

Request for Proposals

Youth Employment & Training Programs Program Year 2007



DUE DATE: Wednesday, April 11, 2007

DUE TIME: 2 p.m. (CST)

**Northwest Illinois Workforce Investment Board
RFP – Youth Programs
Program Year 2007**

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Youth Employment & Training Programs Program Year 2007

Request for Proposals (RFP)

I. OVERVIEW

The Northwest Illinois Workforce Investment Board (“NWIL WIB” or “LWIA #4”) issues this Request for Proposals (RFP) to solicit innovative youth workforce development programs to operate under the provisions of the Workforce Investment Act. The NWIL WIB intends to be as inclusive as possible in this solicitation. The aim is to receive a wide variety of innovative training and employment proposals from applicants to this RFP.

As regions around the country struggle with the implications of critical skills shortages and structural economic change in general, our local area board embraces programs that focus on the economic needs of Northwest Illinois. As a result, we are encouraging proposals that emphasize youth preparation for careers in the Manufacturing, Healthcare, and Transportation/Warehousing and Logistics fields.

The Workforce Investment Act of 1998 (WIA, Public Law 105-220) provides the framework for a national workforce preparation system that is flexible, responsive, customer-focused and locally managed. **The goal of programs under the Act is to increase employment, job retention, earnings, and develop the work potential of eligible youth in our five-county region.** The NWIL WIB’s mission is to enable WIA eligible out-of-school youth, in-school youth, and dropouts to acquire skills and work-based experiences necessary to successfully transition into adulthood, careers, and further education and training. The local board envisions a system that meets the needs of residents and businesses alike throughout its geographic region. The service area in LWIA #4 includes Carroll, Jo Daviess, Ogle, Stephenson and Whiteside Counties.

Recent U.S. Department of Labor mandates to the federally-funded WIA Youth Program, in addition to monetary constraints, have required several changes from prior RFPs. Major changes include, but are not inclusive: (*Please read the enclosed RFP’s instructions carefully for other changes.*)

- Shift in emphasis toward out-of-school youth. Fund allocations have been changed to: **70% of funds** allocated for **Out-of-School Youth**, with **no more than 30% of funds** allocated for **In-School-Youth**.
- This RFP will be limited to programs and services for out-of school and in-school youth ages 17-21.
- Greater focus will be placed on performance-based programs.

II. PROPOSAL OVERVIEW

The NWIL WIB is interested in programs that attempt to address and resolve issues that are particularly relevant to youth, such as: Substance Abuse, Character Development, Cultural Awareness, Community Activism, Self Esteem, Core Values, Pregnancy Prevention, Citizenship, Leadership Development, Problem Solving, and Resource Budgeting. These programs must be dedicated to improving the quality of the emerging workforce by providing opportunities for eligible youth to acquire the educational and skill competencies necessary for successful transition into adulthood, careers, and further education and training. Programs must be customer-focused, make accountability for performance and customer satisfaction a top priority, and expand linkages and collaborative efforts that foster a comprehensive system of services to meet the workforce development needs of eligible youth in Northwest Illinois.

Proposals for youth employment and training programs are funded under the guidelines of the Workforce Investment Act (WIA) for economically disadvantaged youths facing substantial barriers to employment. The funding period will be Program Year 2007 (July 1, 2007 through June 30, 2008).

The NWIL WIB reserves the right to change any of the enclosed specifications as required by the U.S. Department of Labor and the Illinois Department of Commerce and Economic Opportunity without prior notice to applicants. NWIL WIB reserves the right to reject any proposals in whole or in part. Rejection of a portion of a proposal does not necessarily render the remainder of the proposal ineligible for funding. The NWIL WIB reserves the right to solicit additional proposals based on this Request for Proposals, issue other Requests for Proposals, and/or enter into multi-year contracts if it is in its best interest to do so. All WIA-funded programs and activities are equal opportunity employers/programs; auxiliary aids and services are available upon request to individuals with disabilities. Funding for programs is contingent upon availability of funds. This RFP should not be construed as a commitment to award a contract.

III. SUBMISSION

All proposals must conform to the requirements of this Request for Proposal (RFP). Proposals must provide all information requested and be presented in the order prescribed by this RFP (*see Section IX for submission instructions and required inclusions*). Incomplete information and insufficient signatures and documentation may result in disqualification of the proposal.

Authorized personnel of the applicant must sign the proposal.

An original, six (6) copies, and one electronic (Adobe PDF or Microsoft Word, etc.) file must be mailed or hand-delivered to:

**Kate Ramsay, Manager
Northwest Illinois Workforce Investment Board
C/O Partners for Employment
2900 E. Lincolnway, Unit 22
Sterling, IL 61081**

Bids must be received no later than 2:00 PM (CST) Wednesday, April 11, 2007.

NWIL WIB reserves the right to request applicants to participate in negotiations and/or submit revisions of proposals as needed. Qualified applicants may be asked to meet with the Youth Council Proposal Review Committee to provide a brief (5 minute) overview of their written proposal. Note: No new information may be presented at this time. All decisions will be based on information included in the written proposal.

Because a contract may be awarded on the proposal received without further negotiations and/or revisions, each submitted proposal should be submitted in the most favorable terms from a technical/price standpoint. Incomplete or incorrectly completed proposals may be rejected outright.

IV. ELIGIBLE APPLICANTS

Proposals will be accepted from public, private non-profit and private for-profit organizations with sound financial practices and a prior history of successful service to WIA eligible youth or similar high-risk youth populations.

NOTE: Private for-profit organizations must clearly identify the percentage of profit and dollar amount in their budget narrative and forms. The applying organization(s) must have all of the following:

1. Qualified applicants must have a minimum of two (2) years of documented successful experience in providing comprehensive workforce development services to WIA eligible youth or similar high-risk youth populations. The experience and services provided must be the same or similar to those being requested in this RFP;
2. Demonstrated ability to coordinate services with local youth serving organizations and the local service delivery system;
3. Documentation of the applicant's experience as a previous WIA grant recipient or demonstrated capability to conduct and administer a federally-funded project, similar to that requested in this RFP, including the ability to collect and report financial and participant data as required;

Eligible applicants for these funds are:

Youth service providers who have the demonstrated ability to provide or link to providers all of the ten service requirements required in the legislation. A complete list of the ten (10) required services is included in this proposal as **Attachment D**. A particular service provider may not offer all ten (10) required elements; however, the selected provider must indicate how all youth served under this RFP will have all ten (10) required elements made available to them. Service providers must coordinate with other agencies in the delivery of these required elements. Cooperative agreements are the preferred method for providing the ten (10) service requirements. **A copy of a signed non-financial memorandum of understanding between service providers must be submitted with this proposal.**

If applicants need to subcontract for one of the required ten (10) service requirements, your proposal MUST include your approved RFP with accompanying rating sheets and other documentation used in the selection of your provider.

PROVISION AGAINST ASSIGNMENT

No contract awarded under these terms, conditions and specifications shall be sold, transferred or assigned without the written approval of the NWIL WIB. Approval does not relieve the CONTRACTOR from this agreement.

V. INFORMATION ASSISTANCE

All questions regarding this RFP must be in a written format and emailed to kathy.day@highland.edu. To ensure answer consistency, no verbal answers will be given. Answers will be emailed to all applicants as necessary.

Additional copies of this RFP can be obtained on either of the following website links: <http://www.highland.edu> or <http://www.svcc.edu>, or by calling Kate Ramsay at (815) 441-0887.

VI. PROGRAM PARAMETERS

The funds available through this Request for Proposals (RFP) are being offered through a competitive process. Programs must be dedicated to improving the quality of the emerging workforce by providing opportunities for eligible youth to acquire the educational and skill competencies necessary for successful transition into adulthood, careers, and further education and training. Programs will be customer-focused, make accountability for performance and customer satisfaction a top priority, and expand linkages and collaborative efforts that foster a comprehensive system of services to meet the workforce development needs of eligible youth in Northwest Illinois. Only year-long programs will be considered.

