



Riverside County

**Workforce Development Board
Youth Council
and
Economic Development Agency**

Workforce Investment Act Youth Program

**REQUEST FOR PROPOSAL
to provide
YOUTH EMPLOYMENT & TRAINING SERVICES
in
JURUPA/RUBIDOUX**

September 1, 2002 – June 30, 2004

Request for Proposal Significant Dates

Strategy	Timeline
Issue Date	March 11, 2002
Host Bidders Conference	March 14, 2002
Submission Deadline	April 26, 2002 4:30 p.m. PST
Proposal Review Period	April 29 – May 2, 2002
Youth Council Approval	May 22, 2002
Workforce Development Board Executive Committee Approval	June 19, 2002
Board of Supervisors Approval	July 9, 2002
Notification of Funding Approval	July 15, 2002
Program Start-up	September 1, 2002

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SECTION I

GENERAL REQUEST FOR PROPOSAL INFORMATION

GENERAL RFP INFORMATION

A. Background

The enactment of the Workforce Investment Act of 1998 (WIA) brings substantial change to how youth are served in the workforce development system. The intent of the legislation is to move away from one-time, short-term interventions, to a long-term comprehensive system of services that better prepares high-risk youth to make a successful transition to the workforce and continued education.

In response to the new legislation, the Riverside County Economic Development Agency (EDA), the Riverside County Workforce Development Board (WDB) and Youth Council (YC) established their system design to meet the regulations of WIA. In April 2000, a request for proposals (RFP) was issued outlining the system design and provision of services. The system design is based upon the establishment of community partnerships to serve a geographic area of the county. Community Partnerships were required to establish Youth Opportunity Centers to serve as a "One-Stop" for youth to receive program services. To date, six (6) Youth Opportunity Centers have been opened in the following geographic areas: Moreno Valley, Lake Elsinore, Perris, Hemet/San Jacinto, Indio and Riverside.

B. Purpose

The purpose of this RFP is to establish a community partnership to deliver required program services and operate a Youth Opportunity Center that will serve youth residing in the Rubidoux and Jurupa communities. EDA will provide the building for the center.

C. Estimated Funding Amounts

For the period of 7/01/2002 through 6/30/2004, it is estimated there will be \$500,000 to \$600,000 available for center operation and program delivery. EDA will select service providers based on the score and rank of proposals, demonstrated ability in administering funds, and on the availability of funds. Funding may increase or decrease during the contract period, based on available funds and contractor performance.

EDA reserves the right to modify the scope of the program to any extent necessary to ensure compliance with state and/or federal guidelines. Failure of the Bidder to modify its program in accordance to such guidelines may result in reconsideration of funding.

D. General Preparation Guideline

The proposal shall be submitted in the format described below. The narrative shall not exceed 40 pages. **General letters of support should not be submitted.**

This Request for Proposal (RFP) is separated by activity. This portion of the RFP is the General RFP Overview package, which includes all the federal and state imposed rules and restrictions, along with those locally imposed by EDA. Be sure to review the RFP specifications before you begin. Identify each of your answers using the numbering system in the RFP. Repeat the question to which you are responding. You need not repeat notes or instructions that accompany the question. Address every question. If the question is not applicable, state "not applicable" and briefly explain why you think it does not apply.

1. Format Requirements

Proposal must be:

- In 12 point font size or larger, typed
- Single-spaced
- Single-sided
- Pages numbered sequentially
- Use the forms provided where applicable
- Single staple or clipped (no binding)

2. Proposal Submission and Deadline

Proposals must be received no later than April 26, 2002, by 4:30 p.m. Postmarks will not be accepted. Proposals that do not meet this deadline will not be considered.

Submit **two originals and four copies** unbound, hand delivered or sent via certified mail to:

**WIA Youth Programs
Workforce Development Center
1151 Spruce Street
Riverside, CA 92507
Attention: Felicia Miller, Program Manager**

E. Documents to Be Submitted

The proposal must include the following in the specified order:

1. Table of Contents
2. Application Package Checklist

3. Proposal Summary Form
4. Narrative (RFP Questions) and Required Charts
5. Job Descriptions
6. Expected Performance Outcome Table
7. Memorandum of Collaboration
8. Lead Agency Federal Indirect Cost Approval Letter (if applicable)
9. Most Recent Financial Statement
10. Partnership Funding Allocation Table
11. Line Item Budget Forms
12. Cost Allocation Plan
13. Drug-Free Workplace Certification
14. Debarment and Suspension Certification
15. Lobbying Certification
16. Nondiscrimination Certification
17. Affidavit of Non-Collusion
18. Articles of Incorporation/Business License
19. Required Current Insurance Documentation

Note: Failure to provide requested documents will be grounds for cancellation of the Bidder's contract award.

F. Conflict of Interest

Agencies employing or retaining employees of EDA, Workforce Development Board, Youth Council and/or other Riverside County employees as contractors, subcontractors, or consultants or in any other capacity, must make such information known within their proposal document. Failure to do so may result in disqualification of the proposal, cancellation of contract or contract award.

G. Failed Competition

If less than two (2) proposals are received during this Request for Proposal period, EDA will deem it a failed competition. EDA reserves the right to either reissue this RFP or develop a new RFP. EDA shall provide a notice of the failed competition and the re-issuance of another RFP.

H. Type of Contract and Method of Payment

EDA reserves the right to negotiate a cost reimbursement contract with funded agencies based upon submission of a line item budget.

I. Compliance with all County Requirements

All agencies and individuals awarded WIA Youth Program contracts will be subject to all actions (past, present, and future) by the WDB, Youth Council and Riverside County Board of Supervisors. This includes WIA policies and procedures issued periodically by EDA.

J. Fiscal Responsibility

The Bidder must demonstrate the ability to accept fiscal liability for grant funds. (Office of Management and Budget (OMB) Circular A-133 and 29 CFR Part 96 and 97).

K. Cost Allocation

The Bidder agrees to prepare and must submit as part of their proposal a Cost Allocation Plan to EDA. A Cost Allocation Plan is a document which describes: 1) the programs operated by the Bidder; 2) how the Bidder will identify and accumulate (pool) all shared allowable costs (either shared amongst WIA cost categories and/or amongst all funding sources); 3) the methodology that will be used to allocate shared costs; and, 4) a listing of all sources and amounts of funding received by your agency. The methodology used must be in compliance with the WIA regulations and all applicable OMB Circulars. EDA Program Compliance Unit will test the Bidder's Cost Allocation Narrative during their fiscal monitoring review.

L. Audit Requirements

1. EDA Program Compliance Unit will conduct a Financial and Programmatic Monitoring Review (FMR) of all contracts at least once a year.
2. EDA requires that all service providers meet audit requirements of the Single Audit Act, Office of Management and Budget (OMB) Circular A-133, or other directives, whichever are applicable to their agency. Selected service providers will be required to procure audits in accordance with the following:
 - a. State, local government, and non-profit entities receiving \$300,000 or more annually in federal awards shall obtain an audit in accordance with OMB Circular A-133.
 - b. State, local government, and non-profit entities that receive less than \$300,000 a year in federal awards may be included in the EDA audit, as needed.

- c. The service provider agrees that all records will be available to EDA at the service provider's site.
- d. Audits will be conducted within six (6) months after the close of the contract year. The service provider will submit their audit reports to EDA within thirty (30) days of issuance by their auditors.

