

# REQUEST FOR PROPOSALS

**Date Issued:**

March 3, 2016

**Proposals Due:**

10:30 a.m. March 31, 2016

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

**2016 TANF Summer Youth Employment Licking County Commissioners Office c/o Commissioners Clerk 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**

**March 15, 2016**

OhioMeansJobs|Licking County  
998 East Main Street,  
Newark, Ohio 43055



## TANF Summer Youth Employment Programs

### Purpose

Licking County Job and Family Services is currently soliciting proposals for providers of paid summer employment programs for low-income Licking County youth ages 16-24 and Foster Children ages 16-18. Subsidized employment provides valuable skills and work experience for young people and serves as a stepping stone to unsubsidized employment.

Programs can provide summer employment opportunities as mobile work crew(s) or customized individual placements. Preferred work site locations are non-profits or government entities, but may include private sector worksites. Summer youth program participants cannot displace or jeopardize the status of current employees. In addition, youth work experience participants should not replace the work of employees who have experienced layoffs (see 20 CFR 667.270 for non-displacement requirements).

TANF Summer Youth Employment Programs will allow eligible low income youth the opportunity to gain valuable work experience while earning a paycheck to help meet basic needs. Summer employment opportunities are estimated to start May 1, 2016 or after and end August 31, 2016. Funding is contingent upon the Ohio Department of Job and Family Services allocating TANF/PRC funds for summer youth programs.

In an effort to be pro-active, LCJFS has issued this RFP to give responders adequate time to plan and develop programs. Information provided in this RFP is based upon preliminary information provided by the Ohio Department of Job and Family Services and is subject to change.

## Background

Licking County Job and Family Services administers several programs focusing on the work first philosophy and strives to provide quality employment, training and supportive services to assist individuals with obtaining and maintaining self-sufficiency. These programs incorporate a combination of supportive services, education, training, and soft skills development in order to help families transition off of public assistance and/or prevent the cycle of dependency on public assistance. Programs/funding sources include:

*Ohio Works First (OWF)/Temporary Assistance for Needy Families (TANF)*

In October 1997, Licking County began full implementation of the Ohio Works First (OWF) program. As the name implies, this program emphasizes employment for families receiving public assistance. The basic philosophy encourages employment of cash recipients so families are able to transition to self-sufficiency.

*Prevention, Retention, and Contingency Program (PRC)*

This program is designed to provide benefits and services to income eligible families who are in need of help to obtain and/or maintain self-sufficiency. The PRC Program is funded by the Federal Temporary Assistance for Needy Families (TANF) Program through the Ohio Works First Program (OWF). The PRC Program provides counties with the opportunity to develop locally driven, flexible, responsive, and innovative services designed to meet the needs of eligible families.

Licking County's PRC Plan incorporates categories which allow PRC eligible individuals the opportunity to obtain assistance in order to meet TANF priorities defined by the State of Ohio, and based on Federal guidelines. The TANF Summer Youth Employment Program meets the first two purposes of TANF:

1. To provide assistance to needy families so that children may be cared for in their own home or the home of relatives;
2. End the dependence of needy parents on government benefits by promoting job preparation, work and marriage

Issuance of this RFP and subsequent selection of proposals does not imply nor guarantee the availability of funds through any or all of these programs. Selected providers may contract with Licking County Job and Family Services pending the availability of funds.

Payment for services will be based on a reimbursement process. Start up or advanced funds are not available.

## Eligible Population

The Summer Employment Program shall only serve persons ages 16 to 24 from a PRC-eligible family and/or Foster Children ages 16 through 18 years of age. Foster children who are 18 years old must also be enrolled full time in secondary school.

All summer youth participants must be a United States' citizen or qualified alien, and resident of Licking County. Foster Children must be in temporary or permanent custody of LCJFS or other County Department of Job & Family Services/Children Services Boards.

*Foster children who reside in Licking County but are in the custody of other County Department of Job & Family Services/Children Services Boards may be eligible for funding through this RFP (Priority will be given to youth in the custody of Licking County Job & Family Services).*

Final eligibility is determined by Licking County Job and Family Services.

