



REQUEST FOR PROPOSALS
WORK-BASED LEARNING and
EMPLOYABILITY PROGRAMS

Serving In-School or Out-of-School Youth
in the
South Central Connecticut Workforce Region

Funded by the Workforce Innovation and Opportunity Act (WIOA)

Release Date:
Monday, April 10, 2023

Letter of Intent Due:
Monday, May 1, 2023

Proposals Due:
Wednesday, May 24, 2023
4:00 p.m.

Issued by
Workforce Alliance
The Workforce Board of South Central Connecticut

I. PURPOSE

The Workforce Innovation and Opportunity Act (WIOA) of 2014 provides for local Workforce Investment Boards (WIBs) to support a menu of programs and services to dramatically increase the employability of youth. Workforce Alliance, the WIB serving South Central Connecticut, is issuing this Request for Proposals to support **WIOA programs for In-School or Out-of-School Youth**. Qualified applicants are being sought with the demonstrated capacity to provide work-based learning activities for youth that will allow them to gain the work attitudes, behaviors, skills and experience that employers require. Please note that any award and any executed contract resulting are subject to any and all final WIOA regulations.

WIOA programs should be designed to meet the needs of youth residing in the thirty towns that make up the South-Central Workforce Investment Area and to assist them in attaining WIOA performance standards, as outlined in this document. The thirty towns are Bethany, Branford, Chester, Clinton, Cromwell, Deep River, Durham, East Haddam, East Hampton, East Haven, Essex, Guilford, Haddam, Hamden, Killingworth, Madison, Meriden, Middlefield, Middletown, Milford, New Haven, North Branford, North Haven, Old Saybrook, Orange, Portland, Wallingford, Westbrook, West Haven, and Woodbridge. Programs must also align with regional LMI (Labor Market Information) that indicate viable career pathways for the future.

II. DESIGN FEATURES AND IDENTIFIED THEMES FOR ELIGIBLE YOUTH

This RFP requests proposals that will incorporate these evidence-based design elements and themes for serving the youth population.

- **Work-based learning** – ALL programs must include a work-based learning component. Spending on this component must be **not less than 25%** of the proposer's total request. This includes staff apportionment assigned to the work-based component. Examples of work-based learning can be found on page 3.
- **Improving Educational Achievement** – Proposals must include capacity to provide elements such as tutoring, study skills training, and instruction leading to secondary school completion; dropout prevention strategies and alternative secondary school offerings;
- **Sectoral Involvement and/or Employment** - Proposals must reflect significant involvement of employers. This may include curriculum design and consultation, guest speakers, workplace tours, mentoring, summer employment opportunities, internships, paid work experience that reflects CT DOL minimum wage laws, unpaid work experience (in not-for-profit, 501c3 organizations only), On the Job Training, Apprenticeships, occupational skills training, and direct hiring of participants.

- **Contextualized Learning Models** – Contextualized Learning is defined as the integration of knowledge into real life applications. It is the framework wherein which those who are learning are facilitated in their connecting what is learned to the real world. It is a marriage between school-based teaching and learning and hands-on, occupational-specific learning. Students learn in the area of their interest. It promotes the development of knowledge and skills for success in the "real world".

Work-Based Learning Requirements for All Programs

Work-based learning activities are required for all programs funded through this process. All programs must be operated in accordance with CT Department of Labor requirements for the employment of minors, as applicable. Please refer to www.ctdol.state.ct.us "Department of Labor Checklist for the Employment of Minors in Connecticut" for specific information.

The following are examples of work-based learning opportunities. Workforce Alliance requires these activities to be in occupations and/or industries reflecting regional economic demand or job growth, and leading to career pathways:

- On-the-Job Training
- Occupational Skills Training (leading to approved certificate/license and employment)
- Paid Employment (preferred) or Unpaid Work Experience
- Internships and Externships in occupational areas corresponding to participants' career goals and interests.
- Apprenticeships

All work-based learning programs should also include a combination of job readiness, basic skills and occupational skills training, as applicable to the needs of the target population or individuals served.

