

# REQUEST FOR PROPOSALS

**Date Issued:**

June 18, 2020

**Proposals Due:**

11:00 AM

July 16, 2020

Bidders must submit four (4) hard copies in a sealed envelope entitled:

**CCMEP SERVICES**

Licking County  
Commissioners Office  
c/o Bev Adzic, 20 S. 2<sup>nd</sup>  
Street 4<sup>th</sup> Floor, Newark,  
Ohio 43055

**NOTE: Four (4) hard copies must be received by the submission date at the address listed above in order to be considered. Faxed or emailed proposals will not be accepted.**

**Bidders' Conference:**

2:00 PM

July 1, 2020

Available virtually/online by contacting:  
Nathan.Keirns@jfs.ohio.gov

-OR-

A limited number of spots available in-person at 998 East Main Street in Newark.

## The Employment and Training Centers of East Central Ohio Serving Licking, Muskingum, Guernsey, and Coshocton Counties

### Youth Workforce Development Services

#### Purpose

The Licking, Muskingum, Guernsey, and Coshocton County Departments of Job and Family Services operate a one stop workforce region within Area 7, known as the Employment and Training Centers of East Central Ohio (herein referred to as "East Central").

Each County Department of Job and Family Services (CDJFS) is responsible for providing workforce development services to eligible residents in its respective community. East Central is committed to establishing programs and systems that prepare individuals, who are economically disadvantaged and un- or under-employed, for worthwhile and sustainable employment. To that end, East Central is soliciting proposals from qualified organizations to assist its member County Departments of Job and Family Services provide workforce development services for eligible residents aged 14-24 years (the primary focus will be on services for those aged 16-24).

As the Level 2 full service one stop provider, Licking County Job & Family Services has elected to coordinate the regional Request for Proposals (RFP) on behalf of the Employment and Training Centers of East Central Ohio. While Licking County Job & Family Services is coordinating the RFP and the Licking County Board of Commissioners is receiving the proposals on behalf of East Central, each member county and its Department of Job and Family Services is responsible for their respective procurement, review, negotiation, contracting, programs, and services through this RFP.

*Providers may elect to submit proposals to serve one or multiple counties within the East Central region. **A separate proposal and budget packet must be prepared for each county to be served.***

East Central's workforce development services may incorporate Comprehensive Case Management and Employment Program (CCMEP); Workforce Innovation and Opportunity Act (WIOA); Prevention, Retention, and Contingency (PRC)/Temporary Assistance for Needy Families (TANF); and other applicable components and funding.

#### Background

In July 2014, the Workforce Innovation and Opportunity Act (WIOA) was signed into law, replacing the longstanding Workforce Investment Act (WIA). While many concepts from WIA were transferred to WIOA, the new law brought significant changes. Most notably, WIOA shifts the prioritization of services to Out-of-School youth. WIOA mandates that at least 75% of WIOA youth funding must be used to serve the estimated six million youth nationwide, aged 16-24, who are disconnected

and neither employed nor attending school. This reprioritization extended youth eligibility from age 21 to age 24.

WIOA also emphasizes strengthened partnerships between WIOA and Temporary Assistance for Needy Family (TANF) in developing cross-program alignment and collaboration in the training and employment of low-income individuals. To further program integration, the State of Ohio created the Comprehensive Case Management and Employment Program (CCMEP), for individuals 14-24 years old, that went into effect July 1, 2016.

The ultimate goal of CCMEP is to integrate WIOA and TANF programs that connect low-income individuals to work opportunities that support self-sufficiency. CCMEP takes a holistic approach to stabilizing individuals and families by addressing a myriad of factors that may be contributing to poverty and unemployment, including health, housing, education, transportation, and child care. East Central may integrate other funding streams to further address the needs of eligible participants.

Individuals from the following groups who are at least 14 but not more than 24 years of age may be eligible to participate in CCMEP (the primary focus of this RFP is for services for 16-24 year-olds):

- 16-24 year old participants in the Ohio Works First (OWF) cash assistance program that have been determined to be work eligible in accordance with rule 5101:1-3-12 of the Administrative Code are required to participate in CCMEP
- 16-24 year olds participating in an in-school or out-of-school WIOA program may participate in CCMEP, as determined by respective County Department of Job and Family Services.
- Other 14-24 year old OWF, TANF/PRC, WIOA participants may be required to participate in CCMEP, as determined by the respective County Department of Job and Family Services.

### **Administrative Background**

Each member County Department of Job and Family Services of the Employment and Training Centers of East Central Ohio operates an OhioMeansJobs Center. East Central counties are a part of the Area 7 Workforce Innovation and Opportunity Board which consists of the Area 7 Consortium of Chief Elected Officials as the WIOA grant recipient, and the Area 7 Workforce Investment Policy Board as administrative entity. Each County Department of Job and Family Services is responsible for the administration of Workforce Innovation and Opportunity Act (WIOA) for eligible residents of its respective counties.

East Central is seeking proposals to provide elements required to serve eligible individuals in compliance with all applicable federal, state, and local rules, regulations, and policies. The Request for Proposals (RFP) is to provide prospective vendors/contractors with the information they need to prepare proposals that are complete and responsive.

East Central reserves the right to limit total program funding and/or the number of programs approved for funding based on available resources.

Services may be funded by any combination of the following sources at the discretion of each County Department of Job and Family Services.

<i>Funding Stream</i>	<i>CFDA Number</i>
WIOA	17.259
TANF/PRC	93.558

### **Eligibility**

Eligibility for youth services will be determined by each county's County Department of Job and Family Services (CDJFS) and/or OhioMeansJobs staff. In general, the program will serve low income youth, ages 14-24, who have barriers to self-sufficient employment. Income and family composition guidelines may vary depending on each youth's circumstances. Each CDJFS is required to verify all information used to determine eligibility.

