PARTNER▲WORK
The Workforce Development Board for the Pittsburgh Area

Request for Proposals

For the period April 1, 2019 – August 31, 2021
Learn & Earn Summer Youth Employment Program

Proposals Due:
February 20, 2019 at 12:00 PM (noon)

Partner4Work
650 Smithfield Street, Suite 2600
Pittsburgh, PA 15222
Summer@partner4work.org

RFP Release Date:
January 14, 2019

Purpose of RFP

Partner4Work, in partnership with Allegheny County and the City of Pittsburgh, is pleased to issue this Request for Proposals (RFP) for Learn & Earn. In it, we seek providers to manage summer youth employment programs serving low-income City of Pittsburgh or Allegheny County residents age 14-21 from April 1, 2019 through August 31, 2021. Contracts will be awarded for a single contract year, with optional renewal for up to two additional contract years at the discretion of Partner4Work, pending funding. See Program Dates for more detail.

Successful bidders to this solicitation will join the cohort of Learn & Earn providers selected in 2018 to provide interesting, meaningful, and engaging work to young adults during the summer of 2019. With this solicitation, Partner4Work seeks additional providers to serve youth in underserved geographic regions, from underserved populations, and/or with innovative programming. See below for additional requirements.

Organizations funded as a Learn & Earn provider in 2018 *need not apply to this RFP*. To express interest in continuing as a Learn & Earn provider, these organizations should submit a Letter of Intent. Please contact Partner4Work at summer@partner4work.org with any questions.

Why do summer jobs matter?

Young adults learn to work by working. Soft skills, career exploration, leadership development, and income are among the many short-term benefits offered by summer youth employment programs. Research indicates that these programs can have far-reaching long-term outcomes as well, even decreasing the likelihood of incarceration and mortality.[1] Partner4Work is proud to partner with Allegheny County and the City of Pittsburgh to deliver Learn & Earn, the leading summer jobs program for young adults in Allegheny County.

How can you partner with us?

We are seeking organizations to provide meaningful summer work experiences for teens and young adults in a range of high-growth industries and occupations. Each Learn & Earn provider will manage and support a cohort of young adults throughout the summer program, including intake, orientation, work readiness training, and the work experience itself. We want to partner with organizations that have the drive, expertise and capacity to run a comprehensive program that will successfully engage both young adults and businesses.

Partner4Work procured for Learn & Earn providers in early 2018; through this RFP, we look to add additional providers with increased geographic coverage and additional meaningful work experiences. We are specifically targeting work opportunities in key underserved neighborhoods in the City of Pittsburgh, including: the West End, Sheraden, Elliott, Mount Washington, Beechview, Knoxville, Bedford Dwellings, Terrace Village, the Upper Hill, Hazelwood, Lincoln-Lemington-Belmar, Homewood, East Hills, Perry South, Perry North, and Marshall-Shadeland; and Allegheny County municipalities, including: Mount Oliver, Baldwin, Whitehall, West Mifflin,

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[1] https://www.politico.com/magazine/story/2017/09/21/summer-jobs-program-cities-policy-analysis-215632

Duquesne, Turtle Creek, Monroeville, Braddock, Penn Hills, Swissvale, Jefferson Hills, and Carnegie. Partner4Work will consider proposals serving youth at worksites outside of these communities, but proposals with secured worksites in these neighborhoods and municipalities will be given priority. See Appendix E: Neighborhood Maps for more information.

Further, with this RFP, Partner4Work seeks additional meaningful work experiences for Learn & Earn participants in growing sectors and those with local for-profit businesses.

Target Audience

During the summer of 2019, Learn & Earn will serve Allegheny County and/or City of Pittsburgh residents who are at least 14, and no older than 21, as of June 17, 2019, and who meet income requirements. Interested youth will be required to complete an online application and both eligibility and selection will be determined by Partner4Work. The date of the age eligibility cut off will be determined each year of subsequent contracts. Providers are asked to assist youth with enrolling in Learn & Earn when possible and may request youth be placed with them. Learn & Earn and Partner4Work cannot guarantee placements.

Program Dates (all dates are subject to change)

Youth Application Period: March 4 – May 31, 2019
Youth Selection and Placement: Throughout application period through June 26, 2019
Youth Orientation: Starting June 17, 2019*
Youth Work Experience: June 24 – August 2, 2019 *(Except for July 4th holiday)*

*Orientation will continue on a rolling basis for any youth who start work later than June 17, 2019. We keep a waitlist of youth and backfill positions as they become available.

Who can apply?

