

Finger Lakes Workforce Investment Board
Youth Request for Proposal PY23
Narrative Template

A. Organization Description

Describe your business or organization, including its mission, vision, current customer base, staffing and service expertise. Highlight your organization's longevity and how this proposal will connect to your mission and organizational goals as well as the FLWIB, Inc., Strategic Plan. Include your organization's experience with disadvantaged youth. Describe your organization's experience in administration and contract management. If your organization has a Board of Directors, please provide their contact information.

B. System Experience and Collaboration

Describe your organization's experience in working as a partner within a system that delivers educational, youth development, and/or employment and training services to youth. Describe how your organization integrates services and shares customers with other providers.

C. Staffing

Describe the qualifications of key program staff and their experience with educational and employment/training programs for youth. Include positions, staff to participant ratios and staff areas of responsibilities as related to program services. Describe your staff development plan and how you will incorporate the mandatory training referenced in this RFP, including a plan to overcome agency/county freezes and policies regarding unnecessary conference and travel.

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D. Funding

Outline your organization's plan and method for leveraging non-WIOA youth funding to enhance the system of services and opportunities for youth.

1. If necessary, how will youth transition to adult WIOA services?
2. How will relationships with employers and postsecondary education be developed and leveraged?
3. How will your organization collaborate with the FLWIB, Inc. staff to achieve benchmarks and follow through on corrective action plans?
4. How will your organization address the retention rate and indicate how youth will be enrolled and retained in postsecondary education, advanced training, employment, military services and apprenticeships?
5. Describe efforts to connect youth with NYS Apprenticeship Programs (leading to journey worker papers).
6. How will your organization retain youth in the program and ensure they are making use of the services provided?
7. How will your organization incorporate youth voice and youth input in the program to make sure the program is youth friendly and meets their needs?
8. Provide specifics on your information management capacity and how you intend to access the One Stop Operating System (OSOS).
 - Indicate how your prior or current record of performance relates to your proposed performance outcomes in your current program design.

E. Budget

Provide relevant financial information on the proposal budget form provided in the Required Forms, including the budget for at least 20% for Work Experience Activities. This form is in a MS Excel Workbook.

Budget Narrative: Please include a budget narrative to support each item of costs listed on the budget forms. **Include a description of your cost per participant and how you determined that cost. Also, please include amount and source of all leveraged funding.**

Subcontracting with other organizations: It will be the responsibility of the Contractor to monitor all subcontracts and provide reports of such monitoring to the FLWIB, Inc. Youth Systems Coordinator.

F. Program Design

Explain the target population's needs, proposed services, and related performance outcomes you plan to implement. Past performance outcomes will be considered where applicable. Describe the curriculum, methods, activities, and partnerships you will employ to meet the performance measures. All program design aspects must be focused on attaining the WIOA performance measures discussed in the RFP.

1. How many youth will be enrolled? Carryover? New?
2. What is/are the target population(s) of this program?
3. How, where and when will recruitment and outreach be conducted?
4. Who will determine WIOA eligibility and how will it be documented?
5. How will the Objective Assessment be completed to meet the LWDA standard?
6. How will the Individual Service Strategy (ISS) be utilized?
7. How will program design support attainment of WIOA youth performance measures?
8. How will the 14 WIOA required program elements be provided?
Please list the 14 elements and who will be providing the services. All outside agencies listed should have an MOA or subcontract attached (drafts acceptable with agreement signed copies will be submitted if contract awarded).
9. How will data entry and data management processes be linked to performance outcomes?
10. What method of case management will be used? What will be the ratio between case managers/staff and youth? Where will the staff be located?
11. Describe the case management strategy for providing consistent support, follow-through for service plans, referrals and tracking for participants.
12. How will you collaborate with employers especially with the identified Industry Cluster Occupations?
13. How will you collaborate with the local Career Centers?
14. How will staff communicate with providers providing the elements and update the ISS over time?

Bidders must describe how the program components and each of the 14 required elements will be provided.

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#	ELEMENT	PROVISION OF ELEMENT:	
		IN-HOUSE:	OUTSIDE PROVIDER/PARTNER:
1	Tutoring, Study Skills Training, Instruction, and Drop Out Prevention		
2	Alternative Secondary School/Drop Out Recovery Services		
3	Paid and Unpaid Work Experience		
4	Occupational Skills Training		

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5	Education offered Concurrently with workforce preparation and training for a specific occupation		
6	Leadership Development		
7	Supportive Services		
8	Adult Mentoring		
9	Follow-up Services		

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10	Comprehensive Guidance and Counseling		
11	Financial Literacy Education		
12	Entrepreneurial Skills Training		
13	Labor Market Information		
14	Postsecondary Prep and transition		

G. Performance Outcomes

Identify the specific elements of the program design that will lead to attainment of anticipated federal WIOA performance measures.