

AGREEMENT FOR WIOA YOUTH SERVICE PROVIDER

AGREEMENT BETWEEN THE GREATER LINCOLN WORKFORCE DEVELOPMENT BOARD and THE CITY OF LINCOLN URBAN DEVELOPMENT DEPARTMENT WIOA DIVISION REGARDING THE WIOA YOUTH SERVICE PROVIDER

WITNESSETH:

WHEREAS, the Workforce Innovation and Opportunity Act, hereinafter WIOA, provides federal funding to assist local service areas in providing workforce development activities for eligible youth in the Greater Lincoln Service Area.

WHEREAS, the Mayor of the City of Lincoln is designated as the authorized representative to serve as the chief elected official of the Greater Lincoln Service Area and is the grant recipient of and administers youth workforce development act funds allocated to said service area and executes all contracts awarded as deemed necessary or desirable pursuant to WIOA.

WHEREAS, the Greater Lincoln Workforce Development Board, hereinafter GLWDB, is authorized to identify eligible youth providers of youth activities and is authorized to award a contract for a WIOA Youth Service Provider for the Greater Lincoln service area after a competitive bid for such award with the approval of the chief elected official and conducts oversight with respect to the provider(s).

WHEREAS, the City of Lincoln, Urban Development Department, Workforce Innovation and Opportunity Division responded to the GLWDB's Request for Proposals Specification No. 16-086 for WIOA Youth Services Provider and the GLWDB awarded the youth service provider role to the City of Lincoln, Urban Development Department, Workforce Innovation and Opportunity Division for July 1, 2016- June 30, 2017 with a one year extension based upon mutual consent.

WHEREAS, the parties recognize that the City of Lincoln's Urban Development Department Workforce Innovation and Opportunity Division was the competitive award recipient.

WHEREAS, the parties recognize that a reference to WIOA includes requirements under WIOA, any WIOA rules and regulations, WIOA state policies and any other state or federal requirement per WIOA.

WHEREAS an agreement between the Greater Lincoln Workforce Development Board and the City of Lincoln Urban Development Department Workforce Innovation and Opportunity Division with the approval and execution of the Mayor is necessary to set forth the responsibilities of the WIOA youth service provider for the 2016-2017 contract year.

NOW, THEREFORE, the following agreement and understanding shall be set forth regarding the duties of the City of Lincoln Urban Development Department WIOA Division, hereinafter referred to as WIOA Youth Service Provider, in connection with a grant funded by federal monies as provided under the Workforce Innovation and Opportunity Act.

SECTION I - SCOPE OF SERVICES

WIOA Youth Service Provider agrees to undertake, perform and complete in an expeditious, satisfactory and professional manner the services and requirements set forth in Attachment A, attached herein and made a part of this agreement. In the event there is a conflict between the terms of Attachment A and this Agreement, the terms of this Agreement shall control.

Attachment A includes the RFP 16-086 specifications, Addendum 1, the response to the RFP, contract provisions and assurances in the state's procurement policy provided in the RFP and the Budget.

The parties agree that the WIOA Youth Service Provider shall provide youth services as required per WIOA and WIOA rules and regulations and WIOA state policy, as may be amended; the Greater Lincoln Workforce Investment Plan July 1, 2014-June 30, 2017, Plan Modifications and such other state and federal regulations including TEGL 23-14 and 38-14, as may be promulgated from time to time and the WIOA Youth Service Provider warrants compliance with Section 188 of the Workforce Innovation and Opportunity Act and nondiscrimination and equal opportunity provisions of WIOA

SECTION II - COMPENSATION

For the services covered by this agreement for a period of twelve months, from July 1, 2016 to June 30, 2017, the WIOA Youth Services Provider shall receive an award in the amount of \$313,251.00 for programming from federal funding provided to the City of Lincoln by state allotment allocations under the Workforce Innovation and Opportunity Act. Payments for services will be made on a cost reimbursement basis pursuant to WIOA and state policy.

SECTION III. TERM OF SERVICES

The term of this agreement shall be from July 1, 2016 through June 30, 2017. This agreement may be extended for an additional year based upon mutual consent of all parties.

SECTION IV. SERVICES MONITOR

The WIOA youth provider services will be monitored through the Accountability Team, the Youth Committee and the Executive Committees of the Greater Lincoln Workforce Development Board. Such monitoring may be in writing, by telephone or other electronic communication, or in person.

Results of these monitors will be reviewed and distributed in accordance with Greater Lincoln Workforce Development Board's Monitoring Policy, Plan and Procedures.

SECTION V. TERMINATION

- The GLWDB with the approval of the CEO may terminate this agreement upon at least ten days written notice to the WIOA Youth Services Provider for convenience or in whole or in part when funding is not lawfully available for expenditure or when sources of funding are terminated, suspended, reduced, released, or otherwise not forthcoming through no fault of the City.
- The GLWDB with the approval of the CEO may terminate this agreement if the WIOA Youth Services Provider fails to adequately perform any material obligation required by this Agreement ("Default"). Termination rights under this paragraph may be exercised only if the WIOA Youth Services Provider fails to cure a Default within ten calendar days after receiving written notice from the GLWDB specifying the nature of the Default.
- If the Agreement is terminated as provided in A or B above, the WIOA Youth Services Provider shall be paid for all services performed and reimburseable expenses incurred not to exceed the above mentioned agreement amounts, up until the date of termination.

SECTION VI. COMPLIANCE WITH THE LAW

The parties recognize that the City of Lincoln is the recipient for WIOA Youth Workforce Innovation and Opportunity Act funds and the WIOA Youth Service Provider warrants that all activities of it under this agreement shall be conducted in conformance with WIOA, with WIOA implementing interim or final rules and regulations, state of Nebraska laws, regulations, WIOA state policy and issuances including those pertaining to reporting, and any subsequent amendments thereto; any applicable state and federal

procurement requirements under 2 CFR Part 200, Assurances in Attachment A, terms of the RFP in Attachment A and all other State and Federal regulations as may be promulgated thereunder from time to time. The WIOA Youth Services Provider also warrants compliance with Section 188 of the Workforce Innovation and Opportunity Act and nondiscrimination and equal opportunity provisions of WIOA including section 184 of WIOA and its implementing regulations.

SECTION VII. FAIR EMPLOYMENT PRACTICES

The WIOA Youth Services Provider shall not discriminate against any employee (or applicant for employment) with respect to compensation, terms, advancement potential, conditions, or privileges of employment, because of such person's race, color, religion, sex, disability, national origin, ancestry, age, or marital status pursuant to the requirements of Lincoln Municipal code Chapter 11.08 and Section 48-1122, Nebraska Reissue Revised Statutes of 1943.

SECTION VIII. FAIR LABOR STANDARDS

The WIOA Youth Services Provider shall maintain Fair Labor Standards in the performance of this agreement, as required by Chapter 73, Nebraska Reissue Revised Statutes of 1943.

SECTION IX. RECORDS AND REPORTS

The WIOA Youth Services Provider shall keep sufficient reports and records, including books of account and other documents related to the agreement, written and computerized, and shall cooperate with the Greater Lincoln Workforce Development Board and the Youth Committee of the GLWDB, to permit the tracking of services provided and the tracing of funds expended to ensure that services have been properly delivered and that funds have been lawfully spent. WIOA youth services records shall be retained for a minimum of three years following the expenditure of Program Year funds or longer in the event of legal action wherein all such reports and records shall be maintained until litigation is complete and audit findings are resolved.

SECTION X. SUBCONTRACTING

The WIOA Youth Services Provider may subcontract with others to expand and provide youth services and deliver the most comprehensive program. For non-financial agreements, the WIOA Youth Services Provider must enter into a Memorandum of Understanding and provide a copy of the MOU to the GLWDB Youth Committee for record keeping purposes. For financial contracts, WIOA Youth Services Provider must procure and negotiate contracts with subcontractors that meets all WIOA rules and regulations, and agrees to name the City of Lincoln as an additional insured. It is acknowledged and agreed that the WIOA Youth Services Provider proposal in Attachment A includes partnering at their discretion to provide youth services and is included in the award.

SECTION XI. COPYRIGHT

The WIOA Youth Services Provider is provided notice that the grantee and subgrantee/non federal entity may copyright any work that is subject to copyright and was developed or for which ownership was acquired, under a Federal award. The Federal awarding agency, NDOL and US Department of Labor, reserves a royalty free, nonexclusive and irrevocable right to reproduce, publish or otherwise use and authorize others to use, for federal government purpose: (a) the copyright in any work developed under a grant, sub-grant, or contract under a grant of sub grant; and (b) any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support.

SECTION XI. PERFORMANCE MEASUREMENTS

Success in youth programs will be measured by a set of performance standards. The Nebraska Department of Labor negotiates exact levels of performance for the youth program with the Greater Lincoln Workforce Development Board. The level of performance for WIOA youth services, for the 2016 - 2017 year have not been negotiated but the WIOA Youth Services Provider will be notified of such measurements upon issuance and agrees to meet the performance measurements upon issuance and as provided in Attachment B.

SECTION XII. ON SITE PARTNER

As outlined in Attachment A, response to the RFP, the WIOA Youth Services Provider currently functions as a full time on-site partner at the American Job Center, 1111 O Street, Lincoln, Nebraska and agrees to continue to do so for purposes of this Agreement.

