



**PROGRAM YEAR 2018 and 2019
REQUEST FOR PROPOSALS
For
Workforce Innovation and Opportunity Act (WIOA)
Youth Programs**

**Deadline for Submission
December 17, 2018
5:00 P.M. CST
Late submissions will not be accepted**

**FISCAL AGENT:
SOUTHERN MISSISSIPPI PLANNING & DEVELOPMENT
DISTRICT
10441 Corporate Drive, Ste. 1
Gulfport, MS 39503**

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INTRODUCTION

The purpose of this Request for Proposals (RFP) is to identify and fund organizations that have experience providing Career Development programs, or similar programs for youth and young adults who are most in need and can benefit from Workforce Innovation and Opportunity Act (WIOA) services. The Twin Districts' Workforce Development Board intends to procure qualified service providers for one year contracts, with the option to extend the agreement(s) for two additional one year periods based on need, performance, and funding availability. This RFP provides Respondents with the requirements necessary to submit a responsive proposal inclusive of: background information, a description of desired services, proposal guidelines and format, and the selection process. Proposals that do not follow RFP specifications will be determined non-responsive and will not be considered for funding. All proposals must be comprehensive and address the full scope of services or demonstrate a partnership with other agencies that together will deliver the full scope of services required by this RFP. The TDWDA Board will competitively award contracts to providers whose submissions are most responsive to the need for services described herein.

The solicitation is conducted pursuant to the requirements and conditions of the Workforce Innovation and Opportunity Act (Public Law 113-128) and the applicable regulations and policies of the State of Mississippi, the Office of Grant Management of the Mississippi Department of Employment Security, and The Twin Districts Workforce Development Area.

The Twin Districts Workforce Development Board is comprised of members selected in accordance with State criteria established under WIOA and certified by the Governor of the State of Mississippi. This Board was established to serve the local workforce development area that includes the twenty-four (24) counties of Southern Mississippi Planning & Development District and East Central Planning & Development District and was appointed by the chief elected officials in the Twin Districts Workforce Development Area.

The Twin Districts Workforce Development Board, in partnership with the Chief Elected Officials shall have oversight with respect to local providers of youth services authorized under WIOA. The partnership consists of the following parties:

Calvin Newsom, Chair
Twin Districts Local Elected Officials Board

David Stephens, Chair
Twin Districts Workforce Development Board

The Twin Districts Workforce Development Board is soliciting proposals through this REQUEST FOR PROPOSALS (RFP) for the provision of youth services in the following counties:

Clark	Harrison	Lamar	Pearl River
Covington	Jackson	Lauderdale	Perry
Forrest	Jasper	Leake	Scott
George	Jefferson Davis	Marion	Smith
Green	Jones	Neshoba	Stone
Hancock	Kemper	Newton	Wayne

Contract #1 PY18-19 is for Out-of-School Youth in the counties not currently being served: Clarke, Covington, Forrest, Jasper, Jefferson Davis, Lamar, Lauderdale, Leake, Neshoba, Newton, Pearl River, Perry, and Smith. These contracts will start between March 01, 2019 and June 30, 2019 and continue through June 30, 2020.

Contract #2 PY19 will be contracts for In-School and Out-of-School Youth beginning July 01, 2019 through June 30, 2020. The In-School contracts may cover any or all of the 24 counties located in the TDWDA. For the Out-of-School contracts, Hancock, Scott, Jones, and Marion counties are excluded from the eligible area to be served. Organizations may apply for one or both of the categories.

SOLICITATION SCHEDULE

DATES	ACTION
November 06, 2018	Release RFP
November 13, 2018	Bidder's Conference
December 17, 2018	Due Date for proposals
December 17, 2018 - January 9, 2019	Review of Proposals- Independent reviewers, staff and Youth Committee
January 16, 2019 (Tentative Date)	Tentative Date Youth Committee Meeting (Review and Recommendations of Proposals)
January 22, 2019	Presentation of Proposals to Twin Districts Workforce Development Board
January 23, 2019	Notification of Selections—Youth Providers
January 28, 2019—February 28, 2019	Negotiations with Youth Providers
March 01, 2019—June 20, 2019	Contract #1 PY 18-19 Out-of-School Start Date for Counties currently not being served
July 01, 2019	Contract #2 PY19 In-School and Out of School Contracts Start Date

*With exception of proposal submission deadline, all dates are subject to change

SCOPE OF THE REQUEST FOR PROPOSAL (RFP)**Solicitation Summary**

Target Groups	In-School Youth 14-21 and Out-of-School Youth 16-24. Twin Districts Workforce Development Area will fund a maximum of 25% of total WIOA Allocation to In-School Youth Programs due to the requirements of WIOA.
Geographical Area	All 24 Counties of Twin Districts Workforce Development Area
Start Date	Contract #1 PY 18 Out-of-School contract(s) for counties currently not served will begin no later than June 30, 2018 Contract #2 PY19 In-School and Out-of-School Contracts Start is July 1, 2019
Contract End Date	June 30, 2020
Type of Contract	Current Needs or Cost Reimbursements
Option to Extend	The Twin Districts Workforce Development Area may extend the contract up to 2 additional years, in increments of one year, depending on program performance, availability of funds, and if it is determined to be in the best interest of the Twin Districts Workforce Development Area.

1. Issuing Office

The issuer of this RFP is the Twin Districts Workforce Development Board. Please deliver your proposals to:

Allison Beasley, Economic Workforce Development Division Director
Southern Mississippi Planning & Development District
10441 Corporate Drive, Ste. 1
Gulfport, MS 39503

2. Bidder's Conference

A Bidder's Conference has been scheduled for November 13, 2018, 10:00 a.m. at the Holiday Inn 6553 Hwy 49 Hattiesburg, MS 39401. While this meeting is not mandatory, we encourage those

interested in responding to the RFP to attend. At this session TDWDA Board Staff will review the RFP and respond to questions regarding its requirements. Staff will not provide assistance regarding a proposer's individual program design. Program questions formulated prior to the bidder's conference should be submitted by email to Shonta Duncan, sduncan@smpdd.com. All questions submitted prior to the Bidder's Conference will be answered at the Bidder's Conference. Questions and answers provided at the Bidder's Conference will be made available to the public after preparation on the SMPDD website, www.smpdd.com.

3. RFP Response Deadline

All proposals **must be received** no later than **5:00 P.M., Monday December 17, 2018**, at the issuing office, 10041 Corporate Drive, Suite 1, Gulfport, MS 39503. **One (1) unbound proposal and one (1) electronic PDF copy submitted on a USB flash drive must be submitted. Late proposals, regardless of method of delivery, WILL NOT BE CONSIDERED. Proposals MUST arrive at the issuing office by the deadline. No facsimile (fax) transmissions or e-mailed documents will be accepted in place of the required hard copies.**

4. Questions

To ensure a fair and objective evaluation, questions related to the RFP must be submitted via email to sduncan@smpdd.com. Questions and responses will be posted at www.smpdd.com. It is the proposer's responsibility to check the website on a regular basis for responses to the questions submitted.