### TANF/PRC Family Composition guidelines\*\*

In order for youth to meet family composition guidelines they must meet any one of the following guidelines:

- a. Youth ages 16-17, as long as the youth is a minor child\* in a needy family and is in school (youth may be 18 if they are a full time student in a secondary school);
- b. Youth ages 18-24 as long as they are in a needy family that also has a minor child; or
- c. Youth ages 18-24, including non-custodial parents, that have a minor child and are considered needy.

\* For TANF/PRC eligibility, the definition of *minor child* is as follows:

- An individual has not attained age eighteen(18); or
- An individual who eighteen and is a full-time student in a secondary school (high school) or enrolled in a high school level of vocational or technical training.
- Foster youth in the temporary or permanent custody of a County Department Job and Family Services who are placed in a licensed foster care or kinship setting between the ages of 16 and 17 or 18 years of age and are enrolled full time in secondary school.

### TANF/PRC Income Guidelines\*\*

In addition to family composition requirements, LCJFS has defined “needy” by establishing income requirements. For the purposes of the TANF Summer Youth Employment Program, “needy” is defined as having gross household income at or below 200% of the federal poverty guideline (FPG). See chart below:

Family Size	Gross Monthly Income 200% FPG (subject to change)
1	\$1980
2	\$2670
3	\$3360
4	\$4050
5	\$4740
6	\$5430

*Please note, income limits may be revised to address program priorities and/or any reduction in available resources.*

**\*\* Foster Children in the custody of a County Department of Job & Family Services/Children Services Boards are not subject to family composition or income guidelines.**

## Program Requirements

TANF Summer Youth Employment Program providers can develop programs that fit one (or more) of the following frameworks.

1. Programs can provide a project-based group employment opportunity. Programs would assemble a work crew to focus on a particular project(s). This may include stationary or mobile work crews (ie, programs that work at one site or conduct work at more than one site). Work crews are typically supervised by a job coach/supervisor who can transport the youth from site to site if needed.
2. Programs can provide a job tryout mobile work crew. Worksites are to be developed in collaboration with OhioMeansJobs|Licking County in a manner that provides a survey/overview of occupations available in various industries found in the community. An example of this program is a mobile work crew that works at various non-profits, government entities, and private sector employers for a designated period of time and then moves on to the next business/organization with the goal of providing exposure to different types of jobs and industries that are available in Licking County. Work crews are typically supervised by a job coach/supervisor who transports the youth from site to site.
3. Programs can provide individualized work sites that meet the skills and interests of particular youth participants. This includes programs that have positions for youth within their organization and programs that prefer to place youth with other organizations/businesses. For individualized placements, a job coach may be working with youth placed at several businesses/organizations. Program providers will need to collaborate with worksites to ensure adequate supervision and support is available to youth at all times.

### For all programs:

Program providers are primarily responsible for the recruitment of youth for their programs. However, OhioMeansJobs|Licking County will be available to provide recruitment assistance and will determine eligibility for all youth participants.

Worksite identification and development will occur in partnership with OhioMeansJobs|Licking County. Preferred worksite locations are public non-profits or government entities, but may include private sector worksites. Worksites/job placements at private residences are discouraged unless work is being provided as a mobile work crew project with appropriate supervision and in collaboration with a non-profit community organization.

An approved agreement with each worksite is required prior to performing work. The worksite agreement must outline job duties, responsibilities of the Program Provider (employer), worksite, and youth participant. Youth are required to be supervised at all times. The worksite agreement shall identify who is responsible for daily supervision of youth while at the worksite, ensure all applicable employment and wage regulations are followed and that the summer youth participant will not displace a regularly paid employee or replace employees who have been laid off.

**Important:** The program provider must serve as the actual employer (i.e., employer of record) of the youth participants. While a third party payroll agent, such as a temporary

Program providers are encouraged to design programs that target or include providing employment opportunities for Foster Children.

