

PROPOSAL COVER SHEET

AGENCY INFORMATION

Name of Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____

Title: _____

Phone Number: (____) _____ Fax Number: (____) _____

Email Address: _____

Type of Organization: ___ Government ___ Private Non-Profit ___ Private For-Profit
___ Educational Institution ___ Other: _____

Federal Identification Number: _____

Certification Source (Please check the appropriate boxes):

- Department of Education – Higher Education
- Department of Education – Private Vocational Education
- Department of Labor – WIB approval for classroom training only
- Local Education Agency
- Other: _____

Certification Status:

- Certificate (attach to proposal)
- Not Certified
- Certificate Pending (specify): _____

Total number of staff currently employed by agency: _____ # of FT _____ # of PT

Total number of staff currently employed for program: _____ # of FT _____ # PT

Number of years the organization has been in operation: _____

Have any of your contracts or grants from any source ever been terminated or suspended for any reason?

YES NO (If yes, please attach an explanation to the proposal)

Has the organization been cited, fined, or reprimanded for any regulatory, statutory, audit/financial or code violations within the last three (3) years? YES NO *(If yes, please attach an explanation to the proposal)*

Date of the most recent financial audit: _____ (please attach your most recent audit to the proposal)

All Sub-recipients are required to submit to this agency on an annual basis a full copy of their last full organization audit report to the Atlantic County Workforce Development Board. The audit must reflect under each awardees list of schedules the grant amount awarded by the Atlantic County Workforce Development Board for the program year. The type of annual audit report is determined by the incorporation status as follows:

A) Grantees who are governmental or non-profit organizations that expend a minimum \$750,000 in federal or state financial assistance within their fiscal year must have annual single audits or program-specific audits performed in accordance with the Super Circular, Subpart F-Audit Requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and state policy. The audits shall be performed on an organization-wide basis.

B) Grantees who are governmental or non-profit organizations that expend less than \$750,000 in federal or state financial assistance within their fiscal year, but expend \$100,000 or more in state and/or federal financial assistance within their fiscal year, must have either a financial statement audit performed in accordance with Government Auditing Standards (Yellow Book) or a program-specific audit performed in accordance with Super Circular, Subpart F – Audit Requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and state policy.

C) Grantees who are governmental or non-profit organizations that expend less than \$100,000 in federal or state financial assistance within their fiscal year, but expend \$50,000 or more in federal and state financial assistance must have a special report applying agreed upon procedures including, but not limited to, reviewing and testing the cost and expenses incurred for which reimbursement was requested to determine their propriety under the contract and review of the training records which substantiate training was completed in accordance with the contractual obligations. The procedures to be followed shall be provided by the department's Office of Internal Audit.

D) Grantees who are for-profit organizations that expend \$50,000 or more in federal or state financial assistance within their fiscal year must have either:

- A grant-specific audit in accordance with Governmental Auditing Standards (Yellow Book), or;
- A financial audit report conducted under generally accepted auditing standards which includes a separate report on compliance with contractual provisions, or;
- A special report applying agreed procedures including, but not limited to, reviewing and testing the cost and expenses incurred for which reimbursement was requested to determine their propriety under the contract and review of the training records which substantiate training was completed in accordance with the contracts. The procedures to be followed shall be provided by the department's Office of Internal Audit.

The Atlantic County Workforce Development Board requests an electronic or hard copy of the applicable audit be submitted to this agency's fiscal agent no later than 30 days from the organization's date of receipt of the final audit report. If such report(s) are not yet available, please provide the anticipated date of receipt.

Is the organization in receivership, bankruptcy, or are such proceedings pending? YES NO

You may be required to submit a letter from a CPA to support these statements and to certify that the organization is solvent and financially capable of managing the proposed services.

Location of Program (the primary physical site where the program activity will occur) if different from above

Facility Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

PROGRAM SUMMARY INFORMATION *(Circle all that apply)*

Out-of-School Youth Ages 16 to 24 **Total # to be enrolled:** _____ Budget Request: \$ _____.

AUTHORIZATION OF SUBMISSION

To the best of my knowledge and belief, information in this proposal is true and correct. I understand that missing documents or pages required in this proposal may disqualify this application. This proposal has been duly authorized by the appropriate board/officials of the applicant agency. If approved for funding, the proposing entity will comply with all standard contract provisions as issued by Atlantic County Government. I understand that if funded, Atlantic County Government reserves the right to negotiate contracts and/or de-obligate funding at anytime for any reason. The amount of funding available is determined by the New Jersey State Department of Labor and Workforce Development.

Signature of Chief Executive Officer

Date

SECTION 1: PURPOSE OF FUNDING

The Atlantic County Office of Workforce Development and the Atlantic County Workforce Development Board intends to create an opportunity for **all Atlantic County WIOA-eligible Out-of-School youth between the ages of 16 and 24**, to obtain a high school equivalency diploma if they have not already done so. This program also extends additional opportunities to achieve industry-valued credentials, post-secondary placement, and employment. More specifically, the opportunity includes career exploration of local industries, through workplace visits, (either virtually or in person) and job shadowing, learning about specific job duties and the skills necessary to do the job. Once the desired career pathway has been identified, the youth will be guided to obtain the necessary training to attain an industry-valued credential. This opportunity could also include access to post-secondary education, either vocational or academic, as a precursor to a successful career pathway. Finally, the opportunity includes placement in a local job that offers a portal to a sustainable career.

