



REQUEST FOR PROPOSAL Youth Workforce Services

ISSUED March 21, 2019

RFP No. 19-0321

WorkNet Pinellas, Inc., d.b.a. CareerSource Pinellas, is requesting proposals for the provision of Youth Workforce services. Parties interested in submitting a proposal shall review this entire document.

Non-Mandatory Pre-proposal Conference: Will be held April 1, 2019 at 3:00 pm in the CareerSource Pinellas Meeting Room located at 13805 58th St. N, Suite 2-316, Clearwater, Florida 33760.

Request for Proposal (RFP) should be submitted by 5:00 p.m. EDT on April 22, 2019 to:

CareerSource Pinellas
Attention: Jennifer Brackney, Chief Executive Officer (CEO)
13805 58th St. North, Suite 2-140
Clearwater, FL 33760

The official opening will be held at the CareerSource Pinellas conference room at 13805 58th St. North, Suite 2-140, Clearwater, FL 33760 on April 22, 2019 at 5:00 p.m. EDT. Submitted RFPs will be recorded. Any RFP or portion thereof, received after the submittal deadline will not be considered and returned to the submitting entity.

Questions may be submitted by email to RFP@careersourcepinellas.com until 5:00 p.m. EDT, April 1, 2019. Please reference **RFP No. 19-0321 YWS** in the subject line. Answers will be posted on the CareerSource Pinellas website at http://careersourcepinellas.com/rfps_&_bids by 7:00 p.m. EDT, April 5, 2019.

Action	Date
Issue RFP	March 21, 2019
Question and Answer period	March 21, 2019 - April 1, 2019 5:00pm EDT
RFP Due	April 22, 2019, 5 pm EDT
Official Opening	April 22, 2019, 5 pm EDT
Evaluation and Selection Begins	April 23, 2019
Award date*	June 19, 2019 or upon board approval

* Tentative date subject to the identification of a qualified respondent.

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I. BACKGROUND OF ORGANIZATION

WorkNet Pinellas, Inc. d.b.a. CareerSource Pinellas is a 501(c)(3) non-profit organization. The WorkNet Pinellas, Inc. Governing Board was appointed and designated by the Pinellas County Board of County Commissioners to act as the Pinellas County Workforce Development Board under provisions of the “Workforce Innovation and Opportunity Act of 2014”. WorkNet Pinellas, Inc. has requested and received certification as the Local Workforce Development Board (LWDB) 14 by CareerSource Florida, Inc., the State of Florida Workforce Development Board. This public-private partnership supports and promotes economic growth through workforce development. WorkNet Pinellas, Inc. (LWDB 14) is one of twenty-four local workforce boards in Florida.

The Board of WorkNet Pinellas, Inc., comprised of representatives from businesses in Pinellas County, local educational entities, labor organizations, community-based organizations, economic development agencies, one-stop partners, and from other individuals deemed appropriate, are appointed by the Pinellas County Board of County Commissioners and certified by the Governor of the State of Florida once every two years. Criteria for composition of the Board are set forth in Section 107(c)(3) of the Workforce Innovation and Opportunity Act and Chapter 445 Section 445.004 and Section 445.007 (1) of Florida State statute. The Board of WorkNet Pinellas, Inc. serves as the Administrative and Fiscal Agent for the local workforce development area as approved by CareerSource Florida and the Pinellas Board of County Commission.

II. SCOPE OF SERVICE

A. CRITERIA AND CONDITIONS

Proposer(s) may be any organization(s) organized in accordance with state and federal laws with experience in youth workforce development programs.

Responses may be submitted by a single entity or by a group of organizations or agencies that have agreed to work cooperatively to deliver services and achieve desired outcomes. This strategy will encourage the collaboration of public, private, and community based partnerships within Pinellas County. Responsive bids will require planning, collaboration, and resource sharing of the partnership to **develop a single proposal.**

Proposals will only be accepted that address all components of this RFP.

A strong relationship with the Pinellas County School Board must be identified. The proposal must identify the provision of direct services related to youth workforce development programs as legislated through the Workforce Innovation and Opportunity Act of 2014, the 2018-2020 WIOA Unified Plan Two Year Modification and any subsequent amendments. The Act incorporates various workforce development funded

programs into a single delivery system including, but not limited to; Workforce Innovation and Opportunity Act of 2014, Welfare Transition, Wagner Peyser, SNAP Employment & Training program, Job Corp, and Veteran’s programs. These programs originate as components of Federal Legislation and are primarily related to the Workforce Innovation and Opportunity Act Cluster, Employment Services Cluster, Temporary Assistance for Needy Families Block Grants, and SNAP Employment & Training Grants.

The youth workforce development proposals must comply with the Workforce Innovation and Opportunity Act (WIOA) of 2014 section 129(c) and further guidance from the Department of Labor (DOL) under Training and Employment Guidance Letter WIOA #21-16 – “Use of funds for youth activities”. It is estimated that the funds available for the Youth Workforce Services program will be approximately **\$500,000** per year. Payment for services will be cost reimbursement and performance based. Definitions and examples are located in Section IV (C) of this document.