*Work Experience is a critical WIOA youth program element. Work experience helps youth understand proper workplace behavior and what is necessary to attain and retain employment. Work experience can serve: (1) as a steppingstone to unsubsidized employment; and (2) is an important step in the process of developing a career pathway for youth. According to research, work experience is correlated with higher high school graduation rates and success in the labor market. This is particularly important for youth with disabilities. Work experiences are designed to enable youth to gain exposure to the working world and its requirements; help youth acquire the personal attributes, knowledge, and skills needed to obtain a job and advance in employment.

Standard Work Experience (service provider as employer): A Memorandum of Agreement (MOA) and Training Summary must be completed prior to the placement of participants at a worksite.

Training Summary: A training summary must be completed for each job that will be performed at a Worksite. The original training summary must be attached to the worksite MOA and a copy placed in each of the participant's file that will be maintained with the appropriate timesheets for that placement.

Timesheets: All participants on a Work Experience must complete a time sheet at the end of the scheduled work period. The job duties and tasks that the participant performed must be completed on the WIOA Work Experience Time Sheet for each day worked and must tie to the work elements, duties and tasks listed on the WIOA Training Summary.

- Time sheets must be completed with pay period dates, dates and hours worked, and duties documented.
- Time sheets must be signed and dated by both the participant and the supervisor.
- The supervisor must complete the evaluation section of the timesheet.
- The individual signing as the supervisor must be listed on Training Summary as authorized to sign time sheets.
- Time sheets must be complete with dates, duties, supervisor evaluation, and signed and dated before a participant can be paid.

Sectoral Commitment with Employers/Employer Groups

All programs must include strategic relationships with relevant entities such as employers, Business and Industry Associations, Chambers of Commerce, etc. Collaboration efforts with such entities to provide work-based learning activities must be specifically described within the proposal narrative and signed Memoranda of Agreement (MOA) must be included for each collaborating entity specified within the proposal. Proposals should demonstrate ***specific sectoral employer commitment***, rather than general support.

Contextual Learning

All out of school programs must include strategic relationships with educational entities or in-house strategies for the provision of contextual learning. These efforts must be specifically described within the proposal narrative, and signed MOAs must be included for each collaborating entity identified within the proposal and must also be described with the proposal narrative.

Coordination with the American Job Center and Workforce Alliance

Workforce Alliance currently supports four American Job Centers (AJCs) in the region, one full-service center in New Haven, and three satellite centers located in Hamden, Meriden, and Middletown. The WIOA Local Plan and the most recent RFP for One Stop Provider speak to the WA Youth Committee and Board of Directors' interests in better connecting youth, and especially out of school youth, to the AJC's. This may include attendance at workshops, job clubs, more detailed career assessments, more seamless connection to summer activities, and where appropriate, co-enrollment. All successful bidders will be required to meet with the One Stop Provider and develop a detailed plan for establishing and maintaining that connection throughout the term of the contract.

Minimum Wage Requirements

The provisions under the amendments to the Fair Labor Standards Act (FLSA), which resulted from the Minimum Wage Increase Act of 1996, apply to all participants enrolled in programs operated under WIOA. Individuals employed in activities authorized under the Act must be paid at the prevailing minimum wage rate in Connecticut. Currently, the minimum wage in Connecticut is \$14.00 per hour. Minimum wage increases to \$15.00 per hour on June 1, 2023.

III. WIOA PERFORMANCE MEASURES AND REQUIREMENTS

All youth programs funded through this RFP process will be assessed using the performance measures defined by the Workforce Innovation and Opportunity Act, as outlined below.

For **all** youth, performance measures are as follows:

- Percentage of youth placed into employment, post-secondary education, or advanced training (quarter 2 post-exit)
- Percentage of youth placed into employment, post-secondary education, or advanced training (quarter 4 post-exit)
- Median wage earnings of youth who are employed in the 2nd quarter.
- Percentage of youth who attain credentials recognized by USDOL and CTDOL.
- Percentage of youth in an education or training program leading to a post-secondary credential or employment and who are achieving measurable skill gains toward such a credential or employment.
- Effectiveness in serving employers.

