



**TOWN OF HEMPSTEAD/CITY OF LONG BEACH (WDB) PROGRAM YEAR 2024
REQUEST FOR PROPOSALS FOR IN-SCHOOL YOUTH PROGRAM SERVICES**

Contract Period: July 1, 2024 to June 30, 2026

*At its discretion, the WDB may amend contracts based on performance and funding availability.

Essential Information and Dates

RFP Release Date	March 8, 2024
Deadline for Proposal Submission	April 5, 2024

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:

1. Career Planning and Counseling
2. Occupational Skills Training Programs for Careers in High-Demand Industries
3. Career and Computer Skills Workshops
4. Online Job Banks
5. Referrals to Partner Agencies
6. 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 AND SCOPE OF WORK

WIOA developed a formula-funded youth workforce development program serving eligible youth 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 E).

Scope of Work

For the first year of the program, vendor duties will include but are not limited to:

- Recruiting and enrolling youth into the program
- Providing 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
- Assisting youth to remove barriers to active participation in education, training, and employment through various supportive services
- Creating opportunities for training, career exploration, work experience, employment, and financial literacy
- Providing activities related to leadership development, decision-making, and citizenship and community service
- Developing youth participants' Individual Service Strategy (ISS) (see Attachment F) and submitting monthly reports (Attachment G)
- Working to place youth in part-time or seasonal employment
- Completing Status of Active Participants form (Attachment H), if applicable
- Monitoring the progress of each youth toward successful completion of their education and/or employment goals
- Developing youth participants' profiles and success stories
- Attending trainings, webinar, conference that will help build best practices when serving youth
- Participating in any grants DOOR receives that involve in-school youth

For the second year of the program, the follow-up year, vendors continue to help ensure that youth participants are successful in employment and/or postsecondary education and training. Vendor duties will include but are not limited to:

- Providing supportive services to participants
- Adult mentoring
- Providing financial literacy education
- Providing 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
- Conducting activities that help youth prepare for and transition to postsecondary education and training

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
- Vendor staff training

- Placement in work experience (e.g. internships, on-the-job training, and job shadowing)
- Job fair and employer presentation events
- Career exploration, leadership training, financial literacy workshops and entrepreneurship skills training
- Job referrals

3. FUNDING

The maximum award available for the selected vendor is \$150,000. This amount is inclusive of all expenses (see Attachment C). The expectation is that 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, institutions of higher education, 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; work closely with Town of Hempstead school districts; 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 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) (Attachment F), general case management, and one-

year 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 16-21.¹

- Designate at least one staff member who will be fully committed to the implementation and management of this program. It is essential that this individual's focus remain undivided, ensuring that optimal attention and resources are allocated towards the success and fulfillment of the program objectives

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) Presently enrolled in school*
- (c) Age 16 through 21
- (d) Low income, as defined in WIOA Sec. 129 (a)(1)(C); and
- (e) 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

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

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

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 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 in high-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. PAYMENT STRUCTURE AND PERFORMANCE

Payments to the contractor shall be made in accordance with the approved Budget (Attachment C) as well as on a cost reimbursement basis (actual expenditures) with

proper supporting documentation. DOOR shall be in receipt of monthly claim submission from contractor within 30 days of the prior billing month.

The payment structure for services rendered to WIOA In-School Youth participants will be based on the attainment of criteria for each year of the contract. Fifty percent (50%) of the total contract will be paid on a cost reimbursement basis upon contract commencement. The remaining contract amount will be held back by DOOR and paid to the selected vendor based upon the attainment of performance objectives for Year 1 and Year 2 as specified below:

- If vendor achieves 80-100% of the objectives, they will receive 100% of the holdback amount
- If vendor achieves 50-79% of the objectives, they will receive 50% of the holdback amount
- If vendor less than 49% of the objectives, they will receive 25% of the holdback amount

Year 1

Total Payment: \$125,000

Objectives:

- Successfully recruit and enroll a minimum of 25 high school students into the program within the first year of the contract, with completion of an Individual Service Strategy (ISS) and at least one submitted monthly report for each student; and
- Successfully place at least 15 students into unsubsidized part-time employment (at least 15 hours per week) within the program year

Year 2

Total Payment: \$25,000 (\$12,500 for each half of the year)

Objectives:

- During the year of follow-up, engage at least 80% of total enrolled students in the program with services for at least 4 months for each half of the year, with mandatory service at the end of the 6th and 12th months (i.e., provide services for youth for 4 months between July and December (must include December), and provide services for youth for 4 months between January and June (must include June)).

