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**WORKFORCE INNOVATION & OPPORTUNITY ACT -  
TITLE I:**

**OUT-OF-SCHOOL YOUTH  
OR  
BLENDED IN-SCHOOL/OUT-OF-SCHOOL YOUTH  
“NCWORKS NEXTGEN”**

**REQUEST FOR PROPOSALS**

**PROGRAM YEAR 2017/2018**

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**ISSUED BY THE**



***AN AGENCY OF LAND-OF-SKY REGIONAL COUNCIL  
SERVING BUNCOMBE, HENDERSON, MADISON  
AND TRANSYLVANIA COUNTIES***

**FOR PROGRAM OPERATIONS:  
JULY 1, 2017 – JUNE 30, 2018**

**January 18, 2017**

**FUNDED BY THE**

**WORKFORCE INNOVATION AND OPPORTUNITY ACT**

<http://www.doleta.gov/WIOA/> and <https://www.congress.gov/113/bills/hr803/BILLS-113hr803enr.pdf>

THE MOUNTAIN AREA WORKFORCE DEVELOPMENT BOARD IS AN EQUAL OPPORTUNITY  
EMPLOYER AND PROVIDER OF EMPLOYMENT AND TRAINING PROGRAMS.

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**SCHEDULE FOR SUBMISSION, REVIEW, AWARD AND NOTIFICATION  
FOR PROPOSERS OF “NCWorks NextGen” WIOA YOUTH PROGRAM  
OPERATIONS**

Request Released	Tuesday, January 18, 2017
Advertisement of RFP	Tuesday, January 18, 25, 2017
<b>Letters of Intent to Bid Due – 5:00pm</b>	<b>Thursday, February 16, 2017</b>
Bidders’ Conference – 3:00pm	Thursday, February 9, 2017
Question & Answer Deadline (12:00pm, emails only)	Friday, February 17, 2017
Proposals Due – <u>3:00pm</u> (1- signed hard copy & 1- electronic Microsoft Word/Excel copy for editing)	Friday, March 3, 2017
Youth Committee (Board Members Only) (Proposal Review and Recommendations – Required changes identified – Proposal Revisions due Friday, April 14)	Thursday, March 23, 2017
Board Action – 3:00pm	Tuesday, April 25, 2017
Notice to Bidders Regarding Proposal Status	Monday, May 1, 2017
Contracts Prepared and in Place	Friday, June 23, 2017
Begin Program Year 2017 Operation	Saturday, July 1, 2017

**IMPORTANT NOTICE:**

**THIS REQUEST FOR PROPOSALS CAN BE USED TO APPLY FOR AN OUT-OF-SCHOOL YOUTH PROGRAM OR A BLENDED OUT-OF-SCHOOL AND IN-SCHOOL YOUTH PROGRAM. PROGRAMS EXCLUSIVELY SERVING IN-SCHOOL YOUTH ARE NOT PERMITTED UNDER THIS REQUEST FOR PROPOSALS. PROGRAMS MUST BE DESIGNED TO SERVE WIOA ELIGIBLE YOUTH IN ONE OR MORE OF THE FOUR COUNTIES (BUNCOMBE, HENDERSON, MADISON AND TRANSYLVANIA COUNTIES) THAT CONSTITUTE THE MOUNTAIN LOCAL AREA OF WESTERN NORTH CAROLINA.**

**BY LAW (Section 129(a)(4)(A)) “not less than 75 percent of the funds available to local areas under subsection (c), shall be used to provide youth workforce investment activities for out-of-school youth.” THE MOUNTAIN AREA WORKFORCE DEVELOPMENT BOARD AND ITS SERVICE PROVIDERS MUST FOCUS ITS EFFORTS ON SERVICES TO OUT-OF-SCHOOL YOUTH. ONCE ALL PROPOSALS ARE RECEIVED THE MOUNTAIN AREA WORKFORCE DEVELOPMENT BOARD RESERVES THE RIGHT TO NEGOTIATE LEVELS OF SERVICE TO OUT-OF-SCHOOL YOUTH AND/OR TO DENY FUNDING TO PROGRAMS THAT WOULD JEOPARDIZE COMPLIANCE WITH THIS RULE.**

**GENERAL INFORMATION REGARDING THIS REQUEST FOR PROPOSALS**

The purpose of this Request for Proposal package is to obtain proposals for the operation of a Workforce Innovation and Opportunity Act program and activities for Out-of-School Youth (ages 16 – 24), hereinafter referred to as “NCWorks NextGen”, from current and potential Service Providers. The program must be operated within Mountain Area Workforce Development Board Local Area (Buncombe, Henderson, Madison and Transylvania Counties) of western North Carolina. The program operation is for the initial period of July 1, 2017 to June 30, 2018.

This Request for Proposals is issued and administered under the authority of: The Workforce Innovation and Opportunity Act - Public Law 113-128.

Administration and operation of all programs and activities funded under these authorities are subject to compliance with Federal regulations, State policies and procedures as issued by the Division of Workforce Solutions (DWS), NC Department of Commerce, and local policies and procedures as issued by the Mountain Area Workforce Development Board (MAWDB).

**By issuing a Request for Proposals, the MAWDB does not imply that any of the proposals received will be funded. No compensation will be provided for expenses or efforts incurred by the proposing entity in response to this request.**

Funding of proposals is subject to the availability of funds and approval by the Mountain Area Workforce Development Board. The MAWDB reserves the right to refuse any proposal received in its office (339 New Leicester Hwy., Suite 140, Asheville, North Carolina 28806-2088) after 3:00 p.m. on Friday, March 3, 2017.

Proposing organizations should submit one original hard copy and one (1) copy electronically in Microsoft Word/Excel of their proposal, with the hard copy bearing an original signature of the authorized signatory official. Submission of the Statement of Work (Program Design) and Budget electronically is required. Email electronic submissions to [zia@landofsky.org](mailto:zia@landofsky.org) and [nathan@landofsky.org](mailto:nathan@landofsky.org) by 3:00 p.m. on Friday, March 3, 2017.

The WDB may require the bidders to participate in negotiations and to submit any price, technical, or other revisions of their proposal as may result from such negotiations. Any modification as a

result of negotiations will be incorporated into and made a part of the final contract.

The prospective operator's proposal must reflect the goals and objectives of the Mountain Area WDB and the needs of the regional labor market for youth ages 16 – 24 eligible for service under the Workforce Innovation and Opportunity Act. Occupational training in in-demand occupations approved by the WDB (Attachment B) may occur when appropriate as specified in the youth participant's Individual Service Strategy. Child Labor Laws must be closely observed when working with participants under the age of 18.

### **Participant Records**

Participants' records must be maintained according to the Mountain Area File Structure and the NC Division of Workforce Solution's Data Validation File Structure policy. Any item used as a part of an individual participant's eligibility determination process must be verified by acceptable documentation sources outlined in the WIOA Application Guide (available upon request from the Mountain Area WDB) and the NCWorks Online System.

When an authorized staff person is not in the immediate vicinity, all Participant Files must be kept in a locked and secured location and computers with access to client data must be in a locked/password protected and secured setting or mode. Protecting clients' personally identifiable information and client confidentiality is very important. Non-compliance with safeguards to protect clients' sensitive, confidential, proprietary, and/or private data may lead to civil and criminal sanctions as contained in Federal and State laws.

All WIOA Participant Files will be maintained through data entry into the Division of Workforce Solutions NCWorks Online System. This is an internet-based system and must be accessed through Internet Explorer.

At exit, the Participant File must continue with the Mountain Area File Structure and the WIOA Data Validation file structure documentation for all applicable elements. This will include hard copy or printed documentation for information entered into the NCWorks Online System. The required documentation will be gathered and securely filed in order of the applicable elements listed on the WIOA Data Validation checklist.

Evidence of twelve months follow up after each participant is exited from WIOA will be outlined on the appropriate Post-Program Activity Form. This final document placed in the Participant File will complete the file structure of the participant record.

Technical assistance regarding the Mountain Area File Structure, Eligibility, Data Validation and the NCWorks Online System will be provided by the WDB staff and the Division of Workforce Solutions staff.