***Credential Attainment** - A credential is defined for purposes of this proposal as follows:

A certificate is awarded in recognition of an individual's attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation. These technical or occupational skills are based on standards developed or endorsed by employers. Certificates awarded by the workforce investment board are not included in this definition. Work readiness certificates are also not included in this definition. A certificate is awarded in recognition of an individual's attainment of technical or occupation skills by:

- 1. A state educational agency or a state agency responsible for administering vocational or technical education within a state.*
- 2. An institution of higher education described in Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in the student financial assistance programs authorized by Title IV of that Act. This includes community colleges, proprietary schools, and all other institutions of higher education that are eligible to participate in federal student financial aid programs.*
- 3. A professional, industry, or employer organization (e.g., National Institute for Automotive Service Excellence certification, National Institute for Metalworking Skills, Inc., Machining Level I credential) or a product manufacturer or developer (e.g., Microsoft Certified Database Administrator, Certified Novel Engineer, Sun Certified Java Programmer) using a valid and reliable assessment of an individual's knowledge, skills, and abilities.*
- 4. A registered apprenticeship program.*
- 5. A public regulatory agency, upon an individual's fulfillment of educational, work experience, or skill requirements that are legally necessary for an individual to use an occupation or professional title or to practice an occupation or profession (e.g., FAA aviation mechanic certification state certified asbestos inspector).*
- 6. A program that has been approved by the Department of Veterans Affairs to offer education benefits to veterans and other eligible persons.*
- 7. Job Corps centers that issue certificates.*
- 8. Institutions of higher education which are formally controlled, or have been formally sanctioned, or chartered, by the governing body of an Indian tribe or tribes.*

Credentials include, but are not limited to, a high school diploma, GED, or other recognized equivalents, post-secondary degrees/certificates, recognized skill standards, and licensure or industry-recognized certificates.

IV. WIOA ELIGIBILITY

WIOA Eligibility Criteria for In-School Youth:

In-school Youth – The term “in-school youth” means an individual who is:

- A. Attending school (as defined by State law);
- B. Not younger than age 14 or (unless an individual with a disability who is attending school under State law) older than age 21;
- C. A low-income individual; and
- D. One or more of the following:
 1. Basic skills deficient.
 2. An English language learner.
 3. An offender.
 4. A homeless individual
 5. Pregnant or parenting.
 6. A youth who is an individual with a disability.
 7. An individual who requires additional assistance to complete an educational program or to secure or hold employment.

WIOA Eligibility Criteria for Out-of-School Youth:

- A. Age 16 to 24, inclusive *and* not attending school (as defined by State law).
- B. Fall within *one or more* of the following categories:
 1. Individual with a disability
 2. School dropout.
 3. Not attended school for at least the most recent complete school year calendar quarter.
 4. Youth with a high school diploma or GED who is low income but is basic skills deficient or an English language learner.
 5. Offender
 6. Homeless, runaway, or foster child
 7. Pregnant or parenting
 8. A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

Section 681.230 provides that for purposes of title I of WIOA, DOL does not consider providers of adult education under title II of WIOA, YouthBuild programs, or Job Corps programs as schools. Therefore, if the only “school” the youth attends is adult education provided under title II of WIOA, YouthBuild, or Job Corps, DOL will consider the youth applicant an Out of School Youth for purposes of title I of WIOA youth program eligibility.

General WIOA eligibility for all potential participants will be determined by the Workforce Alliance/One-Stop Provider, utilizing CTHIRES as the main tool for eligibility determination and certification. Eligibility will only be determined upon receipt of *all* required information from program operators and potential participants. *Subsequently, individuals will only be recognized by Workforce Alliance as enrolled and countable in a program after eligibility has been determined and certified.*

“Low income” defined as 70% of the Lower Living Standard Income Level as follows:

Family Size	1	2	3	4	5	6
*Annual Family Income (Metro)	\$13,590	\$20,018	\$27,474	\$33,916	\$40,027	\$46,807

*Chart represents 2022 approved standards. Awaiting final DOL 2023 standards.

For families larger than six persons, an amount equal to the difference between the six- and five-person family levels (\$6,780) should be added to the six-person family income level for each additional person in the family.

