ST. LOUIS CITY

WORKFORCE INVESTMENT BOARD

REQUEST FOR PROPOSAL

FOR:

Second Chance Act Grant

Closing Date
5:00 p.m., Central Time, January 13, 2014

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NOTE: This Request for Proposal (RFP) is available for pick-up, in person, at the City of St. Louis Training and Employment Office (SLATE), 1520 Market Street, Room 3050, St. Louis, MO 63103, 314-589-8000, beginning December 26, 2013, 8:00 a.m. (local time) - 5:00 p.m. (local time), Monday - Friday, except holidays. The RFP packet is mailed only when the potential bidder prepays the postage or the potential bidder can arrange for a private carrier to pick-up the RFP packet with billing to the recipient. The RFP can also be downloaded from our website: www.stlworks.com.

REQUEST FOR PROPOSAL

Introduction/Statement of Intent

The Federal Office of Juvenile Justice and Delinquency Prevention has awarded the St. Louis Agency on Training and Employment (SLATE) a grant under the *Second Chance Act Juvenile Reentry Program*. A portion of these funds are specifically designed to support employment, training and wraparound supportive services to eligible youth residing in the local jurisdiction. The Workforce Investment Board of St. Louis City/SLATE has the task of generating awareness about the availability of these funds and conducting a fair and objective process for selecting vendors to provide workforce development services to juvenile offenders residing in Saint Louis City.

The Second Chance Act of 2007 (Pub. L. 110-199) provides a comprehensive response to the increasing number of incarcerated adults and juveniles who are released from prison, jail, and juvenile residential facilities and are returning to their communities. The FY 2013 Second Chance Act Juvenile Reentry Program helps ensure that the transition the youth make from secure confinement facilities to the community is successful and promotes public safety. A secure confinement facility may include a juvenile detention center, juvenile correctional facility, or staff-secure facility. Eligible juveniles must have been confined under juvenile court jurisdiction. This program is authorized by the Second Chance Act, Pub. L. 110-199, (42 U.S.C. § 3797w).

The Workforce Investment Board of St. Louis City/SLATE supports this directive and aims to build a comprehensive youth system that will promote the opportunities for Saint Louis' youth to acquire the necessary life skills, education and work experience to foster productive careers and become responsible family members and citizens.

The overall goals for SLATE's youth services funded by the **Second Chance Reentry Program** are to assist economically disadvantaged youth (ages 16-21) to attain the education and/or skills needed to create employment options and reintegrate into the St. Louis City community. Services must be designed and delivered so that they focus on career development, job placement and educational accomplishment for our youth in the community**.**

- Programs must provide services and education relevant to the job market with a focus on the following industries: biotechnology and green jobs; healthcare and social assistance; accommodation and food services; retail trade; professional, scientific, and technical services; education services; finance and insurance; transportation and warehousing; real estate and rental/leasing; manufacturing; administration and support of waste management and remedial services; other services (except public administration); wholesale trade; construction; public administration; and information;
- Programs should provide a pathway to post-secondary educational opportunities;
- Programs must emphasize long-term outcomes; and

- Programs must provide a connection between academic and occupational learning,

Principles that will guide the selection of service providers are:

.. Focusing on youth development and prevention of youth risk behaviors;
.. Building on and strengthening partnerships with existing community assets such as workforce development agencies, employers, community-based organizations, schools, faith-based organizations, etc;
.. Building on and strengthening intergenerational relationships and collaborations among key stakeholders. (i.e. parents, school faculty, health care providers, ministers, youth practitioners, postsecondary institutions, etc.);
.. The ability to match individual youth participants with appropriate adult volunteer mentors;
.. Supporting a holistic approach to serving youth encompassing mental, physical, social and spiritual development;
.. Supporting the ability of teen parents to meet the needs of their children;
.. Emphasizing long-term outcomes and sustained support for youth with significant barriers to employment; and
.. Having the ability to leverage resources to support the proposed initiative.

Reentry is "an attempt to divert, or channel out, youthful offenders from the juvenile justice system" (Bynum and Thompson, 1996). The opportunity for Reentry occurs at the state or local pre-sentencing juvenile court division, which include: juvenile court judges, assistant district attorneys or pre-sentencing case workers.

According to the U.S. Department of Justice, Office of Justice Programs, the primary objective of Reentry programs is to redirect youth away from formal processing in the juvenile justice system, while still holding them accountable for their actions (Beck et. al., 2006). Reentry practices vary in terms of the juvenile justice contact point at which the youth is diverted and the types of services provided. For example, juveniles may be diverted by law enforcement before arrest, during court intake, or even after adjudication but before disposition (Roush, 1996).
The concept of Reentry is based on the labeling theory that contends that processing certain youth through the juvenile justice system may do more harm than good, because it inadvertently stigmatizes and ostracizes them for having committed relatively minor acts that may have been more appropriately handled outside the formal system (Lundman, 1993).

Additionally, the St. Louis WIB/SLATE will ensure its youth system includes the following requirements of the Workforce Investment Act (WIA):

.. A focus on intensive year-round programs;
.. A focus on serving the neediest youth;
.. Meeting the demands of business;
.. An emphasis on goal setting and long-term outcomes;
.. An increased focus on academic achievement aligned with state education requirements and post-secondary readiness;
.. Delivery of the ten (10) specific service elements; and
.. Twelve-month post- program follow-up for all youth.

Grants will be awarded to service providers that demonstrate the ability to develop and implement strategies that will result in the following outcomes:

.. Youth are academically successful (demonstrated increase in literacy and numeracy proficiency);
.. Youth obtain employment;
.. Youth have post placement job retention;
.. Youth are prepared to live independently and are economically self-sufficient;
.. Youth have progressive increases in earned income; and
.. Youth acquire an academic and/or occupational specific degree or certificate.

The WIB/SLATE will accept proposals for services under the Youth Reentry Program with a planned period of performance between January 1, 2014 and December 31, 2014. The youth services proposed by respondents to this RFP must be comprehensive, available year-round, and structured to meet youth interests and needs for employment information, career guidance and vocational training. The WIB/SLATE will accept proposals no later than 5:00 PM, January 13, 2014.

Potential bidders are strongly encouraged to carefully read the entire RFP and all attachments. All responses will be evaluated by reviewers against the criteria identified in this RFP. Final review and approval by the Workforce Investment Board and the City of St. Louis/SLATE is necessary for those proposals that pass the reviewer stage. The St. Louis Youth Advisory Council will also play a part in the review process. The WIB and the City of St. Louis/SLATE will perform continuous monitoring and oversight of contracted providers, and the WIB and the City of St. Louis/SLATE will determine performance measures, subsequent eligibility, and require corrective action when needed to ensure continuous improvement of eligible providers of services. Exclusive of attachments, the entire proposal may not be more than 20 pages.

Second Chance Program General Information

SLATE is seeking a vendor to provide wraparound case management, behavioral modification program, job readiness training, and mentorship with all the youth in the program. Some components of the case management should begin prior to the youth being released from incarceration.

Number of Vendors: 1

Amount: $ 126,000.00

Number of Youth to be Served: 32

Period: 1 year

Priority Considerations. SLATE will give priority consideration to applicants who:

• focus their program on geographic areas with a disproportionate population of juveniles released from a secure confinement. A secure confinement facility may include a juvenile detention center, juvenile correctional facility, or staff-secure facility.

• target high-risk juveniles as determined through use of a validated risk/needs assessment instrument, to include sex offenders, mentally ill individuals, or those who have been dually diagnosed with major mental health disorders and alcohol or substance addictions at the same time, for participation in the funded program.