### **Performance Standards**

Performance Standards for the Workforce Innovation and Opportunity Act Programs are established by the US Department of Labor and negotiated at the State levels based on current labor market information. The PY2017/18 Youth Performance Standards for the Mountain Area WDB have established as follows:

**Program Year 2016 Youth Performance Goals for Mountain Area WDB**

Employment Rate 2 <sup>nd</sup> Quarter after Exit	70%
Employment Rate 4 <sup>th</sup> Quarter after Exit	68%

**Program Year 2017 Youth Performance Goals for Mountain Area WDB**

Employment Rate 2 <sup>nd</sup> Quarter after Exit	73%
Employment Rate 4 <sup>th</sup> Quarter after Exit	71%
Median Earnings 2 <sup>nd</sup> Quarter after Exit	No standard set for PY17, PY17 is a baseline year
Credential Attainment within 4 Quarters after Exit	74%

**FOLLOWING THE INTRODUCTORY MATERIALS, THIS RFP IS DIVIDED INTO TWO SECTIONS:**

**SECTION I: OUT-OF-SCHOOL “NCWORKS NEXTGEN” YOUTH PROGRAMS** WILL BE FOR THOSE ORGANIZATIONS PROPOSING EXCLUSIVELY “OUT-OF-SCHOOL YOUTH” AND FOR ORGANIZATIONS PROPOSING BLENDED IN-SCHOOL AND OUT OF SCHOOL YOUTH PROGRAMS. ORGANIZATIONS PROPOSING BLENDED PROGRAMS MUST ALSO COMPLETE SECTION II.

**SECTION II: BLENDED “NCWORKS NEXTGEN” YOUTH PROGRAMS** SERVING BOTH IN-SCHOOL AND OUT OF SCHOOL YOUTH. ORGANIZATIONS APPLYING TO OPERATE BLENDED YOUTH PROGRAMS MUST COMPLETE BOTH SECTIONS I AND SECTION II. BIDDERS PROPOSING BLENDED YOUTH PROGRAMS MUST COMPLETE TWO PROPOSAL BUDGETS (ATTACHMENT D).

**INTRODUCTORY MATERIALS**

**The basic purposes and design of WIOA youth programs** (both In-school and Out-of-School) under the Workforce Innovation and Opportunity Act are to provide eligible youth with:

- the opportunity to earn basic academic skills and credentials;
- the clarification of their career goals, objectives and pathways;
- assistance in accessing support services that will help them mitigate challenges/obstacles to developing the skills they need to achieve their career goals;
- the understanding of appropriate workplace attitudes, behaviors, and interpersonal relations and the opportunity to exhibit those skills in a real employment setting;
- the opportunity to learn technical skills (including work based learning opportunities) and earn postsecondary credentials in their chosen “in-demand” career field;
- the knowledge of effective job search and job acquisition skills that lead to obtaining and retaining unsubsidized employment in their chosen career field; and
- follow-up consultation and services for 12 months after exit to help ensure the youth’s successful introduction into the chosen career field.

**SECTION I:**  
**OUT-OF-SCHOOL “NCWORKS NEXTGEN” YOUTH**  
**PROGRAMS**  
**Program Information**

The Mountain Area Workforce Development Board desires to make funds available to organizations that can successfully develop programs to recruit and serve WIOA eligible out-of-school youth ages 16 – 24 that reside in the Mountain Local Area in Western North Carolina for “NCWorks NextGen.” A program to serve WIOA out-of-school youth must be capable of assessing the needs of individual clients and developing and implementing effective plans to help each client achieve his/her career goals. See Attachment G “NC Association of Workforce Development Boards Youth Framework.” Contractor(s) pursuant to this program shall brand their program as “NCWorks NextGen” consistent with said Youth Framework.

Out-of-school youth are usually not participating in a system that can provide consistent support and instructional services, and they are usually not available in a central location on a regular basis. Out-of-school youth usually do not have the transportation and other forms of support or professional services that are available to in-school youth. Out-of-school youth may also have more serious barriers to employment such as no reliable shelter, childcare needs, criminal records, basic skills deficiencies, etc.

WIOA Out-of-School Youth programs and services are not entitlements. WIOA programs are performance-driven and focus on enhancing the skills and labor market competitiveness of low income youth ages 16–24 with barriers to employment. The success of WIOA Out-of-School Youth “NCWorks NextGen” program is determined by the program’s rates of success in helping youth establish career plans, develop appropriate skills and acquire/retain employment in “in-demand career fields” with a reasonable starting wage. Good program performance and accountability increase the probability of continued program funding. Poor program performance increases the probability of program re-organization or termination.

**Select Definitions of Importance:**

**See the Workforce Innovation and Opportunity Act**

<http://www.doleta.gov/WIOA/> and <https://www.congress.gov/113/bills/hr803/BILLS-113hr803enr.pdf>

- Out-of-School Youth - Section 3 (46) and Section 129(a)(1)(B)
- Eligible Youth – Section 3 (18); Section 129(a)(1)(B)
- Basic Skills Deficient – Section 3 (5)
- Career pathway – Section 3 (7)
- Career planning – Section 3 (8)
- English language learner - Section 3 (21) and Section 203 (7)
- Individual with a barrier to employment - Section 3 (24)
- In-School Youth - Section 3 (27) and Section 129(a)(1)(c)
- Low-income individual Section 3 (36)
- Recognized postsecondary credential – Section 3 (52)
- School Dropout – Section 3 (54)
- Supportive Services – Section 3 (59)
- Training Services – Section 3 (60)
- Unemployed Individual – Section 3 (61)
- Workforce preparation activities – Section 3 (69) and Section 203 (17)
- Youth Workforce Investment Activity – Section 3 (71) and Section 128(a)(3)(A)

*Note: Once determined eligible and enrolled in WIOA as an Out-of-School Youth the client can return to school and still be considered as “Out-of-School” by WIOA definitions. WIOA does not*

want to discourage clients from returning to school and earning their diplomas.

### **A COMPREHENSIVE SERVICE MODEL FOR OUT-OF-SCHOOL YOUTH**

Proposals must clearly demonstrate that the organization can develop and deliver (or facilitate the delivery of) a meaningful system of services that will **continuously involve clients** in a set of challenging and beneficial (individual and/or group) learning experiences.

#### **A Comprehensive Model of Services for Out-of-School Youth includes the following:**

- 1) Participant recruitment;
  - a) methods of identifying, selecting and enrolling appropriate candidates to be served in the program;
- 2) WIOA eligibility determination & documentation (using NCWorks Online and Case management tools.)
  - a) includes the collection and retention of specific, acceptable documentation related to all elements of WIOA Youth Program eligibility;
  - b) program activities and enrollments; NCWorks system procedures for entering case notes and recording changes in participation status, etc.
  - c) referral of candidates not enrolled to training or educational programs with the capacity to serve them.
- 3) Assessment of individual support needs and connections to organizations that can help address essential needs (personal, familial and social);
  - a) often involves helping clients access services provided by a variety of public, faith based and community support organizations;
  - b) WIOA funds, in limited amounts as specified by Board policy, may be used to provide emergency support while clients seek longer-term support from other community resources;
- 4) Basic skills assessment (literacy and numeracy);
  - a) administer the Test of Adult Basic Education Level D to determine the literacy and numeracy of clients at (or before) the point of program enrollment; and incrementally thereafter to measure skills gain.
- 5) Life skills education
  - a) personal organization and appearance, time and financial management, interpersonal/social skills, communication skills, study skills, etc.
  - b) effective workplace behaviors - business etiquette, making/keeping commitments, employer and co-worker expectations, teamwork, etc.- includes ACT Personal Skills - Talent Assessment and follow-up counseling and worksite reinforcement – Career Ready 101 Soft Skills Suite);
  - c) computer skills, internet and social media skills, use of appropriate mobile applications, etc.
- 6) Career Interest assessments and the provision of career pathways information including (training requirements and costs, occupational demand, probable wages, prospective employers, etc.)
- 7) Development of an Individual Service Strategy (Attachment F);
- 8) High School Diploma or Equivalency instruction, tutoring and mentoring (if appropriate) including community college adult education/basic skills programs;
- 9) Preparation for and completion of the National Career Readiness Certificate (Online subscription to Career Ready 101 Tutorials and WorkKeys assessments (fees paid by the Mountain Area Workforce Development Board);
- 10) Occupational skills training provided through MAWDB approved training providers (see <http://www.ncworks.gov> - List of approved training courses: Attachment B);
- 11) Employability skills assessments (measuring clients' understanding of job search and job acquisition processes);
- 12) Work ethic and work maturity instruction/counseling (Career Ready 101 – Soft Skills Suite);
- 13) Career related work based learning experiences (job shadowing, internships, work experience, apprenticeships and pre-apprenticeships, On-the-Job Training, etc.);
  - a) WIOA requires at least 20% of Youth Funds be spent on work based learning with academic and occupational education (Section 129 (c)(4) and 129(c)(2)(C))
- 14) Prepare youth for, and encourage their enrollment in post-secondary educational opportunities;