Recruitment of Eligible Youth

Recruitment of youth program participants will be the responsibility of both program operators and Workforce Alliance, although **program providers should assume the primary responsibility for recruitment in sufficient numbers to produce the planned cohort number of eligible participants.** Programs should be designed accordingly, and recruitment plans clearly and fully outlined in the proposal. A plan for *selection of eligible youth for participation* must be clearly outlined in each proposal (i.e., a most-in-need determination, first come-first served, lottery system, etc.).

Comprehensive Intake and Assessment Strategies

All programs must demonstrate that intake and assessment strategies include academic testing, skills assessments, interest inventories, career goal setting, as well as consideration of issues such as youth who are parenting, living alone, have aged out of foster care, experience substance abuse or mental health issues, and any other relevant issues. Each program must include a strategy for providing case management and wrap-around/support services that will promote attachment, retention and successful outcomes for participants.

WIOA Youth Program Elements

The Workforce Innovation & Opportunities Act mandates that a broad array of program elements be made available to youth. Fourteen program elements have been identified as important by the US Department of Labor, for all WIOA Youth Programs. Bidders are strongly advised to include as many of these elements that are applicable to their program.

1. Tutoring, study skills training, instruction, and evidenced-based dropout prevention and recovery strategies that lead to the 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 school services or dropout recovery services, as appropriate;
3. Paid and unpaid work experiences that have as a component academic and occupational education, which may include:
 - a. Summer employment opportunities and other employment opportunities available throughout the school year;
 - b. Pre-apprenticeship programs;
 - c. Internships and job shadowing; and
 - d. On-the-job training opportunities;
4. Occupational skills training that lead to recognized stackable and/or postsecondary credentials that are aligned with in demand industry sectors or occupations in the South Central area;
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.
6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate;
7. Supportive services;
8. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
9. Follow up services for not less than 12 months after the completion of participation, as appropriate;
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate;
11. Financial literacy education;
12. Entrepreneurial skills training;
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling and career exploration services; and
14. Activities that help youth prepare for and transition to postsecondary education and training.

Contractors have discretion to determine what specific program services will be provided to youth, based on each participant's objective assessment and individual service strategy. Youth must have access to these service elements

either as a WIOA-funded activity, as an in-kind service by the contractor, or through referral.

V. GENERAL CONTRACT INFORMATION

Contracts will be written for a one-year period beginning on or after July 1, 2023, and ending on or before June 30, 2024. Execution of any contract is based on agreement of terms acceptable to both Workforce Alliance and the selected vendors.

Workforce Alliance reserves the right to extend contracts for an additional year dependent upon funding availability and successful performance attainment. Proposer(s) must provide 2nd year budget for the period 07/01/24 – 06/30/25 as part of this proposal to be considered for an extension of program services. **Do not include Year Two costs on Proposal Cover Page**

Workforce Alliance will require selected vendors to participate in negotiations to submit any cost, technical or other revisions of their proposal as may result from negotiations. Specific performance requirements will be included and finalized during contract negotiations. Contracts will be cost-reimbursement-based, and it is anticipated that 20% of the total contract amount will be available for start-up costs associated with program operations once a final contract is executed.

Typically, contract payments will be issued within 30 days of receipt of vendor invoices. Completion and submission of information regarding activities, training, placement into employment or other approved activities and retention will be verified by Workforce Alliance prior to contract payments.

Performance of the services specified within the Statement of Work section of any contract may not be assigned or subcontracted unless specifically agreed upon in writing by Workforce Alliance. Additionally, all staffing changes potentially affecting delivery of program services must be reported immediately to Workforce Alliance.

Program Evaluation

The current case management and information system mandated by the Connecticut Department of Labor, CTHIRES, requires real time entry of information regarding participant status and outcomes, from the point of eligibility determination to exit and follow up. All vendors MUST provide information to the Workforce Alliance as specified, for performance to be appropriately managed and attained. **Failure on the part of any vendor to provide timely updates and information may result in withholding of payments and/or contract termination.**

Minimally, on a quarterly basis, Workforce Alliance will assess program performance utilizing data submitted by the program vendor. If minimum performance for relevant measures is not met, corrective action must be developed and implemented by the vendor, as approved by Workforce Alliance. If in the following quarter there has

been no measurable improvement in performance, a monthly holdback on contract payments will be implemented until minimum standards are met.

