

**RFP Number**  
**36-10**  
**A Request for Proposal for the**  
**County of Spartanburg, South Carolina**  
**February 22, 2010**

**Sealed Proposals** must be delivered to the Office of Purchasing address below or mailed to the mailing address below. Facsimile and other electronic forms of Proposal will not be accepted. All sealed Proposals must be received by 10:00 am, EST, April 6, 2010 and then will be publicly opened. Sealed Proposals are subject to the conditions and all provisions set forth herein and attached. All qualified Proposer's are invited to submit Proposals to Spartanburg County for the following:

**SPARTANBURG COUNTY Workforce Investment Act (WIA) Youth Services**

**Mandatory Pre-Proposal conference will be held March 9, 2010  
10:00am at the Mary Black Foundation,  
Spartanburg SC**

**Submit:** One (1) unbound original and ten (10) unbound copies of the Proposal, no tabs, must be received on or before 10:00 am, EST, April 6, 2010.

**Address To:** Spartanburg County Government  
Office of Purchasing  
Room 1220  
Attention: Mike Emory, Director of Purchasing

**Mailing Address:** P.O. Box 5666  
Spartanburg, South Carolina 29304

**Office Address:** 366 North Church Street  
Room1220  
Spartanburg, South Carolina 29303

**Mark Envelope:** Outside of sealed Proposal envelope must be marked:  
**RFP # 36-10 "SPARTANBURG COUNTY Workforce Investment Act (WIA) Youth Services"**, followed by your firm name and address.

**Deadline Enforced**

**Proposals or withdrawal requests, delivered after the time and date set for receipt of Proposals, are late and will NOT be accepted. Late Proposals will be void and returned unopened to the Proposer, regardless of when they were mailed or delivered. It is the Proposer's responsibility to ensure timely delivery of a Proposal.**

INSTRUCTIONS TO PROPOSERS

1. Enter Proposer's name on any specifications or descriptive papers submitted with this Proposal.
2. Show trade name or brand of any article included in the specifications.
3. When required, furnish samples, free of expense, prior to the Proposal opening. Label each sample with Proposer's name and the item number. Should you wish samples returned, at your expense, when not destroyed in tests, make request for return within 60 days following Proposal opening.
4. Proposals must be submitted on this form. Proposals made otherwise will be subject to rejection. Proposal is to include all taxes, including SC state sales tax, and costs of transportation to the required destination.

**CONDITIONS**

1. The County (Agency/Institution) reserves the right to reject any and all Proposals, and to waive all technicalities.
2. Unit prices will govern over extended prices, unless otherwise stated in notice.
3. In case of default by Proposer, the County reserves the right to purchase any or all items in default on the open market, and charge the Proposer with any excessive costs.
4. All materials and products offered must be guaranteed to meet the requirements of the specifications indicated, given or referred to.
5. Prices proposed must be based upon payment in thirty days.
6. The right is reserved, in case of tie bids, to make award as considered being most advantageous to County.
7. The right is reserved to reject any Proposal in which the delivery time indicated is considered sufficient to delay the operation for which the commodity is intended.
8. Unless otherwise indicated by County (Agency/Institution) prices must be firm.

**PROPOSAL FOR RFP # 36-10**  
**Spartanburg County Workforce Investment Act (WIA)**  
**Youth Services**

Proposer has examined copies of all Proposal Documents, the Advertisement for Proposals, and of the following Addenda (receipt of which is hereby acknowledged):

**Addenda Number:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Addenda Number:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**LUMP SUM PROPOSAL PRICE: \$** \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone / Email: \_\_\_\_\_

## KEY EVENTS AND DATES

Grant Application Request issued by	February 22, 2010
Deadline for Receipt of Written Questions Regarding Grant Application Request	March 8, 2010
Bidders Conference	March 9, 2010 at 10:00 AM
Deadline for Receipt of Formal Grant Application(s) from Prospective Grantees	April 6, 2010 at 10:00 AM
Formal Review Process of Proposals Begins	April 7, 2010
Written Notification to Successful Bidders And Grant Negotiations Begin	April 28, 2010
Contracts Issued by	May 10, 2010
Program Year 2010 Begins	July 1, 2010
Youth Funding Availability	July 1, 2010

## Introduction

Any offer submitted as a result of this Request for Proposal (RFP) shall be binding on the Proposer for sixty (60) calendar days following the specified opening date. Any Proposal for which the Proposer specifies a shorter acceptance period will be rejected. At the end of the 60-day period, Proposals may be withdrawn at the written request of the Proposer. If not withdrawn within five days subsequent to the sixty-day period, the Proposal shall remain in effect until an award is made or the solicitation is cancelled.

This RFP provides basic information regarding the County's requirements. Services which are not specifically requested in this RFP, but which are necessary to provide the functional capabilities proposed, shall be included in this submittal.

The words "Contractor", "Vendor", "Offeror", "Consultant", "Bidder", and "Proposer", are used interchangeably throughout this RFP to define the companies submitting proposals.

If the Proposer discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, it shall immediately notify the County of such error, in writing, and request modification or clarification of the document. The Proposer is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in the RFP or it shall be deemed waived.

The County reserves the right to reject any and all Proposals; to waive any informality or irregularity not affected by law; to evaluate, in its absolute discretion, the Proposals submitted; and to award the contract based on the established criteria and according to the Proposal which best serves the interests of the County.

This RFP is being issued by Spartanburg County Government, Department of Purchasing. Direct all questions or requests for clarification of this RFP, in writing, to: Mike Emory, Purchasing Director, at choice of addresses listed on Notice of RFP Page 1. Proposers are specifically directed not to contact any other County personnel for meetings, conferences, or technical discussions related to this RFP. Failure to adhere to this policy may be grounds for rejection of Proposals.

Proposers are cautioned that any statements made by County staff persons, which may materially change any portion of the Proposal document, shall not be relied upon unless they are subsequently ratified by a formal written addenda to the Proposal document. Any revisions to this RFP will be issued and distributed as an addenda.

Offerors who are aggrieved in connection with the solicitation or award of contract may protest in accord with Spartanburg County Procurement Regulations. Protests shall be submitted in writing to the Procurement Director.

A Proposal received by Spartanburg County is considered a public document under provisions of the South Carolina Freedom of Information Act (FOIA) unless it contains information that may clearly be considered accepted and excluded from disclosure according to State statute. All information that is to be considered confidential and/or proprietary must clearly be identified, and each page containing confidential and/or proprietary information, in whole or in part, must be stamped as **CONFIDENTIAL**, in bold font of at least 12-point type, in the upper right hand corner of the page.