The vision described in this competitive contract incorporates the foundational philosophy of the Workforce Innovation and Opportunity Act, which states that, “WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.”

Related WIOA Performance Measures include the following:

1. Ensure that eligible, enrolled youth receive an individualized service strategy (ISS) that leads to unsubsidized, sustainable employment as part of a successful career pathway.
2. Ensure that eligible, enrolled youth either progress toward or achieve a high school diploma, then continue to post-secondary education.
3. Ensure that eligible, enrolled youth interested in pursuing post-secondary education are supported, successfully placed, encouraged to participate, and continue toward their industry-valued credentials or academic degrees and the subsequent career pathways.

SECTION 2: ELIGIBLE APPLICANTS

Eligible applicants may include any private-for-profit, private non-profit agencies, organizations, corporate bodies or public entity non-sectarian, public educational institutions, with a proven track record of serving the needs of individuals described in this competitive contract. In order to be eligible for state and/or federal funding, all community-based agencies, labor organizations, public/governmental agencies and private business providers must obtain certification through the New Jersey State Department of Labor and Workforce Development in order to be on the New Jersey Eligible Training Provider List (ETPL). The approval process for ETPL certification is explained in NJWIN 10-17(A), which is attached to this RFP. Those providers who receive contract awards will be required to submit an ETPL application following the instructions of NJWIN 10-17 (A), except for those applicants who must be certified through the New Jersey Department of Education under New Jersey Public Law 2005, c. 354, C.34:15C-1, Definitions-qualifying school f. (2)(a).

Applicants may be a consortium of private, public and non-profit agencies and must be able to collaborate with the existing program structure to ensure purpose and timely delivery of all services. All collaborations must designate a lead

agency. The lead agency will be held legally responsible for the programmatic and fiscal accountability of the complete program, its implementation, goals, objectives, case management, outcomes, performance measures, monitoring, follow-up and evaluation. Partner agencies in the consortium may have financial or non-financial agreements with the lead agency and will be held jointly responsible for their respective responsibilities and obligations under the contract.

Applicants submitting proposals in response to this competitive contract must comply with all Federal, State and County rules and regulations governing the purchase of services and the contract process. Applicants must demonstrate the capacity to comply with all required service expectations, administrative tasks and documentation requirements related to the deliverable services of this competitive contract. Applicants are required to comply with Affirmative Action Requirements of Public Law 1975, c. 127 (N.J.A.C. 17:27) and the requirements of the Americans with Disabilities Act of 1990 (P.L. 101-336).

SECTION 3: CONTRACT PERIOD

It is the intention of the Atlantic County WDB to fund a three-year contract.

- Three Year Program July 1, 2023 to June 30, 2026

SECTION 4: AVAILABLE FUNDS

The total amount of available funding for contracted services in Atlantic County is contingent upon receipt of funds from the New Jersey Department of Labor and Workforce Development. **The maximum cost per participant is \$6,000.00. The award ceiling is \$834,000 .** Applicants that submit bids in excess of this cost per participant or award ceiling will not be considered for funding. It is the intention of the WDB to fund a minimum of one contract for Atlantic County.

SECTION 5: RECOVERY OF DISALLOWABLE COSTS/MIS-SPENT FUNDS

The sub-recipient shall repay the grantor agency amounts found not to have been expended in accordance with this competitive bid and subsequent contract provision or provisions in accordance with the WIOA statute. The sub-recipient shall be liable to repay such amounts from funds other than funds received through this or other contracts with the grantor agency if the determination shows that mis-expenditures were due to willful disregard of the requirements of this competitive contract and/or subsequent contract or the WIOA statute, gross negligence, or failure to observe accepted standards of administration and operation. At the grantor agency's option, mis-expenditures other than those that were due to the areas of misconduct stated above, may be repaid by the sub-recipient by offsetting such amounts against other amounts of funds to which the sub-recipient may be entitled to under this competitive contract, subsequent contracts, or other contracts.

Any funds paid to the sub-recipient in excess of the amount to which said sub-recipient is finally determined to be entitled under the terms of this competitive contract and subsequent contract shall constitute a debt to the grantor agency. If not paid within a reasonable period after demand, the grantor agency may take any actions permitted by law to recover the funds. The grantor agency, at its option, can charge interest on any overdue debt so long as such interest charges are in accordance with the Federal Claims Collection Standards (4 CFR Parts 101-105).