VI. LETTER OF INTENT REQUIREMENTS

Applicants who intend to apply for this grant must submit a letter of intent to the Workforce Alliance. Letters of intent that are submitted must be received by Workforce Alliance by 4:30 PM EST Monday, May 1, 2023.

Letter(s) of Intent may be submitted in one of two ways:

E-mail: jbrancato@workforcealliance.biz, or mail to:

Workforce Alliance, Inc.

Attn: John Brancato

560 Ella T. Grasso Boulevard

New Haven, CT 06519

Letter(s) of Intent must include the following information:

- Organization's Full Legal Name
- Mailing Address
- E-mail Address
- Phone
- Name and Title of Authorized Organization Representative
- Signature

VII. PROPOSAL GUIDELINES AND REQUIREMENTS

Submission of Proposals

1. Proposals are due Wednesday, May 24th, 2023, no later than 4:00 p.m. The official time is determined by Workforce Alliance. No proposals will be accepted after this date and time. Timely delivery of proposals to the Workforce Alliance is the sole responsibility of the proposer. **No exceptions will be made.**
2. One (1) original and two (2) complete copies of the proposal must be delivered to John Brancato, by the date and time listed above, at Workforce Alliance, 560 Ella T. Grasso Boulevard, New Haven, CT 06519. Proposals which do not include one (1) original and two (2) copies will not be accepted. Proposals may be delivered prior to the due date. No proposals will be accepted by fax.
3. Proposers may also submit proposals electronically to jbrancato@workforcealliance.biz by May 24, 2023, no later than 4:00 p.m. Two (2) hard copies with wet signature in blue ink and (1) electronic copy submitted via email must be provided.
4. Any proprietary information contained in proposals must be clearly identified as such.
5. **Proposers interested in submitting applications for In-School and Out-of-School programming must do so separately. No exceptions will be made.**
6. Proposals must be prepared in accordance with the sequence of questions and requirements that appear in the Proposal Narrative Format section of this RFP. Specialized bindings or covers (including cover letters), colored paper or displays, or promotional materials, are discouraged. Instead, emphasis should be placed on addressing all the requirements of this RFP in a clear and concise manner. Certification against lobbying and other required forms are included in the RFP. These forms **MUST** be included in your proposal.
5. General letters of support for your proposal are not required and should not be included. However, signed MOAs with identified partners must be included.
6. Proposal narratives must use a minimum 12-point font size and may not exceed 15 single-spaced pages (excluding attachments). Any proposal that does not meet these requirements will not be reviewed or considered for funding.
7. The Proposal Checklist included in this RFP must be completed and submitted with your proposal. Any proposal that does not include the minimum requirements outlined in the proposal checklist will not be reviewed or considered for funding.
8. A copy of the organization's most recent audit (or audit summary) must be attached to the original proposal only.

9. Any organization that is awarded funds from Workforce Alliance and receives over \$750,000 in federal funds (from Workforce Alliance and any other programs) must meet the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (also known as Super Circular). Governmental entities, private and non-profit agencies must include a statement in the budget narrative on how they will comply with the Single Audit Act.
10. Any vendor who wishes to grieve the award process will utilize the Workforce Alliance grievance procedure.

Funds are available under the U.S. Department of Labor Workforce Innovations and Opportunities Act of 2014. With the submission of a proposal, the selected vendors agree to comply with all the regulations and requirements of this law. No guarantee of funding is made with the submission of a proposal, and all awards are contingent upon competitiveness and availability of funding. These funds are subject to any applicable congressional rescission.