- a) clearly developed “career pathways”; Mountain Area Workforce Development Board has developed Career Pathways for the Advanced Manufacturing (certified by the NCWorks Commission on November 9, 2016) and Hospitality & Tourism sectors; MAWDB will develop Career Pathways for Healthcare, Skilled Trades, and Technology/IT in the future.
  - b) information about financial assistance;
  - c) guidance regarding application and registration procedures; curriculum diploma and degree options and continuing education certificate opportunities;
- 15) Job search skills counseling/instruction/mentoring;
- a) Pre-hire screening, drug tests, background checks, social media searches, etc.
  - b) Job search techniques and tools;
  - c) Understanding and completing online job applications, references, etc.
  - d) Having a well-designed, accurate and informative resume
  - e) Practice job interviews, positive impressions, routine questions, difficult questions, etc.
  - f) Fulfilling employer expectations and understanding the culture of work
- 16) Job acquisition assistance;
- a) Being prepared to be hired
  - b) Routine on-boarding procedures and documentation (I-9, W4, direct deposit, etc.)
- 17) On-the-job counseling;
- a) Attendance and punctuality; teamwork; productivity and initiative; responding to criticism; conflict management; types of supervision; building confidence and earning trust; etc.
  - b) Periodic progress checks and focusing on areas for improvement and advancement; etc.
  - c) Inappropriate behaviors and language in the workplace; harassment and abuse; etc.
- 18) Follow-up and job retention assistance services for four quarters after program exit; and
- a) Monthly or more frequent check-ins, mentoring and recording case notes;
  - b) Assistance with finding new jobs as necessary and learning from mistakes;
- 19) Development and maintenance of a secured, accurate, organized electronic (and hard copy) system of files about each client’s participation in services and counseling/mentoring efforts made to assist the client in overcoming obstacles and achieving successful outcomes.
- a) File security – protection of personally identifiable information;
  - b) Record retention policies, etc.

Career Coaches must maintain frequent contacts with the client until the participant is well established in his/her course of study or work based learning position. Mentors and/or tutors are to be recruited as necessary to assist clients in achieving their long-term goals. Once the client has established stable patterns of participation and progress, the counselor may reduce the frequency of contacts. However, at minimum, counselors must establish face-to-face or direct telephone contact with each client at least every other week and document progress in the client’s file and in the NCWorks Online Case Management System. Similarly, counselors are to make (and document) periodic contacts, with appropriate adults (parents/guardians, instructors, managers, employers or supervisors) who are involved in each client’s efforts to achieve his/her educational/career goals. Regular monthly contacts with the client must also be maintained/documented throughout participation and during the 12 month period for follow-up services.

The 19 activities in the Comprehensive Service Model are never presented to clients in sequential order. Generally, a youth is involved in different activities simultaneously. However, recruitment; initial assessments of the client’s existing support system, support service needs, and basic skills; eligibility determination and documentation must precede formal enrollment in WIOA. Once WIOA eligibility is established and the client is formally enrolled in the first WIOA Youth Activity, then the art of Career Coaching accelerates.

**The Recruitment, Registration, Initial Assessment and Enrollment Phase:** Accurately judging each client’s interests, needs, and motivating factors are important to gaining the client’s trust and

commitment. In most cases clients have an immediate need that does not involve extensive planning processes. However, a great deal can be learned that can prove useful by seeking clarification of circumstances and needs during the initial conversations. As part of that conversation, the Youth Career Coaches should also initiate a registration for the client on NCWorks Online. This registration will be a requirement that precedes WIOA enrollment anyway.

While the client's needs and expectations may (or may not) determine the services provided, only those clients interested in enhancing their skills for career development and employment are appropriate for WIOA enrollment. Clients only interested in immediate employment may not be appropriate for WIOA enrollment at that point in time, unless they fully commit to, and demonstrate intent to, advance their skills and credentials right away.

### **In-depth Assessments, Basic Skills/Academic Skills Development, Life Skills, Support Service Needs Advocacy, and Development of the Individual Service Strategy**

Assuming the client has not earned a High School Diploma or recognized High School Equivalency credential, he/she will usually begin with enrolling in a basic skills education (returning to school or participating in studies for the high school equivalency exam). The participant's Individual Service Strategy (ISS) (see Attachment F) should be developed during this time. The ISS involves career interest assessments and a process of fully reviewing skill/training requirements, wages, demand, the nature of the work, area employers, career advancement options, etc. for the career options that the client and career coach/counselor identify as appropriate.

OSY participants are expected to receive extensive services from the program operator's staff. Counselors should meet with youth clients almost daily (at least twice per week) during the first several weeks of participation. During this initial information gathering and planning phase, the objectives are to establish professional credibility and rapport with the client, and to conduct and document a detailed account of each youth's:

- counseling (assessment results, career research, conversational/mentoring guidance, etc.)
- attitudinal and behavioral patterns that are related to his/her goal attainment (including attendance, communications skills, punctuality, etc.);
- long-term education and career goals (Career Coach, ONet Online, Occupational Outlook Handbook Online, etc.)
- short-term employment and education needs;
- personal needs and support system to overcome barriers to success – identify community resources;
- soft skills awareness (communications, employment expectations, the culture of work; etc.) WorkKeys Talent Test and Career Ready 101;
- Basic Skills/Academic Skills learning activities (return to High School or preparations for the High School Equivalency Exam); and
- life skills development (including personal financial management; the use effective use of computers, social media and mobile applications related to finding information about jobs, skill development and work/education related tasks),

Step by step this process should result in the development of the client's Individual Service Strategy (ISS) - see Attachment F. Clients should be engaged in planned and meaningful activities about 12 to 16 hours per week during this initial phase.

Also, when possible during this initial phase the client should be engaged in short term project activities including volunteer service activities that will assist in his/her personal development and obtaining personal job references.

## **Occupational Skills Training, Career Related Work Based Learning and Applying Effective Workplace Behaviors**

WIOA funds for paid Work Experience are limited and should be used strategically. Subsidized Work Experience is usually very attractive to clients because of the income. Thus, it can be used to encourage clients to improve performance and comply with other program requirements that are of less obvious immediate return on investment. Out-of-School Youth paid work experience should be for 25 hours per week or less and may not exceed 400 hours per program year per client. Clients are limited to two years (800 hours total) of subsidized work experience. Work Experience is a great opportunity for participants to apply effective workplace behaviors. Employers should be encouraged to clearly communicate expectations and to reinforce expected behaviors and offer constructive advice when improvements are needed. Clients' effective workplace behaviors will lead to a good reputation for the program among employers and provide an opportunity for strong letters of reference for participants when they enter the job search process.

There are numerous policies and procedures that govern paid work experience including: (1) the program operator is the employer of record and is responsible for payroll, taxes, FICA and Workers' Compensation. WIOA funds will cover those costs in the contract. (2) work-sites must be reviewed and approved for safety, access and appropriate working environment, (3) worksite agreements must be developed and signed by the program operator and the host worksite organization, (4) job descriptions and performance reviews must be agreed to, (5) supervisors must be trained, (6) emergency contact information and procedures must be established, etc.

WIOA funds can be used for assisting clients with tuition, books and fees related to earning credentials in "in-demand" occupations. These credentials can be for short term training certificates or longer term credentials up to an "Associates Degree" in Board approved "in-demand" occupations. Board polices set limits for WIOA assistance with these costs. Longer term curriculum courses are limited to \$3,500 per year for up to two and a half years. Shorter term non-credentialed courses are limited to \$500 in WIOA support, and courses offering nationally or industry recognized credentials are limited to \$1000.

Internships, Co-Ops, On-the-Job Training (OJT), Pre-Apprenticeships and Apprenticeships are other forms of work based learning that are generally used near the end of the client's participation in the program to assist in the transition to unsubsidized employment.

OJT Contracts are written by the Board's business services staff. The Business Services staff will assist the program operators' career coaches in finding and developing appropriate OJT opportunities. OJT funds provide a 50% reimbursement to the employer for the wages paid during a contracted training period. The OJT Contract contains an agreed upon training plan that the employer will follow to develop the client's job skills, and enable the client to successfully perform the expected tasks upon completion.

Pre-Apprenticeships/Apprenticeships are developed and administered by the NC Apprenticeship Division of the NC Department of Commerce. <http://www.nccommerce.com/wf/job-seekers/apprenticeships>. Apprenticeships are an excellent way to earn money while learning higher level skills and higher paying jobs. Education costs for apprentices are usually paid or reimbursed by the employer. Apprenticeship can be an excellent follow-up activity for OJT.

