



REQUEST FOR PROPOSAL

PROGRAM YEAR 2019 WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) TITLE I YEAR-ROUND IN-SCHOOL YOUTH PROGRAM

RFP Release Date: January 9, 2019
Proposal Deadline: March 1, 2019

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Equal Opportunity Employer/Program
Auxiliary aids and services available to individuals with disabilities.

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I. INVITATION TO BID

To: All Potential Workforce Innovation and Opportunity Act (WIOA) Title I In-School Youth Program Providers

From: Danielle Frazier, President & CEO

Date: January 9, 2019

Subject: Request for Proposal – WIOA Title I – In-School Youth Program

Charlotte Works is currently accepting proposals for the operation of the WIOA Title I In-School Youth Program in Mecklenburg County.

The enclosed Request for Proposal (RFP) package contains the application instructions, specifications describing the services sought, budgeting requirements and format criteria for proposal review.

While every effort has been made to include all necessary information, specifications and examples, the possible need for clarification, interpretation and other detail is recognized.

We request that bidders submit a letter of intent (non-binding) indicating their interest in bidding by January 23, 2019. For your convenience, we have enclosed a suggested format for the letter of intent (See Appendix I).

SCHEDULE FOR REVIEW, AWARD AND NOTIFICATION OF PROPOSING ORGANIZATIONS

RFP Released	January 9, 2019
Bidders' Conference	January 17, 2019 @ 10am Location: Packard Place 222 S Church St. Charlotte, NC 28202
Letter of Intent to Bid (non-binding) due	January 23, 2019
Proposals Due – 12 p.m.	March 1, 2019
Review Committee	March/April 2019
Board Action	April/May 2019
Notice of Selection	April/May 2019
Contract Period Begins	July 1, 2019

ANY PROPOSALS RECEIVED AFTER THE DUE DATE AND TIME, REGARDLESS OF POSTMARK OR MAILING RECEIPT DATE OR WITHOUT THE SPECIFIED NUMBER OF COPIES, CLEARLY MARKED, WILL NOT BE CONSIDERED FOR SELECTION.

Thank you for your interest in providing training services to participants in the WIOA Title I In-School Youth Program.

Enclosures: RFP Package

Please submit one original (clearly marked) and six (6) copies of the proposal and attachments in three-ring binders to:

Charlotte Works

**Attention: Danielle Frazier, President & CEO
11301 Carmel Commons Blvd., Suite 301
Charlotte, NC 28226**

All proposals are due by 12 p.m. on March 1, 2019.

II. GENERAL OVERVIEW

A. Purpose of This Solicitation

The purpose of this Request for Proposal (RFP) is to solicit competitive proposals from qualified organizations to fund specific youth services and activities under Title I of the Workforce Innovation and Opportunity Act (WIOA) of 2014. Proposals are solicited for comprehensive year-round youth programs for WIOA-eligible in-school youth (high school juniors and seniors) who reside in Mecklenburg County. Funding awards and contracts under this solicitation are expected to begin July 1, 2019.

The objective of this RFP is to solicit proposals that have a focus on providing work-based learning opportunities for youth. These opportunities include, but are not limited to, job-shadowing, internships, apprenticeships and more. Charlotte Works is seeking a partner that provides a cost-effective service delivery plan that results in these enhanced experiences for young people. Proposals should demonstrate coordination efforts with Charlotte-Mecklenburg Schools (CMS), the business community and Charlotte Works. Proposals should also highlight innovative and collaborative approaches to providing youth with the skills essential to be successful in careers that have been defined as high-growth, high-demand industries within the Charlotte region (See Appendix II).

Proposals should include all items listed in the proposal specifications section of this RFP. Proposals may be submitted to serve in-school youth only. Please note that proposals to serve out-of-school youth will not be considered for funding under this RFP. Proposals should be based on youth development principles and best practices that support, motivate and prepare youth for continuing educational achievements, successful transition into adulthood and long-

term employment success. The proposed services, design and implementation strategies must be age-appropriate and provide a customized mix of services to address individual needs and goals and lead to the attainment of the youth performance measures.

B. Terms of Selection

The Charlotte Works' youth program committee is a feature of the workforce investment system that assists with the development of youth employment and training policy, brings a youth-development perspective to the establishment of such policy, establishes linkages with other local youth-services organizations and takes into account a range of issues that can have an impact on youth success in the labor market. The youth program committee is established as a sub-committee of Charlotte Works and includes representatives of youth services. One of the many responsibilities of the youth program committee is to develop portions of the local WIOA plan relating to youth and provide guidance and oversight on youth programs. The youth procurement RFP committee will identify youth programs that meet the framework criteria established by the youth program committee and recommend to Charlotte Works for funding consideration.

Charlotte Works reserves the right to accept or reject any or all proposals received. Charlotte Works also reserves the right to waive informalities and minor irregularities in offers received. All solicitations are contingent upon the availability of funds.

Charlotte Works may accept any item or group of items of any offer, or award more or fewer slots at the same price bid unless the proposer qualifies its offer by specific limitations.

Charlotte Works may select a service provider based on initial offers received, without discussion of such offers. Accordingly, each initial offer should be submitted on the most favorable terms from a price and technical standpoint that the proposer can submit to Charlotte Works. However, Charlotte Works reserves the right to request additional data, oral discussion or documentation in support of written offers.

Any proposer may be requested to make an oral presentation of its proposal(s) to Charlotte Works after its opening. Charlotte Works' staff will schedule the time and location for these presentations if required.

C. Background

WIOA Title I formula funds are allocated to local workforce development boards for youth services. Local organizations may use the funds to provide services for in-school youth between the ages of 16 to 21 who are juniors and seniors in high school and meet the federal WIOA eligibility criteria. Charlotte Works is the grant recipient and administrative entity for the WIOA program. Contracts entered into with WIOA service providers will contract with Charlotte Works. All parties contracting with Charlotte Works must comply with the U.S. Department of Labor (DOL) regulations and any other interpretations published by DOL. Administration and operation of this program are subject to compliance with the federal WIOA of 2014, state and local policies

and procedures as issued by Charlotte Works. Funded proposals will be required to meet specific federal, state and local guidelines for participant outcomes and program performance.

Under the WIOA, Title I youth funds are intended to:

- provide eligible youth with assistance in achieving academic and employment success, including a variety of options for improving educational and skill competencies and an effective connection to employers;
- ensure ongoing mentoring opportunities with adults committed to providing such opportunities;
- provide opportunities for training;
- provide continued supportive services;
- provide incentives for recognition and achievement; and
- provide activities related to leadership development, decision-making, citizenship and community service.

Youth programs are required to provide, either directly or through linkages with various community and public institutions, the following 14 elements:

- tutoring, study-skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to the completion of the requirements for a secondary-school diploma, its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized post-secondary credential;
- alternative secondary-school offerings or dropout recovery services;
- paid and unpaid work experiences that have academic and occupational education components. A minimum of 20 percent of proposers' total budget will be reserved for paid work-based learning, which must include pre-apprenticeship programs, internships and on-the-job training opportunities.
- occupational-skills training, which shall include priority consideration for training programs that lead to recognized post-secondary credentials that are aligned with in-demand industry sectors or occupations in the local area;
- education offered concurrently with, and in the same context as, workforce preparation activities and training for a specific occupation or occupational cluster;
- leadership development opportunities including community service and peer-centered opportunities encouraging responsibility and other positive social and civic behaviors;
- supportive services, which are defined by DOL as funds that are spent on behalf of WIOA individuals who are registered in WIOA youth programs and unable to obtain supportive services through their own means or through other programs providing such services. Supportive services are only allowable when they are necessary to enable eligible individuals to participate or remain in WIOA youth programs, i.e., education

completion, occupational and/or post-secondary training and job-search or comprehensive counseling. Supportive services are also allowed to maintain retention in employment, training or other acceptable post-program activities;

- adult mentoring for the period of participation, which is defined as any service that provides youth with opportunities to develop a positive relationship with an adult who provides a positive role model for educational, work, personal or social skills;
- follow-up services, which is defined as any service that assists youth with completing training or securing a job for at least 12 months after completion of the WIOA youth program;
- comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referrals;
- financial literacy education, which is defined as any service that assists youth with financial stability, i.e., budgeting, student loans or bank accounts;
- entrepreneurial-skills training, which is defined as any service that assists youth with the knowledge and skills to start and grow a business;
- services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area such as career awareness, career counseling and career exploration services; and
- activities that help youth prepare for, and transition to, post-secondary education and training.

Programs should have strong connections to local employers and post-secondary education and training institutions, including the adult career center and training system.

Charlotte Works will award grants to service providers who collaborate with youth-serving organizations and local businesses/organizations that demonstrate the ability to develop and implement strategies resulting in the following outcomes:

- youth acquire a high school diploma and/or an occupational-specific degree or certificate;
- youth enter a post-graduate training program or apprenticeship;
- youth show an increased proficiency in literacy and numeracy;
- youth acquire work-readiness skills and/or obtain employment; and
- youth are exposed to “career track” work experiences.

Charlotte Works has determined a priority of need for in-school youth services in two areas:

- career exploration of in-demand fields, including job-shadowing, internships, paid and unpaid work experiences and industry tours; and
- exposure to all post-secondary education options and programs that lead to career pathways in the Charlotte region.