A. Youth Eligibility

All participants serviced with the funds available through this proposal must meet the federal Workforce Investment Act eligibility requirements for youth. Partners for Employment (PfE) will make the final determination as to whether youth identified as potential participants are eligible to participate in the program.

Contractors (“funded applicants”) will be notified in writing of the date each participant becomes eligible for services. **Northwest Illinois Workforce Investment Board and Partners for Employment will not reimburse, or honor, a claim for payments for services provided by a contractor to participants prior to their date of eligibility.**

The targeted population for services provided through this RFP is individuals who reside in Carroll, Jo Daviess, Ogle, Stephenson, or Whiteside Counties or are homeless and are:

1. youth age 17 through 21 (out-of-school or in-school); **and**
2. economically disadvantaged; **and**

3. meet one or more of the following criteria:
 - Deficient in basic literacy skills;
 - School dropout;
 - Runaway or foster child;
 - Pregnant or parenting
 - Offender; or
 - Is an individual (including youth with disabilities) who requires additional assistance to complete an educational program or secure and hold employment.

B. Two types of Programs being solicited:

1. **EMPLOYMENT & TRAINING PROGRAMS FOR OUT-OF-SCHOOL YOUTH:**
An out-of-school youth is defined as an eligible youth who is a school dropout, or who has received a secondary school diploma or its recognized equivalent, but is basic skills deficient, unemployed, or underemployed (WIA Sec. 101(33)). Because of WIA funding requirements, most of the proposals accepted will target this population.
2. **EMPLOYMENT & TRAINING PROGRAMS FOR IN-SCHOOL YOUTH:**
Under this RFP, an in-school youth is defined as an eligible youth age 17 or more, who is still attending secondary school. Due to funding constraints, acceptable proposals for this population will be limited to programs of small to moderate size allocations. In-school enrollments are limited to those individuals 17 years old or more, or no earlier than the summer before their senior year. A summer component must be included in the program's design. Note that in order to be successful; in school programs must retain participants through high school graduation. Limited funding is available for this target population.

C. One-Stop Orientation.

The NWIL WIB believes that youth should become familiar with services available through the "One- Stop" (Workforce Employment Solutions) center. Applicants shall include in their program design an introduction to the employment and resource services available through this center). For example, youth may receive a tour of the facility. Applicants should describe how they would introduce youth to services available at the Centers. The introduction should be age and goal appropriate. A resource center is located in each county.

VII. AVAILABLE FUNDS

NWIL WIB reserves the right not to fund, partially fund, or totally fund any or all proposals received based on recommendations from the Youth Council Proposal Review Committee. Partners for Employment (Pfe) will make all payments to contractors and participants. **Successful applicants agree to follow the payment and invoice procedures and timeframes developed by Pfe or risk partial loss or full loss of payment on invoices.**

The need for Youth training is great in Northwest Illinois, but unfortunately, funds are limited. Under this RFP funding will be restricted primarily to programs. Only up to 8% of your budget

can be administrative costs. Contractors are expected to meet their budgeted and negotiated youth enrollee numbers. Contractors failing to meet their projected enrollee numbers may have partial or full funding deobligated during the contract year.

Those contractors building student incentive plans into their programs will be limited to \$500 per student, per contract year. No student will be funded for more than \$500 in incentive dollars under this grant.

The contractor will be required to submit monthly reports on each participant to their designated PfE contact person. Report formats are at *Attachment E*. In addition, all contractors may be asked to attend quarterly roundtables. The purpose of these meetings will be to discuss common issues, solve common problems, and work to identify ways to improve services.

VIII. TIME FRAMES/PERIOD OF PERFORMANCE

The funds available through this proposal will be available for one year beginning July 1, 2007. The selected service provider(s) will be evaluated on an ongoing basis to determine whether to continue the contract. Northwest Illinois Workforce Investment Board reserves the right to terminate any contract, without notice, at its sole discretion. Should a contract be terminated, Partners for Employment will be responsible for reimbursing only those qualified costs actually incurred prior to the date of termination.

Criteria that indicate a contractor is demonstrating adequate performance are as follows:

Participant Enrollment (per budget)	Due Date	Measure
Minimum 30%-35%	by 9/30/07 (end of 3 rd month of PY)	as determined by State information system data.
Minimum 60%-65%	by 12/31/07 (end of 6 th month of PY)	as determined by State information system data.
Minimum 85-95%	by 2/28/08 (end of 8 th month of PY)	as determined by State information system data.
Minimum 100%	by 3/31/08 (end of 9 th month of PY)	as determined by State information system data.

Budget dollars allocated	Due Date	Measure
Spend 15%-25%	by 9/30/07 (end of 1 st quarter of PY)	as billed to the PfE Fiscal Department
Spend 35%-40%	by 12/31/07 (end of 2 nd quarter of PY)	as billed to the PfE Fiscal Department
Spend 60%-65%	by 3/31/08 (end of 3 rd quarter of PY)	as billed to the PfE Fiscal Department
Spend 80%-100%	by 6/30/08 (end of program year)	as billed to the PfE Fiscal Department. Final bills must be presented by 7/21/08

If the vendor is a previous contractor, the Youth Council Proposal Review Committee will review the vendor's previous performance history, including performance trends of the current year through the most complete quarter at the time of the review.

All subsequent year contracts are subject to availability of funds.

IX. PROPOSAL SUBMISSION & INCLUSION REQUIREMENTS

To facilitate the review of this RFP, the proposals can be no more than twenty (20) pages in length, including attachments; but excluding the Cover Page, a one page Executive Summary of Services, the Quick Look Facilities Checklist, and a copy of your financial audit. The proposal must be a double-spaced, 12-point font document with 1-inch margins. The finished proposal and copies must be stapled in the upper left-hand corner (not bound), or they may be affixed with a metal clip in the upper left-hand corner (not bound).

An original and seven copies must be submitted for consideration.

Proposals must be arranged in the order provided in this RFP.

1. Fully completed and signed Cover Page with required signature -- (*Attachment A*)
2. Executive Summary of Services (no more than one page)
3. Program Design/Program Narrative (maximum of seven [7] pages)
4. Budget Summary (*Attachment B*)
5. Budget Narrative
6. Fully completed Quick Look Facilities Checklist--(*Attachment C*)
7. **The proposal must also be accompanied with a copy of the applicant's most recent fiscal audit for their last program year. Proposals without this documentation will not be rated.**

A successful proposal will demonstrate to reviewers that the proposed program can:

- recruit and retain sufficient numbers of eligible youths, in particular youths from the above targeted priority populations and areas;
- achieve required performance on federally mandated performance measures,
- provide timely and accurate reporting, and
- be cost efficient.

The proposed program should not duplicate any known existing program.

NOTE: Program Operators have the primary responsibility for recruitment of youth participants. The enrollment quotas will be applied to insure that sufficient numbers of participants are enrolled (See section IX above). Failure to achieve these enrollment levels may result in reduction or loss of funding during the program year.

A. Cover Page

The Cover Page is *Attachment A*. When submitted, it must be the first page of your proposal. The Cover Page must be completed in full--do not leave any items blank. An official authorized to commit the applicant must sign the cover page. Note that we will

use the section titled “Short Description of Program” as our summary of your program in documents we assemble during the review process and afterward (should your proposal be approved for funding) for dissemination to the public. Therefore, be concise, but accurate.

B. Executive Summary of Services

The one page summary of services **must include** how incentives or stipends will be earned by the participants. (Note: These include all incentives, except GED related incentives. See “Budget Narrative” [Para. D] in this section for specific direction on GED incentives.)

C. Narrative

In your narrative, you should describe:

- 1) Who you are and what you do.
- 2) Previous experience in the implementation and operation of youth service programming, including documentation of past outcomes and performance,
- 3) How you will recruit and retain. (The retention strategies will receive considerable scrutiny during the scoring process.)
- 4) The method that will be used to provide work experience to participants
- 4) A plan outlining how you will address all ten required program elements and how you will achieve success.
- 5) How you will manage the program, including case management and financial reporting.