Eligible applicants include non-profit organizations, private sector entities, public school districts, community colleges, trade associations or unions, and pre-apprenticeship programs. Applicants must be an incorporated organization. **Eligible applicants must be in good standing with the federal government, not debarred, and have proof of insurance and a DUNS number.** Organizations currently barred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by a Federal, State, City or County department/agency, quasi-governmental agency, or Partner4Work are ineligible to apply. See Appendix F: Overview of Administrative and Budget Requirements for more information on the Administrative Requirements for successful bidders. Successful applicants will have demonstrated experience and expertise in the provision of high-quality workforce development services to the target populations described in this RFP.

Program Requirements

Learn & Earn is a program with many moving parts. Successful providers can deliver a seamless, quality summer work experience for youth from start to finish. As a provider, your responsibilities will include:

(1)   Promoting the 2019 Learn & Earn program through outreach to target population
(2)   Attending all mandatory orientations and trainings provided by Partner4Work
(3)   Recruiting nonprofit, government, and/or business partners to serve as worksites, with a priority placed on work sites in the for-profit sector
(4)   Enrolling youth assigned by Partner4Work
(5)   Orienting all youth participants and worksite supervisors prior to first day of work
(6)   Training youth on work-readiness skills prior to or during the summer program
(7)   Placing youth participants with a worksite in a timely fashion
(8)   Supporting youth through mentoring, coaching, resource referrals and other activities as needed
(9)   Paying youth through provider's payroll system, including all applicable taxes
(10)   Monitoring worksites to ensure safety and quality of youth work experience
(11)   Tracking program activity and participant information using Partner4Work's online system
(12)   Maintaining time, attendance, and payroll records for all participants, including W2 forms
(13)   Communicating with Partner4Work throughout the summer program
(14)   Evaluating outcomes and ensuring completion of all required youth and adult surveys
(15)   Securing funds to cover the entire costs associated with Learn & Earn programming up-front and submitting invoices for all actual costs (including receipts) to Partner4Work
(16)   Ensure compliance with Child Labor Laws and obtain clearances for all required parties.

Work Experience

We don't believe in a "one-size-fits-all" approach to summer employment. What matters most to us is connecting young people to experiences that will excite, engage, and inspire them. While you can place youth in traditional worksites, priority under this solicitation will be given to providers with innovative worksite proposals or those placing youth in the for-profit sector. Possibilities include, but are not limited to:

- **Career Exploration:** Youth pair hands-on work experience preferably at for-profit partners with job shadowing and classroom-based activities that teach them about career pathways and work readiness.
- **Service-Learning:** Youth complete projects that benefit others locally or globally.
- **Work-Study:** Youth balance traditional on-the-job hours with college coursework at a local college or university.
- **Entrepreneurship:** Youth learn about what it takes to be an entrepreneur through activities like apprenticing at a start-up or creating and marketing their own product.

What we want ALL summer jobs to do:
- Enable youth in the general Learn and Earn program to complete 150 paid hours over the 6-week period (up to 25 hours/week) and earn pre-tax wages of $7.25/hour ($1,088 total wages);
- Help youth grow and overcome barriers by connecting them to mentors, job shadowing

opportunities, and supportive services if needed;
- Go beyond traditional summer camp and neighborhood clean-up summer work experiences to give youth a chance to try their hand at a variety of interesting activities;
- Make sure youth are safe, meaning all jobs must comply with child labor laws;
- Provide opportunities that are accessible by public transportation;
- Expose youth to career tracks that are expected to grow over the next 5-10 years, including:
    o Arts, Entertainment, and Recreation
    o Community and Human Services
    o Culinary Arts and Hospitality
    o Education
    o Finance, Insurance, and Entrepreneurship
    o Government
    o Health Care
    o Labor and Trades
    o Marketing, Advertising, and Graphic Design
    o Park Management and Public Works
    o STEM: Science, Technology, Engineering, Mathematics

Absolute deal-breakers are any jobs that:
- Replace employees who were previously displaced or laid off for economic reasons;
- Require participants to operate power tools;
- Engage youth in working at logging or forestry operations, bars, casinos or other establishments where gambling is permitted; and
- Ignore Child Labor Laws and best practices around youth safety.

For more information on Child Labor Laws, including prohibited work activities, please visit: http://www.portal.state.pa.us/portal/server.pt/community/child_labor_law/10517.

Work-Readiness Training

Providers are responsible for the delivery of work-readiness training to every youth in Learn & Earn. How will you help youth expand their college and career readiness skills? As a provider you'll have the flexibility to use the training curriculum and instructional methods that work best for the youth you serve. We're interested in approaches that are highly interactive and that meet all of the following criteria:

- All youth participate in 12 hours of work-readiness training and receive a non-taxable stipend of $7.25/training hour ($87 total)
- Training is developmentally appropriate and designed to meet the needs of participants
- Training helps participants gain skills in each of the following required areas:
    o Communication
    o Productivity and accountability
    o Initiative and self-direction
    o Problem-solving

- o Teamwork
- o Financial literacy

Training can be offered up-front at the start of the program (week of June 17) or throughout the program (weekly). Partner4Work will review training curricula prior to the program to ensure quality and alignment with the skill areas mentioned above.

