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Bergen One-Stop Career Center

60 State Street, Hackensack, New Jersey 07601 • Tel. (201) 329-9600 • Fax (201) 488-2742

**Date:** March 16, 2018  
**To:** Potential Program Sponsors  
**From:** Tammy Molinelli, Executive Director  
**Re:** Request for Proposal, Training for Out of School Youth

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The Bergen County Workforce Development Board is hereby requesting proposals from potential program sponsors for Out of School Youth. Training programs are mandated by the Workforce Innovation & Opportunity Act for the period beginning July 1, 2018.

The purpose of Title I of the Workforce Innovation & Opportunity Act of 2014 (hereafter referred to as WIOA) is to provide year round workforce development activities that increase the employment, retention, earnings of participants, and increase occupational skill attainments by participants, which will improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the nation's economy.

**A Request for Proposal package may be obtained** by contacting Vi Biccocchi at the Bergen One Stop Career Center, 201-329-9600 ext. 5505 or may be viewed online at <http://bergenworkforce.org>. The Bergen County Workforce Development Board must receive a complete proposal no later than April 13, 2018. Applications should be addressed to Tammy Molinelli, Executive Director, Bergen County Workforce Development Board, 60 State Street Room 200, Hackensack, NJ 07601.

A Technical Assistance Bidders' Conference is scheduled for Thursday, March 22, 2018 at 9:30 a.m. to be held at the Bergen One Stop Career Center, 60 State Street Room 200, Hackensack, NJ. Parking is available at the Bergen One Stop Career Center lot; **however, you must register** so that your name can be given to the security guard. Please register by contacting Vi Biccocchi-[vinpin@bergen.org](mailto:vinpin@bergen.org).

**BERGEN COUNTY WORKFORCE DEVELOPMENT BOARD**

**2018-2019**

**REQUEST FOR PROPOSALS FOR  
WORKFORCE INNOVATION & OPPORTUNITY ACT YOUTH  
OPPORTUNITIES SYSTEM  
OUT-OF-SCHOOL YOUTH PROGRAM**

**ISSUED: MARCH 16, 2018**

**REQUIREMENTS FOR PROPOSAL SUBMISSION:**

ONE (1) ORIGINAL, EIGHT (8) PAPER COPIES, AND ONE (1) ELECTRONIC COPY, SCANNED AND PRESENTED IN PDF FORMAT, ON A FLASH DRIVE

**MUST BE SUBMITTED TO:**

TAMMY MOLINELLI, EXECUTIVE DIRECTOR  
BERGEN COUNTY WORKFORCE DEVELOPMENT BOARD  
60 STATE STREET, ROOM 200  
HACKENSACK, NJ 07601

**BY**

**FRIDAY, APRIL 13, 2018 12:00 NOON**

***PROPOSALS RECEIVED AFTER 12:00 NOON ON APRIL 13, 2018  
WILL NOT BE ACCEPTED.***

**NO E-MAILED OR FAXED PROPOSALS WILL BE ACCEPTED**

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## I. REQUEST FOR PROPOSAL INFORMATION AND SYSTEM OVERVIEW

### a. RFP Timetable

March 16, 2018	Public Notice to newspapers announcing Request for Proposal
March 16, 2018	Issue Date of RFP/RFPs mailed to providers; Announcement & RFP posted on website
March 22, 2018	Bidders Conference 9:30 am to 11:00 am Bergen One-Stop Career Center 60 State Street, Room 200 Hackensack, NJ 07601
April 13, 2018	RFPs due by 12:00 Noon Tammy Molinelli, Executive Director Bergen County Workforce Development Board 60 State Street, 2 <sup>nd</sup> Room 200 Hackensack, NJ 07601
April 16, 2018	RFP Mailed/Electronically Transmitted to Review Committee
May 4, 2018	Out-of-School Youth (OSY) RFP Sub-Committee Reviews and Develops Recommendations 60 State Street, Room 200 Hackensack, NJ 07601 9:30 am – 11:30 am
May 7 or 9, 2018	Executive Committee Approval/Rejection of OSY Sub-Committee Recommendations
May 10, 2018	Presentation/Approval by Full Workforce Development Board
May 17, 2018	Announcement Letter of Approval/Rejection of RFP Pending Appeal Process
June 1, 2018	Appeals due by 12:00 Noon Tammy Molinelli, Executive Director Bergen County Workforce Development Board 60 State Street, Room 200 Hackensack, NJ 07601
Date to be announced	Award Notice will be sent pending final approval of funding
July 1, 2018	Program Begins

## **b. General RFP Information**

The County of Bergen and the Bergen County Workforce Development Board (WDB) is the designated grant recipient for the Workforce Development area pursuant to the Workforce Innovation & Opportunity Act (WIOA). The WDB has authorized the WDB Out-of-School Youth (OSY) Sub-Committee to release this Request for Proposal (RFP) to solicit proposals from organizations interested in operating programs funded by WIOA through the Bergen One-Stop Career Center (BOSCC). Youth programs provide comprehensive education and employment preparation services via a skills-based design to eligible youth age sixteen through twenty-four.

