

**Mid America Workforce Investment Board
c/o St. Clair County Intergovernmental Grants Department
19 Public Square Ste. 200
Belleville, Illinois 62220
(618) 825-3259**

Request for Proposals
Youth Employment & Training Programs
Program Year 2025

Completed RFPs are due no later than Thursday, March 13th, 2025 @ 10:00 AM (CST)

Received by: _____

Date: _____

Time: _____

Mid America Workforce Investment Board
Youth Employment and Training Programs RFP
Program Year 2025

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- A. Applicant Information Page
- B. Proposal Checklist
- C. Fiscal Questionnaire
- D. Budget Summary Form
- E. ADA Facilities Checklist
- F. Confirmation of Insurance
- G. Staff Plan (must be signed)
- H. Administrative and Financial Management Survey and Certification (must be signed)
- I. Agreement Provisions (must be signed)
- J. Program Terms and Conditions (must be signed)
- K. Agency Declaration (must be signed)
- L. Basic Requirements for Programs and Services under this RFP
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Youth Employment & Training Programs Program Year 2025 Request for Proposals (RFP)

I. BACKGROUND

The Mid America Workforce Investment Board (MAWIB) issues this Request for Proposals (RFP) to solicit innovative youth workforce development programs to operate under the provisions of the Workforce Innovation and Opportunity Act (WIOA). MAWIB intends to be inclusive in this solicitation. The intent is to receive a variety of in-school and out-of-school youth training proposals from applicants through this competitive process.

As regions around the country struggle with the implications of critical skills shortages and structural economic change in general, our local workforce board embraces programs that focus on the economic needs of Local Workforce Investment Area (LWIA) 24, which includes Clinton, Monroe, Randolph, St. Clair and Washington Counties. As a result of the critical skills shortages, we are encouraging proposals that emphasize youth preparation for careers in high growth areas.

The MAWIB's mission is to enable WIOA eligible in-school youth, out-of-school youth and high school dropouts to acquire skills and work experiences necessary to successfully transition into adult careers, or further their education and training. The local board envisions a system that meets the needs of residents and businesses alike throughout its geographic region.

MAWIB recognizes that many youth are faced with issues that could impact their employability, particularly those youth that reside in urban areas. Attention will be paid to those proposals that integrate soft skill activities into the program design.

Recent U.S. Department of Labor regulations mandate that federally-funded WIOA Youth Programs, in addition to monetary constraints, have required several changes from prior years. Major changes include, but are not limited to: (Please read the enclosed RFP's instructions carefully.)

- Seventy-five percent (75%) of funds shall be used to provide youth workforce activities to out-of-school youth.
- Serving out-of-school youth ages 16 – 24 and in-school youth ages 14 – 21.
- A greater emphasis on paid and unpaid work experiences that have an academic and occupational education component. A minimum of twenty percent (20%) of local youth funds must be used for work-based learning.

II. PROPOSAL OVERVIEW

Programs must provide—

- Activities leading to the attainment of a secondary school diploma or its recognized equivalent, or a recognized postsecondary credential;
- Preparation for postsecondary educational and training opportunities;
- Strong linkages between academic instruction (based on State academic content and student academic achievement standards established under section 1111 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6311)) and occupational education that lead to the attainment of recognized postsecondary credentials;
- Preparation for unsubsidized employment opportunities, in appropriate cases; and
- Effective connections to employers, including small employers, in in-demand industry sectors and occupations of the local and regional labor markets (in accordance with the local and regional plans)
- Expand linkages and collaborative efforts that foster a comprehensive system of services to meet the workforce development needs of eligible youth in LWIA 24. This involves placing special emphasis on work-based learning, career pathways and stackable credentials.

Proposals for youth employment and training programs are funded under the guidelines of WIOA and administered through the St. Clair County Intergovernmental Grants Department (SCCIGD) for economically disadvantaged youth facing substantial barriers to employment. The funding period will be Program Year 2025 (July 1, 2025, through June 30, 2026). Funding is based on allocations from the Illinois Department of Commerce and Economic Opportunity. Funding for subrecipient agreements affected by this Request for Proposal (RFP) will be determined annually based on funds allocated to LWIA 24. The funding amounts for proposals will correspond to the project's anticipated outcomes and deliverables. Subawards will generally not exceed \$200,000. However, the MAWIB may elect to grant subawards exceeding this amount based on strength of application or strength of performance during the grant period. Funding decisions are made as funding is available and the MAWIB is not obligated to provide the maximum amount requested.