M. Constraints

Funds may not be used to:

- 1. Support activities which would be provided in the absence of these funds;
- 2. Cover costs which are not appropriate and reasonable for the operation of the grant;
- 3. Acquire equipment which is not necessary for the operation of the grant; or
- 4. Reimburse project-related costs incurred prior to the effective date of the grant award.

N. Payroll

The Bidder will be responsible for payroll services. Payroll processing may be charged to the Administration Cost Category and Workers Compensation costs to Fringe Benefits under the Program Cost Category. Refunds from the Workers Compensation fund are to be returned to EDA.

O. Bidder's Conference

A Bidder's conference will be held as follows:

March 14, 2002 @ 9:00 a.m.
Riverside Workforce Development Center
1151 Spruce Street
Riverside, CA 92507

Additional questions regarding the RFP may be submitted after the bidder's conference. Questions must be faxed to Felicia Miller, Program Manager, (909) 955-3131, no later than 5:00 p.m. on March 25, 2002. Answers to the questions will be mailed to all potential bidders.

P. General Conditions

Notwithstanding any other provision of this RFP, Bidders are hereby advised that this RFP is a solicitation for proposals only and is not intended nor to be construed as an offer to enter into any contract or other agreement, or engage in

any formal competitive bidding or negotiation pursuant to any statute, ordinance, rule or regulation.

1. The response to this RFP shall be made according to the specifications contained herein. Failure to adhere to RFP instructions may be cause for rejection of your proposal. A proposal, which contains conditions or limitations set up by the Bidder, may be deemed irregular and rejected by EDA.
2. EDA reserves the right to reject proposals that are incomplete, do not meet minimum submission requirements, or do not conform to program goals. Incomplete proposals or proposals that do not follow the proposal format will be rejected and disqualified from the review process.
3. The selection of service providers and the distribution of available funds will be approved by the YC, WDB and the Riverside County Board of Supervisors, with recommendations from EDA.
4. Proposals submitted in response to this procurement are not binding until an award has been made and a contract has been negotiated and signed by both parties.
5. Any Bidder submitting a proposal understands and agrees that its proposal shall constitute acknowledgement and acceptance of, and an intent to comply with all the terms and conditions contained in this RFP. The determination of the compliance with the terms and conditions of this RFP shall be in EDA's sole judgment, and its judgment shall be final and conclusive. Any proposal not meeting the terms and conditions may be rejected.
6. False, incomplete, or unresponsive statements in connection with this proposal may be cause for its rejection. The evaluation and determination of the fulfillment of this requirement shall be in EDA's sole judgment, and its judgment shall be final and conclusive.
7. A Bidder submitting a proposal shall not change the wording of the RFP, and no words or comments shall be added to the general conditions and detailed specifications. Proposals submitted with unauthorized changes to the RFP may be deemed irregular and rejected.
8. Bidders may be required to modify their program design and service area, as a condition to receiving funds.
9. If awarded a contract, the Bidder shall warrant and certify that it will comply with the California Drug-Free Workplace Act of 1990 (Cal. Gov.

Code § 8350 et seq.) as amended, including provision of the requisite certification as set forth therein.

10. If awarded a contract, the Bidder will comply with 29 CFR part 93 Certification Regarding Lobbying (and regulation).
11. Successful Bidders will be required to certify and agree that all persons employed by the Bidder, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all federal, state and local anti-discrimination law. The state, EDA and its service providers assure compliance with nondiscrimination provisions of section 188 of the Act.
12. Successful Bidders will be required to ensure program facilities and services are in compliance with the Americans with Disabilities Act (ADA) of 1990.
13. All proposals submitted become the exclusive property of the WDB. The Bidder is responsible for all costs associated with the development of proposals in response to this RFP.

Q. Proposal Review Process

The panel of reviewers, using the standard Evaluation Scoring Criteria, will review proposals using the process listed below:

1. EDA staff will review all proposals and use a standardized evaluation criterion.
2. Proposal reviewers may conduct a site visit to determine the Bidder's ability to deliver services to youth.
3. Based on the proposal evaluation, EDA staff will make funding recommendations to the Youth Council for review and approval.
4. The Youth Council will forward initial funding recommendations to the WDB Executive Committee for review and approval.
5. The WDB Executive Committee will forward funding recommendations to the Riverside County Board of Supervisors for final approval.

R. Evaluation and Scoring Criteria

Each proposal accepted for consideration will be evaluated and rated on its own merits. The emphasis in the evaluation is on **clarity, relevance, and strict compliance** to the RFP requirements. The proposal rating criteria is as follows:

1. Vision Statement	5 points
2. Collaboration	35 points
3. Lead Agency	50 points
4. Youth Opportunity Centers	35 points
5. Core Program Staff	40 points
6. Program Design	
▪ Core Services	50 points
▪ Preparation for Unsubsidized Employment	65 points
▪ Improving Educational Achievement	70 points
▪ Job Placement and Retention	30 points
▪ Support for Youth	60 points
▪ Leadership Development	40 points
7. Service Delivery Strategy	70 points
8. Performance Measurements	30 points
9. Fiscal Capability/Experience & Program Budget	55 points
Total Points	635 points

S. Selection

As part of the selection process, EDA may conduct oral interviews with the Lead Agency and Partners and reserves the right to make site visits. EDA reserves the right to establish additional consideration or criteria for funding, as deemed necessary. Such considerations may be addressed through final contract negotiations.

T. Rejection of Proposals

A proposal shall be rejected prior to scoring if it:

1. Is received at any time after the exact time and date set for receipt of proposals;
2. Is incomplete or fails to meet the RFP specifications, i.e., does not clearly document collaborative partners, including Lead Agency requirements and required partners or an electronic linkage to an EDA-funded Workforce Development Center;
3. Does not include a Proposal Summary Form signed by an authorized signatory for the proposing agency;
4. Is not prepared in the format described; or

5. Contains misrepresentation or lack of accurate and specific information.

U. Appeals Process

If any agency submits a proposal that is not recommended for funding during the review process, and the agency can show that the proposal did not receive due consideration or that other irregularities existed, the agency may appeal the recommendation to EDA. The appeal must be submitted to EDA within ten (10) working days of the notification of refusal, stating the reasons for disagreement with the funding decision. Appeals received after the established time frame will not be accepted. The WDB Appeals Committee will review all appeals and the decision made will be final. Send all funding appeals to:

**Jerry Craig, Assistant Director/Workforce Development Administrator
Riverside County Economic Development Agency
1151 Spruce Street, Riverside, CA 92507
Attn: Appeals Committee – Jurupa WIA Youth Program RFP**

SECTION II

PROGRAM DESIGN AND IMPLEMENTATION

PROGRAM DESIGN

The Riverside County Economic Development Agency (EDA), Workforce Development Board (WDB) and Youth Council are committed to developing a seamless system of services to meet the education, employment and development needs of vulnerable youth residing the Jurupa and Rubidoux communities. The program is designed to move away from short-term interventions to a systematic approach that offers a continuum of comprehensive services over a longer period of time. The goal of the system is to better prepare youth for a successful transition to the workforce and for continued education and training. The program design is based on the following provisions:

A. Formation of a Jurupa/Rubidoux Community Partnership

Entities interested in applying for WIA funds to provide program services and operate the Youth Opportunity Center in Jurupa must establish a collaboration of partnering agencies to deliver program services. The collaboration will be responsible for coordinating and unifying activities and services to ensure youth have access to the required program elements. The collaboration will also ensure the following principles are integrated into its program design:

- Assessment activities that focus on the assets youth possess as well as their needs.
- High expectations communicated throughout program participation.
- Individual service strategies based upon the age and developmental needs of youth.
- Creative forms of learning provided to raise academic, occupational and social skills.
- A variety of workforce development approaches tailored to the needs of youth.
- Establishment of effective, innovative connections with private-sector business.
- Hire and develop competent staff.
- Youth and parental involvement in program evaluation and continuous improvement.
- Leverage resources and funding.
- Emphasis placed on family and/or peer support.