**Preference will be given to programs providing the following:**

- Employment activities for Licking County Foster children ages 16-18 residing within Licking County and surrounding counties.
- Programs that include transportation to and from worksites. Transportation costs are allowable and if needed should be considered when developing a budget.
- Provide training or have training available for youth that leads to employment related credential, academic credit, or certificate

**Information regarding serving Licking County Foster Children:**

- Providing services to Licking County Foster children will require independent job development/placement and job coaching as youth are not centrally located and will require the provider to travel out of county.
- Youth may also have multiple barriers to employment including but not limited to mental health/behavioral issues and criminal records which should be considered when developing worksites and hiring staff to work directly with youth.
- Provider employees working with Foster Youth will be subject to and must pass a Children Services record check in addition to BCII background check.
- The provider will be required to coordinate transportation to and from work for all foster youth as needed.
- LCJFS estimates 5-10 youth in custody who would be appropriate for summer work activities. Some of these youth reside in Licking County and others reside in counties contiguous to Licking County including but not limited to, Muskingum, Delaware, Knox, Franklin & Fairfield Counties.
- Providers will be required to collaborate with foster parents, foster agencies and Licking County JFS Social Workers as needed and required to assist the youth with summer work activities.

## **Other Program Considerations**

The following components should be considered in developing Summer Employment Activities: Summer employment may last through August 31, 2016 (unless otherwise negotiated to end prior to August 31), with youth working up to 40 hours per week or as allowed and defined by safety and child labor laws ([www.youthrules.dol.gov](http://www.youthrules.dol.gov)). Providers may propose to serve youth during the summer months only (typically June – August) or include additional services during the month of May 2016. Youth enrolled in school may need accommodations to their schedule before summer break or after returning to school, such as working after school hours or on weekends as allowed by applicable labor laws. Licking County JFS reserves the right to negotiate the number of paid work hours based upon the availability of funds. All programs will be required to know and follow all applicable Minor Labor Laws as issued by the Ohio Department of Commerce, Division of Labor and Worker Safety and the Federal Department of Labor. One or multiple program providers may be selected.

### *Training*

While the TANF Summer Youth Program is intended to be a largely a work experience program designed to provide youth with an opportunity to earn a wage, gain work experience, and develop employment related soft-skills, a certain amount of training will be allowable. Provider can incorporate a limited amount of training during the course of the work day (e.g., poisonous plant identification lesson for those pulling weeds, etc) or outside of the workday (e.g., for older youth, participant mows lawns

during the day and attends welding class at night). Providers should explore collaborative efforts and other avenues for participant training that lead to the participant receiving a certificate, a credential, or earning academic credit.

Licking County Job and Family Services/OhioMeansJobs|Licking County will be holding soft-skills training for all Summer Youth Employment Program participants (likely weekly on Fridays). All participants will be required to participate. The training will be 2-3 hours in length and will focus on employability and life skills needed for obtaining and retaining employment. The sessions will be held at OhioMeansJobs|Licking County or other community locations. Additionally, as a condition of eligibility, TANF Summer Youth will be required to register on OhioMeansJobs.com.

### **Worksite Development**

OhioMeansJobs|Licking County has established relationships with employers throughout Licking County. To expedite the development of worksites, OhioMeansJobs|Licking County staff will assist program providers with the development of worksites. Worksites will be developed based on age appropriateness of the activities and will encourage youth to develop social skills needed to become successful employees.

Employment opportunities should be meaningful and provide opportunities for youth to explore career options available within Licking County. Worksites should be established with employers who are committed to provide youth with the skills and supervision necessary to enhance youth job readiness. In addition, work sites should be flexible and properly informed regarding the youth's needs and barriers, and prepared to provide supervision and guidance. The program provider, as employer of record, will be responsible to ensure youth are safe and supervised at all times. Regardless of the type of employment activity, the Provider is responsible to ensure the ratio of supervision of youth to supervisors is adequate.