Additionally, proposers should provide assurances and evidence to support ability to adhere to and implement additional requirements or changes that will become components of or guidance for youth services under the Workforce Innovation and Opportunity Act (WIOA) enacted July 22, 2014 and the DOL’s Training and Employment Guidance Letter WIOA #21-16 as well as any additional guidance by the DOL and/or the state agencies, Department of Economic Development or CareerSource Florida.

The funding period for the contract(s) awarded under the Youth Services Provider(s) grant will be from July 1, 2019 through June 30, 2020 with an option to renew annually for up to three (3) additional years, based on performance, organizational strategies or funding availability. CareerSource retains the right to not renew the agreement with or without cause.

B. WORKPLAN – Services to be provided

A. The service provider(s) will perform all of the following youth services for CareerSource Pinellas. **Services must comply with the Workforce Innovation and Opportunity Act of 2014 and the rules covering the Title I youth formula program, section 129(c) – “Use of funds for youth activities”.** In your proposal please describe how you will accomplish the following components of WIOA Youth Services:

- a. Recruitment/Application
- b. Eligibility Determination
- c. Program Orientation/Enrollment
- d. Objective and formal Assessment defined under 20 CFR 681.290 (TABE is recommended as one component under DEO Literacy and Numeracy guidance)

- e. Development of individual career plans also called individual service strategies
- f. Assignment and management of workforce development activities to include provision of the 14 WIOA youth program elements under 20 CFR 681.460 – CFR 681.580
 - i. Under Youth On-the-job training and Youth Paid Work Experience, the youth provider will support youth referral and engagement for work-based training. Budget and employer reimbursements will be issued from CSPIN.
- g. Program outcome/performance metrics
- h. Follow-up Services (1 year required after quarter of exit)
- i. Quarterly Follow Up reporting (1 year required after quarter of exit)

Incorporate into your work plan the number of youth to be served annually, proposed staffing plan, and how you will meet performance objectives (see III B below). Also describe how leveraged funds will be utilized to enhance services. Additional requirements that are anticipated under the implementation of the Workforce Innovation and Opportunity Act (WIOA) are as follows:

- 80-85% of regional youth funding will support Out of School Youth services.
- 20% of regional youth funding will support work-based training as defined under WIOA
- Changes in definitions and assessment of Out of School and In School Youth

Reference: The Workforce Innovation and Opportunity Act enacted July 22, 2014, Final Rule of August 19, 2016 and Training and Employment Guidance Letter WIOA #21-16.

B. Performance Standards:

The following performance standards are measured for required State and/or Federal reporting purposes.

Department of Economic Opportunity’s Monthly Management Report (MMR):

DEO Monthly Management Report (MMR)

Youth Indicators	Goal
Report Source	DEO MMR Report
In-School Youth Outcome Rate	95%
Out-of-School Youth Outcome Rate	95%

Younger Youth and Older Youth MMR Definitions

IN-SCHOOL YOUTH OUTCOME RATE

The unduplicated total of those in-school youth ages 14 to 21 years old who obtained a credential or a diploma or at case closure were in post-secondary education or advanced training or qualified apprenticeships or the military or who entered employment divided by the number of Older and Younger Youth case closures less global exclusions that had no high-school diploma or the equivalent at participation and who were in school at participation.

Out-of-SCHOOL YOUTH OUTCOME RATE

The unduplicated total of those out-of-school youth ages 16 to 24 years old who obtained a credential or a diploma or at case closure were in post-secondary education or advanced training or qualified apprenticeships or the military or who entered employment divided by the number of Older and Younger Youth (including those jointly served as adults), and youth 18-21 served as adults only total closures less global exclusions who were not in school at participation and who were not in school at case closure.

Federal WIOA Primary Performance Indicators under Statistical Modeling Goals (YOUTH):

Federal WIOA Primary Performance Indicators Report (YOUTH)

WIOA Youth Primary Performance Indicators:	FYI Goal (PY2018-19)	Goal (PY2019-20)
WIOA Performance Indicator	DEO Primary Indicators Report	DEO Primary Indicators Report
Youth Employment Rate – 2 nd Quarter After Exit	84.0%	84.5%
Youth Employment Rate – 4 th Quarter After Exit	79.0%	79.2%
Youth Credential Attainment Rate - through 4 th Quarter After Exit	86.0%	86.3%

Youth Measurable Skills Gains	N/A	TBA – set when added
Youth Median Earnings – 2 nd Quarter After Exit	N/A	TBA – set when added
Goals are based upon federally defined goals generated from Statistical Modeling established <i>annually</i> through the Department of Labor (DOL) and the Department of Economic Opportunity (DEO) in Florida. Goals will be renegotiated every 2 years with the DEO and CareerSource Florida with potential change.		

