certification Regarding Lobbying (Attachment H)

Complete and attach *Attachment H: Certification Regarding Lobbying*.

I. Certification Regarding Debarment (Attachment I)

Complete and attach *Attachment I: Certification Regarding Debarment*.

J. Services/Activities to be Provided (Attachment J)

Complete and attach *Attachment J: Services/Activities*.

K. Planned Performance/Outcomes (Attachment K)

Complete and attach *Attachment K: Performance and Outcomes*.

L. Sub-Contractor Affidavit (Attachment L)

Complete and attach *Attachment L: Subcontractor Affidavit*.

M. Coordination/Linkages/Collaboration (Attachment M)

Complete and attach *Attachment M: Coordination, Linkages and Collaboration*.

Please note the following attachments are for informational purposes. Therefore, **DO NOT RETURN** them with your proposal.

- Attachment N: Past Performance Evaluation for Contractors with the SGRC
- Attachment O: Performance Requirements
- Attachment P: Supportive Services Policy
- Attachment Q: Eligibility Guidelines
- Attachment R: Proposal Responsiveness Checklist
- Attachment S: Review Criteria
- Attachment S-1: Review Criteria Instructions & Guidelines
- Attachment T: Youth Contract Checklist
- Attachment U: Required Youth Program Elements
- Attachment V: Southern Georgia WDB ITA Policy
- Attachment W: Southern Georgia Work Experience Policy

Section VI –Scope of Services ITA’s

Service Coordination and Case Management for Individual Training Accounts (ITAs) for Adults, Dislocated Workers and Youth ages 18-24.

The Southern Georgia Regional Commission (SGRC), as administrative entity for the Southern Georgia Workforce Development Board (WDB) is requesting proposals from qualified offerors capable of providing effective service coordination, case management, and follow-up services for Workforce Innovation and Opportunity Act (WIOA) customers, including those who utilize Individual Training Accounts (ITAs) to attend occupational skills training programs at technical colleges, community colleges, etc. In addition, to assist customers in obtaining employment, retaining employment, attaining an increase in post-program earnings, and, whenever possible, earning a credential.

Occupational Skills Training is an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Proposers must give priority consideration to training programs that lead to recognized postsecondary credentials that align with in-demand industry sectors or occupations on the local area.

Individual Training Accounts (ITAs) are accounts established on behalf of a participant to purchase training services from eligible providers they select in consultation with the case manager in a manner that maximized customer choice in the selection of training.

Most participants will attend occupationally specific training programs at technical colleges, community colleges, etc. Those attending training programs will utilize ITAs funded under WIOA. However, service coordination will be needed for some WIOA participants who do not attend training programs, but need other services such as comprehensive assessment, pre-vocational skills, and job search assistance.

The WDB is seeking a single or multiple providers who will singularly or collaboratively provide year-round ITAs across the eighteen county Southern Georgia area which includes the counties of Atkinson, Bacon, Ben Hill, Berrien, Brantley, Brooks, Charlton, Clinch, Coffee, Cook, Echols, Irwin, Lanier, Lowndes, Pierce, Tift, Turner and Ware. Program(s) may be operated in a single county, a combination of counties, or all counties.

A. Funding Availability

Total funding available is approximately **\$2,400,000**. Available funds are broken down by Adult, Dislocated Worker and Youth (In-School and Out-of-School) as follows

- | | |
|------------------------|-------------|
| a. Adult | \$1,600,000 |
| b. Dislocated Worker | \$650,000 |
| c. In-School Youth | \$90,000 |
| d. Out-of-School Youth | \$60,000 |

Proposers must note that of the available funding amount, no more than forty percent (40%) can be expended on operational costs. If proposals are received and the operational costs are less than 40%, the remainder of the funds will be utilized for participant training and support costs.

B. Outreach & Recruitment

Program providers are responsible for recruitment of eligible applicants. Outreach activities may include radio spots, public service announcements, newspaper advertisements, and fliers. Referral procedures (also see below) must be developed to ensure appropriate participants are referred and served.

C. Orientation

All participants must receive an orientation and be provided information on the full array of applicable or appropriate services available through LWDA 18, other eligible providers, or one-stop partners, and referring them to providers with the capacity to serve them on a sequential or concurrent basis. Programs are strongly encouraged to link and share information with other agencies, organizations and training providers to meet the individual needs of all participants. Referral sources may also be used to meet the provision of one or more of the required fourteen youth program elements.

D. Certification of Eligibility

The service provider shall ensure that participants are WIOA eligible. WIOA staff will train providers regarding eligibility guidelines. WIOA staff will review all eligibility files prior to entering them into the State VOS data management system. For WIOA eligibility criteria please see *Attachment Q, Eligibility Guidelines*.

E. Fourteen Required Youth Program Elements

WIOA specifies fourteen (14) youth elements that must be made available to WIOA eligible youth. NPRM § 681.470 states while all 14 youth elements must be made available to youth, they do not all have to be funded through WIOA youth funds. Proposers must leverage partner resources to provide program elements that are

available in the local area. The fourteen (14) youth elements are listed below and detailed in *Attachment U, Required Youth Program Elements*.

Bidders must propose to provide all fourteen (14) of the above elements as determined to be appropriate for the individual needs of each youth enrolled. The needs of the youth enrolled will be determined by each participant's objective assessment and individual service plan. Bidders should provide a detailed description of each program element, including the specific program elements they intend to provide directly, as well as how they plan to coordinate the provision of any remaining elements. For instance, a proposer may not plan to provide mentoring activities directly, but will utilize the services of a partnering agency or organization to ensure that mentoring is available, when appropriate. Evidence of this type of partnership should be documented in the proposal.

Proposers should review the list carefully and use it as a guide for planning activities to be included in program designs. It is not necessary to directly offer all, or even most, of the activities in the planned program design, however proposer should indicate how youth will be referred to other elements as required.

*Proposers **must include** plans for Supportive Services, Follow-up Services, and Comprehensive Guidance and Counseling, but may choose to provide any combination of the remaining eleven (11) elements, in addition to any services not listed.*

- 1) Tutoring, Study Skills Training, Instruction and Evidence-Based Dropout Prevention;
- 2) Alternative Secondary Education or Dropout Recovery Services;
- 3) Paid and Unpaid Work Experience;
- 4) Occupational Skills Training;
- 5) Education;
- 6) Leadership Development Opportunities;
- 7) Supportive Services;
- 8) Adult Mentoring;
- 9) Follow-up Services;
- 10) Comprehensive Guidance and Counseling;
- 11) Financial Literacy Education;
- 12) Entrepreneurial Skills Training;
- 13) Labor Market and Employment Information Services; and
- 14) Activities that prepare for transition to post-secondary education and training.

F. Objective Assessment & Individual Employment Plan/Individual Service Strategy

A comprehensive assessment, along with the development of an Individual Employment Plan (IEP), is required for each customer served in the program. The academic levels,

skill levels, and service needs of each participant must be evaluated during the assessment process.

The assessment shall include a review of basic skills, prior work experience, occupational skills and interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs. However, if a recent assessment (or partial assessment) has been conducted prior to registration, applicable portions of the prior assessment should be utilized to prevent duplication.

Based on the assessment outcomes, the case manager/service coordinator and the participant will work together to develop an IEP/ISS to serve as a management tool to guide, track, and document the participant's progress in attaining goals. Topics of discussion will include test results, employment goals, training options (WIOA and non-WIOA), and the participant's family/support network. WIOA encourages the use of career pathways during assessment and IEP/ISS development. *For additional details on career pathways please refer to WIOA Section 3 (7).*

Youth Assessments

Within 30 days of the date of participation, it is mandatory that **youth** be assessed to determine reading and math levels, or basic skills levels. The TABE may be administered to determine reading and math levels. Other tools/tests may be used to identify interests, abilities, values and aptitudes. These tests may be administered during group sessions or on an individual basis. Again, if comparable tests have been recently administered, results of the comparable tests are acceptable. Requests to routinely use other testing instruments to assess reading and math levels, interests, and aptitudes will be given consideration. However, the SGRC will stock the TABE and furnish these testing instruments at no cost to the contractor.

Testing Youth with Disabilities

When administering assessment tools, individuals with disabilities are to be provided with reasonable accommodations, as appropriate. Such accommodations are modifications or adjustments made on a case-by-case basis, that enable a qualified individual with a disability to receive aid, benefits, services, or training equal to that provided to qualified individuals without disabilities. In the assessment context, accommodations are changes that are made to the materials or procedures used for the assessment in order to level the playing field, to ensure that the assessment tool measures the individual's skills and abilities, and not his or her disabilities. Because youth with disabilities are expected to achieve the same gains as other youth, it is critically important that appropriate accommodations be provided for the assessment process, to ensure that the gains achieved by these youth can be determined accurately.

Accommodations for the assessment process generally fall into the following categories:

- Changes to the methods of Presentation of the test used as an assessment tool: e. g., providing Braille versions of the test, or orally reading the directions or test questions to test-takers;
- Changes to the methods of Response to the test questions: e.g., having the test-taker point to a response or use a computer for responding;
- Changes to the Setting in which the test is provided: e.g., permitting the test to be taken at home, or in small groups, rather than in a large group or institutional setting; and
- Changes to the Timing/Scheduling of the test: e.g., extending the amount of time generally provided for completion of the test, permitting frequent breaks, etc.

During this phase, it is important for the proposer to incorporate the WIOA Program Elements. If any of the fourteen (14) elements are provided outside the proposer's organization, proposer must have clear processes in place for determining how youth are referred to these services, and how services and related youth outcomes are tracked.

G. Selection of Participants

Operating within the parameters of WIOA eligibility requirements and local policies and procedures, the service provider will be responsible for the selection of participants.

H. Participant Tracking

The service provider is responsible for the correct completion and entry of online Virtual One Stop System (VOS) forms to record eligibility, registration, assessment results, exit, and follow-up information. Also, the VOS system will be utilized to record case management notes and to document the provision of services. Staff of the SGRC will provide VOS training for service provider staff.

I. Payment of Tuition, Books and Other Required Purchases

Tuition and book fees for WIOA participants will ordinarily be covered by HOPE and/or Pell funds. In a few instances, WIOA funds may cover a portion of tuition and book fees not covered by HOPE and/or Pell. Also, if HOPE and Pell funds are not available for other items required for class and purchasable through the school (i.e., uniforms, lab equipment, etc.), WIOA funds may be used for these expenses. The Service Providers will be responsible for the payment of tuition, books and other required items. Please see *Attachment V, ITA Policy* for additional details.

J. Supportive Service Payments (All Programs)

Supportive service payments are defined as those necessary to assist participants to be successful in achieving their goals and will be made available based on the needs of the

individual **if other sources of funding or services are not available to assist**. It is the responsibility of the service provider to ensure that other sources of supportive services funding are coordinated and accessed prior to utilizing Title I WIOA funds. These supportive services will be available consistent with WDB policy, through service provider contracts.

The service provider will be responsible for providing supportive service payments. Service providers are responsible for obtaining attendance records and for paying participant support payments in accordance with the local support payment policy. Payments must be made by the service provider by check every two weeks, and participants must sign for the checks unless circumstances exist that prevent them from doing so (as outlined in the case notes in the State VOS data management system). The service provider must maintain documentation to support the payments. For additional details, please see *Attachment P, Southern Georgia Supportive Service Policy*.

Please Note: Funds for support payments to participants will be determined when a contract is awarded and negotiated. Therefore, funds for this purpose are to be excluded from the proposed budget.

K. Employer Connections & Work Experience (Youth)

Strong, effective connections with employers are essential in the creation of a system of providers that can effectively assist youth to become highly skilled and employable. Bidders are being asked to demonstrate meaningful employer connections. These connections should lead to placements in employment or continuing education, as well as meaningful exposure to the world of work with measurable skills increases.

Career development experiences should demonstrate meaningful employer involvement. These may be described as structured, supervised, contextual world-of-work experiences, with documented learning outcomes. Work-based learning experiences are those that take place in the context of actual work environments, linked to learning outcomes, developed with employer input, aligned with in-demand industry-specific and occupational cluster skill standards and competencies, and based upon labor market information.

Employment-related activities can include subsidized or unsubsidized work experiences; internships; job shadowing; exposure to various aspects of industry; job search assistance, placement and retention; project-based learning; career mentoring; service learning; occupational skills training; and employment opportunities directly linked to academic and/or occupational goals.

Bidders are encouraged to make employer connections to leverage resources in the form of staff, funds for training, wages, and operational needs related to training space/equipment, etc.

Please see *Attachment W, Work Experience Policies* for additional details.

L. Case Management/Service Coordination

Whenever possible, a single individual should provide case management throughout a participant's WIOA participation period. Case management (or service coordination) is the planning, coordination, and monitoring of the steps needed for an individual to reach the desired goals stated in the IEP/ISS. The case manager must contact participants *at least once per month* to provide counseling or other services, if needed, and to document progress and/or assist with problems. More frequent contacts are recommended.

In this context, guidance and counseling means establishing a dialogue, giving suggestions and information to aid the participant in decision making and planning for the future, discussing problems and resolutions, goal setting, and other things of this nature in the course of identifying and meeting the needs of the individual. Guidance and counseling will most likely be provided by the staff of the service provider(s) but may sometimes be shared with partner agencies.

Follow-up services must be made available for twelve months after a participant is placed in unsubsidized employment or until the end of the contract period, whichever is sooner. Case management notes regarding contacts and counseling must be consistently documented in the VOS system and in the customer file.

M. Job Development/Job Placement

Service provider staff will assist with job development and placement. However, to prevent excessive contacts with employers, staff will coordinate all efforts related to job development and placement with staff of the local DOL career center and placement personnel at local technical colleges. The service provider will work with career center staff and one-stop partners to establish and maintain relations with area employers and facilitate the location of suitable employment sites. Issues such as hours, wages, budgeting, satisfaction, and potential for advancement will be taken into consideration.

N. Performance Requirements

Because performance is based on long-term gains in education, employment and earnings, bidders must closely evaluate staff time to be spent in follow-up and tracking services and plan for it accordingly. SGRC is looking for a provider that has demonstrated the capacity to deliver high quality, successful services and meet required Performance Measures. Performance standards are negotiated with the State by the WDB. *Bidders*

or contractors should be aware that those standards may change and modifications to existing contracts would be issued to comply with the negotiated standards.

The required performance measures are detailed in *Attachment O: Performance Requirements*. The service provider must plan to meet or exceed the performance measures.

O. Referrals

Service providers are strongly encouraged to link and share information with other agencies, organizations and training providers to meet the individual needs of the participants. Referral sources may also be used to meet the provision of one or more of the required fourteen youth program elements. All referrals must be documented.

P. File Requirements

Maintenance of required participant files and all related information such as required forms, documentation, progress reports and contact notes will be the responsibility of the service provider. Training and technical assistance will be provided by WIOA staff.

Q. Service Provider/Staff Duties

Proposals must specify staff positions to be included in the program and outline the duties and qualifications of proposed staff members. At a minimum, each provider must have on staff one individual who will determine eligibility, provide comprehensive assessments, counseling, service coordination, job development, placement services, and post-employment services, when applicable. The individual(s) should have a high school diploma, possess excellent oral and written skills, and possess two years' experience working directly with the public. The individual will be responsible for entry of participant data into the online VOS system. He/she will also document all pertinent information, including attendance, in participant files. He/she must provide follow-up services for twelve months after a participant is placed in unsubsidized employment or until the end of the contract period, whichever is sooner. He/she will be responsible for collecting, compiling, and reporting requested performance data. He/she must possess the ability to collaborate and coordinate services with numerous partner agency representatives and to communicate with individuals from a variety of ethnic, cultural, and socioeconomic backgrounds. The case manager must develop a rapport with local technical and community college personnel in order to fulfill the contract responsibilities.