• clearly demonstrate how the six evidence-based strategies are incorporated into the project program design.

• provide for an independent evaluation of juvenile reentry programs that include, to the maximum extent possible, random assignment and controlled studies to determine the effectiveness of such programs.

• include input from relevant nonprofit organizations (in cases where relevant input is available); crime victims; individuals who have been released from secure confinement; and families of juveniles.

• demonstrate effective case assessment and management abilities to provide a comprehensive and continuous reentry process, including the following:

- using an actuarial-based assessment instrument for reentry planning that targets the criminogenic traits of the juvenile that affect recidivism and provide sustained case management and services during incarceration and for at least 6 months in the community.

- prerelease planning and transition housing.

- establish prerelease planning procedures to ensure that the eligibility of an individual for federal or state benefits is established before release and those individuals will obtain all necessary referrals for reentry services.

- delivery of continuous and appropriate drug treatment, medical care, job training and placement, educational services, or any other service or support needed for successful reentry.

• review the process by which the applicant adjudicates violations of parole, probation, or supervision following incarceration, taking into account public safety and the use of swift, certain, graduated, and proportionate responses.

• provide a baseline recidivism rate for the proposed target population including documentation to support the development of the rate.

• focus on improving the quality of education programs in juvenile justice facilities (to include detention facilities; secure and non-secure placements) and prioritize linking youth to education programs and/or job training post-release.

Second Chance Program Objectives

The overall goal of the City of St. Louis' Second Chance program is to provide services that:

- Support youth in reaching their full potential by providing a variety of opportunities
- Enable young people to begin to identify a career path, set goals, and retain employment
- Provide clear standards and expectations, systems of reinforcements and rewards, and networks to address barriers and challenges
- Ensure linkages with parents, caring adults, communities, and schools
- Meaningfully engage employers, businesses as partners, mentors, and advocates for youth
- Provide opportunities for skill development, leadership, and community service
- Focus on improvements in educational achievement for youth, preparation for and success in employment
- **Behavioral Modification should be a major part of the program design along with providing the 10 programmatic elements**
- Provide the necessary supports and services provided through a continuum of year round service by offering the following activities simultaneously, as they apply:

- 501 Youth Tutoring/Dropout Prevention
- 502 Alternative School
- 503 Summer Youth Employment Opportunities
- 504 Paid Youth Internships/Work Site Learning
- 505 Youth Occupational Skills Training
- 506 Leadership Development
- 507 Youth Supportive Services
- 508 Adult Mentoring
- 510 Comprehensive Guidance and Counseling
- 511 Youth Assessment
- 512 Workforce Investment Act (WIA)Youth Individual Service Strategies
- 513 WIA Youth Prepare Post Secondary Educational Opportunity

In order to achieve these goals the following (in part or in whole) should be essential components of the youth program:

- Opportunities for learning, discussion, community services, and leadership development
- Educational components with clear linkages to job skills and integration of soft/life skills
- Exposure to a variety of employment, career and learning opportunities with direct linkages to jobs and employers including, but not limited to: skills training combined with internships, customized training, entrepreneurship training, apprenticeships, job readiness combined with part-time employment/internships, exposure to various aspects of industry, job shadowing

- Linkages to support services that address barriers at work or home
- Involvement of youth in program design, marketing, and implementation
- Involvement and expectations for employers
- Marketing messages appropriate for youth, parents, and businesses
- Involvement of parents and/or caring adults
- Environments that reinforce learning, motivation, and creativity
- Conflict resolution and management skills
- Substance abuse prevention
- Mentoring
- Outreach
- Recruitment
- Eligibility determination
- Toolbox 2 data entry
- Objective Assessment
- Individual Service Strategy/Case management
- Direct Service Delivery as appropriate
- Academic Remediation and Enhancements as appropriate. All out-of-school youth must be pre- and post-tested using the most appropriate of the following instruments: TABE (complete battery).When administering assessment tools, individuals with disabilities are to be provided with reasonable accommodations)
- Pre-Employment Skills Training as appropriate
- Resource and Referral as appropriate
- Job Search Assistance as appropriate
- Employment Placement and Job Development in paid and unpaid work experiences as appropriate
- Work Experience as appropriate
- Follow-up (must provide follow-up with each youth at least 12 months after exit) and retention services
- Leadership Development Opportunities, as appropriate

Eligibility – The youth to be served will be 16 through 21 years of age. Eligible youth will meet the classification of low income determined by the Office of Management Budget (OMB) and/or the Department of Health and Human Services (HHS) and meet at least one of eight WIA defined barriers to employment (documents that meet WIA regulations must be provided):

1. An individual who is an offender involved in with the Juveniles Justice System;
2. currently resides in the geographic area to be served identified as the City of Saint Louis;
3. has never been involved with the adult Federal, state or local criminal justice system; and has never been convicted of a sexual offense other than prostitution; and,
4. is currently involved or has been involved in the juvenile justice system or is currently a candidate for Reentry under state guidelines for juvenile Reentry programs.

Section 129 (c) of WIA outlines the ten required elements for youth programs authorized under the Act. Proposals should address services to in-school youth and out-of school youth (high school completers or dropouts) or both.

Bidders who become contractors shall be required to meet the following performance indicators (percentages when released by the State Division of Workforce Development are subject to change by the Workforce Investment Board):

Youth Performance Measures:
A typical program is 12-months of active case management and 12-months of follow up. (Reference DOL's Training and Guidance Letter NO. 17-05, Common Measures Policy)

1. Placement in Employment or Education: [Of those who are not in post-secondary education or employment (including the military at the date of participation, the Placement in Employment or Education measure takes the number of youth participants who are in employment (including military) or enrolled in post-secondary education and/or advanced training/occupational skills training in the first quarter after the exit quarter divided by the number of youth participants who exit during the quarter] – 85%.

2. Attainment of a Degree or Certificate: [Of those enrolled in education (at the date of participation or at any point during the program), the Attainment of a Degree or Certificate takes the number of youth participants who attain a diploma, GED, or certificate by the end of the third quarter after the exit quarter divided by the number of youth participants who exit during the quarter] – 75%

3. Literacy and Numeracy Gains: (Of those out-of-school youth who are basic skills deficient, the Literacy and Numeracy Gains measure takes the number of youth participants who increase one or more educational functioning levels divided by the number of participants who have completed a year in the youth program **plus** the number of participants who exit before completing a year in the youth program) – 75%

The TABE test is the assessment used to determine literacy and numeracy gains.

In your bid response, you must identify the numbers of youth to be served, identify if they are in-school or out-of-school, project their ages, and project the percent of youth to be included that will attain each of the performance indicators listed above.

The bidder is also responsible for follow-up services to participants on a monthly basis until the Youth is no longer counted in performance measures (up to 12 months after exit).

The City of St. Louis will be responsible for administrative functions and program oversight of the contracts. This will include monitoring of contracts, overall program assessment, and implementation of the continuous improvement process.

The successful bidder will be responsible for initial intake and eligibility determination and will be responsible for maintaining files related to this intake and eligibility determination as determined by SLATE. SLATE will not pay the contractor for incorrect eligibility assessments. Incorrect assessments count against the total number of youth to be served.