WIOA Primary Performance under Statistical Modeling LWDB Goals (YOUTH-ETA9173):

EMPLOYED Q2 AFTER EXIT

The percentage of participants who are in unsubsidized employment during the second quarter after exiting from the program (for title I Youth, the indicator is the percentage of participants in education or training activities, or in unsubsidized employment during the second quarter after exit).

Denominator: All individuals that exited in the time period; sans global exclusions and do not have an employment status of never worked.

Numerator: All those in the denominator employed or show wages in the 2nd Quarter After Exit for WIOA TITLE I and III.

WIOA TITLE I (Youth Only)

- Enrolled in Education During Quarter 2 After Exit
- Enrolled in Training During Quarter 2 After Exit
- Registered Apprenticeship
- Military

EMPLOYED Q4 AFTER EXIT

The percentage of participants who are in unsubsidized employment during the fourth quarter after exiting from the program (for title I Youth, the indicator is the percentage of participants in education or training activities, or in unsubsidized employment during the fourth quarter after exit).

Denominator: All individuals that exited in the time period; sans global exclusions and do not have an employment status of never worked.

Numerator: All those in the denominator employed or show wages in the 4th Quarter After Exit for WIOA TITLE I and III.

CREDENTIAL ATTAINMENT RATE – Post Secondary

The Post-Secondary Credential Attainment Rate allows an individual to attain credentials when they have been enrolled in any Post-Secondary Education/Training. If the individual is NOT enrolled in SECONDARY education during their participation, they would still be allowed obtain a CDL and make it to the numerator/denominator of the Credential Attainment Rate – Post Secondary.

Denominator 2: Exiters who were enrolled in POST SECONDARY education/training except OJT/CT:

Numerator 2: Of those in the denominator

- AA/AS
- BA/BS
- Occupational License
- Occupational Certificate
- Occupational Certification
- *Other Recognized Diploma, Degree, or Certificate (TEGL 10-16 Change 1/page 15: As of 2017-08-23)

Not Included:

- *Graduate Degree (TEGL 10-16 Change 1/page 15: As of 2017-08-23)

CREDENTIAL ATTAINMENT RATE– Secondary (High School)

The percentage of those participants enrolled in an education or training program (excluding those in on-the-job training (OJT) and customized training) who attain a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exiting from the program.

Denominator 1: Exiters who were enrolled in SECONDARY education/training except OJT/CT:

Numerator 1: Those from the denominator that meet the following of criteria:

1. Obtained Secondary Diploma or Equivalent; and
2. Enrolled in an education or training program leading to a Post-Secondary Credential; or
3. Employed

MEASURABLE SKILLS GAINS

The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential

or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational or other forms of progress, towards such a credential or employment.

Denominator: Any open participant who has been enrolled in education and/or training leading to a post-secondary credential or employment in WIOA Title I, II, or IV.

- On the Job Training and Customized Training are included.

Numerator: Individuals in the denominator who achieved a measurable skills gain during the reporting period from one of the following:

1. Documented achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary education level;
2. Documented attainment of a secondary school diploma or its recognized equivalent;
3. Secondary or postsecondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the State unit's academic standards;
4. Satisfactory or better progress report, towards established milestones, such as completion of OJT or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training; or
5. Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.

MEDIAN EARNINGS Q2 AFTER EXIT

The median earnings of participants who are in unsubsidized employment during the second quarter after exiting from the program.

Denominator: Individuals that met the numerator WAGE criteria of Measure 1 - Wage Quarter 2 After Exit.

Numerator: The median earnings of the individuals in the denominator.

C. Information Provided by CareerSource Pinellas

- a. Definitions (Exhibit A).
- b. Budget Example (Exhibit B).
- c. Example Monthly Reporting Requirement (Exhibit C)

Funding Source, Pass-Through Entity and Catalog of Federal Domestic Assistance (CFDA) Numbers

Audits of programs funded under this contract must identify funds provided by the funding source, pass-through entity and CFDA number. The following is provided to facilitate the identification.

US DEPARTMENT OF LABOR:

Passed through the Florida Agency for Workforce Innovation:

Workforce Innovation and Opportunity Act – Youth – WIOA Cluster #17.259

US DEPARTMENT OF HEALTH AND HUMAN SERVICES:

Passed through the Florida Agency for Workforce Innovation:

Temporary Assistance for Needy Families (Welfare Transition Program)
#93.558 includes Non-Custodial Parent Employment Program

Pre-Proposal Conference (Not Mandatory)

The pre-proposal conference is intended to provide all potential respondents with information and clarifications during their preparation of the RFP proposal. This conference is scheduled for April 1, 2019 at 3:00 pm in the CareerSource Pinellas Meeting Room at the offices of CareerSource Pinellas, Inc., 13805 58th St. N, Suite 2-140, Clearwater, FL 33760

Contract Terms and Conditions

The term of this contract shall be from a period commencing July 1, 2019 and terminating June 30, 2020 with an option to extend for up to three (3) additional years.