MAWIB reserves the right to change any of the enclosed specifications as required by the U.S. Department of Labor and the Illinois Department of Commerce and Economic Opportunity without prior notice to applicants. MAWIB reserves the right to reject any proposals in whole or in part. Rejection of a portion of a proposal does not necessarily render the remainder of the proposal ineligible for funding. MAWIB also reserves the right to solicit additional proposals based on this Request for Proposals, issue other Requests for Proposals, and/or enter into multi-year agreements if it is in its best interest to do so. All WIOA funded programs and activities must be equal opportunity in employment or program services; auxiliary aids and services are available upon request to individuals with disabilities. Funding for programs is contingent upon availability of funds. This RFP should not be construed as a commitment to grant a subaward.

Overview of Service Delivery System Roles

The service delivery system in LWIA 24's geographic region includes Clinton, Monroe, Randolph, St. Clair and Washington Counties. A network of Southwestern Illinois workNet™ Centers, that operate in partnership with other human service and at-risk youth entities, serves this geographic area by making available comprehensive workforce development services. Subrecipients are expected to become familiar with the scope of services provided by the Southwestern Illinois workNet™ Centers to utilize them with

their clients and their families as necessary to allow youth clients to successfully complete subrecipient programming for a successful program exit within two-years.

Southwestern Illinois workNet™ Logo on All Printed Materials

Any and all publications created by providers, publicizing WIOA services must include the St. Clair County Seal, Southwestern Illinois workNet™ logo and any new logos required by the State or Federal Government.

III. FILE RETENTION AND OWNERSHIP

Organizations whose proposals are selected for funding will be responsible for retaining program files and records, including participant files and records, in compliance with Federal, State and local WIOA requirements and the Local Workforce Board record retention policies. The Mid America Workforce Investment Board retains ownership of all service provider files and records related to the services provided pursuant to this RFP.

IV. WIOA AND GUIDING PRINCIPLES

The Workforce Innovation and Opportunity Act of 2014 is designed to maintain a customer focus, to help Americans access the tools they needed to manage their careers through information and high-quality services, and to help U.S. companies find skilled workers.

The key principle specific to youth programs is:

Improved youth programs, linked more closely to local labor market needs and community youth programs and services, and with strong connections between academic and occupational learning. Youth programs include activities that promote youth development and citizenship, such as leadership development through voluntary community service opportunities, adult mentoring, follow-up services, and targeted opportunities for youth living in high poverty areas.

For more information on the Employment & Training Administration (ETA), log on to the internet and go to www.doleta.gov. At this site you can access the law and regulations as well as new information the USDOL has posted with respect to programs serving youth. This includes Training and Employment Guidance Letters (TEGL) and Training and Employment Notices (TEN) that identify initiatives ETA expects funded programs to support through prudent program design and service delivery.

Interested parties may obtain additional information about the Workforce Innovation and Opportunity Act, including the law, regulations, policies and other documents and resources through the following websites:

www.illinoisworknet.com/wioa
www.doleta.gov

V. ROLES IN THE LOCAL WORKFORCE INVESTMENT AREA

Role of Mid America Workforce Investment Board

The Mid America Workforce Investment Board is a governing board providing overall leadership, strategic planning, policy development and oversight of both the Southwestern Illinois workNet™ Centers service delivery system and workforce development programs.

Chief Elected Official Role

The St. Clair County Board Chairman serves as the Chief Elected Official for LWIA 24. The Chief Elected Official appoints members to the MAWIB and works in cooperation with the MAWIB to assure that the local area's workforce meets the needs of employers.

Role of St. Clair County Intergovernmental Grants Department

The St. Clair County Intergovernmental Grants Department (SCCIGD) manages and administers WIOA programs on behalf of the MAWIB and Chief Elected Official. These responsibilities include:

- Assuring that programs are administered and managed in compliance with all Federal and State requirements for WIOA programs;
- Sharing responsibility for operating the Southwestern Illinois workNet™ Center service delivery system;
- Implementing strategic priorities and policies on behalf of the Board and Chief Elected Official;
- Providing day-to-day management and administration of WIOA programs;
- Procuring and granting subawards for services, including the services of youth service providers selected pursuant to this RFP;
- Monitoring service providers to assure explicit compliance with the terms of their negotiated agreements and all Federal, State and local WIOA requirements; and
- Referring youth when appropriate to various subrecipient service providers of In-School and Out-of-School Youth Programs.