The proposal must identify the personnel that will provide the program activities and services, including a brief description of the qualifications of the providers. If services are not to be provided by the applicant, identify the subcontractor and their qualifications and expertise of the services to be provided.

D. Budget Summary

The Budget Summary (*Attachment B*) must be completed. Please note that the administrative costs will be closely scrutinized, and that the administrative subtotal cannot exceed 8% of the total budget. The cost per participant (including administrative costs) should be approximately \$3,000. PfE reserves the right to determine and negotiate reasonable administrative costs.

If you have completed the Work Experience lines, remember that wages for work experience will be at \$7.50 per hour as of July 1, 2007, plus an additional 7.65% for FICA. Each work experience contract cannot exceed 300 hours, with a maximum of 600 hours per participant.

If you are paying incentives for GED completion, you will be limited to a maximum \$25 stipend per test per student and a maximum \$200 for a GED completion. Total GED stipends cannot exceed a maximum of \$350.

All applicants' cost accounting systems must comply with the following Federal policies as appropriate.

Non-profit organizations	OMB Circular A-122
Governmental entities	OMB Circular A-87
Higher Educational Institutions	OMB Circular A-110
Commercial enterprises	Federal Acquisition Regulation Part 31

D. Budget Narrative

A one-page Budget Narrative explaining your budget must be attached to your Budget Page. At a minimum, the Budget Narrative must include:

- List of all project staff and the percentage of time they will be charged to the project. Project staff (including wages and benefits) cannot exceed 50% of your budget.
- Explanation of "Other Costs," whether administrative or program related.
- Explanation or justification of any equipment requests.

E. Optional – Letters of Support

As an option, you may include current letters of support from past participants and partner agencies as attachments. These letters count toward the 20-page proposal limitation.

F. Other Documentation

- Applicants entering into cooperative agreements to meet the ten WIA service requirements must include copies of signed non-financial memorandums of understanding outlining each agency's respective service responsibilities and expectations. If you need to subcontract for one of the required ten (10) service requirements, your proposal MUST include a copy of your approved RFP with accompanying rating sheets and other documentation used in the selection of your provider. (*See section IV – "Eligible Applicants" for details.*)
- A copy of the applicant's fiscal audit for its last program year, must also accompany this proposal.

Additional information regarding program design may be found in the Code of Federal Regulations: 20 CFR Part 664, Subparts B through E (**Attachment H**). **NOTE:** The designated contractor will work with Partners for Employment in determining what specific program services will be provided to a particular youth participant. This decision will be based on the individual participant's assessment and individual service strategy. Partners for Employment will be responsible for entering client data into the State Management Information System.

X. REVIEW CRITERIA/SELECTION PROCESS

The selection(s) will be made after all eligible proposals are reviewed and scored by members of a specially appointed Youth Council Review Committee. Each reviewer will evaluate the proposal for acceptability and assign a numerical score utilizing the criteria listed below. Scores for each proposal will then be averaged for comparison to other proposals. A maximum of 105

points may be awarded to any single proposal. Based on the scores, the Youth Council will make its recommendation(s) for funding to the NWIL WIB, which will issue a formal selection decision.

In order for a proposal to be eligible for the review process, the applicant must meet the following five criteria:

1. Evidence of the bidding agency's **fiscal solvency** as proven by submitting a copy of your organization's fiscal audit for your last program year.
2. Development of a **year-around program** that provides work experience opportunities that meet federal wage and hour guidelines for youth.
3. Suitable facilities including **ADA compliance** as demonstrated by the attached ADA checklist.
4. **Cover page fully completed.**
5. **Executive summary** stating scope of services to be provided including plan for incentive and/or stipend payment.

If all five of the criteria listed above are not met, the proposal will not be considered.

The narrative portion of your proposal should be structured to align with the following criteria:

A. ORGANIZATION AND PROGRAM CAPACITY (10 Points)

Briefly describe your organization and your proposed program, including:

1. Target population -- (5 Points)
2. Past experience and demonstrated success in serving this population including performance information -- (5 Points)

B. RECRUITMENT & RETENTION (20 Points)

What is your planned enrollment level? Describe what strategies and processes you will use to recruit targeted participants (both initially and throughout the year to maintain enrollment levels) including:

1. Viable recruitment (initial and ongoing) strategies to recruit sufficient numbers; **(10 Points)** and
2. Engaging ways to retain enrolled participants. **(10 Points)**

C. PROGRAM EFFECTIVENESS (60 Points)

This is the most important part of your proposal – describe your approach as completely as possible. Use previous performance data as applicable to bolster your case. If you are a current provider, the data you provide will be compared against information provided through Pfe's data system. A program's success is measured by its ability to meet WIA Performance Standards' Goals (*see Attachment F*). Programs that fail Performance Standards may lose WIA funding support.

1. OUT-OF-SCHOOL PROGRAMS (only)

Literacy and Numeracy Gains **(25 Points)**

Describe how your proposed program will ensure that basic skills deficient participants will increase one or more educational functioning levels within one year of the date of

participation in your program. Include strategies, methods, and proposed outcomes relating to:

- a. Standardized pre- and post-testing procedures. Note that the Test of Adult Basic Education (TABE, *either the Complete Battery or the Survey Test, NOT the Locator Test*) or the CASAS are the only acceptable instrument; **(5 Points)**
- b. Mechanism for insuring that PfE receives test results in a timely manner; **(5 Points)**
- c. Quality educational component and curriculum to provide literacy and numeracy instruction; **(5 Points)**
- d. Availability and description of process for individual tutoring; **(5 Points)**
- e. Viable plan for assuring all youth will be post tested; **(5 Points)**

Attainment of a Degree or Certificate (15 Points)

Describe how your proposed program will ensure that participants attain a diploma, a GED, or a state-recognized certificate before program completion. (See *Attachment G* “Definitions” for a discussion of allowable certificates.) Include strategies, methods, and proposed outcomes relating to:

- a. Long-term, ongoing support and encouragement toward degree or certificate attainment; **(5 points)**
- b. Plan for formal classroom instruction; **(5 points)**
- c. System to verify and report credentials to PfE. **(5 points)**

Placement in Education/Employment (20 Points)

Describe how your proposed program will ensure that participants enter employment, the military, post-secondary education, or advanced training prior to or shortly after program completion. Include strategies, methods, and proposed outcomes relating to:

- a. Approach to job development, including dedicated staff and employer contacts, and exposure to Workforce Employment Solutions center services **(5 points)**
- b. For career development opportunities provided through a well-defined summer work experience component; **(5 points)**
- c. Methodologies to support clients in preparing and applying for post-secondary education or advanced training; **(5 points)** and
- d. System to verify placement in employment or an institution of higher education and mechanism to provide information to PfE **(5 points)**

2. IN-SCHOOL PROGRAMS (only)

- a. Describe how your proposed program will ensure that participants complete their education and achieve a diploma. **(30 points)**
- b. Describe how your proposed program will ensure that participants enter employment, the military, post-secondary education, or advanced training prior to or shortly after program completion. Include strategies, methods, and proposed outcomes relating to: **(30 points)**

- (1) Approach to job development, including dedicated staff and employer contacts, and exposure to Workforce Employment Solutions center services **(10 points)**
- (2) For career development opportunities provided through a well-defined summer work experience component **(5 points)**
- (3) Methodologies to support clients in preparing and applying for post-secondary education or advanced training; **(10 points)** and
- (4) System to verify placement in employment or an institution of higher education and mechanism to provide information to PFE **(5 points)**

D. PROGRAM ADMINISTRATION (10 Points)

Briefly describe how your proposed program will utilize other funding sources, in-kind contributions and linkages to other programs and services to enhance outcomes and ensure cost effectiveness. Include:

1. Realistic relationship between the cost of the program and program goals, and reasonable cost per participant; **(5 Points)**
2. Provision for delivery of or referral to alternative organizations for the ten elements required under the WIA. **(5 Points)** (See *Appendix D* for a list of these elements.)

