

REQUEST FOR PROPOSALS

**Workforce Investment Act
Workforce Development Services for Youth**

For Service Provision

Clark County - July 1, 2008 to June 30, 2009

Champaign County – July 1, 2008 to June 30, 2009

Logan County – June 1, 2008 to May 31, 2009

Madison County – June 1, 2008 to June 30, 2009

Union County is not accepting proposals for provision of service at this time
(at the discretion of the The CDJFS's, new providers may be funded earlier)

Offered by

**Clark County Department of Job & Family Services
1345 Lagonda Avenue
Springfield, Ohio 45503
937-327-1700**

on behalf of

**The WorkPlus Regional One-Stop System of
Clark, Champaign, Logan, Madison and Union Counties**

**Deadline for Proposal Submission is March 4, 2008 9:00 a.m.
ABSOLUTELY NO EXCEPTIONS!**

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I. General Information

A. Purpose

The Clark, Champaign, Logan, Madison and Union Counties' Workforce Policy Boards have authorized the Clark County Department of Job & Family Services (**CCDJFS**) to release this Request for Proposals (RFP) to solicit innovative development programs to assist at-risk youth by providing education and training services under the Workforce Investment Act of 1998 in the *WorkPlus* Regional One-Stop System in Clark, Champaign, Logan, Madison, and Union Counties.

The Workforce Investment Act of 1998 provides local communities with the framework for creating comprehensive and effective strategies for youth as they transition into the world of work. The following section is excerpted from the Workforce Investment Act, Sections 129, (a), (b), and (c). The purpose of Youth Programs under WIA is:

“to provide, to eligible youth seeking assistance in achieving academic and employment success, effective and comprehensive activities, which shall include a variety of options for improving educational and skill competencies and provide effective connections to employers; to ensure on-going mentoring opportunities for eligible youth with adults committed to providing such opportunities:

- to provide opportunities for training to eligible youth;*
- to provide continued supportive services for eligible youth;*
- to provide incentives for recognition and achievement to eligible youth; and*
- to provide opportunities for eligible youth in activities related to leadership development”*

Section 129 (c)(1). of the Act requires that all programs:

- Provide an objective assessment of the academic levels, skill levels, and service needs of each participant
- Develop service strategies for each participant that shall identify an employment goal
- Provide preparation for post-secondary educational opportunities, in appropriate cases
- Establish strong linkages between academic and occupational learning
- Prepare enrollees for unsubsidized employment opportunities, in appropriate cases, and
- Develop effective connections to intermediaries with strong links to the job market and local/regional employers

The Clark, Champaign, Logan, Madison, and Union Counties' Workforce Policy Boards and Youth Councils recognize the importance of developing our young people as future workers, citizens, and leaders.

This Request for Proposals is not in itself an offer of work nor does it commit **Clark, Champaign, Logan, Madison or Union Counties' Departments of Job & Family Services** (the CDJFS's) to fund any proposals submitted, nor will they be liable for any costs incurred in the preparation or research of proposals.

B. Proposal

The intent of this proposal is to offer services to eligible at-risk youth, both in-school and out-of-school youth, (refer to Appendix A, Definitions), age 14 (and high school freshman status for services in Madison County) to age 21, that include but are not limited to: tutoring, study skills training, instructions leading to completion of secondary school, job shadowing, employability skills training, support services and leadership development activities. The goal is to reduce the rate of dropouts and improve educational attainment of area youth, provide dropout prevention/recovery services and to prepare youth for unsubsidized employment opportunities. These services will allow youth the ability to obtain a high school diploma or GED, vocational skills training, employability skills and develop their potential through leadership activities. The proposer may be required to expend at least 30% of their total funds on out-of-school youth. Proposals may be submitted to provide service in one or more of the counties, but must include separate budget sheets for each county in which services are being proposed to be provided.

The term eligible youth, as defined by Title I, Section 101 Item (13) of the Workforce Investment Act, means an individual who:

1. Is not less than age 14 (and high school freshman status for services in Madison County) and not more than age 21
2. Is a low-income individual
3. Is an individual who is one or more of the following:
 - (a) deficient in basic literacy skills
 - (b) a school dropout
 - (c) homeless, a runaway, or a foster child
 - (d) pregnant or a parent
 - (e) an offender
 - (f) an individual who requires additional assistance to complete an educational program, or to secure and hold employment

The CDJFS's are anticipating program proposals that deal with this target group (eligible at-risk youth). Proposal goals should reflect these two groups distinctly and could include such as the following:

In-School Youth

Basic educational skills
Employability skills
High School completion (or equivalent)

Out-of-School Youth

Employment
Military service
College Enrollment
Vocational School Enrollment

Proposals may include serving both groups or either group separately. As potential service providers describe their programs, they should consider these target groups and identify them by answering such questions as:

- < Who does the proposer plan to serve?
- < What services will be provided?
- < Why do at-risk youth need this service?
- < How will this program serve at-risk youth?

- < What are the short and long-term outcomes of the services?
- < What will be the community impact of these services?
- < When will services be provided?
- < Where will services be provided?
- < Will youth have transportation provided, if needed?

The Workforce Investment Act outlines the following core elements for youth programming [WIA 129 (c) (2)]. *Preference will be given to those proposals which integrate core elements into program design and strategy. (Definitions for core elements are included in Appendix A).*

Clark, Champaign, and Logan Counties will require all of the following core elements for provision of service. Madison County will require all of the following core elements for provision of service, except for Alternative secondary school offering. Union County is not accepting proposals for provision of service at this time. Proposers may bid on any or all of the following core elements/services for the provision of service in one or more counties:

- Tutoring, study skills training, and instruction leading to secondary school completion, including drop out prevention strategies
- Alternative secondary school offerings
- Summer employment opportunities
- Paid and unpaid work experiences
- Occupational skills training including work readiness and employability skills
- Leadership development and family and peer support
- Supportive services
- Adult mentoring for a duration of at least 12 months
- Follow up services for 12 months after exit from program
- Comprehensive guidance and counseling

C. Performance and Outcomes:

Successful proposals will emphasize program outcomes. The following is a description of the performance outcomes the CDJFS's will use to measure program success. These outcomes reflect current Department of Labor policy. Performance targets were established by the State Workforce Investment Board and the USDOL.

Meeting these outcomes will be the primary factor in program continuance. Outcome measures subject to change as negotiated.

Constituents/ Program	Measure
All Youth	<p>Skills Attainment Rate</p> <p>Of all in-school youth and any out-of-school youth aged 14-18 assessed to be in need of basic skills, workplace readiness skills, and occupational skills, this calculation is based on the number of goals achieved in the areas listed above divided by the number set. You may set up to three goals per year for each youth. Goals must be significant, specific, measurable and realistic. The same instrument must be used for pre and post test scores for basic skills. Providers have one year to achieve each goal from the date it is set.</p> <p>Basic skills goal – Measurable increase in basic education skills including reading comprehension, math computation, writing, speaking, listening, problem solving, reasoning, and the capacity to use these skills.</p> <p>Occupational skills goal – primary occupational skills encompass the proficiency to perform actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels.</p> <p>Work readiness skills goal – work readiness skills include world-of-work awareness, labor market knowledge, occupational information, values clarification and personal understanding, career planning and decision making, and job search techniques (resumes, interviews, applications, and follow-up letters). Work readiness skills also encompass survival/daily living skills and positive work habits.</p>
	Youth Placement in Employment or Education
48.8%	Of those who are not in post-secondary education, employment, or the military at the date of participation, this calculation is based on the number of participants who are in employment or the military or enrolled in post-secondary education and/or advanced training/occupational skills training the first quarter after the exit quarter, divided by the total number of participants who exit during the quarter.
	Youth Attainment of a Degree or Certificate
32.8%	Of those enrolled in education at the date of participation or at any point during the program: The number of participants who attain a diploma, GED or certificate by the end of the third quarter after the exit quarter divided by the number of participants who exited during the quarter.
	Literacy and Numeracy Gains
39.2%	Of those out-of-school youth who are basic skills deficient: The number of participants who increase one or more Educational Functioning Levels (EFL) divided by the number of participants who have completed a year in the program (i.e. one year from the date of program participation) plus the number of participants who exit before completing a year in the program.

D. Partners:

Both the Workforce Investment Act and the *WorkPlus* Regional One-Stop System encourage partnering and collaboration to deliver the most effective services to have the greatest possible community impact. If the proposal involves a partnership, a letter of agreement generally outlining the partnership and the activities or services of each partner must be provided. Before funding, partnerships will have to be firmly established by means of a Memorandum of Understanding (MOU). The MOU, whether developed as an umbrella agreement with a variety of agencies, or independently with a particular partner must contain, at a minimum, the following information:

- < A description of the services that will be provided by each partner
- < How the costs of services and operating costs of the partnership will be funded
- < Method of referral between partners. Clark County DJFS will require the provider(s) to use the G*Stars System as a referral mechanism. The provider will refer potential participants to the CDJFS via G*Stars for eligibility determination. In order to make the referral, the provider must create the initial customer profile and refer to the CDJFS. The CDJFS will provide training to the Contractor on this process. Champaign County DJFS is planning on integrating G*Stars referral process within this MOU period.
- < Duration of the Memorandum and procedures for amending the Memorandum
- < Other provisions as agreed upon by the parties to the MOU

E. Renewal Clause

Upon agreement of the provider and Clark, Champaign, Logan, Madison, and Union CDJFS's, any contract entered into may be renewed for an additional 1-2 program years without going out for bid each year, provided the contract award amount does not increase more than 2-3% for the renewal period and performance standards are being met, unless the increase limit is waived by the individual CDJFS, or by all the CDJFS's if a multi-county contract is approved.

F. Termination Clause

The CDJFS's may terminate any contract entered into when it is determined by the CDJFS in its best interest to do so, by giving at least thirty (30) days advance notice, in writing, to the Contractor. The Contractor shall be entitled to receive just and equitable compensation for any services satisfactorily performed hereunder through the date of termination.