Invoices must be submitted on a monthly basis by the 10th business day of the month following the month of service. Invoicing shall include reporting the amount of resources and/or leveraged funds provided in dollar amount. Contractors with CareerSource Pinellas must agree to allow CareerSource Pinellas, The Agency for Workforce Innovation, USDOL, and USDHHS access to any records directly related to this program. Records must be maintained for three (3) years subsequent to the conclusion of this program.

III. RFP TERMS & CONDITIONS

A. RFP Response

Each Respondent is required to submit their response to this RFP no later than **5:00 P.M. EDT on April 22, 2019**. (due date and time). The delivery of the RFP is solely and strictly the responsibility of the Respondent. A RFP received after the due date and time will not be considered fully responsive and will be returned to the responding party unopened.

Only a fully responsive RFP will be considered. All conditions set forth in this section must be followed to be considered fully responsive.

1. Proposal Content:

Include the following information in your response in the order presented below.

- Appendix A – Only forms that have been fully completed will be considered fully responsive.
- Table of Contents
Paginate the complete document and provide a table of contents indicating the beginning page for each section and major subsection of the Response, including each attachment.
- Work Plan
 1. Describe services to be provided and prepare a time line for full implementation of services, assuming full operation of a contract by July 1, 2019. At a minimum, include:
 - a) Hiring of staff;
 - b) Training of staff;
 - c) Preparation of space—furniture and equipment is in place, discuss move in time and readiness to begin functions;
 - d) Begin case management for existing cases;
 - e) Begin accepting new applicants/referrals; and
 - f) Full operation in place—all services functional, all agreements in place

If the Response represents a joint submittal by more than one agency or organization, list all partners and briefly describe the role of each in service delivery. Also please provide a **description of each of the “funded” partners organization(s) and staff qualifications**

2. **Briefly** describe (list) each partner organization(s) mission

3. Summarize (list) each organization(s) current major funding sources
 4. A description of the program and financial management capabilities of each organization. Include a description of both the indirect and direct program and financial management capacity as it relates to this proposal. Clearly identify the specific functions/responsibilities of indirect and direct staff. Please provide flowchart(s) displaying the described relationships.
 5. A description of the experience and past performance record of all the proposer(s) in delivering Youth Workforce Development Services or all similar projects within the State of Florida from July 2009 to present. List all regions, types of services provided, performance data, regional contact name and contact information.
 6. Summarize staff qualifications (provide resumes and job descriptions for all upper management level staff that will be directly involved in the day to day operations in Pinellas County). Provide job descriptions for each position directly funded in the proposal.
- Fiscal Requirements
 1. Funds are awarded using a cost reimbursement/performance based contract format. Invoices are paid monthly and cash advances may be considered. In compliance with state law CareerSource Pinellas will establish performance benchmarks related to the payment for cost of services.
 2. Complete **Exhibit B, "Budget" pages**. CareerSource Pinellas provides facilities, office supplies, phones, computers, marketing, staff training funds and IT support within the One-Stop System. **DO NOT INCLUDE THESE COSTS ON COMPLETED BUDGET PAGES**. Cost of Paid Work Experience will be covered thru CareerSource payroll and budget.
 3. Include leveraged funds and in-kind services and/or products as part of the budget.
 4. All costs are subject to negotiation as a part of the contracting process. Please provide copies of indirect cost rate plans if applicable and cost allocation plans.
 5. Include a copy of the most recent audit report for each service provider with your response. An audit means an OMB Circular A-133 Audit or an audit conducted in accordance with State of Florida or federal requirements.
 - E. Contact information

List the individual with the authority to negotiate and bind the respondent to a contract. Include: name, title, organization represented, full mailing address, full e-mail address, telephone number, and fax number.

2. Format:

Response should be typed, using a minimum of 12-point font size and submitted on 8 ½” X 11” letter size paper.

3. Quantity:

- 1 signed paper original. The original should be stamped or marked “Original”.
- 5 paper duplicates
- One USB or Flash Drive of proposal

4. Delivery

No email or facsimile copies will be accepted.

The RFP is to be submitted in a sealed package with **RFP No. 19-0321 YWS** prominently displayed on the front and addressed to:

**CareerSource Pinellas
Attention: Jennifer Brackney, CEO
13805 58th St. North, Suite 2-140
Clearwater, FL 33760.**

All documents become the property of CareerSource Pinellas and will be a matter of public record subject to the provisions of Chapter 119, Florida Statutes. Each Respondent agrees that the preparation of all materials are at the Respondent’s sole cost and expense, and CareerSource Pinellas shall not, under any circumstances, be responsible for any costs or expenses incurred by a Respondent.

B. Question and Answer Period

All requests for clarification of this RFP should be emailed to RFP@careersourcepinellas.com by 5 p.m. EDT, April, 1 2019. Please reference **RFP No. 19-0321** in the subject line. A good-faith effort will be made to provide a written response to each question by 7 p.m. EDT, April 5, 2019.