Set Aside Funds: Funds for short-term, long term training costs and OJT are generally not included in the contract but are formally set-aside for use by the program operator. However, the proposing agency should include funds for these activities in the Proposal Budget (Attachment D). Authorization for, and issuance of payment for these costs is handled by the Board upon the request of the program operator. If the funds that are set-aside are not used, the program operator will be consulted and asked to sign a waiver before the funds are "re-purposed" for other needs. This avoids a formal contract amendment.

## **Employability Skills, Job Search, Job Acquisition Assistance and Follow-up Job Retention Services**

During the course of “NCWorks NextGen” program participation clients are expected to have learned effective work habits and behaviors and to have developed skills and acquired experience that will help them be competitive for unsubsidized employment. But they may still need assistance in effective job search techniques, submitting online job applications, resume writing and interviewing skills. Their registration with NCWorks online will be most helpful in job search activities, similarly services available as an NCWorks career center customer will also be beneficial in helping them find and secure employment. However, the youth’s career coach/counselor must also be an active participant in providing the services. Accountability for helping the youth participants acquire employment clearly rests with the youth’s program operator and career coach. Performance standards under WIOA include retained employment during the second quarter and fourth quarter after program exit. Thus the program operator and career coach must maintain contact on at least a monthly basis to assist the client in retaining employment or in finding re-employment if circumstances require.

## **Completing Services to Clients, Closing Out Files and Records Retention**

Once the required follow-up period is completed program operator counselor/career coach can closeout files on the participant. Files should be maintained in the order prescribed by the Division of Workforce Solutions Data Validation procedures. Files must be retained in a secure, locked location for at least three years after follow-up completion before they are securely destroyed. If for any reason the program operator cannot maintain the files securely for the time required, the files must be delivered to the Mountain Area Workforce Development Board.

Improper security, maintenance, delivery or destruction of participant files is a serious matter and could subject program operator to civil or criminal action.

Proposal Received From: \_\_\_\_\_

**SECTION I:**  
**OUT-OF-SCHOOL YOUTH PROGRAMS**  
**“NCWorks NextGen” Program Application**

**PROGRAM YEAR 2017/2018 PROPOSAL RESPONSE FORMAT  
and REQUIRED INFORMATION FOR THE OPERATION OF A  
WIOA OUT-OF-SCHOOL YOUTH PROGRAM**

Proposals for funding to operate an Out-of-School Youth Program and activities under the Workforce Innovation and Opportunity Act (WIOA) during the period of July 1, 2017 through June 30, 2018 must set forth complete and accurate information as required by this RFP, including attachments.

Date of Application: \_\_\_\_\_

*Failure to submit all information as required in the enumerated points may cause your proposal to be disqualified.*

**Project Name:** \_\_\_\_\_

**Service Area for Proposed Activities:** \_\_\_\_\_

**Submitted By (Name of Agency):** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_

**Authorized Agent:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Total Funds Requested: \$** \_\_\_\_\_

**Goal for Number of Out-of-School Youth Served:** \_\_\_\_\_

**IMPORTANT NOTICE**

**Submit one original hard copy and one (1) copy electronically (Microsoft Word/Excel) of your proposal to:**

**The Mountain Area WDB  
339 New Leicester Hwy., Suite 140  
Asheville North Carolina 28806-2088**

**Email electronic copies to: [zia@landofsky.org](mailto:zia@landofsky.org) and [nathan@landofsky.org](mailto:nathan@landofsky.org)**

- Proposals must be received no later than **3:00 p.m.** on **Friday, March 3, 2017.**
- *The Program Design (Statement of Work) must address the following enumerated items:*

Proposal Received From: \_\_\_\_\_

- 1) **Cover Sheet** (*see preceding page*)
- 2) **Client Enrollment Planning Summary:** Please complete the Planning Summary for the proposed program or activity that you plan to operate during the contract period of July 1, 2015 through June 30, 2016 (see form below). Identify the number of participants that will be enrolled during the contract period, the number of participants that will be exited from the program by March 31, 2016 and the number of participants that will be carried over into the Program Year 2016 (July 1, 2016). The Act requires that all youth participants receive follow-up services for four (4) calendar quarters after exit from the program. All program operators must follow established procedures to exit participants from the “Program” and from “WIOA”. These procedures are specified in the instructions for data entry into the WIOA management information system (NCWorks Online Case Management System) and in file maintenance instructions under Data Validation.

**Quarterly Goals for Service Levels Achieved during Program Year 2017-18**

Total number of transfers into WIOA July, 2017: \_\_\_\_\_  
 Number of WIOA Participants Transferred as Active: \_\_\_\_\_  
 Number of WIOA Participants Transferred as in Follow-up \_\_\_\_\_

Quarter <i>enter cumulative numbers by quarter</i>	New WIOA Enrollments	# of Participants with a Fully Developed ISS	# of Participants in Skills Training and/or Work Based Learning	# of Participants Exited from the Program	# of Participants in Follow-up
July 1 – September 30, 2017					
October 1- December 31, 2017					
January 1 – March 31, 2018					
April 1 – June 30, 2018					
Carryovers into PY2018-19					

Number of Participants who earn a Secondary School Diploma (or Equivalent) as of March 31, 2018 \_\_\_\_  
 Number of Participants who earned a Postsecondary Credential as of March 31, 2018 \_\_\_\_  
 Number of Exited Participants Entering Unsubsidized Employment as of March 31, 2018 \_\_\_\_  
 Number of Exited Participants Employed in the 2<sup>nd</sup> Qtr after Exit as of March 31, 2018 \_\_\_\_  
 Number of Exited Participants Employed in the 4<sup>th</sup> Qtr after Exit as of March 31, 2018 \_\_\_\_

**Narrative (Items 3 – 4G) Limited to 7 pages or less**

- 3) Describe your organization’s previous experience in providing career development services to Out-of-School Youth and/or In-School Youth. Include data on past program effectiveness.
- 4) **Program Design – Statement of Work:** Provide a program narrative describing the design of your program and how your program will comply with the Local Elements and Requirements of WIOA Law Section 129(c). Name partner organizations that will assist in the effort and resources (online tools, assessments, subscriptions, mobile apps, commercially developed curricula, etc.) that will be used to make your services more effective.  
*Note: Youth service providers are required to provide each of the elements 129(c)(2).*  
 Please review the section above entitled A COMPREHENSIVE SERVICE MODEL FOR OUT-OF-SCHOOL YOUTH as you prepare to compose your narrative .

**Proposal Received From:** \_\_\_\_\_

- A - The Recruitment, Registration, Initial Assessment and Enrollment – Referral of clients not enrolled, or in need of additional services to appropriate education and training programs that have the capacity to serve them
- B - In-depth Assessments, Basic Skills/Academic Skills Development, Life Skills, Support Service Needs Advocacy, and Development of the Individual Service Strategy
- C - Occupational Skills Training, Career Related Work Based Learning and Effective Workplace Behaviors – Note: Not less than 20% of the funds allocated to the local area shall be used to provide paid and unpaid work experience that have as a component academic and occupational education (Section 129(c)(4) and Section 129(c)(2)(C) - Work Experience, OJT, Pre-apprenticeship and apprenticeship; internships and job shadowing. Include information that describes how your program design and operation will assure that at least 20% of the funds provided will be used for youth skills development activities
- D - Employability Skills, Job Search, Job Acquisition Assistance and Follow-up Job Retention Services (include information about collaboration with the NCWorks Career Centers and the use of NCWorks Online) –
- E - Completing Services to Clients, Closing Out Files and Records Retention
- F - Describe strategies that will help assure that your program will meet or exceed WIOA Performance Standards set for the Local Area (See Attachment C):
- G – Describe input received from parents, participants and community members with experience providing youth services that assisted in the design of the program – Section 129(c)(3)(C).

**Narrative for Item 5 – limited to 2 pages or less**

- 5) Programs serving out-of-school youth must describe how they will meet the WIOA performance standards for Literacy and Numeracy Gains for out-of-school youth who are determined to be “basic skills deficient” (below grade level 8.9 in reading and/or math as measured by the Test of Adult Education – Level D at the date of the first youth program service.) The objective is to assist out-of-school youth who are “basic skills deficient” in advancing one educational functioning level (EFL) in literacy and/or numeracy for each year of participation in a WIOA funded Youth program.
- A. Describe the intervention strategy (or strategies) that your proposed OSY program will use to assist those “basic skills deficient” out-of-school youth in advancing one Educational Functioning Level in literacy and/or numeracy during each year of program participation.
- i. Who or what organization will provide basic skills remediation services to achieve the increase in educational functioning level?