SECTION XIII. NEBRASKA LAW

This agreement shall be governed and interpreted by the Laws of the State of Nebraska without reference to the principles of conflicts of law.

SECTION XIV. INTEGRATION & AMENDMENT

This agreement represents the entire agreement between the parties and all prior negotiations and representations are hereby expressly excluded from this agreement. This agreement may be amended only by written agreement of both parties.

SECTION XV. SEVERABILITY

If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed and enforced as so limited.

SECTION XVI. WAIVER OF CONTRACTUAL RIGHT

The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

SECTION XVII. FEDERAL IMMIGRATION VERIFICATION

The WIOA Youth Services Provider is a business entity or corporation, and in accordance with Neb. Rev. Stat. §§ 4-108 through 4-114, the provider agrees to register with and use a federal immigration verification system, to determine the work eligibility status of new employees performing services within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 USC 1324 a, otherwise known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee pursuant to the Immigration Reform and Control Act of 1986. The provider shall not discriminate against any employee or applicant for employment to be employed in the performance of this section pursuant to the requirements of state law and 8 U.S.C.A. 1324b. The provider shall require any subcontractor to comply with the provisions of this section. For information on the E-Verify Program, go to www.uscis.gov/everify.

SECTION XXVIII. REPRESENTATIONS

Each party hereby certifies, represents and warrants to the other party that the execution of this Agreement is duly authorized and constitutes a legal, valid and binding obligation of said party.

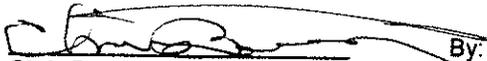
IN WITNESS WHEREOF, WIOA Youth Services Provider and the GLWDB do hereby execute this Agreement as of the Execution Date set forth above.

Dated this 18th day of ~~June~~ ^{July 19th}, 2016.

CITY OF LINCOLN,
UDD WIOA DIVISION,
WIOA Youth Services Provider

GREATER LINCOLN WORKFORCE
DEVELOPMENT BOARD

By:



Chris Beutler, Mayor of Lincoln
and CEO of Greater Lincoln
Workforce Development Area

By:



Carol Swigart
GLWDB and Executive Board Chair

Approval

By:



David Landis, Director
Urban Development Department
WIOA Division

SPECIFICATIONS WIOA YOUTH SERVICE PROVIDER

1. **SUPPLEMENTAL INFORMATION**
 - 1.1 The Workforce Innovation and Opportunity Act of 2014 (WIOA) has replaced the previous Workforce Investment Act. (WIA). A copy of the WIOA and regulations may be accessed via the U.S. Department of Labor website at <https://www.doleta.gov/WIOA>.
 - 1.2 The Greater Lincoln Workforce Development Area consists of the City of Lincoln, The County of Lancaster and the County of Saunders. Pursuant to WIOA the Mayor of the City of Lincoln is the Chief Elected Official of the Greater Lincoln Workforce Development Area and appoints members to the Greater Lincoln Workforce Development Board in accordance with WIOA. The board functions to develop strategies to meet employer and worker needs in the area. Under the Workforce Innovation and Opportunity Act, the Greater Lincoln Workforce Development Board with the approval of the CEO awards subgrant contracts to providers of youth workforce innovation and opportunity activities.
 - 1.3 The Greater Lincoln Workforce Development Board (GLWDB) is requesting proposals for designation and certification of a Youth Services Provider at its certified, comprehensive American Job Center, located at 1111 O Street, Suite 205, in Lincoln, Nebraska. WIOA provides for a broader youth vision and system that supports an integrated delivery system with an emphasis on serving out of school youth in the areas of career exploration, skills training and work experiences.
 - 1.4 Proposers must submit an electronic response on the City/County Purchasing Ebid System and a written proposal which will be received in the City of Lincoln/Lancaster County Purchasing Office prior to the date and time listed in the e-bid system.
 - 1.4.1 Proposals received after the specified day and hour will be considered null and void and will be rejected.
 - 1.4.2 One (1) original and four (4) copies of the proposal shall be submitted to the attention of Robert Walla, Purchasing Agent for the City of Lincoln/Lancaster County, 440 South 8th Street, Suite 200, Lincoln, NE 68508. Place RFP # 16-086 on the top of the package.
 - 1.4.3 Vendors shall also attach their proposal to the Response Attachment section of their ebid response in a PDF format.
 - 1.5 All inquiries regarding these specifications or proposers desiring further information or interpretations regarding this RFP must make requests in writing via e-mail to Robert Walla, Purchasing Agent (rwalla@lincoln.ne.gov).
 - 1.5.1 All inquiries or requests for further information must be received by the Purchasing Office 5 days prior to closing date and time in order for a response to be issued in the form of an addendum.
 - 1.5.2 These inquiries and/or responses shall be distributed as an electronic addendum through the City/County Ebid System.
 - 1.6 If auxiliary services or reasonable accommodations are needed, please contact Robert Walla, Purchasing Agent, at rwalla@lincoln.ne.gov or phone 402-441-8309 as soon as possible to make your request.
 - 1.7 Proposers shall not have contact with any City Officials or Staff or Board members besides the Purchasing Department, regarding this RFP through the contract execution period.
 - 1.8 Proposals shall be based solely on information provided in the RFP and any addenda thereto.
 - 1.9 The Board reserves the right to accept or reject any or all proposals submitted.
 - 1.10 All activities of the Youth Services Provider must comply with the Workforce Innovation and Opportunity Act of 2014 and implementing interim or final rules or regulations, any State of Nebraska laws, regulations, policies, issuances and any subsequent amendments thereto and any applicable state and federal procurement requirements under 2 CFR Part 200 and all other applicable federal and state laws and regulations including State WIOA policies pertaining to reporting.

- 1.11 In addition, all activities must comply with ordinances of the City of Lincoln, Nebraska.
- 1.12 The certified, comprehensive American Job Center is the central physical point of access to employment and training services combined as career services for this local area.
- 1.13 Youth Service Customers at the Center have access to career services through a fully integrated delivery system.
- 1.14 The Greater Lincoln Workforce Development Board has developed a local plan that contains information about the partners at the American Job Center that may be accessed at <http://lincoln.ne.gov/city/urban/reports/workforce-plan.htm>. The Workforce Innovation and Opportunity Act was signed into law on July 22, 2014 and can be accessed along with interim and future final regulations at <https://www.doleta.gov/wioa/Overview.cfm>. The State of Nebraska provides for state policies regarding WIOA that can be accessed at <http://dol.nebraska.gov/EmploymentAndTraining/WIOA/Home>. Proposers must be knowledgeable of all local, state and federal laws, rules and regulations, policies, plans and any and all amendments thereto under the Workforce Innovation and Opportunity Act.
- 1.15 The GLWDB will evaluate and score each proposal and determine if personal interviews are required.
 - 1.15.1 In the event personal interviews are required, the GLWDB will contact those short-listed Vendors to schedule the interview.
 - 1.15.1.1 Interviews are anticipated to be conducted the week of May 2, 2016.
 - 1.15.2 Interviews will include a formal presentation and a question and answer session.
 - 1.15.3 The GLWDB will contact the selected Vendor by phone or email after all the interviews have been completed and the GLWDB has sufficient time to discuss and rank the Vendors.
- 1.16 The selected Vendor will meet with the GLWDB to develop a detailed work plan.
 - 1.16.1 The work plan consists of a detailed scope of services along with a staffing plan.
- 1.17 If the GLWDB is unable to arrive at a mutual agreement with the top ranked Vendor, the GLWDB retains the sole right to move on to negotiations with the second (then third, etc.) ranked Vendor.

2. TERMS OF CONTRACT.

- 2.1 The services requested would be for a period of one (1) year, commencing July 1, 2016 through June 30, 2017, with the option for a one year renewal based upon mutual consent of all parties.
- 2.2 The Awarded Vendor must agree to continue services to participants who are in active status on June 30, 2016 in accordance with their individual service strategies. It is estimated that there will be 18 participants in active status.
- 2.3 It is understood that funding for each program year is determined by the US Department of Labor based on an established formula and is awarded to States no later than June of each year. For planning purposes, Federal funding for this contract will be provided by the Workforce Innovation and Opportunity Act and funding for this program year is estimated to be \$400,000 for youth funds.
 - 2.3.1 Federal funding for this program may change from year to year and the contract agreement may be modified to increase or decrease funding as needed to reflect funds received during the contract period.
- 2.4 Notice of fund allocation should be received in June and will be announced immediately upon receipt.
 - 2.4.1 The exact amount of funding for these services will be reflected in the contract negotiations.
- 2.5 The contract may be terminated by the City for convenience or for cause or default.
- 2.6 Contractual terms and activities of the Youth Services Provider must comply with the Workforce Innovation and Opportunity Act of 2014 and all implementing, interim or final regulations, all State of Nebraska interim, amended or final WIOA policies and any state interim or final rules or regulations and any subsequent amendments thereto. Any

proposer who executes a contract for provision of youth services shall be a subrecipient and shall be required to comply with all laws as stated above as well as comply with applicable state and federal procurement requirements under 2 CFR Part 200 and all other applicable Federal and State laws and regulations including State WIOA policies pertaining to reporting.