By law, a minimum of 75% of WIOA funding must be spent on out-of-school youth. Out-of-school youth, by definition, are youth who at the time of enrollment are:

1. Aged 16-24 not attending any school and meet one or more additional conditions
  - a. School dropout – within age of compulsory attendance but has not attended for at least the most recent complete school year calendar quarter
  - b. Hold a secondary school diploma or recognized equivalent and is low-income and is basic skills deficient or an English language learner
  - c. Subject to the juvenile or adult justice system
  - d. Homeless, runaway, in foster care or aged out of the foster care system, eligible for assistance under Section 477 of the Social Security Act, or in out-of-home placement
  - e. Pregnant or parenting
  - f. An individual with a disability
  - g. Low income person who requires additional assistance to enter or complete an educational program or to secure and hold employment

In-school youth, by definition, are youth who at the time of enrollment are:

1. Aged 14-21, attending school, low income, and meet one or more additional conditions, which could include:
  - a. Basic skills deficient
  - b. English language learner
  - c. An offender
  - d. Homeless, runaway, in foster care or aged out of the foster care system
  - e. Pregnant or parenting
  - f. An individual with a disability
  - g. Person who requires additional assistance to enter or complete an educational program or to secure and hold employment

### **Program Requirements/Service Elements**

East Central is committed to providing youth with comprehensive, high quality services, including a meaningful work experience, that guide youth through a successful transition to employment and further education.

The purpose of this Request for Proposals (RFP) is to select organizations that will provide service components that support East Central’s efforts to increase the employability of eligible youth. East Central views the services listed as an “ala carte” menu where a customer may be assigned to one or multiple of the elements by the respective County Department of Job and Family Services based on the youth’s specific needs as indicated in his/her Individual Opportunity Plan (IOP).

Providers can submit a proposal to provide one or more of the following elements:

1. Tutoring, study skills training, instruction, evidence-based dropout prevention, and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential
2. Alternative secondary school services, or dropout recovery services, as appropriate. Alternative secondary school services assist youth who have struggled in traditional secondary education and dropout recovery services are those that assist youth who have dropped out of school. Both types of services help youth to re-engage in education that leads to the completion of a recognized high school equivalent

3. Paid and/or unpaid work experiences\* that include an academic and occupational components. Paid and/or unpaid work experiences may include:
  - a. Employment opportunities
  - b. Pre-apprenticeship programs
  - c. Internships and job shadowing
  - d. On-the-job training opportunities

While work experiences may take place in the private for-profit sector, the non-profit sector, or the public sector, paid and unpaid work experience must be approached as a planned, structured learning experience that takes place in a workplace and provides youth with opportunities for career exploration and skill development.

To prepare participants for unsubsidized competitive employment, Licking and Guernsey Counties are focused on quality worksites that provide real-world employment experiences.

*\* Proposals for work experiences must include a clear plan for how youth will receive work experience, evidence that the provider has developed or has access to a sufficient level of quality worksites, evidence of a formal orientation that clarifies expectations and goals for worksites and youth. Bona fide businesses, including profit and non-profit organizations, as well as public agencies may serve as worksites. Wages shall be equal to or greater than the applicable minimum wage. Program provider shall be the employer of record and will pay the youth directly. Counties and County Departments of Job and Family Services cannot and will not be the employer of record but may reimburse providers for allowable wages, benefits, supervision, and training of eligible participants. Youth may only be paid for actual hours worked. Provider must abide by all applicable labor laws and standards. Youth participants must not displace employees of the worksites.*

4. Occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials/vocational skills that are aligned with in-demand industry sectors
5. Education offered concurrently and within the same context as workforce preparation and training for a specific occupation element reflects an integrated education and training model and describes how workforce preparation activities, basic academic skills, and hands-on occupational skills training are to be taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway. This element is also referred to as Integrated Education or Contextualized Instruction
6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors. Leadership development includes:
  - h. Exposure to postsecondary educational possibilities
  - i. Community and service learning projects
  - j. Peer-centered activities, including peer mentoring and tutoring
  - k. Organizational and team work training, including team leadership training
  - l. Training in decision-making, including determining priorities and problem solving
  - m. Citizenship training, including life skills training such as parenting and work behavior training
  - n. Civic engagement activities which promote the quality of life in a community
  - o. Other leadership activities that place youth in a leadership role, such as serving on youth leadership committees
7. Supportive services that enable a youth to participate in CCMEP activities, including:
  - p. Linkages to community services
  - q. Assistance with transportation
  - r. Assistance with child care/dependent care
  - s. Assistance with housing
  - t. Needs-related payments
  - u. Assistance with educational testing

- v. Reasonable accommodations for youth with disabilities
  - w. Referrals to health care
  - x. Assistance with uniforms or other appropriate work attire and work-related tool costs
8. Adult mentoring during and after the program for no less than 12 months. Adult mentoring is 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.
  9. Comprehensive guidance and counseling, which may include referrals to drug and alcohol abuse treatment and/or mental health counseling
  10. Follow-up services for not less than 12 months after the completely of participation. Follow-up may include:
    - y. Leadership development and supportive services activities
    - z. Regular contact with a youth participant’s employer, including assistance in addressing work-related problems that arise
    - aa. Assistance in securing better paying jobs, career pathway development, and further education or training
    - bb. Work-related peer support groups
    - cc. Adult mentoring
    - dd. Referral to county’s Prevention, Retention, and Contingency Program for services necessary to ensure youth success

(In Licking County, this service will be provided by Licking County Job & Family Services/OhioMeansJobs |Licking County personnel).