Role of the Southwestern Illinois workNet™ Centers

The Southwestern Illinois workNet™ Centers, located throughout LWIA 24, have been established to drive the workforce development system in the local workforce area. The MAWIB selects Subrecipient service providers on a competitive basis to enhance the services available through the Southwestern Illinois workNet™ Center delivery system. The services available in the Southwestern Illinois workNet™ Centers are geared towards meeting the multiple needs of youth and adults who are unemployed or underemployed including supportive services that can ease the stress of being unemployed or underemployed. The role of the Southwestern Illinois workNet™ Centers with regard to Youth Services is to serve as a resource to provide information on services, employers, labor market information and post-secondary training and assessment opportunities. All youth receiving WIOA services must be introduced to the Southwestern Illinois workNet™ Center, so they have the information in the event they find themselves needing to access assistance at a later time.

Role of Subrecipient Service Providers

Organizations selected to provide WIOA services to In-School and Out-of-School youth will have comprehensive responsibility for the customers enrolled in their programs. In order to support the

attainment of a secondary school diploma or its recognized equivalent, entry into postsecondary education, and career readiness for participants, programs shall provide elements consisting of:

- 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;
- Alternative secondary school services, or dropout recovery services, as appropriate;
- Paid and unpaid work experiences that have as a component academic and occupational education, which may include:
 - Summer employment opportunities and other employment opportunities available throughout the school year;
 - Pre-apprenticeship programs;
 - Internships and job shadowing; and
 - On-the-job training opportunities;
 - Occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are 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 the Workforce Innovation and Opportunity Act;
 - Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
 - Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate;
 - Supportive services; (see page 13-5c training support)
 - Adult mentoring for the period of participation and a subsequent follow up period, for a total of not less than 12 months;
 - Follow-up services for not less than 12 months after the completion of participation, as appropriate;
 - Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate;
 - Financial literacy education;
 - Entrepreneurial skills training;
 - Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
 - Activities that help youth prepare for and transition to postsecondary education and training.

Selected subrecipient service providers will be responsible for understanding the WIOA performance standards system as it applies to their participants. Service provider staff must develop a working knowledge of the performance standards that apply to the population they are serving and conduct their program so that performance outcomes meet or exceed the required level within the agreement timeframe. Service providers who do not meet required performance outcome levels will be at risk of losing funding and future agreements. **MAWIB mandates that subrecipient youth service providers attend meetings covering performance and networking to access WIOA staff for technical assistance as scheduled by SCCIGD.**

VI. SUBMISSION

All proposals must conform to the requirements of this Request for Proposal (RFP). Proposals must provide all information requested and be presented in the order prescribed by this RFP (see Section IX for submission instructions and required inclusions). Incomplete information and insufficient signatures and documentation will result in disqualification of the proposal.

Authorized personnel of the applicant must sign the proposal. An original and three (3) hard copies must be mailed or hand-delivered to the address below (Only one copy of your audit is required to be submitted with your original copy). One electronic copy must be e-mailed to lee.reese@co.st-clair.il.us

Lee A. Reese
St. Clair County Intergovernmental Grants Department
19 Public Square, Ste. 200
Belleville, IL 62220

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MAWIB reserves the right to request applicants to participate in negotiations and/or submit revisions of proposals as needed. Qualified applicants may be asked to meet with a Youth Council Proposal Review Committee to provide a brief (5 minute) overview of their written proposal. No new information may be presented at this time. All decisions will be based on information included in the written proposal.

Because a subaward may be awarded on the proposal received without further negotiations and/or revisions, each proposal submitted should reflect the most favorable terms from a technical and price term. Incomplete or incorrectly compiled proposals will be rejected.

VII. ELIGIBLE APPLICANTS

Proposals will be accepted from public, private and non-profit organizations with sound financial practices and a prior history of successful service to WIOA eligible youth or similar high-risk youth populations.

NOTE: Private organizations must clearly identify the percentage of profit and dollar value in their budget narrative and forms. The applying organization(s) must have all of the following:

1. Qualified applicants must have a minimum of two (2) years of documented successful experience in providing comprehensive workforce development services to WIOA eligible youth or similar high-risk youth populations. The experience and services provided must be the same or similar to those being requested in this RFP.
2. Demonstrated ability to coordinate services with local youth serving organizations and the local service delivery system.
3. Documentation of the applicant's experience as a previous WIOA grant recipient or demonstrated capability to conduct and administer a federally-funded project, similar to that requested in this RFP, including the ability to collect and report financial and participant data as required.

Organizations must demonstrate the ability to provide or link to agencies to ensure the provision of the legislation. A complete list of the required program elements is included in this proposal as Attachment N. Cooperative agreements are the preferred method for linkages to provide the required service requirements when necessary. When this option is exercised a copy of a signed cooperative agreement between service providers must be submitted with this proposal.

VIII. INFORMATION ASSISTANCE

All questions regarding this RFP must be submitted in a written format and e-mailed to Lee A. Reese at lee.reese@co.st-clair.il.us. To ensure answer consistency, no verbal answers will be given.