**The Spartanburg County Council reserves the right to accept or reject any or all Proposals, parts thereof, and to waive any technicality when the best interest of the County shall be served.**

# Spartanburg County

## Proposer's Fraud Acknowledgement Form

<b>RFP No: 36-10</b>
<b>Proposal Name:</b>
<b>Proposer Information:</b>
Contractor: _____
Address: _____
City, State, Zip: _____
Contact: _____
Telephone: _____
Email: _____

The signature below acknowledges that I am aware of and have read the Spartanburg County Fraud Policy adopted by Spartanburg County Council on July 18, 2005. As a Proposer engaged in a business relationship with Spartanburg County, I understand that I am responsible for aiding in the protection against fraudulent acts (which are defined in the Fraud Policy) by complying with all aspects of the Fraud Policy.

\_\_\_\_\_  
Proposer's Signature

\_\_\_\_\_  
Date Signed

Copies of Spartanburg County's Fraud Policy can be obtained as follows:

1. Spartanburg County's website at [www.spartanburgcounty.org](http://www.spartanburgcounty.org) under the link to Auditor/Internal.
2. Request a copy from the Internal Auditor at 596-3538.

**WHEREAS**, Spartanburg County is often required to contract or retain independent contractors and vendors to perform maintenance, repair, construction and demolition services for or on behalf of the County for the public good, welfare and safety; and

**WHEREAS**, when independent contractors and vendors undertake to provide such work and services for the County, the risk of liability for accidents and incidents involving county personnel and property as well as private citizens and property may arise as a result of the activities of such independent contractors and vendors and their agents and employees; and

**WHEREAS**, to protect the County employees and County property as well as private citizens and private property from loss that may occur from the activities of independent contractors and vendors, the County has determined that all such independent contractors and vendors should be properly insured and/or bonded and should warrant their compliance with OSHA and other applicable safety standards.

**NOW THEREFORE**, to establish eligibility for contracting with the County or to qualify for the performance of certain work or services for or on behalf of the County, the undersigned independent contractor or vendor, agrees, affirms and warrants as follows:

1. That the undersigned independent contractor or vendor warrants and affirms that it shall comply with OSHA and other applicable safety standards for any work or services that may be performed by the employees of the independent contractor or vendor during the course of work or services for the County.
2. That the undersigned independent contractor or vendor warrants that it is properly bonded and/or maintains adequate liability insurance to cover any and all damages, losses, claims or costs, whether involving County personnel or property, private parties, private property or businesses, that arise or may arise, in whole or in part, from any work, services or activities performed by the independent contractor or vendor for the County.
3. That the undersigned independent contractor or vendor warrants and affirms that it maintains adequate workers compensation insurance to cover any and all damages, losses, claims by any employee that may arise or occur during the course of any work, services or activities by the independent contractor or vendor.
4. Notwithstanding any other provision or agreement, the undersigned independent contractor or vendor indemnifies and holds Spartanburg County harmless from any and all claims, damages, losses or costs that arise or may arise, in whole or in part, from any work, services or activities performed by the independent contractor or vendor during the course of any construction, maintenance, repair or service of County facilities, buildings, property and equipment including demolition and removal of unsafe structures.

**INDEPENDENT CONTRACTOR/ PROPOSER**

By: X

Date:

Its:

For Company Name:

Address:

Telephone:

Facsimile:

**INSTRUCTIONS:** County departments should have this form signed by each independent contractor and Proposer before awarding any contract or before commencement of work. The original should be kept on file or delivered to the Risk Manager.

## **Scope of Work/Services Provided:**

The awarded Proposer shall perform and carry out in a good, clean, and professional manner, those services necessary to complete the SPARTANBURG COUNTY WIA Youth Services. At a minimum, this work shall include:

## **Part I – General Information**

### **Youth Activities under Title I of the Workforce Investment Act**

The intent of the WIA Legislation is to move away from one-time, short-term intervention for youth and towards a systematic approach, that offers a comprehensive set of service strategies and a closer link to the labor market. In addition, the Act requires connections between youth programs and the One Stop System (Career Source Center) providing information on the full array of appropriate services that are available to youth.

To be eligible for WIA youth services, a youth must be age 14 through 21, low income, and meet at least one of six specified barriers to employment. **Youth program providers must ensure that eligible applicants who do not meet the enrollment requirements of their program or who can't be served by their program are referred to appropriate programs within the community in order to meet their basic skills and training needs.**

Features of the youth program design are outlined in Section 129(c) of the Workforce Investment Act. While the Act specifies three program design categories and ten program elements, there is individual program design flexibility and flexibility in determining the definition, scope, and characteristics of the elements. Local program operators must determine what program elements will be provided to each youth participant based on the participant's objective assessment and services strategy; however, it is envisioned that each will participate in more than one of the ten program elements required as part of any local youth program. All WIA youth must receive some form of follow-up services for a minimum period of 12 months.

The Upstate Youth Council is as a subgroup of the Workforce Investment Board in the Upstate Area and includes representatives of youth service agencies, parents, public housing authorities and former youth program participants. The Youth Council continues to monitor the WIA programs and assess the youth programs that are available in the three county area to determine the design of future WIA programs. The goal of the Youth Council is to fund new youth program designs that creatively addresses youth needing basic skills, work experience, skill and knowledge development, and job search skills. These program designs should also include mentoring, parent involvement, reading levels, addressing bad behavior patterns, monitoring attendance and timeliness, career development and tutoring. The Youth Council has concluded that programs with the best performance seem to have a good relationship with the students prior to recruitment for the WIA program. This relationship allows them to determine the youth with the most need that they feel will be successful in the program. Contractors that do not recruit based on the youth's background or needs have a history of not doing well. High consideration will be given to proposals that offer one or more of the following concepts:

- **Programs that indicate a structured mentoring component.**
- **Programs that target serving out-of-school youth.**
- **Programs that offer summer vocational and academic opportunities.**
- **Programs will be required to incorporate WorkKeys assessment in the program design. SC has decided that WorkKeys is the tool to be used for assessment and the Upstate WIA is moving in this direction. Programs must have a remediation program based on the deficiencies noted in the WorkKeys assessment.**
- **A program that offers occupational skills training to older youth that leads to an in-demand occupation based on labor market information. President’s High Growth Job Training Initiative identified sectors that are projected to add substantial numbers of new jobs or are emerging businesses being transformed by technology. The 12 sectors include:**
  - **Health Care**
  - **Information Technology**
  - **Biotechnology**
  - **Automotive**
  - **Transportation**
  - **Retail**
  - **Advanced Manufacturing**
  - **Construction**
  - **Geospatial Technology**
  - **Financial Services**
  - **Hospitality**
  - **Energy**

All proposals to serve youth should be creative and address the means to encourage participation of the youth since the youth programs have a history of retention problems. This RFP is to solicit WIA youth services for Cherokee, Spartanburg, and Union Counties. So although high consideration will be given to those proposals that incorporate the aforementioned items, proposals will not be dismissed or disallowed due to the lack of those items.