Worksite agreements between the program provider and worksite employer are mandated to be in place prior to youth starting employment (including obtaining cooperative agreements with existing bargaining agreements if applicable). Summer youth program participants cannot displace or jeopardize the status of current employees. In addition, youth work experience participants should not replace the work of employees who have experienced layoffs (see 20 CFR 667.270 for non-displacement requirements).

### **Youth Payroll**

Program provider will be the employer of record for the youth. The program provider will be responsible to hire and supervise the youth.

Youth must be paid at least minimum wage, but reimbursement for participants' wages will not exceed \$10.00 per hour. The provider is responsible to follow minor wage agreements and posting requirements, obtaining I-9 forms, parent consent forms, and work permits for minors when applicable. Performance bonuses and other lump sum payments are not allowed.

Payroll, associated costs\*, and employer functions\*\* are the Provider's responsibility. The program provider will be required to administer all payroll functions and associated costs and will be reimbursed by Licking County Job and Family Services. **The vendor may use a payroll service to**

**provide payroll functions however the program provider must retain responsibility as the employer of record.** The vendor must have adequate cash flow to cover payroll/program costs for up to 30 days. *The provider must be the actual employer of the youth participants.*

\*Associated costs for payroll administration includes but is not limited to: Medicare, Social Security (or other retirement), Federal/State/Local/School income taxes, etc.

\*\*Employer functions include but are not limited to: minor wage agreements, obtaining I-9 forms, parental consent forms, and work permits, etc. for minors as applicable.

## **PROGRAM LIMITATIONS**

- In accordance with Federal and State regulations, PRC/TANF funds cannot be utilized to:
  - Provide medical services, including those services reimbursable through Medicaid
  - Provide foster care or residential treatment care to children
  - Provide benefits or services to families without a minor child in the household (i.e., childless single adults and couples are ineligible)
  - Acquire capital goods (e.g., buildings, buses, etc.)
  - Purchase program supplies to enhance, beautify, improve the physical appearance of worksites (e.g. mulch, flowers, trees)
  - Provide child care services (child care costs are excluded because Ohio has established a statewide child care program with income and eligibility requirements per State law and rules).

## **RFP LIMITATIONS**

- The provider/employer is required to maintain independent books, records, payroll, documents accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Agreement. Such records shall be subject to inspection at all reasonable times.
- Reimbursement is based upon actual expenditures for the program. Provider will be expected to have cash flow resources to sustain youth payroll and project operations for at least 30 days. Start up or advanced funds are not available.
- Providers/Employers will be required to submit monthly reports of actual expenses and youth time sheets to verify hours worked.
- 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 LCJFS, provide a current certificate of insurance to LCJFS.

- Provider will be required to conduct appropriate background checks for individuals/staff working or volunteering with the youth program. Typically this includes, but is not limited to, a Bureau of Criminal Investigation and Identification (BCI) fingerprint background check for those residing in Ohio for the past five years and a Federal Bureau of Investigation (FBI) fingerprint background check for those who have resided outside of Ohio for any period during the past five years. Individuals with certain criminal convictions as found in Ohio Administrative Code 3301-20-01 and Ohio Revised Code §3319.31 are not permitted to work with youth through this program.
- This Request for Proposals does not commit Licking County or the Licking County Job and Family Services to award a contract or to pay any cost incurred in the preparation of a proposal. Licking County/Licking County Job and Family Services reserves the right to accept or reject any or all proposals received, to negotiate services and costs with proposers/employers, and to cancel in part or in entirety this RFP. All Proposals submitted will remain the property of Licking County.
- Funding for programs is anticipated to be available on or after May 1, 2016. Contracts will be awarded for one year for the provision of 2016 TANF Summer Youth Employment Programs. Should funds be made available for work experiences for 2017 TANF Summer Youth Employment Programs, if one were to exist, Licking County Job and Family Services reserves the right to extend contracts based on performance and availability of funds. This RFP may be cancelled or modified at any time due to a reduction of Federal, State, or Local funds or a change in regulations.
- 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 by Licking County Job and Family Services; or upon thirty (30) days written notice by either party.