R. Youth Contractor Checklist (Attachment T)

WIOA Sec. 123 requires that States establish criteria for LWDA's to utilize in the identification and selection of providers for youth workforce development activities. *Attachment T, Youth Contractor Checklist* outlines the criteria that will be utilized.

Section VII –Scope of Services Comprehensive Youth

Comprehensive Youth Programs (Youth Ages 16-24)

The Southern Georgia Regional Commission (SGRC), as administrative entity for the Southern Georgia Workforce Development Board (WDB) is requesting proposals from qualified offerors capable of providing in-school-youth programming to assist WIOA-eligible high school students (preferably seniors), ages 16-21, to obtain a high school diploma. In addition, this RFP solicits proposals to operate an out-of-school youth program to assist WIOA-eligible out-of-school youth, ages 16-24, in obtaining a High School Diploma (HSD) or General Equivalency Diploma (GED).

The WDB is interested in activities that produce good results and that have a measurable impact on both groups. Proposals for innovative activities or programs, consistent with WIOA rules and regulations, are encouraged. Proposers may provide services to in-school youth as well as out-of-school youth, or may focus on just one of the two populations. Programs should be designed to instruct and enhance a participant's ability to obtain a high school diploma or GED.

Due to the important role of the local school systems to the success of the WIOA youth programs, each youth proposal is encouraged to include school systems in a collaborative effort or as a partner. This linkage will ensure more successful recruitment efforts and will make it easier to obtain the student information and approval required by the school systems.

The WDB is seeking a single or multiple providers who will singularly or collaboratively provide year-round youth programs across the eighteen county Southern Georgia area which includes the counties of Atkinson, Bacon, Ben Hill, Berrien, Brantley, Brooks, Charlton, Clinch, Coffee, Cook, Echols, Irwin, Lanier, Lowndes, Pierce, Tift, Turner and Ware. Program(s) may be operated in a single county, a combination of counties, or all counties.

General Duties Include:

1. Recruitment of applicants; determination of eligibility; verification of career services, registration in the State VOS data management system, documentation of all applicable information in the State VOS data management system, assessments to determine suitable training occupations, career guidance and counseling, implementation and ongoing update of the Customer Service Plan/Individual Service Strategy, case management, and class-size training instruction;
2. Assessing participant's progress during the training to assure participant success;

3. Maintain and report financial data, including payments to participants on a bi-monthly basis, documentation of participant attendance in training, documentation of expenditures, recording data in books of account, etc.;
4. Complete other tasks associated with program operation, such as personnel management, etc.; and
5. Follow-up services, as applicable, for not less than 12 months.

A. Funding Availability

Total funding available is approximately **\$1,050,000**.

Funding is available for each target group (OSY & ISY) as follows:

1) Out of School Youth

Approximately **\$744,000 is available to fund OSY programs** in the eighteen county Southern Georgia area. Funding may cover items such as operational costs, instructor costs, training materials, testing fees, tuition, work experience and participant support and incentives.

2) In-School Youth

Approximately **\$100,000 is available to fund ISY programs** in the eighteen county Southern Georgia area. Funding may cover items such as operational costs, instructor costs, training materials, testing fees, tuition, work experience and participant support and incentives.

3) Youth Work Experience

Approximately **\$206,000 is available to fund Work Experience for both OSY and ISY** in the eighteen county Southern Georgia area.

Proposers must note that of the available funding amount, no more than forty percent (40%) can be expended on operational costs. If proposals are received and the operational costs are less than 40%, the remainder of the funds will be utilized for participant training and support costs.

Organizations preferring to serve small groups are encouraged to submit proposals. In fact, small pilot programs might be the best method for the provision of some types of youth services. However, it is generally anticipated that an organization proposing a small pilot program will request considerably less funding in its proposal budget as opposed to an organization proposing to serve youth in several counties. Proposals requesting all, or part, of the total amount of available funds may be accepted. The Workforce Development Board reserves the right to increase or decrease available funds.

B. Fourteen Required Youth Program Elements

WIOA specifies fourteen (14) youth elements that must be made available to WIOA eligible youth. NPRM § 681.470 states while all 14 youth elements must be made available to youth, they do not all have to be funded through WIOA youth funds. Proposers must leverage partner resources to provide program elements that are available in the local area. The fourteen (14) youth elements are listed below and detailed in *Attachment U, Required Youth Program Elements*.

Bidders must propose to provide all fourteen (14) of the above elements as determined to be appropriate for the individual needs of each youth enrolled. The needs of the youth enrolled will be determined by each participant's objective assessment and individual service plan. Bidders should provide a detailed description of each program element, including the specific program elements they intend to provide directly, as well as how they plan to coordinate the provision of any remaining elements. For instance, a proposer may not plan to provide mentoring activities directly, but will utilize the services of a partnering agency or organization to ensure that mentoring is available, when appropriate. Evidence of this type of partnership should be documented in the proposal.

Proposers should review the list carefully and use it as a guide for planning activities to be included in program designs. It is not necessary to directly offer all, or even most, of the activities in the planned program design, however proposer should indicate how youth will be referred to other elements as required.

*Proposers **must include** plans for Supportive Services, Follow-up Services, Work Experience and Comprehensive Guidance and Counseling, but may choose to provide any combination of the remaining eleven (10) elements, in addition to any services not listed.*

Note: Work Experience **must be** provided to OSY and **may be** provided to ISY.

- 1) Tutoring, Study Skills Training, Instruction and Evidence-Based Dropout Prevention;
- 2) Alternative Secondary Education or Dropout Recovery Services;
- 3) Paid and Unpaid Work Experience;
- 4) Occupational Skills Training;
- 5) Education;
- 6) Leadership Development Opportunities;
- 7) Supportive Services;
- 8) Adult Mentoring;
- 9) Follow-up Services;
- 10) Comprehensive Guidance and Counseling;
- 11) Financial Literacy Education;

- 12) Entrepreneurial Skills Training;
- 13) Labor Market and Employment Information Services; and
- 14) Activities that prepare for transition to post-secondary education and training.

C. Outreach & Recruitment

Program providers are responsible for recruitment of eligible youth applicants. Outreach activities may include radio spots, public service announcements, newspaper advertisements, and fliers. Referral procedures (also see below) must be developed to ensure appropriate youth are referred and served.

Due to the important role of the local school systems to the success of the WIOA youth programs, each youth proposal is encouraged to include school systems in a collaborative effort or as a partner. This linkage will ensure more successful recruitment efforts and will make it easier to obtain the student information and approval required by the school systems.

D. Orientation

All participants must receive an orientation and be provided information on the full array of applicable or appropriate services available through LWDA 18, other eligible providers, or one-stop partners, and referring them to providers with the capacity to serve them on a sequential or concurrent basis. Programs are strongly encouraged to link and share information with other agencies, organizations and training providers to meet the individual needs of all participants. Referral sources may also be used to meet the provision of one or more of the required fourteen youth program elements.

E. Certification of Eligibility

The service provider shall ensure that youth are WIOA eligible. WIOA staff will train providers regarding eligibility guidelines. WIOA staff will review all eligibility files prior to entering them into the State VOS data management system. For WIOA eligibility criteria please see *Attachment Q, Eligibility Guidelines*.

F. Objective Assessment & Individual Employment Plan/Individual Service Strategy

A comprehensive assessment, along with the development of an Individual Service Strategy (ISS), is required for each customer served in the program.

The academic levels, skill levels, and service needs of each participant must be evaluated during the assessment process, for the purpose of identifying appropriate services and **career pathways** for participants and informing the individual service strategy.

The assessment shall include a review of basic skills, prior work experience, occupational skills and interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs. However, if a recent assessment (or partial assessment) has been conducted prior to registration, applicable portions of the prior assessment should be utilized to prevent duplication.

Within 30 days of the date of participation, it is mandatory that youth be assessed to determine reading and math levels, or basic skills levels. The TABE may be administered to determine reading and math levels. Other tools/tests will be used to identify aptitudes, interests, abilities, and values. The tests may be administered during group sessions or on an individual basis. Again, if comparable tests have been recently administered, results of the comparable tests are acceptable. Requests to routinely use other testing instruments to assess reading and math levels, interests, and aptitudes will be given consideration. However, the SGRC will stock the TABE and furnish these testing instruments at no cost to the contractor.

Based on the assessment outcomes, the case manager/service coordinator and the participant will work together to develop an ISS to serve as a management tool to guide, track, and document the participant's progress in attaining goals. Topics of discussion will include test results, employment goals, training options (WIOA and non-WIOA), and the participant's family/support network.

During this phase it is important for the proposer to incorporate the WIOA Program Elements. If any of the fourteen (14) elements are provided outside the proposer's organization, proposer must have clear processes in place for determining how youth are referred to these services, and how services and related youth outcomes are tracked.

Testing Youth with Disabilities:

When administering assessment tools, individuals with disabilities are to be provided with reasonable accommodations, as appropriate. Such accommodations are modifications or adjustments made on a case-by-case basis, that enable a qualified individual with a disability to receive aid, benefits, services, or training equal to that provided to qualified individuals without disabilities. In the assessment context, accommodations are changes that are made to the materials or procedures used for the assessment in order to level the playing field, to ensure that the assessment tool measures the individual's skills and abilities, and not his or her disabilities. Because youth with disabilities are expected to achieve the same gains as other youth, it is critically important that appropriate accommodations be provided for the assessment process, to ensure that the gains achieved by these youth can be determined accurately.

Accommodations for the assessment process generally fall into the following categories:

- Changes to the methods of Presentation of the test used as an assessment tool: e. g., providing Braille versions of the test, or orally reading the directions or test questions to test-takers;
- Changes to the methods of Response to the test questions: e.g., having the test-taker point to a response or use a computer for responding;
- Changes to the Setting in which the test is provided: e.g., permitting the test to be taken at home, or in small groups, rather than in a large group or institutional setting; and
- Changes to the Timing/Scheduling of the test: e.g., extending the amount of time generally provided for completion of the test, permitting frequent breaks, etc.

G. Selection of Participants

Operating within the parameters of WIOA eligibility requirements and local policies and procedures, the service provider will be responsible for the selection of participants.

H. Participant Tracking

The service provider is responsible for the correct completion and entry of online Virtual One Stop System (VOS) forms to record eligibility, registration, assessment results, exit, and follow-up information. Also, the VOS system will be utilized to record case management notes and to document the provision of services. Staff of the SGRC will provide VOS training for service provider staff.

I. Supportive Service Payments (All Programs)

Supportive service payments are defined as those necessary to assist participants to be successful in achieving their goals and will be made available based on the needs of the individual **if other sources of funding or services are not available to assist**. It is the responsibility of the service provider to ensure that other sources of supportive services funding are coordinated and accessed prior to utilizing Title I WIOA funds. These supportive services will be available consistent with WDB policy, through service provider contracts.

The service provider will be responsible for providing supportive service payments. Service providers are responsible for obtaining attendance records and for paying participant support payments in accordance with the local support payment policy. Payments must be made by the service provider by check every two weeks, and participants must sign for the checks unless circumstances exist that prevent them from doing so (as outlined in the case notes in the State VOS data management system). The service provider must maintain documentation to support the payments. For additional details, please see *Attachment P, Southern Georgia Supportive Service Policy*.

Please Note: Funds for support payments to participants will be determined when a contract is awarded and negotiated. Therefore, funds for this purpose are to be excluded from the proposed budget.

J. Incentive Payments

In addition to support payments, incentive payments for recognition of achievements, attaining goals, or reaching benchmarks in an ISS are allowed, **however they must be in compliance with the requirements in 2 CFR part 200**. If the service provider plans to offer incentive payments, written policy and procedures must be submitted with the proposal. *Attachment P, Southern Georgia Supportive Service Policy.*

K. Employer Connections & Work Experience (Youth)

Strong, effective connections with employers are essential in the creation of a system of providers that can effectively assist youth to become highly skilled and employable. Bidders are being asked to demonstrate meaningful employer connections. These connections should lead to placements in employment or continuing education, as well as meaningful exposure to the world of work with measurable skills increases.

Career development experiences should demonstrate meaningful employer involvement. These may be described as structured, supervised, contextual world-of-work experiences, with documented learning outcomes. Work-based learning experiences are those that take place in the context of actual work environments, linked to learning outcomes, developed with employer input, aligned with in-demand industry-specific and occupational cluster skill standards and competencies, and based upon labor market information.

Employment-related activities can include subsidized or unsubsidized work experiences; internships; job shadowing; exposure to various aspects of industry; job search assistance, placement and retention; project-based learning; career mentoring; service learning; occupational skills training; and employment opportunities directly linked to academic and/or occupational goals.

Bidders are encouraged to make employer connections to leverage resources in the form of staff, funds for training, wages, and operational needs related to training space/equipment, etc.

For additional details see *Attachment W, Work Experience Policy.*

L. Case Management

Whenever possible, a single individual should provide case management throughout a participant's WIOA participation period. Case management (or service coordination) is the planning, coordination, and monitoring of the steps needed for an individual to reach

the desired goals stated in the ISS. The case manager must contact participants *at least once per month* to provide counseling or other services, if needed, and to document progress and/or assist with problems. More frequent contacts are recommended. Follow-up services must be made available for twelve months after a participant is placed in unsubsidized employment or until the end of the contract period, whichever is sooner. Case management notes regarding contacts and counseling must be consistently documented in the VOS system and in the customer file.

M. Job Development/Job Placement

Service provider staff will assist with job development and placement. However, to prevent excessive contacts with employers, staff will coordinate all efforts related to job development and placement with staff of the local DOL career center and placement personnel at local technical colleges. The service provider will work with career center staff and one-stop partners to establish and maintain relations with area employers and facilitate the location of suitable employment sites. Issues such as hours, wages, budgeting, satisfaction, and potential for advancement will be taken into consideration.

N. Post-Secondary Transition/Assistance

Service provider staff will assist with the youth's potential transition to post-secondary education. Participants should be encouraged to obtain occupational skills training following high school graduation/completion of GED program or, if appropriate, jointly enroll in occupational skills training and high school/GED program. Identify the provider(s) and the circumstances under which occupational skills training will be accessed, and outline plans for coordinating the provision of occupational skills training by outside providers, i.e., local technical colleges. If the proposer intends to directly provide occupational skills training, a curriculum must be provided, along with other details of the training.

O. Performance Requirements

Because performance is based on long-term gains in education, employment and earnings, bidders must closely evaluate staff time to be spent in follow-up and tracking services and plan for it accordingly. SGRC is looking for a provider that has demonstrated the capacity to deliver high quality, successful services and meet required Performance Measures. Performance standards are negotiated with the State by the WDB. *Bidders or contractors should be aware that those standards may change and modifications to existing contracts would be issued to comply with the negotiated standards.*

The required performance measures are detailed in *Attachment O, Performance Requirements*. The service provider must plan to meet or exceed the performance measures.

P. Referrals

Service providers are strongly encouraged to link and share information with other agencies, organizations and training providers to meet the individual need of the participants. Referral sources may also be used to meet the provision of one or more of the required fourteen youth program elements. All referrals must be documented.

Q. File Requirements

Maintenance of required participant files and all related information such as required forms, documentation, progress reports and contact notes will be the responsibility of the service provider. Training and technical assistance will be provided by WIOA staff.