D. Eligible Youth

WIOA-funded services may be provided to youth ages 16 to 21. To be eligible, youth must:

- be a U.S. citizen or eligible non-citizen; and
- be a Mecklenburg County resident; and
- live in a low-income household; and
- comply with the military Selective Service Act; and
- needs additional assistance to enter or complete an educational program or to secure or hold employment; and
- have one or more of the following additional barriers:
 - deficient in math and reading; and/or
 - an English-language learner; and/or
 - a homeless, runaway or foster child; and/or
 - aged out of the foster care system; and/or
 - pregnant or parenting; and/or
 - an individual with a disability; and/or
 - an offender.

Prior to enrollment into a WIOA Title I activity, youth must be certified as eligible under WIOA guidelines. Service providers are responsible for determining, verifying, completing the intake process and certifying WIOA eligibility for each youth applicant by obtaining acceptable records/documents. These verification documents must be maintained in a paperless system. Files will be reviewed by Charlotte Works' staff for certification and periodically during Charlotte Works' monitoring. Only youth who have been certified by Charlotte Works as WIOA-eligible by completion of required forms and whose documentation to verify eligibility has been obtained by staff may be enrolled to receive WIOA services.

E. Matching Funds Requirement

In addition to a WIOA budget, all proposals must include a match budget from the proposing organization in the form of cash or in-kind services. The match budget submitted by the respondent shall be equal to not less than 20 percent of the total proposed WIOA budget.

F. Available WIOA Youth Funding

In-School Youth Program *Up To* \$470,000

Respondents' proposed budgets must be within the amounts indicated and must be reasonable based on proposed service level and service delivery plans. Subsequent revisions and negotiations of final contract budgets may be required due to actual allocation received and funding award decisions.

III. SCOPE OF WORK

A. Design and Delivery of Services

Respondents' proposals should reflect appropriate activities based on the expectation that youth may be enrolled in WIOA services for the time period determined by the Individual Service Strategy (ISS). Respondents should also reflect the availability of the 14 required program elements through WIOA funds and through collaboration with other community partners and resources. A variety of workforce development activities should be available to help youth identify personal and vocational interests and begin to clarify long-term employment goals.

The proposals should demonstrate strong, existing linkages with Charlotte-Mecklenburg Schools (CMS) and business community partners to extend and enhance learning opportunities as part of a year-round strategy to improve academic achievement and build connections between work and learning. In-school youth (high school juniors and seniors), who are basic-skills deficient must have a WIOA service-strategy plan that includes achievement of measurable basic-skills improvement. The proposals should outline how the successful contractor will help youth acquire critical workplace and education competencies.

B. Transitioning and Serving Youth Currently Enrolled in WIOA Activities

In the event that Charlotte Works' WIOA youth funds are awarded to new providers in Mecklenburg County beginning July 1, 2019, it is expected that new provider staff will arrange for the following meetings (at minimum) in order to better serve youth who are continuing in WIOA: an in-person meeting with Charlotte Works' staff to discuss individual youth cases and an orientation meeting/open house for WIOA youth and parents to introduce staff, explain any changes in the delivery of services and address questions and concerns.

C. Coordination Between Contracted WIOA Youth Services and Charlotte Works

Federal regulations require that WIOA-funded youth services be connected to the local NCWorks Career Center in the following ways: coordination and provision of youth activities, access for eligible youth to the array of information and services required by the law and linkages to the job market and employers.

Successful respondents are expected to establish and maintain an active and collaborative partnership with Charlotte Works. This includes, but is not limited to, participating in appropriate workforce development community activities (workshops, job fairs, etc.). Respondents' proposals must describe how the above requirements will be met to ensure that coordination efforts between service providers and NCWorks Career Centers benefit the youth and adhere to the intent of the law.

D. Requirements for All Youth Served Under WIOA

Proposals should address how the following requirements will be met as part of an overall WIOA youth services design.

1. Eligibility Determination and Verification/WIOA Registration

Prior to enrollment into a WIOA Title I activity, youth must be certified as eligible under WIOA guidelines. Service providers are responsible for determining, verifying and certifying WIOA eligibility for each youth applicant by obtaining acceptable records/documents. These verification documents must be maintained in a paperless system. Files will be reviewed by Charlotte Works' staff for certification and periodically during Charlotte Works' monitoring. Only youth who have been certified by Charlotte Works as WIOA-eligible by completion of required forms and whose documentation to verify eligibility has been obtained by staff may be enrolled to receive WIOA services.

Selective Service registration is required for all male applicants born after Dec. 31, 1960. Males must be properly registered within 30 days of their 18th birthday. If a male applicant becomes 18 years of age while participating in WIOA activities, he must register with Selective Service. Any male in violation of the Selective Service registration requirements is ineligible for WIOA. The service provider will be responsible for assuring compliance with the Selective Service registration requirement.

2. Comprehensive Assessment

WIOA requires that youth service providers administer or obtain a thorough and in-depth assessment of the academic level, skill levels and service needs of each youth at the time of enrollment into WIOA activities. Assessment should be carefully planned and administered to collect specific, relevant information leading to an appropriate mix and sequence of services and interventions. Youth service providers will use only assessment tools and strategies that are valid for youth. An initial assessment will include basic skills, work-readiness skills, occupational skills, prior work experience and barriers to employment. Youth service providers will assess a youth's family situation; occupational interests and aptitudes; financial supportive service and developmental needs. Assessment information should be acquired through various means including, but not limited to, standardized tests, structured interviews, behavioral observations, inventories, career guidance instruments, performance-based or competency-based assessment tools and, where the information is current and reliable, assessment results from another service provider (school or organization). Charlotte Works requires a use of the Tests of Adult Basic Education (TABE) for basic-skills testing and assessment tools for assessing career interests and aptitudes.

Assessment instruments, especially online tools, used to measure learning styles, life skills and more must be adequately researched by WIOA staff prior to use to determine that they are objective, conform to widely accepted standards for validity and reliability and are age appropriate for youth. WIOA staff must have adequate training in the

administration, scoring and proper use of test results. Information collected from the assessment process serves as the basis for individualized-service planning in order to achieve the educational and employment outcomes desired for each youth. Assessment should be an ongoing process throughout participation in WIOA in order to track each youth's progress and to measure and record personal growth, skill-goal attainment and achievement of planned objectives. Progress testing should occur at regular intervals to determine the likelihood of basic-skill attainment within the time parameters allowable (one year or less) and to determine the need to try other strategies or approaches when learning gains are not occurring as expected.

3. Individual Service Strategy (ISS)

Each youth enrolled into WIOA will have a written, individualized plan of services and activities of an appropriate mix of the 14 required program elements, including appropriate learning objectives and goals based on the entry-assessment information. The Individual Service Strategy (ISS) is completed and updated in the NCWorks Online database and a hard copy provided to the youth and placed in his/her participant file. The ISS is intended to provide in-depth information about a youth, both history and present circumstances, to create a plan of action agreed upon by the youth and staff working together. The ISS will set clear and realistic goals for educational advancement, entry into employment in a targeted industry and continued learning and development.

4. Comprehensive Career and Case Management

The WIOA service provider will provide comprehensive case management services to youth as part of the year-round strategy to support and assist youth to attain meaningful outcomes. Staff is expected to work closely with youth to provide support and guidance, address needs and barriers, solve problems, serve as role models and assist in the attainment of the objectives and goals agreed upon in the ISS. Regular personal contact between a case manager and the young person is essential. Based on the case management relationship, the youth should be aware that he/she has support and accountability in working to achieve his/her personal goals. Primary case management functions are services coordination, advising and counseling, advocacy, follow up and accurate and timely record keeping.

5. WIOA Data Validation and Record-Keeping

The U.S. Department of Labor has issued a data validation policy that establishes record-keeping requirements to ensure the accuracy and integrity of information collected and reported on WIOA activities and program outcomes. The federal policy mandates that states "demonstrate the validity of reported data," and North Carolina has set a statewide policy to conduct data validation annually. Charlotte Works has developed guidelines and instructions for participant records/files that include file content and structure, data-validation labeling requirements and file maintenance. Charlotte Works will work closely with the service provider to gather data and will be responsible for data validation and comprehensive record-keeping.

6. Information and Referrals for WIOA-Eligible Youth

Eligible youth will be provided information on services and opportunities that are available from WIOA service providers and Charlotte Works. WIOA service providers will refer eligible youth to other educational, employment, training and/or human service organizations that have the capacity to serve them. This requirement applies to youth who may benefit from services other than WIOA or in addition to WIOA-funded activities. Charlotte Works and the service provider will maintain records of these referrals and the outcome.

7. Referrals and Record-Keeping for Youth Not Meeting WIOA Eligibility

Youth who are not eligible for WIOA, or those who can be better served by another organization or program, should be referred to appropriate community agencies and/or organizations.

Charlotte Works is responsible for maintaining applicant records, including WIOA intake forms and eligibility documentation copies of eligible youth who are not enrolled (for whatever reason) and those who are determined to be ineligible for WIOA services.