**RESOURCES**

A copy of the Workforce Investment Act of 1998 is available on the Internet at:

<http://www.doleta.gov/regs/statutes/wialaw.txt>

Workforce Investment Act Final Rules were published by the US Department of Labor in the August 11, 2000 Federal Register and are available on the Internet at:

<http://www.doleta.gov/regs/statutes/finalrule.txt>

Workforce Investment Act Performance Measures are specified on the above Website.

The Act and Final Regulations are cited throughout the proposal and the section of reference is noted for easy reference.

## Part II Instructions and Conditions

1. **The Mandatory Bidder's Conference will be held to address questions on March 9, 2010 at 10:00 AM at the Mary Black Foundation. As well as addressing questions, a portion of the conference will be devoted to explain the eligibility and performance requirements of WIA.** In order to submit a proposal, you will be required to attend this Bidder's Conference. **Questions concerning this RFP may be submitted to Mike Emory, Purchasing Director, at choice of addresses listed on Notice of RFP Page 1. The deadline to submit questions will be March 8, 2010 at 12:00 PM.**

**No questions or requests for additional information will be accepted after March 8, 2010 and no questions can be answered by telephone at any time during the response period. PLEASE NOTE: any questions received, for which the answer (s) would change the scope of this RFP or solicitation will be posted on the website along with the answers to all RFP recipients.**

2. Use this RFP package by completing the requested items in the response package. All proposals must be submitted on the appropriate forms provided in the response package.
3. Each offeror is to **submit one (1) original application and ten (10) copies** in one package under seal. The original application must be clearly marked. Each copy of the application should be bound in a single volume where practical but not be stapled. Applications must be three-hole punched. An Executive Summary of your proposal is also required. This Executive Summary should be a minimum of one page but no longer than two pages. The cost per participant should be specified at the end of the summary. You are to **submit 30 copies of the Executive Summary** in your application package.
4. All proposals must be signed and dated by a representative of the entity authorized to commit to the provisions of the RFP. Unsigned and undated proposals will be rejected as being non-responsive. Part IV to this Request for Proposal will be used to evaluate the responsiveness of each offeror's response package.
5. The Workforce Investment Board Staff will review each proposal to verify that it is a responsive offer based on the Request for Proposal. Any proposal that is determined to be non-responsive will be so noted and separated from those that are responsive.
6. Proposals shall be opened by Workforce Investment staff in the presence of one or more witnesses. A tabulation of agencies offering proposals shall be made public record. Contents of competing offerors' proposals shall not be disclosed during the process of negotiation. Except as otherwise provided by law, information furnished by an offeror shall not be disclosed without written consent of the offeror. Following the proposal opening by the Workforce Investment Board staff, the proposal and any accompanying data shall be distributed to the designees of the Youth Council.
7. The Upstate Workforce Investment Area conducts all procurement transactions in a manner providing full and open competition. This RFP identifies all evaluation factors and their relative importance. All responses will be honored to the maximum extent practical. Technical evaluations will be made of all proposals received. Awards will be made to the responsible firms whose proposals are most advantageous to the program. Workforce Investment Staff and the Local Board will carry out procurement review responsibilities with complete impartiality and without preferential treatment to any response.
8. Each applicant will be notified in writing of project approval or disapproval.

9. This RFP does not commit the Upstate Workforce Investment Board to award a contract, to pay any costs incurred in the preparation of a proposal under this request, or to procure or contract for services or supplies. The Upstate WIB reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFP, if it is in the best interest of the Upstate Local Area to do so or if funding is not available. The Upstate Workforce Investment Board may require the bidders to participate in negotiations and to submit any price, technical, or other revisions of their proposals as may result from negotiations.
  
10. Upon award of a contract, the RFP, including any modifications as a result of negotiations, will be incorporated into and made a part of the bidder's contract.

## **Part III - STATEMENT OF WORK**

### **A. Framework**

According to Section 129(c)(1) of the Act, the program design for the delivery of local youth programs must incorporate three categories. These include:

1. Providing objective assessment to provide a review of the academic levels, skill levels, and service needs of each participant to include: basic skills, occupational skills, prior work experience, employability, interests and aptitudes, supportive service needs, and developmental needs of such participant. Exceptions can be made if the program provider determines that it is appropriate to use a recent objective assessment that was developed under another education or training program.
2. Individual Service Strategy for each youth participant that shall identify an employment goal (including, in appropriate circumstances, nontraditional employment), appropriate achievement objectives, and appropriate services for the participant taking into account the assessment conducted with the earlier objective assessment.
3. Providing preparation for post-secondary educational opportunities; strong linkages between academic and occupational learning; preparation for employment; and effective connections to intermediary organizations that provide strong links to the job market and employers.

The Youth Council would like to see attention shown to career guidance and development and the use of mentors from the business community. Career guidance should center on occupations that are in-demand and/or growing in our area. The Upstate WIA requires that programs incorporate the WorkKeys assessment in their program design. Programs must provide instruction or training opportunities for at least 6 hours per scheduled day to ensure that each youth is taking full advantage of the program. Programs must provide all out-of-school youth with employment, military enrollment, post secondary education enrollment and/or advanced training enrollment prior to exiting the program.

### **B. Eligibility Determination/Objective Assessment**

All youth who receive services under Title I of WIA must be registered and determined eligible to participate. Customers must meet established income guidelines (See Section G). Objective assessment is described in the previous section. WIA youth contractors for Program Year 2010 will be responsible to perform all eligibility determination and objective assessments for their program. It will be the responsibility of any funded grantee to refer any youth that is not WIA eligible to appropriate agencies within the community. Referrals to other agencies may occur at any time (if needed) to help the customer and to remediate employment barriers.

## C. Youth Training Activities

The Upstate Youth Council is requesting proposals that incorporate creativity to address youth needing basic skills, work experience, skill and knowledge development, and/or job search skills. All proposals should provide one or more of the following program designs:

1. **Basic Skills Training** should include life skills, pre-employment skills training, personal development training, instruction in preparation for the GED exam, and/or a strong mentoring program.
2. **Work Experience** to include on-the-job-training (older youth), work experience (including summer work experience) and/or try-out-employment.
3. **Skill and Knowledge Development** to include classroom training, occupational skills, entrepreneurial training and/or leadership development.
4. **Job Search Skills** to include job clubs, job search assistance and/or career exploration.