IX. PROGRAM PARAMETERS

The funds available through this Request for Proposals (RFP) are being offered through a competitive process. Programs must be dedicated to improving the quality of the emerging workforce by providing opportunities for eligible youth to acquire the educational and skill competencies necessary for successful transition into adult careers, and further education and training. Programs will be customer-focused, make accountability for performance and customer satisfaction a top priority, and expand linkages and collaborative efforts that foster a comprehensive system of services to meet the workforce development needs of eligible youth in LWIA 24.

No subaward granted under these terms, conditions and specifications shall be sold, transferred or assigned without the written approval of the SCCIGD. Approval does not relieve the Subrecipient from this agreement.

SCCIGD and the MAWIB reserve the right to extend current subrecipient agreements up to three (3) years.

A. Youth Eligibility

All participants served with the funds available through this proposal must meet federal WIOA eligibility requirements for youth. The SCCIGD will make the final determination of participant eligibility.

The SCCIGD will not reimburse or honor a claim for payment for services provided by a Subrecipient to participants prior to their date of eligibility.

The targeted population for services provided through this RFP is individuals who reside in Clinton, Monroe, Randolph, St. Clair and Washington Counties and are:

OUT-OF-SCHOOL YOUTH — Out-of-school youth means an individual who is:

- not attending any school (as defined under State law);
- not younger than age 16 or older than age 24; and one or more of the following:
 - A school dropout,
 - 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,
 - A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is basic skills deficient; or an English language learner,

- An individual who is subject to the juvenile or adult justice system,
- A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6))), a homeless child or youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement,
- An individual who is pregnant or parenting,
- A youth who is an individual with a disability,
- A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.
- Local Barriers as approved by MAWIB

B. Southwestern Illinois workNet™ Center Orientation.

The MAWIB believes that youth should become familiar with services available through the Southwestern Illinois workNet™ Center. An applicant program design will include an introduction to the employment and resource services available through this center. Applicants should describe how they would introduce youth to services available at the Centers. The introduction should be age and goal appropriate. A resource center is located in each county.

X. AVAILABLE FUNDS

The SCCIGD reserves the right not to fund, partially fund, or totally fund any or all proposals received based on recommendations from the Youth Council and funding availability. The SCCIGD will make all payments to subrecipients and participants. Successful applicants agree to follow the payment and invoice procedures and timeframes developed by SCCIGD or risk partial loss or full loss of payment on invoices.

The need for youth training is great in Southwestern Illinois, but unfortunately, funds are limited. Under this RFP funding will be restricted primarily to direct program cost. Proposed subrecipients are expected to meet their budgeted and negotiated youth enrollment numbers. Subrecipients that fail to meet their projected enrollment numbers will have partial or full funding de-obligated during the agreement year. Subrecipients that include student incentive plans into their programs will be limited to \$500 per student, per agreement year under this grant.

The Subrecipient will be required to submit monthly reports on each participant to their designated SCCIGD contact person as required. In addition, all Subrecipients may be asked to attend quarterly roundtables. The purpose of these meetings will be to discuss common issues, resolve common problems, and work to identify ways to improve services.

XI. TIME FRAMES/PERIOD OF PERFORMANCE

The funds available through this proposal will be available for one year, beginning July 1, 2025 through June 30, 2026. The selected service provider(s) will be evaluated on an ongoing basis to determine whether their agreement will be continued. MAWIB reserves the right to terminate any agreement, with a minimum of a **30 day notice**, at its sole discretion. Should an agreement be terminated, SCCIGD will be responsible for reimbursing the provider for those eligible costs incurred prior to the date of termination.

A. Participant Enrollment

The following criteria indicate acceptable agreement performance:

Participant Enrollment (per budget)	Due Date	Measure
Minimum 35%	by 9/01/25	As reported by the Illinois Workforce Development System
Minimum 65%	by 12/31/25	As reported by the Illinois Workforce Development System
100%	by 03/31/26	As reported by the Illinois Workforce Development System

B. Budget Dollar Allocation

Budget Dollars Allocated	Due Date	Measure
Expenditure rate 25%	by 9/30/25 (end of 1st quarter of PY)	As billed to the SCCIGD
Expenditure rate 50%	by 12/31/25 (end of 2nd quarter of PY)	As billed to the SCCIGD
Expenditure rate 75%	by 3/31/26 (end of 3rd quarter of PY)	As billed to the SCCIGD
Expenditure rate 100%	by 6/30/26 (end of program year)	As billed to the SCCIGD Final bills must be presented by 7/31/26

Ten percent of final payment will be held until after the final monitoring is completed for each Service Provider. If the provider is a previous Subrecipient, the Youth Council will review the provider's previous performance history.