E. WIOA Performance

WIOA's emphasis on year-round youth services recognizes the need for substantial interventions in the lives of at-risk youth in order to achieve meaningful outcomes. Charlotte Works' required outcomes will be provided at the beginning of the contract period. Also, all youth who receive WIOA-funded services will be measured against the U.S. Department of Labor's WIOA Common Measures for Youth.

The Common Measures are an effort to simplify and consolidate performance measures across many federal grants. Programs should emphasize retention in program services until participants have reached the goals identified in their service strategy plans. They include:

- **Placement in employment or education:** (Of those who are not in post-secondary education or employment including the military at the date of participation), uses the number of youth participants who are employed (including military) or enrolled in post-secondary education and/or advanced training/occupational-skills training in the second quarter after exit, divided by the number of youth participants who exit during the quarter.
- **Retention in employment, education or training:** Percentage of participants in education, training or unsubsidized employment, measured in the fourth quarter after exit.
- **Earnings after entry into unsubsidized employment:** Median earnings of participants in unsubsidized employment during the second quarter after exit.
- **Attainment of a degree or credential:** Percentage of participants who obtain a recognized credential or secondary diploma or its recognized equivalent during participation or within one year after program exit. A secondary diploma does not count toward credential attainment unless the participant is enrolled in post-secondary

education or has obtained employment within one year after earning the secondary diploma.

- **In-program skills gain:** Defined by the U.S. Department of Labor, a measurable skills gain is the percentage of participants who, during a program year, are in education or training programs and who are achieving measurable skills gains, defined as documented academic, technical, occupational, or other forms of progress towards a recognized post-secondary credentials.

Bidders are asked to propose projected outcomes based on those listed in the planned youth outcomes data sheet (Attachment D). Bidders also must identify the number of youth to be served and project their ages and the percentage of youth who attain each of the performance indicators listed above.

The bidder is responsible for follow-up services to participants at three months, six months, nine months and 12 months after exiting the program.

Charlotte Works will manage administrative functions and program oversight of contracts to include monitoring, overall program assessment and implementation of the continuous improvement process.

F. North Carolina Workforce Innovation and Opportunity Act Management Information System (MIS)

Charlotte Works is required to use the MIS system (NCWorks) to track all clients from initial contact through intake/application, eligibility certification, WIOA registration, enrollment into selected activities, case management/case notes, activity status updates, outcomes reporting, exit and post-exit follow-up.

IV. FISCAL AND ADMINISTRATIVE REQUIREMENTS FOR WIOA CONTRACTORS

A. State and local government organizations that receive WIOA Title I Youth funds must comply with the Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (29 CFR Part 97), Office of Management and Budget (OMB) Circulars A-87 and A-133 and the Single Audit Act Amendments of 1996. Institutions of higher education and nonprofit organizations must comply with the Uniform Administrative Requirements codified at 29 CFR Part 95 and OMB Circulars A-110, A-122 and A-133 as appropriate.

B. All contracts between the Charlotte Works and units of state or local government will be conducted on a cost reimbursement basis only.

C. Cooperation with WIOA Contract Monitoring and Audit Procedures

In accordance with WIOA regulations, contracted service providers must cooperate with any monitoring, inspection, audit or investigation of activities related to WIOA contracts. These activities may be conducted by the North Carolina Division of Workforce Solutions, the U.S. Department of Labor and Charlotte Works. This cooperation includes access to, examination of, and/or photocopying of books, records, files, documents, property or equipment related to all aspects of WIOA-funded activities under this contractual agreement.

D. Wage and Labor and Health and Safety Standards

Youth employed in work-related activities under WIOA must be compensated in accordance with applicable law, but not less than the higher of the rate specified in the Fair Labor Standards Act of 1938 or the applicable state minimum wage law.

Health and safety standards under federal and state law otherwise applicable to working conditions of employees are equally applicable to working conditions of WIOA youth participants engaged in work experiences. **Workers' compensation insurance coverage must be secured for youth participants in work experiences.**

E. Authority to Re-Capture and Re-Distribute Funds

Charlotte Works has the authority to re-capture and re-distribute youth funds quarterly based on the following criteria not being met:

- staffing levels,
- enrollments,
- caseloads,
- spending levels, and/or
- performance.

V. INSTRUCTIONS AND GUIDELINES FOR SUBMISSION OF PROPOSALS

To be considered, proposals submitted in response to this RFP must be received by:

Charlotte Works
Attn: Danielle Frazier
11301 Carmel Commons Blvd., Suite 301
Charlotte, NC 28226
Tel: 704.206.1350
Fax: 704.980.8496

on or before 12 p.m., March 1, 2019.

Late proposals, regardless of delivery means, will not be considered.

A. Questions concerning the RFP must be submitted by email to:

Charlotte Works
Email: 2019rfp@charlotteworks.com

Questions will be accepted until January 30, 2019 from organizations who submit a letter of intent by January 23, 2019.

B. Eligible Service Provider

Any governmental, educational or nonprofit organization or agency engaged in a public service may apply. Private for-profit organizations engaged in providing employment and training and educational opportunities for eligible youth may apply. An organization, agency or company submitting a proposal must do so as an individual organization and must be prepared to either deliver the planned WIOA services directly or to enter into an agreement with an appropriate provider(s) of the services.

Entities that are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency are not eligible to respond to this RFP or to receive a contract.

Outstanding monitoring, audit or legal concerns: Respondents must disclose and rectify any and all outstanding monitoring and/or audit concerns from any of the respondent's other contracts prior to receiving a contract resulting from this RFP. Additionally, respondents must disclose any legal judgments, claims, arbitration proceedings, lawsuits or other legal proceedings pending or outstanding (unresolved) against the organizations, its owners, officers or principals.

Competency: Respondents are expected to have the technical competence, knowledge and expertise in management and administration, the professional staff, and the administrative and fiscal management systems to accomplish the scope of work and the goals and objectives stated in this RFP. Respondents must meet high standards of public service and fiduciary responsibility. Respondents are responsible for being knowledgeable of all laws, regulations,

rules, and policies of the specific funding sources involved and apply them in developing the RFP response.

C. Amendments

If it becomes necessary to revise any part of the RFP, all amendments will be provided in writing to all respondents. VERBAL COMMENTS OR DISCUSSION RELATIVE TO THIS SOLICITATION CANNOT ADD, DELETE OR MODIFY ANY WRITTEN PROVISION. ANY ALTERATION MUST BE IN THE FORM OF A WRITTEN AMENDMENT TO ALL RESPONDENTS.

D. Submission of Proposals

To accomplish fair and uniform review, respondents will submit one (1) original, clearly marked proposal with original signatures and six (6) copies of the proposal under seal. All proposals must be signed and dated by a representative authorized to commit to proposal provisions. Unsigned proposals will be rejected/deemed non-responsive.

The original and each copy (6) are to be submitted in a binder with fasteners and tab dividers by section. **Proposals will be received by Charlotte Works until 12 p.m., March 1, 2019.**

E. Right of Non-Commitment or Rejection

This solicitation does not commit Charlotte Works to award a grant, to pay any cost incurred in the preparation of a proposal or to procure or contract for services. The board reserves the right to select proposals it deems most responsive and appropriate, and it is not bound to accept any proposal based on price alone. The board reserves the right to request additional information, documentation or oral discussion in support of written proposals. It also reserves the right to accept or reject any or all proposals received as a result of this request, or to cancel in part or in its entirety, this RFP if it is in the best interest of Charlotte Works to do so.

F. Appeal Process

Appeals by proposing organizations denied funding are limited to procedural appeals only. Appeals shall be based solely on allegations of irregularities in the solicitation and awards procedure and not on the relative merit of the offers submitted. If a respondent believes it to have been harmed by the violation or misapplication of procedure or regulation of this program, the respondent has the right to file a grievance. This grievance should be filed according to the written procedures established by Charlotte Works and may be obtained by contacting Charlotte Works' President & CEO Danielle Frazier at 11301 Carmel Commons Blvd., Suite 301, Charlotte, NC 28226.

G. Confidential Information

No documents relating to this procurement will be presented or made otherwise available to any other person, agency or organization until after the funding is awarded. Commercial or financial information obtained in response to this RFP that is privileged and confidential, and is clearly worded as such, will not be disclosed at any time so long as all requirements of North Carolina General Statutes 132-1.2 have been met. Respondents must visibly mark as “confidential” each part of their funding application that is considered proprietary information, otherwise it will be considered public information.

H. Contract Negotiation and Administration

Charlotte Works will administer contracts awarded through this RFP. Charlotte Works may require successful respondents to participate in cost negotiations, technical revision or other revisions to their proposals prior to final contract award. Successful contract negotiation is viewed as a step in the overall selection process. In addition, contract amounts may be adjusted by Charlotte Works based on its final WIOA allocations and/or subsequent contract negotiations.

I. Time Frame

The initial contract term will be for the period beginning July 1, 2019, and ending June 30, 2020. All budgets submitted for activities under this RFP are to be for costs incurred between July 1, 2019, and June 30, 2020. Activities are to begin on or after July 1, 2019, and end on or before June 30, 2020. If awardees are granted an extension, such extensions may be considered for up to two years.