11. Financial literacy education provides youth with the knowledge and skills that they need to achieve long-term financial stability. Financial literacy education encompasses information and activities on a range of topics, such as creating budgets; setting up checking and savings accounts; managing spending, credit, and debt; understanding credit scores and credit reports, and protecting against identity theft.
12. Entrepreneurial skills training provides the basics of starting and operating a small business. This training helps youth develop the skills associated with entrepreneurship, such as the ability to take initiative, creatively seek out and identify business opportunities, develop budgets and forecast resource needs, understand various options for acquiring capital and the trade-offs associated with each option, and communicate effectively and market oneself and one’s ideas. Examples of approaches to teaching youth entrepreneurial skills include:
  - ee. Entrepreneurship education introducing to the values and basics of starting and running a business, such as developing a business plan and simulations of business start-up and operation.
  - ff. Enterprise development which provides supports and services that incubate and help youth develop their own businesses, such as helping youth access small loans or grants and providing more individualized attention to the development of viable business ideas.
  - gg. Experiential programs that provide youth with experience in the day-to-day operation of a business
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the respective county, such as career awareness, career counseling, and career exploration services. (In Licking County, this service will be provided by Licking County Job & Family Services/OhioMeansJobs |Licking County personnel).
14. Activities that help youth prepare for a transition to postsecondary education and training. These activities help youth prepare for and transition to postsecondary education and training. These services include helping youth explore postsecondary education options, including technical training schools, community colleges, 4-year colleges and universities, and Registered Apprenticeship programs. Examples of other postsecondary preparation and transition activities include:

- hh. Assisting youth to prepare for SAT/ACT testing
- ii. Assisting with college admission applications
- jj. Searching and applying for scholarships and grants
- kk. Filling out the proper Financial Aid applications and adhering to changing guidelines
- ll. Connecting youth to postsecondary education programs

Licking County and Guernsey County are interested in providers combining more than one element, such as paid work experience, occupational skills training, and education offered concurrently and in the same context as workforce preparation, to create a mobile work crew experience for participants. The participants will tour and job shadow at various local employers to develop an understanding of what jobs are available in the community while working on credentialing and/or other training that increases their possibility for employment. Please include mobile work crew in your proposals, if you propose to provide paid work experiences in Licking County or Guernsey County.

*NOTE: Funds provided as a result of this Request for Proposals (RFP) cannot be used to develop or implement educational curricula for school systems, to support designated school-to-work programs, or interfere with or replace regular academic requirements of the youth.*

### **Performance Outcomes**

Selected provider(s) is responsible to contribute to and help exceed the following program performance objectives as well as any performance measures that may become required by the State, Federal, or local rule, policy, or guidance.

Ohio Administrative Code 5101:14-1-07 establishes the Primary Performance Measures for the Comprehensive Case Management and Employment Program (CCMEP).

There are seven primary performance measures included in OAC 5101:14-1-07:

1. The percentage of program participants that are in unsubsidized employment, education, or training activities at exit.
2. The percentage of program participants that are in unsubsidized employment, education, or training activities during the second quarter after exit.
3. The percentage of program participants that are in unsubsidized employment, education, or training activities during the fourth quarter after exit.
4. The percentage of program participants that were in an education or training program while enrolled in CCMEP who obtained a recognized post-secondary credential, or a secondary school diploma or its recognized equivalent during the participation in or within one year after exit from CCMEP. A program participant who has attained a secondary school diploma or its recognized equivalent can only be included in this measure if the program participant is also employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program.
5. The median earning of program participants who are in unsubsidized employment during the second quarter after exit.
6. The effectiveness in serving employers.
7. The percentage of program participants who are in an education or training program that leads to a recognized postsecondary credential, a secondary school diploma or its recognized equivalent, or employment and who are achieving measurable skill gains toward such a credential or employment. Measurable skill gains are documented academic, technical, occupational, or other forms of progress. If measuring educational functioning level (EFL) gains after program enrollment, an approved department of education national reporting system assessment must be used for both the EFL pre-test and post-test to determine an individual's educational functioning level.

### **Partnerships**

East Central encourages partnerships and collaboration to deliver the most effective services that have the greatest possible community impact. If your proposal involves a partnership, provide a letter of agreement that generally outlines

the partnership and the activities or services provided by each of the partners. Before funding, partnerships will need to be formally established by means of Memorandum of Understanding (MOU) or subcontract.

## **Responsibilities**

Each CDJFS is responsible for:

- Provide technical assistance to contract providers
- Participant eligibility determination
- Provide objective, comprehensive assessments of youth (e.g., TABE), as needed
- Monitor and review program performance in relationship to program and participant goals
- Provide case management to ensure program participants achieve goals as identified in their respective Individual Opportunity Plan (IOP)
- Reimburse service providers in an efficient and timely manner
- Enter pertinent participant information for ongoing tracking and monitoring of your participants in case management system as required
- Refer participants to pertinent/appropriate service providers for needed services

Each Provider is responsible for:

- Working collaboratively with CDJFS/OMJ case managers to ensure participants progress toward goals outlined Individual Opportunity Plan (IOP)
- Submit invoices, expense reports, and updates at negotiated intervals
- Hiring qualified program staff and provide appropriate background checks for individuals working with youth. Volunteers working with youth are expected to meet the same background standards as paid employees. Background checks shall be administered in compliance with Area 7's Background Check Policy P7-402 (attached).

## **Proposal Contents**

1. PROGRAM NARRATIVE that includes
  - a. Provider name, program name
    - i. Contact person, address, phone number, and email address
  - b. Indicate county/counties to be served (if serving more than one county, a county-specific proposal and budget must be submitted for each separate county)
  - c. Name and description of program service element(s) being proposed (see service element descriptions/program requirements on pages 3-5)
    - i. Issues/problems proposed services will address
    - ii. How the service will be delivered
  - d. Who will be served/who is the target population
  - e. How many youth can program serve
    - i. At any one time
    - ii. During a 12 month period
  - f. Expected outcomes
    - i. Please address how your services will assist with meeting the performance measures identified in the Performance Outcomes section above
  - g. How you will monitor and evaluate your programs, including the use of satisfaction surveys