Technical Assistance

1. Proposals are available for download at the Workforce Alliance website, www.workforcealliance.biz.
2. Proposers may submit their email address to jbrancato@workforcealliance.biz to be included on a proposers' distribution list. Thereafter, *technical questions* relevant to the development of proposals may be emailed to jbrancato@workforcealliance.biz. Questions will be responded to, to the extent possible, and all questions and answers will be provided via email to all entities who have submitted email addresses, to ensure that potential proposers are informed on an equitable basis. Workforce Alliance staff may not provide individual assistance in writing or design of proposals; only technical questions may be answered.
3. Additional planning information is available at the CT Department of Labor Office of Research website at <http://www1.ctdol.state.ct.us/lmi/publications.asp>
4. Suggested Reading Before Responding to the RFP – Workforce Alliance Full Plan https://workforcealliance.biz/wp-content/uploads/2020/10/South-Central-CT-Full-Local-Plan_FINAL-2020-2025.pdf

VIII. PROPOSAL EVALUATION

Each proposal section, as scored by the review panel, carries the relative point weight indicated below:

Proposal Section	Maximum Points Per Section
Past Performance/Organizational Capacity (Framework, Leadership, Company infrastructure)	15
Project Design, Management & Implementation Plan (Activities, Innovation, Oversight)	40
Commitments from Key Partners/Leveraged Resources (Degree of engagement, Resources that support innovation beyond general support)	30
Budget	15
Total Possible Points	100

Please Note: Workforce Alliance reserves the right to disqualify any proposal based on unacceptable past performance as determined by Workforce Alliance and WIOA performance requirements, and compliance with data submission requirements.

Other Evaluation Criteria

While the feedback and point scores provided by the proposal review panel are important factors in determining funding recommendations, other important criteria are considered in awarding funds. They include:

1. **Geographic service mix:** The overall menu of programs and services funded by the Workforce Alliance must be accessible to residents in the entire workforce investment area.
2. **Menu of services:** The overall menu of employment and training programs and services must be diverse enough to meet the labor market demands and workforce needs of various employers in the region, as well as the particular training, placement and support services needs of the individuals served.

PROPOSAL COVER PAGE

WIOA In-School or Out of School Youth South Central Connecticut Workforce Investment Area

Name of Organization Submitting Proposal (Lead entity in a collaborative proposal):

Name of Chief Executive Officer of Agency:

Name, Title, Address Phone and email of the Individual To Whom All Inquiries About This Proposal Should Be Addressed:

Permanent Main Office Address:

Telephone Number:

Fax Number:

E-mail address:

Number of Years Engaged in Services:

Name of Proposed Program:

Number to be Served:

Program Length: _____(hours/days/weeks/months)

***Amount of Funding Requested:**

Cost per Participant:

***Funding Period – (July 1, 2023 – June 30, 2024)**

Proposal Summary: (150 words maximum):

PROPOSAL NARRATIVE

A. Past Performance/Organizational Capacity (Total - 15 Points)

1. Describe your and your partners' experience and qualifications in work similar in size and scope of services outlined in this RFP; outline the ways in which the services required by the RFP are like what your organization currently does or has done in the past, and what outcomes have been achieved. Please include specific program outcomes, and whether performance requirements were met. **This performance information must be included in your proposal to be considered for funding.** (Question – 10 Pts.)
2. Describe your organization's administrative and fiscal system capacity and ability to provide financial reports, management reports and outcome documentation. How will you ensure that required information for performance management and attainment is provided to Workforce Alliance within required timeframes? (Question – 5 Pts.)

B. Program Design, Management and Implementation Plan (Total - 40 Points)

1. Provide a detailed description of the proposed program: The following information must be included: (Question – 20 Pts.)
 - a. How many individuals do you propose to serve?
 - b. Where will services take place?
 - c. Will you enroll participants on a cohort basis, or will you allow for “rolling admission” into your program?
 - d. How will individuals be recruited for/referred to your program? Discuss the role of the partners, such as employers, chambers, business and industry associations, and/or juvenile justice agencies, as applicable. **Signed Memoranda of Agreement (MOAs) with all such identified partners must be included in your proposal in order for it to be considered for funding.**
 - e. Identify the assessment tools and/or methods to be used to determine the skills, aptitudes and needs of the participants. Please describe how initial screening for acceptance into the program, intake, assessment, and service strategy development will be conducted. How will participants' progress in programs be evaluated?
 - f. Describe the services to be provided, including the sequence of services (i.e., assessment, work-based learning, contextual learning, occupational skills training, etc.) Identify the entities that will provide assessment, training and work-based learning activities. Description of work-based

activities must include type of work and training to be provided, and the employers with whom the proposer will be partnering. Describe the sectoral nature of the skills-based training.