Any resultant response will be posted to the CareerSource Pinellas website: http://careersourcepinellas.com/rfps_&bids

C. Evaluation and Selection

The selection committee will review and score each proposal, place the proposals in rank order, and present the results along with their recommendation to the CareerSource Pinellas, Inc. Board for final contract negotiation and award. Should the Board be unable to negotiate a final contract, negotiations with that firm will be formally ended and negotiations will be undertaken with the next best qualified Respondent. The evaluation and selection will be based on the criteria set forth below:

CRITERIA: RFP No. 19-0321 - YWS	WEIGHT FACTOR
<p>1. Work Plan and Performance</p> <p>The program design for the delivery of the described services. The clarity and specificity of the proposal. The reasonableness of the proposal. The number planned to receive service and the number of planned outcomes</p>	40 Points
<p>2. Cost of Services</p> <p>10 Points- Cost per participant.</p> <p>15 Points- Extent to which other sources of funds (non-federal) are being leveraged.</p>	25 Points
<p>3. Organizational Qualifications</p> <p>The experience and past performance record of the proposer in delivering Youth Placement Services within the State of Florida from July 2005 to present.</p>	25 Points
<p>4. Administrative Capability</p> <p>Proposer has evidenced fiscal capability, experience with federal grants, does not have any outstanding unresolved monitoring or audit question/disallowed costs related to programs they have operated.</p>	10 Points
TOTAL SCORE	100 Points

D. Timeline

E.

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* Tentative date subject to the identification of a qualified respondent.

IV. GENERAL CONDITIONS

A. Respondent

All private-for-profit corporations, not-for-profit corporations, local education agencies, governmental units, or public agencies properly organized in accordance with State and Federal law and in business for at least 3 years may submit a RFP. Minority and women-owned and operated businesses are encouraged to submit. RFP will not be reviewed if (1) the Respondent has been disbarred or suspended or otherwise determined to be ineligible to receive federal funds by an action of any governmental agency; (2) the Respondent's previous contract(s) with CareerSource Pinellas have been terminated for cause; (3) the Respondent has not complied with an official order to repay disallowed costs incurred during its conduct of programs or services; or (4) the Respondent's name appears on the convicted vendor list.

B. Assignment of Contract

No third party contracts or subcontracts will be allowed, unless specifically approved, in writing by CareerSource Pinellas.

C. Reserved Rights

The rights reserved by CareerSource Pinellas, which shall be exercised in its sole and absolute discretion, and shall be at no fault, cost or liability whatsoever to CareerSource Pinellas, include without limitation, the right to:

- Supplement, amend or otherwise modify or cancel any provisions set forth in his solicitation at any time.
- To accept or reject any or all responses, to re-advertise this RFP, to postpone or cancel this process and to change or modify the project schedule at any time.
- Disqualify any respondent that submits an incomplete or inadequate response or is not responsive to the requirements of this RFP.
- Waive any defect, technicality or irregularity in any response received.

- Require additional information and/or oral presentation from one or more respondents to supplement or to clarify the RFP submitted.
- Determine whether the respondent's written or oral representations are true, accurate and complete or whether the respondent has adequately responded and has the necessary experience, including seeking and evaluating independent information on any respondent.
- Consider any information submitted that is not requested by CareerSource Pinellas in a proposal response as supplemental information and not subject to evaluation by the selection committee or CEO.
- Unless otherwise specifically proposed by the respondent, CareerSource Pinellas reserves the right to hold such pricing as effective for the entire intended contract term.
- End contract negotiations if acceptable progress, as determined by the CEO, is not being made within a reasonable time frame.
- Change specifications and modify contracts as necessary to (a) facilitate compliance with the legislation, regulations and policy directives, and (b) to manage funding.

Exhibit A – Definitions
Youth Workforce Services
RFP No. 19-0321

Administrative Costs

All direct and indirect costs associated with the management of the program to be funded by this proposal. These are costs which are not directly related to the provision of customer services or which do not benefit customers but which are necessary for the effective delivery of direct services to participants. Please see CFR 20 Part 667- 220.

Allowable Costs

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

Audit

A systematic review by a CPA to determine and report whether an organization’s financial operations are being properly conducted, financial reports are being presented fairly and applicable laws and regulations are being complied with. All successful proposer(s) must submit an audit of their organization or the program to be funded as a result of this proposal. Fully meets requirements under an OMB Circular A-133 Audit or an audit conducted in accordance with State of Florida or federal requirements for an organization providing direct services.

- A. Contractor(s) and Subcontractor(s) that are institutions of higher education or other non-profit organizations (including hospitals) shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and revised OMB Circular A-133, “Audits of States, Local Governments, and Non-Profit Organizations.”
- B. State and local governments shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and revised OMB Circular A-133, “Audits of States, Local Governments, and Non-Profit Organizations.”
- C. For-profit Contractor (s) and subcontractor(s)
 - 1. For-profit hospitals not covered by the audit provisions of revised OMB Circular A-133 shall be subject to the audit requirements of the Federal awarding agencies.
 - 2. Commercial organizations shall be subject to the audit requirements of the Federal awarding agency or CareerSource as incorporated into the contract document. Since this part does not apply to for-profit contractors, CareerSource will be responsible for establishing requirements, as necessary, to ensure compliance by for-profit

Contractor (s) and subcontractor(s). The contract with the for-profit Contractor (s) and subcontractor(s) describes applicable compliance requirements and the for-profit Contractor' (s) and subcontractor'(s) compliance responsibility. Methods to ensure compliance for Federal awards made to for-profit Contractor (s) and subcontractor(s) may include pre-award audits, monitoring during the contract, and post-award audits.