5. Eligible Respondents

Any public entity, private non-profit entity, private for-profit entity, or community-based organization meeting the qualifications outlined in this RFP may apply. Eligible Respondents are organizations which on their own, or in formalized partnership with other organizations, have adequate administrative controls and personnel to provide comprehensive youth services operated under the provisions of WIOA. The selected service provider(s) will provide connecting linkages between workforce development, education, social services, other youth serving organizations, and the business community. This intentional linking of WIOA-funded services with other funding streams creates a more cost effective and cohesive system that maximizes services, minimizes duplication, and improves interagency communication and service coordination.

6. Funding Source

The funds available for services solicited by this proposal are appropriated under Title I of the Workforce Innovation and Opportunity Act. Successful respondents will serve as sub-recipients of WIOA funds administered by the United States Department of Labor (DOL), Office of Grant Management (OGM) Mississippi Department of Employment Security (MDES), and the Twin Districts Workforce Development Area with Southern Mississippi Planning and Development District (SMPDD) as the fiscal agent.

7. Estimated Funding Range

Based on current funding levels, TDWDA estimates awarding up to \$2.5 million in WIOA youth funding. This RFP is for full service, year-round youth and young adult programs to operate as soon as March 1, 2019 through June 30, 2020. At least 75% of youth funds must be expended on out-of-school youth program activities. At least 25% of total allocated youth funds must be expended on work experience. Stated dollar amount is based on projected availability of funding and subject to change. The TDWDA Board may increase or decrease funding at any time, based on funding availability, policy requirements and TDWDA priorities.

Funds awarded from this RFP must be for activities and services that are reasonable, necessary and allowable. The funds are governed by WIOA; local, state and federal laws, regulations and directives; and Federal Register Uniform Guidance. The selected service providers must be knowledgeable of the allowable costs for this funding stream in order to avoid the potential for disallowed costs. No funds under this grant will be used to purchase real property, construct buildings, or build the infrastructure of contractors beyond immediate program needs.

If additional youth funding, from any source, becomes available, the TDWDA may, at its discretion, incorporate the additional funding into existing subaward(s) or by consideration of proposals not initially funded under this RFP. Allocation of funding, under this RFP shall be consistent with the requirements of WIOA and any implementing regulations or directives of the Department of Labor (DOL) and the Office of Grant Management (OGM) Mississippi Department of Employment Security (MDES). Successful respondents will be required to adhere to the statutes, regulations, and policies contained in this RFP, based upon statutory and regulatory requirements of these funds. Should unanticipated changes become necessary, relevant information will be posted on the TDWDA website, www.smpdd.com.

8. Service Levels

The Twin Districts Workforce Development Board will make reasonable efforts to serve substantial segments of the eligible youth population in the twenty-four (24) county area on an equitable basis.

9. Common Measures

The performance measures mandated by the Department of Labor and negotiated with the Office of Grants Management at MDES are known as Common Measures. Each respondent must demonstrate in the proposal how the proposed program will meet or exceed the required outcomes. Certain primary indicators of performance have been determined “Baseline” for PY 2018 and PY 2019 due to insufficient historical data available to make reasonable determinations of expected levels of performance. Therefore, PY 2018 and PY 2019 performance will be used to establish data on these measures for consideration in future performance negotiations. (See Chart)

Twin Districts Local Workforce Development Area WIOA Title I Youth Negotiated Performance Levels for PY 2018 and PY2019
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WIOA Title I Youth Program	PY 2018	PY 2019
Employment Rate 2 nd Quarter After Exit	69.0%	69.5%
Employment Rate 4 th Quarter After Exit	69.4%	70.0%
Credential Attainment within 4 Quarters After Exit	64.0%	66.0%
Median Earnings	Baseline	Baseline
Measurable Skills Gain (not exit based)	Baseline	Baseline
Effectiveness in Serving Employers	Baseline	Baseline

10. Period of Performance and Contract Instrument

The period of performance for a service provider contract resulting from this solicitation is anticipated to be four to five quarters, beginning as early as March 01, 2019 and no later than July 01, 2019, ending on June 30, 2020. At the conclusion of such contract, the Twin Districts Workforce Development Board may extend the contract for up to two additional years, in increments of one year. Contract extensions will be made under the direction of the Youth Committee and based on program performance, available funding, and if it is in the best interest of the Twin Districts Workforce Development Board. The Twin Districts Workforce Development Board approves all final contracts and reserves the right to procure for proposals annually, if needed.

The Twin Districts Workforce Development Board anticipates the award of cost reimbursement or current needs contracts. Type of contract will be decided on a case by case basis and will be determined during contract negotiations. Such contracts conform to the definitional requirements of Federal Acquisition Regulations and have the following general characteristics.

- a. The Twin Districts Workforce Development Board will reimburse the contractor the lessor of:
 - i. The actual cost of operating the program in accordance with the contract statement of work and budget, or
 - ii. The obligated amount of the contract.
- b. Reimbursements will be made on the basis of monthly accrued expenditure reports provided by the contractor.
- c. Contract funds must be segregated in book of account and tracked by the cost categories of participant, direct training, and work experience for WIOA Youth contracts.
- d. Contract funds will be subject to detailed financial and compliance audits conducted by the Twin Districts Workforce Development Board or authorized representatives.
- e. In general, funds and activities are subject to the restrictions contained in and referred to by the contract boilerplate.

- f. The TDWDA Board's cost-reimbursable contracts consist of the Signature Page, contract boilerplate, Statement of Work, and Program Budget/Budget Narrative.

11. Addenda to this RFP

At the discretion of Southern Mississippi Planning and Development District, if it becomes necessary to revise any part of this RFP, an addendum will be posted on Southern Mississippi Planning and Development District's website, www.smpdd.com. Respondents are responsible for checking the website frequently to remain informed about the procurement process, receive addenda to the RFP, read responses to questions, and remain updated on other information that may affect this RFP.

Each respondent, upon receiving notification by Southern Mississippi Planning and Development District of a published addendum, must insert the information indicated in the RFP package. Failure to acknowledge any addenda will result in disqualification and rejection of the proposal.

12. Ex-Parte Communication

Twin Districts Workforce Development Area prohibits ex-parte communication or lobbying of any kind with any board member, Southern Mississippi Planning and Development District staff or other persons serving as an evaluator during the procurement process. Respondents that directly contact board members or evaluators risk elimination of their proposals from further consideration.

13. Right to Cancel

Twin District Workforce Development Area reserves the right to delay, amend, reissue, or cancel, all or any part of this RFP at any time without prior notice. Twin Districts Workforce Development Area also reserves the right to modify the RFP process and timeline as deemed necessary. This RFP does not commit the Twin Districts Workforce Development Area to accept any proposal, nor is Twin Districts Workforce Development Area responsible for any costs incurred by the respondent in the preparation of responses to this RFP. Twin Districts reserves the right to reject any or all proposals, to accept or reject any or all items in the proposal, and to award the contracts in whole or in part as is deemed to be in the best interest of the Twin Districts Workforce Development Area. The Twin Districts Workforce Development Area reserves the right to negotiate with any respondent after proposals are reviewed, if such action is deemed to be in the best interest of the Twin District Workforce Development Area.

14. Termination Due to Non-Availability of Funds

When funds are not appropriated or otherwise made available by Twin Districts Workforce Development Area to support continuation of this RFP or any contract(s) therein, they shall be cancelled as of the effective date set forth in the termination notice. The contractor shall be reimbursed for the reasonable value of any nonrecurring cost incurred but not yet recovered under this contract.

