



**TOWN OF HEMPSTEAD/CITY OF LONG BEACH (WDB) PROGRAM YEAR 2022
REQUEST FOR PROPOSALS FOR IN-SCHOOL YOUTH PROGRAM SERVICES**

Contract Period: July 1, 2022 to June 30, 2023

*At its discretion, the WDB may amend contracts based on performance and funding availability, and/or renew contracts for up to 2 consecutive contract periods (July 1, 2022 through June 30, 2024) based on performance and funding availability.

Essential Information and Dates

RFP Release Date	January 28, 2022
Deadline for Proposal Submission	March 11, 2022
Youth Standing Committee Approval	April 13, 2022
WDB Approval	May 4, 2022
Formal Award Notification	May 20, 2022

HempsteadWorks
www.hempsteadworks.com

For all questions and inquiries, please email Elizabeth Ajasin at eajasin@hempsteadworks.com.

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1. BACKGROUND

The Town of Hempstead Department of Occupational Resources (DOOR) is the grant subrecipient/fiscal agent for the Town of Hempstead/City of Long Beach Local Workforce Area under the Workforce Innovation and Opportunity Act (WIOA) of 2014. WIOA funding is used to help jobseekers access employment, education, training and supportive services, as well as match employers with skilled workers to compete in the global economy. HempsteadWorks is the name given to the One-Stop Workforce System, whose mission is to ensure that skilled workers are available to employers, to help jobseekers find work, and to foster economic development.

HempsteadWorks offers employment and training services to thousands of jobseekers and businesses in the Town of Hempstead and City of Long Beach in addition to services supported through competitively procured contracts among community-based, youth-serving organizations. At the HempsteadWorks Career Center, we provide the following services:

- Career Planning and Counseling
- Occupational Skills Training Programs for Careers in High-Demand Industries
- Career and Computer Skills Workshops
- Online Job Banks
- Referrals to Partner Agencies
- Access to Computers, Copiers, and Career Development Literature

We also assist businesses with identifying qualified employees, posting job vacancies, and accessing training funds for professional workforce development. Additional information on programs and services can be found at www.hempsteadworks.com.

2. PURPOSE

WIOA developed a formula-funded youth workforce development program serving eligible youth, ages 14-24, who face barriers to gaining employment and education. Service strategies developed by workforce providers prepare youth for post-secondary education and/or employment through strong linkages between academic and occupational learning. Local communities provide youth activities and services in partnership with the American Job Center and under the direction of the Hempstead/Long Beach Workforce Development Board (WDB).

HempsteadWorks is soliciting proposals from a variety of governmental units, public or private not-for-profit or for-profit corporations, local educational agencies, faith-based and community-based agencies to serve a 100% in-school youth target population. As a result of this process, HempsteadWorks will select an agency to coordinate an in-school youth program that abides by the 14 WIOA elements (see Attachment D).

Objectives of the youth workforce development program system:

- Provide participants assistance in achieving their academic and/or employment goals through effective and comprehensive activities to improve educational and skill competencies, and connections to employers
- Remove barriers to active participation in education, training, and employment through various supportive services
- Ensure on-going mentoring activities with adults
- Provide opportunities for training, career exploration, work experience, employment and financial literacy
- Provide activities related to leadership development, decision-making, and citizenship and community service
- Place youth in summer youth employment
- Provide follow up elements/services to youth who are in follow-up status for a period of 12 months

Vendor Duties:

- Conducting year-round services delivery to youth participants
- Coordinate the summer youth employment program (SYEP), including developing jobs for youth, procuring worksites, gathering timesheets for youth and their supervisors, and conducting Participant and Worksite Supervisor Orientations
- Completing youth's Quarterly Reports/Individual Service Strategy (ISS) (see Attachment E)
- Completing Status of Active Participants form (Attachment G); this form must include all the names of youth that are on track to graduate in June 2022
- Assembling youth eligibility documents (Attachment F)
- Monitoring the progress of each youth toward successful completion of their education and/or employment goals
- Collecting youth participants' success stories
- Provide updates of youth's progress in a monthly meeting with DOOR staff

HempsteadWorks Partnership:

The HempsteadWorks Career Center will partner with the selected vendor to offer workforce preparation services to support vendor efforts, including but not limited to:

- Establishing youth eligibility in the program
- Subsidies for occupational skills development including individual training accounts, on-the-job training and structured work experience/internship
- Job fair and employer presentation events
- Career exploration, leadership training, financial literacy workshops and entrepreneurship skills training
- Placement in work experience (e.g. internships and on-the-job training)

3. FUNDING

The maximum award available for the selected vendor is \$150,000. This amount is inclusive of all expenses (see Attachment B). The expectation is that annual written contracts will clearly state that each selected vendor will enroll and serve 25 active status youth (including carry-in). HempsteadWorks will negotiate a final contracted number with approved service providers based on population to be served and activities to be provided.