R. Academic Requirements

In order to assist participating youth in both academic and occupational success, services must have a strong emphasis on achieving measurable skills gains in reading and math computation skills and English language literacy skills. The target population to be served includes youth who are basic skills deficient (defined as functioning below the 8.9 grade level). All programs must provide academic services to assist in skills gains for basic skills deficient youth. Assessment instruments must be utilized to show skill level gains. Aligning WIOA funded programs' academic services to state educational requirements is emphasized. There are a variety of strategies that may help youth attain academic skills. The following are examples:

- 1) Instruction leading to high school diploma or GED;
- 2) Basic skills instruction leading to grade or skill level increase, including English for Speakers of Other Languages;
- 3) Preparation for entry into post-secondary education;
- 4) Project-based Learning with learning objectives tied to academic competencies;
- 5) Community and Service Learning; and
- 6) Tutoring and/or Study Skills leading to educational success and ultimate school completion.

S. Transportation

Participants may be transported to and from activities and work, as needed, for the duration of the program. Transportation may be provided by a central operator or operators of any of the above activities, whichever is most cost effective and advantageous to the youth. The WDB will not fund the purchases of buses, vans or any other modes of transportation. Providers are responsible for procuring the transportation services needed by the target group being served and providing proof of insurance for all transportation carriers. Referral to childcare or other support services should be made available to those individuals that require assistance for participation. The WDB may also provide transportation stipends to youth according to WDB approved policy.

T. Service Provider/Staff Duties

Proposals must specify staff positions to be included in the program and outline the duties and qualifications of proposed staff members. At a minimum, each provider must have on staff one individual who will determine eligibility, provide comprehensive assessments, counseling, service coordination, job development, placement services, and post-employment services, when applicable. The individual(s) should have a high school diploma, possess excellent oral and written skills, and possess two years' experience working directly with the public. The individual will be responsible for entry of participant data into the online VOS system. He/she will also document all pertinent information, including attendance, in participant files. He/she must provide follow-up services for twelve months after a participant is placed in unsubsidized employment or until the end of the contract period, whichever is sooner. He/she will be responsible for collecting, compiling, and reporting requested performance data. He/she must possess the ability to collaborate and coordinate services with numerous partner agency representatives and to communicate with individuals from a variety of ethnic, cultural, and socioeconomic backgrounds. The case manager must develop a rapport with local technical and community college personnel in order to fulfill the contract responsibilities.

U. Youth Contractor Checklist (Attachment T)

WIOA Sec. 123 requires that States establish criteria for LWDA's to utilize in the identification and selection of providers for youth workforce development activities. *Attachment T, Youth Contractor Checklist* outlines the criteria that will be utilized.

Section VIII –Scope of Services Adult GED

Adult GED Services (Adults 18+ years of age)

The Southern Georgia Regional Commission (SGRC), as administrative entity for the Southern Georgia Workforce Development Board (WDB) is requesting proposals from qualified offerors capable of providing Adult GED services including service coordination, case management and follow-up services to WIOA eligible customers who need assistance in obtaining a General Education Diploma (GED).

The WDB is interested in activities that produce good results and that have a measurable impact on this group. Proposals for innovative activities or programs, consistent with WIOA rules and regulations, are encouraged. Programs should be designed to instruct and enhance a participant's ability to obtain a GED.

The WDB is seeking a single or multiple providers who will singularly or collaboratively provide year-round youth programs across the eighteen county Southern Georgia area which includes the counties of Atkinson, Bacon, Ben Hill, Berrien, Brantley, Brooks, Charlton, Clinch, Coffee, Cook, Echols, Irwin, Lanier, Lowndes, Pierce, Tift, Turner and Ware. Program(s) may be operated in a single county, a combination of counties, or all counties.

A. Funding Availability

Total funding available is approximately **\$150,000**.

Proposers must note that of the available funding amount, no more than forty percent (40%) can be expended on operational costs. If proposals are received and the operational costs are less than 40%, the remainder of the funds will be utilized for participant training and support costs.

B. Outreach & Recruitment

Program providers are responsible for recruitment of eligible applicants. Outreach activities may include radio spots, public service announcements, newspaper advertisements, and fliers. Referral procedures (also see below) must be developed to ensure appropriate participants are referred and served.

C. Orientation

All participants must receive an orientation and be provided information on the full array of applicable or appropriate services available through LWDA 18, other eligible providers, or one-stop partners, and referring them to providers with the capacity to serve them on a sequential or concurrent basis. Programs are strongly encouraged to link and share information with other agencies, organizations and training providers to meet the

individual needs of all participants. Referral sources may also be used to meet the provision of one or more of the required fourteen youth program elements.

D. Certification of Eligibility

The service provider shall ensure that participants are WIOA eligible. WIOA staff will train providers regarding eligibility guidelines. WIOA staff will review all eligibility files prior to entering them into the State VOS data management system. For WIOA eligibility criteria please see *Attachment Q, Eligibility Guidelines*.

E. Objective Assessment & Individual Employment Plan

A comprehensive assessment, along with the development of an Individual Employment Plan (IEP), is required for each customer served in the program. The academic levels, skill levels, and service needs of each participant must be evaluated during the assessment process.

The assessment shall include a review of basic skills, prior work experience, occupational skills and interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs. However, if a recent assessment (or partial assessment) has been conducted prior to registration, applicable portions of the prior assessment should be utilized to prevent duplication.

Based on the assessment outcomes, the case manager/service coordinator and the participant will work together to develop an IEP to serve as a management tool to guide, track, and document the participant's progress in attaining goals. Topics of discussion will include test results, employment goals, training options (WIOA and non-WIOA), and the participant's family/support network. WIOA encourages the use of career pathways during assessment and IEP development. *For additional details on career pathways please refer to WIOA Section 3 (7).*

F. Selection of Participants

Operating within the parameters of WIOA eligibility requirements and local policies and procedures, the service provider will be responsible for the selection of participants.

G. Participant Tracking

The service provider is responsible for the correct completion and entry of online Virtual One Stop System (VOS) forms to record eligibility, registration, assessment results, exit, and follow-up information. Also, the VOS system will be utilized to record case management notes and to document the provision of services. Staff of the SGRC will provide VOS training for service provider staff.

H. Supportive Service Payments (All Programs)

Supportive service payments are defined as those necessary to assist participants to be successful in achieving their goals and will be made available based on the needs of the individual **if other sources of funding or services are not available to assist**. It is the responsibility of the service provider to ensure that other sources of supportive services funding are coordinated and accessed prior to utilizing Title I WIOA funds. These supportive services will be available consistent with WDB policy, through service provider contracts.

The service provider will be responsible for providing supportive payments. Service providers are responsible for obtaining attendance records and for paying participant support payments in accordance with the local support payment policy. Payments must be made by the service provider by check every two weeks, and participants must sign for the checks unless circumstances exist that prevent them from doing so (as outlined in the case notes in the State VOS data management system). The service provider must maintain documentation to support the payments. For additional details, please see *Attachment P, Southern Georgia Supportive Service Policy*.

Please Note: Funds for support payments to participants will be determined when a contract is awarded and negotiated. Therefore, funds for this purpose are to be excluded from the proposed budget.

I. Case Management/Service Coordination

Whenever possible, a single individual should provide case management throughout a participant's WIOA participation period. Case management (or service coordination) is the planning, coordination, and monitoring of the steps needed for an individual to reach the desired goals stated in the ISS. The case manager must contact participants *at least once per month* to provide counseling or other services, if needed, and to document progress and/or assist with problems. More frequent contacts are recommended.

In this context, guidance and counseling means establishing a dialogue, giving suggestions and information to aid the participant in decision making and planning for the future, discussing problems and resolutions, goal setting, and other things of this nature in the course of identifying and meeting the needs of the individual. Guidance and counseling will most likely be provided by the staff of the service provider(s) but may sometimes be shared with partner agencies.

Follow-up services must be made available for twelve months after a participant is placed in unsubsidized employment or until the end of the contract period, whichever is sooner.

Case management notes regarding contacts and counseling must be consistently documented in the VOS system and in the customer file.

J. Job Development/Job Placement

Service provider staff will assist with job development and placement. However, to prevent excessive contacts with employers, staff will coordinate all efforts related to job development and placement with staff of the local DOL career center and placement personnel at local technical colleges. The service provider will work with career center staff and one-stop partners to establish and maintain relations with area employers and facilitate the location of suitable employment sites. Issues such as hours, wages, budgeting, satisfaction, and potential for advancement will be taken into consideration.

K. Post-Secondary Transition/Assistance

Service provider staff will assist with the potential transition to post-secondary education. Participants should be encouraged to obtain occupational skills training following high school graduation/completion of GED program or, if appropriate, jointly enroll in occupational skills training and high school/GED program. Identify the provider(s) and the circumstances under which occupational skills training will be accessed, and outline plans for coordinating the provision of occupational skills training by outside providers, i.e., local technical colleges. If the proposer intends to directly provide occupational skills training, a curriculum must be provided, along with other details of the training.

L. Academic Requirements

In order to assist participants in both academic and occupational success, services must have a strong emphasis on achieving measurable skills gains in reading and math computation skills and English language literacy skills. The target population to be served includes those who are basic skills deficient (defined as functioning below the 8.9 grade level). All programs must provide academic services to assist in skills gains for basic skills deficient adults. Assessment instruments must be utilized to show skill level gains. Aligning WIOA funded programs' academic services to state educational requirements is emphasized. There are a variety of strategies that may help participants attain academic skills. The following are examples:

- 1) Instruction leading to GED;
- 2) Basic skills instruction leading to grade or skill level increase, including English for Speakers of Other Languages;
- 3) Preparation for entry into post-secondary education;
- 4) Project-based Learning with learning objectives tied to academic competencies;
- 5) Community and Service Learning; and
- 6) Tutoring and/or Study Skills leading to educational success and ultimate school completion.

M. Performance Requirements

Because performance is based on long-term gains in education, employment and earnings, bidders must closely evaluate staff time to be spent in follow-up and tracking services and plan for it accordingly. SGRC is looking for a provider that has demonstrated the capacity to deliver high quality, successful services and meet required Performance Measures. Performance standards are negotiated with the State by the WDB. *Bidders or contractors should be aware that those standards may change and modifications to existing contracts would be issued to comply with the negotiated standards.*

The required performance measures are detailed in *Attachment O, Performance Requirements* below. The service provider must plan to meet or exceed the performance measures.

N. Referrals

Service providers are strongly encouraged to link and share information with other agencies, organizations and training providers to meet the individual need of the participants. Referral sources may also be used to meet the provision of one or more of the required fourteen youth program elements. All referrals must be documented.

O. File Requirements

Maintenance of required participant files and all related information such as required forms, documentation, progress reports and contact notes will be the responsibility of the service provider. Training and technical assistance will be provided by WIOA staff.

P. Service Provider/Staff Duties

Proposals must specify staff positions to be included in the program and outline the duties and qualifications of proposed staff members. At a minimum, each provider must have on staff one individual who will determine eligibility, provide comprehensive assessments, counseling, service coordination, job development, placement services, and post-employment services, when applicable. The individual(s) should have a high school diploma, possess excellent oral and written skills, and possess two years' experience working directly with the public. The individual will be responsible for entry of participant data into the online VOS system. He/she will also document all pertinent information, including attendance, in participant files. He/she must provide follow-up services for twelve months after a participant is placed in unsubsidized employment or until the end of the contract period, whichever is sooner. He/she will be responsible for collecting, compiling, and reporting requested performance data. He/she must possess the ability to collaborate and coordinate services with numerous partner agency representatives and to communicate with individuals from a variety of ethnic, cultural, and socioeconomic backgrounds. The case manager must develop a rapport with local technical and community college personnel in order to fulfill the contract responsibilities.

Section IX – Proposal Review for RFP #7-19

PROPOSAL REVIEW

Two levels of review will be conducted.

Level I

First, proposals will be reviewed to determine responsiveness (*Attachment R, Proposal Responsiveness Checklist*). The following criteria must be met for a proposal to be considered responsive:

- Proposal must be received by the deadline
- Proposal must be in the required format
- Six (6) paper, one with original signature(s), and one (1) flash drive copy **must** be submitted.

Level II

Second, responsive proposals will be evaluated for competitiveness. A committee will conduct individual reviews and score proposals using the Review Criteria form provided in this RFP package, (*Attachment S: Review Criteria and Attachment S-1 Review Criteria & Guidelines*). A total score of 65 or higher on the Review Criteria and the Past Performance Evaluation combined is necessary for a proposal to be deemed competitive. The WDB will only consider competitive proposals (those scoring above 65); however, proposals with the highest score may not necessarily be selected.

Section X – Attachments

- Attachment A: Proposal Cover Sheet**
- Attachment B: Budget Summary**
- Attachment B-1: Budget Detail**
- Attachment B-2: Budget Narrative**
- Attachment B-3: Budget Instructions**
- Attachment C: Project Narrative**
- Attachment D: Record of Experience/Performance**
- Attachment E: Statement of Financial Capability**
- Attachment F: Project Detail**
- Attachment G: Program Management**
- Attachment H: Certification Regarding Lobbying**
- Attachment I: Certification Regarding Debarment**
- Attachment J: Services/Activities**
- Attachment K: Performance and Outcomes**
- Attachment L: Subcontractor Affidavit**
- Attachment M: Coordination, Linkages, and Collaboration**
- Attachment N: Past Performance Evaluation**
- Attachment O: Performance Requirements**
- Attachment P: Supportive Services Policy**
- Attachment Q: Eligibility Guidelines**
- Attachment R: Proposal Responsiveness Checklist**
- Attachment S: Review Criteria**
- Attachment S-1: Review Criteria Instructions and Guidelines**
- Attachment T: Youth Contractor Checklist**
- Attachment U: Required Youth Program Elements**
- Attachment V: Southern Georgia WDB ITA Policy**
- Attachment W: Work Experience Policy**

RFP 7-19

Attachments

PROPOSAL COVER SHEET

Southern Georgia Workforce Investment Board
Contract Period July 1, 2019 through June 30, 2020

Name of Organization:

Mailing Address:

Contact Person:

Title:

Telephone

Fax:

E-mail:

Program/Activity:

Amount Requested:

Proposed Number to Be Served:

Proposed Cost per Participant:

Check all that apply: Minority owned Female Less than 500 employees

DISCLOSURE OF FINANCIAL RELATIONSHIP

Do you have any type of financial relationship with a WDB Board or a SGRC Staff Member?

No Yes If Yes, Name & Title of Person:

ACCEPTANCE OF THE CONDITIONS OF THE REQUEST FOR PROPOSAL PACKAGE

(Agency name) _____ does hereby accept all the terms of the Request for Proposal Package and I certify that to the best of my knowledge and belief, the cost data in this proposal are accurate, complete, and current.

Typed or Printed Name of Authorized Person:

Signature of Authorized Person:

Date:

Budget Summary

Proposer/Agency Name: _____

Note: This form is to be completed by all bidders.

Operational Costs

Line Item	Amount Requested
Salaries	
Personnel Benefit/Fringe	
Mileage	
Travel	
Direct	
Indirect	
Profit	
Total Operational	\$

Participant Costs

Line Item	Amount Requested
Tuition	
Books/Supplies	
Uniforms/Tools	
Teaching Aids	
Assessment(s)	
Support	
Incentives	
Work Experience	
Total Participant Costs*	\$

Total Amount Request

Line Item	Amount Requested
Operational	
Participant Cost	
Total Amount Requested	\$

**Funds for this category will be added during contract negotiations.*

Budget Detail

Salary Detail

Staff Title	Salary	% of Time	Total
A.			
B.			
C.			
D.			
E.			
F.			
G.			
Total Amount Requested			\$

Personnel Benefit Detail

Position	Base Salary	FICA/ Medicare	Workers Comp	UI	Health Insurance	Life Insurance	Holiday/ Leave	Retirement	Total %	Total Fringe \$
A	\$									\$
B	\$									\$
C	\$									\$
D	\$									\$
E	\$									\$
F	\$									\$
G	\$									\$
H	\$									\$
Total Fringe Requested										\$

*Enter each benefit as a % of base salary.