**Proposal Received From:** \_\_\_\_\_

ii. With regards to basic skills remediation, what instructional system/methods/materials will be used to achieve the increase in educational functioning level?

iii. How frequently will participation, attendance and progress be reviewed with the participant?

iv. The program operator must provide assurance that the required post-testing is administered within one-year from the date of first youth program service as required and annually thereafter.

- 6) **WIOA Project Budget:** All proposals must contain budget information for the Youth program. Included with the electronically distributed version of the RFP is a budget in MS Excel (Attachment D) with formulas in place to assist with easy formatting for the program to begin July 1, 2017. Please submit one (1) electronic copy of the proposed budget(s) for Program Year 2017/18 in the MS Excel workbook provided for each program cohort you propose to operate (OSY and/or ISY). Do not combine OSY and ISY funds in one budget workbook.

**The hard copy of the Budget(s) must be submitted with the signature of the authorized Finance Director for the proposing agency.**

- 7) **Statement of Compliance:** *The Statement of Compliance (located at the end of this RFP) must be signed by the authorized signatory official and submitted with the hard copy of the proposal.*



**SECTION II:**  
**BLENDED “NCWORKS NEXTGEN” YOUTH PROGRAMS**  
**Program Application**

The Workforce Innovation and Opportunity Act requires that “at least 75%” of the youth funds in a local area be spent on Out-of-School Youth (Section 129(a)(4)(A)). Since the Mountain Area Workforce Development Board expects to fund one or more programs that are exclusively serving Out-of-School Youth (OSY), blended programs may be permitted to serve slightly lower percentages of OSYs and slightly higher percentages of In-School Youth (ISY).

For Program Year 2017-18 blended youth programs will be limited to not more than 25% of the costs for services to In-School Youth. Also not more than 25% enrollments in a blended program may be ISYs. While In-School Youth are generally much easier to serve than Out-of-School Youth, the percentage of “early program exits” is higher among OSYs.

After reviewing all of the Youth Program proposals the MAWDB may need to negotiate a reduction in the percentage allowed for ISY services and enrollments to remain within the WIOA 75% requirement for OSY expenditures.

Please respond fully to each of the items listed below. (please limit your response to 7 pages or less).

**1. Please project the numbers of Out-of School and In-School youth you will serve during the contract year.**

Out-of-School Youth carried into PY 2017-18: Total \_\_\_\_\_ # active \_\_\_\_\_ # in Follow-up \_\_\_\_\_

New enrollments - Out-of-School Youth: Total \_\_\_\_\_

Total Served – Out-of-School Youth: Total \_\_\_\_\_ (must be at least 70% of participants served)

In-School Youth carried into PY2017-18: Total \_\_\_\_\_ # active \_\_\_\_\_ # in Follow-up \_\_\_\_\_

New enrollments - In-School Youth Total \_\_\_\_\_

Total Served – In-School Youth: Total \_\_\_\_\_ (must be no more than 30% of all participants)

**2. Describe how your enrollment procedures will assure that the minimum 75% OSY maximum 25% ISY enrollment and expenditure requirements will be met.**

**3. Describe how staff effort/time/costs will be allocated in service to Out-of-School and In-School Youth.**

**4. Describe any differences in services that will be provided to Out-of-School Youth that are not provided to In-School Youth and any services provided to ISYs that are not provided to OSYs.**

**5. Will your service model for Out-of-School Youth be primarily (or exclusively) based on “dropout recovery” or “postsecondary services” to “...a recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is – (aa) basic skills deficient; or (bb) an English language learner” (Section 129(a)(1)(B)(iii)(III)). Please specify**

**Proposal Received From:** \_\_\_\_\_

which group will be given preference (if either) and describe services that will be provided to either or both groups to be served.

6. **Basic Skills deficiency is defined in Section 3, Item (5) of the Workforce Innovation and Opportunity Act as “the term “basic skills deficient” means, with respect to an individual (A) who is a youth, that the individual has English reading, writing, or computing skills at or below the eighth grade level on a generally accepted standardized test; or (B) who is a youth or adult, that the individual is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on-the-job, in the individual’s family, or in society. Describe how your program will assess individual applicants’ basic skill levels and provide remedial services to assist the clients in overcoming these deficiencies. Also describe your program’s policies regarding the assessment of each client’s progress toward becoming basic skills proficient.**
  
7. **Given the demands on schedules for students attending school (both ISYs and recovered dropout OSYs) describe how WIOA services will be scheduled and provided including:**
  - A. **eligibility determination and documentation**
  
  - B. **basic skills assessment and remediation**
  
  - C. **support service needs assessment and provision**
  
  - D. **career counseling, assessments and Individual Service Strategy (ISS) development**
  
  - E. **life skills instruction/counseling including personal financial management, the use of computers, the internet, mobile aps and social media for education and employment**
  
  - F. **effective workplace behaviors instruction, counseling and reinforcement**
  
  - G. **work experiences with academic and occupational skills education (Paid Work Experience, OJT, pre-apprenticeship, etc.) – 20% expenditure requirement**
  
  - H. **preparation for earning postsecondary credentials and or guidance/assistance with enrollment in postsecondary learning opportunities**
  
  - I. **job search, acquisition and retention services (include linkages to the NCWorks Career Centers and the use of NCWorks Online)**
  
  - J. **follow-up services for 12 months after program exit**
  
  - K. **describe strategies that will help assure that your program will meet or exceed WIOA**

Proposal Received From: \_\_\_\_\_

**Performance Standards set for the Local Area (see pages 6-7 of this RFP)**

**L. completing services to clients, closing out files and records retention**

**Blended Programs - In-School Youth Quarterly Goals for Service Levels Achieved during Program Year 2017-18**

Number of WIA transfers into WIOA July, 2017: \_\_\_\_\_

Number of WIA Participants Transferred as Active: \_\_\_\_\_

Number of WIA Participants Transferred as in Follow-up \_\_\_\_\_

Quarter: Enter cumulative numbers by quarter	New WIOA Enrollments	# of Participants with a Fully Developed ISS	# of Participants enrolled in Secondary Education and/or Work Based Learning	# of Participants Exited from the Program	# of Participants in Follow-up
July 1 – September 30, 2017					
October 1- December 31, 2017					
January 1 – March 31, 2018					
April 1 – June 30, 2018					
Carryovers into PY2018-19					

Number of Participants who earn a Secondary School Diploma (or Equivalent) as of March 31, 2018 \_\_\_\_

Number of Participants who earned a Postsecondary Credential as of March 31, 2018 \_\_\_\_

Number of Exited Participants Entering Unsubsidized Employment as of March 31, 2018 \_\_\_\_

Number of Exited Participants Employed in the 2<sup>nd</sup> Qtr after Exit as of March 31, 2018 \_\_\_\_

Number of Exited Participants Employed in the 4<sup>th</sup> Qtr after Exit as of March 31, 2018 \_\_\_\_

**Proposal Received From:** \_\_\_\_\_

**PROJECT SUMMARY FOR OUT-OF-SCHOOL YOUTH OR BLENDED YOUTH PROGRAMS**

**AGENCY:** \_\_\_\_\_

**DATE SUBMITTED:** \_\_\_\_\_

**PROGRAM NAME:** \_\_\_\_\_

*(Provide a one-page Summary of your proposal using Times New Roman 11-Point Font. No Bold or Underline).*

**Proposal Received From:** \_\_\_\_\_

**PROGRAM AND FINANCIAL MANAGEMENT**

**Instructions: Please complete the following section (Items A – O) concerning compliance issues. Proposers must identify the appropriate member of the agency’s staff responsible for compliance. Add any comments you find necessary for clarification.**

**A. Equal Opportunity (EO)**

The applicant (hereinafter referred to as the “Subrecipient”) assures compliance with Section 188 of the Workforce Investment Act as amended; Age Discrimination Act of 1975; Section 504 of the Rehabilitation Act of 1973; the American with Disabilities Act of 1990 and the 2008 Amendment to the ADA; and Title VI of the Civil Rights Act of 1964 which govern the Subrecipient’s responsibilities in upholding laws pertaining to equal opportunity.