The WDB reserves the right to make changes to these policies based on clarifications in the regulations, State Legislation, or other guidance provided by the State or Federal Government regarding the implementation of the Workforce Innovation & Opportunity Act.

## **c. Purpose of Funding for Program Year (PY) 2018-2019**

The purpose of this Request for Proposal (RFP) is to provide for free and open competition and to solicit proposals from applicants willing to provide training and/or customer services with enrollments based on customer needs. It should be the intent of the proposed training to enhance the job prospects of eligible out-of-school youth residents of the Bergen County Workforce Development area.

Applicants are encouraged to show their ability to maximize program efficiency by leveraging funds from other sources within the proposal. Availability of other grants, in-kind services and coordination/collaboration with other service providers for a continuum of services required by the fourteen (14) program elements will be taken into consideration.

The WDB reserves the right to select more than one applicant for funding under this RFP. If multiple awards are granted, funds will be distributed according to availability, meeting of priority areas as described herein and number of students estimated to be served.

## **d. Deadline for Submission of Proposals**

Eligible applicants interested in applying for these funds must submit a complete proposal package with required documents, consisting of one (1) signed original, eight (8) complete copies and one (1) electronic copy on a flash drive. Failure to submit a signed original and the required number of copies will result in the proposal not being considered for funding (disqualification). Note: It is recommended that a blue ink pen be used for all required signatures in order to differentiate the original from the copies. All proposals submitted for consideration must:

1. Be securely fastened (do not staple the pages; do not place the proposal in folders or binders).
2. Not exceed fifteen (15) one-sided pages with a line space of 1.5. Applicants may not use a type font lower than 12 point. All pages must be numbered.

The original and copies must be delivered by no later than 12:00 noon on the deadline date of April 13, 2018 to the following address:

**Tammy Molinelli, Executive Director  
Bergen County Workforce Development Board  
60 State Street, Room 200  
Hackensack, New Jersey 07601**

Persons who hand deliver proposals will be issued a "Notice of Receipt of Proposal." All proposals submitted will be initialed with a time and date stamp. Timely submission of proposals is the sole responsibility of the applicant. Applications not meeting the deadline will be disqualified for consideration, review, and/or funding. Letters of acceptance or disqualification will be mailed to all applicants after completion of the Review and Evaluation Process.

**e. Eligible Applicants:**

Any New Jersey based non-sectarian, public educational institution accredited by the New Jersey Department of Education or New Jersey Labor Workforce Development, labor unions, private-for-profit business entity, private non-profit corporation, or public entity. All approved programs must qualify to be put on the NJ Eligible Training Provider List (ETPL), within 60 days of the official acceptance date which will be specified on the letter of commitment.

**Priority Areas:**

The WDB has identified three priority areas of consideration for purposes of this RFP:

1. Applicants who provide the comprehensive educational program to prepare for and pass the High School Equivalency Exam (HSE).
2. Applicants who identify how they will provide space at their facility and work with the One-Stop youth counselor who develops a youth services plan identifying future educational goals leading to unsubsidized employment.
3. Applicants who provide a minimum of two sites, one located in the southwest and one in the southeast quadrants of Bergen County, accessible by public transportation, and with connections to community based organizations to student as a whole.

**The Bergen One-Stop Career Center must be included in the RFP as a partner.**

**Responsibilities of the Applicant:**

1. Contracting with the WDB;
2. Cooperating with the Bergen County One-Stop Committee in the development and implementation of opportunities for Out-of-School Youth in Bergen County, including youth obtaining their HSE;
3. Ensuring that the program is staffed adequately to carry out the project as described.
4. Reviewing and submitting all documentation to the Bergen One-Stop Career Center.
5. Targeting services to individuals who reflect the demographics of Bergen County;
6. Providing services to individuals eligible for participation in the program including those with barriers to employment such as: youth with disabilities, offenders, school dropouts, basic skills deficient, and parenting or pregnant, runaway or homeless youth;
7. Administering the Bergen One-Stop Career Center's online customer satisfaction surveys of participants, using feedback from the results to develop and implement a continuous improvement plan;

8. Attending at least two scheduled meetings of the One-Stop Committee;
9. Cooperating with monitoring activities of the WDB/State of Federal government site reviews.
10. Utilizing the New Jersey Department of Labor & Workforce Development's Career Connections interactive website.

#### **f. General Workforce Development Area Reservations**

The WDB reserves the right to accept or reject any or all applications received as a result of this RFP. The WDB reserves the right to extend the submission deadline should such action be in the best interest of the workforce development area. The WDB reserves the right to withdraw this RFP at any time without prior notice. The WDB makes no representation that any contract will be awarded to any offer responding to the RFP. If an inadequate number of proposals are received or the proposals received are deemed non-responsive, the WDB reserves the right to reject all proposals. Under these conditions, the RFP may be reissued or funding diverted to alternative programs within the Workforce Development area. The WDB reserves the right to assess the qualifications of all applicants that submit an application and negotiate with all qualified applicants. The WDB reserves the right to request additional information or documentation or require that an applicant formally submit (by certified mail) price, technical, or other revisions of its application as a condition to approval. Proposals shall be reviewed and rated by the WDB as submitted. No changes or additions may be made by the applicant after the deadline for receipt of proposals.