The paperwork includes, but is not limited to, completion and maintenance in a case file of the following:

- Enrollment in WIA Youth program must occur prior to youth receiving any services. NO EXCEPTIONS. Any funds expended prior to eligibility determination and registration date are disallowed costs that must be repaid with non-federal funds;
- ALL out-of-school youth must be tested for basic skills deficiency. To prove basic skills deficiency, <u>all</u> Out-of-School youth should be pre-tested within 60 days of the first youth service; can use pre-test from up to six months prior to the date of first youth service; can only use TABE test full battery for assessment testing;
- Sub-contractors may use their own program application which includes customer information and employment history;
- Completion of the following screens and sub-tabs in Toolbox: Seeker Entry, Testing, Initial Interview, Assessment, Eligibility, Employment Plan/Enrollment, and Case Notes - documentation shall be attached to the record that **verifies** the customer's Social Security number (using E-Verify), citizenship, selective service registration, age and income;
- Give participant Complaint and Grievance Guide; document in Toolbox with a case note;
- Completed Individual Service Strategy and Objective Assessment inside of participant's file;
- Completed verification of the participant's placement into unsubsidized employment letter and monthly follow up with quarterly employment verification documented in Toolbox;
- Completed Worksite Agreement, Training plan and Timesheets for Youth enrolled in Work experience (504) and Summer Work experience (503); proof of payment can be maintained by the Sub-contractor, but must be readily available to SLATE;
- SLATE's Release of Information form and WIA follow up agreement form should be kept inside of participant's file;
- Proof of WIA required youth barrier, income eligibility, and family size, city residence, Social Security number (using E-Verify), citizenship, selective service registration (male over 18), and age;
- Completion and/or retrieval from the appropriate source for all outcomes achieved by the participant, (i.e., GED verification, diploma verification, post-secondary education completion, entrance into the military, attainment of literacy and numeracy functioning levels, other goal attainments, etc.)
- A completed I-9, employment eligibility verification and the E-verify printout can be maintained in the participants file or in human resource file;

- After the record is created in Toolbox a signed WIA attestation form should be kept in the participant's file;
- All forms and documents used must be signed and dated.

The bidder will also be responsible for input into Toolbox (the database/case management system for WIA in the State of Missouri) of the following:

- The participant's jobs.mo.gov record for participants over 18;
- The posting of outcomes into Toolbox on the Exit Snapshot;
- The posting of pre- and post-test results for Reading Mathematics and Language in Toolbox within the appropriate time frame;
- The posting of weekly case notes in Toolbox;
- Upon exit the participant should be placed in a (509) follow up activity and case notes should be completed monthly and employment updates should be completed, where applicable;
- Sub-contractor is responsible for completion/verification of selective service registrations at enrollment, and within 30 days of the client's 18th birthday;
- Sub-contractor is responsible for following the Toolbox Desk Aide page by page when entering a youth in Toolbox.

The successful bidder will also be responsible for the completion and submission of a monthly programmatic progress report and a monthly performance report. The successful bidder is also responsible for the provision of additional placement services (at no additional cost to SLATE) to those customers who become unemployed during the follow-up period of 12 months in order to meet the performance measure/indicators previously identified in this RFP.

The successful bidder must have all staff that work with WIA participants, files and related information complete a State of Missouri-approved Confidentiality Agreement before working with any confidential information, whether verbal or written.

If the successful bidder has a training program that leads to a certificate or credential, they must work with the Department of Labor's Employment and Training Administration Office of Apprenticeship to assist in making the training courses a certified apprenticeship.

The successful bidder must have the management capacity to administer a complicated Federal grant program and will be subject to timely completion of an extensive set of reporting requirements as developed by the City of St. Louis. These reports will be required as necessary to carry out reimbursements, monitoring and evaluation of the programs as mandated by federal regulation. Detailed reports will be expected on at least a monthly basis.

Agencies and organizations submitting a proposal to operate a youth program should be familiar with the basic requirements outlined in the regulations and should provide necessary staff support in their proposal to see that these requirements are met. The selected contractor(s) must

fully comply with the requirements of the youth programs provided under the provisions of the Workforce Investment Act of 1998.

The various services provided must be based on the individual assessment of a participant's needs by performing the following:

Objective Assessment: This is an examination of the capabilities, needs and academic/vocational potential of a participant and is used to develop a service strategy and employment goal. Objective Assessment is an ongoing and client centered diagnostic evaluation of a participant's employment barriers taking into account the participant's family situation, work history, education, occupational skill interest, aptitudes and attitudes toward work, motivation, behavioral patterns affecting employment potential, financial resources and supportive services needs.

Individual Services Strategy (ISS)/Case management: This is a document that is developed as a result of an Objective Assessment. It is a plan that delineates a youth's individual goal, employment objectives and services needs. It is meant to be a "living" document inasmuch as it should be reviewed and revised to reflect the youth's progress and attainments as they move toward their goal. Generally, the ISS is written for a period of one year and is continually reviewed and revised throughout the period.

Funded programs will be responsible for recruitment and overall case management that include the various program elements described previously for each participant based on an individual assessment to in-school or out of school youth or both. All youth served (in-school and out-of-school) must be provided with a service plan that will lead to attainment of the youth performance measures detailed previously. Coordination of services with One Stop Partners will be integral to the successful delivery of services to youth.

Funded proposals should assist youth in identifying harmful risk behaviors that obstruct academic success and long-term career success, including alcohol, drugs, sex, tobacco and violence. It is encouraged that proposals include and describe collaborative efforts and leverage resources that support the program elements identified previously.

General Policies & Instructions

This Request For Proposal (RFP) is being released December 26, 2013 contingent upon fund availability by the City of St. Louis and the Workforce Investment Board of St. Louis City, under the Workforce Investment Act of 1998 (WIA), Title I, Public Law 105-220. There will be a **MANDATORY pre-bid conference on Monday, January 6, 2014**, at 3:30 PM at SLATE Missouri Career Center, 1520 Market Street, 3rd Floor, St. Louis, MO 63103. You will not be able to submit a proposal without attending the pre-bid conference. THE CITY OF ST. LOUIS WILL NOT CONTRACT WITH ANY ORGANIZATION, SCHOOL, ETC. WITH

UNRESOLVED QUESTIONED COSTS IN PAST SUBCONTRACTS WITH THE CITY OF ST. LOUIS THROUGH THEIR TRAINING AND EMPLOYMENT OFFICE.

Response to RFP: To be considered for funding, all program applications must be submitted in **complete and accurate format**, as herein described, to Kelley Bernardi, Deputy Director, City of St. Louis, Training and Employment Office (SLATE), 1520 Market Street, Room 3050, St. Louis, Missouri 63103. Applications must be received by SLATE no later than 5:00 P.M., (local time), on January 13, 2014. No fax copies or email copies will be accepted. **Applications received after this date and time will not be considered.** One original and five copies in a sealed package must be submitted.

Limitation: This RFP does not commit the City of St. Louis to award a contract, to pay any costs incurred in the preparation of a proposal in response to this request or to contract for services. The City of St. Louis and Workforce Investment Board reserve the right to accept or reject any or all proposals received as a result of this request without negotiation; to negotiate with all qualified sources; or to cancel in part or in its entirety. The City of St. Louis or Workforce Investment Board may require the agencies or companies submitting proposals to participate in presentations, in negotiations, or to submit any cost, technical or other revisions of their proposals that may result from negotiations.

