

TO: Employers' Training Resource Program Year 2017-18 Youth Sub-recipients

FROM: Teresa Hitchcock, Assistant County Administrative Officer
Employers' Training Resource

DATE: January 8, 2018

SUBJECT: Youth Request for Additional Out-of-School Youth Funding (RFAF) for Program Year 2017-18
Limited to Current Sub-recipients under the Workforce Innovation and Opportunity Act (WIOA) for Comprehensive Youth Programs who serve Out-of-School Youth and who met or exceeded the threshold for full funding for PY 2017-18

DUE DATE: Friday, January 19, 2018

A. GENERAL INFORMATION

The Kern, Inyo, and Mono Counties Consortium Workforce Development Board (WDB) authorized the use of a 'Request for Additional Funding' (RFAF) process to increase the number of out-of-school youth receiving Work Experience as well as the other 13 mandated youth services and ensure expenditure of PY 2017-18 youth funds. Eligible entities are comprehensive, Out-of-School (OSY) contracted programs currently funded under WIOA, who scored 70% or higher on their application for 2017-18 funding. Agencies who received youth funds for only follow-up activities or agencies whose programs are sun-setting this program year are not eligible to apply for additional funding.

Responses to this RFAF must be received at Employers' Training Resource, America's Job Center of California, 1600 East Belle Terrace, Bakersfield, CA, 93307 no later than 4:00 p.m. on Friday, January 19, 2018. If hand delivered, responses must be taken to the receptionist on the second floor [second floor east wing administrative office]. If mailing, please write "WIOA YOUTH RFAF" on your envelope.

B. PROPOSED AVAILABLE FUNDING

A mid-year evaluation of ETR's Youth programs identified \$500,000 in youth funds that will be made available for additional funding for Out-of-School, Comprehensive Youth Programs to increase Work Experience opportunities while still providing the other mandated Elements of Service, either directly or indirectly, to the participants. At least twenty percent (20%) of the funding must be spent on work experience activities. (For your convenience and reference, Attachment I has information regarding the mandated 14 Elements of Service under WIOA.)

C. GENERAL CONTRACTING INFORMATION

The sub-grant agreement will include terms and conditions of the current sub-grant agreements. Some sections may be updated to comply with new Federal, State, and/or County requirements. ETR reserves the right to fund all or portions of this RFAF and

use sources of funds other than WIOA to fund all or portions of a program. (Attachment III contains a general overview from current year contract details but does not cover all. For a complete description, please refer to your current contract under WIOA for Youth Programs.)

D. WIOA YOUTH INDICATORS OF PERFORMANCE

(These only to participants enrolled 7/1/2016 and later)

	PERFORMANCE INDICATOR	GOAL*
1.	Percentage of participants in education, training activities or unsubsidized employment in the 2 nd Quarter after Exit.	52.0%
2.	Percentage of participants in education, training activities or unsubsidized employment in the 4 th Quarter after Exit.	52.0%
3.	Median earnings of participants in unsubsidized employment during the 2 nd Quarter after Exit.	Baseline Data Collection Only
4.	Percentage of participants who attain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent, during participation or within 1 year of Exit.	56.0%
5.	Percentage of participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains toward such a credential or employment.	Baseline Data Collection Only

E. GENERAL RESERVATIONS

- ETR reserves the right to cancel in part or in its entirety this RFAF, if it is in the best interest of ETR to do so.
- ETR reserves the right to extend the submission deadline. In the event the deadline is extended, agencies will be notified in advance and have the right to revise their applications. Applications may be withdrawn by written request of the authorized signatory on the applicant's letterhead at any time before the deadline.
- ETR makes no representation that any contract will be awarded to any applicant responding to this RFAF.
- ETR reserves the right to request additional information or documentation. Unclear, incomplete, and/or inaccurate applications may not be considered for refunding.
- ETR reserves the right to verify all information in the application. Falsification of any information will result in disqualification.
- ETR reserves the right to reject any or all applications that are not responsive to the specifications of this RFAF.
- If approved for refunding, contracts may be negotiated.
- Funded service providers shall be subject to all applicable Federal, State, and local WDB policies and regulations.

F. APPLICATION REVIEW

All applications will be reviewed by a team of evaluators comprised of Youth Committee members and/or Workforce Development Board members to determine if contractual obligations and performance goals for the current program year (PY 2017-18) are being met.