WorkKeys must be incorporated in every youth program. WorkKeys will be used as a pre-test assessment and as post-test for exiting, training referral, annual review, and at the end of pre-employment skills training. The Upstate Career Source is VAR WorkKeys testing center and the testing may be coordinated by contacting the Career Source office. You should include the price of testing in your proposed budget.

WIA 129 (c)(2) lists ten (10) program elements that must be generally available to youth through the youth program or through local agencies that provide such services. Not all ten youth program elements must be provided to every youth participant, but local program operators must determine what program elements will be provided based on the participant's objective assessment and service strategy. However, each youth will participate in more than one of the 10 program elements required as part of any local youth program and all youth must receive follow-up services. A combination of the 10 elements may be used to develop the program design as requested by the youth council.

The combined local programs shall provide or gain access for participants to elements consisting of:

- A. Tutoring, study skills training, and instruction leading to completion of secondary school, including dropout prevention strategies;
- B. Alternative secondary school services, as appropriate;
- C. Summer employment opportunities that are directly linked to academic and occupational learning;
- D. As appropriate, paid and unpaid work experiences, including internships and job shadowing;
- E. Occupational skills training, as appropriate;
- F. Leadership development opportunities, which may include community service and peer-centered activities, encouraging responsibility and other positive social behaviors during non-school hours, as appropriate;
- G. Supportive services;
- H. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
- I. Follow-up services for not less than 12 months after the completion of participation, as appropriate; and
- J. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.

**Below you will find clarification of some of the element's definitions.**

**Follow-up Services (664.450)** - All youth must receive some form of follow-up services for a minimum duration of 12 months after completion of participation. The types of services provided and the duration of services must be determined based on the needs of the individual. All follow-up contacts must be documented in the SC Virtual One Stop System and a minimum of one contact per quarter is required. It is preferred that monthly contact be made with individuals in order to keep a positive relationship with them during follow-up. The statement of work must address how the follow up services are to be provided after the program year has ended since the service is to be offered for 12 months. Per Section 664.450(a), follow-up services for youth may include:

- Leadership development (664.420) and supportive service activities (664.440);
- Regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise;
- Assistance in securing better paying jobs, career development and further education;
- Work-related peer support groups;
- Adult mentoring;
- Tracking the progress of youth in employment after training.

According to Section 664.600, youth who participate in summer employment opportunities must be provided with a minimum of twelve months of follow-up services. However, the scope of these follow-up services may be less intensive.

**Summer Employment Opportunities (Section 664.600)** – Local Boards are required to offer summer youth employment opportunities that link academic and occupational learning as one of the ten elements. Summer youth employment must provide direct linkages to academic and occupational learning, and may provide other elements and strategies as appropriate to serve the needs and goals of the participants. The summer youth opportunities element is not intended to be a stand-alone program because follow-up services must be provided. Local programs should integrate a youth's participation in the summer employment element into a comprehensive strategy for addressing the youth's employment and training needs. Summer Employment Opportunities may be provided to WIA Eligible In-School Youth.

**Work Experiences (Section 664.460)** - Work experiences are planned, structured learning experiences that takes place in a workplace for a limited period of time. Work experiences may be paid or unpaid. Work experience workplaces may be in the private/for profit sector, the non-profit sector, or the public sector. All proposals to provide paid Work Experience must specify in detail the method of payment to the youth. The application process and payroll procedures should be specified in the proposal. Worker's Compensation is not required for work experience because all WIA participants are covered under a state insurance policy.

Work experiences are designed to enable youth to gain exposure to the working world and its requirements. Work Experiences are most effective when they are based on the interest of the youth. Work experience should help youth acquire the personal attributes, knowledge, and skills needed to obtain a job and advance in employment. The purpose is to provide the youth participant with the opportunities for career exploration based on their interests and skill development and is not to benefit the employer although the employer may, in fact benefit from the activities performed by the youth.

Work experiences may be subsidized or unsubsidized and may include the following:

- Exposure to various aspects of an industry;
- Progressively more complex tasks;
- Internships and job shadowing;
- The integration of basic academic skills into the work activities;
- Entrepreneurial opportunities;
- Try-out employment; and
- Other elements designed to achieve the goals of work experience.

**Supportive Services (664.440)** - Per WIA 101(46), the term “supportive services” means services such as transportation, child care, dependent care, and needs-related payments, that are necessary to enable an individual to participate in activities authorized under Title I and consistent with the provisions of Title I.

Supportive services for youth may include:

- Linkages to community services,
- Assistance with transportation costs (only the cost transportation that is not normally provided by the school),
- Referrals to medical services, and
- Assistance with uniforms or other appropriate work attire and work related tool costs, including such items as eyeglasses and protective eye gear.

The work statement must include the types of supportive services to be provided to eligible youth. The Youth Council has specified that due to the number of single-family households in the area, childcare services would be a critical supportive service to offer to youth. It will be the responsibility of the contractor to develop a Supportive Service Policy to specify payment procedures and/or provisions in providing supportive services to the participants. This policy must be approved by WIB Staff prior to implementation.

#### **D. Services to Out-of-School Youth**

Out-of-school youth is an individual who:

- Is an eligible youth who is a school drop-out; or
- Is an eligible youth that has either graduated from high school or holds a GED, but is basic skills deficient, unemployed, or under-employed?

A school dropout is defined as an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent. A youth attending an alternative school is not considered a dropout.

#### **E. Linkages**

664.400(c) Local boards must ensure appropriate links to entities that will foster the participation of eligible local area youth. The One Stop Career Centers will have linkages available for youth to appropriate agencies in the three counties. The WIB staff will maintain a youth services directory for each county to assist in linking youth agencies.

Such links may include connections to:

- a) Local area justice and law enforcement officials;
- b) Local public housing authorities;
- c) Local education agencies;
- d) Job Corps representatives; and representatives of other area youth initiatives, including those that serve homeless youth and other public and private youth initiatives.

## **F. Referral**

664.400(d) and WIA Section 129(c)(3) specifies that local contractors shall ensure that each participant or applicant that meets the minimum income criteria to be considered an eligible youth shall be provided:

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

In order to meet the basic skills and training needs of eligible applicants who do not meet the enrollment requirements of a particular program or who can not be served by the program, each eligible youth provider must ensure that these youth are referred to another agency for further assessment as necessary, and to appropriate programs as described above.

## **G. Eligibility**

664.200 An eligible youth is defined, under WIA Section 101(13), as an individual who:

- (a) Is age 14 through 21;
- (b) Is a low income individual, as defined at 101(25); and
- (c) Is within one or more of the following categories:
  - (1) Deficient in basic literacy skills
  - (2) School Dropout
  - (3) Homeless, runaway, or foster child
  - (4) Pregnant or parenting
  - (5) Offender
  - (6) Is an individual (including youth with a disability) who requires additional assistance to complete an educational program, or to secure and hold employment; defined as a youth who lacks work experience defined as not employed fulltime (40 hours per week) for three consecutive months with the same employer or lacks reliable transportation defined as not having a valid driver's license or automobile.