- 2.7 The contract will incorporate contract provisions and assurances found in the State's interim procurement policy and any amendments thereto. Such policy can be accessed in the Bid Attachment section of the ebid system.
- 2.8 The contract shall require the Awarded Vendor to perform background checks for staff interacting with youth in this program. This background check shall include a National Criminal History Check, national sex offender registration site check, check of the sex offender registry maintained by the Nebraska State Patrol, the Nebraska Child Abuse and Neglect Central Register, and the Nebraska Adult Abuse and Neglect Central Register. If the staff has resided in the state of Nebraska for less than two years, the Vendor shall, in addition to the background check described above, perform a check of similar child and adult abuse and neglect registries in their prior state of residence. If a background check results in a record being identified indicating the person was determined to have engaged in abuse or neglect of a child or vulnerable adult, the Vendor shall not allow the individual to have direct contact with youth.
 - 2.8.1 Vendor will be responsible for all costs associated with the background checks required.
 - 2.8.2 All background checks will be filed with the Vendor and made available to the GLWDB upon request.
- 2.9 The successful proposer will perform the services required as an independent contractor and shall not be deemed an employee of the City or the GLWDB.

3. PAYMENT PROCESS.

- 3.1 The Board will use a cost-reimbursement contract. The selected provider will be reimbursed for allowable costs on a monthly basis after submittal and approval of invoice as provided in the contract.

4. INTENT OF YOUTH SYSTEM.

- 4.1 WIOA outlines a broader youth vision that supports an integrated delivery system and provides a framework through which local areas can leverage other state, local and philanthropic resources to support in school youth and out of school youth.
- 4.2 The Board seeks a greater commitment to career exploration, continued educational attainment, skills training for in-demand industries, internships and work experiences.
- 4.3 WIOA requires that a minimum 75% of WIOA youth funds spent on direct services be spent on out of school youth. Clear strategies are necessary to recruit and serve more out of school youth.
- 4.4 At the same time, the local area needs to successfully serve in school youth and identify existing resources in the community.
- 4.5 WIOA also establishes that 20% of the non administrative level area funds be spent on work experiences.

5. PROGRAM DESIGN.

- 5.1 Program design must conform to WIOA and meet the requirements of WIOA sec. 129 (c) and state policy and must provide for an objective assessment of the academic and occupational skill levels and service needs of each participant for the purpose of identifying appropriate services and career pathways for participants and for developing an individual service strategy.
- 5.2 The individual service strategy must provide appropriate career pathways that include education and employment goals, objectives and services. The program design must provide activities leading to attainment of a secondary school diploma or its equivalent, preparation for postsecondary educational and training opportunities and consideration of career planning.

- 5.3 Written documentation of case management must be provided including follow up services.
- 5.4 The proposer must include appropriate links to entities that will foster participation of eligible local area youth.
- 5.5 The program must conform to WIOA and state policy for eligibility determination and verification as well as the minimum 75% requirement for out of school youth as defined in WIOA and in state policy.
- 5.6 In order to support the attainment of a secondary school diploma or its equivalent, entry into postsecondary education and career readiness the program design shall provide 14 program elements under WIOA that must be made available to all youth participants:
 - 5.6.1 Tutoring, study skills training, and instruction, and evidence-based dropout preventions 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.
 - 5.6.2 Alternative secondary school services, or dropout recovery services, as appropriate.
 - 5.6.3 Paid and unpaid work experiences. At least 20% of the total youth funds must be spent on paid and unpaid work experiences that have an academic and occupational education component. The youth program must track program funds spent on paid and unpaid work experiences including wages and staff costs and report such expenditures as part of the youth financial reporting. Paid and unpaid work experiences may include:
 - 5.6.3.1 Summer employment opportunities and other employment opportunities available throughout the school year;
 - 5.6.3.2 Pre-apprenticeship programs;
 - 5.6.3.3 Internships and job shadowing; and
 - 5.6.3.4 On-the-job training opportunities.
 - 5.6.4 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 established by the Governor in the State plan.
 - 5.6.5 Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.
 - 5.6.6 Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate.
 - 5.6.7 Supportive services. Supportive services for youth, as defined in WIOA section 101(59), means services that are necessary to enable an individual to participate in WIOA programs and may include the following:
 - 5.6.7.1 Assistance with transportation costs;
 - 5.6.7.2 Assistance with child care and dependent care costs;
 - 5.6.7.3 Assistance with housing costs; and
 - 5.6.7.4 Assistance with needs-related payments.
 - 5.6.8 Adult mentoring for a minimum duration of 12 months that may occur both during and after program participation;
 - 5.6.9 Follow-Up Services for Youth. All youth participants **must** receive some form of follow-up services for a *minimum* duration of 12 months after the completion of participation, and **may** be provided *beyond* 12 months at the Local Board's discretion.
 - 5.6.10 Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate;
 - 5.6.11 Financial literacy education;
 - 5.6.12 Entrepreneurial skills training;

- 5.6.13 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.
- 5.6.14 Activities that help youth prepare for and transition to postsecondary education and training.
- 5.7 Written documentation of case management is a requirement and must meet all federal and state law, rules and regulations and policy standards.
- 5.8 The program design must provide demonstrated access to the 14 service elements identified in 5.6. The proposer is not required to provide all 14 program elements however the proposer is to provide access to all required 14 program elements either directly or indirectly through partnership and leverage of community resources and other means as proposed
- 5.9 The program design provided by the proposer will include an operational plan identifying how access to all 14 program elements will be made operational to youth customers, will identify program elements provided by the proposer and program elements made accessible by the proposer, will describe how the program elements will be delivered, how the program elements will be staffed, and will identify the expected outcomes for the program design elements and expected areas of improvement. If a program element is provided by access to another organization or community resource the proposer should have an agreement in place with the partner organization or describe the plan of access to said community resource to ensure that the program element will be accessible and closely connected with the youth program. The plan should articulate how the proposer will track and evaluate the accessibility and success of the program element design and delivery. The plan will also include a description on how the proposer will increase access for special needs populations and individuals with disabilities.
- 5.10 For those applicants who do not meet enrollment requirements or cannot be served, the program must ensure said youth are referred for further assessment as necessary and to appropriate programs that have the capacity to serve them.
- 5.11 The Awarded Vendor will be a required One Stop partner in the One Stop system and will be required to have a presence as an on-site partner at the American Job Center, 1111 O Street, Lincoln, Nebraska, or any other designated area in the City Limits of Lincoln, NE.
 - 5.11.1 All costs to function as an on-site partner including lease space, furniture, phones, computers and hookups shall be paid by the Awarded Vendor. Lease space at the American Job Center is currently \$12.48 per square foot and will increase to \$12.73 per square foot on October 1, 2016. For planning purposes a current sublessee's rental cost for approximately 105 square feet of occupied space and additional 55 feet of common space for one FTE is approximately \$166.40 per month or \$1,996 annually.
 - 5.11.2 The Awarded Vendor is responsible for maintaining staff oriented to WIOA youth activities as well as activities and purpose of the American Job Center.
- 5.12 The program design must provide for services in rural Lancaster and Saunders Counties and must provide detailed strategies for increased enrollment, outcome and service in these areas.
- 5.13 Any proposals that will utilize subcontracts or agreements to deliver youth activities must be identified in the proposal and include an attestation agreeing to the terms of the proposal.

6. PERFORMANCE MEASUREMENTS.

- 6.1 Success in youth programs will be measured by a set of performance standards.
 - 6.1.1 These standards are negotiated by the Greater Lincoln Workforce Development Board with the Nebraska Department of Labor.
 - 6.1.2 See Attachment A – Performance Measurements for Youth.
 - 6.1.2.1 The performance measurements are for 2015. For WIOA, there are six new indicators of performance per WIOA, Section 116, and they are effective July 1, 2016. The measurements to be used by the

proposer will be those for 2016 and will be provided as soon as they are available. Meeting the performance standards is necessary in order to have a successful youth program.

7. SELECTION CRITERIA.

- 7.1 Cost will not be the sole basis for selection, since it is in the program's best interest to retain a firm having significant professional credentials and success in providing similar services.
- 7.2 Merit will be assessed using the following evaluation criteria in order of priority:
 - 7.2.1 Data and metrics supporting experience and outcomes with employment, academic and leadership programs.
 - 7.2.2 Expected total number of youth to be served grouped by services to be received.
 - 7.2.3 Program design and ability to provide demonstrated operational access to the fourteen program elements.
 - 7.2.4 Total Cost for all services requested.
 - 7.2.5 Experience in working with out of school youth and determining eligibility and ensuring accuracy.
 - 7.2.6 Experience operating youth employment including work experiences.
 - 7.2.7 Staff qualifications.
 - 7.2.8 Ability to provide services in Lancaster and Saunders counties, distinguishing which services are available in each county and plan to increase customers in those areas.
 - 7.2.9 Transition plan for current participants to WIOA.
 - 7.2.10 Ability and plan to use technology in increasing recruiting, outreach and awareness of programs and retaining eligible out of school youth.
 - 7.2.11 Proposer's background, mission of the proposer's agency, and the rationale for applying for the project.