G. RFP Time Lines & Information

February 11, 2008	Request for Proposals Issued
February 15, 2008 at 9 a.m.	Bidder's Conference
March 4, 2008 at 9 a.m.	RFP Submission Deadline
March 5, 2008	Proposal Review Begins by Scoring Team
March 13, 2008	Planning Team will select provider(s) and forward selection

April 7, 2008

recommendations to the Area 7 Youth Committee for review
Letter(s) of intent to award contract(s) issued by the CDJFS's.
Request for authorization of contract(s) submitted for approval by
the Boards of Commissioners. All proposers notified.

Proposals will be available at the following locations and hours:

Clark County Department of Job & Family Services
1345 Lagonda Ave.
Springfield, Ohio 45503
Monday – Friday 8:30 a.m. – 4:00 p.m.

Champaign County Department of Job & Family Services
1512 US Highway 68 South, Suite N100
Urbana, Ohio 43078
Monday-Friday 8:30 a.m. – 4:00 p.m.

Logan County Department of Job & Family Services
211 E. Columbus Ave.
Bellefontaine, Ohio 43311
Monday – Friday 8:30 am. – 4:00 p.m.

Madison County Department of Job & Family Services
200 Midway St.
London, Ohio 43140
Monday-Friday 8:30 a.m. – 4:00 p.m.

Union County Department of Job & Family Services
940 London Ave., Suite 1800
Marysville, Ohio 43040
Monday-Friday 8:30 a.m. – 4:00 p.m.

***Note: Union County Department of Job & Family Services is not accepting proposals for provision of service at this time.**

Proposals may be requested by phone during the hours of 8:30 a.m. – 4:00 p.m. at 1-866-915-9575.

In order to be considered, ten (10) copies of the proposal with original signatures must be received. In addition, proposer must meet the minimum standards listed in section IV. Proposals are to be sealed, and must bear the name and address of the proposer, and be plainly marked "WIA Youth Proposal". Timely submission of the proposals is the sole responsibility of the proposer. The Clark, Champaign, Logan, Madison, and Union County Departments of Job & Family Services reserve the right to reject any and/or all of the proposals and waive any irregularities in favor of the county, and to award a contract in whole or in part if it is deemed to be in the best interest of the CDJFS's. The CDJFS's reserve the right to approve a proposal in part or whole. The CDJFS's reserve the right to negotiate with any Proposer after proposals are reviewed, if such action is deemed to be in the best interest of the CDJFS's.

Proposals must be hand delivered or delivered via U. S. Postal Service or other mail delivery service, and must be received no later than 9:00 a.m. on March 4, 2008 to the following address:

**Clark County Department of Job & Family Services
Attention: Erin Thomas-Brodine
1345 Lagonda Avenue
Springfield, Ohio 45503**

H. Communication Prohibitions

From the issuance date of this RFP until an actual contract is awarded to a provider, there may be no communications concerning this RFP between any provider that expects to submit a proposal and any employee of the CDJFS's in the issuing office (WIA or Contracting Office), or any other of the CDJFS's employees, or any other individual regardless of their employment status, who is in any way involved in the development of the RFP or the selection of the contractor.

The only exceptions to this prohibition are as follows:

1. Communications conducted pursuant to Section II, Technical Assistance of this RFP;
2. As necessary in any pre-existing or on-going business relationship between the CDJFS's and any provider that could submit a proposal in response to this RFP;
3. As part of any proposer interview process or proposal clarification process initiated by the CDJFS's, which the CDJFS's deem necessary in order to make final selection of provider(s);
4. If it becomes necessary to revise any part of this RFP, the CDJFS's will post those revisions, amendments, etc., to the website dedicated to this RFP;* and
5. Any Public Records Request (PRR) made through the CDJFS's.

***Important Note:** Amendments to the RFP or to any documents related to it will be accessible to interested proposers through the original web page established for this RFP. All interested proposers must refer to that web page regularly for amendments or other announcements. The CDJFS's may not specifically notify any vendor of changes or announcements related to this RFP except through the website posting. It is the affirmative responsibility of interested proposers to be aware of and fully respond to all updated information posted on this web page.

The CDJFS's are not responsible for the accuracy of any information regarding this RFP that was obtained or gathered through a source other than the bidder's conference or internet question and answer process referenced in Section II, Technical Assistance of this RFP. Any attempts at prohibited communications by proposers may result in the disqualification of those proposers' proposals.

II Technical Assistance

A bidder's conference has been scheduled for February 15, 2008 at 9:00 a.m. in the Reid/Snyder Room in Building B at the Clark County Department of Job & Family Services, 1345 Lagonda

Ave., Springfield, Ohio. CDJFS staff will respond to questions regarding the requirements of the RFP.

All prospective proposers should plan to attend this conference. Please bring your copy of the RFP. Prospective proposers may only ask clarifying questions regarding this RFP in writing. Please prepare as many questions as possible prior to the conference so that staff can prepare responses. These questions can be submitted by e-mail to ebrodine@clarkdjfs.org. Prospective proposers will not receive personalized or individual e-mail responses, but will receive answers to questions at the bidder's conference, as well as posted on the website dedicated to this RFP. All questions following the bidder's conference must be submitted in writing by 5 p.m. on February 19 and answers will be posted by 5 p.m. on February 21. For all questions asked prior to, during, and after the bidder's conference, answers will be formulated and posted on the website dedicated to this RFP, for reference by all potential proposers.

As noted in Section I. General Information, Item H. Communication Prohibitions, of this RFP, the CDJFS's may not specifically notify any vendor of changes or announcements related to this RFP except through the website posting. It is the affirmative responsibility of interested proposers to be aware of and fully respond to all updated information posted on this web page.

III Proposal Guidelines

A. Proposal

Proposers must submit a proposal to this RFP that meets the minimum requirements included in Section IV of this RFP. All **Proposers** are required to respond to this RFP exactly as outlined in order for **the CDJFS's** to evaluate all proposals on an equal and timely basis. Proposals must be submitted in the following order:

- Section A: Cover letter
- Section B: Program and Fiscal Narratives
- Section C: Attachments (Assurances, Performance Data, Budget forms, Audit, and Proposal Checklist)

B. Cover Letter

A Cover Letter must be enclosed (as the first page) with your proposal and should not exceed one (1) typed page and must state the following:

1. The organization's legal name
2. Organization's mailing address and e-mail address (if available)
3. Organization's telephone number and fax number
4. A statement of the intent to provide said services utilizing WIA funding
5. Federal I.D. number
6. Type of organization (i.e., private, non-profit, governmental)
7. Name, title, and original signature of the person submitting the proposal for the organization
8. Title of project or program (if applicable)

9. Contact person(s) for application
10. Total number of participants to be served (provide separate totals for in-school and out-of-school youth)
11. Proposed cost per participant (provide separate unit costs for in-school and out-of-school youth). Proposed unit costs will be used for program analysis purposes. The contract awarded as a result of this RFP may be based on direct reimbursement of expenses.
12. Total amount requested
13. Brief description of the organization's purpose, mission, and vision

C. Project Narrative – Please number and address each point.

1. Describe the organization's outreach and recruitment process, and how it will ensure success. For Clark County services, recruiting shall be done by the provider, with specific emphasis on recruiting out-of-school and hard-to-serve youth.
2. Provide a detailed description of how the proposer intends to provide the services requested within Section I. General Information of this RFP. Include how collaboration between all agencies providing services will be accomplished, and the role each agency will play.
3. Describe how the organization will implement the proposal.
4. Describe the methods to be used to evaluate the proposal's effectiveness.
5. Describe how the proposer will reach its proposed goals and objectives, including the Common Measures for performance outlined in Item C. Performance and Outcomes of Section I. General Information of this RFP. In addition, describe the proposer's process used to capture and report information on program participants, including descriptions of the monitoring and evaluation of program operations and staff that are routinely carried out.
6. Describe the organization's staff and management structure for the proposal. If using current staff, include resumes or qualifications. If not using current staff, include position descriptions and qualifications for hire.
7. Describe the process the proposer uses to capture and report fiscal information. Include descriptions of the systems currently in place to ensure fiscal accountability and appropriate expenditures of funds.
8. Describe how the organization intends to coordinate support services with other community organizations, which includes introduction and use of the local One-Stop.
9. A youth under the age of 18 is required to have a parent/guardian sign their application. Describe how the organization will secure parental involvement throughout the process for youth under age 18.

10. Describe how the proposer will ensure all eligibility information will be collected and provided to the CDJFS's.
11. Describe the proposer's strategy for retaining younger youth (ages 14-15) in the program, since outcomes for two of the Common Measures could result in multiple years of enrollment for those at the ages of 14-15.
12. Describe the assessment process and tools that will be used to identify academic, employment and occupational interests, aptitudes and skill levels and personal development and what services are needed.
13. Indicate how the organization's assessment process will lead to an individualized service strategy based on each youth's needs.
14. Describe the proposer's strategy for ensuring completion of all required pre and post tests needed for measuring Literacy and Numeracy gains for applicable out-of-school youth.
15. Describe how the organization will select work sites that demonstrate providing work experience in demand occupations in our area.
16. Describe the organization's past participation as the lead partner and/or other partner in collaborative efforts for youth.
17. Briefly describe the organization's previous youth services and the outcome and/or performance of these services. Attach documentation of data as attachment B.
18. Indicate whether the proposer plans any subcontracts with others for services or activities contained in the proposal. If so, describe the nature of those subcontracts, the subcontractor, the services and activities to be provided by the subcontractor, and the planned costs.

D. Assurances

Provide appropriate documentation and sign the description of Assurances, found in Section V., Attachment A1. Also provide documentation verifying certification requirements for CDJFS contracts, outlined in Attachment A2.