16. Ranking of Proposals

Proposals will be evaluated and ranked by Twin Districts based on the quality of the services and proposed cost. Once the proposals are independently reviewed, the Youth Committee will complete a review of proposals. The Youth Committee will rate proposals based on the rating criteria. Overall scores, as rated by the independent review and Youth Committee will be discussed.

The proposal(s) with the highest accumulated score may be recommended for funding, as may others that are not the highest scoring. Funding recommendations to the full Board are at the sole discretion of the Youth Committee. Proposal(s) recommended for funding may be awarded a contract following concurrence and approval by the full Twin Districts Workforce Development Board.

CONDITIONS OF SOLICITATION

The Release of the RFP does not constitute an acceptance of any offer, nor does such release in any way obligate the Twin Districts Workforce Development Board to execute a contract with any offeror. The Twin Districts Workforce Development Board reserves the right to accept, reject or negotiate any or all offers on the basis of the evaluation factors contained in the RFP. The final decision to execute a contract with any offeror rests solely with the Twin Districts Workforce Development Board. Please be advised that:

1. Before preparing proposals, offerors should note that:
 - a. The Twin Districts Workforce Development Board will not be liable for any costs associated with the preparation of proposals or negotiation of contract, incurred by any offeror;
 - b. All proposals, in their entirety become the property of the Twin Districts Workforce Development Board upon submission:
 - c. The Award of a contract for any proposed service(s) is contingent upon the following:
 - i. Availability of Funds;
 - ii. Favorable evaluation of the proposal;
 - iii. Approval of the proposal by the Twin Districts Workforce Development Board;
 - iv. Successful negotiation of any changes to the proposal required by the Twin Districts Workforce Development Board.
 - d. Provision of services specified in the RFP requires substantive knowledge and understanding of:
 - i. The Workforce Innovation and Opportunity Act, and the implementing regulations; The Act, its implementing regulations, and other information may be found at www.doleta.gov/wioa/.
 - ii. State policies, procedures, and directives.
2. The Twin Districts Workforce Development Board reserves the right to negotiate the final terms of all contracts with successful offerors. Items that may be negotiated include, but are not limited to, type and scope of services and activities, costs, production schedules, target groups, geographic areas, youth goals and service levels.

3. The Twin Districts Workforce Development Board also reserves the right to accept any proposal as submitted for contract award, without substantive negotiation of offered terms, services or costs. Therefore, offerors are advised to propose their most favorable terms initially.
4. Offerors will be required to assume full responsibility for all specified services and may subcontract only with the express written approval of the Twin Districts Workforce Development Board.
5. In submitting a proposal, the offeror certifies as to its legally constituted organization, and that in connection with this proposal:
 - a. The costs in the RFP have been arrived at independently without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such costs with any other offeror or with any competition; and,
 - b. Unless otherwise required by law, the costs which have been quoted in the proposal have not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror, prior to award directly or indirectly to any other offeror, to any competition; and,
 - c. No attempt has been made by the offeror to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
6. Person(s) signing the proposal certify that:

Person(s) in the offertory organization who are legally responsible within that organization for the decision as to the price being offered in the proposal have not participated, and will not participate in any action contrary to 5.a., b., or c. of this document.
7. Proposals will be received and maintained consistent with the Mississippi Public Records Act of 1983, being Chapter 424 of the General Laws of the State of Mississippi. In general, proposals will be exempt from any disclosure until the evaluation and selection process has been completed. If a proposal contains any information that the offeror considers proprietary and does not want disclosed to the public or used for any purpose other than evaluation of the offer, all such information must be indicated with the following statement:

“The information contained on pages _____, _____, _____, shall not be duplicated, used in whole or part for any purpose other than to evaluate the proposal, provided that if a contract is awarded to this office as a result of or in connection with the submission of such information, the Twin Districts Workforce Development Board has the right to duplicate, Use or disclose this information to the extent provided in the contract. This Restriction does not limit the agency’s right to use information contained therein if obtained from another source.”

Each page of the proposal that is considered proprietary should be marked “proprietary” at the top margin.

8. The Twin Districts Workforce Development Board is fully committed to the goals for minority business development as expressed in Executive Order 656. To this end, the Twin Districts Workforce Development Board will work with minority businesses to increase their participation in the procurement process.

9. In accordance with the Mississippi Ethics in Government Laws and their applicability to members of the State Workforce Investment Board (SWIB) and Local Workforce Development Boards (LWDB), Board members must adhere to Ethics Commission Opinion 06-099-E, 04-076-E, and 13-014-E. In accordance with Mississippi Ethics Commission Opinions, no WDB member shall have an interest in funds subject to WDB oversight. A prohibited interest includes but is not limited to 1) a WDB member whose business receives a contract or subcontract funding in whole or in part by WIOA, 2) a WDB member whose business offers training on the “eligible training provider’s list,” and 3) a WDB member who is employed by or who is a director of a nonprofit organization receiving a contract or subcontract subject to WDB oversight. The prohibition lasts for one year after the interested WDB member’s terms ends. This prohibition does not extend to WDB members representing the public sector, such as community college and State agency representatives.

MINIMUM REQUIREMENTS

To be considered, a proposal must meet ALL MINIMUM THRESHOLD REQUIREMENTS. Proposals failing to meet any Minimum Threshold Requirement may be determined non-responsive and rejected.

Requirements to Qualify the Proposing Entity as an Eligible Youth Provider are:

1. The proposing entity must be qualified to do business in the State of Mississippi. Any public entity, private non-profit entity, private for-profit entity, or community-based organization meeting the qualifications outlined in this RFP may apply. Contracts will be awarded to qualified entities that are able to comply with WIOA administrative standards.
2. The proposing entity or its principals may not be disbarred, suspended, declared ineligible or involuntarily excluded from participation in procurement or non-procurement transactions by any federal department or agency.
3. The entity must have an established financial management system in place to ensure effective internal controls and accountability of sub-grant funds and other assets.
4. The entity shall not have any unresolved audit findings. To alleviate the question as to whether the entity has any unresolved audit findings, the proposing agency must include as part of the proposal:
 - a. The most recently completed audit; or
 - b. If the entity is a newly created entity, the proposal must include all current (dated within two months of the proposals submission date) financial statements and a business plan as a substitution for the requirement of a final audit determination letter.
5. The entity or its principals have not been convicted of or had a civil judgement against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statute or commission of embezzlement, theft, forgery, bribery, falsification or destruction of record, making false statements, or receiving stolen property; and must not be presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses stated above, and must not have had one or more public transactions (Federal, State, or local) terminated for cause or default.
6. The entity must have or must agree to establish the following:
 - a. Regular audit of all accounts;

- b. Separate accounting records for Workforce Innovation and Opportunity Act funds;
- c. A fidelity bond with coverage at \$100,000 or equal to the highest amount of funds to be received during the sub-grant period (bond must be executed prior to the award of a contract with the proposing entity);
- d. Personnel Policies;
- e. Grievance procedures for staff and participants;
- f. Payroll procedures and time sheets for staff and participants;
- g. Property inventory system;
- h. Workers Compensation Certificate of Insurance
- i. Travel policies.