J. Subcontracts

Subcontracting is permissible. If any part of the work covered by this RFP is to be subcontracted, the respondent shall identify the subcontracting organization(s) in the proposal, indicating the WIOA services to be subcontracted and the rationale for using a subcontractor rather than providing the services directly. All subcontracts are subject to applicable federal, state and local laws, rules, regulations and policies governing procurement. No more than 25 percent of funds awarded under any contract may be subcontracted. The respondent must also describe how subcontractors were (or will be) procured and selected, their qualifications and the basis for payments. Subcontractors shall be subject to the same requirements as the respondent under this RFP and any resulting contract. Charlotte Works must approve all subcontracts prior to the final execution of a contract. Subcontract agreements shall include the minimum provisions required in Charlotte Works’ contracts. A copy of subcontract agreements must be submitted to Charlotte Works prior to entering into any agreement.

VI. PROPOSAL FORMAT AND SPECIFICATIONS

Proposals submitted for WIOA in-school, year-round youth services are to include all the items listed below assembled in the order indicated with tab dividers to separate and label each

section. All proposals must adhere to the required format and, in order to be competitive, must include all the requested information, completed forms and attachments. Failure to respond to specific requirements and/or information will result in a proposal being deemed non-responsive.

Executive summary - **Attachment A**

Fact sheet (to be completely filled in, including page numbers where information is referenced in the body of the proposal) - **Attachment B**

A narrative description of the program that follows the proposal format and a Statement of Work - **Attachment C** (limited to 15 pages total)

A completed Planned Youth Outcomes data sheet - **Attachment D**

A completed Program and Financial Management form - **Attachment E**

A completed budget summary - **Attachment F**

Copy of most recent audit or financial statements – **Attachment G**

Organization grievance procedures – **Attachment H**

Organization personnel and travel policies – **Attachment I**

Copy of bond coverage (or explanation of planned coverage if an award is made) – **Attachment J**

List of staff positions, including job descriptions, for which the contract will provide funds to provide program services – **Attachment K**

Current organizational chart – **Attachment L**

Charter and bylaws of organization – **Attachment M**

List of current board members – **Attachment N**

Cost allocation plan (if applicable, provide a copy of the organization Indirect Cost Plan) – **Attachment O**

** If the respondent is not required to have an annual audit, and has not had an annual audit, copies of the most recent financial statements including balance sheets, income statements, a summary of reports for payables and receivables and statements of cash flow should be submitted.*

PROPOSAL EXECUTIVE SUMMARY

Instructions: Provide a concise summary not to exceed one page highlighting each area from the Statement of Work and other sections of the proposal. Provide concise and substantive responses to each:

Name and contact information of the applicant

Purpose and mission

Youth population to be served

Documentation of need

Major proposed activities

Intended outcomes

Funding explanation of program components

Evaluation tools

Management capabilities

Total amount requested

FACT SHEET

Information

Description

Name of organization	
Federal ID number	
Type of program (in-school)	
Number of participants to be served	
Number of youth ages 16 to 18 to be served	
Number of youth ages 19 to 21 to be served	
Cost per participant	
Total program costs	
Years of experience running similar program(s)	
Years of other workforce development board contracts served	
Total budget for the last full fiscal year	
Other funding sources available	
Administrative percentage for the last full fiscal year's budget	

STATEMENT OF WORK

Instructions: Proposals shall include a Statement of Work narrative detailing all aspects of the proposed project design. Address the 14 required elements for WIOA youth services, other areas identified in the RFP scope of work, items 1 to 14 listed below and other information deemed relevant by the respondent. The purpose of the Statement of Work is to provide an in-depth description of the design of services, demonstrate how requirements will be met and describe the process for achieving desirable program outcomes. Providing this information in a clear and concise manner will enable Charlotte Works to ensure that proposed services are consistent with this RFP. The Statement of Work should be no more than 15 pages.

Respondents must:

1. Provide a brief background/history of the organization. Describe the mission of the organization. Include a program organizational chart that outlines the administration of the organization for the proposed project.
2. Describe the organization's specific experience in serving individuals with significant barriers to employment. The information should include specific programs or grants, a comparison of the characteristics of individuals served to the target group for this program and the employment outcomes that were achieved. Indicate clearly and specifically how performance outcomes were defined and measured. Indicate reasons for non-attainment of performance outcomes, if applicable. If the project is currently operating, state the measurable outcomes achieved for the most recent performance period, e.g., past two years.
3. Describe the organization's self-monitoring systems that will be used to ensure that this project is operated efficiently and effectively while complying with applicable federal, state and local laws, rules, regulations and policies.
4. Provide the 14 required youth elements under WIOA must be available as service options to youth, either through WIOA funding or interagency referral, collaboration and resource-sharing. The service provider will work closely with Charlotte Works to provide the 14 required elements. Describe how the elements are supported through your project design and the specific activities proposed for each element. Be specific in describing the kinds of activities to be offered under each element, e.g., instruction leading to secondary school completion, tutoring, subsidized and unsubsidized work experiences and leadership development opportunities. Planned services must include career exploration work-readiness activities to broaden youths' knowledge and exposure to a variety of occupations (with emphasis on high-growth occupations), promote informed career decision-making and better prepare youth for work experience and future careers. How will the organization emphasize "career pathways?" Include a plan to educate/train youth beyond a high school diploma (or its equivalent) to move them beyond minimum wage.

5. Describe the overall staffing structure for the WIOA youth services project (lines of authority and responsibility). Provide job descriptions for positions that will be WIOA-funded and resumes of current staff who will work on the WIOA project.
6. Provide a schedule or timeline for addressing start-up priorities including, but not limited to, staffing, staff training, transitioning current WIOA youth, recruiting new youth, record-keeping system set-up, establishing/expanding working relationship with employers, etc. The first 90 days following contract award (beginning July 1, 2019) are very important to successfully implementing a WIOA youth services project.
7. Describe strategies to be used for outreach and recruitment of in-school youth to meet the enrollment/expenditure requirements of up to 160 enrollees. Providers are expected to serve youth who carry forward from the previous year. Identify specific partnerships and collaborations. Include plans for recruitment of in-school youth, if applicable.
8. Describe comprehensive youth assessment including types of instruments to be used. Who will administer and interpret test results? How will assessment results be used to determine appropriate services and identify needs? Describe ongoing procedures for periodic review and/or measurement of participant progress.
9. Describe partnerships/connections with the public schools, alternative schools, community colleges and other local training providers that reflect a strong focus on educational activities and outcomes (skill-attainment gains, high school diplomas and certificates). How does the project offer flexible educational options and “pathways” to high school completion, post-secondary education and occupational-skills training? Include linkages between the organization and Charlotte-Mecklenburg Schools’ Career and Technical Education (CTE) Department.
10. Describe the paid and unpaid work experiences component and identify the targeted occupations. Attach a list of the proposed worksites.
11. Describe plans for connecting/exposing WIOA youth to services offered through NCWorks Career Centers.
12. Describe continuous improvement strategies/procedures that will be used to obtain feedback from youth, parents, community partners, employers and other appropriate parties on the effectiveness of the WIOA services received.
13. Describe the plan to ensure that WIOA-funded staff, and any other employees directly or indirectly involved in the delivery of services under this contract, will have appropriate training and professional development, including ensuring that WIOA staff attends all Charlotte Works’ mandated staff training.
14. Describe how the organization’s business services/job development efforts in the business community will align with Charlotte Works’ business services efforts.

Planned Work Based Learning Youth Outcomes Data Sheet

Contract Period: July 1, 2019 – June 30, 2020

PLANNED OUTCOMES FOR YOUTH	# PLANNED OUTCOMES
Number of new enrollments *New contractor may be expected to serve carry over youth from previous program year	
H.S. diploma attainment	
Experienced employer work tour	
Experienced employer job-shadowing	
Entered internship/work experience	
Entered apprenticeship	
Entered post-secondary education, advanced training, military service, employment, or qualified apprenticeships	
Entered occupational-skills training	

Example from Program Year 2018

PLANNED OUTCOMES FOR YOUTH	# PLANNED OUTCOMES
Number of new enrollments *New contractor may be expected to serve carry over youth from previous program year	65-100 *Total served 160
H.S. diploma attainment	25
Experienced employer work tour	105
Experienced employer job-shadowing	90
Entered internship/work experience	75
Entered apprenticeship	5
Exited to post-secondary education, advanced training, military service, employment, or qualified apprenticeships	25
Entered occupational-skills training	10

PROGRAM AND FINANCIAL MANAGEMENT

Instructions: Complete the following section. Areas that address compliance issues must identify the appropriate member of the organization's staff responsible for compliance. Add any comments you find necessary for clarification.

A. Equal Employment Opportunity (EEO)

The Program Applicant (hereinafter referred to as the "Contractor") assures compliance with The Workforce Innovation and Opportunity Act of 2014 as amended; Age Discrimination Act of 1975; Section 504 of the Rehabilitation Act of 1973; the American with Disabilities Act of 1990; and Title VI of the Civil Rights Act of 1964 which govern the Contractor's responsibilities in upholding laws pertaining to equal opportunity employment.

Name of EEO Officer _____

Position Title _____ Phone # _____

All participants and staff will be informed of EEO policies and guidelines and the name of the EEO Officer during a formal orientation prior to participating in any activity funded by WIOA.