E. Project Budget

1. Provide a narrative to explain and support the budget for the proposal. Provide a copy of the most recent financial audit for the organization.
2. Complete the budget forms, found in Section V., attachment D. A separate budget must be completed for each county in which the proposer intends to provide service. For services in Clark, Champaign, Logan and Madison Counties, proposers shall provide an all-inclusive

cost/unit cost per participant. This means the total cost for the provider to serve a participant from the moment of eligibility through the end of the follow-up period. Please provide a separate unit cost for in-school and out-of-school youth. Proposed unit costs will be used for program analysis. However, the contract(s) awarded as a result of this RFP may be based on direct reimbursement of expenses.

3. Final allocation of dollars will be contingent upon allocations to the five counties.

VI. Minimum Standards & Evaluation Criteria

A. Minimum Standards

These minimum standards must be met if the proposal is to be further evaluated:

1. The proposal was submitted before the closing time and date.
2. The proposing organization is not on a Federal or State Debarment List.
3. The proposing organization is fiscally solvent.
4. The proposing organization has additional funding sources and will not be dependent on WIA funds alone for ongoing operations.
5. The person signing the proposal as the submitting officer has the authority to do so.
6. The proposing organization agrees to meet the performance outcomes listed on pages 5 and 6.
7. The proposing organization agrees to meet all Federal, State, and local compliance requirements.

B. Evaluation Criteria

The CDJFS's will review all proposals for completeness and compliance with the terms and conditions of the RFP. Proposals inconsistent with the RFP requirements will be eliminated from consideration. Proposals received after the proposal due date and time shall be rejected.

Consideration will be given to the proposer's integrity, compliance with public policy, record of past performance, and financial and technical resources. This RFP requires that all bidders be prepared to submit the documentation necessary to make such a determination.

Caveat: In scoring proposals, the CDJFS's reserve the right to waive minor defects, errors, or omissions in a proposer's submissions if those items do not unreasonably obscure the meaning of the information in the proposals. The CDJFS's further reserve the right to contact proposers to request clarification of any information or materials in the proposal packet. Any such communication initiated by the CDJFS's is not considered a violation of the Communication Prohibitions section of this RFP (Section I. General Information, Item H. Communication Prohibitions).

Each proposal will be reviewed according to the rating system below. A total of 215 points may be awarded to each proposal. An average score for each proposal will be calculated based upon the sum of the reviewers scores divided by the number of reviewers. Any proposal receiving less than an average of 135 points out of a possible 215 points will be disqualified from consideration. The maximum possible points for each criterion are based on the following scale:

Demonstrated Ability (30 points)

1. Has the bidder shown that it has participated in an outcome oriented and integrated collaboration effort as the lead partner to provide services through collaboration?

Total points earned _____ (5 points available)

2. Did the bidder indicate that it has experience providing services to youth with barriers to employment in each County in which the proposer intends to provide services as described in the RFP?

Total points earned _____ (5 points available)

3. Has the bidder previously provided services to youth and demonstrated what efforts they have made to provide services to disadvantaged youth including foster youth, pregnant/parenting youth, youth with disabilities, youth involved in the criminal justice system, youth drop-outs, any youth determined deficient in basic literacy skills, basic skills, work readiness skills, or occupational skills?

Total points earned _____ (5 points available)

4. Does the bidder illustrate how it has previously worked with schools, community based organizations, and businesses in operating a program targeted to youth?

Total points earned _____ (5 points available)

5. Did the bidder discuss their experience or plan in tracking and reporting performance data and attaining goals as they relate to the operation of a youth oriented program?

Total points earned _____ (5 points available)

6. Does Attachment B support that they have the experience to provide these services?

Total points earned _____ (5 points available)

Program Design (35 points)

1. Recruitment

a. Has the bidder identified the population and geographic area they propose to serve and how services will be provided?

Total points earned _____ (5 points available)

b. Has the bidder described the outreach and recruitment process and how they will ensure the recruitment of in-school youth and out-of-school youth?

Total points earned _____ (5 points available)

2. Staff Development

a. Did the bidder define the criteria that exist to ensure the hiring of staff that will be committed to the success of all youth who participate in the program?

Total points earned _____ (5 points available)

- b. Did the bidder reveal the qualifications of the staff? For assessments, does the assessment staff have the credentials required to interpret information from the test used?

Total points earned _____ (5 points available)

3. Collaboration

- a. Has the bidder identified proposed collaborators and the role they will serve?

Total points earned _____ (5 points available)

- b. Did the bidder address the issue of collaboration with education and how the bidder will ensure that the learning opportunities provided are integrated with program goals?

Total points earned _____ (5 points available)

- c. Does the bidder address how cooperation with collaborators will be accomplished?

Total points earned _____ (5 points available)

Assessment, ISS, Customer Management (20 points)

- a. Has the bidder determined how assessment activities will take place and the assessment tool that will be used?

Total points earned _____ (5 points available)

- b. Does the bidder specify how assessments will be structured to identify academic, employability, and occupational interests, aptitudes and skills levels, personal development, and supportive service needs?

Total points earned _____ (5 points available)

- c. Does the bidder demonstrate how the program will individualize services, keeping in mind each young person's goals and needs?

Total points earned _____ (5 points available)

- d. Did the bidder explain how individual services strategies will be developed?

Total points earned _____ (5 points available)

Academic Skills (15 points)

- a. How does the bidder propose to link academic and occupational skills training?

Total points earned _____ (5 points available)

- b. How does the bidder propose to tailor program activities to different ages and/or stages of maturity of program participants?

Total points earned _____ (5 points available)

- c. Does the bidder indicate how they will utilize the resource room in the *WorkPlus* Regional One-Stop System and how often?

Total points earned _____ (5 points available)

Employment Skills (12 points)

- a. Has the bidder described how the program will provide employment skills and does it specifically include work readiness skills, paid and unpaid work experience and summer employment opportunities?

Total points earned _____ (5 points available)

- b. How has the bidder determined that occupations included in the employment skills portion are demand occupations in our area?

Total points earned _____ (3 points available)

- c. How does the bidder propose to select work sites?

Total points earned _____ (4 points available)

Career Awareness/Job Placement (10 points)

- a. Did the bidder determine what program opportunities will help youth participants learn about careers and how it will help identify their interests to consider a variety of jobs?

Total points earned _____ (5 points available)

- b. Has the bidder developed a process for providing job development and job placement opportunities?

Total points earned _____ (5 points available)

Family and Peer Support (10 points)

- a. Does the bidder explain how the program will involve positive influences (family members and others) in the youth's lives to further the attainment of program goals?

Total points earned _____ (5 points available)

- b. Has the program described how it proposes to promote positive peer relations to support program attachment and youth achievement?

Total points earned _____ (5 points available)

Supports for Youth (10 points)

- a. Did the bidder explain how the program would provide/connect youth with comprehensive guidance and counseling services?

Total points earned _____ (4 points available)

- b. Did the bidder show how the program would provide/connect youth with mentoring services?

Total points earned _____ (3 points available)

- c. Did the bidder specify how the program would provide/connect youth with support services such as childcare?

Total points earned _____ (3 points available)

Program Locale (15 points)

- a. Is the program located at a site appealing to youth?

Total points earned _____ (5 points available)

- b. Has the bidder set hours of operation that will meet the needs of youth who participate in the program?

Total points earned _____ (5 points available)

- c. Does the bidder describe availability of transportation and how it will be provided?

Total points earned _____ (5 points available)

Cost Reasonableness (35 points)

- a. Did the bidder indicate what amount of funds they estimate would be needed to operate the program? Did the bidder include the estimated number of customers who will receive services?

Total points earned _____ (5 points available)

- b. Has the bidder provided a description of all staff costs needed to operate the program including an hourly rate of pay, hours of work devoted to the program, and the number of weeks devoted to the program? Did the bidder include a narrative as to how fringe benefits are determined and what they are?

Total points earned _____ (5 points available)

- c. Has the bidder described the estimated cost of transportation services provided to youth participants, including how the costs were determined and the calculated cost per participant?

Total points earned _____ (5 points available)

- d. Has the bidder described the estimated costs for stipend payments made to youth for participation in program activities and for subsidized work experience payments made to youth for participation in work experience in the public or nonprofit sector, including the hourly amount paid, the estimated number of youth expected to participate and the number of hours for which attendance will be compensated?

Total points earned _____ (5 points available)

- e. Did the bidder demonstrate that WIA funds provided for the proposal will not supplant programs that are presently operating?

Total points earned _____ (5 points available)

- f. Did the bidder demonstrate how they will allocate costs?

Total points earned _____ (5 points available)

Follow-up (18 points)

- a. Did the bidder describe how their program would provide follow up services for at least 12 months after the youth's completion of the program?

Total points earned _____ (6 points available)

- b. Did the bidder show how the participants would remain on their targeted career path and receive assistance in their transition to continuing education and/or employment?

Total points earned _____ (6 points available)

- c. Did the bidder explain how the progress of program completers would be tracked?

Total points earned _____ (6 points available)

Proposal Process Adherence (10 points)

- a. Did the bidder provide proper assurances and documentation per attachments A1 and A2?

Total points earned _____ (5 points available)

- b. Did the bidder attend the Bidder's Conference?

Total points earned _____ (5 points available)

C. Contract Award

Once the selection has been approved, including final approval from the Area #7 Workforce Investment Board, the **CDJFS**'s will notify the **Proposer(s)** with the winning proposal. A contract negotiation process will immediately follow the verbal notification. For Clark and Champaign County services, it is anticipated that a contract will be negotiated for the period beginning July 1, 2008 through June 30, 2009. For Logan County services, it is anticipated that a contract will be negotiated for the period beginning June 1, 2008 through May 31, 2009. For Madison County services, it is anticipated that a contract will be negotiated for the period beginning June 1, 2008 through June 30, 2009.

The **Proposer(s)** that are not selected will be notified in writing.