OVERVIEW

On July 22, 2014 President Barack Obama signed the Workforce Innovation and Opportunity Act (WIOA). WIOA is designed to improve and streamline access to federally funded employment, education, training, and support services. Congress passed the WIOA by a wide bipartisan majority and it is the first legislative reform in 15 years of the public workforce system.

Every year the key programs forming the pillars of WIOA help tens of millions of job seekers and workers to connect to good jobs and acquire the skills and credentials needed to obtain them. The enactment of WIOA provides opportunity for reforms to ensure that the Public Workforce Systems and WIOA youth services are job-driven, responding to the needs of employers, and preparing youth, adults and dislocated workers for jobs that are available now and in the future.

WIOA supersedes the Workforce Investment Act (WIA) and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. WIOA took effect on July 1, 2015. Successful respondents to this RFP must be flexible and willing to respond to new policy directions.

For more information on WIOA, please visit <http://www.doleta.gov/wioa/>.

ORGANIZATIONAL OVERVIEW

Twin Districts Workforce Development Area is one of four designated workforce development areas in the State of Mississippi. Twin Districts encompasses a 24-county area, combining the service territory of Southern Mississippi Planning and Development District (SMPDD) and East Central Mississippi Planning and Development District (ECPDD). SMPDD serves as the fiscal and programmatic agent, responsible for the general operations within the workforce development area. In accordance with the Workforce Innovation and Opportunity Act of 2014, Twin Districts assists both job seekers and employers in fulfilling their employment and training needs. There is a shared statewide strategic vision to create a workforce system that acts and functions as an ecosystem where all parts are connected to achieve common goals. This vision ensures that every Mississippian will be provided with the opportunity to be work or career-ready and to secure his or her dream job right at home. Twin Districts operates based on policies and plans outlined in the Twin Districts Workforce Development Area 2016-2020 Strategic Plan.

1. Roles and Responsibilities of the Twin Districts Workforce Development Area:

- a. Oversee and evaluate the management and operations of all programs funded by the Twin Districts Workforce Development Area;
- b. Allocate and award funds;
- c. Monitor service providers' performance, quality of service, and cost effectiveness; and report on performance to the Board;
- d. Develop and provide technical assistance to service provider staff including providing standardized forms;
- e. Inform service providers of federal and state policies, procedures, and rules that may impact the operations of the program(s), and give assistance as needed to implement them accordingly;
- f. Maintain data entered into local Management Information System-MS Works;
- g. Ensure compliance with all rules, regulations, and procedures issued by all funding sources; and
- h. Process payments for contracted service providers.

2. Roles and responsibilities of Twin Districts Workforce Development Area youth providers include, but are not limited to:

- a. The provision of all required WIOA services, including meeting minimum enrollment and fiscal benchmarks;
- b. Comply and meet all federal, state, and local performance standards;
- c. Utilization of standardized forms provided by the Twin Districts Workforce Development Area (e.g., ISS, standardized enrollment forms, reporting worksheet, etc.);
- d. Provision of quality and comprehensive services delivered by qualified staff;
- e. Coordination of services with partners;
- f. Managing fiscal responsibilities.

3. Responsibilities Revisions

The roles and responsibilities of the Twin Districts Workforce Development Area and service providers will change as:

- a. Federal, State and local rules are enacted and implemented covering the workforce development system;
- b. The Twin Districts Workforce Development Board adopts policies and procedures;
- c. The Twin Districts Workforce Development Area develops and implements a strategic plan for the local workforce development area.

PROGRAM DESCRIPTION

Program Design

Programs should be individualized to fit the needs of the participants and should increase their future employability prospects. Programs should be designed to assist youth in overcoming a variety of employment barriers and developing a range of skills needed to make an effective labor market adjustment. Additionally, programs should be aligned with TDWDA Sector Strategy goals. All youth programs are required to provide the following:

1. An objective assessment of each participant for the purpose of identifying appropriate services and career pathways. The objective assessment includes:
 - a. Basic skills level (TABE)
 - b. Occupational skills
 - c. Prior work experience
 - d. Employability
 - e. Interests and aptitudes (including interests and aptitudes for non-traditional jobs),
 - f. Supportive service needs, and
 - g. Developmental needs.

Assessments prior to enrolling a youth in the program is a major key to a successful outcome.

2. An individual service strategy (ISS) for each participant that shall identify:
 - a. Career Pathways that include education and employment goals (including, in appropriate circumstances, non-traditional employment)
 - b. Appropriate achievement objectives; and
 - c. Appropriate services for the participant, taking into account the assessments conducted.

The individual service strategy for each youth must be updated monthly, at a minimum.

3. Services that:
 - a. Lead to the attainment of a secondary school diploma or GED, or a recognized postsecondary credential
 - b. Prepare youth for post-secondary educational opportunities;
 - c. Strong linkages between academic and occupational education;
 - d. Prepare youth for unsubsidized employment opportunities, in appropriate cases;
 - e. Effective connections to employers, including small employers, in-demand industry sectors, and occupations of the local and regional markets.

These services are imperative for the youth's success after enrollment into the youth program and in the attainment of federal, state, and, local performance measures.

Additional Requirements

The TDWDA Board and Youth Committee are particularly interested in innovative approaches that

leverage WIOA dollars (to expand both services and numbers of youth served), connect youth to education and training opportunities leading to careers in the board's targeted industry sectors, and support Career Pathway approaches in the K-12 and Community College Systems. Programs are strongly encouraged to partner and share information with other youth-serving agencies, organizations, and training providers in order to meet the individual needs of all youth.

1. Information and Referrals

Each participant or applicant who meets the criteria to be considered an eligible youth shall be provided:

- a. Information on the full array of applicable or appropriate services that are available through the local board or other eligible providers or one-stop partners; and
- b. Referral to appropriate training and educational programs that have the capacity to serve the participant or applicant either on a sequential or concurrent basis;

2. Applicants not meeting enrollment requirements

Each eligible provider of a program of youth activities shall ensure that an applicant who does not meet the enrollment requirements of the particular program or who cannot be served shall be referred to appropriate programs;

Youth Eligibility Requirements

Under this procurement, youth served must be residents of the Twin Districts Workforce Development Area, an out-of-school or in-school youth, and meet the eligibility guidelines stated in the Workforce Innovation and Opportunity Act.

1. The term "out of school youth" means an individual who is:

- a. Not attending any school (including post-secondary school and non-credit courses offered by colleges)
- b. Not less than 16 and not more than age 24;
- c. Is in one or more of the following categories:
 - i. A school dropout;
 - ii. A youth who is within the age of compulsory school attendance (ages 16-17), but has not attended school for at least the most recent complete school year calendar quarter;
 - iii. An individual who is subject to the juvenile or adult justice system;
 - iv. A homeless, runaway, in foster care or has aged out of the foster care system, or in an out-of-home placement;
 - v. Pregnant or parenting;
 - vi. An individual with a disability;
 - vii. Have attained a secondary school diploma or its recognized equivalent who is low income and basic skills deficient or English language learner; or
 - viii. Low Income individual who requires additional assistance to enter or complete

an educational program or to secure or hold employment

2. The term “in-school youth” means an individual who is:
 - a. Attending school (as defined by state law) including secondary and post-secondary school;
 - b. Not younger than age 14 or older than age 21 at the time of enrollment;
 - c. A low income individual; and
 - d. One or more of the following:
 - i. Basic skills deficient;
 - ii. An English language learner;
 - iii. An offender;
 - iv. A homeless individual, a homeless child or youth, a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or in an out-of-home placement;
 - v. An individual who is pregnant or parenting;
 - vi. An individual with a disability;
 - vii. An individual who requires additional assistance to complete an educational program or to secure or hold employment. (Only 5% of participants are allowed to be enrolled with only this barrier).