E. BONUS POINTS (5 Points)

In addition to the above goals and expected outcomes, area employers and youth providers have identified the lack of “soft skills” to be a critical deficiency in the workforce and especially youth. Typical “soft skills” are communication skills, interpersonal skills, teamwork and team building skills, and decision making. Contractors whose programs address these skills will receive additional points on their proposal evaluation. **(5 Points)**

Proposals will be reviewed both internally by NWIL WIB and PFE staff and externally through a Youth Council Proposal Review Committee according to the criteria described above. Funding recommendations will be made to The Northwest Illinois Workforce Investment Board (NWIL WIB) for final approval. Applicants will be notified of the Board’s decision via mail during the week of May 14, 2007.

XI. PROPOSAL CONDITIONS

- A. Contracts will be awarded on a cost-reimbursement basis only. **All indirect costs are limited to 8% of the total budget.** Any profit realized through this contract must either be returned to Partners for Employment (PFE), or be used to provide additional services. The Northwest Illinois Workforce Investment Board must approve the additional services prior to their implementation.
- B. All equipment purchased under this contract becomes the property of Partners for Employment (PFE) and must be reported to the Fiscal Officer. All equipment purchases must be subject to PFE Director approval prior to purchase.
- C. Contractors are required to submit monthly invoices for services and expenses no later than ten days after the end of the month. Contractors may make support payments directly to participants after their accounting system has been reviewed and approved for this purpose by PFE.

D. FACILITIES

Applicants are required to evaluate the main facility they will use to deliver services using the "Quick Look Facilities Checklist"--*Attachment C*. A copy of the completed checklist must accompany the proposal. Northwest Illinois Workforce Investment Board may conduct a complete accessibility review at any time prior to, or following, acceptance of a proposal.

E. DISCLOSURE OF PROPOSAL CONTENT

All proposals will be placed in the public domain and be open to inspection by interested parties. Trade secrets or proprietary information that are recognized as such and protected by law may be withheld, if clearly identified as such in the proposal.

F. PROPOSAL OBLIGATIONS

The contents of the proposal and any clarifications thereto submitted by the successful applicant shall become part of the contractual obligation and incorporated by reference into the ensuing contract.

G. DISPOSITION OF PROPOSALS

All proposals become the property of LWIA #4 and will not be returned to the applicant.

H. ILLINOIS STATUTES AND RULES

The terms and conditions of the RFP and the resulting contract or activities based upon the RFP shall be construed in accordance with the laws of Illinois. Where statutes and regulations of the United States Government are referenced herein, they shall apply to this RFP and the resulting contract. Whenever differences exist between federal and state statutes or regulations affecting this procurement, interpretation shall be in the direction of that which is most beneficial to the interests of the LWIA #4.

I. RFP PROCESS LIMITATION

This request for proposal does not commit the WIB to award a contract, to pay costs incurred in the preparation of a proposal to this request, or to procure a contract for services. The WIB reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified sources or to cancel this RFP in part or in its entirety. The contracting officers may require the applicant(s) selected to participate in negotiations and to submit any budget, technical or other revision of their proposal as deemed necessary.

J. CONFLICTS BETWEEN TERMS

The WIB reserves the right to accept or reject any exception taken by the applicant to the terms and conditions of this request for proposals.

K. THE RESULTING CONTRACT

The contract shall be a combination of the specification, terms and conditions of this RFP, the offer contained in the applicant's proposal and any written clarifications or changes made in accordance with the provisions herein. Contract will be negotiated with Partners for Employment.

ATTACHMENT A

Original

Copy

LWIA #4: YOUTH PROGRAM COVER PAGE

All items must be completed

IDENTIFYING INFORMATION

Name of Organization:

Address of Organization:

Principal Contract Person

Name:

Phone:

Fax:

E-Mail:

Principle contact must be someone knowledgeable about the proposal and the program it describes.

Fiscal Contact Person

Name:

Phone:

Fax:

E-Mail:

Executive Director/CEO

Name:

Phone:

Fax:

E-Mail:

Authorized Signature: _____

POPULATION TO BE SERVED

Target Populations: (check all that apply)

Out-of-School

In-School

Youth in Foster Care

Adjudicated Youth

Homeless Youth

Youth with Disabilities

Specific Geographic Areas to be Served:

PROGRAM INFORMATION

Program Title:

Total Number of New Participants: _____

Estimated number of carry-in Participants: _____

Number of Out-of-School Youth: _____

Budget Total (from Budget Summary): \$ _____

Cost per Participant (Divide budget total by number of participants): \$ _____

Start Date: _____

End Date: _____

Short Description of Program: (NOTE: This information may be published if program funded. Be accurate, informative, and concise.)

LEGAL INFORMATION

Is your organization incorporated?

Yes

No

Is it For Profit?

Non-Profit?

If incorporated, what is the organization's Federal Tax ID Number?

If not incorporated, name and Federal Tax ID number of the legal entity that will act as a surrogate on behalf of the organization?

Attachment B

LWIA #4 Youth Program Budget Summary

CATEGORIES OF EXPENDITURE	COST
Administration	
Salaries	
Fringe Benefits (Complete Support Info)	

SUB-TOTAL -- ADMINISTRATION _____

Training Related Services for Participants	
Salaries	
Fringe Benefits (Complete Support Doc. Info)	
Travel	
Facility Rental (cost allocation plan required)	
Telephone Communication (cost alloc. plan required)	
Training Materials	
Supplies/Postage/Printing	
Other Costs (Complete Support Doc. Info)	

SUB-TOTAL -- TRAINING RELATED SERVICES _____

Participant Expenses	
Work Experience -- Wages & Benefits	
Support Services (Other Participant)	
Other Costs (Attach Support Info)	
Incentives	
Academic Stipends	

SUB-TOTAL -- PARTICIPANT EXPENSES _____

TOTAL _____

This checklist will help you identify accessibility problems and solutions in existing facilities in order to meet your obligations under the American Disabilities Act (ADA). The goal of the survey process is to plan how to make an existing facility more usable for people with disabilities.

Priority 1: Accessible Entrance

People with disabilities should be able to arrive on the site, approach the building, and enter the building as freely as everyone else. At least one path of travel should be safe and accessible for everyone, including people with disabilities.

Path of Travel (ADAAG 4.3, 4.4, 4.5, 4.7)	YES	NO	SOLUTION
1) Is there a path of travel that does not require the use of stairs?	<input type="checkbox"/>	<input type="checkbox"/>	_____
2) Is the path of travel stable, firm and slip-resistant?	<input type="checkbox"/>	<input type="checkbox"/>	_____
3) Is the path at least 36" wide?	<input type="checkbox"/>	<input type="checkbox"/>	_____
4) Can all objects protruding into the path be detected by a person with a visual disability using a cane? In order to be detected using a cane, an object must be within 27" of the ground. Objects hanging or mounted overhead must be higher than 80" to provide clear head room. It is not necessary to remove objects that protrude less than 4" from the wall.	<input type="checkbox"/>	<input type="checkbox"/>	_____
5) Do curbs on the pathway have curb cuts at drives, parking, and drop-offs?	<input type="checkbox"/>	<input type="checkbox"/>	_____

Ramps (ADAAG 4.8)

6) Are the slopes of ramps no greater than 1:12? Slope is given as a ratio of The height to the length. 1:12 means for every 12" along the base of The ramp, the height increases one inch. For a 1:12 maximum slope, at least one foot of ramp length is needed for each inch of height.	<input type="checkbox"/>	<input type="checkbox"/>	_____
7) Do all ramps longer than 6 feet have railings on both sides?	<input type="checkbox"/>	<input type="checkbox"/>	_____
8) Are railings sturdy, and between 34" and 38" high?	<input type="checkbox"/>	<input type="checkbox"/>	_____
9) Is the width between railings at least 36"?	<input type="checkbox"/>	<input type="checkbox"/>	_____
10) Are ramps non-slip?	<input type="checkbox"/>	<input type="checkbox"/>	_____
11) Is there a 5-foot-long level landing at every 30-foot horizontal length of ramp, at the top and bottom of ramps and at switchbacks? The ramp should rise no more than 30" between landings.	<input type="checkbox"/>	<input type="checkbox"/>	_____