XII. PROPOSAL SUBMISSION & INCLUSION REQUIREMENTS

To facilitate the review of this RFP, the proposals should be no more than twenty (20) pages in length, not including attachments, appendices or the Cover Page, Applicant Information Page, a one page Executive Summary of Services, the ADA Facilities Checklist, and a copy of your prior year financial audit. The proposal must be a double-spaced, 12-point font document with 1-inch margins. The finished proposal and copies must be stapled in the upper left corner (not bound), or they may be affixed with a metal clip in the upper left corner (not bound). An original, three copies and one electronic copy must be submitted for consideration.

Proposals must be arranged in the following order with the Cover Page on top:

1. Completed and signed Applicant Information Page with required signature (Attachment A)
2. Executive Summary of Services (no more than one page)
3. Program Design and Narrative (maximum of seven [7] pages)
4. Budget Narrative
5. Fiscal Questionnaire (Attachment C)
6. Budget Summary (Attachment D) – with method for allocating indirect cost;
7. ADA Facilities Checklist (Attachment E)

8. Confirmation of Insurance with required signature (Attachment F)
9. Staffing Plan with required signature (Attachment G)
10. Administrative and Financial Management Survey and Certification with required signature (Attachment H)
11. Subaward Agreement Provision with required signature (Attachment I)
12. Program Terms and Conditions with required signature (Attachment J)
13. Agency Declaration (Attachment K)
14. Required Program Elements & Population To Be Served (Attachment N)
15. Organization's Past Performance (Attachment O)
16. **The proposal must include a copy of the applicant's financial audit for the previous year. Proposals without this documentation will be rejected.**

A successful proposal will demonstrate to reviewers that the proposed program will:

- recruit and retain sufficient numbers of eligible youth, particularly youth from the priority populations and areas;
- achieve required performance goals, provide timely and accurate reporting, and
- be cost efficient

Program providers have the primary responsibility for recruitment of youth participants. The enrollment quotas will be applied to ensure that sufficient numbers of participants are enrolled. **Failure to achieve this enrollment level may result in reduction or loss of funding during the program year.**

A. Applicant Information Page

The Applicant Information page is Attachment A and must be the first page after the Cover Page of your proposal. The Applicant Information page must be completed. An official authorized to commit the applicant must sign the Applicant Information page. IGD will use the section titled "Short Description of Program" as our summary of your program. This summary could be disseminated to the public after the review and approval processes are complete.

B. Executive Summary of Services

The one-page summary of services must include how incentives or stipends will be earned by the participants. Include all incentives, except GED related incentives. See "Budget Narrative" paragraph D in this section for specific directions on GED incentives.

C. Program Narrative and Design

Your narrative should describe:

- 1) Your organization and what it does including previous experience in the implementation and operation of youth service programming, including documentation of past outcomes and performance,
- 2) Your organization recruitment and retention strategies (the retention strategies will receive considerable attention during the scoring process.)
- 3) Your organization methodology for providing work experience to participants
- 4) Your organizations plan to outline how success will be achieved, and your plan for managing the program, including case management and financial reporting.

The proposal must identify the personnel that will provide the program activities and services, including a brief description of the qualifications of the providers. If services are to be provided through

cooperative agreements a copy of the agreement must be submitted with this proposal along with a summary of the providers' qualifications and expertise and the services that will be provided.

D. Budget Narrative

Provide a brief narrative to support and explain the information contained on Attachment D – Budget Summary and Attachment G – Staffing Plan. Include a rationale supporting your proposal for how funds will be allocated. Also include a description of policies or other resource management techniques that will be put in place to assure that funds remain available throughout the agreement time period. In addition, please explain the reason for each requested budget item and provide the basis for its cost.

The budget narrative must describe all costs associated with implementing the projects that are to be covered with the grant funds. The budget narrative should also describe the method for allocating indirect costs.

All costs should be necessary and reasonable according to the Federal guidelines set forth in the “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments,” codified at 29 CFR Part 97 (97.22), and “OMB Uniform Guidance: Cost Principles, Audit and Administrative Requirements for Federal Awards”.

In compliance with Public Law 109-234, none of the funds appropriated in Public Law 109-149 or prior Acts under the heading ‘Employment and Training’ that are available for expenditure on or after June 15, 2006 shall be used by a recipient or sub-recipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II, except as provided for under section 101 of Public Law 109-149. This limitation shall not apply to organizations providing goods and services as defined in OMB Uniform Guidance. Where States are recipients of such funds, States may establish a lower limit for salaries and bonuses of those receiving salaries and bonuses from sub-recipients of such funds, taking into account factors including the relative cost-of-living in the State, the compensation levels for comparable State or local government employees, and the size of the organizations that administer Federal programs involved including Employment and Training Administration programs. See Training and Employment Guidance Letter number 5-06 for further clarification.