The WDB reserves the right to verify all information in the proposal. If the information cannot be verified, and if the errors are not willful, the WDB reserves the right to reduce the rating points awarded. The WDB reserves the right to require applicants approved for funding to negotiate a contract with the WDB. The negotiation process shall be bound by the best terms and conditions originally offered by the applicant in the proposal. The WDB reserves the right to make contract award contingent upon the satisfactory completion by the applicant of certain special conditions. The contract offer of the WDB may contain additional terms or terms different from those set forth herein. The WDB reserves the right to administer this application and subsequent agreements in accordance with applicable rules and regulations promulgated by the New Jersey Department of Labor and Workforce Development and any other governmental agency superior to the Workforce Development Area, including any all changes and/or revisions to laws that become effective prior to or during the program operations. Though an application may rank high and be approved for funding during the Review and Evaluation process, only those programs, which are in the best interests of the customer and the Workforce Development area, will be awarded contracts.

#### **g. Limitations**

**An applicant may not be recommended for funding, regardless of the merits of the proposal submitted, if it has a history of contract non-compliance with the County or any other funding source, poor past or current contract performance with the County or any other funding source, or current disputed or disallowed costs with the County or any other funding source.**



Organizations that have been sanctioned because of non-compliance with Single Audit Act requirements for managing grant funds will be eligible to apply; however, they will not be eligible to receive any funding, if awarded under this RFP process until their sanction is removed. The WDB may refuse to fund an organization with outstanding disallowed costs, regardless of the merits of the proposal submitted.

#### **h. Amount of Funding**

Estimates for Program Year 2018 (July 1, 2018-June 30, 2019) funds that will be available for youth services pursuant to this RFP are not yet available. However, if local allocations remain at the same level as provided during the 2017 Program Year then **approximately** \$300,000 may be available for program year 2018 for out-of-school youth.

Due to limited funding, the WDB reserves the right to adjust final grant awards for less than the amount requested by the applicant.

#### **i. Funding Guidelines**

The WDB will make commitments to fund projects in accordance with the timeline stated in this application. When actual funding becomes known and available, the WDB will negotiate a best and final offer with selected applicants.

Please note as stated in the New Jersey Public Contract Law: *“Under no circumstances shall the provisions of the proposal be subject to negotiation”*.

The WDB reserves the right to negotiate a best and final offer with all applicants selected for contract awards.

All costs of proposal preparation shall be borne by the applicant. The WDB shall not, in any event, be liable for any pre-contractual expenses incurred by applicants in the preparation and/or submission of the proposal.

The proposal must set forth accurate and complete information as required in this RFP. Unclear, incomplete, and/or inaccurate documentation may not be considered for contract award. Falsification of any information may result in disqualification. If the applicant knowingly and willfully submits false performance or other data, the WDB reserves the right to reject that proposal. If it is determined that a contract was awarded as a result of false performance or other data submitted in response to this RFP, the WDB reserves the right to terminate the contract. Proposals may be withdrawn by written request of the authorized signatory on the applicant's letterhead at any time prior to the scheduled closing time for receipt of applications.

Cost will be reimbursed based on benchmarks. Negotiations of all contracts will be in accordance with the regulations promulgated under the Workforce Innovation & Opportunity Act.

An RFP is NOT a contract. A contract does not exist until one is executed by both parties. All contracts awarded pursuant to this RFP shall be subject to the availability and appropriation of

funds by the County of Bergen and WDB. The applicant shall be solely responsible and shall not look to the County for expenses it may incur in operating a program pursuant to the contract award, and/or any promulgated regulation by a higher governmental authority. Adequate, on hand, financial resources in the amount of a thirty (30) day unrestricted fund balance are required. If and when the Workforce Development Board deems it appropriate in the best interest of the program, it may modify a contract by adding to the original training program cycles and/or numbers to be served. This in no way affects curriculum or performance requirements. At any time during the term of the contract, the Workforce Development Board may elect to purchase additional services called for by the agreement or may elect to extend the terms of the agreement.

**j. Enrollment Benchmarks**

Payments rendered under this RFP are based on successful completion of benchmarks as follows:

	<b><i>Pre-HSE</i></b>
Benchmark 1	\$750 upon the Completion of WIOA Certification
Benchmark 2	\$500 Successful Attendance 4 weeks beyond Certification Date
Benchmark 3	\$600
	<ul style="list-style-type: none"> <li>• NJCAN Portfolio and assessments</li> <li>• Resume/Cover Letter Preparation</li> <li>• Conover Completion Course</li> </ul>
Benchmark 4	\$1,000 for successful attainment of HSE and BOSCC receipt of HSE transcript

***Benchmark attainment will vary  
Total Payment not to exceed \$2,850***

***Additional Funding:*** Additional funding of \$1,000 a month for two sites to cover space provided for the One-Stop Youth counselor who is assigned to work directly with the youth enrolled in the program, not to exceed \$24,000 per year.

**k. Contract Period**

The contract period for this Request for Proposal is expected to be from July 1, 2018 through June 30, 2019, which may be renewable for a second year. The WDB reserves the right not to issue a grant for a second year under certain circumstances, such as, but not limited to:

1. Unavailability of funds and/or;
2. Unsatisfactory work of the selected applicant, and/or;
3. Failure to meet agreed upon minimum performance standards (including but not limited to enrollment numbers), and/or;
4. Failure to submit required documentation in the timeframes requested.