The Contractor is required to develop and adhere to affirmative action policies. **ATTACH a copy of organization grievance procedures.**

All grievances and complaints submitted by WIOA participants involving allegations of discrimination, violations of the WIOA, or criminal fraud, abuse or misconduct must be processed according to the Charlotte-Mecklenburg Local Area Grievance/Complaint Procedures.

B. Internal Program Management

All WIOA contractors are required to establish internal program management procedures to assure compliance and to review program progress. The contractor agrees to monitor and

1. Compliance with the provisions of the WIOA rules and regulations or any applicable federal or state regulations;
2. Compliance with the provisions of the WIOA contract;
3. Compliance with all applicable state and Charlotte Works policies; and
4. Compliance with WIOA regulations regarding records maintenance.

review the following major areas of operation:

The internal program management procedures must be sufficient to prevent fraud and abuse. All reports of information creating suspicion of or instances of criminal misconduct, fraud or willful and gross misconduct, in connection with any WIOA program, shall be reported immediately to Charlotte Works, the North Carolina Division of Workforce Solutions and the U.S. Department of Labor. Internal program management procedures must also ensure that auditable and otherwise adequate records are maintained to support the eligibility of all WIOA

participants and confirm adherence to specific program requirements and limitations. Charlotte Works requires that WIOA contractors adhere to the established monitoring procedures for ensuring program compliance with federal regulations.

Indicate how this will be accomplished by your organization:

Identify the staff person(s) responsible for internal program management, compliance monitoring and performance reviews.

Staff Assigned _____ Job Title _____

Phone # _____

C. Monitoring Procedures

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

Oversight and monitoring is required by 20 CFR 667.410. Contractors must cooperate with any monitoring, inspection, audit or investigation of activities related to WIOA contracts. These activities may be conducted by the N.C. Division of Workforce Solutions, the State of North Carolina, the U.S. Department of Labor and Charlotte Works or their designated representatives. This cooperation includes access to the premises for the purpose of interviewing employees or participants and permitting the examination of and/or photocopying of books, records, files or other documents related to the contractual agreement.

D. Records Retention

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

1. general ledger or equivalent;
2. cash receipts and cash disbursement journals/reports or equivalent;

3. bank statements, reconciliation, deposit slips and canceled checks for each bank account through which WIOA funds were received or disbursed;
4. contract with Charlotte Works, including all amendments;
5. all financial reports and requests for reimbursement;
6. payroll records including Individual Earning Record, Employee Withholding Authorization (W-4), FICA reporting forms, federal and state withholding, unemployment taxes, employee personnel files, time records and employee time/salary allocation plan;
7. invoices and/or supporting data for non-payroll disbursements;
8. participant records including data forms, verification/documentation items, assessment tests and results and the Employment Plan (or Individualized Service Strategy);
9. monthly participant and financial reports and monthly program performance reports; and
10. any other financial records requested by Charlotte Works.

E. Internal Financial Management

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

1. compliance with the WIOA provisions and its regulations;
2. compliance with the provisions of the WIOA contract;
3. compliance with the applicable state and Charlotte Works' policies;
4. compliance with the WIOA contract regarding record maintenance;
5. compliance with accepted financial management and accounting practices as appropriate (20 CFR Part 652); and
6. compliance with applicable OMB circulars and CFRs.

Internal financial management procedures shall be sufficient to prevent fraud and abuse. All suspicion of, or instances of criminal misconduct, fraud or willful and gross misconduct, in connection with any WIOA program, shall be reported immediately to Charlotte Works, the North Carolina Division of Workforce Solutions and the U.S. Department of Labor. Internal financial management procedures must also ensure that auditable and otherwise adequate records are maintained which support all expenditures of WIOA funds and confirm adherence to policies regarding allowable costs and allocations of costs to proper cost categories. The Contractor shall document all internal financial compliance reviews.

List the name and title of the person(s) responsible for maintaining financial records, monitoring fiscal activities for contractual compliance and assisting monitors/auditors during onsite visits.

Staff Assigned _____ Job Title _____

Phone # _____

Staff Assigned _____ Job Title _____

Phone # _____

F. Invoicing, Reporting and Contractor Close-out

Charlotte Works will reimburse the Contractor for total allowable costs incurred as agreed upon between Charlotte Works and the WIOA Contractor. The Contractor will submit a Monthly

Financial Status Report and Invoice form (invoice) for reimbursement of incurred allowable costs. The invoice must be submitted to Charlotte Works within timeframes established by Charlotte Works. To assure that Charlotte Works' reimbursements are used in accordance with the provisions of the contract, the Contractor shall:

(a) use such fiscal, audit and accounting procedures as may be necessary to assure proper accounting for reimbursements received; and (b) provide Charlotte Works and authorized representatives of the U.S. Department of Labor or the Comptroller General of the United States access to and the right to examine any books, documents, papers, records, property and equipment pertaining to funds provided or activities undertaken concerning the program. All Contractor invoices and other reports must contain information required by Charlotte Works. The final contract close-out report must be furnished to Charlotte Works within 30 days after the ending date of the contract.

G. Submission of Most Recent Audit

As a recipient of WIOA funds, WIOA Contractors will comply with the audit requirements of OMB Circular A-133 at 29 CFR 95.26 for institutions of higher education, hospitals and other nonprofit organizations, and at 29 CFR 97.26 for governmental organizations. For-profit WIOA Contractors must have an annual financial and compliance audit performed as required by Charlotte Works. The audit shall be performed by an independent certified public accountant selected by methods recommended by the North Carolina Local Government Commission.

This requirement will be met by providing Charlotte Works a copy of the annual audit. The audit should be submitted within 30 days after the completion and acceptance by the Contractor's board, but not later than one year after the end of the audit period. The audit expense cannot be billed to the WIOA program.

ATTACH a copy of the organization's most recent annual financial and compliance audit. If a copy of the most recent audit has previously been submitted, indicate below.

Audit Firm _____ Audit Period _____

Date Submitted to Charlotte Works _____

Note: If the Contractor is not required to have an annual audit and has not had an annual audit, the Contractor must submit copies of the three most recent financial statements including balance sheets, income statements, summary of aging reports for payables and receivables and statements of cash flow.

H. Bonding Insurance Requirements

Organizations must meet bonding requirements as required through the Office of Management and Budget Circulars or other applicable regulations. Public agencies are required by the North Carolina General Statute to be bonded. Non-governmental agencies shall procure a blanket fidelity bond, position bond or name schedule fidelity bond for all persons or positions authorized to receive or disburse WIOA funds. The Contractor must maintain all bonding in

force for the period of the contractual agreement. The proposed Contractor must submit a written notice to Charlotte Works within 15 calendar days prior to any reduction in the limits stated on the bonding document. Similarly, the Contractor must provide written notice of any cancellation of the bonding policy to Charlotte Works immediately upon receipt of the cancellation notices. The bond coverage limit shall be for the total contracted amount or \$50,000, whichever is less.

Attach a copy of the current bonding document, issued by the Contractor's insurance company, clearly indicating the staff/job titles covered.

I. Requirements for Depository Accounts Holding WIOA Funds

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

Name/Address of Depository

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

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

J. Program Income Requirements

The Contractor assures that it will comply with the addition method, described at 29 CFR 95.24 or 29 CFR 97.25 (g) (2), as appropriate, for all program income earned under the WIOA. Indicate how program income will be tracked by the Contractor and recorded on financial reports to Charlotte Works.

K. Property Management Requirements

The Contractor agrees to maintain careful accountability of all WIOA purchased non-expendable property (property with a life expectancy of one year or more and a unit cost of \$500 or more) and to maintain an inventory of all properties issued by Charlotte Works or subsequently acquired with WIOA funds. Acquisition of non-expendable property with a unit cost of \$500 (including taxes, shipping and handling costs) or more must be approved by Charlotte Works prior to the purchase. Charlotte Works will maintain a fixed-asset listing to be verified for physical location and serviceability at the organization at least annually.

1. Any purchases made of \$5,000 or more with WIOA funds must be approved by Charlotte Works and the state. The state will monitor the inventory of all items purchased or leased with a value of \$5,000 or more.
2. The Contractor agrees not to dispose of or transfer any non-expendable property purchased with WIOA funds which has a unit cost of \$500 or more and/or a life expectancy of one year or more until written authorization is received from Charlotte Works.

Any disposal of WIOA property must be according to applicable federal, state and local disposal procedures. Any revenues derived from the sale of property purchased with WIOA funds must revert to a WIOA activity.

3. The Contractor will be responsible for maintaining an accurate inventory of all WIOA property in its possession. The Contractor shall submit a copy of the updated annual inventory to Charlotte Works with the contract close-out document.
4. In the event property purchased with WIOA funds is stolen or destroyed by criminal act, the Contractor will notify appropriate law enforcement officials immediately. Charlotte Works' President & CEO must be notified within three working days of discovering the loss or damage. A copy of the police report will be maintained as documentation of loss and a copy forwarded to Charlotte Works.
5. The Contractor agrees to pay for or replace any property purchased with WIOA funds that is lost, damaged or destroyed. Neither federal nor WIOA funds may be used to pay for or replace the missing property.
6. The Contractor will identify the staff specifically assigned to maintain property inventory records and serve as a liaison with Charlotte Works' president & CEO (or designee) regarding matters of non-expendable property, inventory and accountability.