Bonuses

DOOR will provide supplementary funding, referred to as *Bonus Incentives*, in increment of \$10,000 to the approved main Budget in specific conditions. The

contractor will be eligible for Bonus 1 and/or Bonus 2 based on the following objective:

Bonus 1: Successfully enroll a minimum of 20% of students into a work experience program (see Attachment E)

Bonus 2: Complete all objectives of Year 1 and Year 2 concurrently

Note: The contractor is to submit a monthly reimbursement claim for actual expenditures based on approved Budget line items. The claim review process requires verification in the student or participant's case file that established criteria has been met to support claim payment. And the contractor is to monitor expenditures and request Budget revision(s) as necessary. Costs can be moved between budget headings with our approval to give the contractor the flexibility to spend funds to benefit the program.

Please refer to Attachment I which illustrates the potential financial outcomes based on the successful fulfillment of enrollment, employment, and follow-up engagement criteria outlined in this RFP. And thus, the contractor may earn varying total award amounts depending on attainment of the specified targets and the bonus incentives.

7. PROPOSAL INSTRUCTIONS

7.1 Deadline

Proposals submitted in response to this RFP must be received no later than COB on Friday, April 5, 2024. 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.

7.2 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 (40 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

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 the minimum requirements will result in an automatic rejection of the application.

7.3 Evaluation Process

The evaluation process for proposals submitted under this RFP will go as follows*:

Round 1	HempsteadWorks RFP Review Committee convenes to discuss proposals that were submitted and determines if the proposed program addresses the objectives of the RFP and meets HempsteadWorks' needs. Proposals that meet these criteria will progress to Round 2.
Round 2	HempsteadWorks invites organizations that submitted proposals to present their proposed program to the RFP Review Committee. HempsteadWorks reviews the proposed programs and budget and may ask for additional information. Proposals that are successful in this part of the review will move onto Round 3.
Round 3	HempsteadWorks requests a one-page executive summary of each program, which will be shared with the HempsteadWorks Youth Standing Committee prior to a meeting. At the scheduled meeting, organizations will present to the Committee, which votes on whether the proposals can advance to Round 4.
Round 4	Finally, organizations present their program to the Workforce Development Board, which will approve the program(s) that have best demonstrated its capacity to serve in-of-school youth.

**The evaluation process is subject to change at the discretion of HempsteadWorks, the Youth Standing Committee, and the WDB*

7.4 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) (have these as bullet points to include in narrative attachment)
2. Address the request for information in Attachment B – Proposal Narrative. The narrative should address the following:
 - a. **Organization and Experience** in providing youth services
 - b. Strategy for youth **Recruitment**
 - c. **Strategy and Workplan** for providing the requested youth services
 - d. 24-month **Timeline** for service delivery
 - e. Any **Additional or Unique Services** that you can provide to youth
 - f. Any **Challenges and Opportunities** in service delivery
 - g. Your **Quality and Control Measures and Management Procedures**
3. Provide the name(s) and resume(s) of key **Staff** that will oversee the program.
4. **Budget** – complete the attached forms (Attachment C). 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.

8. 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.

9. ATTACHMENTS

PROPOSAL SUMMARY FORM

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

Proposing Organization: _____

Address: _____

FEIN: _____

Primary Contact: _____

Phone: _____

Email: _____

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

Proposed Program Name: _____

Total Requested Budget: _____

Amount of Matching Funds and In-Kind Contributions: _____

Included with my proposal are the following required documents:

- Attachment B – Proposal Narrative
- Attachment C – Budget Forms
- Name(s) and resume(s) of key Staff that will oversee the program
- Certificate of Workers’ Compensation
- Certificate of Disability Benefits Insurance

How did you learn about this Request for Proposals? _____

Print Name of Staff Submitting this Proposal

Signature

Title

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

If organization currently contracts with DOOR for service to WIOA youth (July 1, 2023 – June 30, 2024):

Number of active participants: _____

Participants in follow up: _____

Proposal Narrative

This proposal narrative provides an opportunity for you to demonstrate your understanding of the program requirements and to showcase your capabilities. *Failure to address any of these questions clearly and adequately will result in a significant deduction of points during the evaluation process.*