Cost competitiveness and efficiency are sought in this solicitation. Every applicant is expected to leverage additional non-WIOA support and/or work together with key community partners including educators, community and faith-based organizations, employers, career centers, and governmental units in support of services/activities generated as a result. Added consideration will be given to proposals that clearly demonstrate true quantifiable and value-added support.

4. APPLICANT ELIGIBILITY

Proposals will be considered from governmental units, public or private not-for-profit or for-profit corporations, local educational agencies, and incorporated faith-based and community-based agencies. Preference in this application will be given to applicants that demonstrate a thorough understanding of the targeted geographic area and/or population, substantiate an effective blend of partnerships, cost efficiency, and establish genuine universal access for interested and eligible youth.

Strong private-sector involvement is recommended under WIOA funding. Private-sector employers should be leveraged to support the system by hiring young people, making financial donations for job creation in the public sector or donating time and resources to further such efforts. Such leveraged partnerships will receive added consideration in this solicitation.

Applicants will be required to coordinate for participant recruitment and acceptance of suitable youth who may be referred from various community partners including the HempsteadWorks Career Center.

Applicants must have the ability to provide framework services that include objective assessment, Individual Services Strategy (ISS), general case management, and follow-up services that lead toward successful outcomes for WIOA youth participants. Successful applicants will provide an appropriate mix of activities, counseling, referral, advocacy, coaching, mentoring, and case management services to WIOA eligible youth ages 14-24.¹

¹ For additional information on WIOA go to the United States Department of Labor, Employment and Training Administration website: <https://www.doleta.gov/wioa>.

5. PARTICIPANT ELIGIBILITY

Youth who participate in the program must meet WIOA eligibility. WIOA Section 129 (a)(1)(C) defines eligible youth as follows:

- (a) Resident of the Town of Hempstead/City of Long Beach²
- (b) Age 14 through 21
- (c) Low income, as defined in WIOA Sec. 129 (a)(1)(C); and
- (d) Within one or more of the following categories:
 - 1. Basic skills deficient.
 - 2. An English language learner.
 - 3. An offender.
 - 4. A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), a homeless child or youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement.
 - 5. Pregnant or parenting.
 - 6. A youth who is an individual with a disability.
 - 7. An individual who requires additional assistance to complete an educational program or to secure or hold employment.*

***Determination of an individual who requires additional assistance to complete an education program, or to secure and hold employment will be made by the DOOR based documentation provided from the contractor on behalf of the youth in accordance with Town of Hempstead LWDB policies stated below:**

Youth Who Requires Assistance to Complete an Educational Program Policy

The term "**requires assistance to complete an educational program**" means that a youth is either a dropout or at risk of dropping out of high school, an alternative school, an alternative program, or a post-secondary program, based upon an assessment of the participant's academic records, transcript and/or teacher/ educational institution evaluation, etc. and in consideration of serious barriers faced by the participant, such as: failing a core subject; a victim of abuse; suffering from substance or medical issues; an expectant father; and/or the child of an incarcerated parent, truancy; disability; poor academic record; aged out of foster care; limited English proficiency; chronic behavioral problems; offender status, etc.

Youth Who Requires Assistance to Secure and Hold Employment Policy

The term "requires assistance to Secure and hold employment" means that a WIOA participant is unable to secure permanent unsubsidized employment that offers a reasonable expectation for long-term employment and career growth based upon an

² Special consideration will be given to organizations that can provide services to City of Long Beach residents.

assessment of the participant's education and skills in the context of local labor market information and in consideration of serious barriers faced by the participant, such as substance abuse; disability; poor work history; aged out of foster care; limited English proficiency; chronic behavioral problems; offender status, lack of job readiness skills; etc.