Staff Assigned _____ Job Title _____

Phone # _____

L. Accident Insurance

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

M. General Liability Insurance

General public liability insurance coverage in the amount of \$1,000,000 single limit coverage is required of all WIOA and WIOA-proposed contracts operators except where a lesser amount maybe agreed to by Charlotte Works. NOTE: Contractors that are state agencies or political subdivisions of the State of North Carolina are exempt from the public liability insurance requirement referenced above. Provide information about the organization's general liability insurance carrier as specified below:

Name/Address of Liability Insurance Carrier _____

Policy # _____ Amount _____

N. Automobile Insurance

Contractors using motor vehicles to conduct program activities shall provide automobile insurance which clearly specifies that Charlotte Works and/or staff are held harmless against claims arising from ownership, maintenance or use of said vehicle. Charlotte Works requires a

minimum coverage of \$1,000,000 per person, each accident, and \$1,000,000 property damage, or \$1,000,000 combined single limit each occurrence/aggregate.

Name/Address of Liability Insurance Carrier _____

Policy# _____ Amount _____

ASSURANCES AND CERTIFICATION

General Assurances

A. The Program Applicant (hereinafter referred to as the “Contractor”) assures that it will fully comply with the requirements of WIOA (Public Law 105-220) and its regulations; the North Carolina Division of Workforce Solutions Grant Program; and the WIOA Local Area Plan approved by Charlotte Works and the North Carolina Division of Workforce Solutions.

B. The Contractor assures that it will administer its services under WIOA in full compliance with safeguards against fraud and abuse as set forth in WIOA and WIOA regulations; that no portion of its WIOA service will in any way discriminate against; deny benefits to; deny employment to or exclude from participation any person on the grounds of race, color, national origin, religion, age, sex, disability or political affiliation or belief; that it will target employment and training services to those most in need of them.

C. The Contractor assures that it will administer its services funded under WIOA in accordance with these provisions:

1. A trainee will receive no payments for training activities in which the trainee fails to participate without good cause;
2. On-The-Job Training participants will be compensated by the employer at the same rate, including periodic increases, as similarly situated employees or trainees and in accordance with applicable law, but in no event less than the higher of the rate specified in Section 6(a)(1) of the Fair Labor Standards Act of 1938 of the applicable State Minimum Wage Law; and
3. Participants employed in activities authorized under the Act must be paid wages which will not be less than the highest of (a) the minimum wage under Section 6(a)(1) of the Fair Labor Standards Act of 1938, (b) the minimum wage under the applicable State Minimum Wage Law or the prevailing rates of pay for individuals employed in similar occupations by the same employer.

D. The Contractor assures that it will administer its services under the WIOA in full compliance with health and safety standards established under federal and state law and that conditions of employment and training are appropriate and reasonable in light of such factors as the type of work, geographical area and proficiency of the participant.

E. The Contractor assures that all staff and participants/enrollees paid from the grant funds and employed in any service will be covered by worker’s compensation benefits in accordance with state law; that enrollees in WIOA work-related training will be provided accident or medical insurance to cover any injury resulting from participation in the program and that enrollees employed in subsidized jobs will be provided benefits and working conditions at the same level

and to the same extent as other employees working a similar length of time and doing the same type of work.

F. The Contractor assures that no funds available under WIOA will be used for contributions on behalf of any enrollee to retirement systems or plans; to impair existing conditions for services or collective bargaining agreements; to assist, promote or deter union organization; and to displace any currently employed worker.

G. The Contractor assures that no enrollee will be employed or fill a job opening when any other individual is on layoff from the same or substantially equivalent job, or when the employer terminates the employment of any regular employee or otherwise reduces its workforce with the intention of filling vacancies so created by hiring participants subsidized under the Act; and no funds may be used to create promotional lines that infringe upon any current promotional opportunities.

H. The Contractor assures compliance with all federal rules and regulations which prohibit the use of WIOA funds to lobby the executive or legislative branches of the federal government in connection with a specific contract, grant or loan. If lobbying has occurred using other than federal appropriated funds, the Contractor agrees to file a disclosure report if applicable.

I. The Contractor assures and certifies that it is in compliance with federal rules and regulations, debarment and suspension, 29 CFR Part 98 and is not presently debarred, suspended, for debarment, declared ineligible or involuntarily excluded from participation in this transaction by any federal department or agency.

J. The Contractor assures and certifies that it has in place an established grievance procedure to be used for grievances or complaints about its program and activities from participants/enrollees, sub-grantees, subcontractors and other interested parties.

K. The Contractor will comply with the provisions of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (Public Law 91-646) which requires fair and equitable treatment of people displaced as a result of federal and federally assisted programs.

L. The Contractor will comply with the provisions of the Hatch Act which limits the political activity of certain state and local government employees.

M. The Contractor will comply with NC-GS-234 which contains a provision that prohibits public officials and employees from having a personal interest in any contract to which he or she is also a party in an official capacity.

N. The Contractor assures and certifies that it will comply with restrictions regarding conducting business with businesses on the Environmental Protection Agency's (EPA) List of Violating Facilities. Contracts and subcontracts in excess of \$100,000, or circumstances where the North Carolina Division of Workforce Solutions has determined that orders under an 'indefinite quantity financial agreement' in any year will not exceed \$100,000, or if a facility to be used has been the subject of a conviction under the Clean Air Act [42 U.S.C. 1319 (c)] and is listed by the EPA or is not otherwise exempt, the Contractor assures that: (1) no facility to be used in the

performance of the grant has been listed on the EPA List of Violating Facilities; and (2) it will notify Charlotte Works prior to award of the receipt of any communication from the director of federal activities, U.S.E.P.A., indicating that a facility to be used for a contract is under consideration to be listed on the EPA List of Violating Facilities.

O. The Contractor assures and certifies that it, and all of its subcontractors, will comply with applicable provisions of the following laws as they relate to employment and training procedures:

- The Drug Free Workplace Act
- The Davis-Bacon Act
- The Immigration Reform Act
- Child Labor Laws
- The American's with Disabilities Act
- The Fair Labor Standards Act

Certification

This is to certify that all specifications contained in Charlotte Works' RFP have been read, understood and addressed in the proposal; that the required format has been followed; that all of the information contained in this proposal is true and correct; that the Contractor will comply with all of the above assurance; and that this proposal has been duly authorized by the governing body of the Contractor.

Signature of Authorized Representative _____ Date _____

Name / Title _____

STATEMENT OF COMPLIANCE

As the authorized signatory official for: Submitted Firm/Organization

I hereby certify:

that the above-named responder is duly approved to submit this application requesting funding under the Workforce Innovation and Opportunity Act, North Carolina Division of Workforce Solutions Grant program; that the above-named proposer does hereby agree to execute all work related to this application in accordance with the WIOA regulations, the North Carolina Division of Workforce Solutions Policy Issuances, Charlotte-Mecklenburg Local Area policies and guidelines and other administrative requirements issued by the Governor of North Carolina. The vendor shall notify Charlotte Works within 30 calendar days after issuance of any amended directives if it cannot so comply with the amendments; and

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

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

that the above-named responder has received and is in agreement with Governor's Coordination Criteria for North Carolina's Workforce Development Programs; and

that this application represents a firm request subject only to mutually agreeable negotiations; and that the above-named proposer is in agreement that the Charlotte-Mecklenburg Local Area reserves the right to accept or reject any proposal for funding; and that the above-named responder has not been debarred or suspended from receiving federal grants, contracts or assistance; and that if awarded a contract for the service, assures that no subcontracts, grants or assistance will be made or permitted to any debarred or suspended organization as provided under Executive Order 12549; and

that the above-named responder waives any right to claims against the members and staff of Charlotte Works or the Charlotte-Mecklenburg Local Area in their individual capacities.

Authorized Representative Signature _____

Typed Name/Title _____

Notary Name/Date _____ / _____

Affix Notary Seal

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS

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

BEFORE SIGNING THIS CERTIFICATION, READ THE ATTACHED INSTRUCTIONS WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION.

(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 any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

SIGNATURE _____ DATE _____

INSTRUCTIONS FOR CERTIFICATION – LOWER-TIER TRANSACTIONS

By signing and submitting this proposal, the prospective recipient of federal assistance funds is providing the certification set out below.

The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies including suspension and/or debarment, this transaction may be terminated.

The prospective recipient of federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower-tier covered transaction,” “participant,” “person,” “primary-covered transaction,” “principal,” “proposal” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.

The prospective recipient of federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower-tier covered transaction with a person who is debarred or proposed for debarment, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction unless authorized by the grantor agency.

The prospective recipient of federal assistance funds further agrees by submitting this proposal that it will include this clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower-Tier covered Transactions,” without modification in all lower-tier covered transactions and in all solicitations for lower-tier covered transactions.