SECTION 6: PAYMENT

Awarded contracts from this bid will be 80% cost reimbursement and 20% performance based. Budget proposals must identify a level of service using the maximum of \$6,000 per youth. **Cost reimbursement will be compensated at a maximum amount of \$4,800 per participant. The remaining \$1,200 per participant will be paid only when identified benchmarks are achieved.** Cost reimbursement will be determined by the number of enrolled youth identified as part of the proposed Level of Service. Enrolled youth are identified as participants who have completed an Individual Service Strategy with a minimum of 3 program elements and have participated in the program for a minimum of two (2) consecutive weeks, with time sheets to document the attendance. Participants are expected to spend an average of fifteen (15) hours per week for the first two weeks with documented attendance of a minimum thirty hours to justify enrollment. Awarded contracts will receive reimbursement for all expenses for the first three months of the contract year.

The cost per youth enrolled, cannot exceed \$6,000. Therefore, in order for grantees to receive payment beyond the first three (3) months of the contract year, the sub-recipient must have enrolled a sufficient number of youth to support the invoiced expenses. The amount of year-to-date expense cannot exceed \$6,000 per youth. As an example, if the grantee has enrolled fifteen youth in the first six months of the program, and proposed a level of service of thirty, the year-to-date payment cannot exceed \$90,000, (including benchmark payments) and no further payment could be made that grant year without additional enrollments.

In order to assure best results for targeted outcomes, bidders must enroll 33% of their proposed LOS within the first 90 days of the program year. (Because open youth enrollment can occur between July 1st and March 31st of each program year.)

YOUTH OUTCOMES-20% Performance Based

Sub-recipients may claim up to two (2) benchmarks per youth totaling \$1,200.

Eligible Benchmarks Include:

1. Youth registering and participating in post-secondary education;
2. Youth receiving an industry-valued credential as part of an occupational training program;
You can review the state's list of acceptable credentials at www.njtopps.com
3. Full-time (30 hours or more per week) or Part-time (between 20 and 30 hours per week) employment.
4. ONLY ONE of the following Measurable Skill Gains can be claimed per program year:
 - a) EFL Increase OR.
 - b) High school equivalency diploma, OR;
 - c) Documented progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.

Benchmark Value for first benchmark (any of the above):	\$600
Benchmark Value for second benchmark:	\$600

(Benchmark payment will be based on submission of required documentation for performance outcomes.)

The deadline for submission (received in the office) of the final invoices are Program Year 2023: August 30, 2026; Invoices received after these dates will not be honored.

Sub-recipients will be required to invoice in 30-day intervals. Failure to do so will result in the de-obligation of funds. Final payment will not be made until the Atlantic County Office of Workforce Development has received all required documentation. Invoices must be submitted to: Fiscal Unit, Atlantic County Office of Workforce Development, 2 South Main Street, 2nd Floor, Pleasantville, New Jersey 08232. Invoices must be submitted on a Workforce Development Grant (WDG) voucher. This voucher must include the: sub-recipient name, program name, contract number, month of service rendered and requested reimbursement amount. In addition, the following documents must be attached to the WDG voucher:

1. Self generated vendor invoice
2. Copy of individual ISS for enrollment verification and stipend/incentive verification.
3. Documentation for reimbursement of Support Services
4. Copies of daily participant sign in and sign out sheets and/or
5. Documentation to support and justify stipend payments.
6. Documentation to support and justify incentive payments.

SECTION 7: TARGET POPULATION

The target population includes persons who may reflect one or more of the following characteristics:

The Atlantic County Workforce Development Board has established this program for youth between the ages of 16 and 24, who are eligible under the requirements established by WIOA Title I for the Out-of-School Youth population.

Youth eligible for the Out-of-School Youth Program:

There are only two categories of out-of-school youth for which the participant must be determined low-income:

- A recipient of a secondary school diploma or its recognized equivalent who is a low income individual and is either basic skills deficient or an English language learner
- A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

None of the other categories of out-of-school youth need to be determined to be low-income:

- A school dropout
- A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter. School year calendar 2nd

quarter is based on how a local school district defines its school year quarters; Note: This is a new eligibility category under WIOA.

- An individual who is subject to the juvenile or adult justice system;
- A homeless individual (as defined in the Violence Against Women Act a homeless child or youth as defined in the McKinney-Vento Homeless Assistance Act, a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under sec. 477 of the Social Security Act), or in an out-of-home placement; Note: The Workforce Investment Act (WIA) only used the definition of homeless under the McKinney-Vento Act; The inclusion the definition under the Violence Against Women Act is new to WIOA. See page 5 for the full definition.
- An individual who is pregnant or parenting;
- An individual with a disability Note: Disability is now a stand-alone category under WIOA and is not included with “Requires Additional Assistance” as under WIOA.

SECTION 8: SERVICE STRATEGY/SCOPE OF SERVICES

All proposals shall comport to CDC Guidelines for virus protection. Program descriptions should include the use of virtual interactions as part of the program structure where warranted. In-person programs and activities should describe compliance with CDC guidelines as part of their COVID protocol. Participant safety must be placed at the front of all activity descriptions.