Serious Barriers for Youth Policy

Serious barriers for youth include the following: truancy; substance abuse; disability; poor work history; aged out of foster care; limited English proficiency; chronic behavioral problems; offender status; lack of job readiness skills; etc. In accordance with WIOA Sec. (a)(3)(A) and (B), the enrollment of covered individuals who are not low income may not exceed five (5) percent (%) and may not be enrolled without the approval of the DOOR Commissioner/WDB Director.

Youth Who Is Deficient in Basic Literacy Skills Policy

A. Definition

The term "**basic skills deficient**" means—

(A) that the individual has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or

(B) that the individual is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society.

***Presently enrolled in school can include youth who are out-of-school, those enrolled in college but are on summer vacation (as long as a certain age) and those who graduated this year and are enrolled in college or a trade/proprietary school in the fall.**

6. SUMMER YOUTH EMPLOYMENT (SYEP)

The WIOA In-School Youth program has a 6-week summer component in which youth will be placed in employment as interns. In Program Year 2022 (July 1, 2022 through June 30, 2023), the summer program will begin on Friday, July 1, 2022 and end on Friday, August 12, 2022. Youth will be paid \$16 per hour for a maximum of thirty (30) hours per week. Each of the 25 youth participants enrolled in the program must participate in SYEP.

Youth wages will not count towards the \$150,000 award amount (see attachment H). DOOR will reimburse youth wages.

7. PAYMENTS AND PERFORMANCE

Eighty percent (80%) of the full contract amount awarded under this RFP will be paid by DOOR to the selected vendor on a cost reimbursement basis.* Twenty percent

(20%) of the full contract amount will be paid to selected vendor based upon the attainment of performance benchmarks according to the schedule provided below:

Benchmark 1: Fifteen percent (15%) of the full contract amount will be paid by DOOR to the selected vendor(s) upon verification by DOOR that the selected vendor has recruited twenty-five (25) program participants, who are actively participating in the WIOA In-School Youth Program during Program Year 2022.

Benchmark 2:

Five percent (5%) of the contract amount will be paid by DOOR to the selected vendor on a prorated basis, upon submission of a Final Monthly report for each participant by the selected vendor to DOOR indicating that each of the applicable program elements has been provided. The determination of which program elements are applicable to individual participants will be determined by DOOR based upon review of each individual participant's individual services strategy (Attachment E).

***All claims must be submitted to DOOR within 30 days of the prior billing month.**

8. PROPOSAL INSTRUCTIONS

8.1 Deadline

Proposals submitted in response to this RFP must be received no later than COB on Friday, March 11, 2022. Proposals can be submitted by mail or email to:

ATTN: Elizabeth Ajasin
Town of Hempstead Department of Occupational Resources
50 Clinton Street, Suite 400
Hempstead, NY 11550
eajasin@hempsteadworks.com

Proposals received after the deadline will **not** be considered.

8.2 Evaluation Criteria

HempsteadWorks staff will review all proposals to ensure compliance with the requirements of the RFP. Proposal meeting requirements will be evaluated by a review team of HempsteadWorks staff, Youth Standing Committee and WDB or their designees. Applicants will be rated on a 100-point rating system, and evaluation is based on, but not limited to:

- Quality of Service Design for 25 Youth Participants (30 Points)
 - Innovative, participant-centered service strategy
 - Comprehensive, high-quality services components
 - Structured, thorough service delivery design

- Involvement of relevant community partners including private sector employers
- Demonstrated Capability (30 Points)
 - If previous contractor, past performance and monitoring issues
 - Record of achievement in program management and operations
 - High level of professional and technical skills/knowledge including experienced staff with adequate support
 - History of success in serving target area/population
- Cost Efficiency (20 Points)
 - Clarity and completeness of budget detail
 - Reasonableness of costs
 - Leverage resources and in-kind contributions that are clearly quantifiable and confirmed
 - Level of investment in relation to proposed outcomes
- Miscellaneous (10 Points)
 - Value of added resources (e.g., funds, contributions, activity/services, etc.)
 - Prior experience with HempsteadWorks
 - Overall understanding of RFP objectives
- Required Documents Checklist (10 Points)

To be eligible to receive an award, a proposal must be fully completed, contain all required documentation, and achieve a minimum score of 70 points. Failure to meet minimum requirements will result in an automatic rejection of the application.