Program Management and Compliance

We count on our providers to keep youth safe, keep good records, and collect data that will help us continue to grow the program.

- **Worksite Recruitment:** You'll identify businesses, non-profits, and/or government partners to serve as worksites, work with them to develop a complete Worksite Agreement and job descriptions, and ensure their staff are knowledgeable about Learn & Earn goals, policies, and best practices.
- **Enrollment:** You'll be responsible for ensuring participants complete all required paperwork including but not limited to: I-9, W-4, work permit (if under 18), Equal Opportunity Employment form, grievance policy, parent consent (if under 18), emergency contact information, and Learn & Earn photo release.
- **Youth Placement:** You'll match youth to appropriate worksites based on their geographic area, skill level, learning goals, and career interests.
- **Supervision:** You'll designate at least two adults who will supervise youth at each worksite (one primary supervisor and one alternate supervisor). Supervisors need to be familiar with Learn & Earn program goals, policies, and procedures.
- **Clearances:** *All provider and worksite personnel who directly supervise youth must have the following background clearances prior to the start of the summer program*: Pennsylvania Criminal Background Report, Pennsylvania Child Abuse Report, and FBI Criminal History Report. Providers will provide copies of all clearances to Partner4Work upon request. We understand that the FBI Criminal History Report takes significant time to return. Supervisors must have proof of application for their FBI clearances and must have both Pennsylvania clearances to start the program.
- **Online Database:** You'll use the Learn & Earn online database to track program activities, worksite information, youth attendance and earnings, and other required documents. Partner4Work will train successful bidders on the online database prior to the start of the program.
- **Timesheets and Payroll:** You'll collect youth timesheets and will directly manage payroll for participants, including all applicable tax withholdings.
- **Evaluation:** You'll make sure that youth, provider staff, and worksite staff complete all required program surveys.

Learn & Earn 2019 Performance Standards

We want youth to get the most out of their summer job, which means completing a robust training program and maintaining high levels of participation. Partner4Work measures performance for all providers using the following standards. Your ability to reach these

milestones is something we'll consider when determining future participation as a Learn & Earn provider.

Retention	At least 90% of participants will complete the 6-week program.
Attendance	Youth will work at least 90% of possible work hours collectively.
Work Readiness	At least 90% of participants will complete 12 hours (18 hours for corporate) of work readiness training.

Program Costs and Budget Considerations

Please note: Learn & Earn is a cost reimbursement program. **This means your organization must have the financial capacity to pay all program costs up front.** We'll require an invoice, proof of expenses, and required documentation in order to process a reimbursement. Partner4Work will only reimburse providers for actual expenses incurred. The reimbursement timeline and a list of allowable expenses will be finalized during the contract negotiation. Historically, there has been a delay of several months between the end of the program and the time of reimbursement.

The **maximum reimbursable cost per general Learn and Earn youth is $2,215 per participant.** The cost-per-participant includes transportation (i.e. six weeks of bus passes). Expenses must follow the categories outlined in the cost-per-participant breakdown in Appendix B: Cost Per Participant. Cost categories are set and funding is not fungible between categories. In effect, a provider cannot underspend in youth wages and overspend in program costs.

How to Apply

Submit your proposal by February 20, 2019 at 12:00 pm (noon) to summer@partner4work.org. Late or incomplete proposals will not be considered. Emails should have the subject line "[Organization name] Learn & Earn Provider Proposal." Your proposal must contain all of the following:

1. **Cover Sheet and Proposed Summer Work Experiences –** Use attached forms
2. **Organization Description**
   a. What is your organization's mission?
   b. What programs and services do you offer?
   c. Describe your organization's experience in workforce and youth development.
3. **Program Description –** Complete the attached form and answer all questions below.
   a. Describe the summer work activities you will offer youth. What career tracks and industries are you highlighting? How will you make efforts to recruit for-profit businesses as worksites?
   b. What youth populations are you best positioned to serve? *Please note that Partner4Work cannot guarantee placement to any individual youth. Providers must agree to serve youth assigned by Partner4Work.*
   c. Who are your partners? List all businesses that will serve as summer worksites, including their geographic location and industry. Also include any partners that

will support the program in other ways, such as training or mentoring. Please indicate which partnerships you've already secured. Which of your work sites are in the locations targeted by this RFP?

d. What will your work-readiness training look like? Identify the curriculum and training schedule to be used, if already known.

e. Describe any other services, programs, or resources you will offer youth in the Learn & Earn program, if applicable.

f. How will you promote Learn & Earn to youth?

g. What is your staffing plan for this program?

h. How will you meet performance standards for the Learn & Earn program? If you were a past provider and you did not meet performance standards, what is your plan for ensuring that standards are met in 2019?

i. What other funds will you leverage for this program?