These principles are the effective practices common to successful youth programs identified by the National Youth Employment Coalition's Promising and Effective Practices Network (PEPNET) and the American Youth Policy Forum - More Things that Make a Difference for Youth.

The partnership will have at least four (4) partners, including the Lead Agency. A Partner is defined as an entity having a binding financial or non-financial agreement with the Lead Agency. A fiduciary relationship between the Partners must be established under the guidance of the Lead Agency and with the mutual consent of all Partners. Each Partner must show their commitment to the collaboration by entering into one (1) of two (2) fiduciary relationships:

- Financial – A formal agreement between the Lead Agency and a Partner (subcontractor) in which: a) the Lead Agency reimburses the Partner for all

- costs on a line item basis; or b) the Partner is paid on a fee for performance basis.
- Non-financial – an agreement (MOU) between the Lead Agency and Partner for services without cost reimbursement.

The partnership is strongly encouraged to limit their size to facilitate the effectiveness of the collaboration's ability to coordinate and manage program services and activities. EDA believes that a **maximum of ten (10) Partners** is of sufficient size to effectively implement the services and strategies as outlined in this RFP while maintaining quality control of the collaboration.

The partnership must have at least one (1) representative from the following areas: Community-Based Organization; School District; Post-Secondary Institution; and, Private Sector Business. Additional Partners can be representative of any agency/organization with an expertise in serving youth. Examples of youth serving organizations are Juvenile Justice, Probation, Department of Public Social Services, Faith-Based Organizations, Boys and Girls Clubs, YWCA/YMCA, Mental Health, Department of Community Action – Mentoring Collaborative and Parks and Recreation Districts.

Secondary and Post-Secondary education partners must ensure strong linkages are established with School-to-Career partnerships and activities. School-to-Career resources can serve as important links between communities and schools in assisting youth with acquiring critical workplace and education competencies. School-to-Career should be viewed as the connecting force between workforce development and education systems.

WIA funds may not be used to duplicate services in an area unless it is demonstrated that alternative services would be more effective at achieving the desired program goals and outcomes.

B. Lead Agency

The partnership must designate one (1) partnering agency to serve as the Lead Agency. **RFP's must be submitted by the Lead Agency.** The organization applying as the Lead Agency must have the following qualifications:

- Twelve (12) consecutive months of successful experience within the last two (2) years administering services to youth between 14 and 21 years.
- Must have successfully managed contracts totaling the amount requested under this grant.
- Must have proven capability to provide the core program services as outlined in Section D.
- Must have previous experience and demonstrated ability to collaborate and coordinate programs and services.

The Lead Agency will be responsible for:

- Contracting with the County and fully complying with the terms and conditions of the agreement for the delivery of services.
- Ensuring that the Partnership provides readily accessible services related to the required program elements.
- Ensuring that the Partnership is fully staffed and operational.
- Maintaining fiscal and operational oversight of the collaborative.
- Administering all funds paid to the program and entering into subcontracts and/or memorandums of understanding with partnering agencies.
- Coordinating a centralized service delivery system.
- Maintaining Management Information System (MIS) requirements in accordance with the contract.
- Ensuring the integrity of the Partnership is maintained, and the performance goals are met.

C. Establishment of the Youth Opportunity Center

Critical to ensuring the design requirements are enhanced is the establishment of the Jurupa Youth Opportunity Center. The Youth Opportunity Center will serve as a “One-Stop” for youth to receive program services.

Riverside County Economic Development Agency will locate the space, make renovations and purchase the necessary equipment for center operation. The center will be strategically located in the Jurupa/Rubidoux to ensure accessibility by youth residing in the targeted communities. The center will also be sufficient size to accommodate at a minimum: a resource area where youth can obtain information about employment opportunities; training options; community resources and Youth Center activities; classroom space to conduct workshops, group activities and training; and office space for core program staff.

The Partnership will be responsible for operating the Youth Opportunity Center to deliver program services. The Partnership will provide a safe, comfortable, youth-friendly environment and maintain acceptable hours of operation during after-school hours and weekends. The center should be the central point of communication among partnering agencies and participants.

D. Core Program Staff

Core program staff must be of sufficient size to handle the expected demand for services. Core staff at a minimum should include: Youth Development Specialists to serve as case managers; Business Liaisons to coordinate work-based learning activities, job placement assistance and job retention services; and, Community Liaisons to assist with recruiting youth, particularly out-of-school youth and identifying additional community resources.

To avoid Youth Development Specialists, Business Liaisons and Community Liaisons being spread over several agencies with little or no accountability to the Lead Agency, core program staff must be hired and managed by the Lead Agency or one (1) Partner agency. Collaborations who choose to designate an agency, other than the Lead, to be responsible for the program staff must justify their decision in their narrative response.

Note: Partner agencies can hire staff, other than the core program staff, using WIA funds to support the program services and/or activities they plan to provide as agreed upon by the partnership.

E. Program Requirements

The framework for serving youth under the Workforce Investment Act is based upon a youth development approach where youth are offered a continuum of services over a longer period of time. Thus, the program design should reflect a continuum of services that plans for the needs of youth at different age and developmental stages. For example, the primary focus for 14-15-year-old youth could be to enhance learning opportunities that improve academic achievement through work-based learning activities and occupational skills training. As youth become older, work readiness, employment and post-secondary education may become the primary emphasis. However, flexibility is still needed to ensure the individual needs of each youth are met.

The law mandates that at least 30% of the funds must be spent on out-of-school youth. An out-of-school youth is defined as an eligible youth who is a school dropout or who has either graduated from high school but is basic skills deficient, underemployed or unemployed. Careful consideration must be given to designing program outreach strategies and services to substantially engage out-of-school youth.

The Partnership will be required to provide comprehensive, year-round services to both in-school and out-of-school youth within the context of the WIA framework. Under WIA, comprehensive services consist of a set of program components/activities that can be organized into the following six (6) major categories (review the system design flowchart on page 22A for further illustration):

Core Services

- Development of strong recruitment strategies to engage youth in program participation, including specialized outreach strategies targeting out-of-school youth.
- Comprehensive assessment of each participant's academic, work readiness and occupational skill levels and service needs.
- Development of an Individual Service Strategy for each participant that reflects goals and needs based on assessment outcomes.
- Intensive case management services to ensure all youth are connected to the appropriate program activities and to keep youth engaged.
- Referral and coordination of services.