The WDB also reserves the right to terminate the contract during the funding year for any of the reasons listed above. In cases where points 2-4 are listed as the reason for terminating the contract, the WDB will issue a letter of intent to terminate the contract and the applicant shall have 30 days in which to respond with a corrective action. If the applicant continues to perform unsatisfactory, the WDB shall terminate the contract.

## II. PROGRAM DESCRIPTION

### a. Target Population

The eligibility to receive services through the out-of-school youth program under WIOA and this RFP is limited to youth, ages 16-24 years old not registered in high-school. Priority will be given to those residing in Bergen County and who have one or more of the following barriers to employment:

- (1) A school dropout;
- (2) A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter;
- (3) A recipient of a secondary school diploma or its recognized equivalent who is a low income individual and is either basic skills deficient or an English language learner;
- (4) An individual who is subject to the juvenile or adult justice system;
- (5) A homeless individual;
- (6) An individual who is pregnant or parenting;
- (7) An individual with a disability;
- (8) A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

### b. Youth Services to be Provided

The Bergen County One-Stop Career Center is the administrative entity for youth services provided through WDB funding. As such the Bergen One-Stop Career Center will conduct the eligibility determination, initial assessment and development of the Youth's initial Individual Service Strategy (ISS) form.

The applicant will work directly with the One-Stop Youth Counselor to develop the ISS for each youth enrolled into their program. The individual ISS will-consist of Education Goals, Identified Supportive Services, Career Planning and Identifying appropriate career training leading to employment in an unsubsidized position resulting in self-sufficiency.

### c. Fourteen Program Elements Required by WIOA

The below listed elements must be available to youth. The inability to provide one or more of the program elements does not necessarily exclude the service provider. The intent of this RFP is to award a contract to responsible bidder(s) whose proposal, conforming to this RFP is most advantageous to the local area, price and other factors considered. The WDB, however, reserves the right to separately procure individual requirements that are the subject of the contract when deemed to be in the best interest of the target population.

Some may or may not be provided by your agency but must be made available as indicated by letters of commitment:

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

- 2. Alternative secondary school services, or dropout recovery services,** as appropriate;
- 3. Paid and unpaid work experiences** that have as a component academic and occupational education, which may include:
  - (i) Summer employment opportunities and other employment opportunities available throughout school year;
  - (ii) Pre-apprenticeship programs;
  - (iii) Internships and job shadowing; and
  - (iv) On-the-job training opportunities;
- 4. Occupational skill training,** which shall include priority consideration for training programs that lead to recognized postsecondary credentials aligned with in demand industry sectors or occupations in the local area involved, if the local board determines that the programs meet the quality criteria described in section 123;
- 5. Education offered concurrently with and in the same context as workforce preparation activities** and training for a specific occupation or occupational cluster;
- 6. Leadership development opportunities,** which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate;
- 7. Supportive services;**
- 8. Adult mentoring** for the period of participation and a subsequent period, for a total of not less than 12 months;
- 9. Follow-up services** for not less than 12 months after the completion of participation, as appropriate;
- 10. Comprehensive guidance and counseling,** which may include drug and alcohol abuse counseling and referral, as appropriate;
- 11. Financial literacy education;**
- 12. Entrepreneurial skills training;**
- 13. 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
- 14. Activities that help youth prepare for and transition to postsecondary education and training.**

#### **d. Proposal Selection & Evaluation Criteria**

The WDB has in place a process for the evaluation of new programs, requests for proposals, and other initiatives. Standard evaluation elements and review requirements address the local goals, objectives, and priority use of funding. A copy of the review questions and process will be made

available to all bidders' submitting a proposal. All proposals will be submitted to and reviewed by the Bergen County WDB or a subgroup (review panel) thereof. The review panels will either consist of volunteers drawn from the WDB's general membership or from other WDB members, partners, committee members, or/and staff members of the WDB. The WDB also reserves the right to include community leaders and local business representatives on the review panel. Proposals will be reviewed by those individuals who do not have a vested interest in the awarding of funding, thereby eradicating any conflict of interest or an appearance thereof. Should a conflict of interest be raised regarding a member of the review panel, the WDB Director, along with the WDB Executive Committee shall have the authority to hear and resolve such matters.

The WDB has developed criteria to be used in awarding grants. That criteria and scoring system are shown in Instruction section of this proposal. In brief, proposals will be assigned a numerical rating based on a total maximum score of 100 points. An indication of the maximum score for each proposal section is included in the Program Narrative Requirements section of this Request for Proposal. The WDB will make recommendations for possible grant awardees to the Workforce Development Board's Executive Committee for full Board approval, which will provide final awarding of contracts. To ensure high standards for both business and customer satisfaction, service providers must demonstrate their ability to provide and coordinate comprehensive services as outlined in this document and in the WIOA and provide assurances and methods to assess and evaluate their programs effectiveness.