Request for Interpretation: You may submit questions, in writing, to the City of St. Louis, SLATE up to 5:00 p.m., January 10, 2014. Written inquiries should be addressed to City of St. Louis, SLATE, Attn: Kelley Bernardi, Deputy Director, 1520 Market Street, Room 3050, St. Louis, Missouri 63103. You may also submit questions via e-mail to kbernardi@stlworks.com. A copy of the written inquiry and response will be posted on the website **www.stlworks.com**. No instruction and/or any part of this RFP, which is in violation of, or in conflict with, Federal Regulations, will be valid. Each respondent is responsible for the compliance of their application to such regulations. **Telephone inquiries regarding an interpretation of the contents of the RFP are not permitted.**

Program Proposers: Services or activities may be operated under a contract with any private, non-profit agency, governmental organization, education facility, or private-for-profit organization with certain restrictions. To be eligible to operate such a program, an agency or organization must have the management capacity to administer a complicated Federal Grant Program and experience in operating employment and training programs

Cost Limitations and General Information: Proposers should understand that costs must be reasonable and competitive. Only costs directly related to the operation of the grant program, and properly supported with all back-up documentation and records will be allowable charges to this program. The cost of contracts awarded for the purpose of providing program services may be charged to the program category. The City of St. Louis reimburses contractors generally on a monthly basis. We will not pay for indirect costs. Required back-up documentation such as properly completed time cards, time sheets, travel reports, invoices, receipts, etc., must be maintained. Funds provided under WIA shall not be used to duplicate facilities or services

available in the area from federal, state, or local sources. Proposers should make certain that in responding to this RFP that the appropriate application/budget fact sheet(s) are completed and that their narrative is responsive to the proposal format.

Review Criteria: All responses will be evaluated by reviewers against the criteria identified in this RFP. Final review and approval by the Workforce Investment Board and the City of St. Louis/SLATE is necessary for those proposals that pass the reviewer stage.

A bidder will be notified in writing if the bid submitted failed the reviewer stage by not receiving enough points for consideration for funding. If the bid failed this reviewer stage, the bidder may request, in writing, to Kelley Bernardi (see prior address), within ten working days from the date of our letter, a copy of the written reviewer comments, if any, and the points awarded (by category and total). A response will be prepared within five working days from the receipt of the request by the bidder. If an error in totaling the points is discovered, the revised total will stand. If the revised total is enough points for consideration for funding the bidder would be so informed in writing.

Reporting: Upon approval of any program or activity for funding, the agency or organization administering that program will be subject to an extensive set of fiscal and programmatic reporting requirements. These reports will be required as necessary to carry out the City of St. Louis' and Workforce Investment Board's required monitoring and evaluation of programs as mandated by the regulations. Agencies and organizations submitting a proposal to operate a WIA program should be familiar with the basic requirements outlined in the regulations and should provide the necessary staff support in their proposal to see that these requirements are met.

Records and Audits: The contractor/contractee shall maintain records and accounts necessary for the effective operation of the program. This shall include, at a minimum, fiscal records which account for the reimbursement requests submitted, names of all persons who have received services, and the services which they received. Once a contract is issued, that organization becomes fully responsible for administration of the program or activity. Each organization will be liable for any disallowed or illegal expenditure of funds or program operations conducted under their contract.

All books, records, documents and papers of the contractor in regard to this program shall be retained by the contractor for a minimum period of three (3) years following submission of the final expenditure report, or until such time as any litigation, audit findings or other claims have been resolved and so certified by the City of St. Louis. Participant files shall also be retained for a minimum of three (3) years from date of enrollment or until any litigation, audit findings or other claims have been resolved.

Indemnifications/Assurances and Certifications: Organizations or agencies submitting proposals under the RFP must be willing to sign a contract which will provide a full indemnification and hold harmless of any liability to the City of St. Louis or its governing bodies for any activities conducted by the contractor. This includes a full statement of responsibility for reimbursing the

City of St. Louis for any costs or expenditures which are disallowed in an audit, or any other claims which might be made against a program operator by a WIA participant or other interested party. As a part of each contract, each organization will be required to subscribe to the assurances and certifications.

Application Procedures: All applications for funding (1 original and 5 copies) must be submitted typed on 8 1/2 x11 inch paper in the format described in the Proposal Format included herein. Exclusive of attachments, the entire proposal may not be more than 20 pages.

Veterans Priority for Participants
The Jobs for Veterans Act (Public Law 107-288) requires grantees to provide priority of service for veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by DOL. The regulations implementing this priority of service can be found at 20 CFR Part 1010. In circumstances where a grant recipient must choose between two qualified candidates for a service, one of whom is a veteran or eligible spouse, the veterans priority of service provisions require that the grant recipient give the veteran or eligible spouse priority of service by first providing him or her that service. To obtain priority of service, a veteran or spouse must meet the program's eligibility requirements. Grantees must comply with DOL guidance on veterans' priority. ETA's Training and Employment Guidance Letter (TEGL) No. 10-09 (issued November 10, 2009) provides guidance on implementing priority of service for veterans and eligible spouses in all qualified job training programs funded in whole or in part by DOL. TEGL No. 10-09 is available at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2816.

EVALUATION CRITERIA: (used by five (5) proposal reviewers)

I. EXPERIENCE (0 – 10 Points)

1. Experience of bidder to perform the work required (staff experience, experience in providing youth-related, employment and training services).
2. Capability of bidder to perform the program described (bidder's experience with providing case management, support services, collaborative efforts with other agencies).
3. Agency's total budget for the last full fiscal year; other funding sources available to agency; agency's administrative percentage for the last full fiscal year.

Program Narrative
PART I
Organizational History

Describe the agency's experience in providing job training and youth related services, include staff experience, demographic data, and the numbers of youth by age (16-21) served within the last full fiscal year. Please include the following information:

1. Comprehensive core training services related to youth services, targeting hard-to-serve target populations, as identified in Section 101 (13) of the Workforce Investment Act.

2. If you have served this population, specific services and milestones accomplished in serving youth ages 16-21 in attainment of the GED or diploma, or increasing literacy and numeracy functioning levels.

3. If you have served this population, specific services and milestones accomplished in serving youth ages 16-21 specific to entry into unsubsidized employment, retention in unsubsidized employment, range of wages, post secondary education, advanced training, military service or eligible apprenticeships.

4. Experience in working with the One Stop Career Center system.

5. Experience in providing case management services.

6. Experience in providing support services.

7. Collaborative efforts with community-based and faith-based organizations with links to adult, dislocated worker and youth programs operating under the WIA such as Job Corps, SLATE, etc.

8. List any other programs or funding sources that were used to support youth related programs.

9. What is the agency's total budget for the last full fiscal year?

10. How many full-time positions are included in the agency's total budget for the last full fiscal year?

11. What is the administrative percentage for the last full fiscal year

II. PROGRAM DESIGN (each section (A-G) should be scored from 0-9 points; total points possible for Program Design is 63)

A. Target Population

1. Describe the process for identifying the proposed targeted population.
2. Identify if these populations will be in-school, out-of-school, or both youth including their ages.

3. Describe how this population will be assessed.
4. How will you address barriers to employment experienced by targeted eligible youth (i.e. substance abuse, parenting, transportation)?
5. State the benefits expected to be achieved in the community or neighborhood as a result of the program activities.
6. Address services related to any crimes committed by juveniles, explain the expected impact and how outcomes reflect specific progress in the factors that contribute to the "at risk" behaviors of this target population.
7. What community based alternatives will be integrated? How will this impact utilization of and coordination with One-Stop Career Centers?