Sub-recipients must operate programs on a continuous basis for 12 consecutive months beginning July 1st and ending June 30th of any given program year. **Youth enrolled after March 31st of any given year must have prior approval from the youth coordinator.**

This section of the competitive contract is based on Section 129 of WIOA. Federal statute mandates that performance will be measured through ongoing skill gains and defined outcomes that in many cases will occur after the youth exits the program. It is therefore critical that grant awardees emphasize their efforts to follow youth accomplishments after they exit the program. Primary responsibility for following the youth after exiting the program will reside with the YouthWorks Employment Specialist.

The WDB is interested in procuring service providers that use an industry-focused approach to prepare youth for employment in industry-valued occupations within the local area. Bridge programs such as the I-Best program in Washington State and the LaGuardia Community College program in New York City are examples of programs that blend classroom academic instruction with industry targeted, career-focused contextualized curriculum.

- A. **Youth Recruitment:** The contracted vendor is responsible for advertising, recruiting and engaging all Out-of-School youth for this program. Sub-recipients must be aware of the eligibility criteria identified in Section 7 of this RFP. All recruited youth must have their eligibility verified by the One Stop’s eligibility staff. **Sub-recipients will be expected to collect all intake documentation to determine WIOA eligibility.**
- B. **Youth Assessment:** Sub-recipients must conduct a series of individualized assessments in order to develop a unique service strategy that will help create the career pathway appropriate for the youth. The assessments must

include objective evaluation of academic levels, skill levels and service needs. A comprehensive assessment should include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes and developmental needs. The assessment must also identify the youth's strengths and accomplishments as this is the motivational foundation for the creation of the required Individual Service Strategy. Multiple assessment tools may be necessary since there is no standard approach to assessment that will work for all youth, including youth with disabilities.

- C. **Career Exploration:** All youth are required to participate in a career exploration experience as part of provider services. Sub-recipients must provide youth with the opportunity to learn about a minimum of four (4) local in-demand industries. The learning experience should last up to four (4) weeks. The career exploration could take the form of a video presentation, personal presentation by industry representatives or observation of actual industry work sites, but all activities should provide participating youth with exposure to sustainable job opportunities and career pathways within local in-demand industries, so that they can make informed, educated choices about their area of interest.
- D. **Follow-Up :** All case management services must include structured continuation of service. This process should include updates once a month for the first six months after the youth exits the program. This three-year program will allow opportunities to retrieve benchmarks and will allow more success for the individual.
- E. **Youth Activities:** Youth who are recruited to an Out-of-School Youth Program will participate in a number of activities associated with and expected of contracted providers:
1. Assessment Activities-as discussed above, all youth will participate in one or several activities to obtain an accurate, individualized assessment.
 2. Literacy-related activities-these activities will provide remediation for youth who are without a high school diploma or require remediation. Financial literacy activities are included as one of the 14 program elements within the individualized service strategy (ISS).
 3. Career Pathway Activities: Contracted providers must deliver this activity directly to youth. The primary goal of this activity is to prepare youth for unsubsidized employment or target postsecondary education or occupational training interests. Sub-recipients should consider the use of New Jersey Department of Labor's Skill up online training program, which can be found on their website. Supplemental curriculum and resources are allowable but must be identified in the applicant proposal.
 4. Work Readiness Training: Sub-recipients must provide this activity directly to youth. This activity offers youth opportunities to enhance certain employment-related skills that reinforce their marketability and employability such as: digital literacy training, workplace competencies, financial literacy training, customer service and work values. In addition, this activity should focus on basic work ethics training consisting of: positive attitudes towards work, respect for

others, showing up for work, being punctual, self-motivation and self-initiative, personal accountability and responsibility, team building and leadership development. Because the major goal is skills progress, the objective for this activity focuses primarily on building customer core competencies.

5. **Work-Based Experience:** Sub-recipients must provide this activity directly to youth. This activity is designed to serve youth who are in need of intensive employment-related services. It is intended to elicit and enhance a youth's skillfulness, attitude, and work competency while on the worksite. **This activity includes job shadowing and internships.** An internship is a pre-professional experience that provides an opportunity to gain relevant knowledge and skills prior to beginning a specific career. Job shadowing means to observe, typically a professional within an industry or workplace of the youth's area of interest. **Youth must be paid a \$12.00 per hour stipend rate.**
 6. **Community-Service Learning Projects:** Sub-recipients must provide this activity directly to youth. This activity provides youth with opportunities to build self-esteem, develop team building skills and become contributing members within their communities. These activities are performed for the benefit of the community and are coordinated with public entities such as non-profit organizations, government, community, and faith-based entities.
- F. **Youth Services:** These activities are the direct responsibility of the contracted provider. They are those services that are provided to support the youth within the program. The services include, but are not limited to the following:
- a. **Case Management-** Responsibilities include 1) creating a positive working relationship with the youth; 2) review of assessments, aptitudes, interests, and abilities, 3) joint development and maintenance of the Individual Service Strategy; 4) documenting case progress and 5) offering counsel for personal matters that may affect a youth's achievement of performance outcomes. In addition, referrals may be made to partner agencies. These referrals may include, but are not limited to housing, transportation, legal aid, mental health, substance abuse and counseling, among others. Follow-up will be required during the second quarter after program completion.
 - b. **Support Services-** Sub-recipients have the responsibility of assuring the participating youth have access to supportive services such as: transportation assistance, childcare and dependent care assistance, housing assistance, educational testing assistance, assistance with uniforms or appropriate work attire or work-related tools, links to community services and other supportive services delineated in WIOA, section 3 (59).
 - c. **Transition Services-** These services help to prepare the youth for and transition to postsecondary education and training. Activities identified might include SAT/ACT testing assistance, assistance with filling out financial aid applications, assistance with college admission applications, assistance in completing activities to obtain a WIOA training grant as well as other service activities related to the postsecondary transition. Job Development/Job Placement Services are also available for those youth who achieve ISS objectives and are determined to be 'job