Barriers to Employment

Characteristics that may hinder an individual's ability to participate in the labor force **(As Per USDOL Employment and Training Guidance WIOA #21-16)**

Basic Skills Deficient

An individual who scores below a 9th grade level or its equivalent under Educational Functional Learning (EFL) on an appropriate standardized test. Tests of Basic Adult Education (TABE) will be required to quantify and track progress in Basic Skills Deficiency in accordance with DEO guidance on Literacy and Numeracy and reporting. **(As Per TEGL 17-50 USDOL Employment and Training Administration's (ETA) definition, change 01, USDOL Employment and Training Guidance WIOA #10-16 or current TEGL guidance)**

Case Management

At a minimum refers to employment counseling and the management of a participant's employability plan including follow-up as documented in the participant / customer file.

Community-Based Organization

A private not for profit organization representing a community or a significant segment of the community.

Commercial Organization

A private for profit entity.

Cost Allocation Plan

A plan that identifies and distributes the cost of services and/or departments or functions. It is the means to substantiate and support how the costs of a program are charged to a particular cost category. Cost allocation plans must use methodologies that comply with state requirements.

EF

Employ Florida (EF) is Florida's management information system for tracking all WIA Youth services, data validation and general case management. NOTE: DEO may launch in 2020 a new Management Information System (MIS) under a new ITN procurement.

Federally-Recognized Credential or Certificate

A nationally recognized degree or certificate or state/locally recognized credential and may include, but are not limited to, a high school diploma, GED, or other recognized equivalents, post-secondary degrees/certificates, recognized skill standards, and licensure or industry-recognized certificates. **(As Per TEGL 17-50 USDOL Employment and Training Administration's (ETA) definition, USDOL Employment and Training Guidance WIOA #10-16 or current TEGL guidance)**

In- School Youth

An In-school youth (ISY) is a youth who is: attending school, age 14-21, is low income and has one or more barriers to employment. **(As Per USDOL Employment and Training Guidance WIOA #21-16 pg 2-3)**

Out of School Youth

An Out-of-school youth (OSY) is a youth who is: not attending school, age 16-24, and has one or more barriers to employment. **(As Per USDOL Employment and Training Guidance WIOA #21-16 pg 2-3)**

Older Youth

Youth ages 19-21 that fall into local, state and federal youth eligibility guidelines.

Pell Grant

Educational grants from the federal government that is targeted to disadvantaged and low income individuals. PELL must be coordinated with Welfare Transition and WIA funds to prevent duplicate payments. PELL grant recipients must use Pell grant funds before using any WIA or Welfare Transition funds.

Post Secondary Institution

An institution as defined in the Higher Education Act of 1965. (20 USC 1088).

Profit

An amount in excess of the cost necessary to operate a program. Profit is allowable under a cost reimbursement contract to the extent it is reasonable as determined during contract negotiations. It includes that amount which is associated with proprietary materials included in the cost of the program. Profit may be allocated among the cost categories. **Profit is limited to 10%.**

Program Income

Income generated, by a contract funded with federal grant dollars, as a result of fees, rental, or real or personal property, the sale of commodities or items developed with contract funds, and revenues in excess of costs earned by organizations. Program

Income does not include profit earned by for-profit agencies and identified and agreed to in the Contract budget. Program income must be returned to CareerSource Pinellas, Inc.

Programmatic / Services Costs

Personnel and non-personnel costs related to the provision of direct services to participants. Costs include the salaries, fringe benefits, equipment, supplies, and space related to the above, staff training, transportation and other related costs of personnel providing training, component supervisors, coordinators, clerical staff working on direct training activities or functions, instructional materials and equipment used by or for participants, classroom training, space, utility costs, insurance, commercially available off the shelf training packages, tuition, work experience, and OJT reimbursements.

Stand In Costs

Costs paid from non-federal sources that may be used to stand in for a disallowed cost identified as a result of a monitoring report or audit. These costs must be reported as uncharged program costs and must have been allowable under the grant for which the stand-in costs are offered. They are subject to verification through audit and must be reported in accordance with standards set by the USDOL.

WIOA

The Workforce Innovation and Opportunity Act of 2014

Work Activity Plan

A plan that details when specific elements of performance under the contract negotiated will be attained. The work activity plan is an integral part of the contract budget and non-compliance with negotiated time frames and performance levels may result in de-obligation of contract funds.

Younger Youth

Youth ages 14-18 that fall into local, state, and federal youth eligibility guidelines.