- g. In consideration of the effects COVID-19 has had on youth programming over the past year, please identify and describe services that may be provided virtually to youth participants.
 - h. Attach sample copies of prospective occupational skills certificates/licenses) that will be given to participants upon successful completion of program services and testing.
 - i. Describe how the program design will upgrade the basic, work readiness and occupational skills of the participants, how the curricula and skills to be attained meet the requirements of employers, and what job placement strategies for “in-demand” occupations will be utilized. Include in this service description how the program elements will be incorporated into the overall program design, and specifically identify program innovations that will be incorporated.
 - j. Attach a detailed program/course outline and program schedule indicating the total number of weeks of the program, as well as the total number of hours per day; days per week and weeks per cycle (if applicable). ***This attachment must be included with your proposal.***
 - k. Describe how program will address specific issues that participants may encounter while enrolled (e.g., transportation, childcare, etc.). What additional assistance will be provided to youth for them to successfully complete an educational or occupational component?
2. Discuss how program participants will attain each of the applicable, required outcomes for the program: (Question – 5 Pts.)
- a. Placement into employment/post-secondary education or advanced training (2nd quarter post-exit); PY 2021 Goal: 76.5%
 - b. Placement into employment/post-secondary education or advanced training (4th quarter post-exit); PY 2021 Goal: 73%
 - c. Attainment of credential(s) recognized by USDOL and CTDOL; PY 2021 Goal: 72.5%
 - d. Median earnings for youth; PY 2021 Goal: \$3,200
 - e. Measurable skills gains (including literacy and/or numeracy gains) for youth in an education or training program leading to a post-secondary credential or employment; PY 2021 Goal: Baseline Only – 60% Goal

3. Outline your specific plan for providing a minimum of twelve (12) months of *post-exit* follow-up for all program participants. Describe your capacity to conduct such follow up beyond the contract ending date, how you will determine appropriateness of follow up activities and how follow up will be linked to coordination with appropriate juvenile justice and educational entities, youth service providers, employers or others, as appropriate. (Question – 5 Pts.)
4. Describe the plan of oversight, operational, performance and fiscal management for all collaborators or partners involved in this proposal. (Question – 5 Pts.)
5. Describe the staffing plan proposed, including all positions, responsibilities, and related qualifications necessary to accommodate the planned service levels, participant characteristics, geographic areas, reporting and performance requirements, as outlined in this RFP. (Question – 5 Pts.)

C. Collaboration with Other Entities & Services/Leveraged Resources (Total - 30 Points)

1. Discuss the specific responsibilities of each entity included as a collaborator or partner in this proposal. Proposals must include an attached Memorandum of Agreement (MOA) signed by each collaborator. The MOA must clearly identify the "lead organization" which will assume fiscal, legal, managerial, operational and reporting responsibilities for the collaboration, as well as the specific responsibilities and commitments of each collaborator. For employers, include commitments to hire participants upon successful completion of program services. (Question – 15 Pts.)
2. Identify the contributions (cash or in-kind services) that will be provided by each collaborating agency that will leverage funds provided through this grant. Include the dollar value of non-cash contributions. Please identify such contributions as matching resources in your proposed line-item budget, as well. (Question – 5 Pts.)
3. Discuss how you plan to coordinate with local American Job Centers (Hamden, Meriden, Middletown and/or New Haven) to better connect participating youth with services available at AJC's. Also, please describe how staff will coordinate with other WA funded programs such as the Manufacturing Pipeline Initiative. (Question – 10 Pts.)

D. Budget (15 Points)

Develop a line-item program budget and budget narrative using the form(s) on the following page(s); include as an attachment to your proposal. Be sure to demonstrate leveraged resources from your organization, partners, and other sources, include all matching funds and in-kind contributions. **Only include "Budget Form Year One" total amount on proposal cover page.**

Identify in budget narrative how proposer will meet requirement that local areas must spend a minimum of twenty percent of non-administrative local area funds on work experience. Under WIOA, paid and unpaid work experiences may include the following four categories: summer employment opportunities and other employment opportunities available throughout the school year; pre-apprenticeship programs; internships and job shadowing; and on-the-job training opportunities. **Program expenditures on the work experience requirement may include participant wages as well as staffing costs for the development and management of work experiences. For purposes of this proposal, Workforce Alliance is requiring a minimum of 25% to be allocated towards work experience.**

E. Proposal Checklist

Please complete the proposal checklist to ensure that all minimally required information is included. Include the completed checklist as the first page of your proposal submission, on top of the cover page.