4. **Budget** – Please submit a budget for your Learn & Earn costs, referring to the cost-per-participant guidelines in Appendix B: Cost Per Participant. Providers will not be reimbursed for expenses incurred over budget line items.

Review and Selection Process

The Partner4Work Review Committee will score proposals based on the requirements outlined above. The number of proposals selected will depend on the availability of funding. Successful bidders will be invited to negotiate a contract for services based on the project described in the proposal and stipulations of the funding sources. Appendix C: Scoring Rubric contains the scoring rubric to be used.

Review Timeline:

Release of RFP: January 14, 2018
Proposal Due Date: February 20, 2019 by 12:00 PM (noon)
Selection of Providers: March 1, 2019
Start of Application Process for Youth: March 4, 2019

Questions or Requests

All questions or requests for additional information must be made in writing to summer@partner4work.org by February 13, 2019 by 12:00 PM. Answers will be posted publicly at www.partner4work.org. Bidders are encouraged to check the website frequently for updates. Questions received after February 13, 2019 by 12:00 PM will not be answered.

Provider Training

We expect to hold a provider training session during the second week of March 2019. Successful bidders must send at least one staff member to the training.

Disclaimers

- This Request for Bids does not commit Partner4Work to award a contract.
- Partner4Work may select a firm based on its initial proposal received, without discussion of the proposal. Accordingly, each proposal should be submitted on the most favorable terms from a price and technical standpoint that the bidder can submit to Partner4Work.
- Partner4Work retains the right to request additional information from any applicant, request oral presentations from applicants, or conduct site visits from any applicant before a contract award.
- No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies.
- All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to the Partner4Work and be subject to disclosure under the Freedom of Information Act, Right to Know Law, or other applicable legislation.
- The contract award will not be final until Partner4Work and the successful bidder have executed a mutually satisfactory contractual agreement. Partner4Work reserves the right to make an award without further discussion of the proposal submitted. No activity may begin prior to final Partner4Work approval of the award and execution of a contractual agreement between the successful bidder and Partner4Work.
- The submission of the proposal warrants that the costs quoted for services in response to the RFP are not in excess of those that would be charged any other individual for the same services performed by the bidder.
- Applicants are advised that most documents in the possession of Partner4Work are considered public records and subject to disclosure. Partner4Work reserves the right to issue additional RFPs if and when it is in Partner4Work's best interest to do so and, may elect to negotiate and issue multi-year contracts to successful bidders under this or subsequent RFPs.
- Partner4Work reserves the right to fund portions of a proposal, or to reject any and all proposals in whole or in part. Rejection of a portion of a proposal does not necessarily negate the entire proposal.
- All programs and activities are designated as equal opportunity employers/programs. Auxiliary aids and services are available upon request to individuals with disabilities. Contact staff to request assistance with access to this RFP.

Appendix A: Program Structure and Roles

	Partner4Work	Learn & Earn Provider
Promotion	-Provides Learn & Earn marketing materials -Performs region-wide outreach activities	-Performs outreach activities to target population
Enrollment	-Screens applications -Determines eligibility -Matches youth to providers	-Contacts youth assigned by Partner4Work -Ensures youth compete all required paperwork *(e.g. I-9, W4, work permit, parent consent, EOE, photo release, emergency contact, etc.)* -Matches youth to worksites
Training	-Provides work-readiness curriculum to providers upon request	-Selects and delivers work-readiness training -Pays training stipend
Work Experience	-Provides standard worksite agreement template -Provides employer orientation resources upon request -Conducts site visits of providers and worksites	-Recruits and orients worksites -Ensures worksites complete worksite agreement -Collects worksite supervisor clearances *(FBI, Act 33/34)* -Monitors worksites -Pays youth wages including tax withholdings
Evaluation	-Develops evaluation protocol -Sets performance milestones	-Ensures youth and adults complete required surveys -Tracks program data and outcomes
Administration	-Manages summer youth employment system -Provides training on/access to online program management database (Salesforce) -Provides technical assistance to providers	-Manages cohort of assigned youth -Ensures appropriate staffing levels -Maintains participant files and program records (hard copy and Salesforce) -Communicates with Partner4Work weekly and more frequently as needed during program
Fiscal	-Secures program funds -Reimburses providers for approved actual costs	-Raises additional funds as needed -Invoices Partner4Work for approved actual costs
Corporate Internships	All of the above and: -Identifies youth within the Learn and Earn application system who are interested in or potentially eligible for Corporate Internships -Helps to screen youth -Helps to recruit Corporate worksites	All of the above for Corporate Youth and: -Helps to screen youth