8. PROPOSALS. Proposals may not exceed 20 pages, are to be paginated, and may not be double sided submissions. Pages may be single spaced, and font may be no smaller than 10 point with 1 inch margins. The page limitation does not include attachments. Proposers should use the following format:

- 8.1 Title Page - Title Page is a cover sheet listing proposer's name, mailing address, telephone number, fax number, years established and former names, mission or types of services particularly qualified to perform, geographic business area, number of staff usually and currently employed, contact person for this proposal with phone number and address and email address, CEO's name, title, and signature of CEO authorized to submit the proposal, a statement of willingness and capability to meet the program's requirements.
- 8.2 Introduction – This section includes the proposer agency's background, mission and rationale for applying and describing why the proposer is in the best position to deliver youth WIOA services.
- 8.3 Background – This section includes operational experience, past outcomes, supporting data, staff qualifications/resumes and job descriptions for their positions, and ability to serve the geographical area. This section also includes a description of the proposer's financial capacity, funding sources, leverage of current resources and experience with cost reimbursement contracts. This section may include examples of operational youth programming experience along with examples of contracts the proposer has entered into for delivery of services to youth with training and employment related goals. Staff qualifications and resumes and organizational charts may be provided as an attachment not counted in the page limit.
- 8.4 Program Design – This section must provide a detailed explanation of the proposer's program design and delivery plan including the provision of objective assessments and individual service strategies, identification of number of out of school youth and in school

youth to be served by geographic area, number and type of work experiences to be provided and how such work experiences will be recruited and delivered, program elements to be provided directly and elements to be provided through access and a description of anticipated outcomes. Each partner utilized in the provision of program design or elements must provide a letter of commitment identifying what services they will provide and include it as an attachment.

This section should include strategies or ideas to measure and track the success of the delivery design and operational plan. This section should also include information which outlines the number of staff and amount of time that staff will be present in the American Job Center.

- 8.5 Determination of Eligibility – This section includes the proposer’s plan for marketing, recruitment, and enrollment in the system, and includes information on how eligibility determinations will be processed, managed and recorded. If customers are not appropriate, describe the process for serving non-eligible youth.
- 8.6 Performance Measurements – This section includes the proposer’s plan for how performance outcomes will be met, how they will be managed in the transition to WIOA and will describe strategies on how performance standards will be measured, monitored, achieved and improved. If the proposer has previous experience in delivering WIA or WIOA services or comparable or related services provide performance data for the last four years available in an attachment which will not be counted in the page limit.
- 8.7 Tracking – This section must provide a detailed explanation of how the proposer will track services and outcomes, how the proposer will provide training on required data systems, how the proposer will track program funds spent on paid and unpaid work experiences and strategies to ensure federal and state performance standards are achieved and reported within state and federal requirements and policies.
- 8.8 Budget/Enrollment – This section is not part of the 20 page limitation. Submit your estimate of the proposed fees for services outlined in the specifications and include salary and fringe benefits for each employee, overhead, direct and indirect costs in accordance with 2 CFR 200 and any other fee or charges your agency intends to bill or request reimbursement for in order to complete the contract. Include an estimate for participant costs for work experiences, participant costs for program elements to be provided and accessed and operation costs other than salary, training costs, and enrollment. Describe what percentage of your overall agency’s work would be represented by this contract. Please prepare a budget utilizing the format provided in Attachment B. You may supply a one page narrative with the budget for additional information or explanation.
- 8.9 Submittal – Each submittal must include an original and 4 copies of your proposal as provided in paragraph 1.4.

9. **SCHEDULE.**

9.1	The estimated timeline for the evaluation and award of this RFP are as follows:	
	Advertise RFP	March 11, 2016
	Deadline for Submission of Proposals	April 15, 2016
	RFP Review and Evaluation Selection	April 20, 2016
	Interviews	Week of May 2, 2016, 2016
	Recommendation and Selection to Board	May 17, 2016
	Contract Negotiation	May 18 – June 22, 2016
	Contract Commencement	July 1, 2016

ATTACHMENT "A"
COMMON PERFORMANCE MEASURE FOR YOUTH
FOR PROGRAM YEAR 2015

Placement in Employment or Education (E/E) 60.9%

Of those who are not in post-secondary education or employment (including military) at the date of participation:

- # of participants who are in employment (including military) or enrolled in post- secondary education and/or advanced training/occupational skills training in the 1st quarter after the exit quarter
- # of participants who exit during the quarter

Attainment of a Degree or Certificate (D/C) 74.1%

Of those enrolled in education (at the date of participation or at any point during program):

- # of participants who attain a diploma, GED, or certificate by the end of the 3rd quarter after the exit quarter
- # of participants who exit during the quarter

Literacy and Numeracy Gains (L/N) 59.1%

Of those out-of-school youth who are basic skills deficient:

- # of participants who increase one or more educational functioning levels
- # of participants who have completed a year in the program (i.e., one year from the date of participation) **plus** the # of participants who exit before completing a year in the program. (Participants who remain basic skills deficient and continue to participate after completing a full year in the program are not measured again unless they complete another FULL year in the program)

NEW PERFORMANCE MEASUREMENTS UNDER WIOA FOR PROGRAM YEAR 2016

1. Percentage of program participants who are in education or training activities or in unsubsidized employment during the second quarter after exit from the program.
2. Percentage of program participants who are in education or training activities or in unsubsidized employment during the fourth quarter after exit from the program
3. The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program
4. The percentage of program participants who obtain a recognized post-secondary credential or a secondary school diploma or its recognized equivalent subject to WIOA Section 116 (b)(2)(A)(iii) during participation in or within 1 year after exit from the program.
5. The percentage of program participants who during a program year are in an education or training program that leads to a recognized post-secondary credential or employment and who are achieving measurable skill gains toward such a credential or employment; and
6. The indicators of effectiveness in serving employers established pursuant to clause (iv) - the state adjusted levels of performance.

ADDENDUM #1
Issue Date: 03/22/2016
Bid No. 16-086
FOR
WOIA YOUTH SERVICE PROVIDER

Addenda are instruments issued by the Purchasing Department prior to the date for receipt of offers which will modify or interpret the specification document by addition, deletion, clarification or correction. Please acknowledge receipt of this addendum in the space provided in the Attribute Section.

Be advised of the following changes to the specification and bidding documents:

1. Vendors shall replace the language listed in the Specifications - section 2.9 with the following language:

2.9 The successful proposer will perform the services required and shall not be deemed an employee of the GLWDB.

All other terms, conditions and requirements of the request remain the same as originally indicated in the document or as modified on previous addenda.

Robert L Walla
Assistant Purchasing Agent

Contract Provisions and Assurances

Contract Provisions

In addition to other provisions required by the Federal agency or grantee or subgrantee/non-Federal entity, all contracts made by the grantee or subgrantee/non-Federal entity under WIOA must contain provisions covering the following, as applicable:

- Compliance with WIOA – contracts shall contain provisions requiring compliance with WIOA, its implementing regulations, and State WIOA policies including those pertaining to reporting.
- Compliance with Neb. Rev. Stat. § 4-108 Lawful Presence in the U.S. – all contracts shall certify that the contractor has registered with and is using a federal immigration verification system as defined in Neb. Rev. Stat. § 4-114(1)(a) to determine the work eligibility status of all employees physically performing services within the State of Nebraska.³⁸ Upon reasonable notice, the contractor shall provide documentation to the Department of Labor which proves that the contractor is or was at all times during the term of the agreement in compliance with this provision. If the contractor is an individual or sole proprietorship, the

³⁴ 2 CFR § 200.319(c)

³⁵ 2 CFR § 200.319(d)

³⁶ 2 CFR § 200.439(b)(3), 20 CFR § 283.230

³⁷ WIOA NPRM p. 233

³⁸ Neb. Rev. Stat. § 4-114

contractor shall complete the U.S. Citizenship Attestation Form, available at www.das.state.ne.us. If the contractor indicates on such attestation form that he or she is a qualified alien, the contractor shall agree to provide the U.S. Citizenship and Immigration Services documentation required to verify the contractor's lawful presence in the U.S. using the Systematic Alien Verification for Entitlements (SAVE) Program. The contractor understands and agrees that lawful presence in the U.S. is required and the contractor may be disqualified if such lawful presence cannot be verified.³⁹

- Contracts for More than The Simplified Acquisition Threshold (set at \$150,000) – all contracts must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.⁴⁰
- Termination for Cause and Convenience – all contracts in excess of \$10,000 shall contain suitable provisions for termination by the grantee or subgrantee/non-Federal entity including the manner by which it will be effected and the basis for settlement.⁴¹
- Termination for Default – all contracts shall contain a suitable provision under which the contract may be terminated for default as well as conditions where the contract may be terminated because of circumstances beyond the control of the contractor.
- Equal Employment Opportunity – except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must:
 - Include the equal opportunity clause provided under 41 CFR 60-1.4(b);⁴² and
 - Assure compliance with the nondiscrimination and equal opportunity provisions of WIOA, Section 188 and its implementing regulations.
- Copeland Anti-Kickback Clause – all contracts and subcontracts for construction or repair shall include a provision for compliance with the Copeland “Anti-Kickback” Act (18 USC 874) as supplemented in Department of Labor regulations (29 CFR, Part 3). This Act provides that each contractor and subcontractor shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which such person is otherwise entitled.⁴³
- Labor Standard Provision – On-the-job training construction contractors and other construction contractors involving the use of WIOA funds shall have provisions requiring adherence with the Davis-Bacon Act and Sections 103 and 107 of the Contract Work Hours and Safety Standards Act as supplemented by the Department of Labor regulations.⁴⁴

³⁹ Neb. Rev. Stat. § 4-108

⁴⁰ Appendix II to 2 CFR Part 200 (the 2 CFR)

⁴¹ Id.