Mileage Detail

# of Miles	Per Mile Charge	Total
		\$
Total Mileage Requested		\$

Travel Detail

Amount	Detail/Explanation of Travel
\$	

Direct Cost(s) Detail

Line Item	Amount Requested
Materials & Supplies (Non-Training Related)	\$
Telephone	\$
Postage	\$
Rent	\$
Utilities	\$
Maintenance	\$
Bond	\$
Advertising	\$
Audit	\$
Other (Specify)	\$
Other (Specify)	\$
Total Direct Costs	\$

Indirect Cost Detail

%	Base Amount	Total
	\$	\$

Profit Cost Detail

%	Base Amount	Total
	\$	\$

Participant Costs - Training

Line Item	Amount Requested	Details
Books/Supplies	\$	
Teaching Aids	\$	
Assessment(s)	\$	
Tuition	\$	
Other (Specify)	\$	
Other (Specify)	\$	
Total Participant Training Costs Requested	\$	

Participant Costs – Support

Line Item	Amount Requested	Details/Notes
Support*	\$	
Total Participant Support Requested	\$	

Participant Costs – Work Experience

Line Item	Amount Requested	Details/Notes
Work Experience	\$	
Total Participant WEX Requested	\$	

Budget Narrative

The Budget Narrative should be limited to three (3) pages and should be in a font size of 12. In narrative form, summarize and describe the budget. The Budget Narrative should closely follow the Budget Summary & Detail and should identify and explain categories such as salaries, staff benefits, travel, etc.

[Up to two (2) additional pages may be used to complete the Budget Narrative]

Budget Summary, Detail & Narrative Instructions

Complete Attachment B to reflect the total cost of your project and the amounts by category. Also include any amounts by category donated by the consultant. All funds are program funds; therefore, costs do not have to be classified by type. All funds requested must be necessary, reasonable, allocable and allowable.

1. **Personnel Salaries:** List each position title; the annualized salary; the percentage of time to be charged to the WIOA project; and the total amount per position requested. The total amount requested should match your total on the Budget Summary page. Use additional copies of this section/page if necessary.
2. **Personnel Benefits:** Provide the percentage (%) and the base used to determine the benefits requested for each individual listed in the Salary portion of the Budget Detail. Note that the positions listed in the benefits section should correspond to the positions listed in the Salary Detail section. The total amount requested should match your total on the Budget Summary page. Use additional copies of this section/page if necessary.
3. **Mileage:** Provide the total number of miles' times (x) the number of month's times (x) what is allowed per mile by your agency.
4. **Travel:** Enter the amount you are requesting for travel. Travel would be considered meetings, events, etc. that will be outside of the eighteen (18) county Southern Georgia Area. In the details explain what and why travel will be required. Amount(s) should include hotel/motel, per diem, registration, etc. Give greater detail on this item in the budget narrative.
5. **Direct:** Provide the amount requested for the listed items, if applicable. If your agency does not require funding for a line item leave it blank. If your agency will provide any of the line items at no charge please provide detail in the Budget Narrative, Attachment B-2.
 - a. **Materials & Supplies (Non-Training Related):** Specify the amount of non-training materials and supplies requested, if applicable. Provide justification in the Budget Narrative, Attachment B-2.
 - b. **Telephone:** Specify the amount requested for telephone, if applicable.
 - c. **Other:** Specify the amount requested for any other direct items not listed. In the Budget Narrative, Attachment B-2, provide justification and description of other item(s) requested.
6. **Indirect:** Enter the percentage (%), the base amount and the total amount requested. In the Budget Narrative, Attachment B-2, provide an identification of each service, the total expense for that service, the percentage charged to the contract and the basis for the allocated charge.

Attachment C: Project Narrative

In Narrative form, summarize and describe the project in general terms.

[Up to one (2) additional pages may be used to complete the Project Narrative]

RECORD OF EXPERIENCE/PERFORMANCE

1) Provide a summary of your organizations past performance in the provision of similar/related services. Explain the type of service or program that was provided. Include, at a minimum, the length of training; setting of training (rural, metropolitan, suburban); and any additional services provided per contract (e.g., eligibility determination, remediation, support services). Estimate the percentage of the budget which supported the services.

2) Detail the population served:

a. If WIOA Funding: Adult Dislocated Worker Youth

b. If other agency, list type of population served.

3) Utilizing the table(s) below provide information regarding past performance. If contracts were outside the dates listed, draw a single line through the dates listed and list most current dates and information.

**If performance was not measured as identified above, please explain how performance was measured. Discuss actual versus expected performance.*

Program Year 2017 (July 1, 2017 – June 30, 2018)

Name of LWDA or other Agency: _____

Address of LWDA/Agency: _____

City, State, Zip of LWDA/Agency: _____

Telephone Number: _____

Contact Person: _____

Amount Contracted: _____

Amount Expended: _____

Number Contracted to Serve: _____

Actual Number Served _____

	<u>Adult</u>	<u>Dislocated Worker</u>	<u>Youth</u>
Completion Rate %			
Credential Attainment Rate %			
Q2 Entered Employment Rate %**			
Q4 Entered Employment Rate %**			
Q2 Median Average Earnings			

**For youth this measure includes placement in Education.

Program Year 2016 (July 1, 2016 – June 30, 2017)

Name of LWDA or other Agency: _____

Address of LWDA/Agency: _____

City, State, Zip of LWDA/Agency: _____

Telephone Number: _____

Contact Person: _____

Amount Contracted: _____

Amount Expended: _____

Number Contracted to Serve: _____

Actual Number Served _____

	<u>Adult</u>	<u>Dislocated Worker</u>	<u>Youth</u>
Completion Rate %			
Credential Attainment Rate %			
Q2 Entered Employment Rate %**			
Q4 Entered Employment Rate %**			
Q2 Median Average Earnings			

**For youth this measure includes placement in Education.

STATEMENT OF FINANCIAL CAPABILITY

Proposer Name: _____

Proposer Address: _____

Information in this statement must be completed by an independent certified public accountant or by the financial officer of the proposer if proposer is a state or local educational agency.

1. The proposer is a corporation: Yes No
If yes, corporations and their affiliates must be listed and properly registered with the Secretary of State's office. A copy of the registration certification is attached: Yes No
If no, please explain:

2. Proposer is licensed in the county or city in which they are doing business: Yes No
A copy of the license is attached: Yes No *(not applicable for state or local educational agencies).*
Explain if proposer does not have license attached:

3. Proposer has a current fidelity bond and a copy is attached: Yes No
Explain if proposer does not have a current fidelity bond attached:

4. Financial Condition as of the end of most recent fiscal year.

Cash	\$
Current Assets	\$
Current Liabilities	\$
Net Working Capital	\$

**Net Working Capital = Cash + Current Assets – Current Liabilities*

5. The proposer's Fiscal Year end is:

6. Workmen's Compensation Current? Yes No

Name of Carrier: _____

Policy Number: _____

Period Covered by Policy: _____

Address of Carrier: _____

Attachment E: Statement of Financial Capability

7. Has OSHA placed a fine on proposer (civil or criminal) in the past 24 months? Yes No
If yes, explain:

8. Are Federal, State and Unemployment Taxes Paid and Current: Yes No

Federal Employer Identification Number _____

Georgia Unemployment Insurance Number _____

Georgia Withholding Tax Number: _____

In the past five (5) years, has the proposer had any Federal or State Tax levies?

Yes No

If yes, describe the nature, circumstance of the levy, county filed, and the date paid/resolved.

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

A. Own Resources Yes No

B. Bank Credit Yes No

(If yes, name of bank and amount – include any Line of Credit):

C. Name of Bank: _____ Amount of Credit: _____

D. Other Income Source: Yes No (Specify source and amount)

Source _____ Amount _____

Source _____ Amount _____

10. The latest Audit statement was prepared:

Date Prepared _____

Covers the Period of: (MM/DD/YY – MM/DD/YY) _____

Name of Auditor if audit conducted: _____

(Please attach a copy of the most recent audit with proposal.)

If the same CPA firm has audited company records for the past five (5) years, please check here .

Attachment E: Statement of Financial Capability

If a different CPA firm has audited during the past five (5) years then complete the information below:

First Year End	Firm Name and Address

If no audits have been performed in the past five (5) years then explain below. (If new organization, state the date the organization began business):

Information confirmed by: _____
(CPA Firm Representative or Financial Office of Proposer)

11. Typed or printed name of individual authorized to act on behalf of agency:

Name: _____
Title: _____
Phone Number: _____
Signature of Authorized Person: _____
Date: _____

Project Detail

1. Project Implementation Schedule

Please outline the project implementation schedule.

Task/Activity	Begin Date	Completion Date
Recruit Training Staff		
Recruit Participants		
Identify and Secure Training Site(s)		
Participant Training and/or Start of Services		
Participant Completion and/or End of Services		

2. Participant Numbers

a) Detail the number of new participants you will serve in PY19 by funding stream.

Funding	Number
Adult	
Dislocated Worker	
Out-of-School Youth	
In-School Youth	

b) If you are a current LWDA #18 Service Provider, please provide an estimate of carryover participants for PY19, by funding stream.

Funding	Number
Adult	
Dislocated Worker	
Out-of-School Youth	
In-School Youth	

c) If you are a current LWDA #18 Service Provider, please provide an estimate of the number of participants who will be in follow-up for PY19, by funding stream.

Funding	Number
Adult	
Dislocated Worker	
Out-of-School Youth	
In-School Youth	

3. Geographic Area

Identify the geographic area you will serve. Be specific and include counties.

4. Facilities

Describe the facilities you will be using for activities and/or services. Where will they be located? Provide the telephone number for each facility. Provide documentation that these facilities meet ADA standards. If needed, will laboratories for hands-on training be available? Provide a Letter of Intent for any facilities not personally contracted by the provider. All facilities must be currently licensed and current on all applicable building codes. Identify the planned location of participant files during the contract period and after the contract ending date.

Note: If a proposer plans to use the Douglas, Tifton, Valdosta or Waycross Career Center as an office location, rent and utilities should not be included in the proposed budget, but will be discussed during contract negotiations.

5. Computers/Technology

Describe how computers/technology will be used to enhance training activities.

[A total of two (2) additional pages may be used to complete this form excluding required attachments]

Program Management

1. Give a brief history and background of your organization. Include the purpose of your agency and the number of years of educational or job training experience.

Note: Proposers must be in business for at least six months prior to initial proposal and have a current business license or proof of active compliance with the Secretary of State Corporations Division.

2. Indicate the following regarding staffing:
 - a) # of staff necessary for operation of this project/program. _____
 - b) # of existing staff to be used in the operation of this project/program. _____
 - c) # of staff to be hired utilizing this project/program's funds. _____
3. Identify the job titles and required qualifications for staff that will be working in any aspect of the program.
4. Attach to this form (Attachment G) a job description including qualifications for each position to be used in implementing this project.
5. If existing staff are to be utilized, attach to this form (Attachment G) resumes for each person. List below which positions they will fill and the percent of their time devoted to this project. If staff are to be hired, list below the positions and later forward resumes of personnel hired, indicating which positions they fill.

<u>Position</u>	<u>% of Time</u>	<u>Name</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. Explain in detail your monitoring procedures. Include those responsible for monitoring; explain which activities they will monitor, and explain when monitoring will occur. Discuss how your monitoring will ensure compliance with WIOA, Federal Regulations, and the contract. Include your agency's Equal Opportunity policy.
7. Will any part of this project be subcontracted? Yes No
If yes, describe in detail the portion(s) of the project to be subcontracted; the entity (if known to whom it will subcontracted; indicate if the subcontractor is debarred or suspended from doing business with the federal government, and attach a sample of the subcontracting instrument that will be executed between your agency and the subcontractor(s).

Attachment G: Program Management

8. Provide a detailed description of proposer partnerships with business partners.

[A total of four (4) additional pages may be used to complete this form excluding required attachments]

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans and Cooperative Agreements

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

- 1) No federal appropriated funds have been 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, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, 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 in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- 3) *The Undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this 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, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Name of Proposer/Contractor Organization

Name of Certifying Officer

Signature of Certifying Officer

Date

*NOTE: "All" in the final rule is expected to be clarified to show that it applies to covered contract/grant transactions over \$100,000 (per OMB).

**Certification Regarding Debarment,
Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions**

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

(BEFORE COMPLETING CERTIFICATION, READ THE INSTRUCTIONS ON THE FOLLOWING PAGE WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this bid, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this Proposal.

Name and Title of Authorized Representative

Signature

Date

Instructions for Certification

1. By signing and submitting this Proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this class is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this Proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "Proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this Proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this Proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this Proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

Services & Activities

- 1) Provide a detailed description of each required program element(s) (Section VI ITA's, Section VII Comprehensive Youth or Section VIII Adult GED). The proposal must specify when the service/activity will occur, how it will occur, who is responsible, and any other information that will clearly explain the services and activities to be provided.

All Programs

- Outreach & Recruitment;
- Orientation;
- Certification of Eligibility;
- Objective Assessment and Individual Employment Plan;
- Selection of Participants;
- Participant Tracking;
- Supportive Service Payments to Participants;
- Data Entry in the State VOS Data Management System;
- Job Development/Job Placement;
- Participant Contact;
- Referrals;

ITA's

- Occupational Skills Training (if applicable for the program you are proposing);
- Payment for Tuition, Books, and Other Required Purchases;

Adult GED

- Instruction leading to GED attainment (Adult GED program);
- Tutoring, Study Skills Training, and Instruction leading to educational success and ultimate school completion;
- Basic skills instruction leading to grade or skill level increase, including English for Speakers of Other Languages;
- Project-based learning with learning objectives tied to academic competencies;
- Activities that prepare for transition to Post-Secondary Education and Training.

- 2) Describe briefly the methods by which the below required program element(s) will be provided to **youth**. Please note it is not necessary to directly offer these services, but the proposer must indicate how youth will be referred to these required elements.

- Tutoring, Study Skills Training, Instruction, and Evidence Based Dropout Prevention;
- Alternative Secondary Education or Dropout Recovery Services;
- Paid and Unpaid Work Experience;
- Education offered concurrently with and in the same context as workforce preparation;
- Leadership Development Opportunities;
- Adult Mentoring;

Attachment J: Services/Activities

- Financial Literacy Education;
 - Entrepreneurial Skills Training;
 - Labor Market and Employment Information Services;
 - Activities that prepare for transition to Post-Secondary Education and Training.
- 3) Describe briefly how employers will be involved in determining occupations for work related services, the skills needed for successful experiences at the work place, and how employers' needs and participants' needs will be correlated.
- Work Experience
 - Occupational Skills Training
- 4) Indicate, which, if any, of the below additional activities your project plans to provide. Describe briefly the methods by which the below planned services will be provided.
- Basic Skills Remedial Activities
 - Other (specify)

[A total of five (5) additional pages may be used to complete this form excluding required attachments]

Attachment K: Performance and Outcomes

Identify planned performance for the program. Refer to the performance standards in Attachment O: Performance Requirements. These standards set by the WDB will be the foundation on which you will be evaluated. Indicate how the standards will be achieved. Include additional goals specific to your project that you plan to achieve if applicable.