- h. Program time lines
    - i. Start date
    - ii. Length of project
    - iii. Average length of time participant will need to engage in your services
  - i. Collaborative efforts, as defined under the “Partnerships” section of this RFP (page 6)
    - i. Identify if this partnership provides or requires additional funding resources
    - ii. Include letters of agreement
  - j. Providers qualification and previous experience in the delivery of such services
    - i. Include qualifications of provider’s staff and volunteers
  - k. Potential sources for future funding
2. PROGRAM BUDGET that includes: (NOTE: A separate budget must be submitted for each individual county you wish to serve)
- a. Detailed line item budget that includes identification of costs, per selected area (salary, benefits, income sources, projected purchases, etc). See Budget Template (attached) for preparing the line item budgets
    - i. Budget should start no earlier than October 1, 2018, and end no later than September 30, 2019
  - b. Provide a corresponding budget narrative explaining each line item expense
  - c. Unit rates should be established and well-defined for each service area/program element
  - d. Should the proposal involve existing service, please identify how youth funds will be utilized to expand services and current program income sources

**NOTES:**

Funding is based on a reimbursement process for services delivered. Provider may be required to submit a JFS expense report with each invoice for reimbursement

Catalog of Federal Domestic Assistance (CFDA) numbers for this agreement include TANF 93.558 & WIOA Youth 17.259.

**Limitations**

This Request for Proposals does not commit the Employment and Training Centers of East Central Ohio, its member counties, or its member County Departments of Job and Family Services or OhioMeansJobs centers to award contracts or to pay any costs incurred in the preparation of a proposal. The Employment and Training Centers of East Central Ohio, its member counties, the respective County Board of Commissioners, and its member County Departments of Job and Family Services or OhioMeansJobs centers reserve the right to accept or reject any or all proposals, to negotiate services and costs with providers, and to cancel in part or in entirety this RFP.

All proposals submitted will remain the property of the Employment and Training Centers of East Central Ohio and/or its member counties.

The Employment and Training Centers of East Central Ohio and its member counties reserve the right to limit total program funding and/or the number of program approved for funding based on available resources.

Contracts awarded shall be effective October 1, 2020, through September 30, 2021, unless amended or terminated per terms of the contract. However, each member county reserves the right to renew contracts for one consecutive year through September 30, 2022, based on successful performance, availability of funds, and if the respective County



Department of Job and Family Services warrants such renewal. Renewals will be based upon mutual agreement of both parties.

Contracts may be amended or terminated during this period if there is a change in Federal, State, or Agency regulations that apply to the contract; a reduction of Federal, State, or Local funds; unsatisfactory performance by the provider as determined solely by the respective County Department of Job and Family Services; or upon thirty (30) days' written notice by either party.

The provider is required to maintain independent books, records, payroll, documents, and accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance an agreement that may be awarded through this RFP. Such records shall be subject to inspection at all reasonable times.

Workers Compensation paid to a participant after the program end date is not reimbursable.

Provider shall maintain professional liability, personal and public liability, property damage, and other insurance, in such amounts and such forms as each party to adequately protect itself, its officers, its employees, its agents and/or contracted servants, its personal and real property, against damage and liability. Providers shall, if requested by a County Department of Job and Family Services, submit a certificate of insurance to that County Department of Job and Family Services.

If a contract is awarded, this Request for Proposal (RFP) guideline shall become a part of the contractual agreement.

**ESTIMATED RESOURCES:**

Estimated resources available through this RFP:

Licking County	\$525,000.00
Muskingum County	\$350,000.00
Guernsey County	\$350,000.00
Coshocton County	\$80,000.00

Note: Estimated available resources include reimbursement for wages/benefits paid directly to youth for work experience services.

**SUBMISSION DETAILS:**

Proposals must be submitted in strict accordance with proposal submission instructions provided in this section. Any proposal failing to follow the entire proposal acceptance criteria listed below shall be disqualified from consideration.

**Proposals are Due no later than 11:00 AM on July 16, 2020  
Bidders must submit four (4) proposal copies in a sealed envelope entitled:**

CCMEP Services  
Licking County Commissioners' Office  
c/o Bev Adzic  
20 South 2<sup>nd</sup> Street, 4<sup>th</sup> Floor  
Newark, Ohio 43055

Proposals received after this time will not be considered. Unsolicited materials received after the deadline date will not be added to previous submissions and will not be considered.

Faxed or emailed proposals will not be accepted.  
Proposals must be **received** by the Commissioners' Office by the date/time listed above.

**Proposal Scoring**

**PROPOSAL ORGANIZATION** \_\_\_\_\_

Prospective providers are advised that an offer for a contract may be initiated after a review of the proposals by each County Department Job and Family Services Review Team. Proposals will be reviewed for acceptability with emphasis on various factors according to the type of service to be provided. Proposals will be reviewed by each County Department of Job and Family Services Review Team on the following criteria:

<b>POINTS</b>	<b>APPLICANT RESPONSE</b>	<b>SCORE</b>	<b>COMMENTS</b>
<i>Max = 5</i>	Issue which this service will address is clearly explained and meets a demonstrated need		
<i>Max = 5</i>	The proposal clearly addresses which service component/element will be provided and how		
<i>Max = 5</i>	Program description addresses HOW, WHEN, WHERE services will be provided.		
<i>Max = 5</i>	The proposal identifies methods to assist with tracking/meeting identified performance measures		
<i>Max = 5</i>	Proposal outlines strategies for follow up services of participants for not less than 12 months.		
<i>Max = 5</i>	Proposal demonstrates previous experience in delivering proposed services to the target population and demonstrates staff and volunteer qualifications		
<i>Max = 5</i>	Proposal has identified specific goals and corresponding evaluation/ monitoring strategies which are appropriate and sound		
<i>Max = 5</i>	Outcomes are realistic and clearly specified		
<i>Max = 5</i>	Budget: Detailed individual cost sections and narrative complete and accurate		
<i>Max = 5</i>	Program/service costs are deemed appropriate & reasonable		
<i>Max = 5</i>	Proposal leverages funds and/or expands existing, successful programs		
<i>Max = 5</i>	Proposal developed in partnership with other entities, and includes letter of agreement (s)		
<i>Max 60</i>	<b>TOTAL POINTS</b>		

## **CONTACT INFORMATION**

Questions concerning this RFP may be directed to:

**Nathan Keirns, Program Planner**  
Licking County Job and Family Services  
Nathan.Keirns@jfs.ohio.gov  
740.670.8726

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Attendance at the Bidders' Conference, while not required, is recommended.