8.3 Format and Content

Organizations with interest in providing the requested services should submit a proposal narrative that includes the following information exactly as labeled (**in bold**) and as ordered below.

1. Complete **Proposal Summary Form** (see Attachment A)
2. Describe your **Organization and Experience** in providing services to youth as it relates to this solicitation. Include the unique characteristics of the population(s) you propose to serve and why you are well-suited to meet their needs. Include any established relationships with other youth-serving agencies and/or systems partners within the geographic area and/or populations(s) you propose to serve and how they will benefit the youth proposed to serve.
3. Describe in detail your **Strategy and Work Plan** for providing the services requested in this RFP. Include how services will be aligned with the 14 WIOA Elements (see Attachment D), and how services will lead to the required WIOA performance goals, outcomes and measures (see Attachment C). Include specific location(s), hours and days that services are to be available.
4. Describe any **Additional or Unique Services** you will provide to enhance and/or complement the services you will provide under this RFP. Include any actual matching funds and in-kind contributions.

5. Describe **Challenges and Opportunities**, if any, that might impact your achieving successful performance outcomes as described in this RFP.
6. Describe the **Quality Control Measures and Management Procedures** that will ensure successful oversight of staff, quality service delivery, satisfactory performance, and consistent communication with the funder.
7. Provide the name(s) and resume(s) of key **Staff** that will oversee the program.
8. **Budget** – complete the attached forms (Attachment B). Provide sufficient detail to justify all costs of program activities in the budget narrative. Include any in-kind funding or services and how it will support this effort.

9. LIMITATIONS

The Hempstead/Long Beach WDB reserves the right to accept or reject any or all proposals received as a result of this request; to negotiate all qualified sources; or to cancel in part or in its entirety this RFP if found not in the best interest of the WDB and/or Youth Standing Committee. This RFP does not commit the WDB to award a contract, to pay costs incurred for preparation of proposals, to pay for legal liability in refusing to award a contract, or to procure or contract for services. Vendors funded under WIOA must adhere to EEO laws and standards. Funding for any project will be dependent upon availability of WIOA funds. Demonstration of past performance and cooperation of the organization awarded in past contract years will be taken into consideration in review of proposals. Poor past or current contract performance with HempsteadWorks or other funding source may affect recommendations for awards. HempsteadWorks reserves the right to stipulate special terms regarding the area of concern that will become part of the final contract.

All decisions of the WDB are final.

10. ATTACHMENTS

PROPOSAL SUMMARY FORM

(This form must appear as cover and first pages of proposal submission)

Proposing Organization: _____

Address: _____

Primary Contact: _____

Phone: _____

Email: _____

Organization: Private-for-profit Not-for-profit Government Agency Other

Number of years in operation in Nassau County: _____

Planned Service Delivery Highlights

Number of youth to be served that are Town of Hempstead residents: _____

Number of youth to be served that are City of Long Beach residents: _____

Names of proposed collaborating organizations and partners:

Budget Highlights

Total Requested Budget: _____

Amount of Matching Funds and In-Kind Contributions: _____

*****Current WIOA In-School Youth Program Operators Only*****

If organization currently contracts with DOOR for service to WIOA youth (July 1, 2021 – June 30, 2022):

Number of active participants: _____

Participants in follow up: _____

Print Name of Staff Submitting this Proposal

Signature

Budget Instructions and Forms

- Total budget must not exceed \$150,000 for Program Year 2022 (July 1, 2022 through June 30, 2023).
- Proposals must include all completed Budget Forms below
- Details must be provided in the Budget Narrative/Justification for each item requested by itemizing the cost that comprises each total cost. Costs which are prorated must be supported by a cost allocation plan showing requested funds paying only its share of the costs for that item. Administrative costs are allowable up to 10% of entire budget and needs detailed support of costs.
- A copy of any agreement (i.e. audit, accounting fees, etc.) that substantiates contracted items may be requested by DOOR.
- Do not include/request the cost of youth participants' wages during the summer youth employment program. These costs will be absorbed by DOOR.
- Justification and reasonableness of costs will be considered when evaluating proposals.
- Matching funds and/or In-Kind* contributions are looked upon favorably; please note such funds where designated on Budget Forms.
- Contracts will be held to the most current approved budget and cannot exceed the award amount. Budget amendments may be allowed. All requests for amendments must be submitted for approval to DOOR prior to expenditure. All requests will require a written, detailed explanation and DOOR will provide a written approval before action can be taken. The amendments can be done only among the original line items of the budget. New line items cannot be added. Failure to follow these guidelines may result in disallowed costs. **Last budget amendment request date is June 1, 2023.**
- DOOR utilizes cash basis accounting, therefore all expenses should be paid before asking for reimbursement.
- Claim vouchers must be submitted within 30 days of the end of the previous month. by the 1st day of each month for the previous month. **All vouchering must be completed by September 30, 2023 to avoid expenses being disallowed.**