Exceptions to Low-Income Requirements

Out-of-School: If a youth does not qualify under any of the barriers listed in c.(i)-(vi) above but would qualify under barriers (vii) or (viii) with the exception of the low income requirement, the WIOA allows for an exception to the low income requirement. **In-School:** If a youth is not low income, WIOA allows for the exception. A maximum of 5 percent of the youth served in the Twin Districts youth programs may be exempt from the low income requirement.

Required Program Elements

These elements will be provided to those youth who are assessed as needing one or more of them. The proposal rating instrument will consider the use of volunteers or donated services as a positive. Letters of intent from community partner organizations, volunteers or entities donating services must be included with the proposal submission.

Improving Educational Achievement

1. Tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies. Tutoring must be performed and documented in the youth’s ISS. Youth providers are encouraged to utilize volunteers to provide tutoring activities.
2. Alternative secondary school offerings, or dropout recovery services, as appropriate.
3. Activities that help youth prepare for and transition to postsecondary education and training.

Preparing for and Succeeding in Employment

4. Paid and unpaid work experiences, including summer employment, internships, job shadowing, pre-apprenticeship and on the job training opportunities.
5. Occupational skills training which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations. Offerors must make every effort to utilize other funding sources to pay for occupational skills training (e.g., Pell grants and other aid available through community and technical colleges, and WIOA adult resources for older youth).
6. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.
7. Entrepreneurial skills training.
8. Services that provide labor market and employment information about in-demand industry sectors or occupations available, such as career awareness, career counseling, and career exploration services.

Supporting Youth Development

9. Leadership development opportunities encourage responsibility and other positive social and civic behaviors. Activities may include exposure to post-secondary opportunities; community service and service learning projects; peer-centered activities, including peer mentoring and tutoring; organizational and team leadership training; training in decision making, including determining priorities; and citizenship training, including life skills training.
10. Supportive services that may include linkages to community services and/or assistance with transportation, child care, meals, and appropriate work attire and work-related tools. Offerors will need to discuss in this section how they will work with participants to discuss these linkages. If participants have documentation that they are unable to obtain such services through other non-WIOA programs, the youth provider may provide the needed supportive services.
11. Adult mentoring may occur both during program participation and follow-up for a total duration of at least twelve months.
12. Comprehensive guidance and counseling, including drug and alcohol abuse counseling, as well as referrals to counseling appropriate to the needs of the individual youth.
13. Financial literacy education including creating household budgets, initiating savings plans, and making informed financial decisions about education, retirement, home ownership, wealth building, or other savings goals. This element should also include managing spending, credit, and debt education, including credit card debt; awareness of the availability and significance of credit reports and credit scores in obtaining credit (including determining accuracy of credit reports). See additional local program requirements number 15.
14. Follow-up services for at least twelve months after exiting the program to ensure continuity of services and progress toward performance outcomes. Follow-up must be provided by the same entity that provided case management during the program. Follow-up services may include leadership development, supportive services, regular contact with the youth's employer, and assistance with job development and further education; work-related peer support groups, and adult mentoring.

Additional Local Program Requirements for all youth participants

15. The FDIC Money Smart financial education program. The computer based program is consisted of training modules on personal financial management.
16. Bring Your A Game To Work is a work ethics training curriculum that teaches seven essential values that every person should possess in order to become employable.
17. An Introduction to the identified sectors in the TDWDA Sector Strategy plan will be provided to all participants. The plan can be found at www.smpdd.com under publications.

Outreach and Communications:

Service providers must work to inform the community of services, resources and programs funded by the Twin Districts Workforce Development Area. Activities should include:

- **Community Outreach:** Service providers shall establish and maintain key community relationships to ensure that businesses, youth, and the general public know about their workforce programs. This includes, but is not limited to, media outreach, informing local elected officials, contacting and answering questions from training providers, utilizing employer associations and reaching out to community organizations.
- **Special Events:** Service providers shall utilize job fairs and special events to increase visibility, especially with regional employers. Special events may include, but are not limited to, graduation ceremonies for training participants, open houses, career panels and job fairs.

Required Performance Measures

The respondent must demonstrate in their program narrative how their program will be able to help all enrolled participants meet long-term, mandatory DOL performance accountability standards known as Common Measures. The WIOA performance indicators negotiated for TDWDA are listed in the chart below.

Twin Districts Local Workforce Development Area WIOA Title I Youth Negotiated Performance Levels for PY 2018 and PY2019
--

WIOA Title I Youth Program	PY 2018	PY 2019
Employment Rate 2 nd Quarter After Exit	69.0%	69.5%
Employment Rate 4 th Quarter After Exit	69.4%	70.0%
Credential Attainment within 4 Quarters After Exit	64.0%	66.0%
Median Earnings	Baseline	Baseline
Measurable Skills Gain (not exit based)	Baseline	Baseline
Effectiveness in Serving Employers	Baseline	Baseline

Certain primary indicators of performance have been determined “Baseline” for PY 2018 and PY 2019 due to insufficient historical data available to make reasonable determinations of expected levels of

performance. Therefore, PY 2018 and PY 2019 performance will be used to establish data on these measures for consideration in future performance negotiations.

All required performance measures are subject to change at any time and the Twin Districts Workforce Development Area may implement additional measures due to regulations or local need. In addition to Common Measures, the successful respondent will be required to track enrollments, program activities, demographics, and other locally determined data.

GENERAL INSTRUCTIONS

1. Proposals must be prepared and sequenced in accordance with the instructions outlined in this section. When completed, proposals are to be assembled as follows:
 - a. Transmittal Document (This serves as the cover sheet for the proposal). Complete the Transmittal Document and submit with original signature of the signatory official for the proposing entity. A copy of this form is attached (Attachment E).
 - b. Table of Contents (Needs to be included with this proposal and numbered accordingly.)
 - c. Proposal Summary (Attachment C)
 - d. Demonstrated Ability and Past Performance
 - e. Program Narrative
 - f. Budget and Budget Narrative (Include Attachment A and F)
 - g. Minimum Threshold Certification (Include Attachment D)
2. Each of the above sections of the proposal must begin on a new page and be titled as specified above. The Transmittal Document must be the first page of the proposal.
3. Prepare the proposal on 8 ½ X 11 plain white paper, typed, doubled spaced, 1" margins on all sides, single sided, 12 point, and Times New Roman.
4. Number the pages of the proposal, except for the Transmittal Document. Pages should be numbered accordingly: (Page _____ of _____ Pages) in the center of the bottom margin.
5. Unnecessarily elaborate or lengthy proposals are not encouraged; neither are specialized bindings or coverings. The proposal should not be bound or stapled.
6. Each proposer shall pay special attention to the following guidelines:
 - a. All proposals must contain separate line-item budgets. Support costs to participants that are necessary in order for youth to participate in the program are to be identified: i.e., cost of books, tools, etc.
 - b. If any equipment (computers, printers, faxes, copiers, desk, etc.) is to be purchased or leased, the proposer should complete the approved nonexpendable property form included.
 - c. For public, private, non-profit, and for profit organizations, when indirect costs are included, a copy of the organization's Cost Allocations Plan shall accompany the proposal. The proposal will not be considered as meeting minimum requirements if the Cost Allocation Plan is not attached.