Preparation for Unsubsidized Employment

- Pre-employment and work maturity skills based on SCANS competencies.
- Paid and unpaid work experience, including private-sector internships and job shadowing
- Summer employment opportunities that are directly linked to academic and occupational learning
- Occupational skills training, including approved pre-apprenticeship and apprenticeship programs

Improving Educational Achievement

- Tutoring and study skills training
- Dropout prevention strategies
- Instruction and activities to raise basic skill levels and English as a Second Language (ESL) instruction
- Alternative secondary school services, including GED preparation
- Preparation for post-secondary educational opportunities

Job Placement and Retention

- Development of strong connections with private-sector businesses to support job placement and retention activities
- Intensive job placement services to assist youth with securing unsubsidized employment
- Job retention activities to support youth with retaining employment

Support for Youth

- Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling
- Connecting youth with caring adult mentors for a period of participation of not less than 12 months
- Access to information about the full array of training and educational programs and appropriate referrals to the programs
- Supportive services include transportation, child care, housing, work-related clothing and tools, and needs related payments that are necessary for program participation. Support services also include linkages to community resources and services
- Follow-up activities for not less than 12 months after completion of participation

It is mandated by law that all youth receive follow-up services for a minimum duration of 12 months after program exit. Follow-up activities need not be resource intensive. Collaborations are encouraged to establish a cooperative role with other agencies and local schools to take advantage of existing activities and resources. Examples of follow-up activities include:

- Job shadowing
- A “Youth Career Exploration” activity
- Periodic peer support group meetings or one-on-one meetings
- Periodic telephone calls to inform youth of ongoing activities such as job fairs or other career activities
- Adult mentoring and tutoring
- Retention services to retain youth in employment, post-secondary training or advanced training
- Leadership development activities

Development of Leadership and Civic Responsibility

- Leadership development activities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours

Leadership development and adult mentoring are considered core elements to the development of youth. **The Partnership must ensure all youth are connected to an adult mentor and/or participate in leadership development activities.** In addition to community service and peer centered activities, leadership development can include activities that promote teamwork, decision making, personal responsibility and citizenship training, positive attitudinal development, self-esteem building, and issues of cultural diversity.

F. Eligible Youth Population

1. Low income
2. Ages 14-21
3. A citizen of the United States or an eligible non-citizen
4. A Riverside County resident
5. Has one or more of the following barriers:
 - a. Deficient in basic skills
 - b. School drop-out
 - c. Homeless, runaway, or foster youth
 - d. Pregnant or parenting
 - e. Offender
 - f. Requires additional assistance to complete an educational program or to secure and retain employment (includes youth with the following barriers: limited English; substance abuse; gang affiliation; at risk of dropping out of school; deficient in work readiness skills; or a high school graduate who is basic skills deficient, unemployed or underemployed)

G. WIA Core Indicators of Performance

The core indicators of performance are divided into two (2) age groups – Youth age 14-18 and Youth age 19-21. A youth must be included in the set of measures that applies based on their age at registration, not at program exit. The indicators according to age category are as follows:

Youth Age 14-18

- Attainment of basic skills or, as appropriate, work readiness or occupational skills.
- Attainment of secondary school diplomas or their recognized equivalents.
- Placement and retention in post-secondary education or advanced training, or placement and retention in military service, employment, or qualified apprenticeship.
- Customer satisfaction

Youth Age 19-21

- Entry into unsubsidized employment
- Retention in unsubsidized employment after program exit
- Earnings received in unsubsidized employment after program exit
- Attainment of a recognized credential relating to achievement of educational or occupational skills
- Customer satisfaction

The core performance measures for youth have been defined to reflect the comprehensive services, linkages between academic and occupational learning and flexibility in program design that are called for under WIA. Great emphasis is placed on providing a continuum of services for youth to achieve multiple outcomes.

Effective program implementation by the Partnership, at a minimum, will be measured by their ability to achieve the desired outcomes. The Partnership must demonstrate its ability to establish a system to obtain, document and report performance data for its youth as required by WIA. Performance levels will be set in accordance with the established State rates at the time of contract negotiations. The Riverside County Workforce Development Board and the Youth Council may establish additional measures to evaluate program effectiveness in the future.

SECTION III

REQUEST FOR PROPOSAL APPLICATION PACKAGE

RIVERSIDE COUNTY ECONOMIC DEVELOPMENT AGENCY
1151 Spruce Street
Riverside, CA 92507
(909) 955-3100

REQUEST FOR PROPOSAL
COVER PAGE

WORKFORCE INVESTMENT ACT
JURUPA YOUTH PROGRAM

REQUEST FOR PROPOSAL
SEPTEMBER 1, 2002 – JUNE 30, 2004

Enter Legal Name of Applying Organization

APPLICATION PACKAGE

Required Documents Check List:

- o Cover Page
- o Application Package Checklist
- o Table of Contents
- o Proposal Summary Form
- o Narrative (RFP Questions) and Required Charts
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- o Partnership Funding Allocation Table
- o Line Item Budget Forms
- o Cost Allocation Plan
- o Drug-Free Workplace Certification
- o Debarment and Suspension
- o Lobbying Certification
- o Nondiscrimination Certification
- o Affidavit of Non-Collusion
- o Articles of Incorporation/Business License
- o Required Current Insurance Documentation

Deadline for Submission – April 26, 2002, on or before 4:30 p.m.

Two (2) original type-written with four (4) copies must be sent or hand delivered to the following address:

WIA Youth Programs Workforce Development Center 1151 Spruce Street Riverside, CA 92507 Attn: Felicia Miller, Program Manager
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**WIA Youth Program
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**WIA Youth Program
Proposal Summary Form**

1. Applicant Information	
Legal Agency Name:	
Contact Person:	Title
Address:	
Telephone:	
FAX:	Email:
2. Tax Information	
Federal Employer Identification No. ____ - ____ - ____ - ____ - ____	
State Tax Identification No. ____ - ____ - ____ - ____ - ____	
3. Type of Organization	
<input type="radio"/> Private for Profit Corporation	<input type="radio"/> Woman-Owned Business
<input type="radio"/> Not for Profit Corporation	<input type="radio"/> Faith-Based Organization
<input type="radio"/> Individual/Sole Proprietorship	<input type="radio"/> Minority Business Owner
<input type="radio"/> Partnership	<input type="radio"/> Community-Based Organization
<input type="radio"/> Public Agency	
4.. Proposed Total Enrollments	5. Funds Requested
# of Participants:	Total Amount: \$
Cost per Participant:	
6. List of Collaborators	

Applicant's Certification

As an authorized representative of the Applicant, I hereby certify that all information provided herein and by attachment is true and correct to the best of my knowledge.

Typed Name of Authorized Representative

Title

Signature of Authorized Representative

Date

PROGRAM NARRATIVE

I. Vision Statement – Building a Better System (5 points)

- a. In a two (2) page executive summary, briefly describe the target area and the risk factors for youth. Discuss the gaps in the current system in the area you plan to serve and how your proposed youth program will fill the gaps in meeting the needs of youth and its impact on the community. Provide references for any statistical information.

II. Collaboration (35 points)

- a. Describe who your Partners are in the collaboration and the type of services they will provide to the program. Describe which services already exist in the area and which services will be developed. Respond to each of the following program categories separately:
 1. Core Services
 2. Preparation for Unsubsidized Employment
 3. Improving Educational Achievement
 4. Job Placement and Retention
 5. Support for Youth
 6. Development of Leadership and Civic Responsibility
- b. Please describe your collaboration's collective experience in providing youth development and employment services.
- c. Describe the mechanisms that will be implemented to ensure continued coordination and cooperation among partner agencies. How will the collaboration resolve conflict?
- d. What system will be implemented to ensure ongoing connections between youth, parents, teachers, the community, and employers?