The recommended proposals may be based on the agency's performance, successful expenditure of previous funding, compliance with previous and current WIA and WIOA requirements, local workforce development needs, geographic location, economic conditions and other factors, and are subject to further negotiations.

H. CONTRACT TERM

The funding period for this RFAF is February 1, through June 30, 2018. ETR reserves the right to modify the scope of any program to any extent necessary to ensure compliance with State and/or Federal guidelines. ETR reserves the right to extend contracts for future funding periods on the basis of decisions made as a result of this RFAF process.

For further information concerning this application, contact Michelle Pando at (661) 336-6946.

**REQUEST FOR REFUNDING
PROGRAM YEAR 2017-18
(JULY 1, 2017 - JUNE 30, 2018)**

INSTRUCTIONS

I. **Application Submission** – Agencies must submit **one paper original and one electronic copy on a flash drive** of the application packet by **4:00 p.m. on Friday, January 19, 2018**. Submit applications to:

**Employers' Training Resource
America's Job Center of California
1600 East Belle Terrace
Bakersfield, CA 93307
Attn: Youth RFAF**

The application, forms and instructions are available in electronic format on **www.etronline.com**.

II. **Program/Activity Summary and Budget** - Complete the following Budget form and provide a Budget narrative.

Attachment I Comprehensive Youth-Only Programs and Budget

For **technical assistance** related to this application, please call your assigned ETR Departmental Analyst at (661) 336-6893.

SUBMISSION CHECKLIST

(PRINT AND USE AS GUIDELINE FOR ASSEMBLING APPLICATION PACKET)

Document Order:

1. Cover/Signature Page
2. Program Activity & Budget

Number: One Original with signatures including items 1-2 above;

Please **DO NOT STAPLE** or use any kind of **PERMANENT BINDER** on your paper original. ETR staff will need to take these apart in order to make copies of the application sections. Binder clips or rubber bands are acceptable

**Employers' Training Resource
WIOA Activity Summary for Youth-Only Programs**

Complete one for EACH activity (make copies of form as necessary)

1.	Organization Name	
2.	Activity/Program Title	
3.	Out-of- School	____ Out-of-School Activity
4.	Age Range to be Served	OSY 16-24 ____ Estimated number of additional participants to be served: _____
5.	Amount of Request	\$ _____
6.	Amount of Current Contract for this activity	\$ _____
7.	Agency's score for OSY program application under main PY 2017-2018 RFR: _____ (If your program scored less than 70%, your agency is not eligible to apply for additional funding.)	
8.	If your OSY Program(s) did not fully expend the PY 2016-17 funding, please describe the changes made to ensure your agency can fully expend both the Regular and Additional WIOA funding for PY 2017-18.	

9. Work Experience Limits – Must be reasonable given the population and need to provide other services.

How many additional youth will your program serve? _____

What are the MAXIMUM number of hours an individual will be allowed spend in Work Experience? _____ (example 240 hrs)

What is the MAXIMUM duration in weeks a participant will be allowed to spend in Work Experience? _____ (example 12 weeks)

What is the range of hours per week participants are expected to work while engaged in Work Experience? _____ (example 20 – 35 hrs/week)

What steps are taken to ensure that the amount or scheduling of Work Experience does not interfere with school (if applicable) or the delivery of other WIOA Elements of Service?