Budget Categories

Staff Costs: Include requested staff salaries and related fringe benefits.

- **Operating Costs:** Include requested costs associated with the day to day provision of WIOA youth services. *Many of the operating expenses are encouraged to be included as part of partnerships and/or collaborative arrangements and can be demonstrated as matching funds and/or in-kind contributions.*

Example of line item inclusion with determination/explanation (*these are examples only*):

Staff Salaries: Salaries of key **Staff** that will oversee the program

Staff Fringe Benefits: 19.5% of salary includes FICA and medical

Rent, Utilities, Telephone: Co-location, may be listed as match/in-kind

Supplies: Non- consumable only. May be listed as match/in-kind

Contracted Services- WIOA (Less than 100%): Audit or accounting fees - 5% of annual audit and accounting based upon estimated costs and percentage of WIOA funds as compared to whole

Mileage: Staff travel to include visits to worksites, homes, schools and training sites will be reimbursed at current IRS rate.

Admin Costs capped at 10%: Indirect costs of running the program such as finance, HR, payroll services and IT services. If the organization has an indirect cost agreement rate from a cognizant agency, please provide that as backup with each claim voucher.)

**Matching Funds and In-Kind contributions are considered non-requested funds, resources, services or product used to support program activities. All sources and amounts must be referenced.*

Budget Form

Organization Name: _____

	Requested Funds	Matching Funds/In-kind Contributions
Staff Costs		
Operating Costs		
Total		

Source and detail for any matching funds and in-kind contributions claimed under Staff and Operating Costs above .

Budget Form

Organization Name: _____

Requested Funds
 (do not include
 matching or in-kind
 funds here)

Staff Salaries	
Staff Fringes	
Total Staff Costs	
Rent	
Utilities	
Supplies- (none consumable only)	
Telephone	
Insurance	
Postage	
Copy/Printing	
Contracted Services - WIOA (Less than 100%)	
Mileage- @ current IRS rate	
Staff Training/Development	
Equipment	
Supportive Services	
Admin Costs- capped at 5%	
Total Operating Costs	
Total Funds Requested	

Proposed Staff Costs

Organization Name:

Proposed Staff	# Positions	Salary per Week	# of Weeks	% of Time Dedicated	Total Salary Requested
Total:					

Staff Fringe Benefits

	Rate		Base		Amount
F.I.C.A.	%	x		=	\$
Worker's Compensation	%	x		=	\$
Health Insurance	%	x		=	\$
Retirement	%	x		=	\$
Disability Insurance	%	x		=	\$
Unemployment Insurance	%	x		=	\$
Other:			%	x	=
	\$				
Other:			%	x	=
	\$				

Total Fringe Benefits: \$

Total Staff Costs Requested: \$

Contract Budget Narrative/Justification

For each line item in the Budget Forms (staff and operating), provide a narrative description of all costs requested in sufficient detail, at what rates and for what activities (include any non-requested funds as “match/in-kind” to demonstrate as a contribution). Provide a cost allocation plan for expenses that are charged to more than one funding source.

