

**REVIEW COMMITTEE**

✓	<b>QUESTION 1</b>	<b>Up to 10 Points</b>
	Cover Sheet	
	A customer flow chart depicting how the in-school or out-of-school youth will move through the system	
	The staff member(s) by name responsible for OSOS database data management and their familiarity with OSOS	
	Attach both completed WIOA Program Elements Charts (grantee and provider)	
	Strategies for meeting the common measures in year 1 and year 2	
	<b>TOTAL POINTS QUESTION 1</b>	

✓	<b>Question 2.</b> <b>Proposal Summary (max 1 Page)</b>	<b>Up to 5 Points</b>
	Present a brief concise summary of the proposed program. Identify the number of youth to be served the types of activities and services to be provided the length of training the training methods and the anticipated outcomes.	
	<b>TOTAL POINTS QUESTION 2</b>	

✓	<p><b>Question 3.</b></p> <p><b>A Description of the Organization’s Experience Serving the target Population</b></p>	<p><b>Up to 10 Points</b></p>
	<p>The level of expertise and working knowledge the organization has of the Workforce Innovation &amp; Opportunity Act of 2014 (WIOA)</p>	
	<p>A list of the demographics of youth recently served in similar programs and the experience your agency has working with low income, troubled, disadvantaged or special populations such as youth, youth with disabilities or youth that are also veterans. What types of services do/have you provided to them? What was your success rate in delivering those services?</p>	
	<p>The allocation process amongst your various funding sources (include a copy of your cost allocation plan.)</p>	
	<p>Include a copy of at least the last years’ performance and monitoring reports from your primary and/or most relevant funding sources</p>	
	<p><b>TOTAL POINTS QUESTION 3</b></p>	

✓	<p><b>Question 4</b></p> <p><b>A Description of the Organization’s Capacity to Run this Program</b></p>	<b>Up to 20 Points</b>
	Complete organizational chart representing all titles, and number of each, employed by the agency; and indicate the number of years in business.	
	Complete program chart for all employees assigned and billed to this program <u>and</u> number of years employed at your agency.	
	Resumes or Curriculum Vitae for each employee assigned to this program. Where human resource or financial responsibilities are outsourced to a third party a company description and statement of capacity are required.	
	A list of the office locations that will be used in delivering WIOA Youth services	
	Proof that those employees in direct contact with youth are cleared by the NY State Child Abuse Registry and have received fingerprinting clearance or NYS verifiable equivalent.	
	Highlight your organization’s longevity and how this proposal will connect to your mission and organizational goals as well as the Dutchess County Workforce Development Board NY Local Plan.	
	<b>TOTAL POINTS QUESTION 4</b>	

<b>Program Narrative <i>*If applying to run the entire Youth One Stop Center Program:</i></b>		
✓	<b>Question 5. Part 1</b>  <b>A Description of the Youth One Stop Center System (Not to exceed 10 pages) narrative should include:</b>	<b>Up to 20 Points</b>
	Detail the target population that you propose to serve including the number of OSY and ISY to be enrolled each year.	
	Transition - how currently enrolled youth will be incorporated into your program (number and status i.e. active vs. follow-up to be provided at bidder's conference).	
	Program design and service locations including:	
	How your design framework will provide intake, eligibility, assessment, development of the ISS and follow-up services.	
	How your service delivery model, including innovative methods of managing and implementing the changes required by federal legislation and state policy.	
	How your service delivery model and the specific services you plan to provide including the requirement to spend at least 20% on Work Experience.	
	How your service delivery strategy includes the required WIOA program elements.	
	The method of case management you propose to use in this program.	
	Your plans to coordinate with other local organizations/service agencies to co-enroll, increase performance, maximize the use of available funds,	

	and avoid duplication and enhance the delivery of services.	
	How is this program equipped/prepared to be accessible to youth from around the county with disabilities?	
	How is this program equipped/prepared to serve youth from around the county?	
	<b>TOTAL POINTS QUESTION 5 PART 1</b>	

✓	<b>Question 5 Part 2</b> A description of the Work Experience component narrative should include:	<b>Up to 20 Points</b>
	Your knowledge, experience and expertise in working within the business community as it pertains to development of work experiences for youth	
	Estimated number of OSY and ISY to participate in a work experience in year 1 and year 2 (assuming similar level of funding in year 2)	
	Attach a copy of the worksite agreement template to be used	
	Demonstrate your agency's capacity and experience in creating work experience opportunities for youth in demand occupations, industry sectors or that lead to self-sufficiency.	
	Program design and numbers and types of employment locations	
	Familiarity with placing individuals with disabilities in employment	
	Attach executed or planned MOU's OR letters of support	