Employers' Training Resource

Youth Activity Budget

Organization Name:	
Program Name, OSY	

Funding requested for this OSY Program/Activity: _____

Additional Planned Participants: _____

Cost per Participant (Funding / Additional Participants): _____

COMPLETE THIS BUDGET PAGE, ITEMIZING SPECIFIC COSTS PROPOSED FOR EACH CATEGORY LISTED

		Cost Category	Additional for 2017-18
01	a.	Staff Salaries and Fringe Benefits – Work Experience Related	
01	b.	Staff Salaries and Fringe Benefits – Not Related to Work Experience	
02		Participant Wages and Fringe Benefits (Work Experience, Workers' Comp, FICA)	
03		Facility Expense Cost of renting or leasing offices, storage rooms, facilities, classrooms, etc. Use allowance or depreciation for space is charged here. Include any building utilities (telephones, electricity, water, trash collection, alarm/security systems, Internet, etc.) not included in rental agreement.	
04		Supplies & Equipment under \$5000 Cost of supplies necessary for the operation of the activity – Includes participant testing supplies and all equipment under \$5,000. Lease or rental of equipment. Use allowance or depreciation. Repair and/or maintenance costs of all items purchased or leased. The cost of maintenance agreements as well as janitorial services.	
05		Supplies & Equipment \$5000 and over Cost of equipment and supplies (including tax and freight charges) necessary for the operation of the program – based on cost per item. Subgrant agreements require approval from ETR prior to incurring expenses for equipment \$5,000 and over.	
06		Travel & Training Expense Costs for staff travel necessary for normal program operations. Agency costs associated with travel for participants. Staff	

		training costs, as well as participant training/tuition costs are to be charged under this line item.	
07		Insurance/Bonding/Professional And Special Services:	
	a)	Cost of insurance & bonding, including all liability, but excluding worker's compensation. All non-salaried services required, such as accounting, legal, security guard, etc. Indirect costs, including agency fees and profit.	
	b)	Outreach and recruiting costs other than Staff Salaries/Fringe. Include advertising costs here.	
08		Employer Reimbursement and Income Employer reimbursements under On-the-Job Training and income control for programs producing revenue.	
09		Supportive Services Payments used to aid or assist participants while attending program, such as: rent, mileage, etc.	
		TOTAL REQUESTED	

20% Work Experience Minimum: The sum of cost categories 01(a) and 02 must be at least 20% of your total budget.

% to be spent on Work Experience as defined above: _____

Indirect Cost Rate - If your agency has an Indirect Cost Rate, complete the following:

Indirect Cost Rate _____

Cognizant Agency _____

ETR reserves the right to cap the indirect cost rate that a subrecipient may charge.

Budget transfers must be approved before charging any expense to a category not listed in a contract budget. The subgrant agreement requires obtaining approval from ETR prior to incurring the following expenses: out-of-county travel, equipment & supplies over \$5,000, computer equipment, leases, consultants, any line item not in the contract budget. **Competitive quotes or sole source justification must be obtained for all purchases, regardless of amount.**

If awarded additional funding, any proposed stipend or incentive schedules (or changes to existing schedules) should be submitted to your ETR analyst during the contract negotiation process. In addition, if any elements of service are to be subcontracted by your agency to another agency and paid for with WIOA funding, please describe these proposed arrangements and submit a copy of the proposed agreement for approval during the contract negotiation process with ETR.

ATTACHMENT II

14 MANDATED ELEMENTS OF SERVICE UNDER WIOA FOR YOUTH PROGRAMS

The legislative intent of the Workforce Innovation and Opportunity Act (WIOA) for Out-of-School Youth (OSY) is to provide youth with opportunities to acquire skills necessary for successful re-engagement in secondary education or the earning of a high school diploma/GED, if necessary, and the transition to career pathways and/or advanced education or training opportunities as appropriate. Youth services must be comprehensive, integrated and youth focused. Programs shall make the following services available to youth participants based on their assessment and Individual Service Strategy (ISS). The 14 Elements of Service, which may be provided directly by the funded Service Provider (Lead Agency) or through linkages and collaboration with other local entities, are as follows:

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 (GED) or for a recognized post-secondary credential;
2. Alternative secondary school offerings or dropout recovery services as appropriate;
3. Paid and unpaid work experiences; (The Department of Labor defines work experience as “a temporary activity (six months or less) which provides an individual with the opportunity to acquire the skills and knowledge necessary to perform a job, including appropriate work habits and behaviors, and which may be combined with classroom or other training.”)
NOTE: Work experience shall have: regularly scheduled evaluations of participant’s progress; a training agreement; a work site agreement (contract); and time sheets that document training hours.
4. Occupational skills training which shall include priority consideration for programs that lead to recognized credentials that are aligned with industry sectors or local occupations;
Note: Occupational skills training will be provided in the demand occupation that corresponds with the employment/career goal indicated in the IEP. This training is expected to result in a certification of skill competency and training related job placement.
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational clusters;
6. Leadership development opportunities;
7. Supportive Services;
Participants may be provided supportive services needed to complete the program, if the objective assessment and IEP/ISS indicate that such services are appropriate and necessary in meeting goals established by the participant. In some instances, however, this may not be financially feasible for the program. Where such a condition exists, it is expected that the Service Provider will seek outside resources to secure the necessary 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;

10. Comprehensive guidance and counseling, including drug and alcohol abuse counseling, as well as referral to counseling, as appropriate, to meet the needs of the individual youth;
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 post-secondary education and training.