- 1) 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 Town of Hempstead school districts and other youth-serving agencies and/or systems partners within the geographic area and/or population(s) you proposed to serve and how they will benefit the youth proposed to serve.
- 2) Outline your strategy for **Recruiting** eligible youth to participate in the proposed program. Include details on target demographics (refer to Section 4 - Applicant Eligibility), outreach methods, messaging approach, and any partnerships or collaborations planned to facilitate recruitment.
- 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 E), and how these services will lead to the required WIOA performance goals, outcomes, and measures (see Attachment D). Include specific location(s), hours, and days that services are to be available. Also include your strategy for following up with youth participants during the follow-up year (refer to Section 2 – Scope of Work). *Note: Respondents must address each of the WIOA elements in their work plan because while each participant may not need every service, they must be available. In cases where a respondent cannot directly provide a specific element, please outline how you plan to make it available to each youth through other means (e.g. subcontracting, establishing referral pathways, etc.).*
- 4) Provide a detailed 24-month **Timeline** for program implementation with proposed actions and deliverables and the number of youth to be impacted.
- 5) Describe any **Additional or Unique Services** you will provide to enhance and/or complement the services you will provide under this RFP. Include any in-kind contributions.
- 6) Describe any **Challenges and Opportunities**, if any, that might impact your achieving successful performance outcomes as described in this RFP.
- 7) Describe the **Quality Control Measures and Management Procedures** that will ensure successful oversight of staff, quality service delivery, satisfactory performance, and consistent communication with funder.
- 8) If your organization has previously had a contract with DOOR, please indicate the nature of the contract and the level at which you achieved program deliverables.

Budget Instructions and Forms

- Total budget must not exceed \$150,000 for the proposed contract period (July 1, 2024 through June 30, 2026).
- 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.
- 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.
- 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.

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 10%	
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 @ 10%: *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.*

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.

The elements can be divided into five focus points:

- 1) Education Focused
- 2) Employment and Training Focused
- 3) Well-Being Focused
- 4) Growth Focused
- 5) Transition Focused

Below is each element, their key concepts, and examples of services that fulfill each element:

Education Focused Elements	
Alternative Secondary School Services	<ul style="list-style-type: none"> ✓ Education/training for youth who have struggled in traditional secondary education leading to recognized NYS High School (HS) Equivalency and not HS diploma or credential ✓ Dropout recovery services or alternative secondary school services with a goal of helping the youth to re-engage and persist in education that leads to the completion of a recognized high school equivalent <p>Example Services leading to HS equivalency:</p> <ul style="list-style-type: none"> • Basic education skills training • Individualized instruction • English as a Second Language training • H.S. Equivalency pathways approved by the NYS Department of Education (e.g., TASC), Regents-TASC preparation, National External Diploma Program; College Credit and Out-of-State Testing • Remedial academic instruction • Career Development and Occupational Studies (CDOS) with HS equivalency education

	<ul style="list-style-type: none"> • Education plan development for youth who have dropped out of school • Educational credit recovery for youth who have dropped out of school
<p>Education Offered Concurrently with and in the same context as Workforce Preparation</p>	<ul style="list-style-type: none"> ✓ Three components offered concurrently, or within the same time frame and as part of a planned study/training: <ol style="list-style-type: none"> 1) Basic academic skills education 2) Workforce preparation activities and 3) Hands-on occupational skills training ✓ Connection to training in specific occupational cluster or career pathway ✓ Integrated education and training model is not any of the following which occur separately and at different times: <ul style="list-style-type: none"> o Occupational skills training that includes hands-on component, such as CNA o Alternative secondary school services with basic academic education component o Work experience with hands-on occupational skills training and/or workforce preparation ✓ Preferably provides a certificate in career/technical program <p>Example Services:</p> <ul style="list-style-type: none"> • Integrated Basic Education and Skills Training (IBEST) programs • Career Pathways Programs with three components of Integrated Education
<p>Activities that Help Youth Prepare for Transition to Postsecondary Education and Training</p>	<ul style="list-style-type: none"> ✓ Activities that help youth prepare for and transition to postsecondary education and training ✓ Adheres to changing guidelines and connects youth postsecondary educational programs <p>Example Services:</p> <ul style="list-style-type: none"> • Exploration of postsecondary education, including technical training, community college, 4-year colleges, universities, and registered apprenticeships • Assistance with preparing for SAT/ACT testing • Development of college admission applications • Searching/applying for scholarships and grants • Preparation of financial aid and paperwork • Basic skills education for youth with high school diploma or equivalency