[Up to two (2) additional pages may be used to complete Performance and Outcomes]

Proposer Name: _____
Georgia Illegal Immigration Reform and Enforcement Act of 2011
Sub-subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned sub-subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract for _____ on behalf of the Southern Georgia Regional Commission has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. § 13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to the Southern Georgia Regional Commission. Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to the Southern Georgia Regional Commission. Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number *Date of Authorization*

Name of Sub-subcontractor *Name of Project*

Southern Georgia Regional Commission
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 2019 in _____ city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 2019.

Notary Public: _____

My Commission Expires: _____

Coordination, Linkages and Collaboration

Describe coordination arrangements with partner agencies and/or other agencies that will assist with this project. Describe how the program will interact with one-stop partners identified in the Workforce Innovation and Opportunity Act. Include any individuals, by title, to be involved in coordinating this program to ensure success. Other appropriate linkages that will enhance the provision of services should be established and explained. Such linkages are highly encouraged and may be established with local technical colleges, business and labor organizations, volunteer groups, and other training, education, employment and social service programs.

Note: WIOA stresses the development of a genuine local workforce development system. Hence, strong proposals will give careful attention to the accomplishment of the goals of coordination, no duplication, maximization of resources, and seamless service delivery. Letters of support may be attached and will not be included in the number of additional pages allowed.

[Up to one (1) additional pages may be used to complete this attachment]

Past Performance Evaluation for Contractors with the SGRC

Proposer Name _____

Type of Contract with SGRC _____

Contract Period _____

1. Did the contractor meet the planned performance, i.e. number of enrollments, number of placements, number of certificates, etc.? Yes No
If no, explain:

2. Did the contractor determine eligibility appropriately? Yes No
If no, explain:

3. Did the contractor report data timely and accurately in the data collection system?
 Yes No If no, explain:

4. Did the contractor submit accurate invoices by the due date? Yes No
If no, explain:

5. Did the contractor meet the required expenditure level? Yes No
If no, explain:

6. Did the contractor submit an audit report timely and within the guidelines of the contract/agreement? Yes No If no, explain:

7. Did the contractor resolve monitoring/auditing issues promptly? Yes No
If no, explain:

Notes:

1. Attach documentation as appropriate.
2. If a proposer has all “yes” answers, add 10 points.
3. If a proposer has two or more “no” answers without an acceptable explanation, subtract 10 points.

Points Awarded	
----------------	--

Signature & Date: _____

PERFORMANCE REQUIREMENTS/EXPLANATIONS

The service provider must plan to meet or exceed the following **adult** performance standards:

- ❑ Q2 Entered Employment91%
- ❑ Q4 Entered Employment91%
- ❑ Q2 Median Earnings.....\$6,900
- ❑ Credential Rate.....85%

The service provider must plan to meet or exceed the following **dislocated worker** performance standards:

- ❑ Q2 Entered Employment91%
- ❑ Q4 Entered Employment91%
- ❑ Q2 Median Earnings.....\$6,500
- ❑ Credential Rate.....89%

The service provider must plan to meet or exceed the following **youth** performance standards:

- ❑ Q2 Entered Employment/Education78%
- ❑ Q4 Entered Employment/Education76%
- ❑ Q2 Median Earnings.....\$6,500
- ❑ Credential Rate.....85%

<u>Employment Rate - 2nd Quarter After Exit</u>	The percentage of participants who are in unsubsidized employment during the second quarter after exit from the program (for title I Youth, the indicator is the percentage of participants in education or training activities, or in unsubsidized employment during the second quarter after exit)
<u>Employment Rate - 4th Quarter After Exit</u>	The percentage of participants who are in unsubsidized employment during the fourth quarter after exit from the program (for title I Youth, the indicator is the percentage of participants in education or training activities, or in unsubsidized employment during the fourth quarter after exit)
<u>Median Earnings - 2nd Quarter After Exit</u>	The median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program
<u>Credential Attainment</u>	The percentage of those participants enrolled in an education or training program (excluding those in on-the-job training (OJT) and customized training) who attain a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program. A participant who has attained a secondary school diploma or its recognized equivalent is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent only if the participant also is employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program



Policy/Procedure #: **18-006-200**

Policy Name: **Supportive Services Policy**

Effective Date: **07/01/2015**

I. Statement of Purpose

The purpose of this policy and procedure is to set forth the necessary guidelines and implementation steps for the provision of supportive services to eligible Southern Georgia Workforce Development Board (SGWDB)/Workforce Innovation & Opportunity Act (WIOA) customers.

II. Definition of Supportive Services

Supportive Services are services, which are reasonable and necessary, to enable a WIOA participant who cannot afford to pay for such services to participate in activities authorized under Title I, Subtitle B of the Workforce Innovation and Opportunity Act. Such support services may include transportation, child care and dependent care. The provision of Supportive Services must be determined on an individual basis.

The use of supportive services is encouraged to enable the hard-to-serve population an opportunity to participate in longer-term interventions. The support payments are in no way intended to support the entire expense.

III. Supportive Service Cap

As per the Technical College System of Georgia, Office of Workforce Development (OWD) Supportive Service Policy, supportive services are limited to thirty-five percent (35%) of a funding stream allocation within a given program year. The total amount expended for LWDA #18 will be set at not greater than this 35% limit.

LWDA's may request a supportive service waiver for any of the three (3) funding streams. The request must be in writing using the described OWD format. Support documentation justifying the request must be included.

IV. Eligibility for Supportive Services

WIOA supportive services are provided on the basis of need. All supportive services must be approved prior to the participant receiving or obtaining the goods or services. Backdated requests for services will not be approved.

A participant may waive WIOA Supportive Service payments (except for Work Experience) if accepting payment would mean the loss of benefits. The participant may request the payment to start at a later date, but may not claim retroactive payments. Advances against future payments are not allowed.

WIOA funds will be used to pay support payments for Adults, Dislocated Workers, and Youth participants who are physically attending classroom training (ITAs) and to youth in specified out-of-school classroom training programs (GED). ITA participants must be attending "full time" as defined by their school/training provider policy.

Supportive services may only be provided to individuals who:

- Are actively participating in career services and/or training services. Limited supportive services may be provided to eligible applicants (e.g., paying for birth certificate), before they are enrolled as participants, to permit participation in assessment activities;
- Are unable to obtain supportive services through other programs providing such services;
- Are unable to afford the cost associated with addressing the need;
- May only be provided when they are proven necessary to enable individuals to participate in Title I activities [Subtitle B, Chapters 2 & 3].

Adults – Eligible adults are:

1. Individuals receiving some form of public assistance; or
2. Individuals having incomes at or below the Self-Sufficiency guidelines set by the local area.

Dislocated Workers – Eligible dislocated workers are:

1. Individuals determined eligible for WIA enrollment under the dislocated worker provisions.

Youth – Eligible youth are:

1. Households receiving some form of public assistance; or
2. Individuals/Families having incomes at or below the poverty guidelines set by OWD; or
3. Youth considered “Non-Dependent” based on LWIA 18’s local policy.

V. Standard

The guiding principle for the provision of any Supportive Service shall be based on the participant’s individual need. Through counseling and assessment, the determination of need and the level of assistance to be provided will be made on an individual basis.

VI. Transportation Service Policy – ITA’s, Adult GED & OSY GED

Transportation assistance may be provided to WIOA participants who are engaged in WIOA activities. Participants will be paid based on the round trip miles driven per day. The service provider must document the mileage using MapQuest or a similar mapping program. This documentation must be placed in the participant file. The following tiers are available to participants:

<u>Tier</u>	<u>Round Trip Miles</u>	<u>Amount</u>
1	0-15 Miles Round Trip	\$15/day
2	16-30 Miles Round Trip	\$17/day
3	31+ Miles Round Trip	\$19/day

Clarification #1: Participants who attend schools outside the local area will be paid transportation based on their school address, not their permanent home address.

VII. Childcare Service Policy – ITA’s

Childcare assistance may be provided to WIOA participants who are engaged in WIOA activities only if other resources are not available. Childcare will be paid for children under the age of thirteen (13) who are in the participant’s legal and physical custody. If both parents are in training, only one parent is allowed to receive the child care assistance. Payment is limited to \$10 per day regardless of the number of children under the age of thirteen who are in the participant’s legal and physical custody. Birth certificates or other approved documentation are required to verify the age of the children.

VIII. Unallowable Supportive Services

Payments are not allowed for titled or deeded items or when recovery of the expense is anticipated. Such items include:

- Rent deposits or housing deposits;
- Mortgage payments;
- Car payments;
- Purchase of vehicles; and
- Fines

IX. Documentation for Supportive Services

The WIOA service provider will compile all supportive service documentation prior to paying for services to support transportation costs. These documents will include the following:

1. Supportive Services Determination Form (**Attachment A**)
2. MapQuest (or other approved mapping program) showing round trip miles
3. Cost Commitment Worksheet (**Attachment B**)
4. Cost Commitment Modification (**Attachment C**)

All documentation will be placed in the participant file and/or entered in the Virtual One Stop System (VOS) participant profile.

All substantial changes to a participant's supportive services (e.g. receiving more money for existing services) must be updated in real time in VOS. The service provider will be responsible for notifying SGRC WIOA staff of these changes using the Cost Commitment Modification worksheet.

X. Approved Payment Amounts (ITA's)

Payments are made to qualifying Adults, Dislocated Workers, and Youth enrolled in the ITA training program in the following flat rates. Participants **must attend** class on a training day in order to receive the payment for that day, not to include time spent for breaks and /or lunch.

<u>Tier</u>	<u>Round Trip Miles</u>	<u>Transportation</u>	<u>Child Care</u>	<u>Total</u>
1	0-15 Miles Round Trip	\$15/day	\$10/day	\$25/day
2	16-30 Miles Round Trip	\$17/day	\$10/day	\$27/day
3	31+ Miles Round Trip	\$19/day	\$10/day	\$29/day

Participants may receive childcare assistance in the amount of \$10 per day based upon the guidelines stated in this document. The \$10 per day is in addition to the above mentioned transportation assistance.

XI. Approved Payments Amounts (GED)

Payments are made to qualifying out-of-school youth enrolled in GED training programs provided by LWDA #18 service providers. Each provider may set up a daily support amount; however, it must not exceed the above described ITA payment amounts. Childcare assistance **will not** be made available to participants in GED programs.

XII. Approved Payments Youth Incentives

Incentive payments may be made to qualifying youth enrolled in an ISY program or an OSY GED Program. Each provider may set benchmarks for youth incentives. All incentives will be approved by SGRC staff and clearly outlined in the service provider contract. Incentives may not exceed \$1,000 per participant.

XIII. Attendance

ITA participants are required to attend the classroom training for the duration of the respective class to be eligible for the support payment. For example, participants who attend only ½ of the class will not

be eligible for the support payment for that day. Service providers will work with instructors to ensure they do not sign off on a time sheet for someone who does not attend the full class session.

Payments will not be pro-rated for fewer hours of attendance, nor will payments be made for sick days or holidays.

GED participants are required to attend classroom training in order to be eligible for the support payments. The required length of time will be set by each service provider; however, each participant must attend a minimum of three (3) hours in order to be eligible to receive their support payment for that day.

Payments will not be pro-rated for fewer hours of attendance, nor will payments be made for sick days or holidays.

XIV. Exceptions/Exclusions

Participants enrolled in On-the-Job Training (OJT) will not qualify for support payments.

In-school youth may receive support payments as determined on a case-by-case basis for support services not otherwise available. Such support must be pre-approved by the Southern Georgia Regional Commission (SGRC), and will not be commonly granted. Participants must be making satisfactory progress and cooperating with the instructional process in order to continue to receive the support payments.

XV. Payments

The WIOA service provider will make payments to participants every two weeks based upon timesheets turned in. The WIOA service provider may be reimbursed for supportive service payments and invoices upon compliance with the following requirements:

1. The WIOA service provider must ensure that WIOA participants are enrolled and actively participating in any allowable WIOA activities for which support payments have been approved.
2. The WIOA service provider must arrange coordination with other human service agencies to eliminate duplication of services and all documentation must be completed prior to utilizing WIOA funds.
3. The WIOA service provider must provide proper documentation of any supportive service payments to be submitted to the SGWDB.
4. The WIOA participant must meet attendance requirements of the WIOA program. The WIOA service provider will maintain participant's time sheets documenting daily attendance. A copy of these timesheets must be submitted with the monthly WIOA service provider invoice.
5. Reimbursement for supportive service payments and invoices will be made monthly to WIOA service providers as per contract requirements.

XVI. Procedure

1. All WIOA program applicants and participants shall be informed of paid and unpaid supportive services available through the local One-Stop system. This is to include services provided by the One-Stop partners, Service Providers and any applicable community resources.
2. Supportive services may only be provided to individuals who:
 - Are actively participating in career services and/or training services. Limited supportive services may be provided to eligible applicants (e.g., paying for birth certificate), before they are enrolled as participants, to permit participation in assessment activities;

- Are unable to obtain supportive services through other programs providing such services;
 - Are unable to afford the cost associated with addressing the need;
 - May only be provided when they are proven necessary to enable individuals to participate in Title I activities [Subtitle B, Chapters 2 & 3].
3. To ensure successful participation in the appropriate employment or training activity(ies), career facilitators shall determine the supportive service needs of each individual to be enrolled. Such determination shall be based on a comprehensive assessment and include documentation of the participant's need to receive supportive series in order to participate in the training.
 4. The need for supportive services and all supporting documentation shall be maintained in the participant's file.
 5. Cost Commitment Worksheet will be completed and submitted to the SGRC as well as maintained in the participant file.
 6. Participant obligations and vouchers will be entered in VOS. Obligations/vouchers will be entered by program year.
 7. SGRC Staff will reconcile all supportive service payments annually in VOS.
 8. At the conclusion of each semester, staff and service providers review the remaining obligations/vouchers and adjust as needed. Revisions are entered in VOS.
 9. Participants must be making satisfactory progress and cooperating with the instructional process in order to continue to receive the support payments.
 10. Service providers are responsible for tracking participant attendance, time keeping and related duties. Educational/training institutions receiving ITAs must perform time keeping, participant activity tracking and related duties.

Attachments:

Attachment A: Supportive Services Determination Form

Attachment B: Cost Commitment Worksheet

Attachment C: Cost Commitment Modification

Approvals/Changes:

<i>Southern Georgia WIB Approved:</i>	<i>August 8, 2013</i>
<i>Revised & WIB Approved</i>	<i>November 19, 2014</i>
<i>Revised & WIB Approved</i>	<i>June 10, 2015</i>
<i>Revised & WDB Approved</i>	<i>September 9, 2015</i>
<i>Revised & WDB Approved</i>	<i>June 29, 2016</i>
<i>Revised & WDB Approved</i>	<i>February 14, 2018</i>
<i>Revised & WDB Approved</i>	<i>November 14, 2018</i>

Supportive Services Determination Form - Southern Georgia LWDA #18

Participant Name: _____	SSN#: _____
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Adult

Dislocated Worker

Youth

Supportive Service benefits ***may be*** available to assist WIOA eligible participants with costs associated with participating in WIOA funded training activities. Supportive services means services such as transportation, childcare, and/or dependent care that are necessary to enable an individual to participate in activities authorized under the Workforce Innovation & Opportunity Act.

Supportive Service benefits may only be provided when:

1. They are necessary to enable an individual to participate in WIOA funded training services; and
2. They cannot be obtained through other programs providing such services.

I understand that WIOA Supportive Service benefits may change and/or be eliminated at any time based on funding availability. I understand that if I have provided fraudulent information that I can be terminated from the Southern Georgia WIOA program and may be held liable for repayment of any monies received by me while in the WIOA funded services. I understand that I cannot receive supportive services benefits for transportation, childcare and/or dependent care if funds are being provided and/or available to me by another agency/resource.