D. Protest Procedure

In accordance with OAC 5101:9-4-07 and 29CFR97.36, any potential, or actual provider objecting to the award of a contract resulting from the issuance of this RFP may file a protest of the award of the contract(s), or any other matter relating to the process of soliciting the proposals. Such a protest must comply with the following guidelines:

1. A protest may be filed by a prospective or actual bidder objecting to the award of a contract resulting from this RFP. The protest shall be in writing and shall contain the following information:

- a. The name, address, and telephone number of the protestor
 - b. The name and program of the RFP being protested
 - c. A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents
 - d. A request for a ruling by the CDJFS
 - e. A statement as to the form of relief requested from the CDJFS; and
 - f. Any other information the protestor believes to be essential to the determination of the factual and legal questions at issue in the written protest
2. A timely protest shall be considered by the CDJFS, if it is received within the following periods:
 - a. A protest based on alleged improprieties in the issuance of the RFP or any other event preceding the closing date for receipt of proposals which are apparent or should be apparent prior to the closing date for receipt of proposals shall be filed no later than 3:00 p.m. the closing date for receipt of proposals, as specified in Item G. RFP Time Lines & Information of Section I. General Purpose, of this RFP.
 - b. If the protest relates to the announced intent to award a contract, the protest shall be filed no later than 3:00 p.m. on the *eighth (8th) calendar day* after the issuance of the Letter of Intent to Award the contract.
3. An untimely protest may be considered by the CDJFS if it determines that the protest raises issues significant to the department's procurement system. An untimely protest is one received by the CDJFS after the time periods set forth in Item 2. of this section.
4. Protests of awards will be directed to the county issuing the award being protests. All protests for Clark County awards must be filed at the following location:

Director
Clark County Department of Job & Family Services
1345 Lagonda Avenue
Springfield, Ohio 45503

All protests for Champaign County awards must be filed at the following location:

Director
Champaign County Department of Job & Family Services
1512 US Highway 68 South, Suite N100
Urbana, Ohio 43078

All protests for Logan County awards must be filed at the following location:

Director
Logan County Department of Job & Family Services

211 E. Columbus Ave.
Bellefontaine, Ohio 43311

All protests for Madison County awards must be filed at the following location:

Director
Madison County Department of Job & Family Services
200 Midway St.
London, Ohio 43140

Note: Union County is not accepting proposals for services at this time.

5. When a timely protest is filed, a contract award shall not proceed until a decision on the protest is issued or the matter is otherwise resolved, unless the Director of the CDJFS determines that a delay will severely disadvantage the Department. The provider(s) who would have been awarded the contract shall be notified of the receipt of the protest.
6. The CDJFS shall issue written decisions on all timely protests and shall notify any provider who filed an untimely protest as to whether or not the protest will be considered.

V. Attachments

A1. Assurances Form

Review each of the assurances listed within the Assurances Form (Attachment A1). Then sign and date the form and include it with your proposal.

A2. Certification Requirements for CDJFS Contracts

Provide documentation verifying certification requirements for CDJFS Contracts, as outlined in Attachment A2.

B. Performance Data

Attach documentation of the proposer's past performance with employment and training programs.

C. Checklist Form

Make sure to complete the Checklist Form (Attachment C) as the proposal is completed. Include this form with the proposal.

D. Budget Forms

Review the Youth Program RFP Budget Form Instructions (Attachment D 27-40). Complete the Youth Program Budget Forms (Attachment D 41-50), which must correspond to the budget narrative.

E. Audit

Include a copy of your most recent audit.

F. Marketing/Advertising Materials

Attach copies of current marketing materials being used to market the program for which the proposal is being submitted in response to this RFP. If no materials are being used, please include a statement stating that no marketing materials are currently being used.

ATTACHMENT A1. ASSURANCES FORM

I recognize that I must give assurances for each item below. If I cannot, I will explain why the assurances were not met or this proposal will be automatically rejected. The assurances are:

1. I am authorized by my Board of Directors, Trustees, other legally qualified officer, or as the owner of this agency or business to submit this proposal.
2. We are not currently on any Federal, State of Ohio, or local Debarment List.
3. We will provide annual financial reports to show that we are fiscally solvent.
4. We have, or will have; all of the fiscal control and accounting procedures needed to ensure that WIA funds will be used as required by law and contract.
5. We have additional funding sources and will not be dependent on WIA funds alone.
6. **We will meet all applicable Federal, State and Local compliance requirements.** These include, but are not limited to:
 - * Records accurately reflect actual performance.
 - * Maintaining record confidentiality, as required.
 - * Reporting financial, participant, and performance data, as required.
 - * Complying with Federal and State non-discrimination provisions.
 - * Meeting requirements of ***Section 504 of the Rehabilitation Act of 1973.***
 - * Meeting all applicable labor laws, including Child Labor Law standards.
 - * Drug Free Workplace

We will not:

- * Place a youth in a position that will displace a current employee.
- * Use WIA money to assist, promote or deter union organizing.
- * Use funds for youth in the construction, operation or maintenance of any part of a facility to be used for sectarian instruction or religious worship.
- * Use WIA funds for activities that would interfere with or replace regular academic requirements for eligible youth who are not dropouts.

I hereby assure that all of the above are true.

Signature

Date

Name (printed)

Title

ATTACHMENT A2. CERTIFICATION REQUIREMENTS FOR CDJFS CONTRACTS

INSURANCE

The following are the standard requirements of insurance for Contractors who hold contracts with Clark, Champaign, Logan, Madison, and Union Counties. Certificates are to be on file before a contract is signed. Any variations from the items listed must be analyzed and have advance approval of the County's Risk Manager.

- a. Worker's Compensation Insurance as required by Ohio law and any other state in which work will be performed, or letter of exemption.
- b. Commercial General Liability insurance for a minimum of \$1,000,000 per occurrence with an annual aggregate of at least \$2,000,000, including coverage for subcontractors, if any are used.
- c. Umbrella or Excess Liability insurance (over and above Commercial General Liability) with a limit of at least \$2,000,000.
- d. Auto Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work of Clark, Champaign, Logan, Madison, or Union County, or its departments, with limits of at least \$300,000 (Combined Single Limit) or, \$100,000 per accident for property damage.
- e. The Board of [Clark, Champaign, Logan, Madison, or Union] County Commissioners (not the Department of Job & Family Services) must be named as "Additional Insured" on the policies listed in paragraphs b, c, and d above.
- f. Professional liability on errors and omissions insurance (if applicable) for a minimum of \$1,000,000 per incident. Note: The type of coverage will vary based on the profession or service of the contractor. Normally, at least errors and omissions coverage should be obtained with a minimum of \$1,000,000 per incident liability limit with the County named as additional insured. ("Additional insured" designation may be unavailable for some professions.)

OTHER REQUIREMENTS

- a. Complete a Declaration Regarding Material Assistance questionnaire;
- b. Complete a Federal Funds Declaration Form for Single Audit Requirement;
- c. Submit to the Department the most recently completed financial audit of all funding sources used in the project as prepared by a Certified Public Accountant or auditor approved by the State as part of the Single Audit Act. (For non-profit agencies)

ATTACHMENT B. PERFORMANCE DATA

1. Please attach documentation of the agency's past performance with employment and training programs.

ATTACHMENT C. PROPOSAL CHECKLIST FORM

Format

- Ten originals of proposal included

Narrative

- Completed Cover Letter serving as the first page of proposal
- Project Narrative
- Budget Narrative
- Attachments

Minimum Standards

- Understand and Agree to All Minimum Standards (page 14)

Evaluation Criteria

- Understand and Agree to All Evaluation Criteria (pages 14-20)

Contract Award

- Understand and Agree to Contract Award Information (page 20)

Forms

- Assurances Form completed & attached (Attachment A1, page 24)
- Certification Requirements for CDJFS Contracts (Attachment A2, page 25)
- Budget Forms completed & attached (Attachment D pages 41-50)
- Proposal Checklist Form completed & attached (Attachment C, page 26)

Prosposer's Signature

Date

ATTACHMENT D: BUDGET INSTRUCTIONS

Note: Subcontractors of the service provider must complete a separate budget to be submitted along with the service provider's budget.

BUDGET FACE SHEET

Provider – Enter the legal name of the provider who is providing the services.

Address – Enter the location where the services are provided, street number, city and zip code.

Telephone & Fax Number – Enter for the location where the services are provided.

Contract Period – This will be completed by the CDJFS's upon approval of contract.

Budget Period – Enter the period of time upon which the budget expenditures are based. In most cases, this should be for one year.

Programs – List program title for each service being proposed.

Total Cost for Program – Enter the total program budget cost from the Recap of Budget Items for each program.

Total Program Units – Once the budget figures are known, the agency/organization has documented numbers to reflect what it will cost to provide the program(s) service for both eligible and ineligible clients. The CDJFS's will only reimburse for eligible clients. The unit rate will be defined as the cost per participant. It is very important to be reasonable about the number of units anticipated to be served. The higher the number of units projected, the lower the unit rate will be. A per client or participant unit would be based on one unit for an eligible client for a specific negotiated time period. For unit rate-reimbursement contracts, please be aware that when a monitoring is done, all costs and units must be documented and available to support actual/reimbursed costs in order to prevent a finding of disallowed and nonreimbursable costs resulting in cost recovery.

Unit Costs – List the proposed cost for each unit of service being provided (total costs for service divided by total program units/total number of participants). Federal regulations state that providers shall relate financial data to performance data and develop unit cost information whenever practical.

Units under Contract – List total units to be purchased under this contract. This will be completed by the CDJFS's (if a unit cost-based reimbursement contract(s) is awarded as a result of this RFP).

Amount under Contract – Compute the dollar amount of contracted units by service title (Unit cost multiplied by Units under Contract). This will be completed by the CDJFS's (if a unit cost-

based reimbursement contract(s) is awarded as a result of this RFP).

Unit Definition – Give a clear definition of each unit for each program being proposed. Describe the specific activities that will be provided to comprise each unit.

Note: Proposed unit costs will be used for program analysis. However, the contract(s) awarded as a result of this RFP may be based on direct reimbursement of expenses.

SALARY PAGE –

Position Title – List all staff positions subject to reimbursement.