**Bidders' Conference:**  
2:00 PM  
July 1, 2020

Available virtually/online by  
contacting:  
[Nathan.Keirns@jfs.ohio.gov](mailto:Nathan.Keirns@jfs.ohio.gov)

**We recommend requesting to join the virtual meeting by noon on July 1<sup>st</sup>.**

**-OR-**

**A limited number of spots available in-person at  
998 East Main Street in Newark.**

Attachment 1  
**Budget Template**

Budget template available in Excel format at  
Lickingcountyjfs.com or requested from  
[Nathan.Keirns@jfs.ohio.gov](mailto:Nathan.Keirns@jfs.ohio.gov) or 740.670.8726

**CCMEP PROGRAM BUDGET**

<b>Summary Sheet</b>	
<b><u>(Provider Name &amp; Program)</u></b>	
<b><u>(County to be Served – a separate budget must be submitted for each county proposed to be served)</u></b>	
<b>(Budget time period)</b>	
<b>(date completed)</b>	
<b>I. Staff</b>	Estimate Amount
A. Participant Salaries	\$0.00
B. Staff Salaries	\$0.00
C. Participant Payroll Related Expenses	\$0.00
D. Staff Payroll Related Expenses	\$0.00
Total Staff Costs	\$0.00
<b>II. Operations</b>	
A. Travel/Mileage for Staff	\$0.00
B. Consumable Goods	\$0.00
C. Occupancy	\$0.00
D. In-Direct Costs	\$0.00
E. Participant Training	\$0.00
F. Youth Transportation	\$0.00
G. Other - Miscellaneous	\$0.00
Total Operational Costs	\$0.00
<b>III. Equipment</b>	
A. Equipment Subject to Depreciation	\$0.00
B. Small Equipment Purchases	\$0.00
C. Leased and Rented Equipment	\$0.00
Total Equipment Costs	\$0.00
Sub-Total of All Costs	\$0.00
<b>IV. Other Dollars Received</b>	\$0.00
Total Program Costs (budget amount requested)	\$0.00

## PARTICIPANT

### I. A. Salaries

Position Title	Number of Positions Required	Annual Salary	Percent of Time To Program	Reimbursable Salary
				\$0.00
				\$0.00
				\$0.00
Total Staff				\$0.00
Staff Equivalent				
<b>Total Reimbursable Salaries</b>				<b>\$0.00</b>

### I. B. Payroll Related Expenses

Item	Payroll Related Expenses
Retirement	\$0.00
Worker's Compensation	\$0.00
Social Security	\$0.00
Medicare	\$0.00
	\$0.00
<b>Total Payroll Related Expenses</b>	<b>\$0.00</b>

## STAFF

### I. A. Salaries

Position Title	Number of Positions Required	Annual Salary	Percent of Time To Program	Reimbursable Salary
				\$0.00
				\$0.00
				\$0.00
Total Staff				\$0.00
Staff Equivalent				
<b>Total Reimbursable Salaries</b>				<b>\$0.00</b>

**I. B. Payroll Related Expenses**

<b>Item</b>	<b>Payroll Related Expenses</b>
Retirement	\$0.00
Worker's Compensation	\$0.00
Unemployment Insurance	\$0.00
Medical Insurance Premium	\$0.00
Life Insurance	\$0.00
Medicare	\$0.00
<b>Total Payroll Related Expenses</b>	<b>\$0.00</b>

**OPERATIONS**

<b>II. A. Travel and Training</b>		
Mileage Reimbursement (_____ per mile)	\$0.00	
Participant Training (Identify)	\$0.00	
Other (Identify)		
<b>Total Travel and Short Term Training</b>	<b>\$0.00</b>	

<b>II. B. Consumable Supplies</b>		
Office Supplies	\$0.00	
Cleaning Supplies		
Other (Identify)		
<b>Total Consumable Supplies</b>	<b>\$0.00</b>	

<b>IIC. Occupancy Costs</b>		
Rental @ \$_____ per square foot		\$0.00
Usage allowance/depreciation @ ____% rate of original Acquisition cost		
of \$ _____ by Program Square Footage Percentage (Program		
Square Footage _____ divided by Provider Square Footage		
_____ = _____ %		\$0.00
Maintenance and Repairs		\$0.00
Utilities (If not included in rent)		
Heat and Light \$ _____		\$0.00
Telephone _____		\$0.00
Water _____		\$0.00
<b>Total Occupancy Costs</b>		<b>\$0.00</b>

<b>IID. Indirect Costs</b>		
Identify Categories in Indirect Cost Allocation Plan		\$0.00
The following are listed at a % of the total		
to relate to the % staff ratio to program.		
Total Percent	-	
Office Supplies		
Rent		
Telephone Usage		
Copier Usage		
<b>Total Indirect Costs</b>		<b>\$0.00</b>



<b>IIE. Other - Miscellaneous</b>		
	\$0.00	
Identify Miscellaneous Costs-please include details		
(e.g supportive services for youth, incentives, food for youth etc.)		
<b>Total Miscellaneous Costs</b>	<b>\$0.00</b>	

## EQUIPMENT

### IIIA. Equipment Subject to Depreciation

Equipment to be Depreciated	New or Used	Date Purchased	Quantity	Total Actual Cost	Salvage Value	Amount to be Depreciated	Useful Life	Chargeable Annual Depreciation
								\$0.00
<b>Total Equipment Depreciation Charges</b>								<b>\$0.00</b>