	<p>How you will work collaboratively with the WIOA Youth Navigator at the Career Center who is responsible: To work with all WIOA funded youth with ITA's (Individual Training Awards) to assist WIOA youth funded program staff with placing youth in a subsidized internship and then unsubsidized employment. To refer and follow up on youth referred to the Youth One Stop. To run Work Crews (Work Crews are short term work experiences that are set up and staffed by the Youth Navigator – the funds paid to the youth will be paid from the 20% work requirement in the contract). To assist provider with meeting the 20% WIOA requirement for youth work experience. To meet with all Dutchess County enrolled WIOA youth with an ISS goal to find employment. To assist WIOA enrolled WIOA in their transition to adult WIOA or other services.</p>	
	<p><b>TOTAL POINTS QUESTION 5 PART 2</b></p>	

✓	<p><b>Question 6. Program narrative if applying for Work Experience Component only.</b></p>	<p><b>Up to 40 Points</b></p>
	<p>A statement as to why you are applying exclusively for this one service element</p>	
	<p>Estimated number of OSY and ISY to participate in a work experience in year 1 and year 2 (assuming similar level of funding in year 2)</p>	
	<p>Program design and numbers and types of employment locations</p>	
	<p>Familiarity with placing individuals with disabilities in employment</p>	
	<p>Partnership and collaborations</p>	
	<p>Strategies for meeting the common measures in year 1 and year 2</p>	
	<p>Explain how the work experience will be matched to the youth's Individual Service Strategy and who will decide which type of experience is most suitable.</p>	

	A communication flow chart depicting how your staff will interact with the WIOA program staff to provide seamless service to the youth and create opportunities for continuous improvement and accurate OSOS data management.	
	Demonstrate your agency's capacity and experience in creating work experience opportunities for youth in demand occupations, industry sectors or that lead to self-sufficiency.	
	Attach a copy of the worksite agreement template to be used	
	How you will work collaboratively with the WIOA Youth Navigator at the Career Center who is responsible: To work with all WIOA funded youth with ITA's (Individual Training Awards) to assist WIOA youth funded program staff with placing youth in a subsidized internship and then unsubsidized employment. To refer and follow up on youth referred to the Youth One Stop. To run Work Crews (Work Crews are short term work experiences that are set up and staffed by the Youth Navigator – the funds paid to the youth will be paid from the 20% work requirement in the contract). To assist provider with meeting the 20% WIOA requirement for youth work experience. To meet with all Dutchess County enrolled WIOA youth with an ISS goal to find employment. To assist WIOA enrolled WIOA in their transition to adult WIOA or other services.	
	<b>TOTAL POINTS QUESTION 6</b>	

✓	<b>Question 7. A description of the recruitment plan.</b>	<b>Up to 10 Points</b>
	Outreach plan to recruit eligible out-of-school youth from multiple locations in the county	
	Outreach plan to recruit eligible youth with disabilities	
	Partner agencies from which referrals are received.	
	<b>TOTAL POINTS QUESTION 7</b>	

✓	<b>Question 8.</b> <b>BUDGET- Proposed budget* 7/1/19-6/30/19</b>	<b>Up to 40 Points</b>
	Budget narrative	
	Demonstrate agency's working knowledge of OMB Omni circular	
	Copy of most recent Single Audit or Financial Statement	
	Include a copy of the at least the last years' fiscal monitoring reports from your primary and/or most relevant funding sources	
	Copy of your agency procurement policy	
	<b>TOTAL POINTS QUESTION 8</b>	

*Note: The budget that is proposed may not necessarily be the amount funded.*

*\*In compliance with Public Laws 110-161, none of the federal funds appropriated in the Act under the heading 'Employment and Training' shall be used by a sub-recipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II.*

**Total Points Available – Full Program: 135**

Excellent 121-135 points

Good 108-120

Acceptable 94.5-107

Unacceptable 94 or less

**Total Points Available – Work Experience Component Only: 80**

Excellent 72-80 points

Good 64-71 points

Unacceptable 63 or less