⁴² Id.

⁴³ Id.

⁴⁴ Id.

- Contract Work Hours and Safety Standards Act (40 USC 3701-3708) - Where applicable, all contracts awarded by the grantee or subgrantee/non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.⁴⁵
- Rights to Inventions Made Under a Contract or Agreement - If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.⁴⁶
 - The term "funding agreement" means any contract, grant, or cooperative agreement entered into between any Federal agency, other than the Tennessee Valley Authority, and any contractor for the performance of experimental, developmental, or research work funded in whole or in part by the Federal government. This term also includes any assignment, substitution of parties, or subcontract of any type entered into for the performance of experimental, developmental, or research work under a funding agreement as defined in the first sentence of this paragraph.⁴⁷
 - The Department of Labor requires intellectual property developed under a competitive Federal award process to be licensed under a Creative Commons Attribution license. This license allows subsequent users to copy, distribute, transmit and adapt the copyrighted work and requires such users to attribute the work in the manner specified by the grantee.⁴⁸
- Copyrights – Contracts shall provide notice of the following:
 - *For grant funds received prior to December 26, 2014:* The Federal awarding agency reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal government purposes (a) the copyright in any work

⁴⁵ Id.

⁴⁶ Id.

⁴⁷ 37 CFR § 401.2(a)

⁴⁸ 2 CFR § 2900.13

developed under a grant, subgrant, or contract under a grant or subgrant; and (b) any rights of a copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support.⁴⁹

- *For grant funds received on or after December 26, 2014:* The grantee and subgrantee/non-Federal entity may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under a Federal award. The Federal awarding agency reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so.⁵⁰
- Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended – Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the grantee or subgrantee/non-Federal entity to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).⁵¹
- Debarment and Suspension (Executive Orders 12549 and 12689) – A contract award (see 2 CFR § 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.⁵²
- Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) – Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal entity. Such disclosures are forwarded from tier to tier up to the grantee or subgrantee/non-Federal entity.⁵³
- Access to Contractor’s Records – all negotiated contracts awarded by the grantee or subgrantee/non-Federal entity shall include a provision to the effect that the subgrantee/non-Federal entity, State of Nebraska, the Office of Inspector General of the United States, the U.S. Department of Labor, or any other duly authorized representatives, shall have access to any books, documents, papers, and records

⁴⁹ 29 CFR § 97.34

⁵⁰ 2 CFR § 200.315(b)

⁵¹ Appendix II to 2 CFR Part 200 (the 2 CFR)

⁵² Id.

⁵³ Id.

of the contractor which are directly pertinent to the specific contract for the purpose of making an audit, examination, excerpts, copies or transcriptions. Reasonable access to personnel for purposes of interviews and discussions related to such documents shall be permitted.⁵⁴

- Recovered Materials – contracts between a State agency or agency of a political subdivision of a State and its contractors shall recognize mandatory standards and policies relating to section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.⁵⁵
- Maintenance of Records – a provision shall be included in the contract which shall require the contractors to maintain all required records for three (3) years after the grantees or subgrantees/non-Federal entities make final payment and all other pending matters are closed.⁵⁶ The records shall be sufficient enough to detail the significant history of the procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.⁵⁷

Damages – contracts for more than the Simplified Acquisition Threshold (set at \$150,000) shall contain provisions or conditions which will allow for administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate.⁵⁸

⁵⁴ 2 CFR § 200.336(a)

⁵⁵ 2 CFR § 200.322

⁵⁶ 2 CFR § 200.333

⁵⁷ 2 CFR § 200.318(i)

⁵⁸ 2 CFR § 200.326, Appendix II to 2 CFR Part 200

⁵⁹ 2 CFR § 200.318(j)(1)

8.1 Title Page

City of Lincoln, Nebraska Urban Development Department
555 South 10th Street, Suite 205
Lincoln, Nebraska 68508
Telephone: 402-441-7606 / FAX 402-441-8711

Year Established

The City of Lincoln was established in 1867 and Urban Development in 1976.

Mission or Types of Services Particularly Qualified to Perform

The primary objective of the Urban Development Department is the revitalization and maintenance of low and moderate-income communities as productive and vigorous parts of the City as a whole. Strategies and programs are created, many using federal financial resources, which:

- Coordinate existing city wide resources – both public and private,
- Develop leadership at the individual, neighborhood, and agency level,
- Eliminate barriers – physical, social, and economic, and
- Create economic and employment opportunities.

Geographic Business Area

City of Lincoln, Lancaster and Saunders Counties in Nebraska

Number of Staff Usually and Currently Employed

Twenty two staff members are currently employed by the Urban Development Department. The WIOA Division employs eight staff and has been at this level since August of 2015.

Contact Person

David Landis, 402-441-7126, 555 South 10th Street, Suite 205, Lincoln, Nebraska 68508, dlandis@lincoln.ne.gov

Statement of Willingness and Capability to Meet the Program's Requirements

Upon notification of awarding of this project, Urban Development will continue to provide services to youth as specified in the current agreement and will prepare for the additional services described in this proposal to be available on July 1, 2016. This includes finalizing the agreements with the training partners included in this proposal. All services listed in this proposal will be available effective July 1, 2016. Urban Development agrees to comply with all assurances included in this request.

The signature below certifies the accuracy of the information contained in this proposal.

Name, Job Title and Original Signature of Chief Executive Authorized to Submit the Proposal

David Landis, Director, Urban Development Department

Signature

Date Signed

8.2 Introduction

Background

The City of Lincoln and Urban Development have successfully operated adult, dislocated worker and youth workforce development programs since the early 1970's. These programs were operated out of the Mayor's office from 1974 through 1995. A reorganization in 1995 transferred workforce programs to the City's Urban Development Department. The Workforce Investment Division within Urban Development has provided youth services since 2006. Should Urban Development be awarded this project, One Stop Employment Solutions in the Workforce Investment Division will administer and operate the youth program.

Mission

The primary mission of the Urban Development Department is the revitalization and maintenance of low and moderate-income communities as productive and vigorous parts of the City as a whole. Strategies and programs are created, many using federal financial resources, which:

- Coordinate existing city wide resources – both public and private,
- Develop leadership at the individual, neighborhood, and agency level,
- Create economic and employment opportunities.

The outcomes desired by the WIOA youth program are consistent with the mission of Urban Development.

Rationale

As an original and active partner in the American Job Center, Urban Development's WIOA Division is prepared to continue providing high quality comprehensive academic, employment and training services to low-income youth in the City of Lincoln, and Lancaster and Saunders Counties. The Division's recruitment, intake, assessment, employment planning and case management systems are currently serving low-income youth. Urban Development has developed a network of partnerships with education, occupational training, employment partners, and other youth service agencies. This has resulted in maximizing the resources of the workforce system to improve the academic and occupational successes of the youth. Current unemployment statistics show the high need for assisting youth with YESS program education and employment services. The unemployment rate for 16 to 24 year olds in Lancaster County is 12.08%; in Saunders County the youth unemployment rate is 7.11%. This is in stark contrast to the Nebraska State unemployment rate of 3.0% in February 2016.

Urban Development has a long history of success with low-income youth, adults, and dislocated workers. The staff assigned to this project has more than 100 years of combined workforce experience. Urban Development believes the current strategies have resulted in a successful youth program. Urban Development has the staff, partnerships, and program structures to continue delivering a high-quality program that achieves the outcomes desired by this project. The proposed services are a combination of work readiness preparation, opportunities to gain work experience, services to improve basic skills, obtain GEDs and obtain post-secondary educational degrees and certificates.

8.3 Background

Operational Experience

The City of Lincoln and the Urban Development Department have administered and operated year round and summer youth programs for low-income youth from 1974 to 1999. During these years, the City administered several millions of dollars of workforce funds and served thousands of low-income youth. Since July 2006, Urban

Development has administered the WIA Youth program and since July 2015, the WIOA Youth program. Services are provided directly and by contract. In February 2009, Urban Development received over \$400,000 of Recovery Act funds for the purpose of delivering a summer youth work experience program. Over 200 youth were placed at worksites in Lincoln and in rural Lancaster and Saunders Counties.

1973 - 1984: The City of Lincoln Mayor's Office operated the Comprehensive Employment and Training Act (CETA) that was largely a federal response to high unemployment rates across the country. Included in CETA was the Summer Youth Employment Program. For several years, the budget for Lincoln's summer program alone was in excess of \$1 million. During the summers, 400 to 500 low-income youth would be employed.

1984 – 2000: The City of Lincoln Mayor's Office and the Urban Development Department operated the job Training Partnership Act (JTPA). In 1995, the JTPA programs were transferred to Urban Development. The JTPA legislation brought the private sector and performance standards into job training programs. In addition to the summer program, JTPA had a year round youth program component. In the early 1990's, the City partnered with Southeast Community College to provide a combined academic, occupational and employment program for youth. In 1993, the City's Summer Youth Employment Program received a Presidential award in recognition of program quality. In the mid 1990's, Urban Development partnered with the Lincoln Public Schools and the City's Parks and Recreation Department to offer the Green Team and with the Nebraska Commission for the Blind and Visually Impaired to develop the WAGES program.