<p>Tutoring, Study Skills Training, Instruction and Evidence based requirement for Drop-out Prevention and Recovery Strategies</p>	<ul style="list-style-type: none"> • Basic computer training <p>✓ Tutoring, study skills training, instruction, and secondary school dropout prevention strategies that lead to a <i>high school (HS) diploma</i> and not high school equivalency or credential</p> <p>✓ Activities to keep a youth in-school and engaged in a formal learning and/or training setting</p> <p>Example Services:</p> <ul style="list-style-type: none"> • Literacy development • Active learning experiences • After-school opportunities • Individualized instruction • Remedial academic instruction • Career development and occupational (CDOS) with HS diploma education • Academic supports • Identify academic concerns • Develop learning strategies • Secondary school dropout prevention strategies
<p>Employment and Training Focused Elements</p>	
<p>Labor Market and Employment Information Services</p>	<p>✓ Provides labor market and employment information, including:</p> <ul style="list-style-type: none"> ○ <i>Career Awareness</i>: develops knowledge of the variety of careers and occupations available, their skill requirements, working conditions and training prerequisites, and job opportunities across industries and occupations that are in-demand in the state and local area ○ <i>Career Exploration</i>: Assists youth with choosing an education/training or job which fits their interests, skills and abilities ○ <i>Career Counseling or Guidance</i>: provides advice and support in making decisions about what career paths to take <p>Example Services:</p> <ul style="list-style-type: none"> • Explore earning potential, education and skills requirements, career pathways, job openings, job application process, potential earnings, and more

	<ul style="list-style-type: none"> • Job search workshops • Exploration of careers on CareerZone/JobZone • Participation in job club • Tour of a business • Mock interviews and interviewing skills development preparation • Discussion of assessment results • Attendance of an alumni presentation on their career journey • Career assessment to identify interests, values, abilities, and aptitudes • Resume and cover letter preparation • Long-term benefits of education and training • Understanding process of maintaining professional references • Online social media job club • Discussing job opportunities
Occupational Skills Training	<ul style="list-style-type: none"> ✓ Organized program of study providing specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields ✓ Must give priority consideration to occupational skills trainings that are: <ul style="list-style-type: none"> ○ Aligned with local area in-demand industry sectors and occupations ○ Outcome-oriented ○ Aligned with ISS ○ Lead to a recognized postsecondary credential <p>Example Services:</p> <ul style="list-style-type: none"> • Credential and certification courses
Paid and Unpaid Work Experiences	<ul style="list-style-type: none"> ✓ Characteristic of work experience ✓ Connected with career interests of youth or provides transferable skills ✓ Provides the youth with opportunities for career exploration, skill development, and to reflect on personal, job-specific and transferrable skills <p>Example Services:</p> <ul style="list-style-type: none"> • Job shadowing

	<ul style="list-style-type: none"> ○ Youth learn about a job by witnessing the workday as a shadow of a competent worker ○ Experience in occupational area of interest to participants ○ Youth witnesses firsthand the work environment; employability and occupational skills in practice; the values of professional training; and potential career options ○ Youth conduct informational interviews of staff at job shadowing site ● On-the-job training <ul style="list-style-type: none"> ○ Occupational training is provided for the participant in exchange for wage reimbursement ○ Hands-on, productive work ● Pre-apprenticeship program <ul style="list-style-type: none"> ○ Prepares youth to enter and succeed in a registered apprenticeship program ○ Training and curriculum based on the skill needs of businesses in the region and state ○ Includes hands-on, meaningful learning activities that are connected to education and training activities, such as exploring career options, and understanding how the skills acquired through coursework can be applied to future career
Well-Being Focused Elements	
<p>Comprehensive Guidance and Counseling that provides participants with individualized counseling</p>	<ul style="list-style-type: none"> ✓ Provides <i>therapeutic professional</i> counseling ✓ Referral to therapeutic and professional counselling with required coordination and follow-up with partnering organization to ensure continuity of service and case management ✓ Does not include typical case management or supportive services <p>Example Services:</p> <ul style="list-style-type: none"> ● Substance abuse prevention counseling ● Mental health counseling (e.g., domestic violence prevention, anger management, trauma-informed counseling, and behavioral health treatment)
<p>Financial Literacy Education</p>	<ul style="list-style-type: none"> ✓ Helps youth gain knowledge, skills and the confidence to make informed financial decisions