The term "low-income individual" means an individual who-

- A. Receives, or is a member of a family that receives, cash payments under Federal, State or local income-based public assistance program;
- B. Received an income, or is a member of a family that received a total family income, for the 6-month period prior to application for the program involved (exclusive of unemployment compensation, child support

payments, payments described in subparagraph (A), and old-age and survivors insurance benefits received under section 202 of the Social Security Act (42 S.C. 402)) that in relation to family size, does not exceed the higher of :

- 1) the poverty line, for an equivalent period; or
- 2) 70 percent of the lower living standard income level, for an equivalent period;

C. Is a member of a household that receives (or has been determined within the 6-month period prior to application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.);

D. Qualifies as a homeless individual, as defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11032);

E. Is a foster child on behalf of whom State or local government payments are made; or

F. In cases permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability whose own income meets the requirements of a program described in subparagraph (A) or of subparagraph (B), but who is a member of a family whose income does not meet such requirements.

#### **H. Concurrent Enrollment (Youth and Adult Programs)**

664.500(a) Under the Act, eligible youth are 14 through 21 years of age. Adults are defined in the Act as individuals age 18 and older. Thus, individual's ages 18 through 21 may be eligible for both adult and youth programs. Individual Training Accounts (ITA) are not allowed for youth participants. However, individuals age 18 and above, who are eligible for training services under the adult and dislocated worker program, may receive an ITA through that program. Therefore, it is encouraged that youth contractors serving older youth coordinate their efforts with the Career Source Centers. Individuals interested in applying for a WIA Youth Scholarship may be co-enrolled as an adult but it will not be required.

#### **I. Geographic Area**

The following South Carolina counties are in the Upstate Workforce Investment Area:

**Cherokee \* Spartanburg \* Union**

#### **J. Services for Each County**

The Youth Council will ensure that youth are served in all three counties when determining funding. One proposal may be submitted to serve more than one county but separate budget pages should be submitted for each county.

## **K. Performance Standards**

### **Common Performance Measures**

Common Performance Measures are explained and defined in Training and Employment Guidance Letter (TEGL) No. 17-05 Change 1, dated August 13, 2007. The Common Performance Measures went in effect July 1, 2005

The following performance standards will be used to measure performance in the Upstate Workforce Investment Area. These are the minimum standards and grantees will be expected to meet or exceed all performance standards. **In the event that negotiations of performance standards take place with the State Administrative Entity, the performance measures will change and the Grantee will be contacted with updated requirements.**

#### **75% of youth will be placed in Employment or Education (Of those who are not in post-secondary education or employment (including military) at the date of participation):**

- The number of youth participants who are in employment (including the military) or enrolled in post-secondary education and/or advanced training/occupational skills training in the first quarter after the exit quarter divided by the number of youth participants who exit during the quarter.

#### **65% of youth will attain a Degree or Certificate (Of those enrolled in education (at the time of participation or at any point during the program):**

- The number of youth participants who attain a diploma, GED, or certificate by the end of the third quarter after the exit quarter divided by the number of youth participants who exit during the quarter.

#### **60% of youth will achieve Literacy and Numeracy Gains (Of those out-of school youth who are basic skills deficient):**

- The number of youth participants who increase one or more educational functioning levels divided by the number of participants who have completed a year in the youth program (i.e., one year from the date of first youth program service) plus the number of participants who exit before completing a year in the youth program.

The failure to achieve the prescribed level of performance will cause our local area to lose incentive funds and possibly its status as a Workforce Investment Area. It will be the responsibility of any funded grantee to set policies and procedures to ensure that the WIA performance standards are met or exceeded. All funded WIA staff should fully understand the performance measures to ensure that they are met. It will be the responsibility of the grantee to request training for staff on the performance standards should there be a need.

**The grantee must submit at least one participant nominee for state awards.**

## **L. Amendments**

If it becomes necessary to revise any part of the Request for Proposals, all amendments will be provided in writing to all offerors.

**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 offerors.**

## **M. Contract Type**

The Upstate Workforce Investment Board will consider two types of contracts as described below.

1. **Cost Reimbursement**: A line item budget based on all legitimate costs to be incurred by the contractor carrying out the activity. The contractor is reimbursed for actual expenses according to the approved line item budget.
2. **Fixed Price/Performance Based**: A fixed price contract with full or partial payment held until placement occurs in a specific occupation at a specified wage level. Such a contract is negotiated based on submission of a line-item budget and definite benchmark payments in response to this RFP.

Offerors submitting fixed price/performance-based proposals must complete a line item budget and proposed payment schedule. Failure to provide both may result in the application being declared non-responsive. The line item budget must show actual cost and must include profit when applicable. Profit is to be shown in the line item "Other Operating Expenses". All fixed price/performance-based contracts will be negotiated based on the Offeror's proposed performance levels. Therefore, the Contractor will earn the full-negotiated fixed cost upon achievement of these levels.

## **N. Contract Administration and Negotiation**

Spartanburg County will administer contracts awarded by the Upstate Workforce Investment Board through this RFP. Spartanburg County may require applicants selected by the WIB to participate in cost negotiations, technical, or other revisions to their proposals prior to contract finalization. In addition, contract amounts may be adjusted by the Local Board and/or the staff based on final allocation figures.

## **O. Administrative and Fiscal Capabilities**

The proposer's administrative and fiscal capabilities will be assessed by a review of the completion of the Pre-Award Survey, which must be completed before contracts are finalized. A representative of the Upstate Workforce Investment Board may visit the offering entity to affirm certain items of the survey. Any serious discrepancies found will be brought to the attention of the Board prior to contract finalization and could result in the cancellation of the commitment to fund.

In addition to the Pre-Award Survey, entities that have previously contracted with the Upstate Workforce Investment Board will be evaluated in terms of their historical performance as it relates to financial and administrative matters with particular emphasis on the following:

1. The entity's efforts to recover debts.
2. Established fraud or criminal activity of a significant nature.
3. Failure to maintain an appropriate financial management system.
4. Unresolved or recurring audit findings of a significant nature.
5. Failure to provide services to applicants as agreed to in a previously funded program or to meet applicable program standards.

6. Failure to return a grant closeout package by the established deadline.
7. Failure to submit required reports in a timely manner.
8. Failure to properly report and dispose of government property.
9. Unresolved disallowed costs or disallowed costs in excess of five percent of a contract.

The failure to meet any one of the above responsibility tests does not establish that an organization is not responsible, unless the failure is substantial or persistent (for two or more consecutive years), and, therefore, will not automatically preclude an award being made.