STAFF SALARIES: *Provide an explanation of salaries that are tied to staff that will support this project.*

STAFF FRINGE BENEFITS: *Fringe benefits should be budgeted with the organization’s standard fringe benefit policy. If budgeted fringe benefits represent an exception to standard policy, please explain.*

RENT: *Provide an explanation of costs needed to support this project.*

UTILITIES: *Provide an explanation of costs needed to support this project.*

SUPPLIES: NON-CONSUMABLE ONLY. *Provide information on the type of supplies with an explanation of costs needed to support this project.*

TELEPHONE: *Provide an explanation of costs needed to support this project.*

INSURANCE: *Provide an explanation of costs needed to support this project.*

POSTAGE: *Provide information on the type of supplies with an explanation of costs needed to support this project.*

COPYING/PRINTING: *Provide information on the type and amount of copying/printing with an explanation of costs needed to support this project.*

CONTRACTED SERVICES- WIOA (Less than 100%): *When subcontracting details are not known include a brief narrative of each service to be subcontracted, with whom subcontracting will be implemented, the anticipated outcomes and the projected budget.*

MILEAGE: *Provide information on the reasons for travel and mileage reimbursement. No out of state travel costs are allowed unless specifically detailed and approved below. (Please use current IRS rate for mileage reimbursements)*

STAFF TRAINING/DEVELOPMENT: *Provide information on the training and development activities with an explanation of costs needed to support this project.*

SUPPORTIVE SERVICES: *Please indicate total dollar amount that will be utilized for items not limited to: uniform, educational testing, necessary items for education and/or payment fees related to employment and training application, test and certification.*

EQUIPMENT: *Please provide a justification for all equipment purchases. There is a \$1,000 limit per unit on the total purchase of any equipment. If per unit price is more than \$1,000, please contact DOOR for prior approval.*

ADMIN COSTS- CAPPED @ 5%: *Please provide a detailed list of what is included in the admin cost and how they relate to program activities. If the organization has an indirect cost rate agreement letter, please provide for review.*

WIOA Primary Indicators of Performance

WIOA establishes performance accountability indicators and performance reporting requirements to assess the effectiveness of the State and local areas in achieving positive outcomes for individuals served in the workforce development system:

1. Employment Rate 2nd Quarter After Exit: percentage of participants who are in education or training activities, or in unsubsidized employment, during the second quarter after exit from the program (local benchmark of 73%)
2. Employment Rate 4th Quarter After Exit: percentage of participants who are in education or training activities, or in unsubsidized employment, during the fourth quarter after exit (1 year) (local benchmark of 63%)
3. Median Earnings: the median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program
4. Credential Attainment: percentage of those participants enrolled in education or training program who attain a recognized postsecondary credential or secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program (local benchmark of 63%)
5. Measurable Skills Gains: percentage of participants who, during a program year, are in education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skills gains towards such a credential or employment (local benchmark of 50%)

The selected vendor is expected to achieve or surpass the Primary Indicators of Performance goals stated above and to serve twenty-five (25) youth.

14 Required WIOA Youth Elements/Services

WIOA has fourteen (14) mandated program elements/services that are required to be available to all eligible youth. If a youth is determined qualified for any of the 14 elements, they must be made available for them. The referral of additional services within the community to youth are encouraged.

14 WIOA Elements/Services
<p>1) Tutoring, Study Skills Training, Instruction and Evidence based requirement for Drop-out Prevention and Recovery Strategies</p> <p>These activities lead to the completion of the requirements for a secondary school diploma, or its recognized equivalent, or for a recognized post-secondary credential.</p>
<p>2) Alternative Secondary School Services</p> <p>Alternative education provides options for students who are at risk of dropping out of school to remain engaged in an alternative learning environment that focuses on their particular skills, abilities and learning styles. These services are structured curriculum that provides work/study and/or TASC instructions for students with behavioral problems, physical//mental disabilities, who are at-risk of dropping out, who are institutionalized or adjudicated youth and/or youth who are in the legal custody of the Department of Youth Services (DFY) and are residing in an institution.</p>
<p>3) Paid and Unpaid Work Experiences</p> <p>Work experiences are a planned, structured learning experience that take place in a workplace for a limited period of time.</p> <p>Types of work experience options include the following categories:</p> <ol style="list-style-type: none"> summer employment opportunities and other employment opportunities available throughout the school year internships and job shadowing; and on-the-job training opportunities
<p>4) Occupational Skills Training</p> <p>Occupational skills training is an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels.</p> <p>This training must:</p> <ol style="list-style-type: none"> be outcome-oriented and focused on an occupational goal be of sufficient duration to impart the skills needed to meet the occupational goal result in attainment of a recognized post-secondary credential

5) Education Offered Concurrently with and in the same context as Workforce Preparation

This element reflects the integrated education and training model and requires integrated education and training to occur concurrently and contextually with workforce preparation activities and workforce training.