Youth Eligibility Guidelines

WIOA Youth eligibility under In School Youth and Out of School Youth must follow the DOL guidance under the Workforce Innovation and Opportunity Act of 2014 and as Per USDOL Employment and Training Guidance WIOA #21-16 pg 2-3

The Workforce Innovation and Opportunity Act of 2014 and Investment Act Florida State Regulation allow the Local Workforce Board to define additional assistance to complete an educational program, or to secure and hold employment (limited up to 5% under WIOA In School Youth). The documentation required is one or more of the following:

- Individual has completed educational program, but lacks the appropriate license for that occupation

- Individual with poor work history
- Evidence of alcohol or substance abuse
- Dysfunctional family as documented by youth services personnel
- Low grades – failing two or more basic skill areas
- Low standardized test scores
- Retained one or more times in school
- School discipline problem
- Frequent moves between schools
- Truancy or excessive absences
- Limited or no English proficiency
- Parents or siblings dropped out of school
- Enrolled in a drop-out prevention program
- Enrolled in a GED program
- GPA below 3.0
- Residing in subsidized housing or an empowerment zone.
- Transportation Barrier or a daily trip route requiring 2 or more transfers or a total commute time in excess of 1 hour
- Inability to secure adequate Child Care on a continuous basis disrupting attendance at school, work or activity leading to employment or post-secondary.
- An individual who is assessed at 2 or more years behind in reading, math or science from their current grade level.
- An individual who is unable to complete a resume, lacks interviewing skills, is unaware of the local job market or other lack of preparedness to seek employment.

14 WIOA Youth Program Elements of a Title I Youth program delivery

1. Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies

Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential;

2. Alternative secondary school services or dropout recovery services

Alternative secondary school services or dropout recovery services, such as basic education skills training, individualized academic instruction, and English as a Second Language training, are those that assist youth who have struggled in traditional secondary education. Dropout recovery services, such as credit recovery, counseling, and educational plan development, are those that assist youth who have dropped out of school. While the activities within both types of services may overlap,

each are provided with the goal of helping youth to re-engage and persist in education that leads to the completion of a recognized high school equivalent.

3. Paid and unpaid work experience

Work experiences provide the youth participant with opportunities for career exploration and skill development. 20 CFR § 681.600 further defines work experience as “a planned, structured learning experience that takes place in a workplace for a limited period of time.” Work experience may be paid or unpaid, as appropriate. A work experience may take place in the private for-profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience where an employee/employer relationship, as defined by the Fair Labor Standard Act or applicable State law.

Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences:

- i. Summer employment opportunities and other employment opportunities available throughout the school year;
- ii. Pre-apprenticeship programs;
- iii. Internships and job shadowing; and
- iv. On-the-job training opportunities;

Consistent with § 680.840 [or § 680.480,] funds provided for work experiences may not be used to directly or indirectly aid in the filling of a job opening that is vacant because the former occupant is on strike, or is being locked out in the course of a labor dispute, or the filling of which is otherwise an issue in a labor dispute involving a work stoppage.

Academic & Occupational education component: Per 20 CFR § 681.600, work experiences must include academic and occupational education. The educational component may occur concurrently or sequentially with the work experience. The academic and occupational education component may occur inside or outside the work site. The work experience employer can provide the academic and occupational component or such components may be provided separately in the classroom or through other means. The academic and occupational component refers to contextual learning that accompanies a work experience. It includes the information necessary to understand and work in specific industries and/or occupations. For example, if a youth is in a work experience in a hospital, the occupational education could be learning about the duties of different types of hospital occupations such as phlebotomist, radiology tech, or physical therapist. Whereas the academic education could be learning some of the information individuals in those occupations need to know such as why blood type matters, the name of a specific bone in the body, or the function of a specific ligament.

4. Occupational skills training

Occupational skill training, which includes priority consideration for training programs that lead to recognized postsecondary credentials that align with in-demand industry

sectors or occupations in the local area involved, if the Local WDB determines that the programs meet the quality criteria described in WIOA sec. 123.

20 CFR § 681.540 defines occupational skills training as an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Local workforce development boards must give priority consideration to training programs that lead to recognized postsecondary credentials that align with in-demand industry sectors or occupations in the local area. Such training must:

- i. Be outcome oriented and focused on an occupational goal specified in the individual service strategy;
- ii. Be of sufficient duration to impart the skills needed to meet the occupational goal; and
- iii. Lead to the attainment of a recognized postsecondary credential.

5. Education offered concurrently with workforce preparation and training for a specific occupation

20 CFR § 681.630 states that this program element reflects an integrated education and training model and describes how workforce preparation activities, basic academic skills, and hands-on occupational skills training are to be taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway. While programs developing basic academic skills, which are included as part of alternative secondary school services and dropout recovery services (program element 2), workforce preparation activities that occur as part of a work experience (program element 3), and occupational skills training (program element 4) can all occur separately and at different times (and thus are counted under separate program elements), this program element refers to the concurrent delivery of these services which make up an integrated education and training model.