Appendix B: Cost Per Participant

Learn & Earn General Program Cost Per Participant		
Budget Item	**Max. Cost**	**Notes**
Participant Wages (pre-tax)	$1,088	$7.25/hour for max. 25 hours/week for six weeks
Work Readiness Training Stipend	$87	$7.25/hour for a total of 12 hours Training stipends are non-taxable
Program Costs	$1,040	Includes 6 weekly bus passes per participant
Total Cost Per Participant	**$2,215**	

Appendix C: Scoring Rubric

Scoring Criteria	Description	Points Available
Cover Sheet	– Provides organization contact information, legal information, executive summary, list of leveraged funds, and list of worksites	5
Organizational Capacity	– Applicant demonstrates administrative capacity to deliver Learn & Earn program, including financial sustainability and staff support – Describes ability and experience in youth workforce development and working with disadvantaged youth ages 14-21**.**	30
Program Design	– Applicant communicates who the project will serve and how the project will serve the young adults – Provides a clear plan for promoting Learn & Earn to youth – Provides evidence of a quality work experience that aligns with Learn & Earn career tracks – Provides evidence of a quality work-readiness training program that meets the core Learn & Earn competencies – Describes partnerships (other businesses, training providers, educators, etc.) they will bring to the table. – Worksites are in geographies targeted by this procurement.	50
Outcomes	– Provides a detailed plan for ensuring program outcomes are met – If the organization is a past Learn & Earn provider and did not meet performance outcomes, provides a detailed plan for improvement	15
	TOTAL POINTS:	**100**

Appendix D: Learn & Earn 2019 General Provider Proposal Cover Sheet

Lead Applicant: Click or tap here to enter text.

Indicate Area to be served (Select one or both): ☐Allegheny County ☐City of Pittsburgh

A. Contact Information
Organization Name: Click or tap here to enter text.
Address: Click or tap here to enter text.
City: Click or tap here to enter text. State: Click or tap here to enter text.   Zip Code: Click or tap here to enter text.

Principal Contact Person: Click or tap here to enter text. Title: Click or tap here to enter text.
Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx Email: Click or tap here to enter text.
Fiscal Contact Person: Click or tap here to enter text. Title: Click or tap here to enter text.
Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx Email: Click or tap here to enter text.
Executive Director: Click or tap here to enter text.
Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx Email: Click or tap here to enter text.

B. Legal Information
Type of organization: For-profit: ☐   Non-Profit: ☐ Government or School District: ☐
Federal Employer Identification Number (FEIN): Click or tap here to enter text.

Please provide your current DUNS Number: Click or tap here to enter text.
Please provide your current CAGE Code: Click or tap here to enter text.

C. Short Executive Summary *(this information may be published if program is funded – max 100 words)*
Click here to enter text.

D. Requirements / Documents *(proposals submitted without these documents will be considered __incomplete__, please see associated links for more information and instructions as to how to acquire them) Please note that a single copy of all requirements below must be submitted for EACH Partner, in addition to the lead applicant (if applicable)*
- ❏ Registration in the System for Award Management (SAM)
- ❏ Completed Pre-award Assessment (complete online)
- ❏ Most recent financial audit
- ❏ Certificate of Liability Insurance
- ❏ Certificate of Worker's Compensation Insurance
- ❏ W9

E. Budget Information

Budget Summary:

	Allegheny County	City of Pittsburgh	Total
Total Amount Requested			
Number of Participants to be served			

Leveraged Funds:

Please list all other sources of funding that will support your proposed program, if applicable.

Funding Source	Amount
	$0.00
	Total

☐Our organization understands that this program operates on a reimbursement model, and we are prepared to front costs related to said program until requirements for reimbursement are met and funds are available for reimbursement.

Initial: _____

Proposed Summer Work Experiences

Please complete a separate page for each distinct program model you will offer. For example, if you are offering a Work-Study program and an Entrepreneurship program, you should list each opportunity separately.

<table>
<tr>
<td>Program Model:</td>
<td colspan="3">☐ Traditional Summer Job
☐ Career Exploration
☐ Service-Learning
☐ Work-Study/College Readiness
☐ Entrepreneurship
☐ Other (Describe):</td>
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<tr>
<td>Learning Outcomes:</td>
<td colspan="3"></td>
</tr>
<tr>
<td rowspan="2">Number of Jobs to be Offered per Skill Level:</td>
<td>Beginner</td>
<td>Intermediate</td>
<td>Advanced</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career Pathways
(Check all that apply)</td>
<td colspan="3">☐ Arts, Entertainment, and Recreation
☐ Community and Human Services
☐ Culinary Arts and Hospitality
☐ Education
☐ Finance, Insurance, and Entrepreneurship
☐ Government
☐ Health Care
☐ Labor and Trades
☐ Marketing, Advertising, and Graphic Design
☐ Park Management and Public Works
☐ STEM: Science, Technology, Engineering, Math</td>
</tr>
<tr>
<td>Geographic Locations:
(Please be as specific as possible, listing by neighborhood and ZIP code)</td>
<td colspan="3"></td>
</tr>
<tr>
<td>Worksite Partners:</td>
<td colspan="3"></td>
</tr>
<tr>
<td>Target Population:</td>
<td colspan="3"></td>
</tr>
</table>