#### **P. Documents Required of Selected Bidders**

If an award is offered, the following information will be required to be provided to the Workforce Investment Board:

1. Federal Identification Number
2. List of Current Board Members of Governing Body
3. Current Fiscal Statement and Copy of Last Audit
4. Copy of Indirect Cost Plan and Approval
5. Grievance Procedures
6. Staff, Personnel, and Travel Policies\*\*
7. Charter and By-Laws of Organization
8. Evidence of Signatory Authority (Attachment C)
9. Banking Arrangements (Bank name, address, account number)
10. Cost Allocation Plan
11. Indirect Cost Plan
12. Lobbying Certification (Attachment D)
13. Fidelity Bonding
14. Debarment and Suspension Certification (Attachment E)
15. Organization's Mission and Vision Statements

\*\* The WIB staff, with approval of the Youth Council, may negotiate travel policies they deem out of line as compared to the state travel policy.

#### **Q. Time Frame**

All budgets submitted for activities under this Request of Proposal are to be for costs incurred between July 1, 2010 and June 30, 2011. The awarding agency's funding obligations under any agreement are contingent upon receipt of funds from the USDOL/State allocation guidelines governing distribution within the awarding agency's total jurisdiction. The Awarding Agency is in no way obligated for any funds not received nor any decrease in funding required by allocation formulas.

#### **R. Indirect Costs**

All offerors who include indirect costs as a part of their application budget must have an indirect cost plan approved by their cognizant agency. The Upstate Youth Council has limited the amount of Indirect Costs to eight percent (8%) of the Total Direct Costs. Total Direct Costs are defined as all program costs except for those costs directly related to participant such as rent, supportive services, and work experience wages. The Youth Council will consider higher percentages for indirect costs if based on staff salaries and fringes only. Indirect costs may be either program or administrative costs, depending on what costs are included in the indirect cost pool. Under 20 CFR 667.220(c)(4), specific costs charged to an overhead or indirect cost pool that can be identified directly as a program cost may be charged to the program category. Offerors must include a listing of all items included in the indirect cost pool.

## **S. WIA Staff Hiring Requirements**

**On November 7, 2005, the Upstate Workforce Investment Board voted to require all new WIA staff to undergo a series of checks prior to being hired. These required background checks consists of a drug/alcohol screen, a SLED check, a background screen, and a credit check (depending on the position). It is the responsibility of each contractor to organize these screens and provide certification of the results of the required screens for hiring. All direction for this policy may be found in Upstate WIA Instruction Letter Number 05-03.**

## **T. Presentations**

Any offeror may be requested to make an oral presentation of their proposal to the Workforce Investment Board's Executive Committee, Youth Council, or the Program Planning Committee after the proposal opening. Such presentations provide an opportunity for the offeror to clarify their proposal and to ensure mutual understanding. The Upstate Workforce Investment Area staff will schedule these presentations, if required. All costs associated with the oral presentation will be the responsibility of the applicant.

## **U. Price Not Determinative**

The Workforce Investment Board reserves that right to select such offerors which it deems appropriate and are not bound to accept any proposal based on price alone, further reserving the right to reject any and all proposals if it is deemed to be in the Workforce Investment Area's best interest.

## **V. Discussion/Negotiation**

By submission of a proposal, offerors agree that during the period following issuance of a proposal and prior to final award of contract, the offeror **shall not** discuss this proposal request with any party except, staff of the Upstate Workforce Investment Board. In accordance with Section 11-35-1530(6) of the S.C. Consolidated Procurement Code, Ms. Ann Fesperman and her designated staff person(s) reserve the right to conduct discussions with responsible offerors who submit proposals, which appear eligible for award, for the purpose of clarification to assure full understanding of, and responsiveness to, the requirements of this Request for Proposals. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of their proposals, and such revisions may be permitted after submission and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing offerors.

## **W. Confidential Information**

No documents relating to this procurement will be presented or made otherwise available to any other person, agency or organization until after award. Commercial or financial information obtained in response to this Request for Proposals which is privileged and confidential and is clearly marked as such will not be disclosed at any time. Such privileged and confidential information includes information which, if disclosed, might cause harm to the competitive position of the offeror supplying the information. All offerors, therefore, must visibly mark as "Confidential" each part of their proposal, which they consider to contain proprietary information.

## **X. Prohibition of Gratuities**

Amended Section 8-13-420 of the 1976 Code of Laws of South Carolina states: including a promise of future employment to influence his actions, vote, opinion, or judgment as a public official or public employee or such public official solicits or accepts such compensation to influence his action, vote, opinion, or judgment shall be subject to the punishment as provided by 16-9-210 and 16-9-220."

## **Y. Appeal/Protest Policy**

Offerors dissatisfied with the decisions regarding contract award and/or other aspects of the procurement process can appeal to the Upstate Workforce Investment Board Executive Committee. The applicant submits a written Notice of Appeal within 10 calendar days after the date of letter of denial. **There will be no recourse for appeal after the 10-day time limit has expired.** The written appeal must specifically state the decision, the basis for the complaint, and the remedy sought by the complaint. All matters not raised in the complaint will be deemed waived.

The appeal submitted to the WIB Executive Director will be reviewed and scheduled for an appeal hearing by the Executive Committee. The applicant will be notified of the location, date, and time of the scheduled hearing and may represent himself at the hearing if desired.

The WIB Chairman will notify the applicant of the WIB's final decision within five days of the appeal hearing.

## **Z. Offeror's Responsibility**

Each offeror shall fully acquaint him/her with conditions relating to the scope and restrictions pertaining to the execution of the work under the Terms and Conditions of this request.

## **AA. Affirmative Action**

The contractor will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, without regard to discrimination by reason of race, color, religion, sex, national origin, or physical disabilities as provided for in 20 CFR Part 667.275 of the Workforce Investment Act of 1998; Interim Final Rule and the administrative provisions of the Workforce Investment Act of 1998 as provided for in Section 188 of Public Law 105-220.

As a condition to the award of financial assistance under the Workforce Investment Act from the Department of Labor, the grant application assures, with respect to the operation of the WIA-funded program or activity, that it will comply fully with the nondiscrimination and equal employment opportunity provisions of the Workforce Investment Act of 1998, including the Nontraditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Title IX of the Education Amendments of 1972, as amended; the Age Discrimination of 1975; as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws. The United States has the right to seek judicial enforcement of this assurance.

## **BB. Option to Extend**

Based upon funding availability, the Local Board may extend a contract if it appears to be in the best interest of the Workforce Investment Act and is agreeable with the contractor. The extension may be less than, but will not exceed four additional years. Similarly, the slot levels and/or number of participants served and/or associated costs may be increased at any time during a contract period if agreeable with the contractor.