A participant in a covered transaction may rely upon a certification of a prospective participant in a lower-tier covered transaction that it is not debarred or proposed for debarment, suspended or voluntarily excluded from covered transaction unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. The participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-Procurement Programs. [<http://epls.arnet.gov>]

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower-tier covered transaction with a person who is suspended, debarred or proposed for debarment; ineligible; or voluntarily excluded participation

in this transaction, in addition to other remedies available to the federal government, this transaction may be terminated.

BUDGET FORMAT

Description	Examples/Explanation	Supporting Documentation
Staff Salaries	Wages paid to staff assigned to directly work with the participants. Examples include assessment and development of ISS after eligibility is determined, teach a class, monitor a work-site, counsel participant, development of training plans and curriculum for participants. Titles might include: Teacher, Instructor, Counselor, Case Manager, Job Developer, Secretary or Administrative Assistant who supports one of the above.	Evidence of employment by agency. Job Description, staff- works schedule, time and attendance records, justification of any pro-rations of salary, daily logs/reports, payroll records/ledgers, etc.
Staff Fringe Benefits	Paid on the wages of the aforementioned staff: FICA, WC, Pension, and U.I, other. Staff bonding costs.	Payroll records, proof of FICA and taxes being properly withheld and paid, proof of other fringes being properly paid, etc.
Other Staff Expenses	Travel expenditures for staff noted in the staff salary section above. Includes: mileage and related conference/ workshop costs (lodging, transportation, meals, attendance fees, etc.). Also includes dues to professional organizations related to WIOA (e.g., SETA) for staff noted above.	Properly approved travel requests, travel vouchers, mileage forms, receipts, copies of checks, finance records, proof of attendance, application, membership notice, etc.
Participant Compensation	On-the-Job Training wages and work experience wages.	WIOA eligibility and enrollment showing on State MIS system. Property signed time sheets, payroll records, I-9, W-4, NC-4. Proper selection of work-sites. Etc.
Participant Fringe Benefits	Paid on the wages of the aforementioned participants: FICA, WC, insurance.	Payroll records, copies of insurance coverage, proof of FICA and taxes being properly withheld and paid, etc.
Individual Training Accounts	Tuition for course, fees (application, activity), Insurance, texts and supplies (pens, notebook, etc.) *Note: This line item does not apply for the WIOA Youth Program.	Agency's record of enrollment, attendance forms, agency's course catalogue showing requirements and student expenses, course outline, etc.
Other Training Costs	Costs of items needed to enter a training course such as: physicals and immunizations needed to enter a medical course, cost of a driving record printout (needed for truck driving course), background check (needed for a child care or law enforcement course), cost of taking entrance exams, licensing exams or standardized tests, cost of uniforms, special shoes, protective clothing, tools of the trade required for course (stethoscope, BP kits, etc.), etc. Dues to professional organizations (e.g., National Student Nurses Association). Graduation fees and other costs associated with placement. Must be required according to curriculum guide or written notice from instructor. Expenses to be used to provide staff support and services to participant, TABE, reference books, Tutor costs, and videos. Field Trip expenses such as transportation & fees.	Course description or list of needs required for training course by agency, list of required tools of trade needed for training, copies of completed forms (e.g., application to take exam or test, application to join professional organization), etc.

Equipment (Over \$500)	To be used to provide staff support and services to participants: computer, printer, testing equipment, and filing cabinets. Includes software. Equipment over \$500	Documentation of need. Required approvals from Local Area to purchase, evidence that public agency's procurement procedure was followed. (Nonprofit agencies are to follow the Local Area's procurement procedures for major purchases.) Purchase orders, invoices, packing slips, vendor invoices, records of payment within discount period, canceled checks, physical evidence of equipment.
Equipment (Under \$500)	To be used to provide staff support and services to participants: computer, printer, testing equipment, and filing cabinets. Includes software. Equipment Under \$500	Documentation of need. Required approvals from Local Area to purchase, evidence that public agency's procurement procedure was followed. (Nonprofit agencies are to follow the Local Area's procurement procedures for major purchases.) Purchase orders, invoices, packing slips, vendor invoices, records of payment within discount period, canceled checks, physical evidence of equipment
Equipment Repair and Maintenance	Rotate repair and maintenance to Equipment. Example: service to copy machine.	Documentation of need. Required approvals from Local Area to purchase, evidence that public agency's procurement procedure was followed. (Nonprofit agencies are to follow the Local Area's procurement procedures for major purchases.) Purchase orders, invoices, packing slips, vendor invoices, records of payment within discount period, canceled checks, physical evidence of equipment
Supplies	Costs of items used to the direct benefit of the participant or used by staff that provides direct services to the participants. Examples: copy costs, paper, pencils, pens, reference material, subscriptions, postage, etc.	Evidence of need, purchase order, invoice, packing slip, voucher, bills, copies of advertisements, copies of lease documents, physical evidence of receipt/use, etc.
Miscellaneous	Cost of items used to the direct benefit of the participant or used by staff that provides direct services to participants. Examples: advertising related to training activities (Flyers, posters, etc.), food for meetings with participants, incentives for participants (Gift certificates).	Evidence of need, purchase order, invoice, packing slip, voucher, bills, copies of advertisements, physical evidence of receipt/use, etc.
Occupancy	Charge to space used to house staff who provides direct services to participants, classroom space for WIOA participants, utilities (electric, water and sewer) associated with the space, phone, etc.	Approved cost allocation plan (if prorated), copies of rental agreements or leases, % of space utilized by and charged to WIOA, copies of bills/invoices, copies of checks, payment records, etc.
Participant Support Costs*	Child care, travel expenses, temporary shelter, etc.	Documentation of: 1. Need 2. Reasonableness of Expense 3. Reason why WIOA funds are needed to pay (what other avenues of payment were explored?)

<p>Indirect Costs are only allowed if the service provider has an approved indirect costs rate</p>	<p>A copy of the rate approval (a fully executed, negotiated agreement) must be attached.</p>
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BUDGET SUMMARY
Workforce Innovation and Opportunity Act

Contractor:

	Budget Summary	
	Workforce Innovation and Opportunity Act	
Contractor: Provider		
Description	Line item #	Line Item Total
Staff Salaries	0844-1	
Staff Fringe Benefits	0844-2	
Staff Travel	0844-3	
Staff Training	0844-4	
Advertising and public relations	1844	
Materials, supplies and postage	1843	
Inusurance	1846	
Ocupancy Costs - Lease & utilties	845	
Equipment <\$500 and Equip repairs and maintenance	1847	
Communications	1848	
Subscriptions and Dues	1849	
Management fee	1850	
Professional fees	851	
Indirect costs	1851	
Internship & Work Experiece wages	1841-1	
Participant fringe benefits	1841-2	
Participant supportive services	1841-3	
Individual training accounts/scholarsh	1841-4	
Total Budget		\$470,000

Staff Salaries

Position Title	Monthly Salary of Position	% of Time Applied to Training	Months Applied to Training	Salary Cost to be Charged to Training

TOTAL STAFF SALARIES.....\$

Staff Fringe Benefits

FICA \$ Salaries x 7.65% Rate \$

Worker's Compensation \$ Salaries x % Rate per \$100 \$

Insurance Mo. Premium: \$ X % of time x months applied to Training \$

Insurance Mo. Premium: \$ X % of time x months applied to Training \$

Staff Bonding Mo. Premium: \$ X % of time x months applied to Training \$

Pension (Retirement): \$ Salaries X 7.65 % Rate \$

Unemployment Insurance: \$ Salaries X % Rate per \$100

Other fringe benefits (Specify and Attach Itemization):\$

TOTAL STAFF FRINGE BENEFITS.....\$

Other Staff Expenses

Mileage: Miles Per Month x Months x \$ Per Mile\$

Subsistence: Days x Rate Per Day:.....\$

Conferences/Workshop Fees.....\$

Dues to Professional Organizations Related to WIOA:\$

Other Staff Expense (Specify and Attach itemization):.....\$

Participant Compensation

Job title	Wages Per Hour	# of Hours Per Week	# of Weeks	Total Compensation

WIOA participants in subsidized work experiences may not be paid less than the minimum wage or more than the Mecklenburg County living wage for a one adult household based upon the Massachusetts Institute of Technology Living Wage Calculator.

APPENDIX I

SUGGESTED FORMAT FOR LETTER OF INTENT

Name and Address of Organization Intending to Submit a Proposal

Date:

Ms. Danielle Frazier, President & CEO
Charlotte Works
11301 Carmel Commons Blvd., Suite 301
Charlotte, NC 28226

Dear Ms. Frazier:

This letter indicates our intent to submit a proposal in response to the Charlotte Works Request for Proposal (RFP) for Workforce Innovation and Opportunity Act (WIOA) Title I – Youth Program funds (In-School Youth). At this time, it is our intention to propose to provide WIOA Title I services to the eligible residents of Mecklenburg County.

We recognize that this is a non-binding letter of intent. We also understand that the WIOA Title I Youth Program will operate from July 1, 2019, to June 30, 2020.