### IIIB. Small Equipment Purchases (Equipment costing under \$5,000)

Item			Quantity	Amount
				\$0.00
<b>Total Small Equipment Purchases</b>				<b>\$0.00</b>

### IIIC. Leased and Rented Equipment

Item		Model/Year	Quantity	Amount
				\$0.00
<b>Total Leased and Rented Equipment</b>				<b>\$0.00</b>

<b>Summary Sheet</b>		
<b>(Organization name)</b>		
<b>(Budget time period)</b>		
<b>(date completed)</b>		
	Description (include the number of youth, hourly rate, and est hours per youth)	Estimate Amount
Participant Salaries		\$0.00
Participant Payroll Related Expenses		\$0.00
Other - Miscellaneous		\$0.00
e.g (youth supportive services such as safety equipment & transportation to and from job site)		\$0.00
		\$0.00
		\$0.00
Total Project Costs		\$0.00
Sub-Total of All Costs		\$0.00
Total TANF Request		\$0.00

Attachment 2

**Area 7 P7-402**

**Background Check Policy**



# WIOA Policy

## P7-402: Background Checks

**Board Approval Date:** 6 April 2016

**Effective Date:** 11 April 2016

**Policy Rescission:** Area 7 WIA Policy P7-605: Background Checks

**Eligible for Waiver:** This policy is not eligible for waiver.

**Background:** Although not specifically addressed by statute, regulation, or rule, the use of Workforce Innovation and Opportunity Act (WIOA) funds to pay for a background check is consistent with the intent of the laws, to the extent that the costs associated with the check are necessary and reasonable and the costs are allocable to federal or state awards.

Ohio Administrative Code (OAC) 3301-20-01 and Ohio Revised Code (ORC) §3319.31 adopts rules regarding licensure and employment of individuals with certain criminal convictions seeking teaching licensure and employment. The rule provides a definitive list of offenses that are an absolute bar or which cause a review and require rehabilitation prior to licensure and employment. Area 7 will be using this rule to apply to youth-related functions of WIOA workers, their WIOA Youth program provider staff, and to some WIOA Youth (young adult) participants.

**Purpose:** The Area 7 Workforce Development Board is committed to protecting the safety, health, and well-being of its youth participants. This policy outlines the requirements for sub-grantees to perform background checks.

**Definitions:**

*Absolute bar* is a criminal offense which would prohibit an individual from ever being licensed as a teacher in Ohio. If the individual in question ever pled guilty to, has been convicted of, or has a judicial finding of guilt for one of these crimes, they are permanently barred from being licensed as a teacher in Ohio. Area 7 uses the OAC/ORC list of teacher absolute bars for determining whether an individual should be prohibited from youth-related functions with the WIOA program.

*Directly working with* relates to the adult(s) responsible for supervising, transporting, or otherwise case managing minor youth participants during their program participation.

*Regular course of duties* is supervising, mentoring, transporting, responsible for, or is otherwise in an oversight capacity over the minor during their program participation.

**Guidance:**

Sub-grantees are required to perform criminal background checks on youth provider staff, including internal one-stop staff working with youth participants, as well as older (over 18) youth participants working with other youth as part of their Individual Service Strategy (ISS) or Individual Opportunity Plan (IOP) activities.

Fees for background checks can be paid from the program budget or may be budgeted in each youth provider contract.

There are three groups of individuals required by Area 7 to be background checked:

**1) Youth Participants**

Youth participants involved in work experience positions working with other youth or youth placed at work sites where the host employer requires it shall be background checked. A youth participant who has a criminal background may not be denied WIOA services based solely on a criminal history; however their participation in activities directly involving other youth may have to be adjusted to accommodate a safe environment for all youth.

The program's use of criminal background checks should be discussed during the one-stop (or youth program) orientation process.

Background checks can only be performed on minors under the age of 18 with the written consent of a parent or guardian. The results and scope of a screen on someone under the age of 18 is limited since the majority of juvenile criminal records are sealed. Criminal records for illegal acts committed after age 18 are public record. The only exception to someone under the age of 18 having a criminal record reported would be if they were tried and convicted as an adult.

**2) Program Staff**

Any staff member directly working with minor youth participants must be background checked. "Directly working with" relates to the adult(s) responsible for supervising, transporting, or otherwise case managing minor youth participants during their program participation. This includes, but is not limited to, support/office staff, mentors, teachers, counselors, and tutors and extends to agencies/entities with which the sub-grantee or youth provider has a sub-contract, no-cost agreement, or memorandum of understanding to provide one or more youth program elements. Background check "hits" must be addressed by the sub-grantee in order to decide whether the offense(s) warrants removal of the staff person from the portion of their duties dealing directly with youth participants.

**3) Host Work Site Employees**

Employees of host work sites whose regular course of duties cause him/her to work directly with minor WIOA youth participants shall be background checked for the safety of our youth. "Regular course of duties" is defined as supervising, mentoring, transporting, responsible for, or is otherwise in an oversight capacity over the minor WIOA youth participant during their program participation. In the same manner as program staff, "hits" must be addressed to decide

whether the offense warrants seeking alternate worksites.

#### Frequency

A person background checked today may commit a crime tomorrow. Therefore, a successful screening program consists of ongoing background checks. In Area 7, sub-grantees or their youth providers may determine the frequency of background checks as long as they are done at least every five (5) years.

#### Documentation

When a sub-grantee or youth provider needs to perform a background check on an individual, that individual's consent must be granted on a form developed by the sub-grantee. The individual also must be informed of the right to request additional information on the nature of the report and the means through which such information may be obtained. A sample consent form is attached to this policy.

The entity performing the background check must guarantee that all information attained from the reference and background check process will only be used as part of the WIOA program processes and kept strictly confidential.