III. Lead Agency (50 points)

- a. Provide a current description of your organization to include legal status of organization, length of time organization has been in existence, when it was incorporated and state of incorporation. Include a list of the names and addresses of the board of directors and an organizational chart.
- b. Describe the Lead Agency's experience in administering youth programs in the last two (2) years. (At a minimum, the Lead Agency must have twelve (12) months experience within the last two (2) years.)
- c. Describe experience in collaboration and coordination of programs and services.
- d. Describe the strategies the Lead Agency will implement to ensure each Partner is held accountable for delivering the agreed upon services. What

strategies will Partners remain actively engaged in the decision making process of the collaboration?

- e. Describe the Lead Agency's participant record keeping methods to facilitate audits and program compliance reviews. What data collection and reporting systems will be implemented to ensure accountability across the collaboration?

IV. Youth Opportunity Center (35 points)

- a. Summarize the services and activities that will be offered at the Youth Center. Summarize any services and activities that will not be offered at the Youth Center and the location of the services and activities.
- b. What will the hours of operation be, and how did the collaboration determine the most effective hours to meet the needs of youth and families?
- c. Describe how the collaboration will ensure the center provides an inviting, youth friendly atmosphere.
- d. Describe how youth will be involved in the operation of the center and evaluation of program services.

V. Core Program Staff (40 points)

- a. Identify the proposed staffing needs to include at a minimum Program Management, Youth Development Specialists, Business Liaisons and Community Liaisons. Which agency will be responsible for hiring the core program staff? If not the Lead Agency, justify why this agency was selected.
- b. Complete a job description form, identifying duties, education, experience, responsibilities and training plan for each staff in the proposed budget.
- c. How will you recruit and retain quality staff, including paying competitive salaries?
- d. Describe the selection process that will be implemented. How will staff be selected, with the main criteria being their ability to motivate youth and be positive role models?
- e. Provide the expected number of youth each Youth Development Specialist will be assigned at a given point in time, understanding that, over time, many youth will require less attention, and new youth can be brought on to the caseload. Also provide the number of staff that will be working with in-school youth and the number who will be working with out-of-school youth.
- f. Describe how staff will receive training and ongoing staff development to increase staff capacity and expertise in the field of youth development and employment.

VI. Program Design

Core Services (50 points)

- a. Describe how you will actively recruit youth through various strategies rather than waiting for them to apply. How will you recruit out-of-school youth and youth with special needs?
- b. Describe your eligibility and assessment process. What assessment tools will be used to determine the academic and occupational skill levels and service needs of youth?
- c. Describe how the assessment results will be coordinated and integrated with collaborating agencies.
- d. Describe the process for developing an individual service strategy for each participant that reflect goals and needs.
- e. Describe the case management strategies that will be implemented. Include frequency/level of contact between the Youth Development Specialists and youth. How will information on individual participants be shared to enhance the services provided to youth within the collaboration?

Preparation for Unsubsidized Employment (65 points)

- a. Describe the services and activities that will prepare youth for unsubsidized employment.
- b. How will the private sector be involved in the program? List employers and work-sites which have committed to hiring and providing summer employment opportunities, paid and unpaid work experience, including internships and job shadowing. Include letters of intent from employers as Attachments.
- c. If a list of employers has not been identified, describe the collaboration strategic plan for doing so, including activities and timelines.
- d. Describe how summer employment opportunities will be directly linked to academic and occupational learning.
- e. Describe the types of occupational skills training that will be available to youth. Is the training in demand occupations that offer career track jobs?

Improving Educational Achievement (70 points)

- a. Describe the services and activities that will be implemented to support educational achievement (i.e., tutoring, study skills instruction and alternative secondary school services including GED preparation).
- b. Describe the role of secondary education partners in improving the educational achievement of youth.
- c. What services will be provided to support school retention for youth who are at risk of dropping out?
- d. Describe the basic skills and English as a Second Language curriculum, and how it incorporates SCANS competencies. Describe the teaching methods that will be used to provide contextual learning that links academic and occupational skills.

- e. Describe the activities youth will be involved in to encourage and support continued education. Describe the strategies that will be implemented to retain youth in post-secondary training or advanced training.

Job Placement and Retention (30 points)

- a. Describe how strong connections with private-sector businesses will be developed to support job placement and retention.
- b. Describe your job placement and retention services. How will youth who complete occupational training receive assistance with securing a training related job?

Support for Youth (60 points)

- a. Describe how each youth will receive comprehensive guidance and counseling. How will youth receive specialized counseling, such as drug and alcohol abuse counseling?
- b. Describe how youth will receive information about the full array of training and educational programs available to them. Describe the process that will be implemented to connect youth to services not offered by the collaboration.
- c. Describe the strategies that will be implemented to connect youth to adult mentors. What type of training will mentors and youth receive to ensure quality relationships are established? How will the mentor/mentee relationship be supported to ensure a long-term relationship is maintained for at least a 12-month period?
- d. Describe the types of support services that will be available to youth and how these services will be coordinated with existing community resources.
- e. Describe the follow-up activities youth will participate in for a minimum period of 12 months after program exit. What strategies will be used to maintain contact with youth and keep them engaged in the activities?

Development of Leadership and Civic Responsibility (40 points)

- a. Provide a detailed description of the community service projects youth will participate in to gain leadership skills and civic responsibility.
- b. Describe plans for implementing youth development activities, such as conflict resolution classes, and diversity training.
- c. Describe plans for implementing peer-centered activities that build decision-making skills, team work and self-esteem and encourage youth to take responsibility for their own lives.

VII. Service Delivery Strategy (70 points)

- a. Describe how the collaboration will ensure the principles, identified as effective practices by national youth organizations, are integrated in their program design and delivery system. (See page 14 of the RFP)
- b. Describe how the collaboration will provide a continuous flow of services to youth beginning with recruitment to program exit and follow-up. Provide a flowchart of how youth will move through the proposed system from

recruitment to program exit and follow-up. Indicate which Partner is responsible for each service/activity.

- c. Provide a signed Memorandum of Collaborative document to confirm an established relationship with each Partner.
- d. Describe how the array of services will be sequenced and how various activities will be available taking into account the different ages, basic skills proficiency, ethnicity, culture, disabilities, stages of development and job readiness of individual youth. Include how the collaboration will ensure youth receive the services as outlined in their Individual Service Strategy.
- e. When appropriate, how will the collaboration actively engage parents and families in the delivery of services?

VIII. Performance Measurements and Continuous Improvement (30 points)

- a. Provide the collaboration's expected performance outcomes by completing the attached Expected Performance Outcomes Table.
- b. Describe the data collection system that will be established to track, document and report performance outcomes on a regular timetable.
- c. Describe the methods that will be implemented to measure and assess customer satisfaction of youth, involved parents and employers. How will this information be used to ensure continuous improvement?

IX. Fiscal Capability/Experience and Program Budget (55 points)

- a. Describe the ability of the Lead Agency to accept fiscal liability for all funds received and its ability to track and report expenditures. Include a description of the system the Lead Agency has in place to safeguard these funds.
- b. What type of insurance coverage does the Lead Agency currently have? If liability, workers compensation, and property are not covered, indicate when coverage will be obtained. What are the limits currently in place? When does the insurance expire? Include copies of the declaration policy for each applicable insurance policy as an Attachment.
- c. Have any of your collaborative members or any person in the collaborative been subject to fines, or suspension, or committed fraud, default, etc.? If "yes," please explain.
- d. In what ways will your collaborators combine existing financial and other resources to maximize effectiveness?
- e. Complete and submit the attached, required WIA financial forms.

SECTION IV

REQUIRED FORMS AND GLOSSARY

Job Descriptions for WIA Youth Staff

Prepare a job description for each proposed staff position to be funded by WIA, including managerial and supervisory positions.