Parking and Drop-Off Areas (ADAAG 4.6)

12) Are an adequate number of accessible parking spaces available (8 feet wide for car plus 5-foot striped access aisle)? (Total spaces: 1 to 25=1 accessible space; 26 to 50=2 spaces; 51 to 75=3 places; 76 to 100=4 spaces.)	<input type="checkbox"/>	<input type="checkbox"/>	_____
13) Are 16-foot-wide spaces, with 98" of vertical clearance, available for lift-equipped vans? At least one of every 8 accessible spaces must be van-accessible.	<input type="checkbox"/>	<input type="checkbox"/>	_____
14) Are the accessible spaces closest to the accessible entrance?	<input type="checkbox"/>	<input type="checkbox"/>	_____
15) Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading "Van Accessible" at van spaces?	<input type="checkbox"/>	<input type="checkbox"/>	_____

16) Is there an enforcement procedure to ensure that accessible parking is used only by those who need it? _____

Entrance (ADAAG 4.13, 4.14)

17) If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance? _____

18) Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance? _____

19) Can the alternate accessible entrance be used independently? _____

20) Does the entrance door have at least 32" clear opening (for a double door, at least one 32-inch leaf)? _____

21) Is there at least 18" of clear wall space on the pull side of the door, next to the handle? A person using a wheelchair needs this space to get close enough to open the door. _____

22) Is the threshold level (less than 1/4 inch) or beveled, up to 1/2 inch high? _____

23) Are doormats 1/2 inch high or less, and secured to the floor at all edges? _____

24) Is the door handle no higher than 48" and operable with a closed fist? The "closed fist" test for handles and controls: Try opening the door or operating the control using only one hand, held in a fist. If you can do it, so can a person who has limited use of his or her hands. _____

25) Can doors be opened without too much force (maximum is 5 lbf)? _____

26) If the door has a closer, does it take at least 3 seconds to close? _____

Emergency Egress (ADAAG 4.28)

27) Do all alarms have both flashing lights and audible signals? _____

28) Is there sufficient lighting in egress pathways such as stairs, corridors, exits? _____

Priority 2: Access to Goods and Services

Ideally, the layout of the building should allow people with disabilities to obtain goods or services without special assistance. Where it is not possible to provide full accessibility, assistance or alternative services should be available upon request.

Horizontal Circulation (ADAAG 4.3)

29) Does the accessible entrance provide direct access to the main floor, lobby, or elevator? _____

30) Are all public spaces on an accessible path of travel? _____

31) Is the accessible route to all public spaces at least 36" wide? _____

32) Is there a 5-foot circle or a T-shaped space for a person using a wheelchair to reverse direction? _____

Doors (ADAAG 4.13)

33) Do doors into public spaces have at least a 32-inch clear opening? _____

34) On the pull side of doors, next to the handle, is there at least 18 in. of clear wall space so a person using a wheelchair can get near to open the door? _____

35) Can doors be opened without too much force (5 lbf maximum)? _____

- 36) Are door handles 48" high or less and operable with a closed fist? _____
- 37) Are all thresholds level (less than 1/4"), or beveled, up to 1/2" high? _____

Rooms and Spaces (ADAAG 4.2, 4.4, 4.5, 4.30)

- 38) Are all aisles and pathways to all goods and services at least 36" wide? _____
- 39) Is there a 5' circle or T-shaped space for turning a wheelchair completely? _____
- 40) Is carpeting low-pile, tightly woven, and securely attached along edges? _____
- 41) In routes through public areas, are all obstacles cane-detectable (located within 27" of the floor or higher than 80", or protruding less than 4" from the wall)? _____
- 42) Do signs designating permanent rooms and spaces, such as rest room signs, exit signs, and room numbers, comply with the appropriate requirements for accessible signage? _____

Controls (ADAAG 4.27)

- 43) Are all controls that are available for use by the public (including electrical, mechanical, window, cabinet, game, and self-service controls) located at an accessible height? (Reach ranges: The maximum height for a side reach is 54"; for a forward reach, 48". The minimum reachable height is 15".) _____
- 44) Are they operable with a closed fist? _____

Seats, Tables, and Counters (ADAAG 4.2, 4.32)

- 45) Are the aisles between chairs or tables at least 36" wide? _____
- 46) Are the spaces for wheelchair seating distributed throughout? _____
- 47) Are the tops of tables or counters between 28" and 34" high? _____
- 48) Are knee spaces at accessible tables at least 27" high, 30" wide, and 19" deep? _____

Vertical Circulation (ADAAG 4.3)

- 49) Are there ramps or elevators to all levels? _____
- 50) On each level, if there are stairs between the entrance and/or elevator and essential public areas, is there an accessible alternate route? _____

Stairs (ADAAG 4.9)

- 51) Do treads have a non-slip surface? _____
- 52) Do stairs have continuous rails on both sides, with extensions beyond the top and bottom stairs? _____

Elevators (ADAAG 4.10)

- 53) Are there both visible and verbal or audible door opening/closing and floor indicators (one tone = up, two tones = down)? _____
- 54) Are the call buttons in the hallway no higher than 42"? _____
- 55) Do the controls outside and inside the cab have raised and braille lettering? _____

- 56) Is there a sign on the jamb at each floor identifying the floor in raised and braille letters? _____
- 57) Is there braille and raised-letter instructions for the communication system? _____
- Lifts (ADAAG 4.2, 4.11)**
- 58) Can the lift be used without assistance? If not, is a call button provided? _____
- 59) Is there at least 30" by 48" of clear space for a person in a wheelchair _____
- 60) Are controls between 15" and 48" high (up to 54" if a side approach is possible)? _____

Priority 3: Usability of Rest Rooms

When rest rooms are open to the public, they should be accessible to people with disabilities. Closing a rest room that is currently open to the public is not an allowable option.

Getting to the Rest Rooms (ADAAG 4.1)

- 61) If rest rooms are available to the public, is at least one rest room (either one for each sex, or unisex) fully accessible? _____
- 62) Are there signs at inaccessible rest rooms that give directions to accessible ones? _____

Doorways and Passages (ADAAG 4.2, 4.13)

- 63) Is there tactile signage identifying rest rooms? _____
- 64) Is the doorway at least 32" clear? _____
- 65) Are doors equipped with accessible handles (operable with a closed fist), 48" high or less? _____
- 66) Can doors be opened easily (5 lbf maximum force)? _____
- 67) Does the entry configuration provide adequate maneuvering space for a person using a wheelchair? (A person using a wheelchair needs 36" of clear width for forward movement, and a 5-foot diameter clear space or a T-shaped space to make turns.) _____
- 68) Is there a 36-inch-wide path to all fixtures? _____

Stalls (ADAAG 4.17)

- 69) Is the stall door operable with a closed fist, inside and out? _____
- 70) Is there a wheelchair-accessible stall that has an area of at least 5 feet by 5 feet, clear of the door swing, OR is there a stall that is less accessible but that provides greater access than a typical stall (either 36" by 69" or 48" by 69")? _____
- 71) In the accessible stall, are there grab bars behind and on the side wall nearest to the toilet? _____
- 72) Is the toilet seat 17" to 19" high? _____

Lavatories (ADAAG 4.19, 4.24)

- 73) Does one lavatory have a 30"-wide by 48"-deep clear space in front?
(A maximum of 19" of the required depth may be under the lavatory.) _____
- 74) Is the lavatory rim no higher than 34"? _____
- 75) Is there at least 29" from the floor to the bottom of the lavatory apron
(excluding pipes)? _____
- 76) Can the faucet be operated with one closed fist? _____
- 77) Are soap and other dispensers and hand dryers 48" high or less and
usable with one closed fist? _____
- 78) Is the mirror mounted with the bottom edge of the reflecting surface
40" high or lower? _____

Priority 4: Additional Access

When amenities such as public telephones and drinking fountains are provided to the general public, they should also be accessible to people with disabilities.