Filled or Vacant - Indicate if position is filled (F) or vacant (V). If vacant, the salary must be prorated to reflect the date position will be filled.

Salary – Enter the salary per hour.

Hours per Week – The number of hours per week the individual works to earn the listed salary.

Length of Budget – Enter the length of the Program(s) budget (days, weeks, months, and year). Allow the required amount of time to review, negotiate, and approve the contract. This information was previously discussed on Page 1.

Percent of Time to Program(s) – Place the percentage of total salary relevant to the program(s) under contract. Time shown for contract services requires a time study summary documentation of six to eight weeks for employees performing multiple services, unless this is for an agency/organization that has not previously contracted with the CDJFS's.

Salary Charged to the Program – Indicate the amount of salary applicable to the program(s) under contract (Salary Cost multiplied by Percent of Time to program(s)).

PAYROLL RELATED EXPENSES –

Attach a worksheet if related expenses are not uniformly, or across the board, for all staff. Insert in each program heading the amount from salary page totals. Indicate the employer share of taxes and fringe benefits relevant to the salary of listed staff. These costs are to reflect actual established rates.

CONSULTATION FEES –

Attach a service agreement or fee schedule for the consultation service.

Type – Indicate the type of consulting fee (e.g. attorney, accountant, program consultant).

Rate – Enter the normal rate charged by consultant per hour or day.

Hours/Days – Enter number of hours or days purchasing.

Programs – Enter in the program the amount benefiting each program.

TRAVEL –

Agency/Employee Vehicle Expense - Enter on the appropriate line the agency/employee vehicle expenses incidental to the delivery of contract programs, including the costs of transporting clients to and from their residences and provider program locations. Vehicle depreciation or lease expenses will be entered on the appropriate equipment schedule.

Mileage Reimbursement – Indicate the per mile reimbursement paid to staff, not to exceed the counties' guidelines, the total amount of miles, and the total amount of the anticipated expenditure in the appropriate program, including client transportation.

Conferences, Meetings, etc. – Indicate the agency's anticipated expense for this purpose. The travel shall be for official business directly related to a program(s) under contract and considered reasonable and allowable only to the extent such costs do not exceed charges normally allowed by the County's and/or the CDJFS's policies.

Client Purchased Transportation – Enter in the appropriate program column anticipated purchased transportation expenditures for client transportation. If the transportation is being provided by a vendor, other than the vendor this contract is with, that the CDJFS's already contracts with, the transportation rates can not exceed the CDJFS's current contracted rate with that provider.

CONSUMABLE SUPPLIES –

Enter in the appropriate program column the costs of consumable supplies directly related to the program. Do not enter consumable supplies that are more of a general supply used within the agency/organization that will be budgeted for as an indirect cost.

OCCUPANCY COSTS –

Rental - Enter the total square feet, monthly square foot cost, and the total square footage cost per month.

Utilities - Enter the relevant utility costs per month on the appropriate line, if not included in rental charge.

Depreciation or Usage Allowance – If the agency/organization owns the building, a charge for depreciation or usage allowance is an allowable cost. Both are applied to the original acquisition cost. Enter in the acquisition cost, acquisition date and useful life. Depreciation shall be calculated using the straight-line method. If the building has already been fully depreciated, the usage allowance method shall be applied (limited to 2% per year). Enter the depreciation or usage allowance amount and divide by twelve to calculate a monthly cost.

Miscellaneous Building Expenses - Enter the anticipated miscellaneous item and costs per month.

Total Monthly Occupancy Costs – Add the totals for above costs and multiply by the budget period to calculate the total occupancy costs. Apply this amount to the program(s) being provided. Use the Full Time Equivalency Rate, square footage rate, or other means of allocating to determine the allowable amount to charge and the amount to spread to each program. Records substantiating development of the means of allocating must be provided and also maintained in the agency/organization.

INSURANCE COSTS -

Calculate the relevant insurance cost for the program(s) budget period on the appropriate line and enter in the appropriate program column. Use the Full Time Equivalency Rate or other means of allocating to determine the allowable amount to charge and the amount to spread to each program. Records substantiating development of the means of allocating must be provided and also maintained in the agency/organization.

INDIRECT COSTS -

Item - Enter the indirect costs, as defined in the Allowable Operation Costs, excluding any direct costs. Calculate the relevant indirect costs for the program budget period on the appropriate line and enter in the appropriate program column. Use the Full Time Equivalency Rate or other means of allocating to determine the allowable amount to charge and the amount to spread to each program. Records substantiating development of the means of allocating indirect costs must be provided and also maintained in the agency/organization.

NOTE: Indirect cost rates may be developed in any method that produces an equitable distribution. The Full Time Equivalency Rate is a suggested method of arriving at an indirect cost rate for the contract. If another method is used, describe the computation for arriving at the indicated indirect cost rate in a separate attachment.

EQUIPMENT SUBJECT TO DEPRECIATION OR USAGE ALLOWANCE –

Depreciation or Usage Allowance - If the agency/organization has, or acquires for this program(s), equipment costing \$5,000.00 or more with an anticipated useful life in excess of one year, a charge for depreciation or usage allowance for the equipment is an allowable cost. Both are applied to the original acquisition cost. Enter in the acquisition cost less any trade-ins, discounts, etc., acquisition date, and useful life. Depreciation shall be calculated using the straight-line method. If the equipment has already been fully depreciated, the usage allowance method shall be applied (limited to 6 2/3% per year). Calculate the relevant depreciation and/or usage allowance costs for the length of the program(s) on the appropriate line. Use the Full Time Equivalency Rate or other means of allocating to determine the allowable amount to charge and the amount to spread to each program. Records substantiating development of the means of allocating costs must be provided and also maintained in the agency/organization.

SMALL EQUIPMENT -

Item - List or categorize anticipated small equipment purchases of under \$5,000.00 during the budget period.

Quantity - Indicate the quantity of items to be purchased.

Item Cost - Cost of listed items.

Programs – Enter in the program the amount benefiting each program.

LEASED AND RENTED EQUIPMENT –

Equipment should only be leased and/or rented when it is feasible and the lease or rent amount does not exceed the cost to purchase the item(s).

Item - List or categorize anticipated leased and/or rented equipment of under \$5,000.00 during the budget period. Equipment costing over \$5,000.00 and obtained by lease/purchase agreement must be depreciated.

Quantity - Indicate the quantity of items to be leased and/or rented.

Rental Cost - Cost to lease and/or rent listed items.

Programs – Enter in the program the amount benefiting each program.

MISCELLANEOUS COSTS –

Item - List or categorize anticipated miscellaneous items.

Quantity - Indicate the quantity of items to be purchased.

Item Cost - Cost of listed items.

Programs – Enter in the program the amount benefiting each program.

RECAP OF BUDGET ITEMS –

This page is a summary of the costs of providing agency programs. Enter the totals for the various categories that are detailed on the attached sheets of this EXHIBIT.

TOTAL INCOME FOR BUDGET PERIOD -

Income For Program(s) Under This Contract determines if it is necessary for the CDJFS's to enter into a contract to provide additional income for the program(s) being provided and if there is revenue available to support the programs and/or to support services provided to ineligible clients.

Fees from Private Consumers - Indicate the anticipated income for the budget period to supplement this program(s).

Fees Generated by Contract for Recipients - Indicate the dollar value of the contract pro rated to the contract period if different from the budget period.

Other Federal Support of Contract Services - Indicate any other Federal support such as contracts, grants or awards for contract programs.

State, County or Municipal Allocations - Indicate any state, county or municipal support of program services (i.e., levies, county general fund allocations).

Contributions - Indicate private contributions in support of program services.

Other Contracts – Indicate the amount of any other contracts for the programs being provided.

Miscellaneous - List sources of income for contract programs not previously itemized.

Total Income for Program(s) Under This Contract – Indicate total from total amounts 1. through 7.

Income for Other Program(s) Services Provided by Agency Not Under This Contract determines if the agency/organization is financially sound to operate without the CDJFS's funds.

From Private Consumers - Indicate other anticipated income for the budget period that does not supplement this program(s).

Federal Monies (Grants or Contracts) - Indicate any other Federal support such as contracts, grants or awards for other programs.

State, County or Municipal Allocations - Indicate any state, county or municipal support for other program(s) services (i.e., levies, county general fund allocations).

Contributions - Indicate private contributions in support of other program(s) services.

Miscellaneous - List sources of income for other programs not previously itemized.

Total Other Program(s) Services – Indicate total from total amounts 1. through 5.

Total Agency Income (Section A + B) – Indicate total from total amounts to sections A. and B.

The following example and instructions are to assist you in submitting your proposal if your agency/organization doesn't already have an approved cost allocation plan. In order to capture all related costs and establish an equitable unit rate for the services for which you wish to contract, an allocation of costs to the program/programs must be completed and a budget established.

Example: an agency/organization may have different programs it wants to provide. It has separate direct costs for each program and other costs not directly associated with any specific program. In order to find out what it costs to provide each program and spread general and

administrative expenses, a cost allocation is required.

Complete the following to prepare for cost allocating:

1. Program employees who are involved in more than one activity, and who will be performing activities for the program(s) under this contract, should participate in a minimum six to eight week time study. This would not include indirect staff such as directors, fiscal, receptionist, janitorial, etc. unless they provide direct program activities to the clients.
2. Break timings down to fifteen-minute increments with a column for each program and one for unidentifiable time.
3. At the end of each day, add total hours timed and add totals for each column.
4. At the end of the time study period, add the totals from each time study form for each week and transpose the numbers for each week to the **TIME SUMMARY FORM**. Add all totals for each column. A **TIME SUMMARY FORM** must be done for each employee who participated in the time study.
5. Calculate percentage of the time spent in each program from **Total Hours Tracked (THT)** to determine how much of the program employee's time benefits each program.
6. Add all **TIME SUMMARY FORM'S** columns individually **and** all those employees who are involved in only one activity (100% of their time), if any, for each program. Must also add, in the Other Identified Programs column, all organization/agency program staff members who provide program services not included in this contract. The total of all these will give a grand total of program staff under this contract **and** not included in this contract. Report these totals on the **FULL TIME EQUIVALENCY FORM**.
7. Divide number of program employees for each program included in this contract by the total number of program employees in the organization/agency.