1. Does the participant need assistance with transportation/travel/meals in order to attend WIOA funding training? Yes No

2. If yes to question #1 how many miles round trip per day? _____
**MapQuest or a similar mapping program must be utilized to document mileage.
 A copy of this documentation must be attached (or placed in participant file).*

3. Does the participant need assistance with childcare for any child under the age of thirteen who is in the participant's legal and physical custody? Yes No
 If yes, number of dependents under the age of 13 _____

4. Does DFCS or any other agency assist you with transportation and/or childcare costs?
 Yes No
 If yes, please list the agency that will be assisting you and the amount that they give you for each:

Agency: _____

Transportation Amount: _____ Amount Not Covered: _____

Childcare Amount: _____ Amount Not Covered: _____

I attest that I am in need of supportive services in order to participate and complete my WIOA funded occupational training activity. I further attest that these services are not being provided to me by any other agency/resource.

Participant Signature

Date

TO BE COMPLETED BY WIOA SERVICE PROVIDER

WIOA Supportive Services Approved: Yes No

Supportive Service Amount/Day Approved \$15/day \$17/day \$19/day

ChildCare Amount/Day Approved \$10/day

Note: All payments made must be consistent with the Southern Georgia ITA Policy & Supportive Services Policy

Case Manager Signature

Date

INDIVIDUAL TRAINING ACCOUNT COST COMMITMENT WORKSHEET

Southern Georgia Workforce Development Board

Last Name		SSN#		Program	
First Name		Phone #		DOT Code	
Address		County		Training Start Date	
City		Zip Code		Training End Date	
Training School/Location		Funding Stream		Program Year	

Description of Training Costs	Summer B	Fall	Spring	Summer A	Total
	July 1 - End Summer			Begin Summer -July 1	
Tuition					
Books required					
Fees <small>(Lab, Testing, Physical, Immunizations, License, Permit, Insurance, etc.)</small>					
Other Costs - Uniforms					
Other Costs - Supplies					
Other Costs - Tools					
Other Costs <small>(Please describe)</small>					
TOTAL TRAINING COSTS					

GRANT FUNDING (Hope, Pell, SIWDG and other forms of grant funding must be exhausted before WIOA funds are to be expended)					
HOPE	<input type="checkbox"/>				
PELL	<input type="checkbox"/>				
SIWDG	<input type="checkbox"/>				
TAA/TRA	<input type="checkbox"/>				
WIOA	<input type="checkbox"/>				
TOTAL WIOA TRAINING COSTS					

SUPPORT COSTS	Summer B	Fall	Spring	Summer A	Total
Miles/Day _____ # of Classroom Days					
Transportation Amount/Day \$					
Childcare Amount \$					
TOTAL WIOA SUPPORT COSTS					

	Summer B	Fall	Spring	Summer A	Total
TOTAL WIOA TRAINING & SUPPORT COSTS					

The above information is an estimate of obligated costs to complete the training for the above mentioned registrant as attested by the career advisor and participant below.

Signature of Career Advisor	Date
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Signature of Participant	Date
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INDIVIDUAL TRAINING ACCOUNT COST COMMITMENT WORKSHEET

Southern Georgia Workforce Development Board

MODIFICATION

Last Name	First Name	SSN/User ID	
Training School/Location	Funding Stream	Program Year	2015 July 1, 2015 - June 30, 2016

****CHANGES SHOULD ONLY BE MADE TO CURRENT AND SUBSEQUENT QUARTERS****

Reason for changes (check one):			
<input type="checkbox"/>	Modify a Training End Date	Change a Training Amount	<input type="checkbox"/>
<input type="checkbox"/>	Modify a Funding Stream	Change a Grant Amount	<input type="checkbox"/>
<input type="checkbox"/>	Add (Semesters)	Change a Support Amount	<input type="checkbox"/>
<input type="checkbox"/>	Delete Semester(s)		

Description of Training Costs	Summer B	Fall	Spring	Summer A	Total
	July 1 - End Summer			Begin Summer - July 1	
Tuition					
Books required					
Fees <small>(Lab, Testing, Physical, Immunizations, License, Permit, Insurance, etc.)</small>					
Other Costs - Uniforms					
Other Costs - Supplies					
Other Costs - Tools					
Other Costs <small>(Please describe)</small>					
TOTAL TRAINING COSTS					

GRANT FUNDING (Hope, Pell, SIWDG and other forms of grant funding must be exhausted before WIOA funds are to be expended)					
HOPE	<input type="checkbox"/>				
PELL	<input type="checkbox"/>				
SIWDG	<input type="checkbox"/>				
TAA/TRA	<input type="checkbox"/>				
WIOA	<input type="checkbox"/>				
TOTAL WIOA TRAINING COSTS		\$ -	\$ -	\$ -	\$ -

SUPPORT COSTS	Summer B	Fall	Spring	Summer A	Total
Miles/Day _____					
<small># of Classroom Days</small>					
Transportation Amount/Day	\$ -				
Childcare Amount	\$ -				
TOTAL WIOA SUPPORT COSTS					

	Summer B	Fall	Spring	Summer A	Total
TOTAL WIOA TRAINING & SUPPORT COSTS					

The above information is an estimate of obligated costs to complete the training for the above mentioned registrant as attested by the career advisor and participant below.

Eligibility Determination

SERVICE PROVIDER staff will be responsible for determining and documenting initial eligibility. Appropriate documentation of eligibility will be maintained in participant files. Eligibility determination must be completed in accordance with the Workforce Innovation and Opportunity Act and regulations found in 20 CFR parts 660-671. SGRC staff will certify eligibility of recruited participants, based on documentation secured by the SERVICE PROVIDER.

- Default Status
 - WIOA funds will not be utilized for educational expenses of students who are ineligible for other types of student financial assistance because they are in “default status”.
- Academic Probation
 - WIOA funds will not be utilized for a customer who fails to make satisfactory academic progress. Specifically, funds will not be extended during a period of academic probation. However, upon a customer’s removal from academic probation status and recovery of standard admission status, WIOA funds may be accessed again.

All Participants:

- WIOA participants must be citizens of the United States, National of the United States, lawfully admitted permanent aliens, refugees, asylees and parolees, and other immigrants authorized to work in the United States.
- Residents in the Southern Georgia Workforce Area. However, in the case of dislocated workers, services will be provided to those individuals who reside in the Southern Georgia Area or who have been terminated or laid off, or received a notice of layoff of employment, from an employer located in the Southern Georgia Area.
- Where applicable, individuals must comply with the Military Selective Service Act. Citizenship and draft registration status must be verified and documented.
- Veterans who meet WIOA eligibility requirements will be given priority of services over non-veterans who also meet WIOA eligibility requirements.
- Individuals who are employed at the time of participation must not be earning a “self-sufficient” wage, as defined by the Local Policy.
- Family is defined as two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:
 - a) A husband, wife, and dependent children.
 - b) A parent or legal guardian and dependent children.
 - c) A husband and wife.

Adults:

If an individual is to be served as an adult, his/her status as an adult must be verified and documented. The definition of “adult” is outlined in WIOA section 3(2). Essentially, an “adult” is defined as an individual who:

- a) is 18 years of age or older; **AND**
- b) is unemployed, defined as he/she has not worked in the seven (7) days prior to application; **OR**
- c) is underemployed, defined as at the time of registration he/she must not be earning a “self-sufficient” wage, as defined by the Local Policy.

Dislocated Worker:

If an individual is to be served as a dislocated worker, his/her status as a dislocated worker must be verified and documented. The definition of dislocated worker is outlined in WIOA section 3 (15-16). Essentially, a “dislocated worker” is defined as an individual who is one of the following:

- a) has been terminated or laid off, or who has received a notice of termination or layoff, from employment; **and**
 - is eligible for or has exhausted unemployment compensation; **or**
 - has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center referred to in section 121, attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; **and**
 - o is unlikely to return to a previous industry or occupation.
- b) has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at a plant, facility, or enterprise; **or**
 - is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days.
- c) was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community or because of natural disasters.
- d) is a displaced homemaker (defined under (Section 16 (A)(i) as an individual who has been providing unpaid services to family members in the home and who has been dependent on the income of another family member but is no longer supported by that income; and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment).

- e) is the spouse of a member of the Armed Forces on active duty (defined under (Section 16 (A)(ii) as the dependent spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced because of deployment, a call or order to active duty pursuant to a provision of law, a permanent change of station, or service connected death or disability of the member) and who has experienced a loss of employment as a direct result of relocation to accommodate employment as a direct result of relocation to accommodate a permanent change in duty station of such member.
- f) is the spouse of a member of the Armed Forces on active duty and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Out-of-School Youth:

If an individual is to be served as an out-of-school youth, his/her status as a youth must be verified and documented. The definition of an “out-of-school youth” is outlined in WIOA section 129 (1)(B). Essentially, an “out-of-school youth” is defined as an individual who:

- a) is not attending any school (as defined under State law) **and**
- b) is not younger than age 16 or older than age 24 **and**

Is 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.
- 3) A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual **and** is:
 - Basic skills deficient; **OR**
 - An English language learner.
- 4) An individual who is subject to the juvenile or adult justice system.
- 5) A homeless individual, a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or in an out-of-home placement.
- 6) An individual who is pregnant or parenting.
- 7) A youth who is an individual with a disability.
- 8) A low income individual who requires additional assistance to complete an educational program or to secure or hold employment.

Special Rule (Section 129 (2)): The term “low-income”, used with respect to an individual, also includes a youth living in a high-poverty area.

In-School Youth:

If an individual is to be served as an in-school youth, his/her status as a youth must be verified and documented. The definition of an “in-school youth” is outlined in WIOA section 129 (1)(C). Essentially, an “in-school youth” is defined as an individual who is:

- a) Attending school (as defined by State Law); **AND**
- b) Not younger than age 14 or (unless an individual with a disability who is attending school under State law) older than age 21; **AND**
- c) Low income; **AND**

Special Rule (Section 129 (2)): The term “low-income”, used with respect to an individual, also includes a youth living in a high-poverty area.

Is one or more of the following:

- 1) Basic skills deficient.
- 2) An English language learner.
- 3) An offender.
- 4) A homeless individual, a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or in an out-of-home placement.
- 5) Pregnant or parenting.
- 6) A youth who is an individual with a disability.

For youth eligibility purposes, a customer who has reached his/her 19th birthday, is living at home with parent/guardian, but who has individual earnings in the six-months prior to application that are at least \$2,500, may be considered a “non-dependent individual” or a “family of one”. As defined by local policy.

In determining the dependent status of children living in the household, refer to the Internal Revenue Code and the Working Families Tax Relief Act of 2004. A dependent child is defined as a child who:

- 1. is the taxpayer’s child, sibling or step-sibling, or a descendant of any such relative;
- 2. has the same principal abode as the taxpayer for more than one-half the taxable year;
- 3. is younger than 19 as of the close of the year, or is a student younger than 24 as of the close of the year (no age limit for someone who is disabled); and
- 4. has provided one-half or less of his or her own support for the year.

The section of Area 18's definition of "requires additional assistance to complete an educational program, or to secure and hold employment" that applies to this contract is as follows:

- A youth who possesses a high school diploma or GED but is unemployed or underemployed (in that he/she is not earning a self-sufficient wage as defined by WIOA Area 18 "Self-Sufficiency Policy") as documented by verification of income; OR
- A youth who possesses a high school diploma or GED but has a poor work history defined as the lack of employment for a minimum of six consecutive months with the same employer (as documented by UI wage information or verification of income or by self-attestation of lack of employment).

PROPOSAL REVIEW FOR RESPONSIVENESS

Organization's Name: _____

Program: _____

Proposal #: _____

Evaluating for Responsiveness

Immediately following the proposal deadline, all proposals will be reviewed to determine responsiveness to the "Request for Proposal." The following criteria **must** be met for the proposal to be determined responsive:

Proposal Received Prior to Deadline Yes No

Proposal is in the Required Format. Yes No

Correct Number of Copies Submitted Yes No

All Required Signature's Contained in the Proposal Yes No

If the answer to any of the above is no, the proposal is deemed unresponsive and no further evaluation will be done. The proposal will **not** be considered for funding.

Comments:

For SGRC use only:

Signature of Reviewer

Date

REVIEW CRITERIA

Proposer Name: _____ Program: _____

Proposal #: _____ Total Score: _____

Financial Management Criteria _____ X 4 = _____

- 1. Did the proposer include all the requested financial management/budget information?
- 2. Does the proposer have adequate financial resources?
- 3. Does the proposer have acceptable internal controls?
- 4. Was the budget information mathematically correct?
- 5. Will the accounting system and procedures adequately account for and report financial data?

Program Management Criteria _____ X 4 = _____

- 1. Does the proposer have a history of providing employment and training services?
- 2. Did the proposer include all the requested program management information?
- 3. Does/will the staff have the necessary qualifications?
- 4. Do the monitoring procedures ensure that the activities and services will be in compliance with WIOA and the contract?
- 5. Will the proposer have an office in the Southern Georgia area?

Performance Criteria _____ X 5 = _____

- 1. Does the proposer have sufficient educational and job training experience?
- 1. Was the requested past performance information provided?
- 2. Does the proposer's past performance indicate the capacity to perform the activities and services described in the proposal?
- 3. Is the proposed performance equal to or greater than the performance requested in the RFP?
- 4. Will the activities/services described in the proposal lead to achievement of the required performance measures?

Program Design Criteria _____ X 4 = _____

- 1. Did the proposer clearly and completely describe the program design?
- 2. Were the planned services thoroughly explained?
- 3. Were the planned training activities thoroughly explained?
- 4. Did the program design include a combination of services/activities?
- 5. Did it appear that a needed service or training activity was not included in the program design?

Cost Criteria _____ X 3 = _____

- 1. Does the cost seem reasonable?
- 2. Does the cost per participant compare favorably to other similar proposals?
- 3. Could the services/activities be provided at the cost proposed?
- 4. Does the proposed cost seem adequate for the number of individuals to be served?
- 5. Does any line item in the budget seem unusually high?

RATING PANEL INSTRUCTIONS & GUIDELINES

1. You should rate proposals independently using your own judgement. Do not discuss the proposals with other staff members or members of the rating panel.
2. You should be consistent in your ratings.
3. You must rate the proposals based only on the information contained in the proposal using the review criteria provided to you. You may not use your prior knowledge of the proposer to rate the proposal.
4. The proposals you have received have been deemed responsive and your responsibility is to determine if the proposal is competitive.
5. The 0-5 Rating References and Guidelines are to be used to assist you in the rating process; they are not absolute. Proposals will rarely meet the definition for the point value. Also, you may consider other information in the proposal that is related to the review categories (financial management, program management, performance, program design, and cost) even if the information is not specifically listed in the guidelines.

FINANCIAL MANAGEMENT

Rating Reference & Guidelines

<u>Rating Reference</u>	<u>Guidelines</u>
5	The Statement of Financial Capability is complete. The financial management system and internal controls are fully described and strong. Provisions for audits and invoicing procedures are fully explained. Bank and business references are included. There are no questions about the financial system.
4	The Statement of Financial Capability is complete. The financial management system and internal controls are described and acceptable. Invoicing procedures are explained. Bank and business references are included.
3	The Statement of Financial Capability is complete. The financial management system, internal controls, and invoicing procedures are adequate. Bank and business references are included.
2	The Statement of Financial Capability is incomplete. The system, internal controls, and invoicing procedures are provided but do not seem complete. The description of financial management creates some questions. Not enough details.
1	The Statement of Financial Capability is incomplete or not included. The financial management system, internal controls, and invoicing procedures are not acceptable and create some questions.
0	The Statement of Financial Capability is incomplete or not included and the financial management system is not acceptable.