POSITION TITLE: _____

Directly Responsible to: _____

Statement of Duties and Responsibilities:

Qualifications:

Knowledge, Skills and Abilities:

Training Plan:

EXPECTED PERFORMANCE OUTCOME TABLE

Youth – Ages 14 to 18	Total 9/1/02 to 6/30/03	Total 7/1/03 to 6/30/04
Total Enrollments		
▪ # of In-School Youth		
▪ # of Out-of-School Youth		
Basic Skills Attainments		
Work Readiness Attainments		
Occupational Skills Attainments		
High School Diploma/GED Attainments		
Entered Post-Secondary Training, Apprenticeship, Advanced Training or Military		
▪ Retained in Post-Secondary Training, Apprenticeship, Advanced Training or Military six (6) months after program exit		
Entered Unsubsidized Employment		
▪ Retained in Unsubsidized Employment six (6) to nine (9) months after program exit		
Youth – Ages 19 to 21	Total 9/1/02 to 6/30/03	Total 7/1/03 to 6/30/04
Total Enrollments		
Entered Unsubsidized Employment		
▪ Retained in Unsubsidized Employment six (6) to nine (9) months after program exit		
▪ Average Hourly Wage		
▪ Average Hourly Wage Gain @ three (3) months		
▪ Average Hourly Wage Gain @ six (6) months		
High School Diploma/GED Attainment		
Entered Post Secondary or Advanced Training		
Attainment of Recognized Credential relating to Achievement of High School Diploma/GED or Occupational Skills		

SAMPLE

WIA Youth Program Memorandum of Collaboration

Between the Lead Agency and Partners of the XXXXX Youth Collaborative

Agencies listed below:

1. West Youth Services
2. XXX Community College
3. XXX Printing Services
4. XXX Services

I. PURPOSE

The purpose of this agreement is to create a collaboration/partnership between the above agencies to operate a Youth Opportunity Center under the Workforce Investment Act (WIA) and to work together to plan and implement an integrated delivery of program services and activities

The partnership is an essential and effective means to provide a comprehensive array of year round services to youth 14-21 years old. Programs and providers will coordinate and integrate activities and information, so the system as a whole is coherent and accessible for all youth. This Partnership is committed to providing the required program components and activities that are categorized in the six (6) major categories of core services, preparation for unsubsidized employment, improving educational achievement, job placement and retention, support for youth and development of leadership and civic responsibility.

All enrolled youth will either receive Leadership Development and/or Adult Mentoring. Follow-up services will be provided as a mandatory service to all enrolled youth for at least 12 months after program exit.

II. GUIDING PRINCIPLES OF THE PARTNERS

The XXX Youth Collaborative is committed to ensuring the following guiding principles are integrated into the design and everyday function of the XXX Youth Collaboration's Programs and Youth Center:

- Assessment activities that focus on the assets youth possess as well as their needs.
- High expectations communicated throughout program participation.
- Individual service strategies based upon the age and developmental needs of youth.
- Creative forms of learning provided to raise academic, occupational and social skills.
- A variety of workforce development approaches tailored to the needs of youth.
- Establishment of effective, innovative connections with private-sector business.
- Hire and develop competent staff.
- Youth and parental involvement in program evaluation and continuous improvement.

- Leverage resources and funding.
- Emphasis placed on family and/or peer support.

III. JOINT PARTNER RESPONSIBILITIES

- Partners agree to meet regularly to develop strategies to implement the program components and activities of the WIA Youth Program.
- Partners will participate in continuous, quality improvement activities with the goal of achieving high customer satisfaction as measured and defined by the Partners.
- Partners agree to create, maintain and participate in a staff training system which offers ongoing training to staff for continuous, quality improvement of the collaborative and the services provided through the Youth Center. Staff training will also include keeping abreast of new technologies and service strategies.
- Work in a combined and cooperative effort to provide adequate staffing, equipment and other resources for the collaborative and Youth Center(s) at large.
- Maintain security and safety of staff, participants and equipment.
- Discuss staffing or service change which affects the collaborative and Youth Center with the Partners.

IV. INDIVIDUAL PARTNER(SHIP) RESPONSIBILITIES

- Follow the Policies and Procedures agreed upon by the Partners.
- *The individual responsibilities of each Partner would also be listed in this section, for example, xxx Services agrees to provide job shadowing opportunities and act in an advisory capacity for input into the curriculum to teach employment and readiness skills.*

V. LEAD AGENCY RESPONSIBILITIES

Lead Agency agrees to have responsibility to provide the following:

- Coordination of the centralized service delivery system
- The function of program oversight
- Basic office equipment (desk, chair, telephone) and desktop supplies
- Basic mail services – bulk mailing, certified or registered mail is the responsibility of the Partner Agency
- Reception services including greeting the public, orientation, limited intake, initial referral and consultation
- Telephone services, to include voice mail and long distance access as per lease agreement
- Hiring and managing core program staff
- Youth Center Resource Rooms, specifically to maintain staff available for assisting youth with all resource room tools, activities and to keep Resource Room stocked with appropriate materials, maintain job boards, etc.
- Youth Center Resource Room computer applications and other materials current with industry standards, as financially feasible.

VI. GOVERNANCE

- The Partners will develop a governance process which will allow Partners to participate in decision-making which impacts the Center or services, adhering to any and all collective bargaining agreements in effect.
- The governance structure will include a feedback system to resolve concerns for programs, staff and/or customers.
- The Partners will jointly identify new partners to add and will respond to requests from potential partners. A process for considering new partners and services will be developed by the partnership.
- The Partners will develop policies and procedures for removing Partners from the partnership agreement.

VII. AMENDMENTS

Either *Lead Agency* or *XXX Services* may propose amendments to this agreement at any time by providing written notice. Amendments to this agreement shall require approval by both *Lead Agency* and *XXX Services*.

VIII. CANCELLATION

Either *Lead Agency* or *XXX Services* may cancel the Agreement upon thirty (30) days written notice.

IX. SIGNATURES

This Agreement will be subject to an initial informal review in six (6) months and a formal review annually, thereafter.

Name of Agency	Authorized Signature	Title	Date

WIA Youth PROGRAM
Most Recent Audited Financial Statement

Please attach your agency's most recent audited financial statement.

Agency Name: _____

The attached financial statement is for:

Calendar Year: _____

Fiscal Year: _____

Other Period: _____

**Workforce Investment Act (WIA) Title I Youth
Cost Reimbursement Budget Format**

BUDGET STATEMENT						
SECTION A - IN-SCHOOL & OUT-OF-SCHOOL PARTICIPANT/EMPLOYER COST						
1. Participant Wages						
	Number of Slots	Cost per Hour	Hours per Week	Number of Weeks	Total Wages	
In-School						
Out-of-School						
Total Wages						
2. Participant Fringe Benefits - FICA and Medicare						
			% of Workers Comp. Ins.	% of FICA & Medicare	Total Fringe Benefits	
In-School Youth (ISY)						
Out-of-School Youth (OSY)						
Total Fringe Benefits - FICA/Medicare & Worker's Comp. Insurance						\$
Total Participant Wages and Fringe Benefit Costs						\$