B. Behavior Modification/Evidence Based Mentoring

1. Describe how you will integrate behavioral modification into the program;
2. Describe how you will integrate evidence based mentoring.
   Specifically, applicants must:
   Describe the strategy for developing evidence-based mentoring programs;
   Describe the areas of: mentor recruiting and matching with participants; duration, frequency of interactions, type of contact, and method of interaction with participants;
   Describe the quality and comprehensiveness of the training to be provided mentors and the strategy for support and supervision of mentors; and
   Describe the applicants' level of experience of the program in operating mentoring programs.
3. How will you integrate the youth's inner circle (friends and family) into the behavioral modification component?

C. Eligibility/Assessment Processes

1. How will you assure that youth and parents/guardians are appropriately informed of the full array of available WIA services and other community programs and services?

2. What is the process for ensuring that an objective assessment and individual service strategy will be developed for each youth participant?
3. What is the average time frame for completing an assessment and an Individual Service Strategy?
4. What are the minimum qualifications for the responsible staff?
5. What other assessments will you use?

D. Case Management

1. Discuss your plan for case management.
2. What is the role of case management in the overall implementation of the program design?
3. What is the process for determining how often participants are provided with face-to-face case management services?

E. Program Design and Implementation

1. Describe the services to be provided and include an approximate time line for program development and implementation.
2. Describe essential elements of the program design.
3. Illustrate staffing patterns and the supervision and oversight to be provided, proposed number of youth to be served, demographic data and youth involvement in program development.
4. What types of activities do you anticipate for the identified target populations/age groups?
5. How will these activities be provided?
6. How will you assure that quality training will be provided?
7. If part of your program design, how will community service and internship approaches in corporate and business environments be identified?
8. How will the program foster the development of supportive relationships for youth and parents?
9. What methods will be implemented to decrease participant withdrawal prior to completion of training/program?
10. Discuss job placement? How will you integrate job readiness training and financial literacy throughout the program?
11. How will you integrate legal help into the program?

F. Program Sustainability

1. List any other programs or funding sources that will be used to support the youth employment program. Please include the 12-month follow-up component after youth exit program.
2. Illustrate sustainability plan which should address on-going funding after WIA funding is no longer available; single source funding should be a short-term objective to ensure preservation of youth services.

G. Program Outcomes

1. Describe the procedure by which you will measure the success of your program, including efforts to increase leadership development opportunities, teamwork, decision-making, positive social behavior, parental/guardian involvement, and the expectations of youth, parents/guardians, businesses or other partners (When possible, you should use participating youth tests scores, attendance rates, graduation rates and dropout rates as an evaluation resource).
2. Identify the number of Youth to be enrolled and placed into employment or education by month (January 2014 through September 2014). *
3. Identify the numbers of youth to achieve the performance measures (placement in employment or education, attainment of a degree or certificate, literacy and numeracy gains.)
4. How do you plan to keep the youth engaged until the youth meets the programmatic outcomes?

III. GENERAL COST OVERVIEW (0-20 points)

1. Acceptable past audit or acceptable independent financial review.
2. General justification (the back-up supporting requested costs) & reasonableness of costs (i.e., $15,000 for supplies with overall budget of $50,000 is not reasonable) by program category.
3. Consistency in budget and narrative (amounts and positions the same in both).
4. Verify line items for all projected costs.
5. Review unallowable costs sheet against proposed budget to ensure budget meets guidelines.
6. Overall, the proposed costs support the planned services (the services are reasonable/realistic for amount requested and the amount requested is reasonable and realistic for the services the agency plans to deliver).

IV. INNOVATION and Leverage Resources (0-7 points)

The degree to which the bidder exhibits innovation, originality, exemplary features in the design of the project, and leveraged resources with special emphasis on employer connections.

Total Points Possible: 100

Reviewers of the bids perform a general review to determine if proposed costs are reasonable and the detailed cost analysis is performed by the City of St. Louis after the reviews are completed and on those bids receiving the minimum number of points for consideration for funding. Proposals must receive a minimum of 70 points of the total possible in order to be considered for funding by the Workforce Investment Board of St. Louis City and the City of St. Louis/SLATE.

Mandatory Pre-Bid Conference

Monday, January 6, 2014 @ 3:30pm.
SLATE
1520 Market Street, 3rd Floor
Saint Louis, MO 63103

Program Information

Award Amount: $126,000.00 for a one year (12 month) project period.

Participants: 34 total

Awardees: 1 contracts will be awarded

***Priority will be given to program designs that have a strong behavior modification and evidence-based mentoring components.**

All chosen vendors will work with either the Innovative Concepts Academy or the Family Courts. An MOU has already been established with the Family Courts.

Training – If awarded the contract all staff under the contract will be required to take and pass a confidentiality test. The staff would be required to attend 4 weeks of training from 10am -4pm Monday – Friday.

PERIOD OF PERFORMANCE: The period of performance is 1/1/14 – 12/31/14. The City of St. Louis/SLATE reserves the right to renew programs for an additional two contractual periods for those programs that become operational as a result of this RFP. Such renewal of contracts will be based on performance and on determination of needed services, activities, and delivery methods to be used by the City of St. Louis and the Workforce Investment Board of St. Louis City.

MANDATORY INCLUSIONS TO ALL PROPOSALS (to be included in the original and all five copies):

1. A narrative description of the program that follows the proposal format (i.e., Executive Summary Form, Part I, Organizational History, and Part II, Program Design).

2. A completed Part III, Activity Summary.

3. A completed Certification of Documentation Checklist.

4. A completed and signed Resolution on Assurances and Certification.

5. A completed Application/Budget Fact Sheet and Budget for Youth Programs with attachments.

6. Copy of last audit (not more than 2 years old) or if an audit is not available, a copy of an independent financial review (include as an attachment).

Executive Summary Form

Please use form below to summarize your proposal. Use the space allotted in order to keep essence of proposal concise and specific for reviewers. You may attach up to two additional budget sheets only to explain Funding of Program Components (see below).

Name and Contact Information of Applicant	
Purpose and Mission	
Explain Behavior Modification Component	
Explain evidence based mentoring component	
Proposed activities that	

will assist youth with high school graduation or GED and placement in military, job, or post-secondary education.	
Integration of bob readiness training throughout the entire program	
Funding Explanation of Program Components **(May attach form)**	

Internal quality assurance	
Management Capabilities	
Total Amount Requested	

Part III
Activity Summary

Complete the following on activities being provided to youth as described in this RFP:

Name of Activity	Planned # of Youth	Age of Youth

Certification of Documentation Checklist

DO NOT SUBMIT ANY DOCUMENTS THAT RELATE TO ANY OF THE ITEMS BELOW WITH YOUR PROPOSAL SUBMISSION. Applicable documentation will have to be provided during the contract negotiation phase if approved for funding. For bid submission, please circle "YES", "NO" or "N/A".