## **CC. Offeror's Qualifications**

Special attention should be given to this section of the response package. In particular, for each existing staff person, offeror should include, in addition to education and experience information, all workshops, conferences, seminars, professional organizations, and/or other activities that staff has participated in during the past two years to stay abreast of current information, procedures, practices, regulations, technological, or programmatic operations. For vacant staff positions, all offerors should attach a statement, which addressed their commitment to hire qualified staff and insure that staff stays current and knowledgeable in all areas associated with their job responsibilities. Special technological and computer skills possessed by staff persons are important for the efficient utilization and maintenance of the client tracking system. Although the contract period for this Request for Proposals is July 1, 2010 through June 30, 2011, staff who will be funded under this agreement should be available for specialized training prior to the contract date.

## **DD. Coordination of Resources**

All offerors/contractors are encouraged to coordinate and utilize outside resources in securing additional funds, supplies and materials, services, etc., in order to enhance WIA activities. Section 663.320 of the Workforce Investment Act Final Rule requires that training providers consider the availability of Pell grants and other sources of grants to pay for training costs, so that WIA funds supplement other training grants. A WIA participant may enroll in WIA-funded training while his/her application for a Pell Grant is pending as long as arrangements are made with the training provider and the WIA participant regarding allocation of the Pell Grant, if it is subsequently awarded. In that case, the training provider must reimburse WIA funds used to underwrite the training for the amount that the Pell Grant covers. Reimbursement is not required from the portion of Pell Grant assistance disbursed to the WIA participant for education-related expenses.

## **EE. Audit/Monitoring Exceptions**

No contracts will be finalized with approved offerors who have outstanding audit and/or monitoring exceptions unless negotiations have been initiated and the administrative entity determines that a resolution is forthcoming. Funding under this Request for Proposals may be decreased by an amount equal to costs disallowed as a result of any prior financial and compliance audit, monitoring, or otherwise.

UPSTATE WORKFORCE INVESTMENT BOARD

PROGRAM YEAR 2010 – YOUTH SERVICES

July 1, 2010– June 30, 2011

I. OFFEROR'S IDENTIFICATION AND PROJECT SUMMARY

NAME OF ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP CODE \_\_\_\_\_

GRANT SIGNATORY \_\_\_\_\_ TITLE \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ TITLE \_\_\_\_\_

SIGNATORY TELEPHONE NUMBER \_\_\_\_\_ CONTACT PERSON TELEPHONE NUMBER \_\_\_\_\_

TYPE OF AGENCY: ( ) GOVERNMENTAL ( ) PRIVATE / NON-PROFIT  
( ) PRIVATE / FOR-PROFIT

PROPOSED ACTIVITY \_\_\_\_\_

COUNTY TO BE SERVED \_\_\_\_\_

BEGINNING DATE \_\_\_\_\_ ENDING DATE \_\_\_\_\_

TOTAL NUMBER	HOURS	HOURS	NUMBER
TRAINING HOURS	PER DAY	PER WEEK	OF WEEKS

TOTAL NUMBER OF PARTICIPANTS TO BE TRAINED \_\_\_\_\_

PROPOSED BUDGET: TOTAL AMOUNT \$ \_\_\_\_\_

ADMINISTRATION \$ \_\_\_\_\_

DIRECT TRAINING \$ \_\_\_\_\_

COST PER PARTICIPANT \$ \_\_\_\_\_ COST PER TRAINING HOUR \$ \_\_\_\_\_

SIGNATORY OFFICIAL: \_\_\_\_\_

(SIGNATURE REQUIRED)

**II. HISTORICAL PERFORMANCE DATA**

**LIST EXPERIENCE IN PROGRAMS FUNDED UNDER WIA, JTPA, OR OTHER SIMILAR EMPLOYMENT AND TRAINING PROGRAMS DURING THE PAST TWO YEARS. PROVIDE THE FOLLOWING INFORMATION BY DATES OF OPERATION.**

	<u>PROJECT TITLE</u>	<u>FUNDING SOURCE</u>	<u>DATES OF OPERATION</u>	<u>GRANT AMOUNT</u>	<u>AMOUNT EXPENDED</u>
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____

**III. DEMONSTRATION OF NEED**

Provide a description of the eligible population and labor market conditions of the geographic area to be served. The Act 129(6)(C) specifies a non-duplication cause where WIA Funds may not be used to provide funding under the School-to-Work Opportunities Act unless the programs funded under this Act serve only those participants eligible to participate in the programs under this Act. Therefore, the need for services that are available in the Local Area must be justified as to why it is a need under WIA. At a minimum, provide information on the following:

- A. The geographic area to be served.
- B. The eligible number of eligible population residing in the area and source of data. Please review the eligibility criteria carefully. This is very important to show that the target group to serve is available in the area.
- C. The occupational / employment trends that may enhance or limit the effectiveness of the program activity.
- D. Describe related services that are available in the area and justify why your youth services are different from the available services.
- E. Current local employment and training services available to the eligible population and gaps in existing services network.

**IV. STATEMENT OF WORK**

Provide a narrative description of the proposed activity/service, considering the 10 required elements stated in the Act. Address the following:

- A. Define which of the required elements are incorporated in the proposed program design.
- B. Discuss the program design(s) that you are proposing based on the Program Design Components as specified by the Youth Council. The Program Design Components are: Work Experience, GED

**Preparation, Leadership Development, Mentoring, Job Coaching, Tutoring, Try-Out Employment, Entrepreneurship Development, and Job Clubs.**

- C. Discuss recruitment procedures to be used. Recruitment of WIA eligible youth is first in the success of any program so you should give detail on your recruitment plans.**
- D. Discuss your plan for providing objective assessment, development of service strategies, on-going assessment and case management to the participants.**
- E. Discuss the planned follow-up procedures for 12 months.**
- F. Describe the program design including hours of operation, time of activities and goals.**

## **V. COORDINATION WITH OTHER PROGRAMS**

- A. Describe how the program you are proposing will coordinate with other youth service programs, education, and agencies that are currently serving youth. List the programs and agencies with which coordination will be established.**

## **VI. ADMINISTRATIVE CAPABILITIES**

- A. Provide an organizational chart of the agency organization.**
- B. Give the location of the administrative office from which the work is to be done and the number of professional WIA staff to be employed at this site.**
- C. Describe the range of activities to be performed by the WIA staff.**
- D. Provide information relative to the assigned staff's experience in conducting employment and training program (including intake, assessment and case management), particularly for the economically disadvantaged and those with barriers to employment.**
- E. Describe the agency's / organization's accounting / financial procedures.**
- F. Describe how your organization plans to comply with the required background checks for WIA staff.**