Workforce Investment Act (WIA) Title I Youth Cost Reimbursement Budget Format

Section D - In-Kind Costs											
Staff Position and Name of Staff	# of Staff	Weekly Rate	Hours/ Weeks	# of Weeks	ADMIN COST		PROGRAM COSTS		OSY/ISY COSTS		TOTAL IN-KIND COSTS
					OSY Costs	ISY Costs	OSY Costs	ISY Costs	OSY Costs	ISY Costs	
Subtotal: Staff Salaries											
Employer's Cost of Staff Benefits											
Benefits (Describe)	Rate (%)	Salaries									
SUBTOTAL: STAFF BENEFITS											
Other Expense (specify below)											
SUBTOTAL: OTHER EXPENSE											
TOTAL: STAFF SALARIES											
TOTAL: STAFF BENEFITS											
TOTAL: OTHER EXPENSE											
TOTAL IN-KIND EXPENSE											

**ATTACHMENT B
WORKFORCE INVESTMENT ACT (WIA) TITLE I YOUTH
BUDGET EXPENDITURE PLAN**

Period: 9/1/02 – 6/30/03

		09/02	10/02	11/02	12/021	01/03	02/03	03/03	04/03	05/03	06/03
Admin. Costs	Monthly										
	Y-T-D										
Program Costs	Monthly										
	Y-T-D										
Total Program	Monthly										
	Y-T-D										

Period: 7/01/01 – 6/30/02

		07/03	08/03	09/03	10/03	11/03	12/03	01/04	02/04	03/04	04/04	05/04	06/04
Admin Costs	Monthly												
	Y-T-D												
Program Costs	Monthly												
	Y-T-D												
Total Program	Monthly												
	Y-T-D												

NOTE: These costs are cumulative (across and down).

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS.

The certification set out below is a material representation of fact upon which reliance will be placed when Riverside County Economic Development Agency determines to award a contract. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of contracts, or government wide suspension or debarment.

CERTIFICATION

Pursuant to the Drug-Free Workplace act of 1988 (Public Law 100-690, title V, subtitle D; 41 U.S.C. 701 et seq.) and its implementing regulations at 29 CFR Part 98, Subpart F, the Applicant attests and certifies that the Applicant will provide a drug-free workplace by:

1. Publishing a Statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about:
 - (a) The dangers of drug abuse in the workplace;
 - (b) The Applicant's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of any contract from Riverside County Economic Development Agency be given a copy of the Statement required by paragraph (1);
4. Notifying the employee in the Statement required by paragraph (a) that, as a condition of employment under the contract, the employee will:
 - (a) Abide by the terms of the Statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying Economic Development Agency in writing within ten calendar days after receiving notice under subparagraph (4)(b), with from an employee or otherwise receiving actual notice of such conviction. The notice shall include the identification of each affected contract.
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (4)(b), with respect to any employee who is so convicted:
 - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 as amended; or
 - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1), (2), (3), (4), (5), and (6).

The Applicant, if an individual, or the Applicant's authorized representative executing this application, declares, under penalty of perjury under the laws of the United States, the laws of the State of California, and under the penalties set forth by the Drug-Free Workplace Act of 1988, that this certification is true and correct.

For the Applicant by: _____(Signature)

Typed Name: _____ Title: _____

Date: _____

CERTIFICATION ON DEBARMENT AND SUSPENSION

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFT Part 98 and 93, Section 98.510, Participant's responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pg. 19160-19211).

1. The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective recipient of Federal assistance funds is unable to certify to statements in this certification, such prospective participants shall attach an explanation to this proposal.

Name and Address of Organization

Name and Title of Authorized Representative

Signature

Date

CERTIFICATION REGARDING LOBBYING

The following certification is specifically incorporated into any proposal or bid the Applicant has submitted, is submitting or may submit in the future to Economic Development Agency, with or without incorporation by reference in the solicitation; regardless of whether such solicitation is issued by public notice or other means; and regardless of whether such solicitation is presented in writing, orally, electronically, or by other means.

If you are unable to certify as follows, this application automatically will be rejected.

CERTIFICATION

The Applicant certifies that –

- A. No federal appropriated funds have been paid or will be paid, by or on behalf of the Applicant, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

- B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

- C. The Applicant shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Title 31 U.S. Code § 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

For the Applicant by: _____(signature)

Typed Name: _____ Title: _____

Date: _____

CERTIFICATION REGARDING NON-DISCRIMINATION

The Applicant recognizes that the County of Riverside, the Workforce Investment Board and EDA cannot contract with any organization which is not in compliance with the following assurances and certifications.

CERTIFICATION

The Applicant certifies that it does and will continue to comply with the prohibitions against discrimination:

- A. as approved by the provisions of JTPA Act 167 and Final Rule 627.210;
- B. on the basis of age under the Age Discrimination Act of 1975;
- C. on the basis of disability under section 504 of the Rehabilitation Act of 1973;
- D. on the basis of sex under title IC of the Education Amendments of 1972;
- E. on the basis of race, color, or national origin under title VI, of the Civil Rights Act of 1964;
- F. on the basis of race, color, religion, sex, national origin, age, disability, or political affiliation or belief;
- G. on the basis of any disability under the Americans With Disabilities Act of 1990; and
- H. on the basis of any other characteristic or status prohibited by the laws of the United States, the State of California, and the County of Riverside.

For the Applicant by: _____ (Signature)

Typed Name: _____ Title: _____

Date: _____

AFFIDAVIT OF NON-COLLUSION

The following certification is specifically incorporated into any proposal or bid the Applicant has submitted, is submitting or may submit in the future to EDA, with or without incorporation by reference in the solicitation; regardless of whether such solicitation is issued by public notice or other means; and regardless of whether such solicitation is presented in writing, orally, electronically, or by other means.

As used in the affidavit, the term "Proposer" shall mean the Applicant herein and shall include the term "bidder" used elsewhere in procurement notices, policies, procedures, and other issuances of Riverside County EDA.

AFFIDAVIT

The Proposer, or its duly authorized representative, does depose, say, and declare that this proposal is genuine and not a sham or collusive, not made in the interests or on behalf of any person or entity not herein named, and that the Proposer has not directly or indirectly induced or solicited any other proposer to put in a sham proposal, or any other person, firm or corporation to refrain from submitting a proposal, and that the Proposer has not, in any manner, sought by collusion to secure for itself and advantage over proposer.

The Applicant, if an individual, or the Applicant's authorized representative executing this application, declares, under penalty of perjury under the laws of the United States and the laws of the State of California that this certification is true and correct.

For the Applicant by: _____ (Signature)

Typed Name: _____ Title: _____

Date: _____

GLOSSARY OF TERMS

Adult Mentoring	Youth advocacy, instruction and constructive critiquing of youth's academic performance and social behavior provided by a caring adult to challenge youth to attain short-term goals that will ultimately lead to becoming self-sufficient and successful adults.
Apprenticeship	A qualified apprenticeship is a program approved and recorded by the ETA/Bureau of Apprenticeship and Training (BAT) or by a recognized State Apprenticeship Agency.
Assessment	Independent comprehensive evaluation of an individual to identify skills, abilities, aptitudes and interest used to design a service strategy and/or training plan.
Basic Skills Deficient	An individual who computes or solves problems, read, writes, or speaks English at or below the 8.9 grade level or is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society.
Basic Skills Goal	Measurable increase in basic education skills including reading comprehension, math computation, writing, speaking, listening, problem solving, reasoning, and the capacity to use these skills.
Basic Skills Training	Remedial training in reading, writing, English and math to improve skill levels of an individual to complete training and retain employment.
Career Planning	Exposure of individuals of various career options, through guest speakers, job shadowing, learning the use of Labor Market Information, etc.
Classroom Training	Training conducted in a classroom setting designed to train students in specific skills and/or subject.
Case Management	A procedure to plan, seek, coordinate and monitor services from a variety of agencies and staff, on behalf of a client. The youth advocate-case manager uses the assessment results to develop, with active input from the youth, a comprehensive Individual Service Strategy (ISS), coordinate services, advocate for the youth, monitor program progress and frequently reassess the youth's progress and needs.
Co-enrollment	Participants, 19-21, enrolled simultaneously in both the WIA Youth Program and the WIA One-Stop system, as an adult.
Collaborative	A mutually and well-defined relationship entered into by organizations to achieve common goals. The relationship includes a commitment to: mutual relationships and goals; jointly developed structure and shared responsibility; mutual authority and accountability for success; and sharing of resources.
Core Services	Core services include: recruitment and outreach; comprehensive assessment of academic and occupational skill levels, and service needs; development of an Individual Service Strategy; and intensive case management services.
Credential Attainment	Attainment of a recognized credential related to achievement of educational skills - High School Diploma/GED or occupational skills.