#### **e. Performance Measurements**

Performance is a basic foundation of the workforce development system emerging from WIOA. Programs and providers will be measured upon the results they achieve. The WDB will require assurances from youth providers that include:

1. A commitment to collect and maintain the necessary data;
2. A commitment to work with the One-Stop youth counselor in the execution of the participant's ISS.
3. A commitment to report on the WIOA required performance measures according to the requirements of the State.

#### **f. Vision**

Youth participants will acquire the necessary skills to successfully transition into adulthood, careers, and further education and training. The ideal youth system will improve the long-term employability of youth, enhance the educational, occupational, and citizenship skills of youth in a community service environment, encourage school completion or enrollment in school or alternative school programs, increase the employment and earnings of youth, reduce welfare dependency and assist youth in addressing problems which may impair the ability of the youth to make successful transitions from school to work, apprenticeship, the military, or post-secondary education and training. It will provide the right intervention at the right time with age and stage appropriate activities and will serve all youth, not just those funded through WIOA youth funds.

Youth services will be accessible through the Bergen County One-Stop Career System and various youth programs/agencies located throughout Bergen County. The Bergen County One-Stop Career System and the various partner agencies will have knowledgeable staff that will provide information on careers, post-secondary educational opportunities, and job readiness

skills. The services and resources available will be sufficiently comprehensive for the youth of Bergen County to be successful.

Based on initial certification and assessment, a youth service strategy will be developed with each participant. Through the Bergen County One-Stop Career System or the applicant, youth will access a variety of services including tutoring, work experience, community services opportunities, support services, information on post-secondary education and financial aid, connection to a mentor, occupational training and job placement services. Youth can also access special services such as drug/alcohol treatment, health services, transitional housing, and psychological counseling and specialized assessment such as for learning disabilities and visual/hearing impairments. Case managers/youth advocates will assist in setting goals and determining the appropriate mix of services.

#### **g. Resolution of Procurement Disputes**

The complainant must submit to the WDB Director its dispute in writing with full documentation supporting the dispute. The complainant has fourteen (14) days within which to file a complaint, except for discrimination complaints, which are limited to a 180-day limitation.

1. The WDB Director will have 14 days in which to respond. Where applicable and appropriate, a hearing will be convened to review an unsettled complaint.
2. If the local level fails to make a decision or the decision is unsatisfactory to the complainant, the complainant can appeal to the State level and request a review of the complaint by the Director of Workforce New Jersey. The request for review shall be filed within fifteen (15) days from the date on which the complainant should have received a decision. Request for Director's review should be sent to:

Director, Workforce New Jersey  
New Jersey Department of Labor and Workforce Development  
CN055  
Trenton, NJ 08625-0055

3. If the Director does not render a decision, the complainant has the right to request a review by the U.S. Secretary of Labor. The federal review is confined to allegations of violations of the law under the Workforce Innovation & Opportunity Act of 1998. Request for the U.S. Secretary of Labor's review should be sent to:

USDOL  
Frances Perkins Building  
200 Constitution Avenue, NW  
Washington, DC 20210

The complainant must exhaust the remedies at each level prior to making an appeal to the next higher level.

## I. INSTRUCTIONS

### a. Proposal Content Outline

Applicants must submit one (1) signed original, eight (8) copies and one (1) electronic copy, scanned and presented in a PDF format on a flash drive, of the completed proposal package.

Failure to submit a signed original and the required number of copies will result in the proposal not being considered for funding (disqualification).

All proposals submitted for consideration must include all of the following items in the order stipulated and be securely fastened.

1. Proposal Cover Sheet with signatures (Attachment A)
2. Check List (Attachment B)
3. Table of Contents
4. Organization, Mission and Goals
5. Conflict of Interest Certification (Attachment C - Signature Required)
6. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion (Attachment D Signature Required)
7. Certification Regarding Lobbying (Attachment E - Signature Required)
8. Affirmative Action (Attachment F)
9. Grievance Procedures (Attachment G)
10. Certification of Liability Insurance (Attachment H)
11. Statement of Adequacy of Accounting System (Attachment I – Signature Required)
12. Describe in a brief narrative and chart form how the 14 elements will be made available to youth. If the service is being provided via referral to a partner agency a letter of commitment from the agency must be attached. (J)

### b. Narratives

#### 1. Statement of Need (5 Points)

- Present a Needs Assessment for the proposed program, showing how it will address the needs of the targeted population, and why those needs are not currently being met.

#### 2. Project Description (25 total points)

##### **Supports and Implementation for Youth**

- Describe how the applicant will provide and implement the fourteen (14) program elements which support youth success
- Program design and support resulting in the youth obtaining their HSE
- Describe how you will work with the One-Stop Youth Counselor in monitoring the ISS while the youth is enrolled in the program.

#### 3. Site Location (30 Points)

- Describe each proposed site where enrolled youth will prepare to take the HSE examination
- Describe how you will provide appropriate space for the One-Stop youth counselor assigned to your site.
- Describe accessibility by youth during normal business hours and during expandable alternative scheduling.

**4. Goals and Objectives for Outreach and Recruitment (15 Points)**

- Describe the goals and objectives concerning the proposed program/services to be provided. Objectives must be stated in measurable terms, including target population to be served.
- Describe the outreach and recruitment process.
- How will it be coordinated to reach all targeted youth, employers, educators, and other service entities?