PROGRAM MANAGEMENT

Rating Reference & Guidelines

<u>Rating Reference</u>	<u>Guidelines</u>
5	Proposer has 5+ years experience in providing employment and training services. Staff is qualified and has 5+ years experience in employment and training services and meets Workforce Development Area (WDA) requirements.
4	Proposer has 3-5 years experience in providing employment and training services. Staff is qualified and has 3-5 years experience in employment and training services and meets WDA requirements. Or proposer has 5+ years in successfully working with the population it proposes to serve, and staff will meet WDA requirements.
3	Proposer has 1-3 years experience in providing employment and training services. Staff is qualified and has 1-3 years' experience and meets WDA requirements.
2	Proposer has no experience in employment and training services, but has 1-3 years experience in providing programs where the required service delivery skills are similar. Staff qualifications meet WDA requirements. Organization's history and background indicate capability.
1	Proposer has no experience similar or comparable to employment and training services, but staff exceeds the WDA requirements. Organization capability is questionable.
0	Proposer has no experience similar or comparable to employment and training services and staff does not meet WDA requirements. Organizational capability is questionable.

PERFORMANCE

Rating Reference & Guidelines

<u>Rating Reference</u>	<u>Guidelines</u>
5	Past performance was excellent. Difficult target groups were served with excellent results. Monitoring and audit issues were non-existent or resolved professionally and timely.
4	Past performance was good in relationship to the population served. Monitoring and audit issues were resolved.
3	Past performance was adequate. Monitoring and audit issues were resolved.
2	Performance was not acceptable. Monitoring and audit issues were not resolved timely.
1	Performance is low. Monitoring and audit issues are unresolved and adequate time has been allowed to resolve the issues.
0	Performance is low and there are major monitoring and audit issues outstanding.

PROGRAM DESIGN

Rating Reference & Guidelines

<u>Rating Reference</u>	<u>Guidelines</u>
5	Description of the program design is very clear and easily understood. Explanation of all applicable services and training to be provided is complete, clear, and is consistent with the RFP. Curriculum is fully described and appropriate.
4	Description of the program design is somewhat clear and fairly easy to understand. Explanation of applicable services and training to be provided is clear and consistent with the RFP. Curriculum is generally described and appropriate.
3	Description of the program design is adequate. Explanation of services and training to be provided is adequate and consistent with the RFP. Curriculum is adequately described and appropriate.
2	Program design is complete but weak and lacks detail. Explanation of services and training to be provided is incomplete and weak. Curriculum is not adequately described and appropriate.
1	Program design is incomplete, very weak, and/or does not meet RFP requirements.
0	Insufficient information available or unsuitable program design.

COST

Rating Reference & Guidelines

<u>Rating Reference</u>	<u>Guidelines</u>
5	Cost appears to be a bargain for training/services proposed. Cost per participant and cost per training hour is lowest among the proposals received.
4	Cost appears to be competitive and reasonable for training and services proposed.
3	Cost appears suitable and reasonable for training/services proposed.
2	Cost seems to be high.
1	Cost seems to be unreasonably high. It is the highest cost per participant and cost per training hour among the proposals received.
0	This would be a “rip-off.”

Youth Contractor Checklist

WIOA sec. 123 requires States to establish criteria for LWDA's to utilize in the identification and selection of providers of youth workforce development activities. Below is the criteria established by the Georgia Department of Economic Development, Workforce Division.

Youth Providers Must:

- Provide an objective assessment for each youth participant that includes academic levels, skill levels, and service needs, for the purpose of identifying appropriate services and career pathways for participants and informing the individual service strategy; Assessment shall include a review of the following: basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, and development needs of each participant.
- Develop, and update as needed, an individual service strategy for each youth participant that is directly linked to one or more indicator(s) of WIOA performance. The strategy must identify appropriate career pathways that include education and employment goals, considers career planning and the results of the objective assessment, and prescribe achievement objectives and services for the participant.
- Provide case management of youth participants, including follow-up services.
- Provide referral services for all youth participants, including: providing participants with information about the full array of applicable or appropriate services available through the LWDA, other eligible providers, or one-stop partners; and referring participants to appropriate training and educational programs that have the capacity to serve them either on a sequential or concurrent basis.

Attachment T: Youth Contractor Checklist

WIOA and NPRM 681.460 requires fourteen (14) youth elements, either provided by or through service providers of the LWDA. Those elements must be detailed in the proposal.

- 1. Tutoring, Study Skills Training, Instruction and Evidence based Drop-out Prevention and Recovery Strategies;
- 2. Alternative Secondary School Services or Drop-out Recovery Services;
- 3. Paid and Unpaid Work Experiences;
- 4. Occupational Skills Training;
- 5. Education Offered Concurrently with and in the same context as Workforce Preparation;
- 6. Leadership Development;
- 7. Supportive Services;
- 8. Adult Mentoring;
- 9. Comprehensive Guidance and Counseling;
- 10. Financial Literacy Education;
- 11. Entrepreneurial Skills Training;
- 12. Labor Market and Employment Information Services;
- 13. Activities that Prepare for Transition to Post-secondary Education and Training;
- 14. Follow-up Services.

Attachment T: Youth Contractor Checklist

Youth Program Proposers must provide the following:

- A detailed description of each program element;
- Past youth performance information (for WIA/WIOA youth providers);
- A detailed description of provider partnerships with business partners;
- Provider must be in business for at least six months prior to the initial application and have a current business license or proof of active compliance with the Secretary of State Corporations Division;
- Provider must be current on all federal and state taxes (Must supply certification from accounting/tax firm of current tax standing regarding federal and state taxes, including Unemployment Insurance taxes);
- Provider must be in good standing with the Better Business Bureau with no outstanding complaints;
- Provider must not be found in fault in criminal, civil, or administrative proceeding related to its performance as a training or educational institution. Must disclose any pending criminal, civil, or administrative proceeding as either a defendant or a respondent;
- Provider must disclose any and all conflicts of interest with state or local LWDB staff or board members including, but not limited to, family ties (spouse, child, parent), fiduciary roles, employment or ownership interests in common;
- Provider must assure that the proposed facility is accessible and that reasonable accommodations are made for provision of services to disabled individuals;
- Provider must include a current federal tax ID number; and
- Provider must not appear on current federal, state, or local debarment and suspension lists.

Fourteen (14) Required Youth Program Elements

WIOA specifies fourteen (14) youth elements that must be made available to WIOA eligible youth. NPRM § 681.470 states while all 14 youth elements must be made available to youth, they do not all have to be funded through WIOA youth funds. Proposers must leverage partner resources to provide program elements that are available in the local area. The fourteen (14) youth elements are detailed below.

Proposers should review the list carefully and use it as a guide for planning activities to be included in program designs. It is not necessary to directly offer all, or even most, of the activities in the planned program design, however proposer should indicate how youth will be referred to other elements as required.

Proposers must include plans for guidance and counseling and follow-up, but may choose to provide any combination of the remaining twelve elements, in addition to any services not listed.

- 1) Tutoring - study skills training, 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 for a recognized postsecondary credential.
- 2) Alternative Secondary Education or Dropout Recovery Services - these services provide options for students who are at risk of dropping out of high school to remain engaged in an alternative learning environment focused on their particular skills, abilities, and learning style.

Proposers should identify alternative secondary education possibilities (i.e., adult literacy agencies for older youth, Job Corps for those over age 16, Georgia National Guard's Youth Challenge Academy, etc.) for youth who drop out of high school during program participation, the circumstances in which these programs will be accessed, and plans for coordinating their provision, in addition to any other dropout prevention activities, sharing case management responsibilities, etc.

Providing access to this program element/coordinating the provision of this service is mandatory.

- 3) Paid and Unpaid Work Experience – Paid and Unpaid Work Experiences are planned, structured learning experiences that take place in a workforce for a limited period of time. A work experience may take place in the private for-profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience where an employee/employer relationship, as defined by the Fair Labor Standards Act or applicable State law, exists. Work experiences provide the youth

Attachment U: Required Youth Program Elements

participant with opportunities for career exploration and for skill development. The types of youth work experiences include the following categories:

- a. Summer employment opportunities and other employment opportunities available throughout the school year; summer employment opportunities are a component of the work experience program element.
- b. Pre-apprenticeship programs; a pre-apprenticeship is a program or set of strategies designed to prepare individuals to enter and succeed in a registered apprenticeship program and has a documented partnership with at least one, if not more, registered apprenticeship program;
- c. Internships and job shadowing; and
- d. On-the-job training opportunities.

Work experience must be conducted in compliance with Child Labor Laws as outlined at www.dol.state.ga.us. Students must acquire work permits. Sites must be carefully chosen to ensure safety and to match the needs of individual youth, augment academic learning experiences, and coincide with or stimulate occupational interests. A detailed plan should be provided including a list of potential worksites, skills to be learned, and the total number to be served in this activity. Work experience wages shall not exceed \$7.25 per hour, or the most current minimum wage. The training plan for this activity should be for a minimum of 100 hours and should not exceed 360 hours. Service provider(s) will be required to monitor work sites for compliance and safety, to document participant progress, to resolve problems, to provide counseling, and to identify and record skills learned as a result of this experience. If the provider plans to provide work experience, payment methodology must be explained in detail in the proposal.

- 4) Occupational Skills Training – is an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Proposers must give priority consideration to training programs that lead to recognized postsecondary credentials that align with in-demand industry sectors or occupations in the local area.

Participants should be encouraged to obtain occupational skills training following high school graduation or, if appropriate, jointly enroll in occupational skills training and high school.

Proposers must identify the provider(s) and the circumstances under which occupational skills training will be accessed, and outline plans for coordinating the provision of occupational skills training by outside providers, i.e., local technical colleges. If the proposer intends to directly provide occupational skills training, a curriculum must be provided, along with other details of the training.

Attachment U: Required Youth Program Elements

- 5) Education – offered concurrently with and in the same context as workforce preparation. This program element reflects the integrated education and training model and requires integrated education and training to occur concurrently and contextually with workforce preparation activities and workforce training. This program element describes how workforce preparation activities, basic academic skills, and hands-on occupational skills training are to be taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway.
- 6) Leadership Development Opportunities – Leadership Development includes community services and peer-centered activities encouraging responsibility and focusing on other positive social and civic behavior opportunities that encourage responsibility, confidence, employability, self-determination, and other positive social behavior such as:
- a. Exposure to postsecondary educational possibilities;
 - b. Community and service learning projects;
 - c. Peer-centered activities; including peer mentoring and tutoring;
 - d. Organizational and team work training, including team leadership training;
 - e. Training in decision-making, including determining priorities and problem solving;
 - f. Citizenship training, including life skills training such as parenting and work behavior training;
 - g. Civic engagement activities which promote the quality of life in a community; and
 - h. Other leadership activities that place youth in a leadership role such as serving on youth leadership committees, such as a Standing Youth Committee.

Positive social and civic behaviors are outcomes of leadership opportunities, which are incorporated by local programs as part of their menu of services. Positive social and civic behaviors focus on areas that may include the following:

- a. Positive attitudinal development;
- b. Self-esteem building;
- c. Openness to work with individuals from diverse backgrounds;
- d. Maintaining healthy lifestyles, including being alcohol-and-drug free;
- e. Maintaining positive social relationships with responsible adults and peers, and contributing to the well-being of one's community, including voting;
- f. Maintaining a commitment to learning and academic success;
- g. Avoiding delinquency;
- h. Responsible parenting, including child support education;

Attachment U: Required Youth Program Elements

- i. Positive job attitudes and work skills; and
- j. Keeping informed in community affairs and current events.

Describe any leadership development opportunities to be provided, including involvement in community service projects, school projects, and clubs with civic responsibility. Leadership development opportunities are rather limited in Southern Georgia, so innovative leadership ideas are encouraged.

- 7) Supportive Services - Are defined as those necessary to assist youth to be successful in achieving their goals and will be made available based on the needs of the individual *if other sources of funding or services are not available to assist*. It is the responsibility of the service provider to ensure that other sources of supportive services funding are coordinated and accessed prior to utilizing Title I WIOA funds. These supportive services will be available, consistent with WDB policy, through a service provider contract or directly to individuals served, and may include the services listed in WIOA. For reference see *Attachment P: Southern Georgia Supportive Services Policy*.
- 8) Adult Mentoring- Mentoring must occur for a duration of at least 12 months and may occur both during and after program participation. Adult mentoring for youth must:
- a. Last at least 12 months, be documented, and may take place both during and following exit from the program;
 - b. Be a formal relationship between a youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement to develop the competence and character of the mentee;
 - c. Include a mentor who is an adult other than the assigned case manager.

While group mentoring activities and mentoring through electronic means are allowable as part of the mentoring activities, at a minimum, the youth program must match the youth with an individual mentor with whom the youth interacts on a face-to-face basis.

Mentoring may include workplace mentoring where the local program matches a youth participant with an employer or employee of a company.

If mentoring is to be provided, explain how it will be accomplished, mentor recruitment procedures, plans to match mentors with youth participants, planned mentoring activities, etc. Also, please note that this service might be provided during program participation and follow-up (see #9 below).

Attachment U: Required Youth Program Elements

- 9) Follow-up Services - In accordance with the Workforce Innovation and Opportunity Act, follow-up services must be provided for a minimum of twelve months after a participant exits the program. Therefore, follow-up services must be provided for twelve months or until the end of the contract period, whichever is sooner. Depending upon the needs of the individual participant, follow-up services are likely to include one or more of the other thirteen program elements including mentoring, guidance and counseling, and leadership development. The proposal should include details of plans for follow-up.
- 10) Comprehensive Guidance and Counseling – Provides individualized counseling to participants. This includes career and academic counseling, drug and alcohol abuse counseling, mental health counseling, and referral to partner programs, as appropriate.

Guidance and counseling is required for every youth participant from the time of registration through the completion of follow-up. The connotation of guidance and counseling in this instance is not clinical therapy. Youth that require or request professional help for a mental, behavioral, substance abuse, or other problem must be referred to an appropriate, licensed, individual or partner agency. When referring participants to necessary counseling that cannot be provided by the proposer/service provider, the proposer/service provider must coordinate with the organization it refers to in order to ensure continuity of service.

In this context, guidance and counseling means establishing a dialogue, giving suggestions and information to aid the youth in decision making and planning for the future, discussing problems and resolutions, goal setting, and other things of this nature in the course of identifying and meeting the needs of the individual. Guidance and counseling will most likely be provided by the staff of the service provider(s) but may sometimes be shared with partner agencies.

- 11) Financial Literacy Education – Financial Literacy Education includes activities which:
- a. Support the ability of participants to create budgets, initiate checking and savings accounts at banks, and make informed financial decisions;
 - b. Support participants in learning how to effectively manage spending, credit, and debt, including student loans, consumer credit, and credit cards;
 - c. Teach participants about the significance of credit reports and credit scores; what their rights are regarding their credit and financial information; how to determine the accuracy of a credit report and how to correct inaccuracies; and how to improve or maintain good credit;
 - d. Support a participant's ability to understand, evaluate, and compare financial products, services and opportunities and to make informed financial decisions;

Attachment U: Required Youth Program Elements

- e. Educate participants about identity theft, ways to protect themselves from identity theft, and how to resolve cases of identity theft and other ways to understand their rights and protections related to personal identity and financial data;
 - f. Support activities that address the particular financial literacy needs of non-English speakers, including providing the support through the development and distribution of multilingual financial literacy and education materials;
 - g. Provide financial education that is age appropriate, timely, and provide opportunities to put lessons into practice, such as providing access to safe and affordable financial products that enable money management and savings; and
 - h. Implement other approaches to help participants gain knowledge, skills, and confidence to make informed financial decisions that enable them to attain greater financial health and stability by using high quality, age-appropriate, and relevant strategies and channels, including, where possible, timely and customized information, guidance, tools, and instruction.
- 12) Entrepreneurial Skills Training – should provide the basics of starting and operating a small business. Such training must develop the skills associated with entrepreneurship. Some examples of entrepreneurial skill development include, but are not limited to, the ability to:
- a. Take initiative;
 - b. Creatively seeks out and identifies business opportunities;
 - c. Develop budgets and forecast resource needs;
 - d. Develop a customer-centered environment;
 - e. Understand various options for acquiring capital and the tradeoffs associated with each option; and
 - f. Communicate effectively and market oneself and one's ideas.