2000 – Present: The Urban Development Department administered and operated the Workforce Investment Act (WIA) adult and dislocated worker programs. Since July 2015, the Urban Development Department has administered and operated the Workforce Innovation and Opportunity Act (WIOA) adult and dislocated worker programs. Urban Development has met or exceeded the federal performance standards under both the WIA and WIOA programs. The City of Lincoln, through the Urban Development Department, is the current One Stop Operator for the local area's American Job Center, and has functioned in this capacity since 2000.

2006 – Present: In July 2006, the Urban Development Department was selected to administer the WIA youth program. In July 2015, the Urban Development Department was selected to administer the WIOA youth program.

Project Staff

Staff for this project will consist of 2.0 FTE Case Managers (Community Resource Specialist) and a .6 FTE Office Specialist. In addition, the WIOA Program Manager and the Administrative Aide will allocate the necessary time to the project to ensure success. All staff have attended various capacity building trainings, including conferences, webinars, and presentations to keep abreast of the ever changing workforce development rules, regulations and policies.

Attachment I includes staff qualifications and position descriptions.

- The Case Managers will be responsible for recruitment, intake, eligibility determination and verification, orientation, assessment, individual service strategy development and implementation, enrollment, case management, exits and follow-up.
- The Office Specialist will provide clerical support.
- The WIOA Program Manager will provide supervision and oversight for the project.
- The Administrative Aide will provide fiscal and reporting services for the project.

Ability to Serve Geographical Area

Urban Development staff has provided services to residents of the City of Lincoln, and Lancaster and Saunders Counties since 1984. A youth case manager is a member of the Active Collaboration Team of Saunders County, which meets monthly. The primary purposes of membership on the Team are to provide WIOA Youth program information to Saunders County Team members and to provide access to WIOA Youth services to Saunders County youth. Urban Development staff will continue to visit with organizations that serve low-income youth in the City of Lincoln and Lancaster and Saunders counties on a regular basis. Contacts and visits with youth service providers will be made on a regular basis as part of the outreach and recruitment process.

Some residents of Lancaster and Saunders counties choose to seek services from the Beatrice, Fremont and Omaha Career Centers. This occurs primarily because these Centers are closer than Lincoln's American Job Center. Urban Development has agreements with the two other local areas to decide on a case-by-case basis whether an individual may receive WIOA services from outside their local area. Urban Development will be in contact with each of these Centers to inform them of the contacts for youth services outside of Lancaster and Saunders counties residents.

An updated website opens new opportunities to service youth outside of Lincoln. YESS staff will travel to cities, towns and villages in Lancaster and Saunders counties providing marketing materials, in addition to providing other activities such as: meeting with youth in the area, providing contact information and directing them to the website, and setting up worksites. Urban Development YESS staff will also arrange to meet with youth in those areas to do initial eligibility meetings and determination of suitability for the YESS program.

Attachment II is the Lancaster and Saunders Counties map.

Participant Carry Over

The YESS staff is committed to continue services to the participants who are active in the program on June 30, 2016 in accordance with their individual service strategies. This includes all active participants and all participants who have exited and are still within their 12 month follow-up period.

Financial Capacity

The CEO for the City of Lincoln is the grant recipient for the WIOA youth funds. Under Title I of WIOA the CEO will be liable for funds received per NPRM Subsection 679.310(c) and 20 CFR 661.300(c).

Funding Sources

Funding sources for the youth program will be WIOA youth funds and City of Lincoln General Revenue funds.

Leverage of Current Resources

WIOA youth program funds will be the primary funding source for participant costs and program staff. General Revenue funds will supplement the WIOA youth funds by supporting administrative costs associated with the youth program.

Experience with Cost Reimbursement Contracts

Urban Development's Job Training/Workforce Development experience with cost reimbursement contracts dates back to 1985. All WIOA funding for the Adult, Dislocated Worker and Youth expenditures are done on a cost

reimbursement basis. Numerous contracts for WIOA services have been executed on a cost reimbursement basis. There are no outstanding audit findings based on cost reimbursement contracts with this program

8.4 Program Design

As stated in the Request for Proposals (RFP) Bid Number 16-086, Project Title RFP-WIOA Youth Service Provider, meeting the Federal Performance Standards is the measure of success for youth programs. To achieve the desired outcomes, Urban Development provides a program design that results in youth meeting these standards of success.

Urban Development's YESS services are designed to support youth in the following activities:

- Completing work experience and leadership activities to attain the skills to complete a resume and apply for unsubsidized employment
- Completing secondary education to attain high school diplomas, or
- Completing the requirements for the GED,
- Completing post-secondary occupational skill training to attain employment and degrees or certificates, and
- Completing educational services to improve basic literacy-numeracy skills.

The activities above encompass the 14 elements listed in WIOA. Urban Development staff will be responsible for determining the appropriate mix of services for each youth.

Urban Development entered a partnership with Southeast Community College to provide on-site Literacy Numeracy and GED services at the American Job Center. This service offers individual one-on-one instruction from an SCC instructor. Under this contract 22 youth have attained the GED since 2012, and numerous youth have achieved gains in literacy and numeracy which has helped us exceed the Literacy/Numeracy Gains performance measure. This contract has been in effect since July 2011 and the current contract expires on June 30, 2016.

In June 2014 a new direction was adopted for the YESS program that established a three tier formula for service.

- Tier One – No participant cost
 - NEworks registration
 - Job Search
 - Interest Assessments and Interpretation
 - Tutoring
 - Stay in School
- Tier Two – Moderate participant cost up to \$4999
 - Work Experience
 - CNA/MA
 - Certain certificate programs
- Tier Three – High end participant costs up to \$10,000
 - Up to 2 years Occupational Skills Training

In Spring 2014, YESS started a Youth Roundtable with three youth service agency representatives. Attendance grew to more than seventeen agencies. The Youth Roundtable became the Education and Employment Subcommittee under the Nebraska Children & Families Foundation's Project Everlast Transition Team. There are

now approximately 30 members that attend a monthly meeting to discuss outreach, referrals and program criteria, and serving youth.

In February 2015 a consultant in the field of youth and WIA programs was commissioned to visit Lincoln and review the One Stop Employment Solutions Youth Employment and Support Services (YESS) program. Adam Fletcher summarized his review of the YESS program in a report that included strengths upon which to build and expand. The report noted the following strengths; excellent service delivery, partnership engagement, a developing outreach and marketing effort and deep staff expertise. Many of his recommendations have been incorporated into the YESS program.

Attachment III is Adam Fletcher's Report to American Job Center Regarding Youth Outreach and Engagement.

In response to the report YESS sponsored the 1st Community Capacity Building Event. This event was attended by more than 40 representatives from area youth service agencies; it included a panel of youth participants who told their stories of being involved in the various programs. A Strengths/Weaknesses/Opportunities/Threats (SWOT) analysis based on the pipeline to employment for youth was created. This analysis has been shared with many groups, including Prosper Lincoln. It will be the foundation for the 2nd Community Capacity Building Event in June 2016. The focus of this event will be on employers and youth, and an employer panel will be included.

Focused outreach to identify and enroll eligible immigrant and refugee youth will continue. As WIOA increased youth eligibility through age 24, it has allowed YESS to better serve those who have "aged out" of the public school system at 21 years old prior to earning their high school diplomas. This includes Limited English Proficient/English Language Learners who are eager to complete their education-a priority of WIOA due to the changing demographics of the workforce. YESS will continue to partner with the ESL program at Southeast Community College, Lincoln Public Schools and other community agencies to serve and increase the enrollment of these youth.

In the YESS program 16% of the total youth participants served have disabilities. YESS will continue partnering with Vocational Rehabilitation, Commission for the Blind and Visually Impaired, and other service agencies that work with youth with disabilities.

All of the above activities have put YESS in the mix of youth service agencies and resulted in numerous referrals.

Objective Assessment of the academic levels, skill levels, and service needs of each participant.

Urban Development YESS staff will conduct objective assessments of the youth that are determined eligible for services. The assessment is the foundation for developing the Individual Service Strategy. The assessment tools and techniques used are those recommended for use with youth. The overriding goal of the assessment process will be each participant's self-determination based on sound information and informed choices. It is projected that 53 Lancaster County youth will receive an Objective Assessment, 43 will be out-of-school and 10 will be in-school youth; 7 Saunders County youth will receive an Objective Assessment, 5 will be out-of-school and 2 will be in-school youth.

All participants will receive a comprehensive objective assessment of their basic needs, occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs and developmental needs. In addition, each youth will be assessed for learning styles, work values and strengths. Initial and comprehensive personal interviews will be the foundation of the objective assessment for youth. O*NET Interest Profiler is used by the youth to assess basic career interests and to illustrate the level of education indicated by the identified

career area and “Job Zone”. Urban Development also utilizes the KUDER Assessment. These assessments are available to youth as a part of the comprehensive process. Assessments that youth have completed at other programs and agencies - such as their middle and high schools, Vocational Rehabilitation and Southeast Community College, are integrated into the objective assessment when possible.

The WIOA Youth program uses the Tests of Adult Basic Education (TABE) to assess reading and math levels. This information identifies deficiencies in basic literacy-numeracy skills and allows referral to Adult Basic Education classes. The continuity of a collective assessment, which is also approved for use under common performance measures, has been crucial in the provision of services designed to meet the Literacy and Numeracy performance measure. TABE will continue to be utilized to assess the skill level of program participants, and to measure academic progress for those who attend Adult Basic Education and Literacy-Numeracy classes.