Eligibility for services as an OSY is limited to youth ages 16-24, who meet one or more of the following criteria:

- High school dropout;
- Has high school diploma or GED but is deficient in basic literacy skills (below grade 8.9); or
- Individual (including a youth with a disability) who requires additional assistance to complete an education program or to secure and retain employment. This category is for OSY only and includes the criteria below:
 - Out-of-School youth only: has never held a job.
 - Out-of-School youth only; has been fired from a job within 12 months prior to application to program.
 - Out-of-School youth only; has never held a full-time job for more than 13 consecutive weeks.

The agency funded under this RFAF shall ensure work experience activities to the youth enrolled into the program while concurrently providing the other 13 Elements of Service, either directly or indirectly.

ATTACHMENT III

HELPFUL REMINDERS FROM CURRENT CONTRACT OBLIGATIONS:

- ETR will continue to provide on-site eligibility determination/enrollment services for most agencies in order to reduce errors and delays in the enrollment process and allow agencies to focus their efforts on program management;
- Your agency is considered the Employer of Record for Work Experience and must be able to make work site visits and provide ETR with access to all participant work records. Staffing agencies generally do not share information with other parties, therefore your agency is expected to manage Work Experience activities directly;
- California's Minimum Wage increases to \$11 an hour on January 1, 2018, for employers having more than 26 employees. For employers that have less than 26 employees, the minimum wage increases to \$10.50 an hour.
- Displacement Policy: A participant in the Work Experience Program must not displace (including a partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits) any currently employed employee.
- Affordable Care Act (ACA) – Subsidized Work Experience Programs are NOT exempt from complying with the ACA and ETR is requiring that the Agency awarded the contract comply with the ACA.
- California's Healthy Workplace Healthy Family Act of 2014 – An employee who works in California for 30 or more days within a year from the commencement of employment is entitled to paid sick days for prescribed purposes, to be accrued at a rate of no less than one hour for every 30 hours worked. It also requires that the employee work for the same employer for 30 days or more within the previous 12 months in order to qualify for accrued sick leave. The law further authorizes an employer to provide for employee sick leave actual on a basis other than one hour for each 30 hours worked, provided that the actual is on a regular basis and the employee will have 24 hours of accrued sick leave available by the 120th calendar day of employment. For more information about California's Healthy Workplace Healthy Family Act of 2014, please visit: <http://www.dir.ca.gov/dlse/ab1522.html>.
- Adult mentoring may once again be provided by the participant's case manager if appropriate;
- Agencies are encouraged to modify enrollment plans and/or program design as needed to ensure that participant engagement is maintained throughout the full 12 months of follow-up so that the positive outcomes can be obtained/documented at the 2nd and 4th quarters after exit. *It may be necessary to reduce the number of planned new enrollments in order to provide sufficient services to those in follow-up;*
- Agencies will be asked to provide estimated cumulative quarterly expenditures for each program that is proposed for refunding. Final cumulative quarterly

expenditure plans will be negotiated after the funding recommendations have been approved and will be incorporated into the contracts as benchmarks;

- All contracts for program services are cost reimbursement contracts. These contracts provide for the reimbursement of allowable costs which have been identified and approved in the contract and which were incurred in the operation of the program. Back-up documentation is required to justify payments made under this type of contract. Costs must be charged to the allowable cost categories. NOTE: Contracts are subject to change due to legal review, Federal Regulations, or State guidance.
- COUNTY may advance funds to AGENCY as provided under federal law. AGENCY must submit a request for cash to coincide with actual and immediate cash needs and assure that no excess cash is on deposit in its account. AGENCY must maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement, and financial management systems that meet the standards for fund control and accountability as established in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Due to the difficulty in determining immediacy and in providing funding outside the accounting cycle, monthly reimbursement is the preferred method for payment of claims.
- Contractors will be required to serve at least 90% of those contracted for in order to be in contract compliance. Contract performance will be periodically reviewed by ETR staff and reported to the Local Workforce Development Board as necessary.