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<b>Name of EO Officer</b>	<b>Job Title</b>	<b>Phone #</b>
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All participants and staff will be informed of EO policies and guidelines and the name of the EO Officer during a formal orientation prior to participating in any WIOA funded activity. All grievances and complaints submitted by WIOA participants involving allegations of discrimination, violations of the WIOA, or criminal fraud, abuse or misconduct must be processed according to the Mountain Local Area Equal Opportunity Policy and Complaint Procedures. **ATTACH a copy of agency grievance procedures.**

**B. Internal Program Management**

All WIOA Subrecipients are required to establish internal program management procedures to assure compliance and to review program progress. The Subrecipient agrees to monitor and review the following major areas of operation.

1. Compliance with the provisions of the Workforce Innovation and Opportunity Act (P. L. 113-128) and regulations or any applicable federal or state regulations;
2. Compliance with the provisions of the WIOA contract;
3. Compliance with all applicable State and MAWDB policies; and
4. Compliance with WIOA Regulations regarding records maintenance.

The internal program management procedures must be sufficient to prevent fraud and abuse. All reports of information creating suspicion of or instances of criminal misconduct, fraud or willful and gross misconduct, in connection with any WIOA program shall be reported immediately to the MAWDB, the North Carolina Division of Workforce Solutions, and the U.S. Department of Labor. Internal program management procedures must also ensure that auditable and otherwise adequate records are maintained to support the eligibility of all WIOA participants and confirm adherence to specific program requirements and limitations. The MAWDB will require that WIOA Subrecipients adhere to the established monitoring procedures for ensuring program compliance with federal regulations. Indicate how this will be accomplished by your agency:

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**Proposal Received From:** \_\_\_\_\_

**Identify the staff person(s) responsible for internal program management, compliance monitoring and performance reviews for this WIOA Out-of-School Youth program.**

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<b>Staff Assigned</b>	<b>Job Title</b>	<b>Phone #</b>
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**C. Monitoring Procedures**

The MAWDB has developed a systematic monitoring system for evaluating the quality and effectiveness of WIOA funded programs. Monitoring is the quality control system whereby the MAWDB gathers and analyzes information to detect problems, identify strengths and weaknesses, and propose improvements to the program. Monitoring activities are conducted periodically to determine whether programs are in compliance with the terms of contractual agreements, MAWDB policies, WIOA regulations, and MAWDB requirements. The MAWDB monitors performance, programmatic, and fiscal activities. In many instances, the different types of monitoring are interrelated, and may be conducted simultaneously.

Oversight and monitoring is required by the WIOA. Subrecipients must cooperate with any monitoring, inspection, audit or investigation of activities related to WIOA contracts. These activities may be conducted by the North Carolina Division of Workforce Solutions, the State of North Carolina, the U.S. Department of Labor and the MAWDB or their designated representatives. This cooperation includes access to the premises for the purpose of interviewing employees or participants and permitting the examination of, and/or photocopying of books, records, files, or other documents related to the contractual agreement.

**D. Records Retention**

The following records and documents must be maintained for WIOA participants and employees. The proposed Subrecipient agrees to make these records available for monitoring and review by the MAWDB and agrees to retain these records, subject to audit, for at least three years from completion of services. Release of responsibility to retain records after the three (3) year period will not be authorized until final resolution of all audit findings. In the event that the Subrecipient goes out of business or ceases to be an organization prior to the expiration of records retention responsibility, the Subrecipient will deliver all records required to be retained hereunder to the MAWDB. The following records shall be transmitted to the MAWDB for acceptance in an orderly fashion, with documents properly labeled and filed and in an acceptable condition for storage:

- 1) General ledger or equivalent;
- 2) Cash receipts and cash disbursement journals/reports or equivalent;
- 3) Bank statements, reconciliation, deposit slips, and canceled checks for each bank account through which WIOA funds were received or disbursed;
- 4) Contract with MAWDB, including all amendments;
- 5) All financial reports and requests for reimbursement
- 6) Payroll records including Individual Earning Record, Employee Withholding Authorization (W-4), FICA reporting forms, Federal and State Withholding, Unemployment Taxes, Employee Personnel Files, Time Records and Employee Time/Salary Allocation plan;
- 7) Invoices and/or supporting data for non-payroll disbursements;

**Proposal Received From:** \_\_\_\_\_

- 8) Participant records including data forms, verification/documentation items, assessment tests and results and the Individual Service Strategy; and
- 9) Monthly Participant and Financial Reports and Monthly Program Performance reports.
- 10) Any other financial records requested by the MAWDB.

**E. Internal Fiscal Management**

The Subrecipient agrees to conduct internal financial reviews of the following major areas:

- 1) Compliance with the provisions of the Workforce Innovation and Opportunity Act and its regulations.
- 2) Compliance with the provision of the WIOA Contract;
- 3) Compliance with the applicable State and MAWDB Policies;
- 4) Compliance with the WIOA contract regarding records maintenance; (Subpart E 200.333-337)
- 5) Compliance with accepted financial management and accounting practices as appropriate (Subpart E 200.302-325).
- 6) Compliance with applicable OMB Super Circular Subpart E (Cost Principles for Non Federal Entities, i.e. Educational Institutions, State and Local Governments and Non Profit not excluded in Appendix VIII to Part 200)

Internal financial management procedures shall be sufficient to prevent fraud and abuse. All suspicion of, or instances of criminal misconduct, fraud or willful and gross misconduct, in connection with any WIOA program shall be reported immediately to the MAWDB, the North Carolina Division of Workforce Solutions and to the U.S. Department of Labor. Internal financial management procedures must also ensure that auditable and otherwise adequate records are maintained which support all expenditures of WIOA funds and confirm adherence to policies regarding allowable costs and allocations of costs to proper cost categories. The Subrecipient shall document all internal financial compliance reviews. In cases where the Subrecipient receives funds from multiple sources, financial documents must clearly delineate funding streams to avoid co-mingling of funds and related accountability issues.

**List the name and title of the person(s) responsible for maintaining financial records, monitoring fiscal activities for contractual compliance and assisting monitors/auditors during on-site visits for this WIOA Out-of-School Youth program.**

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<b>Staff Assigned</b>	<b>Job Title</b>	<b>Phone #</b>
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**F. Invoicing, Reporting and Subrecipient Close-out**

The MAWDB will reimburse the Subrecipient for total allowable costs incurred as agreed upon between the MAWDB and the WIOA Subrecipient. The Subrecipient will submit a MONTHLY FINANCIAL STATUS REPORT AND REQUEST FOR FUNDS (form) for reimbursement of incurred allowable costs. The invoice must be submitted to the MAWDB within time frames established by the MAWDB.

In order to assure that the MAWDB reimbursements are used in accordance with the provisions of the contract, the Subrecipient shall: (a) use such fiscal, audit, and accounting procedures as may be necessary to assure proper accounting for reimbursements received; and (b) provide the MAWDB and authorized representatives of the U.S. Department of Labor or

**Proposal Received From:** \_\_\_\_\_

the Comptroller General of the United States access to and the right to examine any books, documents, papers, records, property and equipment pertaining to funds provided or activities undertaken concerning the program.

All Subrecipient invoices and other reports must contain information required by the MAWDB. The final contract closeout report must be furnished to the MAWDB within thirty (30) days after the ending date of the contract or within timeframes established by the MAWDB.

**G. Submission of Most Recent Audit**

All applicants awarded contracts are required to submit a copy of their annual independent audits conducted covering WIOA funded activities. As a recipient of WIOA funds, Subrecipients will comply with the audit requirements of Super Circular Subpart F [Audits of Non Federal Entities: States, Local Governments and Non-Profit Organizations]. For-Profit WIOA Subrecipients must have an annual financial and compliance audit performed as required by the MAWDB. The audit shall be performed by an independent Certified Public Accountant selected by methods recommended by the N.C. Local Government Commission.

This requirement will be met by providing MAWDB a copy of the annual audit. The audit should be submitted within 30 days after the completion and acceptance by the Subrecipient’s Board, but not later than nine months after the end of the audit period. The audit expense cannot be billed to the WIOA program. **Attach a copy of the organization’s most recent annual financial and compliance audit.** If a copy of the most recent audit has previously been submitted, please indicate below.