ready'. Referrals can be made to the One Stop Career Center Job Developer, or the provider can use the list of identified job postings to aid the youth in job placement.

d. **Stipends:** This service provides financial motivation for participants to attend and participate in the program. Stipends are usually fixed, small regular payments made to a youth to encourage participation in WIOA youth programs. Stipends are reasonable expenses that can be used for unpaid work experience as long as the provision of stipend is included in the ISS. The current stipend rate is **\$12.00** per hour for un-paid work experience.

e. **Incentives:** This service provides a financial reward for significant accomplishment by the youth. Incentives must be for recognition of the achievement of milestones in the program tied to work experience, education, or training.

(Stipend and incentive guidance can be found on pages 33-36 of the current Youth Services Contracted Provider Guide, found on the One Stop Career Center website, www.learntrainworkac.com under 'Other Services'.)

f. **Program Elements:** WIOA lists 14 program elements that are required in the local area. While each youth does not have to receive all 14 program elements, they must receive all elements that are targeted to meet the youth's identified goals and objectives within his/her Individual Service Strategy. The US DOL expects that WIOA-enrolled youth receive multiple program elements. For this grant, all youth must receive a minimum of three (3) program elements. The following are a list of the WIOA program elements:

1. **Tutoring, Study Skills**
2. **Alternative Secondary School/Dropout Recovery**
3. **Paid and Unpaid Work Experiences**
4. **Occupational Skills Training**
5. **Education Concurrent with Workforce Prep Activities**
6. **Leadership Development Opportunities**
7. **Supportive Services**
8. **Adult Mentoring**
9. **Follow-Up Services- (follow-up services are the responsibility of the YouthWorks case manager)**
10. **Comprehensive Guidance and Counseling**
11. **Financial Literacy**
12. **Entrepreneurial Skills Training**
13. **Services that Provide Labor Market Information**
14. **Postsecondary Preparation and Transition Activities**

G. **Youth Outcomes:** All youth outcomes must be associated with the performance measures described in TEGL 10-16, related to the implementation and operation of the performance and accountability system under section 116 of WIOA. Youth outcomes are also defined in Section 6 of this Request for Proposal.

1. Youth who achieve a high school diploma or equivalency AND one of the following:
2. Youth who enroll in postsecondary education and have documented participation. (semester grades)
3. Youth who enroll in occupational training and obtain an industry-valued credential.
4. Obtain full-time, or part-time employment;

5. Youth who show documented progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.

SECTION 9: REPORTING REQUIREMENTS

- A. Sub-recipients are responsible for charting progress, monitoring attendance and submission of bi-weekly timesheets to the Atlantic County Workforce Development.
- B. Sub-recipients will be required to submit work evaluations, signed by the worksite supervisor every 30 days of participation for youth. The evaluations should be submitted to the Youthworks employment specialist.
- C. Sub-recipients must provide copies of all credentials, certificates, diplomas, and documentation that supports performance measure achievement.

SECTION 10: OTHER REQUIREMENTS

1. Sub-recipients must adhere to 20 CFR 683.220 regarding the handling and protections of personally identifiable information (PII) policy attached to this competitive contract.
2. Sub-recipients are required to maintain youth files containing but not limited to: intake and demographic information, assessment results, Individual Service Strategy (ISS) and case notes related to ISS progress.
3. Sub-recipients are required to maintain files for work site authorization that include the worksite application and individual placement agreements. (Copies of these documents can be found as attachments within the Youth Services Contracted Provider Guide)
4. Youth files must be kept in a secured (locked) cabinet or drawer.
5. Sub-recipients are expressly prohibited from subcontracting any of their proposed services once the proposal is submitted and after the contract award.
6. Sub-recipients will return an executed contract to the Atlantic County Law Department within 30 days of the issuance date or risk not being awarded funds.
7. Sub-recipients are responsible for the distribution of stipends and incentives, consistent with the language of the ISS and the limits established within the WIOA Youth Incentive and Stipend Policy, found in the attachments of the Youth Services Contracted Provider Guide.
8. Sub-recipients are required to maintain open enrollment to ensure continuity of youth engagement and participation.
9. Sub-recipients will be required to attend case counseling sessions, once per month with the Youthworks employment specialist to share information related to youth's progress.
10. Sub-recipients must update the Individual Service Strategy, as needed.
11. Sub-recipients must attend mandated operations meetings, as scheduled.
12. Sub-recipients are required to develop and monitor worksites for Work-Based Experiences. Worksites must be approved via a Worksite Agreement. This Agreement must be submitted to the Atlantic County Office of

Workforce Development. Sub-recipients must provide an orientation to worksites to ensure the accuracy of timesheets and to express the importance of record keeping with regards to reporting requirements. This should be acknowledged in the Agreement.