Appendix E: Neighborhood Maps

Learn & Earn served more than 1,800 young adults during the summer of 2018. Neighborhoods and municipalities highlighted in yellow below had a larger than average ratio of young adult participants to work sites and are therefore targeted for additional worksite development through this RFP process. Additional neighborhoods for worksite development were chosen due to a high number of youth applicants, transportation, and other factors.
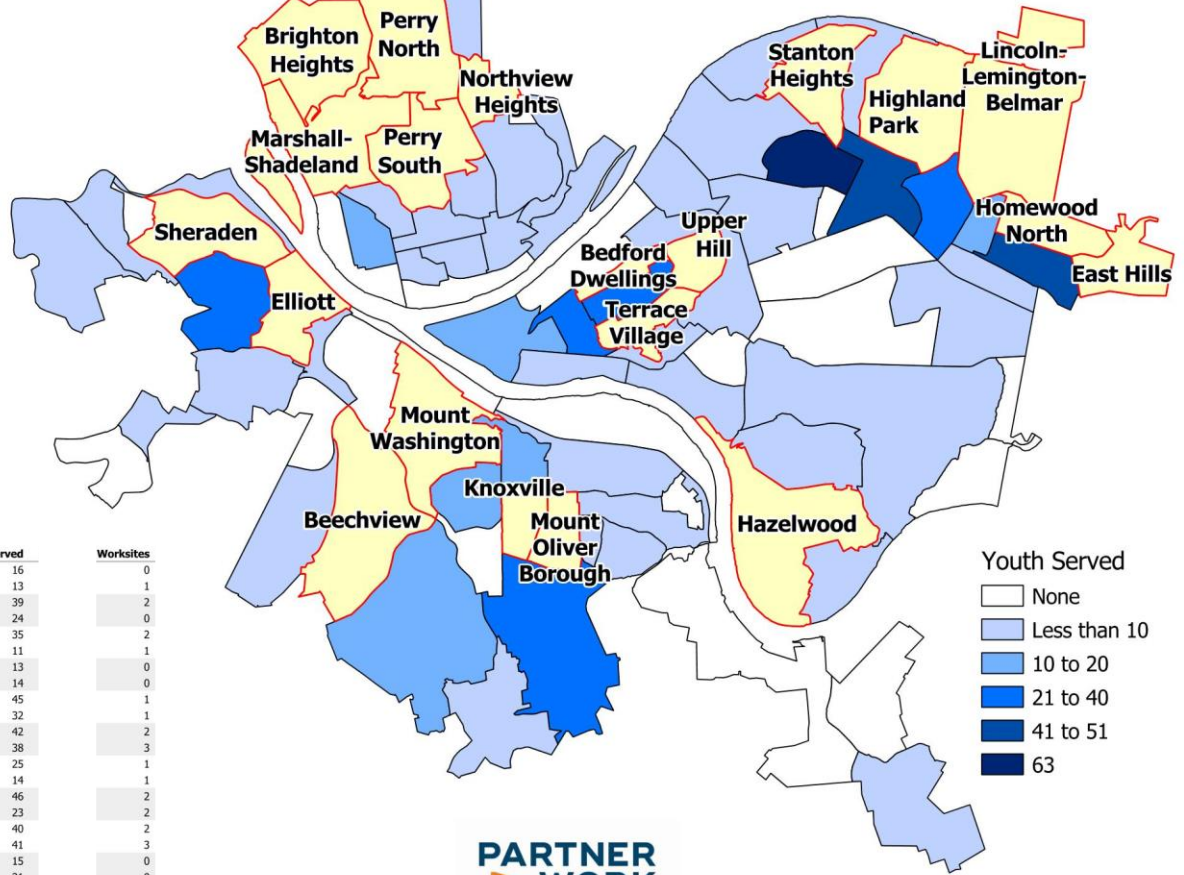
YOUTH SERVED - Learn and Earn 2018
Allegheny County
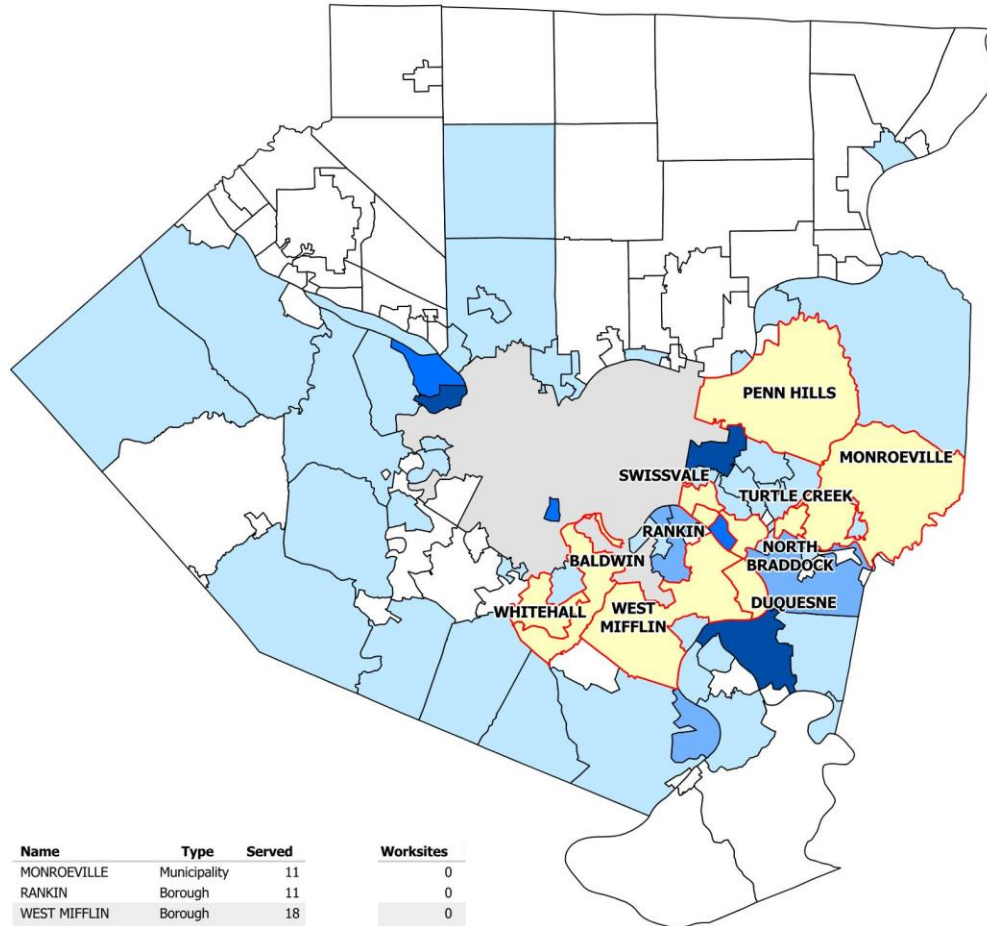
Name	Type	Served	Worksites
MONROEVILLE	Municipality	11	0
RANKIN	Borough	11	0
WEST MIFFLIN	Borough	18	0
TURTLE CREEK	Borough	19	0
BALDWIN	Borough	20	1
SWISSVALE	Borough	25	1
NORTH BRADDOCK	Borough	32	2
WHITEHALL	Borough	33	2
DUQUESNE	City	46	2
PENN HILLS	Municipality	110	7