	<ul style="list-style-type: none"> ✓ Helps youth attain greater financial health and stability using tools, strategies and training that is: <ul style="list-style-type: none"> ○ High quality ○ Age-appropriate ○ Relevant ○ Places lessons into practice ○ Timely ✓ Provides comprehensive financial literacy education based on the needs of the youth, instead of only teaching them budgeting <p>Example Services:</p> <ul style="list-style-type: none"> • Opening a bank account • Effectively managing credit, debit, student loans, consumer credit and credit cards • Understanding credit score and reports to ensure their accuracy • Understanding, evaluating, and comparing financial products, services, and opportunities • Developing a savings plan • Education about identify theft • Benefits planning and work incentives • Meeting financial literacy needs of non-English speakers with appropriate training and materials • Budget creation, for example with Dollars and Sense in CareerZone/JobZone
Supportive Services	<ul style="list-style-type: none"> • Enables youth to participate in WIOA activities <p>Example Services:</p> <ul style="list-style-type: none"> • Assistance with transportation, childcare, housing, books, fees, and school supplies • Legal aid services • Payments for fees for employment and training-related applications, tests, and certifications • Linkages to community services

	<ul style="list-style-type: none"> • Job coaching
Growth Focused Elements	
Adult Mentoring	<ul style="list-style-type: none"> ✓ Formal relationship between youth and an adult mentor ✓ Must last at least 12 months ✓ Face-to-face, one-on-one interactions ✓ Structured activities with guidance, support, and encouragement to develop the competence and character of the mentee ✓ Building meaningful trust with the youth ✓ Mentoring by program staff/case manager is highly discouraged ✓ Adequate screening and selection of mentors <p>Example Services:</p> <ul style="list-style-type: none"> • Workplace mentoring • One-on-one mentoring • Group mentoring • Mentoring via electronic means
Entrepreneurial Skills Training	<ul style="list-style-type: none"> ✓ Offers <i>entrepreneurship education, enterprise development and experiential programs</i> to help the youth start and operate a small business ✓ Develops skills such as, but not limited to: <ul style="list-style-type: none"> ○ Taking initiative ○ Developing budgets ○ Forecasting resource needs ○ Understanding various options for acquiring capital and the trade-offs associated with each option ○ Communicating effectively and marketing oneself and one's ideas <p>Example Services:</p> <ul style="list-style-type: none"> • Entrepreneurship Education <ul style="list-style-type: none"> ○ Introduction to the values and basics of starting and running a business ○ Development of business budgets ○ Guidance in development of a business plan • Enterprise Development

	<ul style="list-style-type: none"> ○ Supports and services that incubate and help youth develop their own business ○ Assistance with obtaining small business loans and grants ● Experiential programs <ul style="list-style-type: none"> ○ Creation of a youth-run business for youth to experience day-to-day operations ○ Facilitate placement in apprentice or internship positions with adult entrepreneurs
Leadership Development	<p>✓ Opportunities that encourage:</p> <ul style="list-style-type: none"> ○ Responsibility ○ Confidence ○ Employability ○ Self-determination ○ Positive social behaviors <p>Example Services:</p> <ul style="list-style-type: none"> ● Exposure to postsecondary educational possibilities ● Community and services-learning projects ● Peer-centered activities, including peer mentoring and tutoring ● Civic engagement activities which promote the quality of life in a community ● Trainings for, but not limited to organizational and teamwork; decision-making; citizenship; life skills; determining priorities; problem solving; parenting skills; work behavior ● Serving on youth leadership committees, such as a Standing Youth Committee
Transition Focused Elements	
Follow-Up	<ul style="list-style-type: none"> ✓ During design framework, youth should be informed of 12-month post-exit follow-up services ✓ Begins immediately after the last expected date of service in the Youth Program or any other DOL-funded program in which the participant is co-enrolled ✓ Use of a follow-up agreement with the youth to ensure their buy-in and clarify expectations a few months before exit ✓ Post-exit or after last date of service, follow-up services include, provision of:

	<ul style="list-style-type: none">○ Concrete services that are not any of the 13 WIOA Youth Program elements and help youth with success in employment or training and is reported as Follow-Up Non-Element (Youth) Service Type in OSOS or○ 5 allowable program elements as is reported as Follow-Up xyzyzy (Youth) Service Type in OSOS <ul style="list-style-type: none">✓ If youth needs any of the other 8 WIOA Youth Program non-allowable elements, a new eligibility determination should be done, and youth is re-enrolled as appropriate✓ Follow-up service must not include, post-exit contacts attempted or made for the sole purpose of securing documentation to report performance or getting an update without provision of a concrete follow-up services✓ Required for at least 12 months after the last planned service end date or when no future services are scheduled✓ The type, frequency, and intensity of follow-up must align with needs and strengths of each youth and the local follow-up policy
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HempsteadWorks
Youth Assessment

Participant Name: _____ Coordinator Name: _____

Organization: _____

Short-Term Occupational Goal: _____

O*Net Code: _____

Long-Term Occupational Goal: _____

O*Net Code: _____

Customer is employed is unemployed is receiving unemployment insurance has exhausted unemployment insurance

Customer is unsure of, or has no goal, multiple unrelated goals, or outlook unfavorable for goal.

Customer identifies need to change career or explore other options.

Knowledge/Skills/Abilities

Customer has not identified any skills or displays an inability to clearly articulate skills/abilities.

Customer speaks English with difficulty.

○ English language comprehension level: Weak Poor Average

○ Preferred/primary language spoken: _____

Customer appears to lack basic reading and writing skills.

Customer lacks a High School Diploma or Equivalent

Customer disclosed a disability or received education assistance in school.

○ Additional accommodations (if any): _____

○ Assistive technology/aids/devices required (if any): _____

Customer needs help to identify a job appropriate for his/her aptitudes, interests, or work values.

Customer lacks basic computer skills.

Customer lacks training to support occupational goal.

Other (Specify): _____

Additional Issues/Barriers

- Customer identified a health restriction or other wellness-related barrier to employment.
- Customer is in a mental health, drug & alcohol, or recovery treatment program.
- Customer exhibits a hygiene issue that can impact a successful job search.
- Customer lacks stable housing.
- Customer is a foster child or has aged out of the foster care system.

Employment Related Issues/Barriers

- Customer has an unstable work history or multiple terminations.
- Customer has background check issues or has been involved with the criminal justice system.
- Customer lacks ability to get to work.
- Customer is currently pregnant and/or parenting.
- Customer has no positive work references.
- Other (Specify): _____

Job Search Knowledge and Skills

- Customer lacks awareness of necessary job search skills.
- Customer has history of unsuccessful job search.
- Customer lacks job search tools: resume, cover letter, interviewing skills, and interpersonal skills.
- Other (Specify): _____

Individual Service Strategy

Framework of an ISS:

- ▶ Directly linked to one or more indicators of performance
- ▶ Based on the objective assessment
- ▶ Identifies a career pathway that includes education and employment goals

Brief Assessment Overview		
<i>Identify personal, educational, occupational, financial, medical, childcare, transportation, housing, food/nutrition</i>		
Strengths	Challenges (Barriers)	Service/Resource/Partner Agency Referral

Goals		
<i>Identify personal, educational, and occupational short- and long-term goals</i>		
Goal Type	Short-Term Goal (3 months or less)	Long-Term Goal (4 months or more)
Educational Goal		
Occupational/Employment Goal		
Personal/Social Goal		

Potential Barriers to Goal Achievement:

Case Notes/ISS Review Updates:

Include any progress, such as but not limited to measurable skill gains, other goal completions

Youth and Case Manager Agreements:

For Youth - I agree to:

- ▶ Contact my Case Manager monthly or as often as necessary to update my progress on this plan. I understand that my case can be closed if I go 90 days without participating in a service.
- ▶ Let my Case Manager know of any problems which would cause changes to any activities or interfere with completing the plan.
- ▶ Seek, accept and maintain employment that meets my planned goal(s) as stated above.
- ▶ Contact my Case Manager when I become employed, and provide all necessary information pertaining to the job.
- ▶ Stay in contact with my Case Manager for up to a year after exiting the program to maintain and support meeting my goals.