13. Sub-recipients are expected to place, case manage and monitor youth in Work-Based Experiences.

SECTION 12: BUDGET REQUIREMENTS

- A. **Hybrid Contract**: A maximum of 80% of the budget may be allocated to expenses and funded through cost reimbursement. 20% of the contract award is performance-based and will be distributed through benchmark attainment. **Cost per customer cannot exceed \$6,000.**
- B. **Stipends**: Actively enrolled youth will be paid **\$12.00** per hour for participation in unpaid work-based experiences. Sub-recipients are responsible for paying stipends directly to youth. Sub-recipients are responsible for charting progress, monitoring attendance, and submitting bi-weekly timesheets that reflect the number of actual hours of participation. Sub-recipients will be reimbursed these costs upon submission of validating documentation and related invoice(s)
- C. **Supportive Services**: These services aid youth in achieving specific outcomes. Sub-recipients will be responsible for paying for support services on behalf of youth. Grant funded support services include: transportation related to work-based experience, pre-apprenticeship, or employment and eligibility documentation. This service may not exceed **\$1,000** per youth, per program year. Expenditures for supportive services that exceed \$1,000 per year must receive prior approval from the grantor agency. Sub-recipients will be reimbursed these costs upon submission of validating documentation and invoice(s). These services may be provided as youth and sub-recipient identify the need. **Sub-recipients may not opt out of providing supportive services.**
- D. **Incentives**: This is a monetary compensation or gift card that is offered to youth for achieving specific outcomes and is consistent with the WIOA Youth Incentive and Stipend Policy. Sub-recipients are responsible for assuring that the ISS supports the plan for incentive attainment. Upon planned benchmark attainment, sub-recipients are responsible for paying incentives directly to youth. Sub-recipients will be reimbursed these costs upon submission of validating documentation and invoice(s).

SECTION 13: MONITORING AND EVALUATION

Monitoring reviews will take place on a monthly basis in order to assess sub-recipient's progress toward LOS achievement as well as compliance with program and contract requirements. The County of Atlantic shall provide to the sub-recipient, consultation, and technical assistance for the duration of the contract. The County shall perform fiscal management reviews to oversee the management of funds provided to Sub-recipients. The County reserves the right to make on-site visits to review financial and programmatic management activities. Monitoring reviews will include, but are not limited to:

- Examine attendance and/or sign-in sheets of participants enrolled during the current program year.

- Interview the supervisor(s) and the youth participants.
- Conduct a facility review including a copy of the current fire certificate and certificate of occupancy.
- Review youth evaluations and/or progress reports.
- Visit work activity sites.
- Verify signature of supervisor approving participant's timesheet.

The County reserves the rights to make on-site visits to assure services are being provided as required. The County will provide at least one in-depth evaluation of sub-recipients during the contract period. Evaluations will be conducted by persons designated by the County. Sub-recipients will be contacted to schedule visits at a mutually agreeable time and each evaluation will not exceed three (3) days in duration, except in special circumstances. Written corrective action plans will be requested if its determined sub-recipients are deficient.

Sub-recipients shall submit financial reports related to this program as requested to the County of Atlantic. Sub-recipients agree to retain all books, records or other documents related to this program, on-site for three (3) years after final payment. Sub-recipients agree to safeguard information and records pertaining to consumers participating in this program in accordance with relevant standards on the use and disclosure of such information as defined by the NJLWD.

SECTION 14: EVALUATION CRITERIA

The arrangement of criteria is not meant to imply the order of importance in the selection process. Proposals will be reviewed by a group of at least three evaluators. The review team will make recommendations, which will be forwarded to the Workforce Development Board (WDB) for final approval. Applicants must earn a minimum overall score of 70% for consideration of funding. Proposals shall be evaluated based on the following criteria:

PROGRAM NARRATIVE CRITERIA	Points Available
A. EXECUTIVE SUMMARY	15 Points Available
Administrative ability to meet goals and manage contract obligations	5
Prior Experience in delivery of similar programs	5
Organizational Chart	5
B. PROGRAM APPROACH	
<i>Youth Recruitment and Evaluation</i>	45 Points Available
Strategy to Recruit and Engage Youth	20
Identified Assessment Tools	5
Description of how assessments will be used in ISS development	20
<i>Youth Services</i>	80 Points Available
Describe case management strategies in relation to the ISS.	20
Describe how career exploration will be developed and utilized	10
Describe how case management will conduct follow-up after program completion	20