Approaches to teaching youth entrepreneurial skills include, but are not limited to, the following:

- g. Entrepreneurship education that provides an introduction to the values and basics of starting and running a business. Entrepreneurship education programs often guide youth through the development of a business plan and may also include simulation of business start-up and operation.
- h. Enterprise development which provides support and services that incubate and help youth develop their own business. Enterprise development programs go beyond entrepreneurship education by helping youth access small loans or grants that are needed to begin business operation and by providing more individualized attention to assist in the development of a viable business idea.

Attachment U: Required Youth Program Elements

- 13) Labor Market and Employment Information Services – 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. The Labor Market Area is an economically-integrated geographic area within which individuals can reside and find employment within a reasonable distance or can readily change employment without changing their place of residence.
- 14) Activities that Prepare for Transition to Post-Secondary Education and Training – include career exploration and research. Proposers are encouraged to provide youth with relevant information and opportunities.

Bidders must propose to provide all fourteen (14) of the above elements as determined to be appropriate for the individual needs of each youth enrolled. The needs of the youth enrolled will be determined by each participant's objective assessment and individual service plan. Bidders should provide a detailed description of each program element, including the specific program elements they intend to provide directly, as well as how they plan to coordinate the provision of any remaining elements. For instance, a proposer may not plan to provide mentoring activities directly, but will utilize the services of a partnering agency or organization to ensure that mentoring is available, when appropriate. Evidence of this type of partnership should be documented in the proposal.



Policy/Procedure #: **18-006-100**

Policy Name: **Individual Training Account Policy (ITA)**

Effective Date: **09/19/2016**

OVERVIEW

WIOA funds will be used for costs incurred during the pursuit of occupationally specific programs of study that lead to a diploma or certificate for WIOA eligible adults, dislocated workers and youth. In addition to the WIOA eligibility requirements, youth must be: a) 18 years old and no older than 21; b) not be actively pursuing a secondary school diploma or its equivalent on the date of participation.

PROGRAMS OF STUDY

Training must be in occupations identified in the local WIOA Local Plan as growth and/or demand occupations or documentation of employment prospects must be provided. Training must result in an employment wage sufficient to attain self-sufficiency without the aid of public assistance.

HOPE/PELL

WIOA funds will be used only when HOPE and Pell funds are inadequate to cover expenses. (A customer's total tuition and class-related expenses less his/her HOPE and Pell funds equals allowable WIOA training expenditure.)

RESIDENCY REQUIREMENTS

Services will be reserved for adult and youth customers who reside in the Southern Georgia area. However, in the case of dislocated workers, services will be provided to those individuals who reside in the Southern Georgia area or who have been terminated or laid off, or received a notice of layoff of employment, from an employer located in the Southern Georgia area.

Individual Training Account (ITA) Voucher

WIOA funds will be utilized in the form of a voucher for ITAs. ITAs will be used to purchase tuition, essential books/supplies that are instructor-required purchases for *all* students taking any given course, and for graduation and training-related purchases including, but not limited to, medical exams, vaccinations, uniforms, graduation fees, testing fees, etc. The maximum amount of an ITA voucher is \$6,000 per customer.

TIME LIMIT

ITAs have a 2.5-year time limit, regardless of the length of the customer's training program. Hence, customers must select programs that will be finished in 2.5 years or less.

SUPPORT PAYMENTS

Supportive Service benefits may be available to assist WIOA eligible participants with costs associated with participating in WIOA funded training activities. Supportive services means services such as transportation, child care, and/or dependent care that are necessary to enable an individual to participate in activities authorized under the Workforce Innovation and Opportunity Act.

WIOA funds will be used to pay support payments for customers who are physically attending training classes as verified by the instructor's signature on a timesheet. Participants are required to attend the classroom training for the duration of the respective class to be eligible for the support payment. For example, participants who attend only ½ of the class will not be eligible for the support payment for that

day. Service providers will work with instructors to ensure they do not sign off on a time sheet for someone who does not attend the full class session.

Payments will not be pro-rated for fewer hours of attendance, nor will payments be made for sick days or holidays.

SUPPORT PAYMENT AMOUNTS

Payments will be made to qualifying Adults, Dislocated Workers and Youth based upon round trip miles driven per day. Payments will be made as follows:

Tier	Round Trip Miles	Amount
1	0-15 Miles	\$15/day
2	16-30 Miles	\$17/day
3	31+ Miles	\$19/day

For additional details please see the **Southern Georgia WDB Supportive Services Policy**.

DEFAULT STATUS AND ACADEMIC PROBATION

WIOA funds will not be utilized for educational expenses of students who are ineligible for other types of student financial assistance because they are in “default status.”

WIOA funds will not be utilized for a customer who fails to make satisfactory academic progress. Specifically, funds will not be extended during a period of academic probation. However, upon a customer’s removal from academic probation status and recovery of standard admission status, WIOA funds may be accessed again if the 2.5-year time limit has not expired.

CHANGES IN COURSE OF STUDY

Customers may not change majors and continue to receive WIOA assistance. However, Southern Georgia Regional Commission (SGRC) staff may approve “minor” changes in a major (program of study) if customers stay within the same field and do not extend the total period of attendance beyond the 2.5-year training time limit.

ADDITIONAL DIPLOMA/CERTIFICATE

SGRC staff may approve WIOA assistance during the acquisition of an additional diploma/certificate that is closely related to the original diploma/certificate if doing so increases the customer’s marketability and does not violate the 2.5-year and \$6,000 limit.

LODGING

WIOA funds may be utilized, at the rate of \$40 per night, for lodging for a customer who is enrolled in training and is required to participate in an activity out of town (i. e., clinicals for nursing students).

EXCEPTIONS

The Southern Georgia Workforce Development Board’s Executive Committee will make decisions regarding exceptions to the local training policies on a case-by-case basis. When an exception is requested, the WIOA customer’s case manager may attend the Committee meeting to elaborate about the circumstances necessitating the exception. Also, the customer may attend and/or provide a brief essay (one page) justifying the appropriateness of the exception.

Approvals/Changes

<i>Southern Georgia WIB Approved</i>	<i>June 4, 2013</i>
<i>Revised and WIB Approved</i>	<i>June 19, 2014</i>
<i>Revised and WDB Approved</i>	<i>June 10, 2015</i>
<i>Revised for WIOA</i>	<i>July 1, 2015</i>
<i>Revised and WDB Approved</i>	<i>September 19, 2016</i>



Policy/Procedure #: 18-006-300
Policy Name: Work Experience (WEX)
Effective Date: **07/01/2017**

I. Purpose

To provide guidelines defining the process to provide for Workforce Innovation and Opportunity Act (WIOA) participants engaged in Work Experience (WEX) activities.

II. Overview and Definitions

Under WIOA, WEX is a planned, structured learning experience that takes place in a workplace for a set/limited period of time. WEX can also be referred to as subsidized employment or be used in a transitional jobs activity. WEX can be paid or unpaid, full or part time, as appropriate.

The intention of a WEX is to enable participants to explore career options and gain exposure to the working world and its requirements. WEX shall be designed to enhance the employability of individuals through the development of good work habits and basic work skills.

Although the majority of WEX activities occur with youth participants, adults and dislocated worker participants may also take advantage of these services.

For the WIOA youth program, WEX must have an academic and occupational education component.

III. General Qualifications and Restrictions

WEX is an allowable activity in all WIOA programs, but is a critical WIOA youth program element. Local Workforce Development Area's (LWDAs) must meet a twenty (20) percent minimum WEX expenditure rate. Program expenditures on the WEX program element include wages as well as staffing costs for the development and management of WEX activities. Similar to the seventy-five (75) percent OSY expenditure requirement, administrative costs are not subject to the twenty (20) percent minimum WEX expenditure requirement. The WEX expenditure rate is calculated after subtracting funds spent on administrative costs. The twenty (20) percent minimum is calculated based on non-administrative local area youth funds and is not applied separately for ISY and OSY.

Providers should seek employers that are committed to helping participants receive the experience and training that is required for employment beyond the WEX period. Employers should be willing to work closely with program staff and be flexible in working with participants who have barrier to employment.

Attention must be given to ensure that WEX arrangements do not unfavorably impact current employees and do not impair existing contracts for services or collective bargaining agreements. WEX, including internships, in the private for-profit sector must be structured so as not to appear to be subsidizing private for-profit operations.

Potentially eligible companies able to participate in work experience include:

- Private for profit businesses
- Private non-profit businesses
- Public sector employers

IV. Participant Eligibility

All WEX participants must meet WIOA program eligibility requirements.

WEX opportunities are offered to participants when the participant's individual employment plan (IEP) or individual service strategy (ISS) identifies that the participant would benefit from this activity. WFD requires that the justification for a Work Experience be outlined in the customer's IEP or ISS.

Participants are ineligible for WEX if a job opportunity is declined twice and/or if he/she is unsuccessful at a work site due to personal behavior or is selected for WEX and declines without justification.

V. Minors and WEX

Service Providers must follow all Federal, State and Local Child Labor Laws.

All participants under the age of 18 need a work permit to begin employment or a paid WEX. All minors, including home schooled minors, minors not attending school, and minors from out-of-state, must have their certificates issued by one of the below sources:

1. Superintendent of schools or his/her designee (each school usually has a designated issuing officer).
2. Principal Administrative Officer of a licensed private school or his/her designee.

These minors should take their birth certificate to the issuing officer. After the issuing officer has certified the employment certificate online, he/she will print a completed copy from the system and present it to the minor. The minor takes the computer generated copy of the online certificate to the employer. The employer must maintain this copy of the employment certificate at the worksite as long as the minor is employed.

VI. Duration and Funding Limits

The duration of the WEX activity can be scheduled for up to twelve (12) weeks. The duration for a WEX activity should be based on the participant's needs and skill sets. The duration should be based on the following factors:

- Objectives of the WEX
- Length of time necessary for the participant to learn the skills identified
- Quality and quantity of meaningful work activities
- WEX budget

The Employer has the discretion to end the paid WEX for any reason. The Employer may extend the WEX past the twelve-week limit. WorkSource Southern Georgia (WSG) requires the employer to request the extension in writing. Email is acceptable.

The Employer is also free to hire the participant during or after the twelve (12) weeks, but is not obligated to hire anyone.

WEX is subject to a maximum funding limit of \$6,000.

VII. Compensation

Participants enrolled in a paid WEX shall be compensated at an hourly wage not less than the State or local minimum wage. Generally, the WEX participant will be paid what standard employees are paid by that employer per the position.

WEX participants are expected to work a minimum of twenty (20) hours per week. Hours worked may never exceed 40 hours. WEX participants are not authorized to work overtime.

Participants shall only be paid for the hours worked during the WEX and documented on the participant's timesheet. WEX participants cannot be paid for lunch breaks or vacation time.

VIII. WEX Incentives

Incentives may be provided to youth upon completion of activities tied to those goals identified in the ISS.

IX. WEX Master Agreement – Employer

The WEX Agreement must be used for all WEX assignments. A single WEX Agreement may be written for a group training with a single training site provided the working conditions, job description, training plan, wage rates and terms of the Agreement are the same for all participants covered by the Agreement.

The WEX Agreement details the specific guidelines that must be followed by the employer, participant and WSG staff and/or WSG Service Provider. WEX agreements must be fully approved by the WSG Service Provider and employer and signed by all parties prior to the start of the WEX. A copy of the fully executed WEX agreement will be provided to the worksite, the participant and the service provider. This step ensures that all parties fully understand the roles and expectations of the WEX activity.

WEX agreements may be modified. All modification must be in writing and signed by all parties prior to the effective date of the modification. Verbal modifications of WEX agreements are not valid.

At a minimum, WEX agreements should include the following elements

- Names and contact information for all parties;
- The names and titles of all employer staff that are authorized to sign the timecard for the WEX participant(s);
- The participant's WEX start and end date;
- Responsibilities and expectations of the participant, the worksite employer, and the WSG staff or service provider;
- The job title, pay, duties, and goals for each WEX participant;
- A statement informing the worksite that they may be subject to worksite monitoring by both state and local representatives, as well as regular visitations by WSG staff to check on the progress of the WEX participants;
- Other information relevant to the specific WEX activity; and
- Signatures and dates from site supervisor and WSG SP staff.

X. WEX Participant Handbook

Each WEX participant is provided with a WEX Participant Handbook. The WEX Participant Handbook outlines the WIOA program rules and regulations and serves as a guide for the participant during his/her WEX activity. The handbook also includes the following details regarding the participants WEX assignment:

- Worksite Name
- Supervisor Name
- Telephone Number
- Service Provider Name
- Service Provider Contact Name
- Service Provider Contact Number
- Number of hours to work weekly
- Hourly Pay
- Work Hours
- Work Days

XI. Participant Training Evaluation

During the course of the WEX activity the WEX Supervisor will be asked to rate the WEX participant's work performance by completing a Participant Training Evaluation. Service Provider (SP) staff will provide the evaluation form and will assist the WEX Supervisor with the timing of the evaluation(s). The WEX Supervisor is expected to periodically discuss with each participant their performance and progress. This will let the WEX participant know how they are doing, in which areas they are performing satisfactorily, what improvements they need to make, and help to keep open lines of communication between themselves and the participant.

XII. Worksite Monitoring

WIOA program staff must ensure regular and on-going monitoring and oversight of WEX. Monitoring may include on-site visits and phone/email communication with the employer/trainer and participant to review the participant's progress meeting training plan objectives. Any deviations from the WEX agreement should be dealt with promptly.

WEX participant's training and payroll records may be reviewed by Federal, State and WSG fiscal and program monitors. These entities have the right to access, examine and inspect any site where any phase of the WEX program is being conducted. Proper WEX documentation must be maintained in such a way to facilitate an audit. WEX training and payroll records must be maintained for seven (7) years after the participant's conclusion of WIOA enrollment activities.

XIII. Documentation to be Maintained

Documentation of the WEX must be maintained in the participant's file and should include, at a minimum, the following items:

1. An assessment and IEP/ISS/OAS indicating a need for WEX;
2. A copy of the agreement between the participant, the worksite or host site and the provider including any attachments to the agreement, such as a training plan.;
3. Time sheets, attendance sheets and performance records, as appropriate.
4. A copy of the minor's work certification (if applicable). The original work certificate must be kept at the worksite of the employer.

XIV. Liability

The SP serves as the employer of record, meaning the employer liabilities are attached to the SP, not the client or the Worksite Supervisor. The SP is responsible for paying the employer taxes such as FICA, FUTA, SUTA, Workers' Compensation and any local payroll taxes. The SP also provides general liability insurance.

Attachments:

Non-Financial Worksite Agreement

Work Experience Participant Handbook

Work Experience Supervisor Handbook

Work Experience Participant Evaluation

Approvals/Changes

Revised and WDB Approved 02/14/2018