7. All attachments should be referenced in the proposal and clearly identified. The attachments should be numbered in sequence as part of the entire proposal.
8. Entities desiring to propose more than one youth program (Example: In-School and Out-of-School) are required to submit separate proposals for each.
 1. Each proposal should be submitted as a “stand alone” program.
 2. Each proposal must clearly identify the scope of the proposed program and include a fully developed budget and budget narrative.
9. The proposal rating form is included on page for the benefit of the proposing agency.
10. All proposals **must be received** no later than **5:00 P.M., Monday December 17, 2018** at the issuing office. **One (1) unbound proposal and one (1) electronic PDF copy submitted on a USB flash drive must be submitted. Late proposals, regardless of method of delivery, WILL NOT BE CONSIDERED. Proposals MUST arrive at the issuing office by the deadline. No facsimile (fax) transmissions or e-mailed documents will be accepted in place of the required hard copies.**

Proposals received after this time and date, whether by U.S Mail, commercial (i.e. Federal Express, UPS) or hand delivered, **WILL NOT BE CONSIDERED.**

Timely receipt of the proposal is the sole responsibility of the offeror. Respondents who choose to mail or deliver the proposal to the Twin Districts Workforce Development Board should use the following address:

Allison Beasley
Southern Mississippi Planning & Development District
10041 Corporate Drive Suite 1
Gulfport, MS 39501

RE: WIOA YOUTH REQUEST FOR PROPOSALS

**WORKFORCE INNOVATION AND OPPORTUNITY ACT
PROPOSAL SCORE SHEET
PROGRAM YEAR 2018 and 2019**

In-School Proposal: _____ Out-of-School Proposal: _____

Proposing Entity: _____

Address: _____

Telephone: _____

Contact Person: _____ Fax: _____

Proposed Cost: _____ Proposed # of Youth: _____

Title/Program: _____ Number of Sites: _____

Geographic Location (Counties Served): _____

*** NOTE:** RFP's proposers that have not operated a WIOA program within the last 2 years will be rated on all categories of this proposal except DEMONSTRATED ABILITY (for a total of 65 possible points). A minimum of 39 points must be scored for consideration. Proposers that have operated a WIOA program within the last 2 years will be rated on all three categories (for a total of 100 possible points). A minimum of 65 points must be scored for consideration.

CATEGORY	MAXIMUM ALLOWABLE POINTS	POINTS RECEIVED
DEMONSTRATED ABILITY	35	
PROGRAM NARRATIVE	40	
FINANCIAL PLAN	25	

TOTAL SCORE:

Demonstrated Ability and Past Performance (35 Points)

***For proposers who have not operated a WIOA Youth program within the past two years, the proposer will not be graded on this Section.**

1. Respondents must describe demonstrated ability for the past two years in the following areas, and clearly articulate the measurable outcomes. Include the roles of specific partners involved in achieving the program goals.
 - Describe how you have operated a workforce development program of similar size and scope to the one proposed, and how you addressed participant education, employment, and training needs.
 - Describe how you have collaborated and executed a project with multiple stakeholders. Include the distinct roles of each partner and the steps taken to achieve positive outcomes.

2. In two pages or less, summarize the relevant qualifications, experience, and expertise of the proposing agency. Please include at least one and no more than three references from previous work of a similar nature, and specify the following:
 - Contracting agency
 - Type(s) of program(s)
 - Term of contract
 - Dollar amount of contract

3. If the proposer has operated a WIOA youth programs in another workforce area, supply the following information to ensure maximum consideration during the rating process.
 - Name of the workforce area
 - Contact person for the workforce area, including address and telephone number
 - Counties served under that contract
 - Type of program
 - Dollar amount of contract
 - Number of youth proposed to serve
 - Actual number of youth served as of the date of this proposal submission
 - Cost per participant
 - A copy of the most recent monitoring report
 - Correspondence related to corrective actions, if any
 - Performance information

Program Narrative (40 points)

The proposer should thoroughly describe how they will deliver Youth Services to eligible participants. The proposer should adequately explain how their delivery of services will build career pathways for customers and align with the TDWDA Sector Strategy. Below is a list of items the proposer should address in this section. This list is not all inclusive and the proposer should explain the delivery of services effectively and sufficiently.

1. Approach

- Describe how your program design will provide comprehensive programmatic services for participants. Include the progression from enrollment to follow-up, including all service options. Include a diagram that clearly shows the flow of services from enrollment to follow-up.
- Describe your plan to access the services of other partners, including employers and other collaborators, which will assist in providing wrap-around services to participants. Please include letters of support or memorandums of understanding (MOUs) detailing partner roles, responsibilities, and resources provided.
- Describe your program's unique and innovative approaches to workforce development program design and leveraging partner resources that will benefit the workforce development area.
- Discuss how you will ensure that those participants receive services that appropriately address their barriers and result in positive outcomes.

2. Program Staffing and Case Management Strategy

- Discuss your program staffing structure from program manager to front line staff. Describe the roles of each position and the experience that existing staff members have in administering projects of similar size and scope. Include resumes or job descriptions of all staff, funded in whole or in part, for this project. Include an organizational chart.
- Discuss the anticipated case load that counselors/case managers funded by this project, in whole or in-part, will have.
- Describe how you will ensure that front-line program staff have sufficient time and support to provide the highest quality programmatic services.
- Describe your organization's staff training and customer service commitment. Also, describe how staff will determine which youth program applicants are serious about their employment and education goals.

3. Outreach, Eligibility and Assessment

- Describe your outreach and recruitment methods.
- Describe your intake process including eligibility determination. Include other details such as:
- How you will coordinate with the Fiscal Agent (SMPDD) to limit service to no more than

five percent of participants in the area as a whole who do not meet minimum income requirements in Section 129(a)(3) of the Workforce Innovation and Opportunity Act.

- How you will ensure that all eligibility documentation for each youth has been obtained as required.
- Your understanding that it is your responsibility to only provide services under this grant to WIOA certified youth. (Serving non-WIOA youth could result in disallowed services and disallowed cost.)
- Discuss how assessments will be structured to identify academic, employability and occupational interests, aptitudes and skill levels, personal development, and supportive service needs.

4. Individual Service Strategy (ISS)

- Describe your strategy for developing the ISS. Describe how you will address barriers to employment, set unique, specific, and realistic objectives, and prepare participants for work by developing and improving work readiness skills.
- Describe detailed strategies for participants to ensure positive outcomes. Consider any related supportive services (transportation, childcare, etc.) and describe how these will be leveraged through other community resources or provided through this project.
- Describe how participants will progress through the program design and describe an effective method for ensuring participants remain engaged and committed to accomplishing the goals and objectives outlined in the ISS.
- Describe how your program will help participants build sustainable career pathways that focus on long-term career goals and upward mobility and not just short-term employment needs.