This cost allocation only benefits agencies that are currently providing services under contract with the CDJFS's. A new contractor to the CDJFS's can use this cost allocation with projected numbers based on planned or historical activity devoted to each program. These calculations will enable the organization/agency to determine how much of a specific program employee's time benefits each program; furthermore, and just as important, it will enable the organization/agency to allocate program costs and indirect costs to each program under contract. This calculation of time is known as the **Full Time Equivalency (FTE)**.

TIME STUDY

Name _____

Position _____ Time Frame _____

Time Study	Program A	Program B	Program C	Program D	Other Identified Programs	Unidentified	Total Hours Tracked
8:00 AM							
8:15 AM							
8:30 AM							
8:45 AM							
9:00 AM							
9:15 AM							
9:30 AM							
9:45 AM							
10:00 AM							
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4:00 PM							
4:15 PM							
4:30 PM							
4:45 PM							
5:00 PM							

Total							
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TIME SUMMARY FORM

Organization's Name

Time Frame

Time Study	Program A	Program B	Program C	Program D	Other Identified Programs	Unidentified	Total Hours Tracked (THT)
WEEK 1							
WEEK 2							
WEEK 3							
WEEK 4							
WEEK 5							
WEEK 6							
WEEK 7							
WEEK 8							

TOTALS							
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Percentage of time spent for each program (A – D, Other, and Unidentified) calculated by dividing the program total by the Total Hours Tracked (THT).

	Program A	Program B	Program C	Program D	Other Identified Programs	Unidentified	THT (100% Or 1 Employee)
%							

FULL TIME EQUIVALENCY FORM

	Program A	Program B	Program C	Program D	Other Identified Programs	Unidentified	Total # of Program Employees
Employees from all Time Summary Forms							

Divide number of program employees for each program column by the total number of program employees in the agency/organization and enter below.

	Program A	Program B	Program C	Program D	Other Identified Programs	Unidentified	Total # of Program Employees (100%)
%							

These percentage rates will enable the agency/organization to allocate program costs and indirect costs to each program under contract.

ALLOWABLE STAFF COSTS:

Salaries - Includes all remuneration, paid currently or accrued, for services rendered during the period of the contract. Salaries are allowable to the extent that the costs are reasonable for the services rendered, and are supported by documented payroll vouchers or a generally accepted method of documentation. Payroll must be supported by payroll logs, time and attendance logs, or equivalent records for individual employees. The method used should produce an equitable distribution of time and effort. Compensation for owners is allowable provided the service performed is a necessary function.

Payroll Related Expenses - Employee benefits in the form of employer contributions to social security, state and municipal retirement systems, life and health insurance plans, Unemployment Insurance coverage, Workers' Compensation Insurance and pension plans are allowable if equitably distributed. Severance pay is allowable when payment is consistent with standard or approved policy.

Incentive Compensation - payments to employees based on cost reduction, efficient performance, suggestions awards, etc. are allowable to the extent that overall compensation is determined to be reasonable and such costs are paid or accrued pursuant to an established plan followed by the employer so consistently as to imply, in effect, an agreement to make such payment.

Deferred Compensation - Such cost is allowable to the extent that except for past service pension and retirement costs: (1) it is for services rendered during the period of the projected budget; (2) it is, together with all other compensation paid to the employee, reasonable in amount; 3) it is paid pursuant to an agreement entered into in good faith between the agency/organization and its employees before the services are rendered, or pursuant to an established plan followed by the agency/organization so consistently as to imply, in effect, an agreement to make such payments; (4) the benefits of the plan are vested in the employees or their designated beneficiaries and no part of the deferred compensation reverts by the Internal Revenue Service, and falls within the criteria and standards of the Internal Revenue Code and the regulations of the Internal Revenue Service.

Severance Pay - Commonly referred to as dismissal wages, is payment in addition to regular salaries and wages by employers to workers whose employment is being terminated. Costs of severance pay are allowable only to the extent that, in each case: it is required by law; employer/employee agreement; or established policy that constitutes, in effect, an implied agreement on the employer's part. Only severance benefits that accrue during the period of the contract are allowable.

ALLOWABLE OPERATION COSTS

Consultation Fees - The reasonable cost of consultation fees, charges for the use of personal services of outside agencies or persons not on the payroll; or functions related to contract services, i.e. audit service, legal service, and specialized consultation are allowable if equitably distributed among programs and cost centers.

Travel - the costs of operation, maintenance, and repairs of agency vehicles when relevant to the delivery of contract services; reasonable expenses for transportation, lodging subsistence, and related items incurred by employees who are on a travel status while on official business related to delivery of contract services, either an actual basis, or a per diem and mileage basis; expenses for meetings and conferences, if the primary purpose is the dissemination of technical information relating to contract services. Purchased transportation is allowable if required for the delivery of contract services.

Consumable Supplies - The reasonable costs of materials and supplies are allowable. Direct charges to services should be based upon the actual price less cash discounts, trade discounts, rebates, and allowances. Consumable supplies are those items, which will be used up within one year.

Occupancy Costs - Rental of Privately Owned Building - Rental cost for space is an allowable charge and should not exceed the cost of comparable space and facilities in the same locality. The lease agreement must stipulate the extent of the lessor's responsibility for renovations. Major renovations, which add to the permanent value of the property or appreciably prolong its useful life, the cost of which is borne by the provider, must be depreciated.

Rental of Publicly Owned Building - The rental cost of a publicly owned building is allowable if the charge does not exceed the cost of comparable space and facilities in the same locality. The rental charge should include the costs of service, maintenance, depreciation on the building, and depreciation of major renovations.

Use Allowance or Depreciation of Provider Owned Building - The computation of use allowances or depreciation will be based upon acquisition cost. The computation will exclude any cost borne by the federal government through other federal grant programs, the cost of land, and idle or excess buildings and capital improvement. Depreciation must be computed on the Straight Line Depreciation Method. If the building is fully depreciated, a use allowance for buildings and improvements may be computed at an annual rate not exceeding two percent of acquisition cost.

Repair and Maintenance - Costs incurred for necessary maintenance, repair, and upkeep of property which neither add to the permanent value of the property nor appreciably prolong its useful life, but keep it in efficient operating condition, are allowable. If these expenditures add to the value or prolong the life of the property they must be depreciated as capital improvements.

Utilities - Utility costs for agency facilities are allowable if equitably distributed among programs and cost centers.

Insurance Costs - Cost of insurance in connection with the general conduct of activities is allowable to the extent that the cost will be in accordance with sound business practice. Employee liability insurance is allowable. Protection against liabilities for loss of assets related to the provision of contract services is allowable and should be provided, because losses incurred through the lack of available insurance coverage would not be considered

an allowable cost; however, the deductible portion of insurance coverage or minor uninsurable losses is allowable.

Indirect Costs - Indirect costs are those costs incurred for common or joint purpose benefiting more than one service area or cost objective. Indirect cost pools should be distributed to benefited cost objectives on bases that will produce an equitable result in consideration of relative benefits derived. The allocation distribution must be equitable. Allowable indirect costs for the indirect cost pool include, but are not limited to, the accounting and budgeting functions, disbursing services, personnel administration and payroll preparation, procurement services and general administrator's office.

ALLOWABLE EQUIPMENT COSTS:

Depreciable Equipment - Includes depreciation charges for capital equipment (any item or group of like items costing \$5,000.00 or more). Computation of depreciation is based upon the acquisition cost of the item excluding; (1) any cost borne by the Federal Government through other Federal Grant Programs, and (2) any idle or excess equipment. Adequate property records must be maintained and the straight-line method of computing depreciation must be used. When equipment is replaced, the value received for the old equipment less the salvage value and any unrealized depreciation charges are deducted from the acquisition cost of the new equipment. If the equipment is fully depreciated, a use allowance for equipment may be computed at an annual rate not exceeding six and two-thirds percent of acquisition cost.

Non-depreciable Equipment - Small equipment items costing less than \$5,000.00 may be expensed (purchased outright during the period of the contract.)

Leased Equipment - The cost of leased equipment is allowable, to the extent of its reasonableness as sound business policy. Equipment in excess of \$5,000.00, obtained by lease to purchase agreement must be depreciated.

MISCELLANEOUS COST:

Miscellaneous - Allowable miscellaneous costs include memberships and subscriptions, reference material, printing and reproduction, mailing and postage, and any other costs incidental to the delivery of service.

UNALLOWABLE COSTS:

Bad Debt - Losses arising from uncollectible accounts, and other claims and related costs are unallowable.

Contingencies - Contributions to a contingency reserve or any similar provision for unforeseen events are unallowable.

Contributions and Donations - Outlays of cash with no prospective benefit to the contracting agency or program are unallowable.

Entertainment - Costs of amusements, social activities, and related cost are unallowable.

Advertising - Costs of advertising, with the exception of contract related recruitment needs, procurement of scarce items, disposal of scrap and surplus, is unallowable. All contract-related advertising must clearly disclose that the program(s) and/or service(s) are in whole or in part funded by the Workforce Investment Act, as administered by the CDJFS's. Advertising must only be as a direct cost and can not be designed solely to promote the provider's organization as a whole.

Fines and Penalties - Costs resulting from violations of or failure to comply with laws and regulations are unallowable.

Interest and Other Financial Costs - Interest on borrowings, bond discounts, or any cost of financing or refinancing operations are unallowable.

Costs Borne By Other Federal or State Programs - Any costs specifically subsidized by other State or Federal dollars are unallowable and must be deducted from the applicable line items prior to unit rate computation.

Cash Payments - Cash payments to eligible individuals such as a cash allowance to children in residential treatment are unallowable.