Describe- implementation of youth incentives; payment method	5
Describe- transitional services; preparation for employment, training, or college	10
Describe job readiness services; preparation for employment	15
Youth Activities	90 Points Available
Describe Activity Structure	10
Describe Each Activity Offering	5
Proposed Level of Service by Activity	5
Identified curriculum that will be utilized	5
Implementation Timetable	5
Description of Youth Flow	20
Describe process to arrange work experience opportunities	20
Describe process to arrange community service-learning projects	10
Describe retention efforts to support youth participation	10
Youth Outcomes	25 Points Available
Described process to monitor progress toward identified outcome measures	10
Described method to document and verify outcome attainment	10
Method to evaluate the quality of service and level of success	5
C. SERVICE COORDINATION	35 Points Available
Description of Staff Experience	5
Description and Experience of Staff	5
Identified collaborators/partners/sub-contractors in the delivery of services	5
Described how partnerships will function	20
BUDGET NARRATIVE	35 Points Available
Described how agency will utilize funds	10
Costs are reasonable	20
Financial stability of the organization	5
OTHER REQUIRED DOCUMENTS	15 Points Available
Staff Resumes	5
Organizational Chart	5
3 Letters of Private Sector Support	5
TOTAL POINTS AVAILABLE	340

SECTION 15: RENEWAL OF CONTRACT CRITERIA:

Re-evaluation criteria are listed below and will be conducted during the 2nd quarter of the calendar year (April –June). The arrangement of criteria is not meant to imply the order of importance in the renewal process. Applicants must receive an overall score of at least 70% in order to be considered for renewal.

Criteria	Points
% of Participants Achieving WIOA Performance Benchmarks	60

Timely submission of invoices (30-day intervals)	10
Proposed Level of Service vs. Level of Service Obtained	60
Monitoring Report (2 of 3 Satisfactory)	30
Completion of 2 nd Quarter follow-up	30
Total	190

SECTION 16: APPEALS

Pursuant to 29 CFR 97.36(b)(12) the Executive Director of the WDB must receive a written request by the close of business no later than seven (7) working days from the date the applicant is notified of the status of the proposal. The letter must include any information the applicant wishes to use/ have considered, and an explanation why the information was omitted from its original submission. On behalf of the County of Atlantic, the WDB Executive Committee will review the letter and decide whether to hear the appeal based on the position presented in the letter. The applicant will be notified, in writing, within ten (10) working days from the receipt of the appeal. The determination of the WDB Executive Committee shall be final. These procedures shall in no way provide an applicant with the ability to access the scoring records of the competitive contract, nor provide access to the individuals scoring the application.

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SECTION 17: APPLICATION AND SUBMISSION INFORMATION

Proposals are to be submitted in 12 font, 1.5 line spaced, one-inch margins and one-sided. Please provide **one (1) electronic version** to the Atlantic County Office of Budget and Purchasing, 6th Floor, 1333 Atlantic Avenue, Atlantic City, New Jersey 08401 by the date and time issued in this competitive bid.

Proposals submitted for consideration must include all of the following sections in the order stipulated and be numbered in the same manner. Please use the same categories in this competitive bid in the application. A W9 must be included with your proposal. We will not read or consider any materials beyond the specified page limit in the application review process. Applicants must submit a single audit with their proposal for consideration of funding. Atlantic County Government reserves the right to reject any proposal not in conformance with the requirements of this competitive contract.

A. PROPOSAL CONTENT AND FORMAT

Agencies should submit one proposal. Your proposal should be in the exact order stipulated in this competitive contract and utilize the same category headings.

Application submitted in response to this competitive contract must consist of four separate and distinct parts.

- Proposal Cover Sheet
- Program Narrative (no more than 25, double-spaced pages)
- Program Budget (no more than 3, double-spaced pages)

Other Required Documents

1. **PROPOSAL COVER SHEET:** Please use the document attached to this competitive bid and include it as the cover page to your proposal.

2. **PROGRAM NARRATIVE**

- a. **Executive Summary:**

- Indicate the year your agency was established.
- Provide a description of your organization's administrative and programmatic capacity to operate the programs, citing your experience in operating similar programs and working with the target population.
- Indicate the number of staff members your agency plans to employ for the operation of this program and the anticipated staff to youth ratio will be.
- Explain how your agency will make a contribution to Atlantic County's overall youth workforce development system. Concentrate on the elements of your program that you believe make it successful, unique, or otherwise worthy of funding.

- b. **Program Approach:**

- Describe how your agency will engage and recruit WIOA eligible youth customers from all areas of Atlantic County, for the program.
- Describe how the program approach will engage youth immediately, provide continuous job search and assist in achieving identified outcomes of the Individual Service Strategy.
- Describe how youth data will be recorded, the use of this data by your agency, and your means of maintaining confidentiality of participant records and data.
- Describe how time and attendance will be monitored.

- i. **Youth Evaluations**

- Identify the academic, employability, vocational and social assessments you will use to assess youth.
- Identify the method of assessment implementation.
- Describe in detail, the process that will be used to develop and implement the career exploration process.
- Describe how the career exploration process and the assessments will be utilized to develop the Individual Service Strategy (ISS) and place youth in appropriate and meaningful activities.

- ii. **Youth Services**

- Describe any case management strategies you will employ to help youth remain in active participation.