1. Articles of Incorporation/By-laws	YES NO N/A
2. Board members, positions on board, and their terms of office.	YES NO N/A
3. Certificate of Corporate Good Standing (Must be issued within 6 months prior to anticipated contract start date). If organization is a sole proprietorship or partnership, then a Registration of Fictitious Name should be obtained from the State of Missouri.	YES NO N/A
4. Federal Identification Number	YES NO N/A
5. Personnel Policy and Grievance Procedures Policy	YES NO N/A
6. Affirmative Action Plan	YES NO N/A
7. Contractee must have the following clearances through the City before any contract can be executed. City Business License (License Collector's Office) Taxes Paid & Current (Collector of Revenue)	YES NO N/A
8. Job Descriptions for each position to be paid under the City contract with Appropriate percentage allocation between Administration and Training and Other sources if position is not 100% funded by the City.	YES NO N/A
9. Fidelity Bond (only required if Contractee is to receive an advance).	YES NO N/A
10. Documentation for all items to be paid under the contract must be submitted. Following are those items which can be included in a contract with a brief description of the documentation needed to be submitted to the City for support of the cost requested.	
a. Workmen's Compensation – documentation shall include a current copy of the policy and a copy of the most recent invoice with the rate quotation attached.	YES NO N/A
b. Unemployment Compensation – documentation must be a copy of the official State notification of the rate. If the Contractee is on a reimbursable basis, a copy of the State notification acknowledging such along with a letter from the organization giving details on the policy computation for setting aside funds for this purpose must be submitted.	YES NO N/A
c. General Liability Insurance – documentation should include a copy of the current policy along with a copy of the most recent invoice or rate quotation.	YES NO N/A
d. Health Insurance – documentation must include a copy of the current invoice along with rate quotations detailing premiums per employee. The City will only approve payment for individual coverage.	YES NO N/A
e. Life Insurance – documentation must be a copy of the most recent invoice along with rate questions.	YES NO N/A
f. Retirement – This will only be approved by the City if it is a company wide policy where every employee is automatically covered and the company's policy is to pay a standard amount into a fund for each employee with a specific policy for payment of said retirement. Documentation shall include a copy of the rate paid and the most recent invoice.	YES NO N/A

g. Building Rental – documentation shall include a copy of the lease along with a copy of the most recent invoice. If the Contractee owns the building, a portion of the electricity and/or gas usage of the building may be payable under the contract. The portion of the amount payable must be based on the total square footage of the building rationed against the space utilized by the City-funded program. YES NO N/A

h. Travel – Local travel will be approved at the currently allowable St. Louis City rates and specific positions that will be traveling must be designated under the contract with a specific mileage allotment given for each position. Out of Town travel for contract related activity only may be approved and paid in accordance with the current St. Louis City polices. YES NO N/A

i. Telecommunications – This includes payment for telephone service only (possible long distance service and internet lines) Documentation shall include a copy of the most current invoice (summary as well as detail pages). YES NO N/A

j. Supplies – documentation shall include a listing of the supplies needed separated by the Office Supplies and the actual supplies needed for the training of participants along with a computation basis for the cost assigned to each. YES NO N/A

k. Postage – documentation shall include a description of usage and a computation basis for assigning an amount. YES NO N/A

l. Printing Reproduction – documentation shall include an explanation of services to be provided along with a copy of the most recent invoice and/or a computation basis for the charge. YES NO N/A

m. Professional Services – documentation shall include a copy of the services with a copy of the most recent invoice. Such items to be included under this item are ADP services and accounting services. YES NO N/A

ASSURANCES

As a Contractee under the auspices of the City of St. Louis
and the Workforce Investment Board of St. Louis City,

_____

(Organization Name)

Hereby assures and certifies that:

1. The Contracting Agency assures that it and its subrecipients will establish in accordance with WIA Section 184, fiscal control and fund accounting procedures that may be necessary to ensure the proper disbursement of and accounting for funds made available by the Contract Agreement.

2. The Contracting Agency assures that it and its subrecipients will comply with the requirements of the common rule Uniform Administrative Requirements (or as amended) applicable to the type entity receiving WIA Title I funding under this agreement.

   · 29 CFR, Part 97 – Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments; or

   · 29 CFR, Part 95 – Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations, and with Commercial Organizations, Foreign Governments, Organizations Under the Jurisdiction of Foreign Governments, and International Organizations.

3. The Contracting Agency assures that it and its subrecipients will comply with the federal allowable costs/cost principles that apply to the type entity receiving WIA Title I funding under this Contract Agreement. The regulations at 29 CFR 95.27 and 29 CFR 97.22 (and 20 CFR 667.200(c)(1-5) identify the federal principles for determining allowable costs.

4. The Contracting Agency assures that it and its subrecipients will comply with restrictions regarding Lobbying codified at 29 CFR Part 93.

5. The Contracting Agency assures that it and its subrecipients will comply with requirements for a Drug Free Workplace codified at 29 CFR Part 98.

6. The Contracting Agency assures that it and its subrecipients will comply with requirements for Debarment and Suspension as codified at 29 CFR Part 98.

7. The Contracting Agency assures that it and its subrecipients will comply with requirements of the Americans with Disabilities Act of 1990 (or as amended) and associated Code of Federal Regulations as applicable to the entity directly or indirectly as recipients of contracted funds from the state of Missouri.

8. The Contracting Agency assures that it and its subrecipients will comply with Title VI of the Civil Rights Act of 1964, as amended, and implementing regulations at 29 CFR part 31, which prohibit discrimination and require provision of equal opportunity on the basis of race, color, or national origin.

9. The Contracting Agency assures that it and its subrecipients will comply with Section 504 of the Rehabilitation Act of 1973, as amended (including amendments made by the Americans with Disabilities Act Amendments Act of 2008), and U.S. Department of Labor's implementing regulations at 29 CFR part 32, which prohibit discrimination and require provision of equal opportunity on the basis of disability.

10. The Contracting Agency assures that it and its subrecipients will comply with Title IX of the Education Amendments of 1972, as amended, and implementing regulations at 29 CFR part 36, which prohibit discrimination and require provision of equal opportunity on the basis of sex in education and training programs.

11. The Contracting Agency assures that it and its subrecipients will comply with Age Discrimination Act of 1975, as amended, and implementing regulations at 29 CFR part 35, which prohibit discrimination and require provision of equal opportunity on the basis of age, but permit certain distinctions based on or related to age.

12. The Contracting Agency assures that it and its subrecipients will comply with the Privacy Act of 1975, as amended.

13. The Contracting Agency assures that it and its subrecipients will comply with Nondiscrimination and Equal Opportunity provisions codified at 29 CFR Part 37.

14. In accordance with the Departments of Labor, Health and Human Services, and Education and Related Agencies Appropriations Act, Public Law 101-166, Section 511, "Steven's Amendment", the Contracting Agency and its subrecipients shall not issue any statements, press releases, and other documents describing projects or programs funded in whole or in part with Federal money unless the prior approval of the state agency is obtained and unless they clearly state the following as provided by the state agency:

    - the percentage of the total costs of the program or project which will be financed with Federal money;
    - the dollar amount of Federal funds for the project or program; and
    - percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources.

15. The Contracting Agency assures that it and its subrecipients will comply with the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255) as amended, relating to nondiscrimination on the basis of drug abuse; the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616) as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd.3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.) as amended, relating to nondiscrimination in the sale, rental or financing of housing; any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and the requirements of any other non-discrimination statute(s) which may apply to the application.

16. The Contracting Agency assures that it and its subrecipients will comply with the Requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

17. The Contracting Agency assures that it and its subrecipients will comply with provisions of the Hatch Act (U.S.C. 1501-1508 and 7324-7328), which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

18. The Contracting Agency assures that it and its subrecipients will comply as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a 7), the Copeland Act (40 U.S.C. 276c and 18

U.S.C. 874, and the Contract Work Hours and Safety Standards Act (40.327-333), regarding labor standards for federally assisted construction subagreements.

19. The Contracting Agency assures that it and its subrecipients will comply as applicable, with the Flood Insurance Purchase Requirements of Section 102(A) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

20. The Contracting Agency assures that it and its subrecipients will comply with Environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P. L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et. seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

21. The Contracting Agency assures that it and its subrecipients will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

22. The Contracting Agency assures that it and its subrecipients will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a.1 et seq.).