If a contract is awarded, this RFP guideline shall become a part of the contractual agreement.

## **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

---

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

*March 15, 2016*

*2:00 PM*

OhioMeansJobs|Licking County  
998 East Main Street, Newark, Ohio 43055



**Exhibit 1**

**Proposal Contents**

**TANF Summer Youth Employment Program**

## PROPOSAL CONTENTS

Providers interested in being considered for TANF Summer Youth Employment Program funding for Summer 2016 must include the following information: *Please number your responses accordingly*

1. Provider name, program name, contact person, address, phone number, fax number and email address
  2. Briefly describe your organization. Include if you are, non-profit (private or public), government/school entity, or private non-profit. Describe the nature of your business, the number of years you have been providing services, and any previous experience working with youth. Describe previous summer youth programming provided in the past.
  3. Identify partnerships with other entities for the provision of the summer youth employment program (e.g., potential worksites) Please also identify sub-contractors (e.g. payroll processing), or any other partnerships involved with the provision of the program. Include letters of support that identify established partnerships and define partnership roles and responsibilities with the summer youth program.
  4. Describe the program being proposed. Include if the program will involve mobile work crew(s)/group activities or customized worksite placement. Describe training and activities provided to develop occupational skills and work readiness. Describe how training activities will be provided, frequency, and how success will be measured. Describe if any certificates, credentials, or academic credits will be earned by the participant.
  5. Describe the specific employment activities the youth will perform, include proposed worksites (worksite will be developed in cooperation with OhioMeansJobs), job descriptions, work schedules including the number of hours worked per day, days per week, and hourly rate of pay. Describe who will be responsible to supervise the youth at each work site. Include copies of your worksite agreements if already obtained. If not, include a blank worksite agreement.
  6. Describe the target population of youth to be served by your program including age, gender & affiliations (if applicable). Describe how they will be recruited, screened for eligibility, and referred to OhioMeansJobs|Licking County for the application process. Identify the number of youth you intend to recruit and the number of youth you intend to employ in your program.
  7. Describe the intake and application process for youth participating in your program. List pre-employment screenings you will require such as physicals, drug tests and background checks.
  8. Include a timeline including when recruitment will take place, intake and application process, and prospective start and end dates.
-

9. If providing customized individual placements, describe how youth will be matched with employment activities. What assessments will be conducted (if applicable) to help with job placement?
10. Describe your payroll process. Will payroll be handled by your organization or contracted to a third party such as a temporary agency or a payroll service? Include how frequent the youth will be paid, how hours will be tracked and how the youth be paid (direct deposit or check\*)? LCJFS prefers the youth to be paid by check, on Fridays, to encourage participation in the soft skills training provided by OhioMeansJobs|Licking County.
11. Describe what other supportive services will be offered to your youth participants-(e.g. transportation, training/certifications, safety equipment and supplies). How will case management be provided? How will youth travel to and from the worksite?
12. Describe your communication process with the site supervisors including frequency of site visits, expectations of the job sites to report issues and intervention process.
13. Explain how your work and break schedule will coincide with appropriate labor regulations. Identify potential hazardous work activities/work sites and how your program will ensure appropriate safety measures are in place. Identify worksite safety protocols for injuries & accidents.
16. Identify staff positions and include job descriptions. List pre-employment screenings you will require of staff including drug screens, criminal background checks, etc. These documents may be monitored if a contract is awarded. Describe staff roles and responsibilities.
18. Include proof of general and professional liability coverage

## **Exhibit 2**

### **Budget Template**

Budget template available in Excel format by request from  
[Nathan.Keirns@jfs.ohio.gov](mailto:Nathan.Keirns@jfs.ohio.gov) or 740.670.8726

# Budget Template

## TANF Summer Youth Employment Program

Private or public sector entities to operate TANF Youth- Summer Employment Programs

<b>Summary Sheet</b>	
<b><u>(Provider Name &amp; Program)</u></b>	
<b>(Budget time period)</b>	
<b>(date completed)</b>	
	Estimate Amount
<b>I. Staff</b>	
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>	
Total Program Costs	\$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
				\$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
	\$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
				\$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
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**