For the Case Manager – I agree to:

- ▶ Assist with the appropriate career guidance, training and supportive services.
- ▶ Coordinate with other agencies and programs to help you obtain needed services.
- ▶ Monitor your participation and progress in the activities above.
- ▶ Assist you in your search for employment.
- ▶ Maintain contact with you for up to one year after you obtain employment for employment retention and career advancement purposes.

Participant Signature: _____ Date: _____

Coordinator Signature: _____ Date: _____



Youth Participant Monthly Report/Individual Service Strategy Update

Participant Name: _____ Coordinator Name: _____

Organization: _____ Services Provided from _____ to _____

Course of Action: Program Elements Needed to Achieve Goals <i>Youth are required to have access to all fourteen WIOA Youth program elements. Please select elements based on needs identified on the participant's objective assessment.</i>				
Improving Educational Achievement	Start Date	Projected End Date	Actual End Date	Successful Completion
<input type="checkbox"/> Tutoring: study skills training, and instruction leading to secondary school completion, including dropout prevention strategies <i>Action Steps/Referrals:</i> _____ _____ <i>Comments:</i> _____ _____				<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Explain:</i>
<input type="checkbox"/> Alternative secondary school offerings <i>Action Steps/Referrals:</i> _____ _____ <i>Comments:</i> _____ _____				<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Explain:</i>

<input type="checkbox"/> Activities that help youth prepare for transition to postsecondary education and training <i>Action Steps/Referrals:</i> <hr/> <hr/> <i>Comments:</i> <hr/> <hr/>				<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Explain:</i>
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Last revised 7/14/2023

Preparing for and Succeeding in Employment	Start Date	Projected End Date	Actual End Date	Successful Completion
<input type="checkbox"/> Paid & unpaid work experience (summer employment, pre-apprenticeship programs, internships, job shadowing, OJT) with Academic & occupational education <i>Action Steps/Referrals:</i> <hr/> <hr/> <i>Comments:</i> <hr/> <hr/>				<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Explain:</i>
<input type="checkbox"/> Labor market & employment information including career awareness, career counseling, and career exploration services <i>Action Steps/Referrals:</i> <hr/> <hr/> <i>Comments:</i> <hr/> <hr/>				<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Explain:</i>
<input type="checkbox"/> Education offered concurrently with workforce preparation and training for a specific occupation <i>Action Steps/Referrals:</i> <hr/> <hr/> <i>Comments:</i> <hr/> <hr/>				<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Explain:</i>
<input type="checkbox"/> Occupational skills training <i>Action Steps/Referrals:</i> <hr/> <hr/> <i>Comments:</i> <hr/> <hr/>				<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Explain:</i>
<input type="checkbox"/> Entrepreneurial skills training				<input type="checkbox"/> Yes <input type="checkbox"/> No

<p><i>Action Steps/Referrals:</i></p> <hr/> <hr/> <p><i>Comments:</i></p> <hr/> <hr/>				<p><i>Explain:</i></p>
<p>Supporting Youth</p>	<p>Start Date</p>	<p>Projected End Date</p>	<p>Actual End Date</p>	<p>Successful Completion</p>
<p><input type="checkbox"/> Supportive services</p> <p><i>Action Steps/Referrals:</i></p> <hr/> <hr/> <p><i>Comments:</i></p> <hr/> <hr/>				<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>Explain:</i></p>
<p><input type="checkbox"/> Adult mentoring</p> <p><i>Action Steps/Referrals:</i></p> <hr/> <hr/> <p><i>Comments:</i></p> <hr/> <hr/>				<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>Explain:</i></p>
<p><input type="checkbox"/> Comprehensive guidance & counseling (may include drug & alcohol abuse counseling & referral)</p> <p><i>Action Steps/Referrals:</i></p> <hr/> <hr/> <p><i>Comments:</i></p> <hr/> <hr/>				<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>Explain:</i></p>
<p><input type="checkbox"/> Follow-up</p> <p><i>Action Steps/Referrals:</i></p> <hr/> <hr/> <p><i>Comments:</i></p> <hr/> <hr/>				<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>Explain:</i></p>

Developing the Potential of Young Adults as Citizens & Leaders	Start Date	Projected End Date	Actual End Date	Successful Completion
<input type="checkbox"/> Leadership development opportunities/ Opportunities to develop social behaviors, other soft skills, and leadership opportunities <i>Action Steps/Referrals:</i> <hr/> <hr/> <i>Comments:</i> <hr/> <hr/>				<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Explain:</i>
<input type="checkbox"/> Financial literacy <i>Action Steps/Referrals:</i> <hr/> <hr/> <i>Comments:</i> <hr/> <hr/>				<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Explain:</i>