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<b>Audit Firm</b>	<b>Audit Period</b>	<b>Date Submitted to MAWDB</b>
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**H. Bonding Insurance Requirements**

Agencies must meet bonding requirements as required through the Office of Management and Budget Circulars or other applicable regulations. Public agencies are required by North Carolina General Statute to be bonded. Non-governmental agencies shall procure a blanket fidelity bond, position bond, or name schedule fidelity bond for **all** persons or positions authorized to receive or disburse WIOA funds. The Subrecipient must maintain all bonding in force for the period of the contractual agreement. The proposed Subrecipient must submit a written notice to the MAWDB within fifteen (15) calendar days prior to any reduction in the limits stated on the bonding document. Similarly, the Subrecipient must provide written notice of any cancellation of the bonding policy to the MAWDB immediately upon receipt of the cancellation notice. The bond coverage limit shall be for the total contracted amount or \$50,000.00 whichever is less. **Attach a copy of the current bonding document, issued by the vendor’s insurance company, clearly indicating the staff/job titles covered.**

**I. Requirements for Depository Accounts Holding WIOA Funds**

Provide the name of the depository with whom the proposed program funds will be deposited.

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**Name/Address of Depository**



**Proposal Received From:** \_\_\_\_\_

Will the depository account for WIOA funds be an interest bearing account?

Yes \_\_\_ No \_\_\_

The Subrecipient must assure the U.S. Treasury restrictions on excess cash will be observed and that interest will be properly tracked and used for WIOA operations as program income.

#### **J. Program Income Requirements**

The United States Department of Labor requires that all income generated under any WIOA program shall be reported and used to further program objectives. The Subrecipient assures that it will comply with the addition method, described Super Circular 200.307 as appropriate, for all program income earned under WIOA. **Indicate how program income will be tracked by the Subrecipient and recorded on financial reports to the MAWDB.**

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#### **K. Property Management Requirements**

The Subrecipient agrees to maintain careful accountability of all WIOA purchased non-expendable property (property with a life expectancy of one year or more and a unit cost of \$500.00 or more) and to maintain an inventory of all properties issued by the MAWDB or subsequently acquired with WIOA funds. Acquisition of non-expendable property with a unit cost of \$500.00 (including taxes, shipping and handling costs) or more must be approved in writing by the MAWDB, prior to the purchase. The MAWDB will maintain a fixed-asset listing to be verified for physical location and serviceability at your agency at least annually. Ownership of all non-expendable property purchased with WIOA funds remains with the MAWDB. Continued rights to use such property are contingent on continued use in WIOA activities as determined by the MAWDB.

1. Any purchases made for \$5,000.00 or more with WIOA funds must be approved by the MAWDB and the State. The State will monitor the inventory of all items purchased or leased with a value of \$5,000.00 or more.
2. The Subrecipient agrees not to dispose of or transfer any non-expendable property purchased with WIOA funds which has a unit cost of \$500.00 or more and/or a life expectancy of one year or more until written authorization is received from the MAWDB. Any disposal of WIOA property must be according to applicable Federal, State and local disposal procedures. Any revenues derived from the sale of property purchased with WIOA funds must revert to a WIOA activity.
3. The Subrecipient will be responsible for maintaining an accurate inventory of all WIOA property in their possession. **A copy of the updated annual inventory shall be submitted by the Subrecipient to the MAWDB with the contract closeout document.**
4. In the event property purchased with WIOA funds is stolen or destroyed by criminal act, the Subrecipient will notify appropriate law enforcement officials immediately. The MAWDB Director must be notified within three (3) working days of discovery of loss or

**Proposal Received From:** \_\_\_\_\_

damage. A copy of the police report will be maintained as documentation of loss, and a copy forwarded to the MAWDB.

5. The Subrecipient agrees to pay for or replace any property purchased with WIOA funds that is lost, damaged or destroyed. Federal funds may not be used to pay for, or replace, the missing property.
6. The Subrecipient will identify the staff specifically assigned to maintain property inventory records and serve as a liaison with the MAWDB Director (or designee) regarding matters of non-expendable property, inventory and accountability for this WIOA Youth program.

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<b>Staff Assigned</b>	<b>Job Title</b>	<b>Phone #</b>
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**L. Accident Insurance**

The Subrecipient shall provide adequate on-site accident insurance for all enrollees not covered by the North Carolina Workers’ Compensation law. This coverage shall not include income maintenance. Contributions to a self-insurance plan, to the extent that they are comparable in cost and extent of coverage had insurance been purchased, are allowable upon prior approval by the State of North Carolina, Division of Workforce Solutions, through the MAWDB. Requests for such approval are to be submitted in writing to the MAWDB.

**M. Insurance and Working Conditions**

The service provider shall provide adequate on-site medical and accident insurance for all enrollees not covered by North Carolina’s Workers’ Compensation law. This coverage shall not include income maintenance. Contributions to a self-insurance plan, to the extent that they are comparable in costs and extent of coverage had insurance been purchased, are allowable upon prior approval by the State of North Carolina, Division of Workforce Solutions, through the MAWDB. Requests for such approval are to be submitted in writing to the MAWDB. No WIOA client will be required or permitted to work, or receive services or training in a building or surroundings or under working conditions which are unsanitary, hazardous, or dangerous to the client’s health or safety.

**N. General Liability Insurance**

General public liability insurance coverage in the amount of \$500,000 single limit coverage is required of all WIOA Subrecipients except where a lesser amount may be agreed to by the Consortium. NOTE: Subrecipients that are state agencies or political subdivisions of the State of North Carolina are exempt from the public liability insurance requirement referenced above. Provide information about your organization’s General Liability Insurance Carrier as specified below:

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**Name/Address of Liability Insurance Carrier**

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<b>Policy #</b>	<b>Amount</b>
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**Proposal Received From:** \_\_\_\_\_

**O. Automobile Insurance**

Subrecipients using motor vehicles in conducting program activities shall provide automobile insurance which clearly specifies that the Mountain Area Job Training Consortium, Mountain Area Workforce Development Board, and/or staff are held harmless against claims arising from ownership, maintenance, or use of said vehicle. The MAWDB requires a minimum coverage of \$100,000 per person and \$300,000 per accident for bodily injury and \$25,000 per accident for property damage.

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**Name/Address of Automobile Insurance Carrier**

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**Policy #**

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**Coverage Amounts**



**Proposal Received From:** \_\_\_\_\_

**STATEMENT OF COMPLIANCE**

As the authorized signatory official for: \_\_\_\_\_

**Submitted by Firm/Organization**

**I hereby certify:**

That the above-named proposer is duly approved to submit this application requesting funding under the Workforce Innovation and Opportunity Act (P.L. 113-128) North Carolina Division of Workforce Solutions Grant program;

That the above-named proposer does hereby agree to execute all work related to this application in accordance with the Workforce Innovation and Opportunity Act (P. L. 113-128) and, the North Carolina Division of Workforce Solutions issuances, Mountain Local Area policies and guidelines, and other administrative requirements issued by the Governor of North Carolina. The vendor shall notify the Mountain Local Area within 30 calendar days after issuance of any amended directives if it cannot so comply with the amendments; and

That the above-named proposer will ensure special efforts to prevent fraud and other program abuses, such as but not limited to, deceitful practices, intentional misconduct, willful misrepresentation and improper conduct which may or may not be fraudulent in nature; and

That the contents of the application are truthful and accurate and the above named vendor agrees to comply with the policies stated in this application; and

That this application represents a firm request subject only to mutually agreeable negotiations; and

That the above-named proposer is in agreement that the Mountain Local Area reserves the right to accept or reject any proposal for funding; and

That the above-named proposer has not been debarred or suspended from receiving federal grants, contracts, or assistance; and that if awarded a contract for the service, assures that no subcontracts, grants or assistance will be made, or permitted to any debarred or suspended organization as provided under Executive Order 12549; and

That the above-named proposer waives any right to claims against the members and staff of the Mountain Area Workforce Development Board or the Mountain Local Area in their individual capacities.

\_\_\_\_\_  
**Authorized Representative Signature**

\_\_\_\_\_  
**Typed Name/Title**

Proposal Received From: \_\_\_\_\_

## **ADDENDUM**

To The

### **MOUNTAIN AREA - YOUTH REQUEST FOR PROPOSALS FOR PY2017/18**

**Please submit ONE ORIGINAL copy (with authorized signature) and required attachments to:**

**Mountain Area Workforce Development  
Attention: Mr. Nathan C. Ramsey, Director  
339 New Leicester Hwy., Suite 140  
Asheville, North Carolina 28806-2088**

**Hand-Delivered Copies must be stamped received at the Workforce Board Office  
339 New Leicester Hwy., Suite 140, Asheville, NC 28806  
and ONE COPY of the proposal in electronic format (Microsoft Word/Excel) to:**

**[nathan@landofsky.org](mailto:nathan@landofsky.org) and [zia@landofsky.org](mailto:zia@landofsky.org)**

**All proposals are due by 3:00 p.m. on Friday, March 3, 2017**

### **I. GENERAL INFORMATION**

**A. PURPOSE:** The Purpose of this Request for Proposal is to solicit a proposed Statement of Work and proposed budget(s) from potential WIOA service providers for the delivery of Title I services for Out-of-School Youth or Blended In-School and Out-of-School Youth programs in each of the four counties in the Mountain Area Region of western North Carolina. The service provider must submit a Statement of Work and Budget(s) as outlined in this request for the program year July 1, 2017 through June 30, 2018.