Sabbatical Leave - Payment of any sabbatical leave is unallowable.

Fundraising - Cost of activities to raise monies to support the provider program is unallowable.

Education - Cost activities provided by the public schools that are free of charge of the general public is unallowable.

The CDJFS'S receives allocations for many different programs and services. Based on regulations, policies, and plans of the funding source, costs may be allowable under one program but not under another.

BUDGET FACE SHEET

Enter below the total cost for each program from the Budget Recap Sheet, units to be served, and unit cost.

Note: Subcontractors of the service provider must complete a separate budget to be submitted along with the service provider's budget.

PROVIDER: _____

CONTACT PERSON: _____

ADDRESS: _____

TELEPHONE: _____

BUDGET PERIOD: _____

FAX: _____

CONTRACT PERIOD: _____

PROGRAMS	TOTAL COST	TOTAL UNITS	UNIT COST	CONTRACT UNITS COMPLETED BY ACDJFS	CONTRACT AMOUNT COMPLETED BY ACDJFS
PROGRAM A Name _____					
PROGRAM B Name _____					
PROGRAM C Name _____					
PROGRAM D Name _____					

UNIT DEFINITION - Please give clear definition of each unit of service for each program being proposed. A unit can be per hour, per class, per participant, etc. Describe the specific activities that will be provided to comprise each unit.

PROGRAM A - _____

PROGRAM B - _____

PROGRAM C - _____

PROGRAM D - _____

SALARY PAGE Budget Item Number I A.

PAYROLL RELATED EXPENSES Budget Item Number I B.

ATTACH WORK SHEET IF RELATED EXPENSES ARE NOT UNIFORM, OR ACROSS THE BOARD, FOR ALL STAFF

PAYROLL RELATED EXPENSES Budget Item Number I B.									
ATTACH WORK SHEET IF RELATED EXPENSES ARE NOT UNIFORM, OR ACROSS THE BOARD, FOR ALL STAFF									
					PROGRAM A	PROGRAM B	PROGRAM C	PROGRAM D	
					Name _____	Name _____	Name _____	Name _____	
INSERT IN EACH PROGRAM THE AMOUNT FROM SALARY PAGE					Amt. _____	Amt. _____	Amt. _____	Amt. _____	TOTAL
SOCIAL SECURITY 6.2%, PERS 13.55%, SERS _____%									
MEDICARE 1.45%									
WORKERS COMP _____%									
RETIREMENT _____%									
HOSPITALIZATION _____%									
UNEMPLOYMENT _____%									
OTHER (IDENTIFY)									
TOTAL PAYROLL RELATED EXPENSES									

CONSULTATION FEES Budget Item Number I.C.

ATTACH SERVICE AGREEMENT OR FEE SCHEDULE

TRAVEL Budget Item Number II A.

	PROGRAM A Name_____	PROGRAM B Name_____	PROGRAM C Name_____	PROGRAM D Name_____	TOTAL
AGENCY/EMPLOYEES					
ACTUAL VEHICLE EXPENSE					
GAS & OIL					
REPAIRS AND OTHER MAINTENANCE					
LICENSE					
INSURANCE					
OTHER					
MILEAGE REIMBURSEMENT @ <u>.28</u> CENTS/MILE					
FOR <u> </u> MILES					
CONFERENCE, MEETINGS, ETC.					
CLIENTS					
PURCHASED TRANSPORTATION: Please see note below.					
TOTAL TRAVEL					

NOTE: If the service being provided requires transportation for clients and if the transportation is being provided by a vendor, **other** than the vendor this contract is with, that ACDJFS already contracts with, the transportation rates can not exceed ACDJ

CONSUMABLE SUPPLIES Budget Item Number II B.

	PROGRAM A Name_____	PROGRAM B Name_____	PROGRAM C Name_____	PROGRAM D Name_____	TOTAL
Consumable Supplies related directly to the program(s).					
OFFICE					
TRAINING					
PROGRAM					
OTHER (SPECIFY)					
TOTAL CONSUMABLE SUPPLIES					

NOTE: Attach an itemized list so that ACDJFS is aware of the consumable supplies being budgeted for.

OCCUPANCY COSTS Budget Item Number II C.

A. RENT (Office Space)

1. Total # of Square Feet 2. Cost per Sq. Ft. per Month 3. Total Cost per Month

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B. UTILITIES (If Not Included In Rent)

1. HEAT	<hr/>
2. ELECTRICITY	<hr/>
3. TELEPHONE	<hr/>
4. WATER	<hr/>
5. JANITORIAL & MAINTENANCE	<hr/>
6. INTERNET SERVICE	<hr/>
7. TOTAL PER MONTH	<hr/>

C. DEPRECIATION OR USAGE ALLOWANCE

1. DEPRECIATION

a. Item	b. Acquisition Cost	c. Acquisition Date	e. Useful Life Years	f. Straight-line Annual Dep.
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2. USAGE ALLOWANCE (Limited to 2% for buildings per year)

a. Item	b. Acquisition Cost	c. Acquisition Date	e. Useful Life Years	f. Usage Allowance
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3. DEPRECIATION (C.1.f.) _____ OR USAGE ALLOWANCE

(C.2.f.) _____ DIVIDED BY 12 EQUALS _____

D. MISCELLANEOUS BUILDING EXPENSES

1. Item	2. Cost
---------	---------

3. TOTAL COST PER MONTH	<hr/>

E. TOTAL MONTHLY OCCUPANCY COSTS (A.3.+B.7.+C.3.+D.3.) _____ X

LENGTH OF THE BUDGET _____ EQUALS TOTAL OCCUPANCY COSTS FOR BUDGET PERIOD _____. Please see note below.

NOTE: USE THE FULL-TIME EQUIVELANCY RATE, SQUARE FOOTAGE RATE, OR OTHER MEANS OF ALLOCATING TO DETERMINE THE ALLOWABLE AMOUNT TO CHARGE AND THE AMOUNT TO SPREAD TO EACH PROGRAM.

PROGRAM A		PROGRAM B		PROGRAM C		PROGRAM D		UNRELATED TO THE PROGRAMS
Name _____	Name _____	Name _____	Name _____	% TO THE PROGRAM	AMT CHGD TO THE PROGRAM	% TO THE PROGRAM	AMT CHGD TO THE PROGRAM	

INSURANCE COSTS Budget Item Number II D.

NOTE: USE THE FULL-TIME EQUIVELANCY RATE OR OTHER MEANS OF ALLOCATING TO DETERMINE THE ALLOWABLE AMOUNT TO CHARGE AND THE AMOUNT TO SPREAD TO EACH PROGRAM.

INSURANCE	LENGTH OF BUDGET	PROGRAM A		PROGRAM B		PROGRAM C		PROGRAM D		UNRELATED TO THE PROGRAMS
		Name _____	% TO THE PROGRAM							
LIABILITY See note below.										
AGENCY										
EMPLOYEE										
BONDING										
# OF EMPLOYEES										
COVERED _____										
OTHER _____										
TOTAL INSURANCE										

NOTE: Liability Insurance covers damage done to other persons or to property other than that of contractor.

INDIRECT COSTS Budget Item Number II E.

ENTER BELOW OTHER INDIRECT COSTS NOT ALREADY CAPTURED (e.g. GENERAL OFFICE SUPPLIES, ETC.)

ITEM	LENGTH OF BUDGET	PROGRAM A		PROGRAM B		PROGRAM C		PROGRAM D		UNRELATED TO THE PROGRAMS
		Name _____	% TO THE PROGRAM							
TOTAL INDIRECT										

NOTE: Attach an itemized list so that ACDJFS is aware of the indirect costs being budgeted for.

EQUIPMENT SUBJECT TO DEPRECIATION OR USAGE ALLOWANCE Budget Item Number III A.

A. DEPRECIATION OR USAGE ALLOWANCE

1. DEPRECIATION List below the items costing \$5,000.00 or more.

a. Item	b. Acquisition	c. Acquisition Date	e. Useful Life Years	f. Straight-line Annual Dep.
TOTAL PER YEAR				

2. USAGE ALLOWANCE (Limited to 6 2/3% for equipment per year) List below items already owned and depreciation by contractor.

a. Item	b. Acquisition	c. Acquisition Date	e. Useful Life Years	f. Usage Allowance Amt (b. X .0667)
TOTAL PER YEAR				

3. DEPRECIATION (A.1.f.) _____ + USAGE ALLOWANCE (A.2.f.) _____ EQUALS ANNUAL DEPRECIATION AND USAGE ALLOWANCE _____, DIVIDED BY 12 EQUALS _____ PER MONTH, X LENGTH OF PROGRAM _____ EQUALS TOTAL EQUIPMENT DEPRECIATION AND USAGE ALLOWANCE

NOTE: USE THE FULL-TIME EQUIVELANCY RATE OR OTHER MEANS OF ALLOCATING TO DETERMINE THE ALLOWABLE AMOUNT TO CHARGE AND THE AMOUNT TO SPREAD TO EACH PROGRAM.

PROGRAM A		PROGRAM B		PROGRAM C		PROGRAM D		UNRELATED TO THE PROGRAMS
Name	Name	Name	Name	Name	Name	Name	Name	
% TO THE PROGRAM	AMT CHGD TO THE PROGRAM	% TO THE PROGRAM	AMT CHGD TO THE PROGRAM	% TO THE PROGRAM	AMT CHGD TO THE PROGRAM	% TO THE PROGRAM	AMT CHGD TO THE PROGRAM	

SMALL EQUIPMENT (Equipment Costing Under \$5,000.00) Budget Item Number III B.

LEASED AND RENTED EQUIPMENT Budget Item Number III C.

NOTE: ONLY WHEN FEASIBLE AND WHEN THE LEASE OR RENT AMOUNT DOES NOT EXCEED THE COST TO PURCHASE THE ITEM(S).

MISCELLANEOUS COSTS Budget Item Number IV

RECAP OF BUDGET ITEMS

Enter below the totals for the various categories which are detailed on the attached sheets of this EXHIBIT.