6) Leadership Development

Leadership development includes community services and peer-centered activities encouraging responsibility and focusing on other positive social and civic behaviors and opportunities that encourage responsibility, confidence, employability, self-determination and other positive social behaviors such as:

- a. exposure to post-secondary educational possibilities
- b. peer-centered activities, including peer mentoring and tutoring
- c. community and services learning projects
- d. training in decisions-making, including determining priorities and problem-solving
- e. citizenship training, including life skills training such as parenting and work behavior training
- f. civic engagement activities which promote the quality of life in a community
- g. other leadership activities that place youth in a leadership role such as serving on youth leadership committees

Positive social and civic behaviors can focus on areas such as self-esteem building, avoiding delinquency, positive attitudinal development, and maintain healthy lifestyles (e.g. being alcohol- and drug-free).

7) Supportive Services

Supportive services enable youth to participate in WIOA activities by minimizing barriers. Examples of services that fall into this category:

- a. linkages to community services
- b. assistance with transportation, childcare, and housing
- c. needs-related payments
- d. assistance with books, fees, and school supplies
- e. reasonable accommodation for youth with disabilities
- f. referrals to health care

8) Adult Mentoring for a duration of at least 12 months that may occur both during and after program participation

Adult mentoring must:

- a. last at least 12 months, be documented, and may take place both during the program and following exit from the program;
- b. be a formal relationship between a youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement to develop the competence and character of the mentee
- c. includes a mentor who is an adult who may be the assigned youth services coordinator
- d. the youth is matched with an individual mentor with whom the youth interacts on a face-to-face basis

9) Follow-up Services

Follow-up services must be provided for a minimum of 12 months unless the participant declines to receive follow up services, the participant cannot be located, or contacted for follow up services. Examples of activities that fall into this category:

- a. supportive services
- b. adult mentoring
- c. financial literacy education
- d. services that provide labor market information
- e. services that prepare youth for and training to postsecondary education and training

10) Comprehensive Guidance and Counseling that provides participants with individualized counseling

Comprehensive Guidance and Counseling that provides participants with individualized counseling. Examples of activities that fall into this category:

- a. drug and alcohol abuse counseling
- b. mental health counseling
- c. referrals to partner organizations

11) Financial Literacy Education

Financial literacy education includes:

- a. support the ability of participants to create budgets, initiate checking and savings account at banks
- b. support participants in learning how to effectively manage spending, credit, and debt
- c. teach participants about the significance of credit reports and credit scores
- d. support a participants' ability to understand, evaluate, and compare financial products, services, and opportunities and to make informed financial decisions
- e. supportive activities that address the particular financial literacy needs of youth with disabilities, including connecting them to benefits planning and work incentives counseling

12) Entrepreneurial Skills Training

Entrepreneurial skills training provides the basics of starting and operating a small business. Approaches to teach youth entrepreneurial skills include:

- a. education that proves an introduction to the values and basics of starting and running a business
- b. enterprise development which provides supports and services that incubate and help youth develop their own business
- c. experiential program that provides youth with experience in the day-to-day operation of a business

13) Labor Market and Employment Information Services

These services provide labor market and employment information about in-demand industry sectors or occupations available in the local area. This information should be provided about careers and labor markets in the contexts of career exploration and career awareness.

14) Activities that Help Youth Prepare for Transition to Postsecondary Education and Training

While in high school, youth can begin thinking about and planning for things they will be looking forward to after graduation. Once they have narrowed their career choices, they will need to find out the required training and education of their choices.

Examples of activities that fall into this category:

- a. assessment and career exploration
- b. shadowing and informational interviewing
- c. requirements and pre-requisites for college
- d. financial aid counseling and process

HEMPSTEADWORKS IN-SCHOOL YOUTH QUARTERLY REPORT/INDIVIDUAL SERVICE STRATEGY UPDATES

School District/Organization Name: _____
 Participant Last Name _____ First Name _____
 SS# _____ Age _____ Services Provided From: _____ To: _____