The initial funding period is from July 1, 2017 through June 30, 2018. Continuation beyond June 30, 2018 is subject to future funding and legislative authority. Based on funding availability, the option to extend the contract for a second year beginning July 1, 2018, exists with the opportunity for renegotiation to be initiated in writing by MAWDB. In order for MAWD to exercise the second year option, the Sub-recipient must meet the performance requirements as outlined in the contract and must have demonstrated program and financial compliance as evaluated during contract monitoring visits. However, MAWD is not bound to exercise a second year contract based on accomplishment of compliance and performance criteria.

**B. Type of Contract:** Bidders must propose a Cost Reimbursement contract. A Cost Reimbursement contract is one that establishes an estimate of total costs for the purpose of obligating funds and a ceiling that the Sub-recipient may not exceed (except at Sub-recipient's risk) unless the awarding party agrees in advance to amend the contract to provide additional funds. A line item budget shall be based on all legitimate costs to be incurred by the Sub-recipient in carrying out the training activity(ies) of the program(s). The Sub-recipient is reimbursed for actual expenses incurred according to the approved line item budget.

**C. Procedures:** The Mountain Area Workforce Development Board is instituting a competitive procurement Request for Proposals process for WIOA funded Career Center Services to be

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provided in Buncombe and Madison Counties and/or Henderson and Transylvania Counties. The schedule of activities and deadlines is presented below.

All questions related to the preparation and submission of proposals must be presented in writing and submitted by email to the Director for the Mountain Area Workforce Development Board – Mr. Nathan Ramsey at [nathan@landofsky.org](mailto:nathan@landofsky.org). Responses will be provided to all parties that submit a **Letter of Intent to Bid no later than 5:00pm Friday, February 16, 2017. Letters of Intent to Bid must be submitted to Nathan Ramsey, Mountain Area WDB, 339 New Leicester Highway, Suite 140, Asheville, NC 28806 or by email to [nathan@landofsky.org](mailto:nathan@landofsky.org) and [zia@landofsky.org](mailto:zia@landofsky.org).** Letters should provide a clear statement of the intent to submit a proposal for WIOA funding to operate Out-of-School Youth or Blended In-School & Out-of-School Youth programs in Buncombe, Henderson, Madison or Transylvania Counties; or in all four counties. **The letter should include the name of the organization, its chief executive officer’s name and contact information, and the designated contact person from the organization through which dialogue regarding the procurement process should be routed.** If at any time your organization wishes to withdraw your intent to Bid, notify the Mountain Area WDB Director at [nathan@landofsky.org](mailto:nathan@landofsky.org) and [zia@landofsky.org](mailto:zia@landofsky.org). This notice of withdrawal must come from the designated contact person or the CEO as designated in the Letter of Intent to Bid.

All proposals submitted are subject to negotiation in price/funding and in terms of service after the appropriate committees of the Mountain Area Workforce Development Board make decisions regarding the funding of the selected proposals.

A Bidders Conference will be held at the Land-of-Sky Regional Council Offices (339 New Leicester Highway, Suite 140, Asheville, NC 28806) at 3:00 PM on Thursday, February 9, 2017. Conference call options will be offered if requested in the Letter of Intent to Bid. The quality of communications on conference calls is not guaranteed. **Transcripts of the Bidder’s conference will not be provided.**

**Questions related to this RFP and the services involved in WIOA programs must be submitted in writing by email to [nathan@landofsky.org](mailto:nathan@landofsky.org). Questions will be accepted until 12:00 noon on Friday February 17<sup>th</sup>.** Replies will be provided as quickly as practical. After these replies are provided, no further responses will be provided to inquiries concerning this Request for Proposals. If circumstances arise that involve critical information that must be communicated to all bidders between February 17<sup>th</sup> and the proposal submission deadline at 3:00pm on March 3<sup>rd</sup>, such information will be communicated by email to all bidders who have submitted a Letter of Intent to Bid.

<p><b>NOTICE: The US Department of Labor has recently published the Final Regulations for WIOA as of the release of this Request for Proposals however those regulations have not been formally adopted into law. Should those regulations conflict with the contents of this RFP or should the regulations require more, or different actions related to the operation and/or funding of WIOA Youth Programs, the Mountain Area Workforce Development Board reserves the option to materially alter the terms of this RFP or withdraw it entirely.</b></p>
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#### **D. GENERAL PROVISIONS AND REQUIREMENTS**

1. No costs will be paid to cover the expense of preparing this proposal under WIOA.
2. The MAWDB reserves the right to reject any and all proposals received in response to this RFP.
3. Proposals are to be submitted in the format set forth in the Request for Proposal Format and Required Forms section of the RFP. Proposals must comply with to the requirements specified therein.
4. Any changes to the WIOA Law or Regulations, the State of North Carolina WIOA Policies and Plan, or the MAWDB WIOA Policies and Plans, may result in a change in the terms or duration of the contract. In such instances, MAWDB will not be held liable for what is in the Offeror's proposal or this Request for Proposal package. Appropriate amendments to any resulting contract MAY be negotiated with the Offeror at the discretion of the Mountain Area Workforce Development Board.
5. Each Offeror submitting a proposal will be notified in writing of MAWDB's decision concerning its proposal.
6. Proposals submitted for funding consideration must assure operations will be conducted in compliance with:
  - a. the federal Workforce Innovation and Opportunity Act of 2014  
<http://www.doleta.gov/wioa/>;  
<http://beta.congress.gov/113/bills/hr803/BILLS-113hr803enr.pdf>
  - b. the North Carolina Division of Workforce Solutions Policies,  
<http://www.nccommerce.com/workforce/workforce-professionals/policy-statements>
  - c. and the Mountain Area Workforce Development Board's Policies and Procedures.
7. Offerors selected for funding must also ensure compliance with the following: Super-Circular, Subpart F [Audits of Non Federal Entities: States, Local Governments and Non-Profit Organizations].
8. Mountain Area Workforce Development may require the bidders to participate in negotiations and to submit any price, technical, or other revisions of their proposals as may result from such negotiations. Any modification as a result of negotiations will be incorporated into and made a part of the final contract.
9. Any proposal approved for funding is contingent on the results of a pre-award survey that may be conducted by MAWD administrative staff. This survey will establish, to MAWD's satisfaction, whether the proposed service provider is capable of conducting and carrying out the provisions of the proposed contract. If the results of the survey indicate, in the opinion of MAWD staff, that the proposed service provider may not be able to fulfill contract expectations, MAWD reserves the right not to enter into contract with the organization, regardless of Workforce Board's previous approval of the Offeror's proposal.



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- 10.** Service Providers will be expected to adhere to MAWD procedures to collect, verify, and submit required monthly reports as well as invoices to MAWD.
- 11.** Mountain Area Workforce Development encourages all interested Offerors to submit a proposal.
- 12.** While every effort has been made to include all necessary information, specifications and examples; the need for clarification or interpretations is recognized as a possibility. For a matter of simple clarification you may call (828) 251-6622 for Nathan Ramsey, Local Area Director or Zia Rifkin. For any matter of interpretation or any matter of material concern the inquiry must be submitted in writing and sent via email to Nathan Ramsey at [nathan@landofsky.org](mailto:nathan@landofsky.org) **and** to Zia Rifkin at [zia@landofsky.org](mailto:zia@landofsky.org). You will receive a written response that will be shared with all other organizations that have expressed an intent to submit proposals.
- 13.** Approval of any and all proposals submitted is contingent upon the Mountain Area Workforce Development Board's receipt of funding under the Workforce Innovation and Opportunity Act.

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## ATTACHMENTS

- Attachment A** RFP Evaluation Criteria
- Attachment B** Approved Training Programs PY2017/2018
- Attachment C** Workforce Innovation and Opportunity Act – Section 129: Use of Funds for Youth Workforce Investment Activities (Selected Excerpts)
- Attachment D** Blank Proposal Budget Workbook (Excel)
- Attachment E** PY 2017/18 Performance Standards – Youth Programs (see pages 6-7 of this RFP)
- Attachment F** Individual Service Strategy (ISS) Form
- Attachment G** NC Association of Workforce Development Boards Youth Framework