23. The Contracting Agency assures that it and its subrecipients will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

24. The Contracting Agency assures that it and its subrecipients will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

25. The Contracting Agency assures that it and its subrecipients will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

26. The Contracting Agency assures that it and its subrecipients will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, Audits of States, Local Governments and Non-Profit Organizations."

27. The Contracting Agency assures that it and its subrecipients will annually monitor and resolve monitoring findings of subrecipients receiving funds under WIA Title I. Such monitoring shall be done in accordance with WIA Section 184(a)(4), 20 CFR 667.400, 20 CFR 667.410, 20 CFR 667.500 and additional requirements as issued by the Contractor.

28. The Contracting Agency assures that it and its subrecipients will establish and maintain a procedure for grievances and complaints according to the requirements of 20 CFR 667.600 and additional requirements as issued by the Contractor.

29. The Contracting Agency assures that it and its subrecipients shall not use funds received under WIA to displace any currently employed employee or previously laid off employee from the same or substantially equivalent job in accordance with WIA Section 667.270.

30. The Contracting Agency assures that it and its subrecipients shall comply with the confidentiality requirements of WIA Section 136(f)(3).

31. The Contracting Agency assures that it and its subrecipients will not use funds received under WIA to assist, promote, or deter union organizing in accordance with WIA Section 181 (b)(7).

32. The Contracting Agency assures that it and its subrecipients shall comply with 20 CFR 667.200(g)(1)(2) regarding nepotism.

33. The Contracting Agency assures that it and its subrecipients will not expend funds provided under WIA Title I for those activities identified and prohibited in 20 CFR 667.260, 667.262, 667.264, 667.266, 667.268, and 667.270.

34. The Contracting Agency assures that it and its subrecipients receiving WIA Title I funds will provide services through the Local Workforce Investment Area Plan that are consistent with the state of Missouri Workforce Investment Plan (or as modified).

35. The Contracting Agency assures that it and its subrecipients will comply with Public Laws 113-6 (Division F, Title I, Section 1101(a)(4)) and 112-74 (Division F, Title I, Section 105), none of the funds appropriated under the heading 'Employment and Training' in the appropriation statute(s) may be used by a recipient or subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. This limitation shall not apply to vendors providing goods and services as defined in OMB Circular A-133 (codified at 29 CFR Parts 96 and 99). Where States are recipients of such funds, States may establish a lower limit for salaries and bonuses of those receiving salaries and bonuses from subrecipients of such funds, taking into account factors including the relative cost-of-living in the State, the compensation levels for comparable State or local government employees, and the size of the organizations that administer Federal programs involved including Employment & Training Administration programs. See Training and Employment Guidance Letter number 5-06 for further clarification.

36. The Contracting Agency assures that it and its subrecipients will comply with the "Jobs for Veterans Act" (JVA), Public Law 107-288 (38 USC 4215), as implemented by 20 CFR Part 1010. The JVA provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services. Agreement by a program operator to implement priority of service is a condition of receipt of DOL funds. The Planning Guidance (either the Stand-Alone Planning Guidance at 73 FR 72853 (December 1, 2008) or the Unified Planning Guidance at 73 FR 73730 (December 3, 2008)) and TEGL 10-09 requires states to describe the policies and strategies in place to ensure, pursuant to the Jobs for Veterans Act and the regulations, that priority of service is provided to veterans (and certain spouses) who otherwise meet the eligibility requirements for all employment and training programs funded in whole or in part by the USDOL. In addition, the states are required to provide assurances that they will comply with the Veterans' Priority of Service Provisions established by the Jobs for Veterans Act (38 USC 4215) and TEGL 10-09.

37. The Contracting Agency assures that it and its subrecipients will comply with 285.530 RSMo.

- Pursuant to section 285.530.2, RSMo, the Contracting Agency shall maintain enrollment and participation in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the contracted services included herein.

- Pursuant to section 285.530.5, RSMo, neither the Contracting Agency nor any subcontractor shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri. In accordance with sections 285.525 to 285.550, RSMo a general contractor or subcontractor of any tier shall not be liable when such contractor or subcontractor contracts with its direct subcontractor who violates subsection 1 of section 285.530, RSMo if the contract binding the contractor and subcontractor affirmatively states that:

  a. the direct subcontractor is not knowingly in violation of subsection 1 of section 285.530, RSMo and
  b. shall not henceforth be in such violation and
  c. the contractor or subcontractor receives a sworn affidavit under the penalty of perjury attesting to the fact that the direct subcontractor's employees are lawfully present in the United States.

38. The Contracting Agency assures that it and its subrecipients will comply with Executive Order 04-09. No award of a contract shall be made to a vendor who contemplates performing work pursuant to the contract at a site outside the United States, unless one of the conditions of Executive 04-09 is met. Reference Department Procurement Authority Delegation and Procedures located at http://oa.mo.gov/purch/governance.html.

39. The Contracting Agency assures that it and its subrecipients will expend funds provided by the Contract Agreement in accordance with WIA, WIA regulations, USDOL, DWD guidance, and all other applicable federal, state, or local laws.

40. By signature of the Contract Agreement, the Contracting Agency provides the following Certification regarding Lobbying in accordance with 29 CFR Part 93 and certifies that to the best of his or her knowledge and belief:

- No federal appropriated funds have been paid or will be paid, by or on behalf of the signatory, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

- If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the signatory shall complete and submit Standard Form –LLL "Disclosure of Lobbying Activities", in accordance with its instructions.

- The signatory shall require that the language of this Certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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

41. By signature of the Contract Agreement, the Contracting Agency provides the following Certification regarding a Drug Free Workplace in accordance with 29 CFR Part 98 and certifies that it will or will continue to provide a drug free workplace by:

(1.) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(2.) Establishing an ongoing drug-free awareness program to inform employees about:

A. The dangers of drug abuse in the workplace;
B. The grantee's policy of maintaining a drug-free workplace;
C. Any available drug counseling, rehabilitation, and employee assistance programs;
D. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(3.) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (1);

(4.) Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the grant, the employee will:

A. Abide by the terms of the statement;
B. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(5.) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (4) (B) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number (s) of each affected grant;

(6.) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (4) (B), with respect to any employee who is so convicted:

A. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
B. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(7.) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (1), (2), (3), (4), (5) and (6).

42. By signature of the Contract Agreement, the Contracting Agency provides the following Certification regarding Debarment and Suspension in accordance with 29 CFR Part 98 and certifies that to the best of his or her knowledge and belief that it and its principals:

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

- Have not within a three-year period preceding this Contract Agreement been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

- Are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in this certification; and,

- Have not within a three-year period preceding this Contract Agreement had one or more public transactions (Federal, State, or local) terminated for cause or default.

- Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall submit an explanation to the Contractor.

43. NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE:

Note: This particular assurance (portions which are duplicated elsewhere in other assurances) is applicable to the extent that the program activities are conducted as part of the One Stop delivery system (See 29 CFR 37.2).

As a condition to the award of financial assistance from the Department of Labor under Title I of WIA, the Contracting Agency assures that it and its subrecipients will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

(1) Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I B financially assisted program or activity;

(2) Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;

(3) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

(4) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and

(5) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The Contracting Agency and its subrecipients also assure that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the Contracting Agency's operation of the WIA Title I B financially assisted program or activity, and to all agreements the Contracting Agency makes to carry

out the WIA Title IB financially assisted program or activity. The Contracting Agency understands that the United States has the right to seek judicial enforcement of this assurance.