## **VII. SUMMARY OF OFFEROR'S QUALIFICATIONS**

- A. Describe the agency's / organization's background and experience in conducting employment and training programs. Particularly for the economically disadvantaged and those with barriers to employment.**
- B. Discuss the agency's / organization's knowledge and experience in dealing with South Carolina State Government, its structure, rules and policies.**
- C. Identify the existing staff who will work on the project. Provide resumes and job descriptions for each professional staff person who will be assigned to the project.**

## **VIII. BUDGET**

- A. Complete the attached line item budget forms. The budget forms are available on-line at [www.upstatewib.org](http://www.upstatewib.org) or on disk upon request.**

## **IX. INDIRECT COSTS**

- A. State agencies that have an approved indirect cost plan must include indirect costs as a part of their application. The amount of allowable indirect costs will be negotiated after the grant award. No services that are included in indirect costs may be direct charged. Indirect cost plans must be submitted upon award and must specify services that are included in the indirect charges.**

**UPSTATE WORKFORCE INVESTMENT AREA  
GRANT BUDGET SUMMARY**

<b>Service Provider</b> _____	<b>Contract #:</b> _____
	<b>Modification #:</b> ORIGINAL
<b>Project/Activity</b> _____	<b>Funding Source:</b> WIA

**TOTAL BUDGET**

Staff Salaries & Fringe Benefits (Complete the attached Staff Budget Summary)	_____
Indirect Costs	_____
Operating Expenses	_____
Instructional Training	_____
Internship / VEP	_____
Employer's OJT Reimbursement	_____
Participant Wages & Fringes	_____
Supportive Services	_____
 <b>TOTAL GRANT COST</b>	 <div style="border: 1px solid black; width: 150px; height: 20px; margin: 0 auto;"></div>

**STAFF & INDIRECT COST - BUDGET SUMMARY**

GRANT #

MOD # **ORIGINAL**

PROJECT #

<b>WIA STAFF SALARIES AND FRINGE BENEFITS</b>				
<b>STAFF SALARIES</b>	Salary	% of	No. of	<b>TOTAL</b>
Position Title	Per Month	Time	Months	<b>AMOUNT</b>
<b>TOTAL WIA SALARIES</b>				\$ -
<b>FRINGE BENEFITS:</b>				
FICA		X		
Workmens Comp.		X		
Health & Wealth (Pos. Level)		X		
Ret. / Pension		X		
Unemployment Insurance		X		
Other (Specify)		X		
<b>TOTAL FRINGE BENEFITS</b>				
<b>TOTAL SALARIES AND FRINGE BENEFITS</b>				<b>\$0</b>

<b>INDIRECT COST:</b>				
	RATE	X	=	
Indirect cost must be based on a rate approved by an appropriate federal agency. A copy of the approved indirect rate must be submitted to the Upstate WIB office prior to reimbursement.				

<b>TOTAL SALARIES, FRINGES, AND INDIRECT COST</b>				<b>\$0</b>
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## OPERATING EXPENSES

**GRANT #:** \_\_\_\_\_  
**MOD. #:** ORIGINAL  
**PROJECT #:** \_\_\_\_\_

OPERATING EXPENSES OBJECT NAME:	COST PER MONTH	NUMBER OF MONTHS	TOTAL AMOUNT
1. Consumable Supplies			
2. Communications			
3. Postage			
4. Staff Travel			
- Local Area			
- Outside Area			
5. Premises Rent			
Sq. Ft. (Space)			
6. Equipment Expense / Repair /Rental			
(Specify)			
7. Services / Miscellaneous			
(Specify)			
8. Utilities: Heat, Light, Water			
9. Expendable Equipment			
(Attach Listing of items under \$75.00)			
10. Non-Expendable Equipment			
(Attach Listing of items over \$250)			
11. Advertising / Printing			
12. Bond			
13. Janitorial			
14. Payroll Services			
15. Copies			
16. Service Agreement(s)			
17. Subscriptions & Publications			
18. Professional Development			
19. Other			
<b>TOTAL OPERATING EXPENSES</b>			<b>\$0</b>

**DIRECT TRAINING SERVICES AND SUPPORTIVE SERVICES BUDGET SUMMARY**

**Grant #:**

**Mod. #:** ORIGINAL

	COST PER PARTICIPANT	NO. OF PARTICIPANTS	TOTAL TRAINING COST
<b>I. INSTRUCTIONAL TRAINING</b>			
1. Tuition	X	X	\$ -
2. Books	X	X	\$ -
3. Supplies/Materials	X	X	\$ -
4. Expendable Tools/Equip (Attach Listing of Items)	X	X	\$ -
5. Non-Expendable Equip (Attach Listing of Items)	X	X	\$ -
6. Other Training Expenses (Vocational Training)	X	X	\$ -
<b>TOTAL INSTRUCTIONAL TRAINING =</b>			<b>\$ -</b>
<b>II. INTERNSHIP / VEP</b>			
	X		\$ -
_____ # Hours	Hourly Rate	= \$ _____ Cost Per Slot	X _____ Number of slots = _____ TOTAL
<b>III. EMPLOYER'S OJT REIMBURSEMENT</b>			
	X		\$ -
_____ # Hours	OJT Hourly Rate	= \$ _____ Cost Per Slot	X _____ Number of slots = _____ TOTAL
<b>IV. PARTICIPANT WORK WAGES AND FRINGE BENEFITS</b>			
<b>A. WORK EXPERIENCE WAGES</b>			
	X		\$ -
_____ # Hours	Hourly Rate	= _____ Number of Weeks	X _____ Number of slots = _____ TOTAL
<b>B. FRINGE BENEFITS</b>			
1. FICA: PARTICIPANT WAGES	X		\$ -
2. WORK COMP: PART. WAGES	X		\$ -
<b>TOTAL FRINGE BENEFITS</b>			<b>\$ -</b>
<b>C. TOTAL WORK EXPERIENCE WAGES AND FRINGE BENEFITS</b>			<b>\$ -</b>
<b>V. TOTAL TRAINING COST (I + II + III + IV)</b>			<b>\$ -</b>

**VI. SUPPORTIVE SERVICES**

A. Transportation	1. Fuel							
	2. Maintenance							
	3. Transportation Allowance							
	4. Other (Specify and Attach Itemization)							
						\$		
B. Child Care		<u>                    </u>	X	<u>                    </u>	X	<u>                    </u>	=	-
		# of Slots		Cost per Wk		of Wks		
C. Other Training Activities (Specify by Line Item)								
	1.						=	
	2.						=	
	3.						=	
	4.						=	
	5.						=	
								\$
<b>TOTAL SUPPORTIVE SERVICES</b>								-