Department of Labor	The department of the Federal government responsible for the governance of the Workforce Investment Act service system.
Foster Youth	A youth between 14 and 19 years who is receiving child welfare services through the Department of Public Social Services.
Guidance and Counseling	A service activity provided to develop positive attitudes towards learning and social behavior, self-esteem building, decision-making leading towards future careers and responsible citizenship.
Indirect Cost Rate	The rate a service provider may charge a Federal contract for indirect costs that is approved by a cognizant Federal Agency, such as the Department of Education.
Individual Service Strategy (ISS)	A universal tool used to accurately reflect service needs, strategies and program goals, and to measure a youth's progress and services received, throughout the program.
Intermediary	An entity or organization which brokers and supports relationships between schools and employers for the purpose of providing students with real work experience. Intermediary organizations may recruit employers for schools, match students with work-based learning opportunities, provide technical assistance to teachers, employers, parents or other stakeholders, and help students connect what they are learning on the job with the classroom activities. Intermediary organizations may include, but are not limited to nonprofit organizations, Chamber of Commerce, workforce development or employment entities, or schools.
Leadership Development Opportunities	Activities that foster positive social behavior, decision making, team work and other activities including: a) Exposure to post-secondary educational opportunities 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 f) Citizenship training, including skills training such as parenting, work behavior training and budgeting of resources.
Low Income	An individual who falls within one or more of the following: a) Family receives public assistance b) Meets poverty guidelines c) Homeless d) Foster child e) Disability
Memorandum of Collaborative	An agreement developed and executed between the Lead Agency and collaborative partners relating to the operation and management of a WIA Youth Program Collaborative.
Military Service	Reporting for active duty in one of the military branches.
Multiple Outcomes	A participant satisfying and achieving the necessary requirements to have two or more allowable outcomes .

Occupational Skills Goal	Primary occupational skills encompass the proficiency to perform actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels.
Occupational Skills Training	Training that includes apprenticeship programs and training opportunities in local growth industries.
Offender	Any adult or juvenile who is or has been subject to any stage of the criminal justice process, for whom services under WIA may be beneficial.
Outcome	Documented effect or impact of a service or intervention upon an individual.
Out of School Youth	A youth who is no longer attending ANY school, including continuation and alternative education facilities, who has not received a secondary school diploma or a General Equivalency Degree (GED); or, who has graduated from high school but is basic skills deficient, underemployed or unemployed.
Participant	An individual who has been determined to be eligible to participate in and who is receiving WIA services (except follow-up services).
Partnership	See "Collaborative."
Performance Measures	Measurable outcomes and indicators imposed by the Department of Labor and State of California on EDA and its WIA service providers.
Pre-employment Work Maturity Skills	The basic skills that assist a youth to find and sustain employment, such as, resume writing, completing an application, interviewing techniques, how to dress, punctuality, regular attendance, demonstration of positive attitudes/behaviors, completing tasks effectively, etc.
Program Activities	Direct or indirect services provided by a collaborative or outside entities designed to achieve desired program outcomes. Examples are adult mentoring, client management, computer literacy training, work experience, etc.
Program Exit	A specified date in time when a participant has completed all scheduled program services, except follow-up or has not received any services for 90 days. A participant may have a planned gap in services greater than 90 days without being exited due to health/medical conditions or delays due to training start dates.
School Drop Out	An individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent and is not enrolled in an alternative school.
School-to-Career	A method of teaching that prepares students for college and the job market, by integrating academic studies with real world applications and work-based learning experiences. Work-based learning can include job shadowing, interning with local employers and organization, or participation in school-based business enterprises.
Stipends	Monetary payment, used as an incentive to retain youth in a program, which may be given upon completion of established program benchmarks or upon final program completion.
Subcontract	A legal agreement in which an organization agrees to provide services,

	activities or materials necessary to fulfill an agreement.
Support Services	A wide range of services which assist a youth to remain in training, or to obtain employment, such as: transportation, childcare, books, housing, tools, etc.
Temporary Assistance for Needy Families (TANF)	The Federal welfare assistance program which replaced Aid to Families with Dependent Children (AFDC).
The Secretary's Commission on Achieving Necessary Skills (SCANS)	The Secretary's Commission on Achieving Necessary Skills (SCANS), incorporates competencies, foundation skills and personal qualities that are needed for solid job performance. For more information visit www.scans.jhu.edu/
Unemployed	An individual who doesn't have a job and who wants to and is available to work.
Vocational Education	Education offered by an accredited school that is targeted for specific occupations.
WIA Area	A combination of local areas that are partly or completely in a single labor market area, economic development region, or other appropriate contiguous sub area of a state, that is designated by the State under WIA Section 116(c).
WIA Youth Eligibility Requirements	<ol style="list-style-type: none"> 1. A citizen of the United States or an eligible non-citizen 2. Aged 14 through 21 3. Low income 4. A resident of Riverside County, who has one or more of the following at-risk characteristics: <ol style="list-style-type: none"> a) Deficient in basic skills b) School dropout (out of school youth) c) Homeless, runaway or foster child d) Pregnant or parent e) Offender f) Requires additional assistance to complete an educational program or to secure and hold employment, including emancipated youth, youth with disabilities, youth with limited English proficiency, youth with a family of chronic unemployment history
Workforce Development Center	An EDA-funded employment and training facility that provides access to all essential services to obtain employment and training opportunities.
Work Experience	Planned, structured learning experiences that take place in a workplace for a limited period of time. Work experience may be paid or unpaid in the private for-profit sector, nonprofit sector, or public sector.
Workforce Development Board (WDB)	A local board appointed by Riverside County Board of Supervisors in accordance with State criteria that sets policy for the workforce development system countywide. Is responsible for a variety of funded programs.

Work Readiness Skills Goal	Work Readiness skills include world of work awareness, labor market knowledge, occupational information, values clarification and personal understanding, career planning and decision-making, job search techniques, and positive work habits and behaviors. Work Readiness also encompasses survival/daily living skills such as using the phone, telling time, shopping, renting an apartment, opening a bank account, and using public transportation.
Youth Opportunity Center	A safe, comfortable youth friendly environment where youth and professional staff can interact. Serves as a “one-stop” for youth to receive employment, training and developmental services.
Youth Council	Mandated advisory body to the WDB. Assists in the development of portions of the local plan, recommends eligible youth providers, conducts oversight and coordinates youth activities.