Service	Yes/No	Provider (If Yes)	Date (If Yes)
Outreach			
Assessment			
Development of Individual Service Strategy			
Tutoring, study skills training, and instruction, leading to completion of secondary school, including dropout prevention strategies			
Summer employment opportunities that are directly linked to academic and occupational learning;			
Paid and unpaid work experiences that have as a component academic and occupational education, including internships and job shadowing			
Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours, as appropriate			
Supportive services			
Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;			
Follow-up services for not less than 12 months after the completion of participation, as appropriate			
Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate			
Financial literacy education			
Entrepreneurial skills training			
Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services			
Activities that help youth prepare for and transition to postsecondary education and training.			
Bus Transportation to Winthrop Classes			

H.S. Diploma/Planned Graduation Date: _____ Actual Graduation Date: _____
 Did Participant Enroll in College? Yes _____ No _____ Date Enrolled: _____
 Name of College _____
 Did Student Enter Employment? Yes _____ No _____
 Name of Company _____
 Address _____
 Job Title _____ Start Date _____ Salary _____
 Coordinator's Name: _____ Signature _____ Date _____
 Participant's Name: _____ Signature _____ Date _____

**TOWN OF HEMPSTEAD/HEMPSTEADWORKS
ELIGIBILITY DOCUMENTATION AND ENROLLMENT FORMS**

CUSTOMER'S NAME: _____ DATE: _____

*Coordinator: * Be sure all fields on forms are filled in/ signed and copies of documents are in the file. Please submit folders with papers in sequence indicated above and check column to indicate presence of that form/document.*

Student Name: _____ School/Organization: _____

<u>Col. A</u>	<u>HW use only</u>
___ ES 101 DOL Registration Form	_____
___ Supplemental Questionnaire	_____
___ Parental Consent	_____
___ Guardianship papers if parent not guardian	_____
___ Income Chart	_____
___ Proof of Income	_____
___ Proof of Family Size (siblings' birth certificate)	_____
___ DOOR Registration Supplement and Release Statement	_____
___ Eligibility Barrier Criteria	_____
___ I-9 Employment Eligibility Verification	_____
___ Birth Certificate	_____
___ Social Security Card	_____
___ Working Papers Copy (16 – 17 year olds)	_____
___ Report Card/School Record/ID	_____
___ W-4 Form 2019	_____
___ NYS Retirement System Acknowledgment	_____
___ Complaint and Grievance Procedure DOOR	_____
___ EEO and Non-Discrimination Policy DOOR/WIB	_____
___ WIOA Youth Assessment	_____
___ WIOA Youth Individual Service Strategy (ISS)	_____
___ Selective Service Registration (males, 18 or older)	_____
___ The Law	_____
___ My Action Plan/ Career Portfolio Submission Form	_____
___ ESPRI Intake Form (Hempstead Residents Only)	_____
___ Work Experience Work Site	_____
Eligibility Interviewer _____	_____

All fields on forms filled in/forms signed/copies of documents in file. Please submit folders with papers in sequence indicated above and check column A to indicate presence of that form/document.

STATUS OF ACTIVE PARTICIPANTS

Reporting Period: _____

School District: _____

(1) Participant Name	(2) High School Status (i.e. Attending H.S./On Track to Graduate H.S./Graduated H.S./No Longer Attending H.S./Hold (Due to Health, etc.))	(3) Date of H.S. Graduation (if graduated)	(4) Reason No Longer Attending H.S. (if applicable)	(5) Post-Secondary Education Status (Indicate if attending post-secondary education, advanced or occupational training, enlisted in the military, and/or entered employment)	(6) Describe the Documentation Attached (i.e. Letter, Copy of Diploma, pay stubs, etc.) to verify the information in columns 2, 3 4 and 5

Coordinator Name: _____
 Coordinator Signature: _____
 Date: _____

Attachment H

Projected PY'22 SYEP Youth Wages						
Category	# of I/S Youth	Hrly. Rate	# of Weeks	# hrs/week	Total Hours	Total \$
Salary	25	\$16.00	6	30	180	\$72,000.00
FICA						\$5,508.00
MTA Tax						\$244.80
SYEP Total to be Absorbed by DOOR						\$77,752.80

EO AND NONDISCRIMINATION ASSURANCE:

- A. As a condition to the award of financial assistance from NYSDOL under Title I of WIOA, the grant applicant assures that it will comply fully with the EO and nondiscrimination provisions of the following laws:
1. WIOA [Section 188](#) which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency (LEP) individuals), age disability, or political affiliation or belief, or against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I-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.
- B. The grant applicant also assures that it will comply with 29 CFR Part 38 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.