After areas of interest and ability are determined, the participant’s next steps in the objective assessment process is career exploration and gathering labor market information available via the American Job Center and other sources. The focus of this activity will be to teach youth to use labor market information to identify in-demand occupations and how to use this information to make informed career choices. The information obtained from the objective assessment will be used to develop the Individual Service Strategy.

Individual Service Strategies (ISS)

Urban Development YESS staff are responsible for developing each youth’s Individual Service Strategies. Every youth enrolled in the WIOA youth program will have an ISS. Each ISS will consist of an assessment summary, employment or educational goal, achievement objectives, services strategies and timelines and responsibilities of the youth and the agency. The ISS will be reviewed every 90 days with the youth and revised as necessary. Fifty-three Lancaster County youth will receive an ISS, 43 will be out-of-school and 10 will be in-school youth. Seven Saunders County youth will receive an ISS, 5 will be out-of-school and 2 will be in-school youth.

Written documentation of case management, intake and eligibility

Urban Development YESS staff will provide case management for enrolled youth. Case notes will be used to document the activities, services and progress of each youth. Case notes will be maintained in the file of each youth enrolled. As appropriate, Urban Development staff will partner in case management with other service providers, such as Vocational Rehabilitation. It is projected that 53 Lancaster County youth will receive Case Management, 43 will be out-of-school and 10 will be in-school youth; and 7 Saunders County youth will receive Case Management, 5 will be out-of-school and 2 will be in-school youth.

Urban Development YESS staff will contact each enrolled youth at least once every 30 days. These contacts will be documented in the case notes section of each youth’s file. Methods of contact include personal visits, phone calls, electronic mail and social media.

Urban Development YESS staff will conduct Intake and eligibility verification. Urban Development YESS staff will conduct these services at the American Job Center, and off-site as needed. Urban Development YESS staff has expertise in determining eligibility for low-income youth and are knowledgeable of the requirements for youth eligibility and verification. It is anticipated that youth will need additional assistance in obtaining necessary documentation; project staff will provide assistance as needed. Urban Development will target the older out-of-school youth for services. YESS plans to expend a minimum of 85% of youth funds on out-of-school youth.

The Urban Development YESS program will partner with The Career Academy, keeping in mind that the students who attend the Academy are in-school youth. The 85% expenditure rate for out-of-school youth will need to be the priority. YESS staff will refer any in-school youth who are not able to be served through the YESS program to other partner agencies.

The Nebraska Department of Labor State policy on Electronic Case Files will be followed for all applicants and participants.

14 Program Elements under WIOA made available to all youth participants

Tutoring, Study skills training and instruction leading to completion of secondary school

Urban Development YESS staff will work with the school systems in the City of Lincoln and Lancaster and Saunders Counties to connect in-school youth who need tutoring, study skills training and instruction with the appropriate school program. It is projected that 5 Lancaster County and 1 Saunders County youth will receive these services. These services will be provided to in-school youth.

Alternative secondary school services or dropout recovery services

There are opportunities for youth to receive tutoring and dropout prevention assistance, as well as encouragement to return to school from organizations in the community. Nebraska State Law requires that youth who are within the age of compulsory school attendance cannot be served by the YESS program to get their GED unless they provide the NDE Form 10-005. If youth who fall within this category contact the YESS program, they are notified of the law and offered assistance on returning to school or referral to other service organizations that may be able to serve them in other areas. YESS staff participated on an LPS Drop-In Action committee devising ways to encourage youth who had dropped out of school to return to finish and receive their high school diplomas. Urban Development will make the resources of the American Job Center available to youth. It is projected that 1 Lancaster County youth and 1 Saunders County youth will receive these services. These services will be provided to in-school youth.

Paid and Unpaid Work Experiences, including internships, job shadowing, on-the-job training

Urban Development YESS staff will arrange paid and unpaid work experiences, internships, on-the-job training, and job shadowing activities as appropriate. As an active partner in the Lincoln American Job Center, Urban Development YESS program has access to hundreds of employers. At least 20% of the total youth funds will be spent on paid and unpaid work experiences that have an academic and occupational education component. Urban Development YESS staff has developed worksites that have hosted youth for many years. These worksites allow youth to participate in occupations from maintenance to construction, day care to recreation centers and many more and they will continue to be utilized. Urban Development YESS staff continues to solicit work experience sites that are of interest to participants. If a youth has an interest in a specific occupation, a worksite targeting that occupation will be sought. It is projected that 12 Lancaster County youth will receive these services, 10 will be out-of-school youth and 2 will be in-school youth; and 5 Saunders County youth will receive these services, 4 will be out-of-school youth and 1 will be in-school youth.

At least 20% of the total non-administrative youth funds will be spent on work experiences.

Occupational Skill Training

Urban Development YESS staff will assist youth in enrolling in and attending occupational skill training using WIOA funds. Priority consideration will be given to training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations as described in the Greater Lincoln Workforce

Investment Local Area Plan 2014-2017. Youth will also be assisted in applying for educational grants, such as Learn to Dream, to leverage funding streams from different entities to stretch WIOA funds. We project 37 Lancaster out-of-school youth and 6 Saunders County out-of-school youth will receive these services.

Education and Training for Specific Occupations or Clusters

Urban Development YESS staff will assist youth in enrolling in and attending training. Training will be for a specific occupation or occupational cluster. YESS staff will work with the Greater Lincoln Workforce Development Board to identify occupations and occupation clusters that are a fit for the workforce preparation activities, such as work experience. It is projected that 1 Lancaster out-of-school youth and 1 Saunders County out-of-school youth will receive these services.

Leadership Development Opportunities

Urban Development YESS staff will provide opportunities that encourage responsibility, confidence, employability, self-determination and other positive social behaviors. Leadership opportunities will include workshops conducted by YESS staff such as Bring Your A Game to Work. Other leadership opportunities may be conducted by other youth service agencies. It is projected that 50 Lancaster County youth will receive these services, 40 will be out-of-school youth and 10 will be in-school youth; 8 Saunders County youth will receive these services, 6 will be out-of-school youth and 2 will be in-school youth.

Supportive Services

Support services will be available to allow a youth to participate in WIOA services when other means of assistance are not available. Support service funds will be used for transportation, dependent care, housing, clothing and any other services allowed under WIOA to assist the youth in their employment or education endeavors. Support services are provided on as needed basis to all youth and are provided via a voucher system. It is projected that 40 Lancaster County youth will receive these services, 32 will be out-of-school youth and 8 will be in-school youth; and 6 Saunders County youth will receive these services, 5 will be out-of-school youth and 1 will be in-school youth.

Adult mentoring for a minimum duration of 12 months

Formal adult mentoring programs in the community for youth include Teammates (in-school youth), Big Brothers/Big Sisters and Preparation for Adult Living Services (PALS). TRIO Student Support Services may be available for older youth continuing into occupational skills training. Mentoring programs are also available for youth with specific disabilities via the Nebraska Commission for the Blind and Visually Impaired. Due to the popularity of and waiting lists for many of the programs, Urban Development YESS staff will also encourage youth participants to develop mentoring relationships with adults involved in the work experience, leadership and volunteer activities. It is projected that 5 Lancaster County youth will receive these services, 3 will be out-of-school youth and 2 will be in-school youth; and 1 Saunders County youth will receive these services, 1 will be out-of-school youth.

Follow-Up Services

Urban Development YESS staff will conduct follow-up (for not less than 12 months) on all youth that exit services with the exception of those who exit with an exclusion reason. Youth will be contacted in person, by phone and by traditional or electronic mail. All contacts will be documented in the case file. It is projected that 53 Lancaster County youth will receive these services, 43 will be out-of-school youth and 10 will be in-school youth; and 7 Saunders County youth will receive these services, 6 will be out-of-school youth and 1 will be in-school youth.

Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral as appropriate

Urban Development YESS staff will refer youth needing comprehensive guidance and counseling, including drug and alcohol abuse counseling to the appropriate organization. This may include, but is not limited to Community Mental Health Center and CenterPointe. Urban Development YESS staff will assist the youth in making the necessary arrangements for these services. The number of youth referred will be determined as appropriate. Urban Development YESS staff will continue to refer youth to the Community Justice Center for the purpose of addressing the growing and escalating involvement of YESS participants involved in the criminal justice system. Since July 2015, approximately 45% of the WIOA Youth participants were offenders. Services will focus on prevention, personal responsibility and conducting an effective job search. It is projected that 2 Lancaster County out-of-school youth and 1 Saunders County out-of-school youth will receive these services.

Financial Literacy Education

Urban Development YESS staff assists participants learn financial literacy through creating budgets and finding other resources that help participants gain financial knowledge. It helps youth develop the skills and confidence to make informed financial decisions that enable them to attain greater financial health and stability. Youth participants may be referred to the Community Action financial classes if this need is identified. Financial Literacy curriculum has been delivered by YESS staff during former Summer Youth Programs. Classes on personal finance are also offered at Southeast Community College and can be required for participants on an as needed basis. It is projected that 53 Lancaster County out-of-school youth and 7 Saunders County out-of-school youth will receive these services.

Entrepreneurial Skills Training

Urban Development YESS staff will assist participants who are interested in learning entrepreneurial skills by referring them to entrepreneurship education that provides an introduction to the values and basics of starting and running a business. It is projected that 1 Lancaster County out-of-school youth and 0 Saunders County out-of-school youth will receive these services.