Drinking Fountains (ADAAG 4.15)

- 79) Is there at least one fountain with clear floor space of at least 30" by 48"
in front? _____
- 80) Is there one fountain with its spout no higher than 36" from the ground, and
another with a standard height spout (or a single "hi-lo" fountain)? _____
- 81) Are controls mounted on the front or on the side near the front edge, and
operable with one closed fist? _____
- 82) Does the fountain protrude no more than 4" into the circulation space? _____

Telephones (ADAAG 4.30, 4.31)

- 83) If pay or public use phones are provided, is there clear floor space of at
least 30" by 48" in front of at least one? _____
- 84) Is the highest operable part of the phone no higher than 48" (up to 54" if a
side approach is possible)? _____
- 85) Does the phone protrude no more than 4" into the circulation space? _____
- 86) Does the phone have push-button controls? _____
- 87) Is the phone hearing aid compatible? _____
- 88) Is the phone adapted with volume control? _____
- 89) Is the phone with volume control identified with appropriate signage? _____
- 90) Is one of the phones equipped with a text telephone (TT or TDD)? _____
- 91) Is the location of the text telephone identified by accessible signage bearing
the International TDD Symbol? _____

REQUIRED SERVICES FOR YOUTH PROGRAMS

The following is a list of the ten (10) services local programs must provide to youth:

1. Tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies;
2. Alternative secondary school offerings;
3. Summer employment opportunities directly linked to academic and occupational learning;
4. Paid and unpaid work experiences, including internships and job shadowing;
5. Occupational skill training;
6. Leadership development opportunities, which may include such activities as positive social behavior and soft skills, decision making, team work and other activities;
7. Supportive services;
8. Adult mentoring for duration of at least twelve (12) months that may occur both during and after program participation;
9. Follow-up services; and
10. 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.

The above list is found in the Federal Register/Vol. 64, No.72/ Thursday, April 14, 1999 in section 664.410.

ATTACHMENT E
MONTHLY REPORT FORMAT

Organization/Agency Name: _____

Print or type clearly

Client Name:	
Date:	
Progress Comments:	
Staff Information	<p>(Print Name) _____</p> <p>(Signature) _____</p> <p>Phone Number: _____</p> <p>Email Address: _____</p>

Definition of Youth Performance Measures

All WIA youth programs contribute to the Northwest Illinois Workforce Investment Board/Youth Council’s ability to meet its WIA Performance Standards’ Goals that were negotiated with the State. Many of these Standards are long-term measures that rely on information relating to the participants’ status sometime during the year after they complete their WIA program (i.e., they have *exited WIA* and no longer receive services except for follow-up services. Program exit means no longer receiving services other than follow-up services for 90 days or more.). Moreover, the data collection timeframes upon which Performance Standards are based vary according to the measure and do not parallel the Program Year. (Contact Kathy Day of Partners for Employment, at [815] 625-3623 or kathy.day@highland.edu, if you want detailed information regarding how Performance Standards are calculated. Partners for Employment gives program providers extensive help in understanding and managing Performance Standards.)

Performance Standards for youth are divided into two parts: (a) for youth who are 14-18 at program enrollment, (b) for youth who are 19-21 at program enrollment.

NOTE: The below measures are subject to change based on State and Federal negotiations and regulations and are provided for planning purposes only.

The Standards listed in the following charts are the Performance Standards Goals for current PY 2006. LWIA #4 has not yet negotiated PY 2007 WIA Performance Standards with the State.

Youth Ages 14-18 Performance Standards with brief explanations	PY 2006 Goal*
<p><u>Diplomas and Equivalent Rate (YDER)</u>—of those who enter without a diploma, measures the number of youth who receive HS diploma/GED by the end of their first post-program quarter <i>divided</i> by the number of younger youth who exit during the quarter (excludes youth in secondary school when they exit services).</p>	66%
<p><u>Placement and Retention Rate</u>—measures the proportion of youth who are in the following activities in the third quarter after they leave services (excludes youth in secondary school when they leave services):</p> <ul style="list-style-type: none"> ✓ post-secondary education, ✓ advanced training ✓ employment ✓ military service, or ✓ qualified apprenticeships. <p>Rate determined by <i>dividing</i> the above youth by the total number of younger youth who exit during the quarter.</p>	67%
<p><u>Younger Youth Skill Attainment Rate (YSAR)</u>—measures the attainment of basic, work readiness, or occupational Skill Goals while receiving services. The total number of skill goals attained <i>divided</i> by the number of skill goals set for the reporting period. (Annual skill attainment goal(s) will be developed for each youth.)</p>	80%

The outcome goals for 14-18 year-old youth when they leave (“exit”) a WIA program are their attainment of a high school diploma or GED certificate—followed by placement in one of the five above checked (✓) activities or their return to secondary school. All 14-18 year-old program youth must also attain their annual Skills Goal each year that they are in the program.

Youth Ages 18-21 Performance Standards with brief explanation	PY 2006 Goal
<u>Entered Employment Rate</u> —measures the number of youth who did not have a job before services and had a job in the first quarter after they left services, (except for youth who go on to post-secondary education).	73%
<u>Employment Retention Rate</u> —measures the number of youth who had a job in the first quarter after leaving services and still had a job in the third quarter after leaving services, (except for older youth who are not enrolled in post-secondary education or advanced training in the third quarter after exit).	79%
<u>Earnings Change</u> —compares the earnings youth had before services and in the third quarter after leaving services (the total post-program earnings in the second and third quarters after exit, minus total pre-program earnings [earnings in the second and third quarters prior to registration] <i>divided</i> by the number of older youth who exit during the quarter] except for older youth who are not enrolled in post-secondary education or advanced training in the third quarter after exit[.])	\$3,000
<u>Credential Attainment Rate</u> —measures acquisition of recognized credential by the end of the third quarter after they left services by youth who are in employment, post-secondary education or advanced training in the first quarter after exit. The number of older youth who received a credential/certificate by the end of the third quarter after exit <i>divided</i> by the number of older youth who exit during the quarter.	51%

* The estimated Goal(s) above are provided by the State for planning purposes only. The goal(s) are subject to change.

The outcome goals for older youth (19-21) when they leave (“exit”) a WIA program are their attaining a credential and a job, keeping the job, and earning more than they did before they were in the program.

Note:

The definition of “certificate” and “advanced training/occupational skills training” is applicable for participants who began receiving services on or after July 1, 2006.

Attachment G -- DEFINITIONS

YOUTH PERFORMANCE MEASURES UNDER THE WIA

Measure	Definition	Timing Requirements for Attainment	Exclusions
Placement in Employment or Education	Percentage of participants who are in employment, the military, post-secondary education, and/or advanced training/occupational training soon after exit.	During 1 st quarter (1-3 months) after exit.	Youth in post-secondary education, employment, or the military at date of participation.
Attainment of a Degree or Certificate	Percentage of participants who are in education who attained a diploma, GED, or certificate several months after exit.	By the end of the 3 rd quarter (6-12 months) after exit.	Youth not enrolled in education at the date of participation or at any point during the program.
Literacy and Numeracy Gains	Number of participants who increase one or more educational functioning level within one year of the date of participation.	By the end of one year from the date of participation.	<ol style="list-style-type: none"> 1) Out-of-school youth who are not basic skills deficient. 2) In-school youth.

Note: Any participants institutionalized/incarcerated or relocated to a mandated residential program at exit, customers exited for health/medical reasons or deceased, and participants called up for active duty are excluded from all performance measures.