II. A. Travel and Training		
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>	

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

IIC. Occupancy Costs		
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>II E. 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>		
	<b>Description</b> (include the number of youth, hourly rate, and est hours per youth)	<b>Estimate Amount</b>
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
		\$0.00
<b>Total Project Costs</b>		<b>\$0.00</b>
<b>Sub-Total of All Costs</b>		<b>\$0.00</b>
<b>Total TANF Request</b>		<b>\$0.00</b>

**Exhibit 3**  
**Proposal Scoring**



# Proposal Scoring

Prospective Providers are advised that an offer for a contract may be initiated after a review of the proposals. Proposals will be reviewed for acceptability with emphasis on various factors and according to the type of service to be provided. Proposals will be evaluated on the following criteria:

Provider/Employer Name \_\_\_\_\_

## TANF Summer Youth Employment Program RFP

Y/N	Criteria	COMMENTS
	Employment opportunities proposed are meaningful and age appropriate to the youth to be served	
	Proposal describes job of duties to be performed by youth	
	Work sites are accessible and conducive to the safety and well being of the youth	
	Proposal includes required budget information with requested funding amount	
	Costs are reasonable to the level of services provided	
	Proposal includes appropriate opportunities for training.	
	Provider has previous experience employing youth	
	Provider has previous experience processing payroll or will subcontract payroll processing duties	
	Provider able to provide documentation of liability coverage for youth participants and staff employees	
	Provider has adequate cash flow to cover youth payroll for 30 days before reimbursement	

Should funds become limited, priority will be given to programs with the highest total score

Proposal includes the provision for supportive services as needed	<ul style="list-style-type: none"> <li>0- not addressed</li> <li>1- limited services available</li> <li>2- moderate services available</li> <li>3- provider will ensure supportive services are provided as needed</li> </ul>	
Proposal addresses how sites will be supervised and frequency of monitoring	<ul style="list-style-type: none"> <li>0- not addressed</li> <li>2- provider will provide minimal supervision</li> <li>3- provider will provide adequate supervision</li> </ul>	
Proposal addresses program recruitment efforts	<ul style="list-style-type: none"> <li>0- not addressed</li> <li>2- provider has an adequate recruitment plan</li> <li>3- provider has a well thought out recruitment plan</li> </ul>	
<p>Ages of youth to be served by activities</p> <p>Check all that apply</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 16-17 (1pt)</li> <li><input type="checkbox"/> 18-24 (1pt)</li> </ul>	
Provider has demonstrated experience running youth programs or employing targeted youth	<ul style="list-style-type: none"> <li>0-not addressed</li> <li>1-minimum experience</li> <li>2-moderate experience</li> <li>3-experienced</li> </ul>	
Provider staff is knowledgeable, and experienced with training/employing/supervising youth	<ul style="list-style-type: none"> <li>0 -not addressed</li> <li>1 -minimally qualified</li> <li>2 -qualified</li> <li>3 -very qualified</li> </ul>	
Program contains an employability skills training or occupational skills training component that leads to certificate, academic credit, or other credential	<ul style="list-style-type: none"> <li>0 - not addressed</li> <li>1 - minimally addressed</li> <li>2 - adequately addressed</li> <li>3 - well planned and thought out</li> </ul>	
Program will provide services to address the specific needs of Licking County Foster Children ages 14-18	<ul style="list-style-type: none"> <li>0- project does not target Licking County Foster Children/ not addressed</li> <li>1- provider minimally addresses the specific needs</li> <li>2- provider has an adequate plan to address the specific needs</li> <li>3- provider has well thought out services to address the specific needs</li> </ul>	
Provider collaborates with other organizations to provide training and/or job placement sites	<ul style="list-style-type: none"> <li>0 - not addressed</li> <li>1 - minimally addressed</li> <li>2 - adequately addressed</li> <li>3 - well planned and thought out</li> </ul>	
Total out of 26 possible		