Youth Served

- None
- Less than 10
- 10 to 20
- 21 to 40
- 41 to 86
- 110

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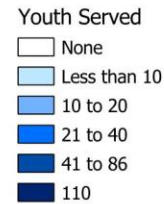
YOUTH SERVED - Learn and Earn 2018
City of Pittsburgh

Youth Served
- None
- Less than 10
- 10 to 20
- 21 to 40
- 41 to 51
- 63

Neighborhood	Served	Worksites
Bedford Dwellings	16	0
Beechview	13	1
Brighton Heights	39	2
Crafton Heights	24	0
East Hills	35	2
Elliott	11	1
Hazelwood	13	0
Highland Park	14	0
Homewood North	45	1
Knoxville	32	1
Lincoln-Lemington-Belmar	42	2
Marshall-Shadeland	38	3
Mount Oliver Borough	25	1
Mount Washington	14	1
Northview Heights	46	2
Perry North	23	2
Perry South	40	2
Sheraden	41	3
Stanton Heights	15	0
Terrace Village	31	0
Upper Hill	19	1

*Neighborhoods with a young adult served to worksite ratio larger than 10 to 1.

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Appendix F: Overview of Administrative and Budget Requirements

Overview of Administrative Requirements

At a minimum, all subrecipient organizations must meet the Standards for Financial and Program Management found at 2 CFR 200 in the OMB Uniform Guidance, as well as any regulatory requirements related to the funds. Your organization's financial management system must provide for the following:

1. Tracking spending on multiple individual funding streams

Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, name of the Federal Agency, and name of the pass-through entity (i.e. Partner4Work).