KEY DEFINITIONS FOR YOUTH PROGRAMS UNDER THESE MEASURES

Youth	A participant who is age 14-21 at the date of participation and meets all other WIA Youth Program eligibility requirements.
Out-of-school youth	An eligible youth who is a school dropout, or who has received a secondary school diploma or its recognized equivalent but is basic skills deficient, unemployed, or underemployed (WIA Sec. 101(33)). For reporting purposes, this term includes all youth except those who are attending any school and have not received a secondary school diploma or its recognized equivalent, and except those who are attending post-secondary school and are not basic skills deficient.
Date of participation	Represents the first day, following a determination of eligibility, that the individual begins receiving a service funded by the program.
Exit	Customer does not receive a WIA Title 1 funded or partner service for ninety days, and is not scheduled for services other than follow-up. The last date of service is the exit date. Planned gaps in service due to a health/medical condition or delay before entry into training should not cause an exit but must be documented.
Institutionalized	The participant is residing in an institution or facility providing 24-hour support such as a prison or hospital and is expected to remain in that institution for at least 90 days.

Health/Medical or Family Care	The participant is receiving medical treatment or providing care for a family member that precludes entry into unsubsidized employment or continued participation in the program, and is expected to last for less than 90 days.
Relocated to a Mandated Residential Program	For youth participants only, the participant is in the foster care system or any other mandated residential program and has moved from the area as part of such a program.
Military Status at Date of Participation	If the youth is: 1) currently serving on active duty and has not been provided with a date of separation from military service or 2) a member of the National Guard or one of the Military Reserves and is currently serving in a mobilized status.
Quarter	A calendar quarter is a three month period within a calendar year. There are four calendar quarters: January through March, April through June, July through September, October through December.
Exit Quarter	The calendar quarter containing the exit date.
Quarter after Exit	The quarter after the exit quarter.
UI Wage Data	Unemployment Insurance (UI) wage data is information on wages collected by state UI systems in which records are kept for all individuals working in UI covered employment. At a minimum, information in the record includes employee name, SSN, address, and total earnings paid, listed separately by each employer, for all such employers in the quarter. UI wage records will be the primary data source for tracking the employment-related common measures or portions of measures. For additional allowable wage records, see TEGL 28-04, page 17.
Supplemental Data	Allowable sources of supplemental data for tracking employment-related outcomes include case management notes, automated labor exchange system administrative records, surveys of participants, and contacts with employers.
Employed at Date of Participation	An employed individual who did any work at all as a paid employee, in his or her own businesses, profession or farm, or works 15 hours or more per week as an unpaid worker in an enterprise operated by a member of the family, or is one who is not working, but has a job or business from which he or she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time-off, and whether or not seeking another job. The individual is not considered employed if he or she has received notice of termination of employment or the employer has issued a notice that the facility will close, or if he or she is active duty military and has been provided with a date of separation from military service. Note: This information is to be collected from the registrant at registration, not from wage records.
Employed in any quarter after exit quarter	The individual should be considered as employed if wage records for any quarter after the exit quarter show earnings greater than zero. Wage records will be the primary data source for tracking employment in the quarter after exit. When supplemental sources are used, individuals should be counted as employed if, in the calendar quarter after exit, they did any work at all as paid employees (i.e., received at least some earnings), worked in their own business, profession, or worked on their own farm.
Basic Skills Deficient	The youth computes or solves problems, reads, writes, or speaks English at or below the eighth grade level or is unable to perform these tasks at a level necessary to function on the job, in the individual's family, or in society. States and grantees may develop their own definition, but it must include the language above.
Education	Participation in secondary school, post-secondary school, adult education programs, or any other program of study.
Advanced Training/ Occupational Skills Training	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. Such training should: 1) be outcome-oriented and focused on a long-term goal as specified in the Individual Service Strategy, 2) coincide with exit rather than short-term training that is part of services received while enrolled, and 3) result in attainment of a certificate (as defined below).

Certificate	Awarded in recognition of an individual's attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation. These technical or occupational skills are based on standards developed or endorsed by employers. Certificates awarded by workforce investment boards or for generic of pre-employment or work readiness skills are NOT included. Awarding entities include state educational agencies; college, tribal college, or proprietary school; professional, industry, employer organization; public regulatory agency; registered apprenticeship program; Job Corps; or education and training program approved by Dept. of Veterans Affairs.
Post-secondary Education	A program at an accredited degree-granting institution that leads to an academic degree (e.g. AA, AS, BA, BS). Does not include programs offered by degree-granting institutions that do not lead to an academic degree.
Educational Functioning Levels	The six Adult Basic Education (ABE) and six English as a Second Language (ESL) levels describe sets of skills and competencies that students entering at that level demonstrate in the areas of reading, writing, numeracy, speaking, listening, functional, and workplace skills. Participants are placed in levels based on their performance on standardized tests.
Pre-test	A test administered to a participant within 60 days following the date of participation.
Post-test	A test administered to a participant at regular intervals during the program.
Disabled Youth	The definition of a youth with a disability is the same as that for any individual as defined in Section 3 of the Americans with Disabilities Act of 1990: a physical or mental impairment that substantially limits one or more of the major life activities; a record of such an impairment; or being regarded as having such an impairment. Because some youth with disabilities may not be able to improve their basic skills on standardized tests, states and local areas can choose alternative methods for measuring improvement for these youth.

For a further discussion of the WIA Common Measures, see <http://wdr.doleta.gov/directives/attach/TEGL28-04.pdf>

WORK EXPERIENCE CONTRACTS

- PfE will provide payroll and support payment services for all participants. Contractors agree to follow the payroll procedures established by the PfE.
- Must be for a new position usually with a new employer (the participant hasn't worked for this employer in the past).
- The agency (youth contractor), not the worksite, must ensure that all legal requirements are met including maintaining the Employment Eligibility Verification INS Form I-9, and the Federal and State Tax Withholding Forms W-4. Originals of all forms must be submitted to PfE for payroll records.
- The Training Contract must contain the following assurances. **These assurances are available as part of shell contract that can be provided by PfE.**

GENERAL ASSURANCES

Herein, Partners for Employment is referred to as "PfE", and the employment site: is referred to as "site".

1. TRAINING, WAGES, AND BENEFITS

- A) PfE is responsible for payment of wages and provision of workmen's compensation for the participant. The site agrees to notify PfE immediately of any injuries sustained on the job.B) PfE may be able to approve payment of Safety clothing/equipment, or medical services for participant, upon written request by site.
- C) PfE does not pay for overtime, holiday pay, sick leave, or other benefits for participants.
- D) Site will provide each participant with an orientation, including works rules, duties and expectations, training planned, supervisory arrangements, opportunity for advancement in career area.
- E) Site will provide adequate supervision throughout training. A supervisor/alternate supervisor must be present 90% of training time. Supervision shall include explanation/demonstration of tasks and a follow-up to insure tasks are completed properly. A ratio of one supervisor to not more than ten WIA clients and regular employees will be maintained.
- F) Site will review agreement and training plans with both supervisor/and alternate supervisor. A copy will be maintained at site.
- G) Site supervisor will provide encouragement, guidance, instruction, and support of positive work habits throughout training. If necessary, disciplinary procedures, as given to regular site employees, shall be implemented as part of progressive discipline in an effort to correct deficiencies. Communication of the participant's performance shall be shared with participant and PfE staff on an ongoing basis.
- H) Training cannot: impair existing contracts; interfere with promotional opportunities of regular employees; be used for commission jobs, union/sectarian/political actives,

duties normally performed by persons on reduced work hours, layoff, or terminated in anticipation of receiving WIA funds; or for employers who relocated resulting in unemployment at original location.

- I) Participant cannot be related by blood, marriage, or adoption to employer/supervisor.
- J) No trainee will be required/permitted to work or train in building/surroundings under conditions that is hazardous or dangerous to participant's health and safety.
- K) PfE participant cannot work during work stoppage, strike/lockout.
- L) The site assures PfE that sufficient work; equipment/materials are available to occupy the participant during work hours.
- M) The site agrees to provide the experience as detailed in this agreement. No WIA client can begin work unless certified as eligible and the site has received a written authorization to start work form for that client.
- N) The site agrees to release the WIA client(s) to attend sessions required or deemed necessary by PfE.