**6. Program Administration (5 Points)**

- Describe the program days and hours of operation.
- Describe the system for program administration.
- Describe the specific qualifications required for key staff positions. Attach job descriptions.
- Describe the process of internal monitoring to ensure program quality, customer satisfaction, and contract compliance.
- How will the applicant handle conflict resolution regarding customer issues?
- Discuss your relationship with the One Stop Career center regarding documentation compliance.

**7. Implementation Schedule (15 Points)**

- A program operating 5 days a week from 10-3 with an expanded alternative schedule.

**8. Letters of Commitment for All Required Fourteen (14) Program Elements Provided by an Agency other than the applicant (5 Points)**

- Attach letters of commitment to chart
- **All letters must be current and specific to this application.**

**c. Attachments to be Completed**

Organizations must complete and submit all of the attached certifications. Do not assume that any document is not applicable.



# REQUIRED ATTACHMENTS

**Bergen County Workforce Development Board  
60 State Street, Rm 200  
Hackensack, NJ 07601**

**Proposal Cover Sheet**

*Out-of-School Youth  
REQUEST FOR PROPOSAL*

**Applicant Agency:** \_\_\_\_\_

**Type:** Public \_\_\_ Profit Non \_\_\_ Profit Private \_\_\_ Community Based Org. \_\_\_ Faith Based \_\_\_

**Address of Applicant:** \_\_\_\_\_

**Address of Service(s):** \_\_\_\_\_  
(Attach list if necessary)

**Federal ID Number:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Service(s) Offered and note Funding Requested:**

**Out of School Program \$** \_\_\_\_\_ **Supported Services \$** \_\_\_\_\_

**Contact Person for RFP:**

**Title:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Contact Person for Program Information:**

**Title:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Services:** \_\_\_\_\_

**Brief description of services to be provided:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I hereby certify the information contained in this proposal is to the best of my knowledge correct.**

**CERTIFYING OFFICIAL:**

**NAME:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

The Bergen County Board of Chosen Freeholders sponsors the Bergen County WDB.

CHECK LIST

	<u>YES</u>	<u>NO</u>
Proposal Cover Sheet*	_____	_____
Narratives	_____	_____
Conflict of Interest Certification *	_____	_____
Certification Regarding Debarment, Suspension* Ineligibility and Voluntary Exclusion	_____	_____
Certification Lobbying for Contracts, Grants, Loans and * Cooperative Agreements	_____	_____
Certification of Compliance Affirmative Action *	_____	_____
Certification of Liability Insurance Coverage *	_____	_____
Statement of Adequacy of Accounting System * (Copy of applicant's most recent single page audit attached)	_____	_____
Chart of Youth Program Elements	_____	_____

**\*Requires Signature**

**CONFLICT OF INTEREST CERTIFICATION**

The undersigned certifies to the Board of Chosen Freeholders of the County of Bergen that in performing services to Bergen County he/she knows of no circumstance that would constitute a conflict of interest, financial or otherwise, between himself/herself or his /her firm, and the Board, its members or with the interest of the County of Bergen in general. The undersigned further certifies that he/she knows of no circumstances or relationships between himself/herself or his/her firm and third parties that would cause the actual or appearance of a conflict of interest or a compromise of judgment and dependence in the performance of the designated services.

The undersigned acknowledges this is a continuing certification, and shall remain in effect for the term of the services contained in the solicited Request for Proposal. I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, and I am subject to punishment.

Applicant Signature: \_\_\_\_\_

Typed Name: \_\_\_\_\_

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

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

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

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions**

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

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Name and Title of Authorized Representative

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Signature

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Date

This certification is required by the regulations implementing Executive order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510

**Certification Regarding Debarment, Suspension, Ineligibility and  
Voluntary Exclusion Lower Tier Covered Transactions**

**Instructions for Certification**

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of facts upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primarily covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant 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 proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. 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 proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, 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. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-Procurement Programs.
8. 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 does a prudent person in the ordinary course of business dealings normally possess.
9. 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 proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**CERTIFICATION REGARDING LOBBYING CERTIFICATION FOR CONTRACTS,  
GRANTS, LOANS, AND COOPERATIVE AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf to the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, of modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants and contracts under grants, loans, and cooperative agreement) and that all sub-recipients shall certify and disclose accordingly.

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

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Contractor/ Organization

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Name of Certifying Official	Signature	Date
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NOTE: In these instances, "ALL," in the Final Rule was clarified to show that it applies to covered contract/grant transactions over \$100,000.

**CERTIFICATION OF COMPLIANCE  
AFFIRMATIVE ACTION, P.L.1975, C.127  
N.J.S.I.A 10:5-31 et seq**

1. The Contractor assures it will comply with the requirements of P.L. 1975, c. 127.
2. During the performance of this contract, the Contractor (for purposes of this section "contractor") agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status or affectional or sexual orientation, sex, or atypical hereditary cellular or blood trait of any individual. The contractor will take affirmative action because of age, race, creed, color, national origin, ancestry, marital status or sex. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause;

The contractor or subcontractor, where applicable will, in all solicitations, or advertisements for employees placed by or on behalf of the contractor, state that all applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status or sex. The contractor or subcontractor, where applicable will, send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable County employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable County employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.