2. Fiscal reporting on an accrual basis

Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements set forth in 2 CFR 200.327 Financial Reporting and 200.328 Monitoring and Reporting Program Performance. If a Federal awarding agency requires reporting on an accrual basis from a recipient that maintains its records on other than an accrual basis, the recipient may develop accrual data for its reports based on an analysis of the documentation on hand. Similarly, a pass-through entity must not require a subrecipient to establish and accrual accounting system and must allow the subrecipient to develop accrual data for its reports based on an analysis of the documentation on hand.

3. Maintaining documentation supporting all spending and assets

Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligation, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

4. Maintaining internal controls that ensure compliance with all funding regulations

Control over, and accountability for, all funds, property, and other assets. The non-Federal entity must adequately safeguard all assets and assure that they are used solely for authorized purposes. See § 200.303 Internal controls.

5. Producing a budget to actual report

Comparison of expenditures with budget amounts for each Federal award.

6. Processing payments on a reimbursement basis

Written procedures to implement the requirements of § 200.305 Payment.

7. Budgeting and spending funds in allowable cost categories (i.e. direct, indirect, program, and admin costs)

Written procedures for determining the allowability of costs in accordance with Subpart E - Cost Principles of this part and the terms and conditions of the Federal award.

Record Retention

The selected applicant(s) must retain, secure and ensure the accuracy of all program files and records, whether related to job seekers, businesses or general operations, in compliance with WIOA and/or TANF requirements, related federal and state regulations, and Partner4Work's record retention requirements. Case files are the property of Partner4Work and must contain a variety of documentation including, but not limited to: program eligibility, suitability, and assessment data; Individual Service Strategies (ISSs); regular customer contacts and updates; progress reports, time and attendance sheets (training services); and case notes. Files must be retained for seven years after Partner4Work reports final expenditures to the funding source. The selected applicant(s) must allow Partner4Work and representatives of other regulatory authorities access to all WIOA and/or TANF records, program materials, staff, and participants.

Personally Identifiable Information Compliance

The selected applicant(s) are responsible for maintaining and securing participant case files at all times, as well as ensuring privacy and protection of all personal information collected from participants per applicable laws, regulations and P4W policies. Confidentiality of participant information must be maintained and all case files must be properly stored in a secured space with limited staff access. Each staff member who has contact with participants or participant information must receive training on confidentiality requirements. The selected applicant(s) acknowledges that the use or disclosure of participant information for purposes other than the effective delivery of the services described in this RFP is strictly prohibited. Staff of the selected applicant(s) may have access to this information only on a "need to know" basis. The selected applicant(s) must inform employees that inappropriate use of such information may result in disciplinary action, including discharge, or criminal prosecution if the employee knowingly uses the information for fraudulent purposes.

Budget Narrative Instructions

The budget narrative must provide a description of costs associated with each line item in the budget template. It should also include a description of leveraged resources provided (as applicable) to support grant activities.

In addition to a description of costs included in each line item on the budget template, please include the following in the budget narrative:

Personnel: List all staff positions by title (both current and proposed). Give the annual salary of each position, the percentage of each position's time and salary devoted to the project, and the total personnel cost for the period of performance.

Fringe Benefits: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement, etc.

Other: Provide clear and specific detail, including costs, for each item so that Partner4Work can determine whether the costs are necessary, reasonable and allocable. List any item not covered elsewhere here.

Indirect Costs: If you include indirect costs in the budget, then include one of the following:
a) If you have a Negotiated Indirect Cost Rate Agreement (NICRA), provide an explanation of how the indirect costs are calculated. This explanation should include which portion of each line item, along with the associated costs, are included in your cost allocation base. Also, provide a current version of the NICRA.

or

b) If you intend to claim indirect costs using the 10 percent de minimis rate, please confirm that your organization meets the requirements as described in 2 CFR 200.414(f). Clearly state that your organization has never received a

Negotiated Indirect Cost Rate Agreement (NICRA), and your organization is not one described in Appendix VII of 2 CFR 200, paragraph (D)(1)(b).

Applicants choosing to claim indirect costs using the de minimis rate must use Modified Total Direct Costs (see 2 CFR 200.68 below for definition) as their cost allocation base. Provide an explanation of which portion of each line item, along with the associated costs, are included in your cost allocation base. Note that there are various items not included in the calculation of Modified Total Direct Costs. See below the definitions to assist you in your calculation.

2 CFR 200.68 Modified Total Direct Cost (MTDC) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of $25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

The definition of MTDC in 2 CFR 200.68 no longer allows for any sub-contracts to be included in the calculation. You will also note that participant support costs are not included in modified total direct cost.

2 CFR 200.75 Participant Support Cost means direct costs for items such as stipends, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences, or training projects.

See Section IV.B.4. and Section IV.E.1 for more information. Additionally, the following link contains information regarding the negotiation of Indirect Cost Rates at DOL: https://www.dol.gov/oasam/boc/dcd/index.htm