

FY09 WIA Follow-up
REQUEST for PROPOSAL
TITLE PAGE

Organization: _____

Mailing Address: _____ E-mail: _____

Contact person: _____ Telephone: _____

Fiscal contact person: _____ Telephone: _____

Towns to be served: _____

YOUTH SERVED

Out-of-School

In-School

SKILL ACTIVITIES (Choose one per proposal)

Basic Skills

Basic Skills and Advanced Training/
Occupational Skills Training and/or Certificate

Amount of Funding Request:

Training \$ _____

Total \$ _____

In-Kind \$ _____

Project Performance Goals:

Total Participants: _____

Signature of authorized representative for your organization:

Submitted by: _____

Signature

Date

ELG/elg

I. 12 MONTH FOLLOW-UP

85 POINTS

A required, planned, organized activity wherein regular contact is maintained with all youth (and/or employer of youth) who exit the program. All youth exiting a WIA training activity must receive a minimum of 12 months follow-up services beyond program exit. Types of services are based on the needs of the individual.

Examples of follow-up services which may occur are as follows:

- Job shadowing;
- Periodic, scheduled group meetings or one-on-one meetings to discuss educational or career options;
- Use of technology to explore web sites and facilitate communication;
- Adult mentoring and tutoring;
- Exposure to post-secondary educational opportunities;
- Community and service learning;
- Peer-centered activities, including peer mentoring and tutoring;
- Training in decision-making, including determining priorities;
- Citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources and;
- Other

Local areas may also choose to consider supportive services and work related activities as follow-up activities. Examples of supportive services are listed below.

- linkages to community services;
- assistance with transportation costs;
- referrals with child care and dependent care costs;
- referrals with housing costs; and
- referrals to medical services.

Examples of work related follow up activities may include:

- regular contact with a youth participant's employer, including addressing work-related problems that arise;
- formation of job clubs to offer ongoing support and training;
- assistance in securing better paying jobs, career development and further education;
- work-related peer support groups; and
- tracking the progress of the youth's employment after training.

- 1) Please describe in detail how you will provide linkages and means to ensure the above services are provided to your clients.
- 2) Identify staff responsible for providing post-program services for participants.
- 3) Who is responsible for the ongoing documentation and meetings with each individual?
- 4) Describe the system you will use to provide follow-up of your project.
- 5) Describe how you will provide follow-up pertaining to relevant areas of your project.
Include in your descriptions:
 - (a) what specific areas will be covered,
 - (b) what methods will be used,
 - (c) what will be the frequency of the follow-up,
 - (d) what records will be kept,
 - (e) how will you track outcomes and enhancements *after* exit and how will this information be recorded/tracked and forwarded to Workforce Central Career Center and,
 - (f) other services offered to track student success.

II. ADMINISTRATION

5 POINTS

1. Financial Management System

Describe the financial system to be used in accounting for WIA funds. Such a system, at a minimum, must provide, (1) accurate, current, and complete financial information to meet the prescribed requirements for periodic financial reporting, and (2) accounting records and documentation to support and identify all financial transactions.

Your description must include an explanation of the following financial areas:

- a. Bonding arrangements for every individual who is authorized to receive or deposit funds into program accounts, or issue financial documents, checks, or cash payments.
- b. Format for the Cash Disbursement Journal

- c. Format for the Cash Receipts Journal - are WIA and non-WIA receipts shown separately?
- d. The system of internal controls used to safeguard WIA cash.
- e. The manner in which WIA financial transactions will be kept separate and readily traceable from other financial transactions (NOTE: if this requirement cannot be met, the establishment of a separate checking account for WIA is mandatory).
- f. Time and attendance records currently utilized for staff and participants.

2. General Management and Organization

- a. Organizational Chart - include an organizational chart showing the administrative and operational framework of the agency.
- b. Describe the general management of your organization and how it will relate to the effectiveness of your program.
- c. Attach one copy of your Articles of Incorporation.
- d. Attach one copy of your most recent audit.
- e. Attach one copy of your current EEO/Affirmative Action Policy.

If your organization has already submitted your agency's most recent Audit to Workforce Central, you may request from Workforce Central, a letter of verification of the document in our receipt. A copy of this letter of verification must be submitted in lieu of the Audit.

All items in sections 1 and 2 under "Administration", must be included in your proposal. Any section not included will result in a failed proposal.

All Section "F" attachments must be included with your proposal.

III. BUDGET

10 POINTS

- a. A line item budget must be included with each proposal/activity to be funded.
- b. Each line item in the budget must provide sufficient information to allow reviewers to determine the reasonableness of costs in the proposal.

Staff salary information should include hourly wage and total number of hours per proposed staff position. If staff salaries are pro rata among other grants, the percentage of time to be allocated against any proposal must be included, along with the identification of other sources of funding.

Facility rental costs must include the number of square feet and the price per square foot. If space rental costs are pro rata among other grants, such must be identified, along with the percentage to be reimbursed under contract with Workforce Central.

- c. Job descriptions for each staff person assigned under contract with Workforce Central must be provided in the proposal.

Costs (budget line items) will be determined allowable according to their being:

1) necessary to the operation of the program; 2) reasonable, given the quality/quantity of services proposed and comparable costs in the community.