5. Required Program Elements

Indicate that the proposer will assume ultimate responsibility for ensuring that all program elements are made available to youth assessed as needing them.

Describe in detail, in separate paragraphs, how you plan to provide each of the required program elements (shown below) for eligible youth. Include a statement of how you will offer each element or whether another entity has agreed to provide an element. If another entity will be providing an element, include in your proposal a Letter of Intent from that agency stating its intention to do so. Include this documentation as a separate attachment at the end of your proposal.

- Tutoring, study skills training, and instruction leading to secondary school completion,
- Alternative secondary school offerings or dropout recovery services
- Paid and unpaid work experiences, including summer work experience, internships and job shadowing (At a minimum, at least 25% of proposed budget must be for paid work experience.)
- Occupational skills training

- Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster
- Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate
- Supportive services
- Adult mentoring during and/or after program participation for a duration of at least 12 months
- Follow-up services for not less than 12 months after the completion of participation (Follow-up strategies should be described below.)
- Comprehensive guidance and counseling, including drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth
- Financial Literacy Education- TDWDA will use the FDIC Money Smart Financial Educational Program.
- Entrepreneurial skills training
- Services that provide labor market and employment information about in-demand industry sectors, such as career awareness, career counseling, and career exploration services
- Activities that help youth prepare for and transition to post-secondary education and training
- Work readiness training – TDWDA will use the Bring Your “A” Game To Work curriculum.
- Services that introduce the sectors identified in the TDWDA Sector Strategy plan (found at www.smpdd.com under publications).

6. Performance Management

- Describe what methods the project will employ to manage performance as a participant progresses through the program from enrollment, employment placement and retention.
- Describe your internal quality assurance method to monitor performance including participant file review, data validation, customer service survey, and required performance goals.
- Describe your exit strategy to ensure participants will achieve required performance measures.
- Describe how you will identify, develop and maintain relationships with employers and other partners, which will result in positive outcomes for employment and retention.

7. Follow-Up Strategies

- Discuss your follow-up services for a minimum of 12 months after the participants exit from the program.

- Discuss how you will ensure that participants remain on their targeted career path after exiting from the program.

Financial Plan (25 POINTS)

1. Budget and Budget Narrative

Each proposer is required to submit a **budget** and a **budget narrative** for the proposed program.

- A. The budget must show the projected cost for the cost categories.
- B. The detailed line item budget narrative must correspond to the budget and must justify the projected cost for the cost categories.
- C. All costs must be reasonable, allowable, necessary and allocable among cost categories using the cost principles found in 2 CFR Part 200 (Subpart E) and FAR 31.2, as appropriate.
- D. The budget narrative must be in sufficient detail to allow an assessment of cost reasonableness. For example:
 - i. Staff Salaries - (at a minimum) Include the proposed salary, title, and percent to be charged to the WIOA activity.
 - ii. Facility Costs - Include total square feet available, cost per square foot, documentation that the cost per square foot is consistent with average costs for similar space within the area.
 - iii. Equipment - Justify method of valuation (i.e., lease, purchase, depreciation, usage allowance).
- E. Prepare the Proposed Budget in the format shown on Attachment A.
- F. Indirect Cost - If indirect costs are included in the proposed budget, then a copy of the approved Indirect Cost Plan must be included.
- G. Work Experience - The Work Experience cost category must be 25% of the total proposed budget.
- H. See Attachment B for the Approved Cost Categories, and corresponding line items that may be included in the budget.

A complete set of budget and budget narrative sheets must be submitted with the original proposal in order for a proposal to be reviewed and rated and considered by the Twin Districts Workforce Development Board for funding.

**TWIN DISTRICTS WORKFORCE DEVELOPMENT AREA
WIOA YOUTH PROPOSAL BUDGET (Attachment A)**

DIRECT TRAINING COSTS	PROPOSED BUDGET
Staff Salaries (Number of Positions _____)	\$
Fringe Benefits	\$
Travel	\$
Facility	\$
Equipment	\$
Supplies	\$
Indirect	\$
Communication	\$
Contractual Services	\$
Other	\$
TOTAL DIRECT TRAINING COSTS:	\$

PARTICIPANT COSTS	PROPOSED BUDGET
Support Services	\$
Incentives	\$
Other	\$
TOTAL PARTICIPANT COSTS:	\$

WORK EXPERIENCE COSTS	PROPOSED BUDGET
Wages	\$
Fringe Benefits	\$
TOTAL WORK EXPERIENCE COSTS:	\$

GRAND TOTAL:	\$
---------------------	----

(Attachment B)
Approved Cost Categories and Line Items

I. DIRECT TRAINING COSTS

A. Salaries

1. Direct training staff

B. Fringe Benefits

1. FICA and Medicare
2. Disability insurance
3. Health insurance
4. Life insurance
5. Retirement
6. Unemployment insurance
7. Vision insurance
8. Workman's Compensation

C. Travel

1. Local travel (mileage)
2. Overnights
3. Education and training (Out-of-State)
4. Staff development

D. Facility Costs

1. Building and maintenance
2. Insurance (site Insurance, property)
3. Janitorial
4. Site Rent
5. Utilities

E. Equipment

1. Purchase
2. Rental
3. Repairs and maintenance

F. Supplies

1. Office supplies
2. Printing
3. Program supplies
4. Testing materials
5. Training materials

G. Indirect Costs or Cost Allocation Plan

1. Approved Rate / Plan

H. Communications

1. Internet service
2. Phone service
3. Postage

I. Contractual Services

1. Accounting services
2. Audit fees

J. Other

1. Bank fees
2. Liability insurance
3. Storage

II. PARTICIPANT COSTS**A. Support Services**

1. Background checks
2. Book stipend
3. Boots, special foot ware
4. Certified / Specialized training
5. Child care
6. Drug testing
7. Eye glasses
8. Field trips
9. GED prep and testing
10. Gloves
11. Safety equipment
12. SAT and ACT testing
13. Tools
14. Transportation
15. Tuition and fees
16. TWIC card
17. Work clothing
18. Other work related items

B. Incentives

1. GED attainment
2. Degree or certificate attainment
3. Literacy and numeracy gain
4. Completion of a leadership or community service project
5. Classroom training stipend
6. Special training stipend
7. Work Readiness completion
8. Work experience completion with an excellent evaluation
9. CRC attainment of gold or silver
10. Completion of financial literacy
11. Other special or unique attainment tied to goals in ISS

- C. Other
 - 1. Award ceremonies
 - 2. Copies of required documentation
 - 3. Recruiting and advertising

III. WORK EXPERIENCE COSTS - Must be 25% of total proposed budget

- A. Wages
 - 1. Participant wages
- B. Fringe Benefits
 - 1. FICA and Medicare
 - 2. Workman's Compensation

**TWIN DISCTRICTS WORKFORCE DEVELOPMENT BOARD WIOA YOUTH
MINIMUM THRESHOLD CERTIFICATION FORM**

The purpose of this form is to collect the information necessary to determine if the proposing agency qualifies as an eligible service provider and to rate the demonstrated effectiveness of the agency in providing the proposed services. This form must be completed by the proposing agency for each proposal submitted. All information provided, will be confirmed with the agency, which funded the program. **(Attachment D)**

Proposing Organization:

Location of Training:

Title/Program:

Check applicable youth program(s):

IN-SCHOOL YOUTH

OUT-OF-SCHOOL YOUTH

CERTIFICATION STATEMENT

This certification statement is a material representation of fact. The signatory official, by signing and submitting this Minimum Threshold Certification, hereby attests that all statements contained herein are true and correct. The proposer agrees that submission of intentionally false or misleading information will result in the removal of this proposal from any consideration for funding. All information contained in this document is subject to verification.