F. Assurances and Certifications

Federal regulations require Workforce Alliance to determine if a contractor is debarred, suspended, ineligible or voluntarily excluded from applying for or receiving federal funds. Other organizational practices and activities, including lobbying, hiring and workplace requirements, must be adhered to. The proposer(s) must sign and include in the proposal all attached forms. The proposer(s) will be held accountable for the information provided.

YEAR ONE (PROPOSED FOR 07/01/23 – 06/30/24)

BUDGET FORM*

Applicant/Program Name: _____

Expense	Description	Amount	Matching, In-Kind, Leveraged Resources: Description	Amount
Personnel				
Fringe Benefits				
Sub-Contracts (as applicable)				
Equipment				
Instructional/ Educational/Career- Related Supplies/Materials				
Transportation/Mileage				
Participant Stipends/Wages				
Other				
Sub-Total				
Administrative Costs (10% Maximum unless Indirect Cost Rate)				
Total				

**Line items may be added or amended as applicable to individual programs*

YEAR TWO (PROPOSED FOR 07/01/24 – 06/30/25 EXTENSION ONLY)

BUDGET FORM*

Applicant/Program Name: _____

Expense	Description	Amount	Matching, In-Kind, Leveraged Resources: Description	Amount
Personnel				
Fringe Benefits				
Sub-Contracts (as applicable)				
Equipment				
Instructional/ Educational/Career- Related Supplies/Materials				
Transportation/Mileage				
Participant Stipends/Wages				
Other				
Sub-Total				
Administrative Costs (10% Maximum unless Indirect Cost Rate)				
Total				

**Line items may be added or amended as applicable to individual programs*

PROPOSAL CHECKLIST

Name of Organization Submitting Proposal: _____

Name of Program: _____

Please review proposal for accuracy and completeness, then complete and ***include this checklist as the first page of your proposal, on top of the cover page.***

Proposal Components	Proposers' Checklist	Reviewers' Checklist
Cover page fully completed		
1 original and 5 complete copies included		
Proposal narrative follows specified order of RFP questions		
Specific past performance requirements and outcomes included		
Budget form completed with leveraged resources identified		
Certifications and Assurances forms completed and signed		
Job Descriptions for Program Staff included		
MOUs with all partners signed and included		
12 point font requirement/15-page narrative limit adhered to		

Assurances/Certifications/Other Required Forms

These forms must be completed, signed and returned with your proposal.

**Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primarily Covered
Transactions
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 clause 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 the 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 transactions 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 determined 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 debarred, suspended, 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.
-

**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, participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

Before Signing Certification

Read all the instructions which are an integral part of the certification.

1. The prospective recipient of Federal assistance funds certifies, by submission of this proposal, 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

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, And Cooperative Agreements

This applies to federally funded contracts with a value of \$100,000 or more

The undersigned certifies, to the best of their knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person(s) for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person(s) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with 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.

Grantee/Contractor Organization

Program/Title

Name of Certifying Official

Signature

Date

Certification Regarding Drug-Free Workplace Requirements

- A. The grantee certifies that it will or will continue to provide a drug-free workplace by:
- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - b. Establishing an on-going drug-free awareness program to inform employees about:
 - 1. The dangers of drug abuse in the workplace;
 - 2. The grantee's policy of maintaining a drug-free workplace;
 - 3. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required in paragraph (a);
 - d. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 - 1. Abide by the terms of the statement; and
 - 2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such violation;
 - e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction;
 - f. Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
 - 1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 as amended; or
 - 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - g. Making a good faith effort to continue to maintain a drug-free workplace.
- B. The grantee shall insert in the space provided below, or include as a separate attachment, a listing of the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, State, zip code)

Name of Organization

Name and Title of Authorized Representative

Signature