#### Considerations for Nature of Offense and Absolute Bars

As stated above, hits on a background check should be evaluated by the sub-grantee to determine whether the offense(s) warrant removing youth-related functions from the duty of the ex-offender versus removing all staff with any hits. Not all offenses would pose a risk to the youth in our care, so sub-grantees are encouraged to carefully consider the following factors in determining whether to remove the worker from youth-related functions or not:

- 1) The nature of the offense(s),
- 2) How long ago the offense(s) occurred, and
- 3) Whether the offense(s) are considered absolute bars to nursing or teaching.

The Area 7 Board is using the state's list of absolute bars for teacher licensure to apply the same list of bars to the WIOA Youth program. In Ohio, it is possible to be licensed as teacher even if you have a prior criminal background. However, there are certain crimes that are considered absolute bars to licensure, and if the individual in question ever pled guilty to, has been convicted of, or has a judicial finding of guilt for one of these crimes, they are permanently barred from ever being licensed as a teacher in Ohio.

A sub-grantee evaluating a WIOA youth worker's criminal background report must not allow the individual to continue his or her youth-related duties if it is determined that the individual has committed one or more absolute bar, regardless of how long ago the offense(s) occurred and regardless of the severity of the crime. The absolute bars are as follows:

- 1) Aggravated Murder (ORC 2903.01)
- 2) Murder (ORC 2903.02)
- 3) Voluntary Manslaughter (ORC 2903.03)

- 4) Involuntary Manslaughter (ORC 2903.04)
- 5) Reckless Homicide (ORC 2903.041)
- 6) Felonious Assault (ORC 2903.11)
- 7) Aggravated Assault (ORC 2903.12)
- 8) Permitting Child Abuse (ORC 2903.15)
- 9) Kidnapping (ORC 2905.01)
- 10) Abduction (ORC 2905.02)
- 11) Criminal Child Enticement (ORC 2905.05)
- 12) Extortion (ORC 2905.11)
- 13) Rape (ORC 2907.02)
- 14) Sexual Battery (ORC 2907.03)
- 15) Unlawful Sexual Conduct with a Minor (ORC 2907.04)
- 16) Gross Sexual Imposition (ORC 2907.05)
- 17) Importuning (ORC 2907.07)
- 18) Felonious Sexual Penetration (ORC 2907.12)
- 19) Compelling Prostitution (ORC 2907.21)
- 20) Promoting Prostitution (ORC 2907.22)
- 21) Procuring (ORC 2907.23)
- 22) Soliciting; after positive HIV test (ORC 2907.24)
- 23) Loitering to Engage in Prostitution; Soliciting after positive HIV test (ORC 2907.241)
- 24) Prostitution; after positive HIV test (ORC 2907.25)
- 25) Disseminating Matter Harmful to Juveniles (ORC 2907.311)
- 26) Displaying Matter Harmful to Juveniles (ORC 2907.311)
- 27) Pandering Obscenity (ORC 2907.32)
- 28) Pandering Obscenity Involving a Minor (ORC 2907.321)
- 29) Pandering Sexually Oriented Matter Involving a Minor (ORC 2907.322)
- 30) Illegal Use of Minor in Nudity-Oriented Material or Performance (ORC 2907.323)
- 31) Deception to Obtain Matter Harmful to Juveniles (ORC 2907.33)
- 32) Compelling Acceptance of Objectionable Materials (ORC 2907.34)
- 33) Aggravated Arson (ORC 2909.02)
- 34) Soliciting or Providing Support for Acts of Terrorism (ORC 2909.22)
- 35) Making Terroristic Threat (ORC 2909.23)
- 36) Terrorism (ORC 2909.24)
- 37) Aggravated Robbery (ORC 2911.01)
- 38) Robbery (ORC 2911.02)
- 39) Aggravated Burglary (ORC 2911.11)
- 40) Burglary (ORC 2911.12)
- 41) Personating an Officer (ORC 2913.44)
- 42) Inciting to Violence (ORC 2917.01)
- 43) Aggravated Riot (ORC 2917.02)
- 44) Riot (ORC 2917.03)
- 45) Inducing Panic (ORC 2917.31)
- 46) Unlawful Possession or Use of Hoax Weapon of Mass Destruction (ORC 2917.33)
- 47) Unlawful Abortion (ORC 2919.12)



- 48) Performing or Inducing Unlawful Abortion Upon a Minor (ORC 2919.121)
- 49) Abortion Manslaughter (ORC 2919.22)
- 50) Endangering Children (2919.22)
- 51) Interference of Custody – if a violation of this statute (R.C. §2919.23) would have been a violation of §2905.04 (child stealing) before 7/1/96 (ORC 2919.23)
- 52) Bribery (ORC 2921.02)
- 53) Intimidation (ORC 2921.03)
- 54) Intimidation of Attorney, Victim or Witness in Criminal Case (ORC 2921.04)
- 55) Retaliation (ORC 2921.05)
- 56) Perjury (ORC 2921.11)
- 57) Escape (ORC 2921.34)
- 58) Theft in Office (ORC 2921.41)
- 59) Illegal Conveyance or Possession of Deadly Weapon or Dangerous Ordinance or Illegal Possession of Object Indistinguishable from Firearm in School Safety Zone (ORC 2923.122)
- 60) Illegal Conveyance of Deadly Weapon or Dangerous Ordinance into Courthouse; Illegal Possession or Control in Courthouse (ORC 2923.123)
- 61) Improper Discharge Firearm at or into Habitation; School-related Offenses (ORC 2923.161)
- 62) Unlawful Possession of Dangerous Ordinance; Illegally Manufacturing or Processing Explosives (ORC 2923.17)
- 63) Improperly Furnishing Weapons to a Minor (ORC 2923.21)
- 64) Corrupting Another with Drugs (ORC 2925.02)
- 65) Trafficking in Drugs (ORC 2925.03)
- 66) Illegal Manufacturing of Drugs or Cultivation of Marijuana (ORC 2925.04)
- 67) Illegal Assembly or Possession of Chemicals for the Manufacture of Drugs (ORC 2925.05)
- 68) Funding of Drug or Marijuana Trafficking (ORC 2925.05)
- 69) Illegal Administration or Distribution of Anabolic Steroids (ORC 2925.06)
- 70) Permitting Drug Abuse (ORC 2925.13)
- 71) Deception to Obtain a Dangerous Drug (ORC 2925.22)
- 72) Illegal Processing of Drug Documents (ORC 2925.23)
- 73) Tampering with Drugs (ORC 2925.24)
- 74) Trafficking in Harmful Intoxicants; Improperly Dispensing or Distributing Nitrous Oxide (ORC 2925.32)
- 75) Illegal Dispensing of Drug Samples (ORC 2925.36)
- 76) Possession of Counterfeit Controlled Substances (ORC 2925.37)
- 77) Contaminating Substance for Human Consumption or Use or Contamination with Hazardous Chemical, Biological, or Radioactive Substance; Spreading False Report (ORC 2927.24)
- 78) Placing Harmful Objects in Food/Confection (ORC 3716.11)
- 79) Conviction of or guilty plea to a violation of any municipal ordinance or law of this state, another state, or the United States that is substantially equivalent to any of the offenses listed above
- 80) Judicial finding of eligibility for intervention in lieu of conviction or participation in a pre-trial diversion program for any of the offenses listed above