Budget Categories:

1. Personnel/Employees

- a) **For Salaries:** list each position by title (and name of employee, if available). Show the annual salary (if salaried employee) or hourly rate (if hourly employee) for the employee and the number of hours to be devoted to the project by the employee. The amount requested should take into account time needed to establish and fill new positions and the changing demands for personnel during the course of the grant. A copy of the individual's job description and resume are required to be on file at the SCCIGD. The narrative should justify the need for the position.

Employees who are paid in whole or in part with grant funds must perform work for the grant-funded project in proportion to the amount of their salary provided by the grant. If any non-standard salary is to be used, including overtime please provide a detailed description for each applicable employee.

- b) **For Employee Benefits:** Indicate each type of benefit included and the total cost allocated to each employee assigned to the grant. If available, please provide a letter detailing the benefit type and percentage amount.

2. Travel

All subrecipients must follow the SCCIGD's travel policies. The SCCIGD allows reimbursement for actual reasonable expenses. The narrative should explain the relevance of the proposed travel to job duties and service provided.

3. Equipment

Each item to be purchased must be separately listed with unit cost. Each item to be leased or rented must be separately listed with the cost associated with the lease or rental. The budget narrative must thoroughly explain the relevance and importance of each item to the grant and services rendered.

4. Supplies and Other Operating Expenses

All costs should be itemized within this category by major types (e.g., office supplies, telephone, postage, etc.). The basis for cost computations should be shown ("x" dollars per month for office supplies; "y" dollars per person for training materials; telephone long distance at "z" dollars per month, etc.).

5. Participants

- a) **For Wages & Taxes:** list the number of youths anticipated to be served and the time period for the work experience. The amount requested should take into account time needed to fill new work experience positions in the event of extension or termination of work experience.
- b) **For Direct Training:** all costs should be itemized within this category by major types (e.g., non-ITA training, pre-vocational, incentive, etc.). The basis for cost computations should be shown ("x" dollars per person for participant transportation; "y" dollars per person for uniforms, etc.).
- c) **For Training Support:** all supportive service costs should be itemized within this category by major types (e.g., test fees, training materials, health care, participant transportation, child care, uniforms and required work attire, etc.). The basis for cost computations should be shown ("x" dollars per person for participant transportation; "y" dollars per person for uniforms, etc.).

6. Equipment, Facility, Supplies, and Communication

Identify costs associated with the purchase or rental of equipment necessary to carry out the functions of the agreement. The budget narrative must thoroughly explain the relevance and importance of each item to the services to be delivered. It is expected that all necessary equipment will be thoroughly justified to ensure clear understanding or need in delivering services to participants.

7. Subcontractors

If subcontracting any part of the proposal; additional contracts for delivery of any of the above services must be identified in the budget narrative.

D. Budget Summary

The Budget Summary (Attachment D) must be completed. The budget summary will be closely scrutinized and SCCIGD reserves the right to determine and negotiate reasonable program costs.

If you are paying incentives for GED completion, you will be limited to a maximum of \$100 per student for obtaining a GED. All applicants' cost accounting systems must comply with the following Federal policies as appropriate.

OMB Uniform Guidance
Commercial enterprises
Federal Acquisition Regulation Part 31

E. Optional - Letters of Support

As an option, you may include current letters of support from past participants and partner agencies as attachments. These letters count toward the twenty (20) page proposal limitation.

F. Other Documentation

- Applicants entering into cooperative agreements to meet the ten WIOA service requirements must include copies of the agreement outlining each agency's respective service responsibilities and expectations.
- A copy of the applicant's financial audit for the previous program year must accompany the proposal.

Additional information regarding program design may be found in the Code of Federal Regulations: 20 CFR Part 664, Subparts B through E. The selected subrecipient will determine what specific program services will be provided to a particular youth participant. This decision will be based on the individual participant's assessment and individual service strategy. The selected service provider will have restricted access to the Illinois Workforce Development System (IWDS) to perform youth case management, reporting and performance review only.

XIII. REVIEW CRITERIA/SELECTION PROCESS

The selection(s) will be made after all eligible proposals are reviewed and scored. Each reviewer will evaluate the proposal for acceptability and assign a numerical score utilizing the five criteria listed below. Proposals will be scored individually and ranked according to the total score. A maximum of 100 points may be awarded to any single proposal. Based on the scores, the Youth Council will make its recommendation(s) for funding to the MAWIB, who will issue a formal selection decision.