Sincerely,

APPENDIX II OCCUPATIONS IN DEMAND

Charlotte Regional Occupations in Demand List

Revised August, 2018

Page 1

Title	Typical Education Required	Average Annual Employment	Average Annual Wages	Job Postings (June 2017 - June 2018)	Total Job Demand through 2023	Average Annual Growth Rate
Business Operations						
Billing and Posting Clerks	High School Diploma	4,335	\$37,200	287	2,793	2.0%
Customer Service Representatives	High School Diploma	28,253	\$36,700	5,366	4,073	1.2%
General and Operations Managers	High School Diploma	18,996	\$140,000	2,247	9,993	1.7%
Receptionists and Information Clerks	High School Diploma	8,770	\$28,500	464	6,764	1.6%
Administrative Services Managers	Bachelor's Degree	1,483	\$113,300	486	777	1.8%
Cost Estimators	Bachelor's Degree	2,163	\$61,100	446	1,324	1.8%
Human Resources Specialists	Bachelor's Degree	4,932	\$71,700	2,919	2,978	1.7%
Management Analysts	Bachelor's Degree	7,919	\$98,300	4,768	4,638	2.3%
Market Research Analysts and Marketing Specialists	Bachelor's Degree	5,868	\$62,000	1,562	4,148	3.0%
Operations Research Analysts	Bachelor's Degree	1,111	\$78,200	864	588	3.4%
Sales Managers	Bachelor's Degree	3,251	\$148,400	3,155	1,742	1.6%
Sales Representatives	Bachelor's Degree	9,820	\$61,600	8,699	7,171	1.8%
Construction						
Construction and Building Inspectors	High School Diploma	1,110	\$55,200	144	756	1.9%
Construction Laborers	High School Diploma	9,732	\$29,400	417	6,346	1.9%
Electrical Power-Line Installers and Repairers	High School Diploma	579	\$55,900	171	306	2.0%
Surveying and Mapping Technicians	High School Diploma	684	\$39,800	112	466	2.1%
Carpenters	Vocational Certificate	7,315	\$36,100	214	4,100	1.5%
HVAC Mechanics and Installers	Vocational Certificate	2,846	\$44,100	698	1,822	2.2%
Operating Engineers and Other Construction Equipment Operators	Vocational Certificate	3,017	\$39,100	167	2,114	2.1%
Plumbers	Vocational Certificate	4,343	\$43,700	297	2,998	2.3%
Civil Engineering Technicians	Associate's Degree	551	\$41,300	148	308	1.9%
Electricians	Associate's Degree	5,298	\$45,200	480	3,557	1.6%
Property, Real Estate, and Community Association Managers	Associate's Degree	2,233	\$70,000	491	1,120	1.9%
Construction Managers	Bachelor's Degree	4,083	\$103,900	1,200	1,893	1.9%
Finance and Insurance						
Insurance Claims and Policy Processing Clerks	High School Diploma	1,823	\$42,400	225	1,175	2.0%
Insurance Sales Agents	High School Diploma	4,137	\$73,600	750	2,559	1.9%
Loan Officers	Associate's Degree	5,319	\$75,300	690	2,835	1.9%
Accountants and Auditors	Bachelor's Degree	12,671	\$79,600	2,803	7,285	1.9%
Financial Analysts	Bachelor's Degree	4,115	\$89,900	2,077	2,308	2.0%
Financial Managers	Bachelor's Degree	6,854	\$155,100	2,440	3,738	2.6%
Personal Financial Advisors	Bachelor's Degree	3,220	\$115,700	713	1,733	2.4%
Securities, Commodities, and Financial Services Sales Agents	Bachelor's Degree	4,804	\$94,800	906	2,753	1.5%
Health Care						
Home Health Aides	High School Diploma	6,049	\$23,500	309	5,644	4.5%
Medical Records and Health Information Technicians	High School Diploma	1,530	\$39,100	640	661	2.1%
Medical Secretaries	High School Diploma	4,083	\$35,800	613	3,020	2.7%
Personal Care Aides	High School Diploma	7,398	\$23,700	475	7,591	3.7%
Dental Assistants	Vocational Certificate	2,323	\$43,500	215	1,718	2.5%
Emergency Medical Technicians and Paramedics	Vocational Certificate	1,633	\$37,600	200	675	1.9%
Licensed Practical and Licensed Vocational Nurses	Vocational Certificate	4,310	\$43,500	1,248	2,048	1.8%
Medical Assistants	Vocational Certificate	4,706	\$33,800	1,103	3,680	3.3%
Certified Nursing Assistants (CNA)	Vocational Certificate	10,613	\$24,800	1,574	7,445	1.8%
Pharmacy Technicians	Vocational Certificate	3,042	\$31,800	498	1,511	1.7%
Phlebotomists	Vocational Certificate	1,177	\$32,000	263	870	3.0%
Surgical Technologists	Vocational Certificate	772	\$40,900	183	382	1.7%
Dental Hygienists	Associate's Degree	1,701	\$72,200	104	782	2.5%
Diagnostic Medical Sonographers	Associate's Degree	364	\$65,400	132	159	2.8%
Medical and Clinical Laboratory Technicians	Associate's Degree	870	\$49,700	975	379	2.1%
Physical Therapist Assistants	Associate's Degree	471	\$58,100	143	399	3.2%
Radiologic Technologists	Associate's Degree	1,497	\$56,100	260	550	1.8%
Registered Nurses	Associate's Degree	22,568	\$62,400	11,088	8,595	2.0%
Respiratory Therapists	Associate's Degree	967	\$56,500	238	386	2.6%
Dietitians and Nutritionists	Bachelor's Degree	421	\$53,800	186	181	2.0%
Medical and Health Services Managers	Bachelor's Degree	2,054	\$117,400	2,003	1,143	2.5%
Hospitality						
Cooks	High School Diploma	1,631	\$24,500	1,870	1,360	1.6%
Maids and Housekeeping Cleaners	High School Diploma	8,423	\$23,600	1,058	6,500	1.5%
Chefs and Head Cooks	Vocational Certificate	955	\$55,100	358	723	1.7%
Food Service Managers	Vocational Certificate	2,452	\$61,200	2,348	1,598	1.6%
Meeting, Convention, and Event Planners	Bachelor's Degree	893	\$45,000	255	634	1.8%
Information Technology						
Computer User Support Specialists	High School Diploma	6,405	\$57,200	2,829	3,109	1.9%

**Note this is a sample of the Occupations in Demand List and not reflective of the full list*

Appendix III

WIOA YOUTH COMMON MEASURES

Bidders who become service providers will be required to meet the following performance indicators (percentages when released by the State Division of Workforce Solutions and subject to change by Charlotte Works):

The WIOA system-wide performance outcomes, called Common Measures, are an effort to simplify and consolidate performance measures across many federal grants. Programs should emphasize retention in program services until participants have reached the goals identified in their service strategy plan. They include:

- **Placement in employment or education:** Of those who are not in post-secondary education or employment including the military at the date of participation), uses the number of youth participants who are employed (including military) or enrolled in post-secondary education and/or advanced training/occupational skills training in the second quarter after exit, divided by the number of youth participants who exit during the quarter.
- **Retention in employment, education or training:** Percentage of participants in education, training or unsubsidized employment, measured in the fourth quarter after exit.
- **Earnings after entry into unsubsidized employment:** Median earnings of participants in unsubsidized employment during the second quarter after exit.
- **Attainment of a degree or credential:** Percentage of participants who obtain a recognized credential or secondary diploma or its recognized equivalent during participation or within one year after program exit. A secondary diploma does not count toward credential attainment unless the participant is enrolled in post-secondary education or has obtained employment within one year after earning the secondary diploma .
- **In-program skills gain:** Defined by the U.S. Department of Labor , a measurable skills gain is the percentage of participants who, during a program year, are in education or training programs and who are achieving measurable skills gains, defined as documented academic, technical, occupational ,or other forms of progress towards a recognized post-secondary credentials.

Appendix IV

PROPOSAL REVIEW AND EVALUATION CRITERIA

A. Proposal Evaluation Process

The intent of the evaluation process is to certify that each proposal received meets the basic requirements and to determine the quality of each proposal. A Proposal Review Panel consisting of Charlotte Works' board members and staff shall review and evaluate competitive proposals. This shall include a comprehensive review of all proposals received.

B. Proposal Question and Answer (Q & A) Session

As a part of the proposal review and selection process, the top three to five respondents may be asked to meet with the Proposal Review Panel to briefly discuss their proposals, to answer questions about their proposals (including budget details) and/or to provide additional information about the responding organizations. Charlotte Works' staff will contact respondents to schedule the time and location for these Q & A sessions.

C. Evaluation Factors and Proposal Rating Criteria

A primary consideration in selecting an organization(s) to deliver WIOA youth services shall be the effectiveness of the respondent in delivering comparable services based on demonstrated performance in terms of the likelihood of meeting or exceeding federal youth common measures, cost and overall quality of services. Consideration shall be given to a strong record of integrity, business ethics and fiscal management and accountability; the staff qualifications/ professional and technical skills to perform the work; the ability of the respondent to meet service-delivery requirements at a reasonable cost; and demonstrated collaboration and leveraging of resources.

Charlotte Works will use the following criteria to conduct the technical evaluations of each competitive proposal to determine overall quality and cost-effectiveness:

- probable program effectiveness;
- proposer qualifications;
- projected budget;
- RFP responsiveness;
- program design;
- services directed to priority needs and populations;
- innovation and collaboration;
- planned youth outcomes; and
- past program performance.