2. REPORTING REQUIREMENTS

- A) Site will maintain accurate daily written records of work hours, and submit a two week attendance record to case manager by due date.
- B) Site agrees to advance 70% of gross wages to trainee if attendance record is not received by the PfE on or before the date due.
- C) Site: will prepare and submit a written evaluation of participants' performance and notify PfE of needed changes in training plan, (including job duties, supervision, hours of work, layoff or hiring freeze) which may impact on this agreement.
- D) Site: agrees to acknowledge WIA as the funding source or Partners for Employment (PfE) or its subcontractor in all press releases regarding participant, or work they are performing. Permission of participant is required to release this information.
- E) Site: will report any trainee injuries immediately to PfE program unit office at 815-625-3623

3. TERMINATION OF PARTICIPANTS

- A) Site may discipline, suspend, or discharge participant in accordance with established procedures provided they do not conflict with existing law and participant has been advised of unsatisfactory progress or conduct and given a reasonable opportunity to improve.
- B) PfE has authority to terminate participant who is found to be ineligible, or in noncompliance with program.

4. TERMINATION OF AGREEMENT

- A) PfE or its subcontractor may terminate agreement if, for any reason it is determined that termination is in best interest of program, or site fails to provide services specified, or comply with provisions of agreement.
- B) Site may terminate agreement if unable to fulfill terms of agreement.
- C) Agreement is terminated at time of participant's resignation, dismissal, or completion of training.

5. AUDIT AND RECORDS

- A) Site will maintain records, cancelled checks, time cards, and other evidence sufficient to document services/costs authorized in the performance of agreement for a period not less than 5 years after agreement expires.
- B) Site will allow PfE staff and other authorized representatives access to records and facility relating to agreement. Monitoring of records may occur by the PfE monitor, and state or federal monitor.

6. DISCLOSURE OF CONFIDENTIAL INFORMATION

Site and PfE office agree to maintain confidentiality of information regarding participant, or their families, which may be obtained through application forms, interviews, tests, reports from public agencies, counselors, or any other source.

7. AVAILABILITY OF FUNDS

Agreement 15 predicated on the continuing availability of WIA funding. Specific funding may be available/or limited during funding cycle.

8. EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION/GRIEVANCE PROCEDURE

As a condition to the award of financial assistance under WIA from the Department of Labor, the grant applicant assures, with respect to operation of the WIA-funded program or activity, and all agreements or arrangements to carry out the WIA-funded program or activity, that it will comply fully with the nondiscrimination and equal opportunity provisions of The Workforce Investment Act, of 1999, (WIA), including the Nontraditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1964, as amended; section 504 of The Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975 as amended; Title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR part 34. The United States has the right to seek judicial enforcement of these assurances.

- A) Site agrees to post and adhere to Equal Employment Opportunity/Affirmative Action Policy Statement; and the State Of Illinois Executive Order, Sexual Harassment in State Agencies.
- B) Site shall not discriminate or permit discrimination against any applicant for employment, or in connection with apprenticeship or other training program, because of race/color/religion/sex/marital status/national origin/ancestry/age/physical or mental handicap unrelated to ability, unfavorable discharge from military service or political affiliation.
- C) Site shall examine all job classifications to determine if minority persons or women are underutilized and take appropriate affirmative action to rectify any underutilization.
- D) Site shall, in advertisements or requests for employment placed by them or in their behalf, state that all qualified applicants will receive consideration for employment without regard to race/color/religious creed/ancestry/national origin/age/sex/ physical or mental handicap unrelated to ability/unfavorable military discharge/or political affiliation. However, if the evidence indicates that the entity in question was not on notice of the third party discrimination or made a good faith effort to correct it, such factor shall be considered in mitigation in determining appropriate sanctions.

- E) Site shall send each labor union or workers' representative which has a collective bargaining agreement or other agreement/understanding, a notice advising said labor union or workers' representative of its commitment to this non-discrimination policy. Similar notice shall be sent to every other source of recruitment regularly utilized by the Employer.
- F) It shall be no defense to a finding of non-compliance with this non-discrimination policy that any employer had delegated some of its employment practices to any union, training program, or other source of recruitment which prevents it from meeting its obligations. However, if evidence indicates the entity in question was not on notice of the third part discrimination or made a good faith effort to correct it, such factor shall be considered in mitigation in determining appropriate sanctions.
- G) Where the practices of a union, any training program, or other source of recruitment will result in the exclusion of minority group persons, so that the employer will be unable to meet it's obligation under the non-discrimination policy, such entity shall then employ/fill vacancies through other non-discriminatory hiring procedures.
- H) Site shall ensure freedom from sexual harassment for their employees and those in any apprenticeship or other training program.
- I) Site shall ensure that inquiries are not made concerning the arrest record of any employee, or those in any apprenticeship or other training program, in accordance with the Illinois human rights act.
- J) Sites will have in place a grievance procedure system that provides successive steps for appeal and resolution. As prescribed by law, all WIA participants and employers must have available to them a complaint and appeals process in the format established by the IL Department of Employment Security and used by WIA # 4.
- K) As required by state and/or federal regulations, the site shall have or establish an affirmative action plan which includes goals and timetables of protected class workers. Such plan, if required, shall be made available for review.
- L) Site shall furnish all necessary documents and records to, and permit access to its books, records, and accounts by the administrative entity and/or Department of Employment Security (IDES), for purpose of investigation to ascertain compliance with provisions of this EEO/AA policy. If the entity in question does not possess documents/records reflecting the necessary information requested, it shall furnish such information on reporting forms supplied by IDES.
- M) Site shall comply with all state/federal laws prohibiting discrimination in hiring or employment opportunity. In the event such an entity's non-compliance with non-discrimination policy or any such laws, this agreement may be terminated/suspended, in whole or part.
- N) Sites who receive more than \$ 10,000 value in PfE services are required to have grievance procedures, personnel standards, and an affirmative action plan available if requested by PfE office, and submit copies of their sexual harassment policy.

9. LAWS APPLICABLE

Site will perform their duties in accordance with the job training partnership act (WIA), and the regulations, procedures, and standards, promulgated there under. The site will comply with all applicable federal, state, and local laws, rules, and regulations which deal with or relate to the training of persons who are under this agreement, including items under 56 Illinois administration code 2630.82 (b)(3)(f).

- A) Copeland "anti-kickback" act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR 3, revised as of July 1, 1989).
- B) Davis-Bacon act (40 U.S.C. 276a to a-7) as supplemented by Department of Labor regulations (29 CFR 5, revised as of July 1, 1989.)
- C) Sections 103 and 107 of the agreement work hours and safety standards act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR 5, revised as of July 1, 1989.)
- D) Applicable standards, orders, or requirements issued under Section 306 of the Clear Air Act (42 U.S.C. 1857 (H), Section 508 of Clean Water Act (33 U.S.C. 1368,) Executive Order 11738, and Environmental Protection Agency Regulations (40 CFR 15, revised 7/1989).
- E) Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy And Conservation Act (P.L. 94-163), effective December 22, 1975.
- F) Notice of departmental requirements and regulations pertaining to reporting, if any.
- G) Notice of departmental requirements and regulations pertaining to patent rights with respect to any discovery/invention, which arises or developed in the course of or under such agreement.
- H) Departmental requirements and regulations pertaining to copyrights and rights in data as contained in the grant agreement.

10. PROCEDURES FOR HANDLING DISPUTES WITH PARTNERS FOR EMPLOYMENT

Site who has questions or concerns in regard to the agreement have access to the PfE grievance procedures. Concerns or questions should be directed to the agency grievance officer.

11. PREVENTION OF FRAUD AND ABUSE

No person who has responsibility in this contract shall participate in any decision or transaction relating to this agreement which may affect personal interest. No one may charge a fee for placement or referral of any individual to any PfE Program. No funds may be used for lobbying, unionization/anti-unionization activities, sectarian, or political activities. Actual hours worked will need to be documented. No individual shall solicit or accept gratuities, favors, or any object of monetary value from any employing agency or PfE client.