The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principals of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status or sex, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to subchapter 10 of this chapter.

3. Contractor shall submit to the County of Bergen, prior to or at the time the contract signed by the contractor is returned to the Workforce Development Board for signing) in accordance with N.J.A.C 17:27-4.3 promulgated by the Treasurer pursuant to P.L. 1975, c. 127) one of the following:

- a. Appropriate evidence that the Vendor is operating under an existing federally approved or sanctioned affirmative action program; and,
- b. A Certificate of Employee Information Report Approval; and,
- c. If the vendor cannot present "a" or "b" and the Vendor has never applied for "b", the Vendor shall complete and Employee Information Report (Form AA 302). This form will be made available to the Vendor, on request, by the County of Bergen, Affirmative Action Office, One Bergen County Plaza, Hackensack, New Jersey 07601. When the vendor completes the Employee Information Report, the copy marked "Public Agency" shall be submitted to the Workforce Development Board, the copy marked "Contractor" will be retained by the Vendor, and the remaining copies will be forwarded immediately to:

Affirmative Action Office  
Department of the Treasury  
CN 209  
Trenton, New Jersey 08625

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**Contractor**

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**Name of Certifying Official**

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**Signature**

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**Date**

**APPEAL PROCESS**

**BERGEN COUNTY**  
**WORKFORCE DEVELOPMENT BOARD**

**PROCEDURE:** Appeal Process for the Bergen County Workforce Development Board (WDB) Allocation Recommendations.

**BACKGROUND:** The WDB is responsible for recommending the allocation of county funds received through the Federal Workforce Innovation & Opportunity Act.

**PURPOSE:** To identify the process, to be followed, when an agency/applicant request a hearing on the WDB Allocation Recommendations.

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**Section I. GROUNDS FOR APPEAL**

The grounds for appeal for the WDB's allocation recommendation (s), as prepared by the WDB's One-Stop Committee and other committees, etc. shall be limited to a charge of violation of the written procedures of the WDB, as described in this application and/or malfeasance.

**Section II. NOTIFICATION OF WDB RECOMMENDATIONS AND APPLICATION FOR APPEAL**

**BERGEN COUNTY WDB ADMINISTRATIVE STAFF**

1. Notify the agency/applicant, in writing, of the program review and/or allocation recommendation (s) prepared by the WDB and attaches the Appeal Request Form.
2. The agency/applicant shall have seven (7) days from the date of notification of the WDB program review and/or allocation recommendation (s) to submit an appeal.

**Section III. BCWDB RECEIVES APPEAL REQUEST**

**BCWDB ADMINISTRATION STAFF**

1. Contact appropriate WDB Allocation Committees (e.g., OSY RFP Committee ~~Youth Council~~, etc.) that an Appeal Request Form has been submitted.
2. Request the WDB Chair to appoint a Hearing Team/Chairperson composed of four members of the WDB who have no conflict of interest. The Hearing Team shall also include, as non-voting ex-officio members, the Chair or Co-Chairs of the WDB's OSY RFP Committee, and the WDB's Executive Director. (Note: Members of the WDB's OSY RFP Committee, with the exception of the Chair or Co-Chairs, shall not be appointed to the Hearing Team).

3. Schedule a hearing, in collaborations with the appointed Hearing Team, and agency/applicant within ten (10) working days of receiving the Appeal Request.

**Section IV. REVIEW OF APPEAL REQUEST**

1. The Hearing Team will develop its decision (s) based on the information provided at the hearing, and make additional recommendations, if deemed necessary.
2. The decision (s) of the Hearing Team shall be final.

**Section V. NOTIFICATION OF HEARING RESULTS**

BCWDB ADMINISTRATIVE STAFF

1. Shall notify the agency/applicant, in writing, on the outcome of the hearing within ten (10) working days following the scheduled date of the hearing.
2. Maintain disposition of hearing, on filed in the WDB's Administrative Office, and make available upon request, to the participants of the hearing.

Hearing Team Chairperson

The Chairperson of the Hearing Team, shall present a report to the WDB, and, where appropriate, other committees/councils, etc of the WDB, after which, the Hearing Team shall be disbanded by the WDB Chair.

**BERGEN COUNTY  
WORKFORCE DEVELOPMENT BOARD  
APPEAL REQUEST FORM**

Section I. Agency/Applicant to Complete

A. Name of Agency/Applicant: \_\_\_\_\_  
\_\_\_\_\_

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

B. Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

C. Agency/Applicant statement: We are appealing the WDB OSY RFP Committee Recommendation because:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

and therefore are requesting a hearing.