Each proposal will be initially reviewed against these five criteria:

- 1) Evidence of the bidding agency's fiscal solvency as proven by submitting a copy of your organization's financial audit for the previous program year.
- 2) Development of a year-round program that provides work experience opportunities that meet performance guidelines for youth.
- 3) Suitable facilities including ADA compliance as certified in Attachment E, Americans with Disabilities Act Compliance.
- 4) Applicant Information page fully completed.
- 5) Executive summary stating scope of services, program management and plan for incentive and/or stipend payment.

If all five criteria listed above are not met, the proposal will be rejected.

The narrative portion of your proposal should be structured to align with the following criteria:

1. Organization and Program Capacity (10 Points)

Briefly describe your organization and your proposed program, including:

- a. Target population **(5 Points)**
- b. Past experience and demonstrated success in serving this population including performance information **(5 Points)**

2. Recruitment and Retention (20 Points)

What is your planned enrollment level? Describe what strategies and processes you will use to recruit and retain targeted participants (both initially and throughout the year to maintain enrollment levels) including:

- a. Viable recruitment (initial and ongoing) strategies to achieve sufficient numbers; **(10 Points)**
- b. Strategies that will be implemented to engage and retain enrolled participants. **(10 Points)**

3. Cost Effectiveness (10 Points)

Briefly describe how your proposed program will utilize other funding sources, in-kind contributions and linkages to other programs and services to enhance outcomes and ensure Cost effectiveness, include:

- a. Realistic relationship between the cost of the program and program goals, and reasonable cost per participant; **(5 Points)**
- b. Provision for delivery of or referral to alternative organizations for the required services under the WIOA program. **(5 Points)** (See Attachment N for a list of the required service elements)

4. Program Effectiveness (60 Points)

This is a major part of your proposal to describe your approach to service youth as completely as possible. Use previous performance data as applicable to support your case. If you are a current provider, the data you provide will be compared against information provided through the IWDS data system. A program's success is measured by its ability to meet WIOA Performance Measures (see Attachment M). Programs that fail Performance Measures will lose funding support.

A. In-School Programs (only)

Attainment of a Degree or Certificate (30 Points)

Describe how your proposed program will ensure that participants attain a diploma, a GED, or a state-recognized certificate before program completion. Include strategies, methods, and proposed outcomes relating to:

- 1) Long-term, ongoing support and encouragement toward degree or certificate attainment; **(10 points)**
- 2) Plan for formal classroom instruction; **(10 points)**
- 3) System to verify and report credentials to SCCIGD. **(10 points)**

Placement in Education/Employment (30 Points)

Describe how your proposed program will ensure that participants enter employment, the military, post-secondary education, or advanced training prior to or by the first quarter after the exit quarter. Include strategies, methods, and proposed outcomes relating to:

- 1) Approach to job development, including dedicated staff and employer contacts, and exposure to Southwestern Illinois workNet™ Centers; **(6 points)**
- 2) Career development opportunities provided through a well-defined work experience component; **(6 points)**
- 3) Methodologies to support clients in preparing and applying for post-secondary education or advanced training; **(6 points)** and
- 4) System to verify placement in employment or an institution of higher education and mechanism to provide information to SCCIGD **(6 points)**
- 5) Area employers have identified the lack of "soft skills" to be a critical deficiency in the workforce and especially with youth. Typical "soft skills" are communication skills, interpersonal skills, teamwork and team building skills, work readiness, and decision making. Describe how these skills will be developed. **(6 points)**

B. Out-of-School Programs (only)

Educational Gains (20 Points)

Describe how your proposed program will ensure that basic skills deficient participants will increase one or more educational functioning levels within one year of the date of enrollment in your program. Include strategies, methods, and proposed outcomes relating to:

- 1) Standardized pre- and post-testing procedures. The Test of Adult Basic Education (TABE) is the only acceptable instrument. The Locator Test will be used only to assess the participant TABE level needed; **(4 Points)**
- 2) The mechanism for insuring that SCCIGD receives test results in a timely manner **(4 Points)**
- 3) Quality educational component and curriculum to provide literacy and numeracy instruction **(4 Points)**
- 4) Availability and description of process for individual tutoring; **(4 Points)**
- 5) Viable plan for assuring all youth will be post tested; **(4 Points)**

Attainment of a Degree or Certificate (20 Points)

Describe how your proposed program will ensure that participants attain a diploma, a GED, or a state-recognized certificate before program completion. Include strategies, methods, and proposed outcomes relating to:

- 1) Long-term, ongoing support and encouragement toward degree or certificate attainment; **(7 points)**
- 2) Plan for formal classroom instruction; **(7 points)**
- 3) System to verify and report credentials to SCCIGD. **(6 points)**