Additional Comments:

Please answer the following questions:

Employment Rate/Median Earnings

Has the participant entered employment? Yes ___ No ___

If yes, please enter: _____

Name of Employer: _____

Employer's Address: _____

Job Title: _____

Job Duties: _____

Start Date: _____

Hourly Wage: _____

FT/PT/Seasonal: _____

With benefits: _____

Comments (include dates): _____

Credential Attainment

- For participants who are currently enrolled in occupational skills training that leads to a postsecondary credential, has the participant obtained a diploma, degree or certificate? Yes ___ No ___

If yes, please enter: _____

Name of diploma, degree or certificate: _____

Date of obtainment: _____

Name of entity that issues degree or certificate: _____

- Has the participant enrolled in college/university? Yes ___ No ___

If yes, please enter: _____

Name of college: _____

Date Enrolled: _____

Anticipated Major: _____

Anticipated Year of Graduation: _____

Measurable Skills Gains¹

For participants who are currently enrolled in occupational skills training that leads to a recognized postsecondary credential, did the participant receive a satisfactory or better progress report towards established milestones (e.g. passage of an exam or class)?

Yes ___ No ___

If yes, please enter: _____

Training Course: _____

Training Provider: _____

Expected training end date: _____

Date of the attained measurable skills gain: _____

Method of evaluation: _____

Work Experience

- Is the participant enrolled in a paid/unpaid internship or on-the job training program?

Yes ___ No ___

If yes, please enter: _____

Name of Employer: _____

Employer's Address: _____

Job Title: _____

Hourly Wage/Salary: _____

Job Duties: _____

Start Date: _____

Planned End Date: _____

Comments: _____

Did the participant receive a satisfactory or better progress report towards established milestones (refer to training plan)? Yes ___ No ___

Participant Signature: _____ Date: _____

Coordinator Signature: _____ Date: _____

¹DOOR staff will provide information confirming attainment of a measurable skills gain once they receive it from the training provider.

-- Attachment I --
Financial Outcomes vs. Performance Scenarios

	Award Amount	Scenario 1	% of Goal Reached	Holdback Amount
Year 1 <i>Enrollment and Employment</i>	125,000.00	> Minimum 25/25 students enrolled and minimum 15/15 students employed	100%	100%
Year 2 <i>Follow-Up Services</i>	25,000.00	> Minimum 8/8 months of follow-up services.	100%	100%
	150,000.00			
Bonus 1 <i>Work Experience Enrollment</i>	10,000.00	> Minimum 20% of students (5) into work experience.		
Bonus 2 <i>Performance Benchmarks Incentive - Y1+Y2</i>	10,000.00	> Attainment of Year 1 and Year 2 performance benchmarks.		
Grand Total :	\$ 170,000.00			

	Award Amount	Scenario 2	% of Goal Reached	Holdback Amount
Year 1 <i>Enrollment and Employment</i>	93,750.00	> 20/25 (80%) students enrolled and 5/15 (33%) students employed	57%	50%
Year 2 <i>Follow-Up Services</i>	18,750.00	> Minimum 6/8 (75%) months of follow-up services	75%	50%
Bonus 1 <i>Work Experience Enrollment</i>	-	> Minimum 15% of students (3) into work experience (75%).		
Bonus 2 <i>Performance Benchmarks Incentive - Y1+Y2</i>	-	> Attainment of Year 1 and Year 2 performance benchmarks.		
Grand Total :	\$ 112,500.00			

	Award Amount	Scenario 3	% of Goal Reached	Holdback Amount
Year 1 <i>Enrollment and Employment</i>	125,000.00	> Minimum 18/25 (72%) students enrolled and 16/15 (100% max) students employed	86%	100%
Year 2 <i>Follow-Up Services</i>	15,625.00	> Minimum 2/8 months of follow-up services	25%	25%
Bonus 1 <i>Work Experience Enrollment</i>	10,000.00	> Minimum 20% of students (5) into work experience.		
Bonus 2 <i>Performance Benchmarks Incentive - Y1+Y2</i>	-	> Attainment of Year 1 and Year 2 performance benchmarks.		
Grand Total :	\$ 150,625.00			