Name of Proposing Entity

Name of Certifying Official (Signatory Official)

Signature of Certifying Official (Signatory Official)

Date

MINIMUM THRESHOLD REQUIREMENTS

To be considered, a proposal must meet all Minimum Threshold Requirements. Proposals failing to meet any Minimum Threshold Requirement will be rejected. Minimum Threshold Requirements are described below, and any specific information over and above that and is required elsewhere in the proposal is to be indicated. **Requirements to qualify the proposing agency as an eligible youth service provider are:**

1. The proposing agency must be qualified to do business in the State of Mississippi. The Twin Districts Workforce Development Area prefers that service providers be incorporated; however, a service provider may be a sole proprietorship, a commission, or other type of organization when in the best interest of the project proposed.

REQUIRED INFORMATION: Indicate below the kind of entity (i.e., public, private for profit, private non-profit, etc.) submitting the proposal. Private entities should indicate the date and location of their incorporation.

2. To be eligible, the proposing agency or its principals:

- May not be debarred, suspended, declared ineligible, or voluntarily excluded from participation in procurement or non-procurement transactions by any federal department or agency.
- Have not been convicted of or had a civil judgement against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statute or commission of embezzlement, theft, forgery, bribery, falsification or destruction of record, making false statements, or receiving stolen property;
- Must not be presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses stated above,
- Must not have had one or more public transactions (Federal, State, or local) terminated for cause or default

REQUIREMENT INFORMATION: Provide a statement on the status of the proposing agency as well as its principals in regard to federal transactions.

-
3. To be eligible, the agency must have an established financial management system in place to ensure effective control and accountability of sub-grant funds and other assets.

REQUIRED INFORMATION: Provide a description of the established financial management system.

4. To be eligible, the agency shall not have any unresolved audit findings specifically related to youth programs.

REQUIRED INFORMATION: To alleviate the question as to whether the proposing agency has any unresolved audit findings, the proposing agency must include as part of the proposal package the most recently completed audit. An examination letter from the proposer's certified public accountant of a review of the proposer's financial status will not suffice for this requirement. If the proposing agency is a newly-created entity, the proposal package must include all current (dated within two (2) months of the proposal submission date) financial statements and a business plan as a substitution for the requirement for a Final Audit Determination Letter.

NOTE: Should the proposal be accepted and funded by the Twin Districts Workforce Development Board, Audit requirements on the WIOA youth funds will be as follows:

Recipients shall be audited annually in accordance with 2 CFR 200 (Subpart F), or if 2 CFR 200 (Subpart F) is inapplicable, shall arrange for an annual audit of contract funds received from the Twin Districts Workforce Development Board. All government and non-profit organizations must follow the audit requirements of 2 CFR 200 (Subpart F). Commercial organizations that are contractors under WIOA Title I that expend more than the minimum level specified in 2 CFR 200 (Subpart F), **(\$750,000 or more during the entity's fiscal year in total Federal awards)** must have either an organization-side audit conducted in accordance with 2 CFR 200 (Subpart F), or a program specific financial and compliance audit. Additionally, a copy of the most recent System Review Report (Peer Review) of the CPA Firm conducting the Audit must be submitted.

5. To be eligible, the agency or its principals shall not be convicted of any crime, which indicates the agency's mismanagement or fraudulent use of funds or the agency's insolvency.

REQUIRED INFORMATION: Provide a statement of the proposing agency and its principals in regard to criminal convictions or insolvency.

6. To be eligible, the agency must have or must agree to establish the following policies or procedures:

REQUIRED INFORMATION: Indicate below whether the proposing agency is currently in compliance or will establish the required policies or procedures.

Currently Have	Will Establish	
_____	_____	1. Regular audit of all accounts
_____	_____	2. Separate accounting records for Workforce Innovation and Opportunity Act funds;
_____	_____	3. A fidelity bond with coverage to equal or exceed the highest amount of funds to be received during the sub-grant period;
_____	_____	4. Personnel policies
_____	_____	5. Grievance procedures for staff and participants
_____	_____	6. Payroll procedures and time sheets for staff and participants
_____	_____	7. WIOA property inventory system; and
_____	_____	8. Travel policies
_____	_____	9. Workers Compensation Certificate of Insurance

7. Monitoring Findings

REQUIRED INFORMATION: Please provide a copy of the latest completed monitoring report, which indicates the date of the monitoring review and any findings, for any programs that the proposing agency currently operates or has operated in the past two years. Also provide a copy of the proposing agency’s response and the monitoring agency’s final disposition.

8. Participant/Staff Grievances

REQUIRED INFORMATION: Provide copies of the final disposition of any participant or staff grievances filed against the proposing agency during the past three years. **If no grievances were filed, provide a statement to this effect below.**

9. Cost Effectiveness

Use the chart below to summarize the proposed program's cost effectiveness.

COST CATEGORY	PROPOSED EXPENDITURES	PERCENTAGE %
Direct Training		
Participant		
Work Experience		

Twin Districts Workforce Development Area
WIOA Youth Proposals
Transmittal Document
(Attachment E)

Proposing Agency	
Agency Name:	Signatory Official:
Address:	Contact Person:
City/State/Zip:	Phone Number:
Federal Employer ID#:	Email Address:
Agency Status	
Public Non-Profit _____ Corporation _____ Private Non-Profit _____ Other _____	
Private for Profit _____ Government _____	
Years in Operation:	
Type of Proposal	
In-School Youth, age 14-21 _____ Out-of-School Youth, age 16-24 _____	
Is this proposal to continue an existing youth program? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Proposal Summary	
Program Name:	Program Location (site):
Counties to be Served:	Total Number of Participants to be Served:
	Total Federal Funds Requested: \$
	Total Cost Per Participant: \$

CERTIFICATION

This proposal constitutes a bona fide offer to provide the services as outlined and in accordance with the proposed project budget, subject to the award and negotiation of a sub-grant. The proposer is legally authorized to submit this proposal and to provide the services should an award be made. The proposing organization certifies that the proposal was developed and is presented in accordance with the requirements of the Twin Districts Workforce Development Area, as outlined in the solicitation.

Name

Title

Signature

Date

**TWIN DISTRICTS WORKFORCE DEVELOPMENT AREA
SOUTHERN MISSISSIPPI PLANNING & DEVELOPMENT DISTRICT
NONEXPENDABLE PROPERTY FORM**

PROPOSING
AGENCY: _____

Equipment

Item Number	Lease – L Purchase - P	Description	Quantity	Lease or Purchase Only	
				Unit Cost	Total
		Cost Category:	TOTAL		\$

(Attachment F)