Unless an individual meets the rehabilitation criteria listed in Ohio Administrative Rule 3301-20-01, the following offenses also are bars for the WIOA Youth program:

- 1) Aggravated Vehicular Assault; Vehicular Assault (ORC 2903.08)
- 2) Assault (ORC 2903.13)
- 3) Failing to Provide for a Functionally Impaired Person (ORC 2903.16)
- 4) Aggravated Menacing (ORC 2903.21)
- 5) Menacing by Stalking (ORC 2903.211)
- 6) Patient Abuse or Neglect (ORC 2903.34)
- 7) Voyeurism (ORC 2907.08)
- 8) Public Indecency (ORC 2907.09)
- 9) Arson (ORC 2909.03)
- 10) Disrupting Public Services (ORC 2909.04)
- 11) Vandalism (ORC 2909.05)
- 12) Breaking and Entering (ORC 2911.13)
- 13) Safe Cracking (ORC 2911.31)
- 14) Tampering with Coin Machines (ORC 2911.32)
- 15) Theft (ORC 2913.02)
- 16) Unauthorized Use of Vehicle (ORC 2913.03)
- 17) Unauthorized Use of Property; Computer, Cable, or Telecommunication Property or Service (ORC 2913.04)
- 18) Possession or Sale of Unauthorized Cable Television Device (ORC 2913.041)
- 19) Telecommunications Fraud (ORC 2913.05)
- 20) Unlawful Use of Telecommunications Device (ORC 2913.06)
- 21) Passing Bad Checks (ORC 2913.11)
- 22) Misuse of Credit Cards (ORC 2913.21)
- 23) Forgery; Identification Card Offenses (ORC 2913.31)
- 24) Criminal Simulation (ORC 2913.32)
- 25) Making or Using Slugs (ORC 2913.33)
- 26) Trademark Counterfeiting (ORC 2913.34)
- 27) Medicaid Fraud (ORC 2913.40)
- 28) Tampering with Records (ORC 2913.42)
- 29) Securing Witnesses by Deception (ORC 2913.43)
- 30) Defrauding Creditors (ORC 2913.45)
- 31) Illegal Use of Food Stamps or WIC Program Benefits (ORC 2913.46)
- 32) Insurance Fraud (ORC 2913.47)
- 33) Worker's Compensation Fraud (ORC 2913.48)
- 34) Receiving Stolen Property (ORC 2913.51)
- 35) Cheating; Corrupting Sports (ORC 2915.05)
- 36) Conducting Illegal Bingo (ORC 2915.07)
- 37) Improperly Handling Infectious Agents (ORC 2917.47)
- 38) Partial Birth Feticide (ORC 2919.151)
- 39) Terminating or Attempting to Terminate Human Pregnancy After Viability (ORC 2919.17)
- 40) Endangering Children (except for violations of B1, B2, B3, and B4) (ORC 2919.22)
- 41) Contributing to Unruliness or Delinquency of a Minor (ORC 2919.24)
- 42) Domestic Violence (ORC 2919.25)
- 43) Tampering with Evidence (ORC 2921.12)

- 44) Aiding Escape or Resistance to Authority (ORC 2921.35)
- 45) Harassment by Inmate (ORC 2921.38)
- 46) Carrying a Concealed Weapon (ORC 2923.12)
- 47) Illegal Possession of Firearm in Liquor Permit Premises (ORC 2923.121)
- 48) Having Weapon While Under Disability (ORC 2923.13)
- 49) Engaging in a Pattern of Corrupt Behavior (ORC 2923.32)
- 50) Participating in Criminal Gang (ORC 2923.42)
- 51) Offense Involving Unapproved Drugs; Dangerous Drug Offense Involving Livestock (ORC 2925.09)
- 52) Possession of Drugs – any violation that isn't a minor misdemeanor (ORC 2925.11)
- 53) Possession of Drug Abuse Instruments (ORC 2925.12)
- 54) Abusing Harmful Intoxicants (ORC 2925.31)
- 55) Selling or Donating Contaminated Blood (ORC 2927.13)
- 56) Attempt, complicity, or conspiracy conviction or guilty plea to any of the offenses listed above.
- 57) Conviction of or guilty plea to a violation of any municipal ordinance or law of this state, another state, or the United States that is substantially equivalent to any of the offenses listed above.
- 58) Judicial finding of eligibility for intervention in lieu of conviction, or participation in a pre-trial diversion program for any of the offenses listed above.

Technical Assistance

Sub-grantee staff needing assistance with policy interpretation or application to individual situations may contact the Area 7 board office.