Services providing labor market and employment information

Urban Development YESS staff will assist participants in gaining information about in-demand industry sectors or occupations available in the local area. All youth are required to be registered on the Statewide labor exchange system NEworks, which offers a broad array of employment opportunities and labor market information. Youth are also exposed to career awareness, career counseling and career exploration services. It is projected that 53 Lancaster County out-of-school youth and 7 Saunders County out-of-school youth will receive these services.

Activities that help youth prepare for and transition to postsecondary education and training

Urban Development YESS staff will assist participants who are interested in attending postsecondary education and training by referring them to assessments that will help participants discover their strengths, interests and aptitudes in different educational areas. Participants will be aided in determining best courses and paths to prepare for the postsecondary experience. It is projected that 37 Lancaster County out-of-school youth and 6 Saunders County out-of-school youth will receive these services.

Strategies or Ideas to Measure and Track the Success of the Delivery Design and Operational Plan

Success of the delivery design and operational plan will be measured by the increase in the number of enrollments in the YESS program. Meeting or exceeding the WIOA youth performance measures will indicate success. Reports to the Greater Lincoln Workforce Development Board (GLWDB) and the Youth Committee will update the

members on how the delivery design and operational plan are being implemented. The GLWDB Accountability Team will also monitor the YESS program and offer guidance on improvements and adjustments. Reports run on the case management system NEworks and reviewed at monthly YESS program meetings will help the YESS staff be aware of changes, areas of concern and indications the program is on track.

The number of YESS staff will be: 1 Program Manager, 1 Administrative Aide, 1 Office Specialist, 2 Case Managers. The Administrative Aide and the Office Specialist will be present 100% of the time at the American Job Center. The Program Manager will spend approximately 10 percent of the time out of the office for partnering activities and presentations on the YESS program; 90 percent of the time will be spend in the American Job Center. The Case Managers will spend approximately 30 percent of their time out of the office for developing worksites, recruiting youth for the YESS program, meeting with youth in the program, and partnering activities; 70 percent of their time will be spent in the American Job Center.

8.5 Determination of Eligibility

A contractor was hired February 1, 2016 to develop branding for YESS and to develop marketing materials for print and technology. A large part of the contract will deal with a replacement for the YESS website. YESS staff will travel to communities in the service area using the new marketing materials and promoting the new website. Plans are in place to develop an on-site enrollment process so staff can meet potential applicants in their communities if the youth are unable to attend the initial meeting at the American Job Center in Lincoln.

Continuing to participate in the Project Everlast Education and Employment Committee and implementing new strategies based on materials that are developed from the contract will help to increase enrollments throughout the service area.

Enrollment in the system and eligibility determination will be done face-to-face. All applications for the YESS program will be entered into the state case management system NEworks. As the information gathered from the youth is entered into NEworks, the system electronically determines which WIOA program the youth is eligible for based on the entries. As program checklists are completed during the intake process the case manager is well aware of the eligibility status prior to the system determination. This allows the case manager to prepare to move into the next stage of participation, i.e., objective assessment, ISS, or gather the information together that will be used to refer the youth to an appropriate partner agency whose services will better meet the needs of the youth. If a youth has applied for the YESS program, but will not be served due to ineligibility or not suitable, a referral will be made, executed on NEworks and documented in case notes.

8.6 Performance Measures

The common performance measures for youth for Program year 2015 are Placement in Employment or Education; Attainment of a Degree or Certificate; and Literacy and Numeracy Gains. To achieve these measures, the Urban Development YESS program will target the older out-of-school youth for services. The YESS program plans to expend a minimum of 85% of the youth funds on out-of-school youth. Once the goal of 85% of the youth funds are allocated to out-of-school youth, a ratio of 3 to 1 will be initiated – for every 3 out-of-school youth enrolled, 1 in-school youth will be enrolled. This will ensure that at least 75% of youth funds will be expended on out-of-school youth as required.

Plans to meet performance measures start with staff having a complete understanding of the performance measures. Weekly intake meetings will be held with staff to review the YESS applicants and determine in which performance measures they will be included. Individual Service Strategies (ISS) outline the participation plan that will produce the outcomes. Case managers will follow the participation of each youth to ensure they are on track with the ISS, intervening immediately if youth are found to be off the path in the ISS. The State Employment & Training Division calculates the performance measure outcomes every quarter and shares them along with the list that contains all participant outcomes in each performance measure with the local areas. When the YESS staff receives the reports from the State, they are immediately reviewed to ensure all data is captured correctly. If errors are found the State is notified immediately. If the error is due to a data entry error on behalf of the case manager, a Correction of Record request is sent to the State. Participation and exit information for youth participants is reviewed at the monthly Youth Program Meeting. This allows for redirection of service delivery, if necessary, in order to achieve outcomes.

Definitions for the 2016 WIOA youth performance measures have not been issued by the Department of Labor Employment and Training Administration nor have the 2016 goals been negotiated with the State Nebraska Department of Labor. As soon as definitions are issued and goals negotiated, the YESS staff will be trained on the new requirements. All current participants will be reviewed in order to anticipate how they will fit into the outcomes. Adjustments will be made as necessary and the new requirements will be applied as new youth are enrolled into the YESS program.

The GLWDB Accountability Team will monitor the YESS program performance outcomes and offer guidance on improvements and adjustments.

Attachment IV includes past performance for the last four years.

8.7 Tracking

All YESS services and outcomes will be tracked on the State case management system NEworks and on the Enterprise Content Management (ECM) system. Data on NEworks and ECM will be kept current by the case managers and reviewed by the program manager. The program manager, case managers and the regional expert located in the One Stop Employment Solutions office all have extensive knowledge on NEworks and ECM having used the system since its deployment in 2010 and 2012 respectively. Training is handled through webinars offered by the NEworks system contractor. When specific changes are made to the system, staff are apprised of the changes at staff meetings.

All WIOA obligations and expenditures are tracked through the required State RSS system and the City of Lincoln JD Edwards online financial system. Utilization of both systems by an experienced staff person provides a clean audit trail from cash receipt through reporting.

8.8 Budget/Enrollment

Attachment V is the estimated budget.

YOUTH BUDGET

Revised

I. Summary:

- A. Total number of youth to be served: 56 Total, 11 In School and 45 Out of School
 B. Total number of work experiences: 13
 C. Total WIOA funds requested: \$313,251
 D. Cost per participant: \$5,594
 E. Percentage of total budget do these contract funds represent: 100%
 F. Additional funding sources utilized/shared/leveraged: 0

II. Budget Projected Line Item

A. Personnel Costs

Line Item	Name	Title/Responsibilities	In-School	Out-of-School	Total
Staff Salaries	Leech, Vicki \$34.959/hr.	Program Manager *	2,318	9,671	11,989
	Fry, LeAnn \$26.898/hr.	Administrative Aide	252	811	1,063
	Nigh, Cynthia \$18.652/hr.	Office Specialist	3,528	10,664	14,192
	Chandler, Andrea \$25.171/hr.	Community Resource Specialist	13,467	23,102	36,569
	Khanthasene, Bonn \$21.385/hr.	Community Resource Specialist	489	29,329	29,818
	Atwater, Ki-Raka \$13.616/hr.	Resource Room Navigator	531	1,671	2,202

Staff Benefits	Leech, Vicki	Program Manager *	762	3,080	3,842
	Fry, LeAnn	Administrative Aide	172	369	541
	Cynthia Nigh	Office Specialist	1,333	4,087	5,420
	Chandler, Andrea	Community Resource Specialist	4,452	8,410	12,862
	Khanthasene, Bonn	Community Resource Specialist	154	7,981	8,135
	At-Water, Kiraka	Resource Room Navigator	89	566	655

* See Attachment I Staff Qualifications

B. Non Personnel Costs

Operational	Rent, phones, postage machine rental, photocopies, staff mileage, cable, data processing service		2,575	10,299	12,874
	Printing services				
Material/Supplies	Postage, office supplies, program supplies,		183	726	909
Other Non Personnel	Program incentives		335	1,340	1,675

C. Sub-contract Costs

Southeast Community College Literacy/Numeracy and GED Services	To provide Youth Literacy-Numeracy Training and GED Preparation		5,919	23,675	29,594
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D. Program Element Costs

Tutoring, Study Skills Training	**	No charge /Staff cost only			
Alternative Secondary School Services	**	No charge /Staff cost only			
Paid and Unpaid Work Experiences (Participant Costs only)	***		6,204	24,815	31,019
On the Job Training (Participant Costs only)	***		200	800	1,000
Occupational Skills Training			17,496	69,985	87,481
Specific Occupations Education & Training			74	294	368
Leadership Development Opportunities			280	1,120	1,400
Supportive Services			2,581	10,326	12,907
Adult Mentoring		No charge /Staff cost only			
Follow-Up Services			287	1,147	1,434
Comprehensive Guidance and Counseling		No charge /Staff cost only			
Financial Literacy Education			860	3,442	4,302
Entrepreneurial Skills Training			200	800	1,000
Providing Labor Market & Employment Info.		No charge /Staff cost only			
Transition to Postsecondary Education & Trg		No charge /Staff cost only			

** See 14 Program Elements in Proposal for descriptions

***Adding in Staff costs, 24% of total youth funds will be spent on work experiences

Total Budget			64,741	248,510	313,251
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Note: 54% of the total \$313,251 budget will be spent on participant expenses

Attachment V:
Budget