	PROGRAM A Name _____	PROGRAM B Name _____	PROGRAM C Name _____	PROGRAM D Name _____	TOTAL BUDGET AMOUNT
I STAFF COSTS					
A. SALARIES					
B. PAYROLL RELATED EXPENSES					
C. CONSULTATION FEES					
TOTAL STAFF COSTS					
II OPERATIONAL COSTS					
A. TRAVEL					
B. CONSUMABLE SUPPLIES					
C. OCCUPANCY					
D. INSURANCE					
E. INDIRECT COSTS					
TOTAL OPERATIONAL COSTS					
III EQUIPMENT COSTS					
A. DEPRECIATION AND USAGE ALLOWANCE					
B. SMALL EQUIPMENT PURCHASES					
C. LEASED AND RENTED EQUIPMENT					
TOTAL EQUIPMENT COSTS					
IV MISCELLANEOUS					
TOTAL PROGRAM BUDGET FOR PROGRAM(S) UNDER CONTRACT					

TOTAL INCOME FOR BUDGET PERIOD

A. INCOME FOR PROGRAM(S) UNDER THIS CONTRACT:

1. FEES FROM PRIVATE CONSUMERS
2. FEES GENERATED BY CONTRACT FOR RECIPIENTS
3. OTHER FEDERAL SUPPORT OF CONTRACTED PROGRAM(S)

B. INCOME FOR OTHER SERVICES PROVIDED BY AGENCY NOT UNDER THIS CONTRACT

1. FROM PRIVATE CONSUMERS
2. FEDERAL MONIES (GRANTS OR CONTRACTS)
3. STATE, COUNTY OR MUNICIPAL ALLOCATIONS
4. CONTRIBUTIONS
5. MISCELLANEOUS

. INCOME FOR OTHER SERVICES PROVIDED BY AGENCY NOT UNDER THIS CONTRACT		TOTAL
1. FROM PRIVATE CONSUMERS		
2. FEDERAL MONIES (GRANTS OR CONTRACTS)		
3. STATE, COUNTY OR MUNICIPAL ALLOCATIONS		
4. CONTRIBUTIONS		
5. MISCELLANEOUS		
TOTAL OTHER PROGRAM SERVICE(S) INCOME		
TOTAL AGENCY INCOME (SECTION A TOTAL + SECTION B TOTAL)		

VI. APPENDIX

A. Definitions of Requested Services

Adult mentoring – services that require mature and responsible adults to engage youth in a variety of activities that will contribute to the youth's, mental, and social well-being for a duration of 12 months, which may occur both during and after participation in a program. For those enrolled in a work component, this may include mentoring in managing time and stress, balancing work, school and home commitments, accepting new responsibilities, and dealing with work relationships and etiquette.

Advanced training – an occupational skill employment/training program not funded under WIA, the One-Stop or partner system. (Training following exit).

Allowable Costs – those costs which are necessary, reasonable, allocable and allowable under applicable Federal, State and local law for the proper administration and performance of services to participants.

Alternative secondary school services – alternative schools for those youth who need more flexible and innovative programs to address special needs; basic literacy education programs.

At-risk youth – Individuals who are unlikely to successfully complete elementary and secondary school, and to acquire skills necessary for higher education and/or employment. May include alcohol/drug abuse, cyclical poverty, delinquency/truancy, family abuse/neglect, disability, pregnancy/parent, limited English/non-English speaking, inadequate readiness skills/developmental delay, and inappropriate school curriculum.

Barriers for income eligible youth:

- Deficient in basic literacy skills
- School Dropout
- Homeless, runaway, or foster child
- Pregnant or parenting
- Offender
- An individual (including a youth with a disability) who requires additional assistance to complete an education program, or to secure and hold employment.

Barriers for non-income eligible youth: Up to five (5) percent of youth participants served by youth programs in a local area may be individuals who do not meet the income criterion for eligible youth, provided they are within one or more of the following categories:

- School dropout
- Basic skills deficient, as defined in WIA section 101(4)
- Are one or more grade levels below the grade level appropriate to the individual's age
- Pregnant or parenting
- Possess one or more disabilities, including learning disabilities
- Homeless or runaway

- Offender
- Face serious barriers to employment as identified by the Local Board (WIA sec. 129(c)(5).)

Basic Skills Deficient – Computes or solves problems, reads, writes, or speaks English at or below the eighth grade level or is unable to compute or solve problems, read, write or speak English at a level necessary to function on the job, in the individual's family or in society.

Certificate – 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.

Certificate-awarding Institutions – include a State educational agency; institutions of higher education; professional, industry, or employer organization or a product manufacturer; registered apprenticeship program; public regulatory agency; a program approved by the Department of Veterans Affairs; Office of Job Corps; Indian Tribe Higher Education Institution.

Comprehensive Guidance and Counseling – vocational counseling, guidance counseling, alcohol and drug counseling, parenting classes and counseling for the prevention of child abuse and neglect.

Date of Participation – the date of the first youth service provided.

Disability - An individual with a physical or mental impairment that substantially limits one or more of the major life activities of that individual.

Education – secondary school, post-secondary school, adult education, or any organized program of study that must lead to a degree or certificate.

Eligible Youth – an individual who received, or is member of a family that receives, cash payments under a Federal, State, or local income-based public assistance program; or received an income, or is a member of a family that received a total family income, for the six (6) month period prior to application for the program (exclusive of unemployment compensation, child support payments, public assistance and old-age and survivors insurance benefits) that, in relation to family size, does not exceed the higher of the poverty line, or 70% of the Lower Living Standard (LLSIL) for an equivalent period; or is a member of a household that receives (or has been determined within the six month period prior to application to be eligible to receive food stamps; or is a homeless individual, a foster child on behalf of whom State or local government payments are made; or an individual with a disability whose own income meets the income requirements; and has a barrier to employment/educational opportunities.

Exclusions from all performance measures: global exclusions that will exclude participants from all performance measures. To be excluded from performance calculations, the following conditions must be expected to last 90 days or more:

- Institutionalized/incarcerated at exit
- Health/medical exits

- Health/medical for family members
- Reservists called to active duty who choose not to return to WIA
- Relocated to a Mandated Residential Program
- Deceased

Follow-up activities – all youth must receive follow-up for a minimum of 12 months after exit from WIA. Activities may include supportive service activities, regular contact with employer, including addressing work-related problems that arise, assistance in securing better paying jobs, career development and further education, and tracking progress of youth in employment after training.

Habitual Truant – as defined by the Ohio Revised Code is a “child of compulsory school age who has been absent without legitimate excuse from the school he/she is supposed to attend for five (5) or more consecutive school days, seven (7) or more school days in one school month, or twelve (12) or more school days during a year.” A youth will be considered “out-of-school” if he/she was categorized as habitually truant by the school anytime during the current semester or the semester preceding application to WIA. A student expelled from school is considered to be an out-of-school youth.

In-School Youth – An eligible youth who has not received a high school diploma or GED and is currently attending secondary school or an alternative school program.

Job Placement – unsubsidized employment that pays at least minimum wage. Out-of-school youth must be employed at least 20 hours per week. In-School Youth must be employed at least 10 hours per week during school and 20 hours during summer vacation.

Leadership Development Opportunities – Opportunities that encourage responsibility, employability, and other positive social behaviors such as: peer centered activities, community and service learning projects, peer mentoring and tutoring, team work and team leadership training, training in decision making including determining priorities, citizenship training including life skills training such as parenting, work behavior training, character building and budgeting of resources.

Monitoring – the process of observing and/or reviewing performance may include on-site observation, review of paperwork and files, interviews with staff or customers, telephone conversations, and formal evaluation of compliance elements.

Occupational Skills Training – individual training in occupational areas for which there is a demand within the local labor market area. Such training may include on-the-job training, rehabilitation programs and vocational education. (Post-secondary school training institutions may include published catalog prices in lieu of budget sheets.)

Offender – any adult or juvenile who is or has been subject to any stage of the criminal justice process, for whom services under WIA may be beneficial; or who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

Out-of-School Youth – an eligible youth who is a school dropout; or who has either graduated from high school or holds a GED, but is basic skills deficient, unemployed, or underemployed.

Planned Gaps in Service – Youth can be put “on hold” when they have a legitimate reason for not participating for a period of time, but plan to return. A gap in service must be related to one of the following circumstances and last no more than 180 days from the date of the most recent service to allow time to address the barriers to continued participation:

- Health/medical reasons for the individual
- Health/medical reasons for a family member
- Temporary move from the area
- When a service or training is not immediately available

Post-Secondary Education – a program at an accredited degree-granting institution that leads to an academic degree (e.g. A.A., A.S., B.A., B.S.)

School Dropout – An individual who is not attending school and who has not received a high school diploma or GED.

Soft Exit – customers who do not receive a WIA funded or WIA partner service for 90 days and are not scheduled for future service except follow-up, the exit date is the last date of service.

Subsidized employment – employment or work experience that is partially or totally paid for with WIA funds.

Summer employment opportunities – services linking academic and occupational learning, which may include such activities as subsidized work experience in the public sector, unsubsidized work in the private sector, and placement in private sector employment connected to career interests.

Supportive Service – services that are necessary to enable an individual eligible to obtain training and employment opportunities while enrolled in the WIA program. Such services may include linkages to community services; assistance with transportation, assistance with child care and dependent care, assistance with housing, referrals to medical services and assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear.

Tutoring – services which enable youth to complete the courses necessary to obtain a diploma or instruction leading to the successful obtainment of ninth and/or twelfth-grade proficiencies.

Unsubsidized employment – employment not financed from funds provided under the Act.

Work experience – planned, structured learning experiences that take place in a workplace for a limited period of time. May be paid or unpaid, and are designed to enable youth to gain exposure to the working world and its requirements. Work experiences should help youth acquire the personal attributes, knowledge, and skills needed to obtain a job and advance in employment.