44. The Contracting Agency assures that it will register in the Central Contractor Registration (CCR) database at www.ccr.gov, and maintain current registration at all times during the pendency of this Contract Agreement. In order to register in CCR, a valid Dun and Bradstreet Data Universal Numbering System (DUNS) Number is required. See www.dnb.com.

45. The Contracting Agency assures that it and its subrecipients will comply with the Buy American Notice Requirement. In the case of any equipment or product that may be authorized to be purchased with financial assistance provided using funds available under the Workforce Investment Act, it is the sense of the Congress that entities receiving the assistance should, in expending the assistance, purchase only American-made equipment and products, as required by the Buy American Act (41 USC 10a et seq.). See WIA Section 505—Buy American Requirements.

46. The Contracting Agency assures that it and its subrecipients will comply with Executive Order 13333. This agreement may be terminated without penalty, if the grantee or any subgrantee, or the contracting agency or any subrecipient (i) engages in severe forms of trafficking in persons or has procured a commercial sex act during the period of time that the grant, contract, or cooperative agreement is in effect, or (ii) uses forced labor in the performance of the grant, contract, or cooperative agreement." (22 U.S.C. § 7104(g))

47. The Contracting Agency assures that it and its subrecipients will comply with Special Requirements for Conferences and Conference Space. The Contracting Agency must obtain prior approval from the Contractor before holding any conference (which includes meeting, retreat, seminar, symposium, training activity or similar event held in either Federal or non-Federal space), or any activity related to holding a conference, including, but not limited to, obligating or expending contracted funds, signing contracts for space or services, announcing Grantor's or Contractor's involvement in any conference, and using Grantor or Contractor official's name or Grantor's or Contractor's name or logo. The Grantor or Contractor retains the right to obtain information from the Contracting Agency about any conference that is funded in whole or in part with contracted funds.

48. Pursuant to Executive Order 13043 (April 16, 1997), Increasing the Use of Seat Belts in the United States, the Contracting Agency and its subrecipients are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating vehicles, whether organizationally owned or rented or personally owned.

49. Pursuant to Executive Order 13513: Sec. 4. Text Messaging While Driving by Government Contractors, Subcontractors, and Recipients and Subrecipients. Contractors, subcontractors, and recipients and subrecipients are encouraged to adopt and enforce policies that ban text messaging while driving company-owned or -rented vehicles or Government-owned, Government-leased, or Government-rented vehicles, or while driving privately-owned vehicles when on official Government business or when performing any work for or on behalf of the

Government, and to conduct initiatives of the type described in section 3(a) of the Executive Order.

APPLICATION/BUDGET FACT SHEET

Youth Programs

NAME OF ORGANIZATION OR AGENCY:_____

TYPE OF ORGANIZATION OR AGENCY:

( ) Community Based Organization ( ) Private for Profit

( ) Local Educational Agency ( ) Other_____
(Specify)

BUSINESS ADDRESS:_____
(Street)(City/State)(Zip Code)

TELEPHONE: _____
(Area Code) (Number) (Ext)

CONTACT PERSON:_____
(Name) (Title)

You must complete the attached Budget sheets and attach your cost breakouts as requested.

CERTIFICATION: This proposal is being submitted under the authority of the governing board of the above organization. It has been developed according to policies and procedures governing WIA and a Request for Proposal Application issued by the City of St. Louis and the Workforce Investment Board of St. Louis City. We understand that this RFP Response is subject to revision, in consultation with us, in order to make it compatible with the overall City WIA plan. It is fully understood that acceptance of this application for review in no way assures its approval for consideration for funding. If approved for funding, the above organization will accept full responsibility for all operation, management and financial expenditures and will later reimburse the City of St. Louis for all costs found to be disallowed in an official audit.

_____

Date Submitted Signature of Authorized Official

_____

Title of Authorized Official Typed Name of Above Official

SLATE
SUB-CONTRACTOR
UNALLOWABLE COSTS

- **AUDITS**
- **TAXES (real estate, personal property, etc.)**
- **SEWER**
- **WATER**
- **LATE PAYMENT FEES OR PENALTIES**
- **PEST CONTROL**
- **SECURITY**
- **TRASH COLLECTION**
- **SNOW REMOVAL**
- **EQUIPMENT PURCHASES**
- **EQUIPMENT RENTAL/LEASE**
- **MAINTENANCE ON OFFICE EQUIPMENT (includes supplies associated with same)**
- **PURCHASE OF A BUILDING**
- **BUILDING MAINTENANCE (including custodial services)**
- **TELEPHONE EQUIPMENT**
- **CELL PHONES**
- **PAGERS**
- **RECRUITMENT/MARKETING/OUTREACH (this includes staff time, printing, job fair costs or advertising associated with same)**
- **STAFF INCENTIVES**
- **FEES FOR RECRUITING NEW EMPLOYEES**
- **STAFF PARKING**
- **PAY PHONE CHARGES**
- **STAFF TUITION REIMBURSEMENT**
- **CLEANING SUPPLIES**
- **DEPRECIATION ON EQUIPMENT OR BUILDINGS**

This list is not all inclusive. If at any time you are in doubt as to whether a cost is allowable or not please contact the fiscal office before submission of your reimbursement.

INSTRUCTIONS FOR COMPLETING THE BUDGET SHEET

1. Project costs for one year.

2. Include contractor (your) costs, only. Do not include any costs to be paid for by the City of St. Louis or from some other funding source.

3. Payments for the youth program will be made by line item. No advance payments will be provided. Plan your budget for the entire period.

4. Breakout line item costs by activity/services categories. For example, if a staff person will be working on all activities/services, then project what percent of his/her salary is applicable to each category, and then record under the appropriate categories.

5. Attach a list of staff positions and identify them by working title. Indicate the full salary paid by YOUR AGENCY and the percent of time devoted to WIA program. If less than 100 percent, identify the other source(s) of funds. Provide a cost breakout for fringe benefits (i.e., FICA, health & life insurance, etc.).

6. Provide cost breakouts and indicate items, where applicable, for travel, telecommunications, rent, utilities, office supplies, testing and instructional supplies, postage, printing and reproduction, and other direct costs. Make certain to identify any profit or program income under the “Other” item.

AGENCY NAME_____

BUDGET FOR YOUTH PROPOSALS

(Page 1 of 1)

BUDGET ITEM	AMOUNT
Staff Salaries	
Staff Fringe Benefits	
Staff Travel	
Telecommunications	
Rent	
Utilities	
Consumable Office Supplies	
Cons. Testing/ Instructional Supplies	
Professional Services	
Postage	
Printing / Reproduction	
Other Direct Costs (Please Identify)	
TOTAL BUDGET	

RFP SUMMARY CHECKLIST

No applicant will be contacted to inform them that their application packet is incomplete and that additional information should be submitted. Therefore, we have developed this RFP Summary Checklist in order for you to double check your proposal before submitting it.

____ 1.Application is typed on 8½" x 11" sheets and does not exceed 20 pages, exclusive of attachments.

____ 2. The narrative description includes the Executive Summary Form, Part I, Organizational History, and Part II, Program Design, and a completed Part III, Activity Summary and these are all included in the original and each of the five copies.

____ 3.You have one original and five copies in your sealed packet(s).

____ 4. A signed and completed Application/Budget Fact Sheet and Budget for Youth Proposals with attachments explaining the costs requested are included in the original and each of the five copies.

____ 5. A completed Certification of Documentation Checklist is included in the original and each of the five copies.

____ 6. A signed and completed Resolution on Assurances and Certification is included in the original and each of the five copies.

____ 7.Copy of last audit (not more than two years old) or independent financial review is attached to the original and each of the five copies.