Placement in Education/Employment (20 Points)

Describe how your proposed program will ensure that participants enter employment, the military, post-secondary education, or advanced training prior to or by the first quarter after the exit quarter. Include strategies, methods, and proposed outcomes relating to:

- 1) Approach to job development, including dedicated staff and employer contacts, and exposure to Southwestern Illinois workNet Centers; **(4 points)**
- 2) Career development opportunities provided through a well-defined work experience component; **(4 points)**
- 3) Methodologies to support clients in preparing and applying for post-secondary education or advanced training; **(4 points)**

- 4) System to verify placement in employment or an institution of higher education and mechanism to provide information to SCCIGD **(4 points)**
- 5) Area employers have identified the lack of "soft skills" to be a critical deficiency in the workforce and especially with youth. Typical "soft skills" are communication skills, interpersonal skills, teamwork and team building skills, work readiness, and decision making. Describe how these skills will be developed. **(4 points)**

Proposals will be reviewed according to the criteria described above. Funding recommendations will be made to The MAWIB for final approval. Applicants will be notified of the Board's decision via mail.

XIV. PROPOSAL CONDITIONS

- A. Subawards will be granted on a cost-reimbursement basis only. Any profit realized through this agreement must either be returned to SCCIGD or be used to provide additional services. The SCCIGD must approve the additional services prior to their implementation.
- B. All equipment purchased under this agreement becomes the property of SCCIGD and must be reported to the SCCIGD Workforce Development Group Accountant. All equipment purchases must be approved by SCCIGD Workforce Development Group Coordinator prior to purchase.
- C. Subrecipients are required to submit monthly invoices for services and expenses no later than ten (10) days after the end of the month. Subrecipients may make support payments directly to participants after their accounting system has been reviewed and approved for this purpose by SCCIGD.
- D. Facilities:
Applicants are required to evaluate the main facility they will use to deliver services as certified in Attachment E, Americans with Disabilities Act Compliance. A copy of the signed form including explanations as necessary must accompany the proposal. SCCIGD may conduct a complete accessibility review at any time prior to, or following, acceptance of a proposal.
- E. Disclosure of Proposal Content:
All proposals will be placed in the public domain and will be open to inspection by interested parties. Trade secrets or proprietary information that is recognized as such and protected by law may be withheld, if clearly identified in the proposal.
- F. Proposal Obligations:
The contents of the proposal and any clarifications submitted by the successful applicant will become part of the agreement obligation and incorporated by reference into the ensuing agreement.
- G. Disposition of Proposals:
All proposals become the property of SCCIGD and will not be returned to the applicant.
- H. Illinois Statutes and Rules:
The terms and conditions of the RFP and the resulting agreement or activities based upon the RFP will be construed in accordance with the laws of the state of Illinois. Where statutes and regulations of the United States Government are referenced herein, they shall apply to this RFP and the resulting agreement. Whenever differences exist between federal and state statutes or

regulations affecting this procurement, interpretation will be in the direction of that which is most beneficial to the interests of the SCCIGD.

I. RFP Process Limitation:

This RFP does not commit SCCIGD to grant a subaward, to pay costs incurred in the preparation of a response to this request; or to procure an agreement for services. The SCCIGD 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 this RFP in part or in its entirety. The sub awarding officers may require the applicant(s) selected to participate in negotiations and to submit any budget, technical or other revision of their proposal as deemed necessary.

J. Conflicts Between Terms:

The SCCIGD reserves the right to accept or reject any exception taken by the applicant to the terms and conditions of this RFP.

K. The Resulting Agreement:

The agreement will be a combination of the specification, terms and conditions of this RFP, the offer contained in the applicant's proposal and any written clarifications or changes made in accordance with the provisions of this RFP. The subaward granted to the successful provider will be negotiated with the SCCIGD.

RFP Timeline of Events:

<i>February 10, 2025</i>	Public notification of RFP availability on www.st-clair.il.us
<i>March 02, 2022</i>	Notification of RFP availability sent to potential service providers
<i>March 13, 2025</i>	Completed RFP's are due no later than 10:00AM
<i>March 20, 2025</i>	Submitted RFP's will be evaluated
<i>March 21, 2025</i>	Evaluations will be submitted to the Youth Council
<i>March 27, 2022</i>	Youth Council meeting to review evaluations and make

recommendations to the Executive Committee

April 3, 2025

Executive Committee meeting to review and vote on RFP recommendations for submission to Mid America Workforce Investment Board

April 10, 2025

Mid America Workforce Investment Board meeting to review and cast vote on RFP's.