Section II. BCWDB ADMINISTRATIVE STAFF

A. Date of Hearing: \_\_\_\_\_

B. Results of Hearing:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Date Agency/Applicant Notified: \_\_\_\_\_

SEND COMPLETED FORM TO: Tammy Molinelli, Executive Director, Bergen County Workforce Development Board, 60 State Street, Rm. 200, Hackensack, New Jersey 07601

**CERTIFICATION OF INSURANCE COVERAGE**

**A CERTIFICATE OF INSURANCE SHOULD BE FURNISHED WITH THE PROPOSAL FOR THE PROGRAM. IN THE EVENT THAT A CERTIFICATE OF INSURANCE CANNOT BE FURNISHED WITH THE PROPOSAL, A LETTER FROM THE BIDDER'S INSURANCE BROKER/INSURANCE COMPANY INDICATING THAT IN THE EVENT THE BIDDER IS SUCCESSFUL IN OBTAINING THIS CONTRACT THAT THE REQUIRED INSURANCES WOULD BE AVAILABLE FOR CERTIFICATION BEFORE THE CONTRACT BECOMES EFFECTIVE.**

Certification of Insurance Coverage:

- A. Statutory workers compensation and employer's liability insurance;
- B. Comprehensive, all risks general liability coverage for personal injury and property damage liability of not less than \$1 million for each occurrence and \$2 million annual aggregate;
- C. Comprehensive automobile bodily injury and property damage coverage liability of not less than \$1 million combined single unit.
- D. Professional Liability Insurance in the amount of \$1 million each wrongful act/\$2 million aggregate.

The bidder shall submit to the County of Bergen Certificates of Insurance evidencing that said insurance will be in effect during the term of this Agreement. The County of Bergen shall be named as additional insured under the General Liability and Automobile Insurance. Certificates should be issued to:

Bergen County Board of Chosen Freeholders  
One Bergen County Plaza  
Hackensack, New Jersey 07601  
Attention: Insurance and Risk Management

Certificates should reference the applicable program.

The firm shall be solely responsible for and shall keep, save and hold harmless the County of Bergen and its employees from and against any and all claims, demands, suits, actions, recoveries, judgments and costs and expenses in connection therewith on account of the loss of life, property of any persons, agency, corporations or government entity, which shall arise out of the course of or in consequence of any of the negligence acts or omissions or tortuous acts or omissions of the firm, its employees, agents or subcontractors, in the performance of the work covered by this Agreement or the failure to comply with the terms and conditions of the Agreement. The firm's liability in this Agreement shall continue after the termination of the Agreement with respect to any liability, loss, expenses or damage, resulting from negligent acts or omissions or tortuous acts or omissions, occurring prior to termination. This indemnification obligation is not limited by but is in addition to other insurance obligations contained in the Agreement.

Typed Name: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**STATEMENT OF ADEQUACY OF ACCOUNTING SYSTEM**

Gentlemen:

I am a certified public accountant (or a duly licensed public accountant) and have been

engaged to examine the financial records of **Name of Contractor:** \_\_\_\_\_

which will be maintained for **Name of Program:**\_\_\_\_\_.

In my opinion, the accounting system  in use  to be established  
internal controls  in use  to be established  
this program  is  will be adequate to:

1. provide the accurate identification of the receipts and expenditures of these allocated funds by approved budget categories;
2. provide for documentation supporting each book entry, filed in such a way that it can be readily located; and
3. provide accurate and current financial reporting information.

\_\_\_\_\_  
Signature of Accountant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Accountant

\_\_\_\_\_  
License Number (State)

Please note: A copy of your Annual Audit must be submitted with this proposal.

## CHART OF YOUTH PROGRAM ELEMENTS

Describe in a brief narrative and chart form how the 14 program elements will be made available to youth. If the service is being provided via referral to a partner agency a letter of commitment from the agency must be attached.

The inability to provide one or more of the program elements does not necessarily exclude a service provider. The intent of this RFP is to award a contract to responsible bidder(s) whose proposal, conforming to this RFP is most advantageous to the local area, price and other factors considered. The WDB, however, reserves the right to separately procure individual requirements that are the subject of the contract when deemed by the Director to be in the best interest of the target population.

### **14 Program Elements:**

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

**(2) Alternative secondary school services, or dropout recovery services,** as appropriate:

**(3) Paid and unpaid work experiences** that have as a component academic and occupational

education, which may include—

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

**(4) Occupational skill training,** which shall include priority consideration for training programs that lead to recognized postsecondary credentials aligned with in demand industry sectors or occupations in the local area involved, if the local board determines that the programs meet the quality criteria described in section 123;

**(5) Education offered concurrently with and in the same context as workforce preparation activities** and training for a specific occupation or occupational cluster;

**(6) Leadership development opportunities,** which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate;

**(7) Supportive services;**

**(8) Adult mentoring** for the period of participation and a subsequent period, for a total of not less than 12 months;

**9) Follow-up services** for not less than 12 months after the completion of participation, as appropriate;

**(10) Comprehensive guidance and counseling**, which may include drug and alcohol abuse counseling and referral, as appropriate;

**(11) Financial literacy education;**

**(12) Entrepreneurial skills training;**

**(13) 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

**(14) Activities that help youth prepare for and transition to postsecondary education and training.**

**LIST ALL ELEMENTS THAT PERTAIN TO THIS  
PROPOSAL, THE LIST OF PARTNERS AND THE SOURCE  
OF FUNDS FOR EACH**

**Note: It Is Not Required That All Fourteen Elements Are Included in Each Program Proposed**

<b>Partner</b>															<b>Funding Source</b>