6. Leadership development opportunities

20 CFR § 681.520 defines this program element as opportunities that encourage responsibility, confidence, employability, self-determination, and other positive social behaviors such as: (a) exposure to postsecondary educational possibilities; (b) community and service learning projects; (c) peer-centered activities, including peer mentoring and tutoring; (d) organizational and team work training, including team leadership training; (e) training in decision-making, including determining priorities and problem solving; (f) citizenship training, including life skills training such as parenting and work behavior training; (g) civic engagement activities which promote the quality of life in a community; and (h) other leadership activities that place youth in a leadership role such as serving on youth leadership committees, such as Standing Youth Committee.

7. Supportive Services

20 CFR § 681.570 describes supportive services for youth as defined in WIOA § 3(59) are services that enable an individual to participate in WIOA activities. These services include, but are not limited to, the following: (a) linkages to community

services; (b) assistance with transportation; (c) assistance with childcare and dependent care; (d) assistance with housing; (e) needs-related payments; (f) assistance with educational testing; (g) reasonable accommodations for youth with disabilities; (h) legal aid services; (i) referrals to healthcare; (j) assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses, (k) assistance with books, fees, supplies and other necessary items for students enrolled in postsecondary education classes; and (l) payments and fees for employment and training-related applications, tests, and certifications.

8. Adult Mentoring

Adult mentoring for a duration of at least 12 months that may occur both during and after program participation. 20 CFR § 681.490 states that adult mentoring must last at least 12 months and may take place both during the program and following exit of the program and be a formal relationship between a youth participant and an adult mentor that includes structured activities where the mentor offer guidance, support, encouragement to develop the competence and character of the mentee. Mentoring may include workplace mentoring where the local program matches a youth participant with an employer or employee of a company.

9. Follow-up services

Follow-up services for not less than 12 months after the completion of participation, as provided in §681.580. Follow-up services may include regular contact with a postsecondary education and training. Follow-up services may include regular contact with a youth participant's employer.

The final rule also states that follow-up services for youth also may include the following program elements: (1) supportive services; (2) adult mentoring; (3) financial literacy education; (4) services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling; and (5) activities that help youth prepare for and transition to postsecondary education and training. Provision of these program elements must occur after the exit date in order to count as follow-up services.

10. Comprehensive guidance and counseling

Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, mental health counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth

11. Financial Literacy Education

Financial literacy education as defined in 20 CFR § 681.500

12. Entrepreneurial Skills Training

20 CFR § 681.560 states this program element provides the basics of starting and operating a small business. Such training must develop the skills associated with entrepreneurship. Such skills may include, but are not limited to, the ability to:

- i. Take initiative;
- ii. Creatively seek out and identify business opportunities;
- iii. Develop budgets and forecast resource needs;

- iv. Understand various options for acquiring capital and the trade-offs associated with each option; and
- v. Communicate effectively and market oneself and one's ideas.

13. Services that provide labor market information

Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services, per CFR § 681.460 (a) (13).

14. Postsecondary preparation and transition activities

Activities that help youth prepare for and transition to postsecondary education and training.

- i. Local programs have the discretion to determine what specific program services a youth participant receives, based on each participant's objective assessment and individual service strategy. Local programs are not required to provide every program service to each participant.
- ii. When available, the Department encourages local programs to partner with existing local, State, or national entities that can provide program element(s) at no cost to the local youth program.

NOTE: Under Youth On-the-job training and Youth Paid Work Experience, the youth provider will support youth referral and engagement for work-based training. Budget and employer reimbursements will be issued from CSPIN.

**Exhibit C – Example Reporting Requirements
Youth Workforce Services
RFP No. 19-0321**

Monthly Youth Services Report

CONTRACTOR will provide to the CEO a consolidated monthly Youth Services Report. The report will include the following information and required to be submitted with each monthly invoice. Monthly numbers will reflect monthly as well as accumulated year-to-date performance in the following areas:

1. **Number of Youth enrolled in program by In School and Out of Youth School status at participation and by In School Youth and Out of School Youth funding categories.**
2. **Number who have obtained a credential/diploma by In School and Out of Youth School status at participation and by In School Youth and Out of School Youth funding categories.**
3. **Number placed into employment by occupation by In School Youth and Out of School Youth funding categories.**
4. **Average Wage at Placement by In School Youth and Out of School Youth funding categories**
5. **Number enrolled into military by In School Youth and Out of School Youth funding categories.**
6. **Number enrolled into apprenticeship program by In School Youth and Out of School Youth funding categories.**
7. **Number enrolled into post-secondary education/training component as prescribed by CareerSource Administrative staff.**
8. **List of youth placed and name of employer.**

Other Reports:

The following information will be provided on a monthly basis:

	Credentials					Placements			
Out-of-School Participants	HS Diploma	GED Certificate	OCP or Occ. Certificate	Other Allowable Certificate		Employment	Postsecondary Education	Entered Military	Entered Apprenticeship