- List the support services you will provide and how you will assess the need. You may not opt out of this requirement.
- Describe how stipends will be applied to the work experience activities identified in the ISS.
- List the incentives you will provide and how you will assess achievement. You may not opt out of offering. Describe how you will implement youth incentives identified in the ISS. Identify the payment method.
- Describe how you will provide transition services to help youth prepare for and transition to unsubsidized employment, post secondary or occupational education.
- Describe how you will use Atlantic County Office of Workforce Development's Job Developer and job posting services for youth that are job ready.
- Describe how you will provide follow-up services to ensure the success of the youth in the outcome(s)

iii. Youth Activities

- Describe the overall activity structure, level of service in each activity and customer flow. Include the timetable for implementation of activities.
- List all curriculum resources you will utilize for activities.
- Describe any innovative techniques your program will utilize in the training, retaining or supporting youth in the successful completion of an activity. List each technique separately.
- Describe how career exploration will introduce youth to *individualized* educational, work activity or occupational components of career pathways.
- Describe the process for arranging work-based experiences for youth based on the Individualized Service Strategy.
- Describe retention efforts you will implement to support youth participation.

iv. Youth Outcomes

- Describe the system to track and report measurable progress on ISS objectives.
- Describe the plan to target and achieve identified Individual Service Strategy objectives that will lead to measurable performance outcomes.
- Describe how you will meet or exceed the performance measures outlined in this competitive contract.
- Describe the methods you will utilize to measure and evaluate quality of service and level of success.

c. Service Coordination:

- Identify any sub-contractors (receiving grant funds). Provide a list of proposed sub-contractor activities. Identify partners/collaborators (not receiving grant funds through a sub-contract) you will utilize in delivery program services. Each sub-contractor must be listed with the responsibilities to program operation clearly defined. Describe how these coordinated partnerships will function.
- Identify and describe the staffing plan for all core program staff positions, including the Project Director/Manager, Fiscal Direction/Manager and other key positions.

- Describe the experience of the staff person(s) responsible for administering the programs with requested funding.
- Provide a brief description of the duties and qualifications of staff person(s) responsible for the administering of the programs.

3. BUDGET NARRATIVE (See Budget Instructions below before completing this section)

- Identify the entire grant amount requested.
- Describe your agency's financial capacity to operate the program.
- Describe how your agency intends to utilize grant funds by line item.
- Personnel – List all staff positions by title (both current and proposed). Give the annual salary of each position, the percentage of each position's time dedicated to the project, the amount of each position's salary funded by the grant and the total personnel costs for the grant period.
- Fringe Benefits – Provide a breakdown of the amounts and percentages that comprise fringe benefits costs such as health insurance, FICA, retirement, etc...
- Travel – Specify the purpose and mileage.
- Supplies – Identify the specific supplies needed for the operation of the program.
- Contractual – Identify each proposed contract and specify its purpose and estimated cost.
- Other – List each item in sufficient detail for us to determine whether the costs are reasonable or allowable. List any item, such as stipends, incentives and support services.
- List in-kind contributions your agency will utilize in the operation of the program, including the amount.

4. OTHER REQUIRED DOCUMENTS:

- Attach resumes of the employees that will work on this project. Please attach anticipated job descriptions for each position that will be funded, if vacant.
- Attach an organization chart clearly demonstrating the organization's management structure.
- Three (3) letters of support from private sector employers authenticating available positions for program use.
- Include a list of existing employer contacts/partnerships (less than one (1) year old) to be utilized for youth placements in unsubsidized employment.
- List of potential worksites for work-based experiences and pre-apprenticeships
- Organizational Chart
- W9

SECTION 17: BUDGET INSTRUCTIONS

- Budgets must adhere to the hybrid contract design and shall be inclusive of both line item (80%) and benchmark (20%) budget reimbursement rates. Applicants must utilize the attached budget template. Applicants that submit budget pages that differ from the document attached to this competitive bid will be disqualified from this review.

- The anticipated enrollment is the **minimum number of participants** that your agency plans to enroll.
- Submit a THREE-year budget (July 1, 2023 – June 30, 2026). Do not include in your budget costs related to the purchase of equipment, food/beverage amenities, capital construction or renovation, membership fees and contributions/donations.
- **Funds earned via performance benchmarks may be expended by Sub-recipients in whatever manner they deem appropriate.**
- Do not include in your budget any “in-kind” contributions that will be utilized to supplement the program.

Budget instructions for line-item section (80%):

- If a category on the budget pages is not applicable based on the instructions in this competitive contract, please display an N/A in the budget box.
- Personnel costs will be applied towards the line-item section of the budget pages.
- Service providers shall be reimbursed at the most current IRS standard mileage rate when operating a car for grant purposes.
- Costs for sub-contractors must be included.
- Participant stipends (**\$12.00 PER HOUR**), supportive services (**MAX: \$1,000 PER**) and participant incentives (**MAX: \$200 PER**) will be applied towards the line-item section of the budget pages.

Budget instructions for benchmark section (20%):

- A minimum of twenty percent (20%) of the total contract will be allocated towards the benchmark section of the budget pages.
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